

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 24, 2016 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 24, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. DeGarmo convened the meeting at 5:03 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Christin Byrum; Bob Contraguerro, Jr.; Larry Edgell; Mary K. DeGarmo (by phone); David Stoffel; Melanie Baker; and Nina Elder. Excused: Brann Altmeyer; Jon Greer; Toni Shute.

Guests included: Dr. Vicki Riley, President; Robert DeFrancis, Dean of Community Relations; Peggy Carmichael, Chief Human Resources Officer; and Dr. Carry DeAtley, Vice President of Academic Affairs. Others: April Schrump, Senior Accountant.

3. Approval of Minutes (February 25, 2016)

Ms. Byrum made a motion the Board approve the minutes of the meeting of February 25, 2016 as presented. Mr. Contraguerro seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

Updates

Dr. Riley provided an update from the Chancellor's office regarding guns on campus. After review from the Governor's legal counsel and legal counsel in the Chancellor's office, it was determined that there were no changes to be made to existing practice of not allowing guns on campus.

Board of Governors member, Larry Edgell, announced that he would be resigning. He will be moving on to other opportunities.

Tuition, Fees, and Draft Budget

Dr. Riley overviewed the draft FY 2017 Budget. A proposed tuition increase of 4.9% would mean an increase of \$6.24 per credit hour.

Dr. DeAtley presented the proposed FY 2017 Fees. Several of the additional fees included a newly implemented state policy on prior learning assessment. There was also an additional cost in the Medical Assisting CAS. Dr. Cummings asked what the \$300 portfolio fee would cover. Dr. DeAtley described the fee covering the processing involved with what can be a lot of material. Dr. Riley stated that staff is working on adopting a policy to cover the prior learning process. Dr. Cummings asked for more clarity between the Board of Governors portfolio and prior learning portfolio. Mr. Stoffel asked who determined the administrative and capital fee. Dr. Riley answered that these were approved last year. Mr. Contraguerro asked about the \$300 portfolio fee and the \$10 per credit hour for Board of Governors credit.

Dr. DeAtley stated that the program fees are determined by the program in terms of

consumables, exams, and certifications. Dr. Riley stated that the Registrar's office keeps a detailed itemization of fees.

Dr. Riley shared information from the Chancellor's office on the state budget situation. It doesn't look like we will know state appropriations anytime soon. Each school still needs to have their tuition plan into the state by April 1st. The Chancellor suggested that schools consider a plan A and a Plan B. Several other community colleges have approved a range in tuition depending on how state appropriations are finalized. At this point, the Chancellor is not sure that higher ed will be exempt. The state deficit is growing. There is the possibility of cuts across the Board with state agencies.

In light of budget situation, Dr. Riley emphasized the importance of turning around our declining enrollment. We need to stay competitive locally. Also, we are working diligently on collections to recapture any outstanding funds. Dr. Cummings asked about the differences between FY 2016 and FY 2017 in terms of FTE.

Ms. DeGarmo stated that we try so hard to not pass increasing costs off to students but there is not a lot of other way to generate revenue at this point. Dr. Riley stated that at this point we have not cut jobs or programs. OTPS has been reduced by 4%.

Ms. Carmichael stated at this time, we do not know what PEIA changes there will be and how it will affect the budget.

Mr. Stoffel asked that the College look at what programs are working and what are not and how these might factor into the budget. Dr. DeAtley stated that the program viability model should help people to truly look at the programs based on needs and demands rather than people.

After some discussion, it was decided to propose a Plan B on tuition with a range of a tuition increase from 5-8%. Dr. Riley added that a 1% increase = approximately \$35k and that anything over 5% would require Council's approval.

Mr. Stoffel made a motion the Board approve the FY 2017 Tuition and Fees in one motion as follows: approve the initial agenda item of 4.9% tuition increase. In addition, the Board also approves a second option of a tuition increase range up to 8% pending final state appropriations as well as the fees as presented, after adding \$10 for prior learning portfolio recording fee. Ms. Byrum seconded the motion. Motion carried.

Strategic Plan

Dr. Riley presented the final strategic plan for 2015-2020. She stated that this plan will be used for departments and employees to develop their goals and align with institution.

Mr. Contraquerro made a motion the Board approve the Strategic Plan as presented. Mr. Stoffel seconded the motion. Motion carried.

Facilities Update

Dr. Riley stated that there is not anything new to report on for the ATC sinkhole. Rich Donovan is in touch with the Ohio County Development Authority.

There has been an internal committee put together for the Wesco expression of interest process for architects. The committee will narrow the choices down to 3- 5.

Chief Financial Officer/Vice President of Administrative Services Search Process

Ms. Carmichael stated that they have completed interviews and brought two candidates to campus. They will be moving forward with calculating the ratings by the search committee, presenting information to Dr. Riley, and proceeding from there.

6. Administrative Report

Academic Program Changes

Dr. DeAtley overviewed the academic program changes that were in the Board packets and noted that the "Chemical Instrumentation" A.A.S. should state "Instrumentation Process Technology A.A.S.". She also noted that #5 in the Academic Program Changes document is the same as #4 – Business Studies, Business Administration (Management Concentration) but without the word "Online".

Mr. Stoffel made a motion the Board approve the Program Changes with changes. Mr. Edgell seconded the motion. Motion carried.

7. Old Business

There was no old business.

8. New Business

Presidential Contract and Evaluation

Dr. Cummings stated that at the April Board of Governors meeting that the Board will need to conduct an evaluation of the President. In looking at the possibility of 360 evaluations, Dr. Cummings stated that Dr. Riley has only been here for 15 months so it might not be an accurate representation but he wanted input from the Board. After discussion, it was decided that after her review, in which she will provide a written report, the Executive Committee that negotiated her contract will negotiate the parameters of a new contract. This will be an action item for next month.

9. Adjournment

The meeting adjourned at 6:10 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary