

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, April 27, 2017 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 27, 2017 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:02 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Melanie Baker; Christin Byrum; Bob Contraguero, Jr.; Dr. Darrell Cummings (by phone); Mary K. DeGarmo (by phone); Larry Lemon; Eran Molz; David Stoffel; and Rosemary Ketchum.

Guests included: Dr. Vicki Riley, President; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Mike Koon, Interim Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; Bob DeFrancis, Dean of Community Relations; and Shannon Payton, Director of Student Activities and Classified Staff President.

**3. Approval of Minutes (March 23, 2017)**

Mr. Stoffel made a motion the Board approve the minutes of the meeting of March 23, 2017 as presented. Mr. Contraguero seconded the motion. Motion carried.

**4. Board Chair Report**

Mr. Altmeyer stated that he will have more to say in Executive Session and afterwards.

**5. Student Presentation**

Student Government Association President, Courtney O' Connor, and Student Board of Governor Representative, Rosemary Ketchum, presented a PowerPoint presentation on Student Activities. They provided an overview of how Student Activities helped shape them on who they are today and the impact that it's had on their role as a student at WVNCC. They described the Student Government setup and their responsibilities including the Student Government Association Executive Board. In addition, they described the role that the Campus Activities Board plays in helping students assist in planning and carrying out various activities on campus that are not only for students but also faculty, staff and their families. Later in May, students will attend the WV Student Leadership Conference held at Jackson's Mill. The Student Activities office has implemented multiple ways to engage students using social media. WVNCC is the only college in West Virginia to be named each year to the President's Higher Education Community Service Honor Roll since it began in 2006. The Student Activities motto is "Changing Lives, Engaging the Community, and Building Leaders" and they are active in a variety of activities in the community. On May 6<sup>th</sup>, they will sponsor a WVNCC Family Day at Oglebay for students, employees, and families. Ms. O' Connor and Ms. Ketchum expressed their gratitude for how wonderful of an opportunity Student Activities has been for them.

**6. Executive Session**

Mr. Stoffel made a motion the Board enter into executive session at 5:17 pm to discuss Personnel and Real Estate. Mr. Artman seconded the motion. Motion carried.

Dr. Cummings made a motion the Board come out of Executive Session at 6:36 pm. Mr. Stoffel seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board approve an addendum between WVNCC and Dr. Vicki L. Riley to extend her current contract until June 30, 2018; any future offers after June 30, 2018 shall be for a minimum of two years; all contract terms remain until June 30, 2018; and the parties acknowledge that the agreement is subject to modifications as may be required by the Council for Community and Technical College Education. Ms. Byrum seconded the motion. Mr. Altmeyer requested a roll call vote. Aye: Artman, Byrum, Contraquerro, Cummings, DeGarmo, Molz. No: Lemon, Stoffel, Baker, Ketchum and one abstention.  
Motion carried.

## **7. President's Report**

Commencement is scheduled for Friday, May 12<sup>th</sup>. If you plan on attending, please let Ms. Kappel know by tomorrow. Mr. Artman will confer degrees on behalf of the Board of Governors.

### **Special Resolutions**

Dr. Riley presented special resolutions to Student Board of Governors representative, Rosemary Ketchum. She will be graduating and her term will end June 30, 2017.

Also, Dr. Riley presented a special resolution to Mary K. Hervey DeGarmo who is resigning effective June 30, 2017. She has been an active Board member since 2007 and has served as Vice Chair for the past five years.

Both members were thanked for their service and will be missed.

### **Employee & Dependent Tuition Waiver Rule (1<sup>st</sup> and 2<sup>nd</sup> Reading)**

Dr. Riley presented information regarding the Employee & Dependent Tuition Waiver rule which expands tuition waiver opportunities and provides guidelines for employees.

Mr. Stoffel made a motion to approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Employee & Dependent Tuition Waiver Rule. Ms. Ketchum seconded the motion. Motion carried.

### **Nominating Committee**

Dr. Riley and Mr. Altmeyer had discussed a Nominating Committee to present a slate of officers at a future meeting. It was suggested that the following members comprise the Nominating Committee: Dr. Cummings, Melanie Baker, and Mary K. DeGarmo.

Mr. Artman made a motion that the Nominating Committee be made up of Dr. Cummings, Melanie Baker, and Mary K. DeGarmo. Mr. Molz seconded the motion. Motion carried.

### **May Meeting**

Dr. Riley stated that there is still a possibility of a May meeting. They are waiting to hear on the budget for state appropriations.

## **6. Administrative Reports**

### **Interim Vice President of Academic Affairs**

#### **Academic Program Approval**

Mr. Koon asked for the Board's approval to offer a Welding CAS. This will provide a skillset for market opportunities in this area. Mr. Molz asked if there was a guarantee for job placement and Mr. Koon stated that he is confident in the placement.

Mr. Contraquerro made a motion to approve the implementation of a CAS program in oil and gas pipe welding as presented to the Board. Ms. Baker seconded the motion. Motion carried.

#### **HLC Update**

Since Mr. Altmeyer had to leave early, Dr. Riley asked that this be deferred until the next meeting.

Mr. Koon announced that the Radiography/Radiology program received notification this afternoon that it has received accreditation for five more years.

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre provided a quick overview of the fund tracking document that was provided in the Board packet.

#### **Facilities Update**

Mr. Sayre stated that Dr. Riley and he attended the WV Council meeting last week. The Council gave approval to proceed with the renovation of the Wesco Building. Construction should be put out to bid by August. He hopes to have the building online by late May/early July 2018.

He announced that they have also recently completed a HVAC audit and will be prioritizing fixes in a 10 year plan.

Mr. Sayre also stated that facilities has been cleaning out storage areas and donating some equipment to area non-profit organizations.

#### **FY 18 Budget**

Mr. Sayre overviewed the proposed budget that was in the Board packets. The proposed budget does include an estimated 4% reduction in state appropriations. He stated that even if state appropriations would end up being reduced up to 5% that it would be fine. If it were a larger reduction, he would need to seek approval on a revised budget. This budget is low on cushion but is realistic.

Mr. Molz made a motion approve the balanced operational budget as presented. Mr. Stoffel seconded the motion. Motion carried.

### **Tuition & Fees Proposal**

Mr. Sayre stated that the revised fee schedule in the Board packets is the same as last month with the exception of a new program fee associated with the new Welding Certificate. Mr. Stoffel asked a question regarding program fees and Mr. Sayre responded that they will be looking at fees individually during the next year.

Mr. Contraguero made a motion to approve and accept the revised Tuition and Fees as presented to the Board. Mr. Molz seconded the motion. Motion carried.

### **7. Old Business**

There was no old business.

### **8. New Business**

There was no new business.

### **9. Adjournment**

The meeting adjourned at 7:02 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Christin Byrum  
Board of Governors Secretary