

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 22, 2015 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 22, 2015 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. DeGarmo convened the meeting at 5:01 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum; Frank DeCaria; Margaret DeCola; Mary K. DeGarmo; Jonathon Greer; Excused: Bob Conraguerro; Sigourney Kokosinski; Toni Shute.

Guests included: Dr. Vicki Riley, President; Bob DeFrancis, Dean of Community Relations; Janet Fike, Vice President of Student Services; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs. Others: Jenna Derrico, Program Coordinator and ACCE Representative - State Advisory Council of Classified Employees.

3. Approval of Minutes (October 23, 2014)

Mr. DeCaria made a motion the Board approve the minutes of the meeting of October 23, 2014 with one correction on a typo. Mr. Greer seconded the motion. Motion carried.

4. Approval of Minutes (December 2, 2014)

Ms. Byrum made a motion the Board approve the minutes of the meeting of December 2, 2014 as presented. Mr. DeCaria seconded the motion. Motion carried.

5. Approval of Minutes (December 10, 2014)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of December 10, 2014 as presented. Ms. DeCola seconded the motion. Motion carried.

6. Board Chair Report

There was no Board Chair report.

7. President's Report

A. Other

Dr. Riley thanked the Board of Governors for their support and she looks forward to working with everyone. She has spent the past few weeks meeting with various people and everyone has been so helpful in getting things set up.

Dr. Riley reported on the various meetings she has either attended or will be attending since taking office on January 6th. These include the following:

- Foundation Allocation Committee Meeting
- Wetzel Chamber of Commerce event on the New Martinsville campus
- Friends of New Martinsville meeting
- Weirton Chamber of Commerce event to meet the new president
- Wheeling Lions
- Higher Education Day in Charleston

- Meeting with the Faculty Assembly Officers
- Meeting with President's Council
- Various meetings to get ideas on how things can be improved

Dr. Riley introduced Dr. Carry DeAtley as Interim Vice President of Academic Affairs. Dr. DeAtley came to WVNCC from New River in October as Dean of the Wheeling campus.

While meeting with the Northern President's Council, Dr. Riley announced that the next meeting for the Employee Satisfaction Survey Group is on February 6th. This was a project that Dr. Olshinsky started prior to his departure. She hopes the survey will help improve faculty and staff processes. Mr. Altmeyer asked if other community colleges conducted surveys such as this. Dr. Riley responded that Dr. Olshinsky initiated the survey out of response to the items that faculty and staff discussed at the October Board of Governors meeting. Ms. DeCola stated that a survey was previously done but it was done incorrectly and there wasn't anything done with the information collected.

After having an external Title III review earlier in the day, Dr. Riley announced that WVNCC was spotless for the third year in a row. This grant has really helped our development education program.

Dr. Riley shared with the Board that on her first day as President, there was a President's Cabinet meeting. Most of this meeting was used to discuss the current enrollment model. The decision was made to use the existing Enrollment Managements Council to review the current process. The plan is to have a revised strategy by March 1st for Fall 2015 and a long term plan for Fall 2016 by May 1st.

8. CFO/Vice President, Administrative Services.....Steve Lippiello

• Proposed revision of fee structure

Mr. Lippiello overviewed a PowerPoint presentation that he prepared regarding a proposed fee structure. He stated that this was a high level structure. The Board of Governors would be asked to approve a revised fee structure in March. After providing a brief history of fees at WVNCC, either course or special, Mr. Lippiello stated that several challenges with the existing structure include: course fees have grown in number; administering/assessing fees on student accounts has become confusing; and students have expressed concerns about the complexity in understanding the fees to be paid. He proposed that WVNCC consolidate the current fee structure; assess fees by program rather than by course; and look to recover administrative costs of processing students through the registration/enrollment process.

9. VP, Student Services.....Janet Fike

• Enrollment Report

Ms. Fike provided an updated handout on the current spring enrollment. At this time, we are at 75% of our current headcount goal with 81.55% of FTE for budget. The majority of students that are going to register have already done so. Our enrollment is around 10% lower than we expected. Currently, 50% of our students are part-time so we are retaining

students longer but they are working and taking longer to graduate. There were about 430 students from the fall that did not return. Ms. Fike stated that there was not one overall answer as to why they weren't returning – just a combination of reasons. In addition, Ms. Fike stated that we are seeing an increase in the number of students who are more cash paying students than aid eligible. Another factor affecting enrollment is the number of AP courses at local high schools that are replacing college credit.

- **Default Update**

Ms. Fike stated that ACS responded about seven days ago. The measures that financial aid has taken in recent months has helped with the high default rate. She stated that we will know the draft group in February with the final group in September. The February group at 28.8% is the group that could most affect us. Ms. Fike reported that we communicate with students via email and mail but one of the things that hits us the most is that our students tend to move a lot or change cell phone numbers so staying in contact can be a bit of a challenge. Currently, there are seven out of ten community colleges in West Virginia that are in trouble with their default rate. Most students in default owe \$5,000 or less.

10. Old Business

There was no old business.

11. New Business

There was no new business.

12. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 5:48 pm to discuss real estate. Mr. Greer seconded the motion. Motion carried.

Mr. DeCaria made a motion the Board come out of executive session at 6:00 pm. Ms. DeCola seconded the motion. Motion carried.

13. Adjournment

The meeting adjourned at 6:09 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary