

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 22, 2018 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 22, 2018 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:04 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; Bob Contraguero, Jr.; David Stoffel; Melanie Baker; and Tye Forster. Excused: David Artman; Christin Byrum; Tad Greene and Larry Lemon.

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; and Larry Tackett, Vice President of Economic Workforce and Development. Others: Pat Roper; Ben Fulton; Tracy Jenkins; and Kathy Herrington.

3. Approval of Minutes (January 18, 2018)

Ms. Baker made a motion the Board approve the minutes of the meeting of January 18, 2018 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

Mr. Altmeyer stated that he did not have a Board Chair report at this time. He will speak more in Executive Session.

5. Institutional Effectiveness Update

Dr. Sharma provided information on where they are to date on assessment efforts. She overviewed the HLC requirements that relate to criterion 4 (assessment); how assessment relates to Institutional Effectiveness; progress that has been made to address assessment requirements; and the next steps. Progress to date so far has included the following accomplishments: created institutional plans with consistent vocabulary to assess student learning; one year of program assessment of student learning data that supports how decisions are made to improve student learning; one year of data to support institution wide assessment of general education outcomes; and one year of co-curricular assessment of student learning data to support how data is used to improve student services. The next steps will include the Assessment Committee working on program assessment, general education, and co-curricular assessment report analysis; a summary of the analysis; updates to HLC Assurance Report Criterion 4; and Final Changes to Criterion 4. Dr. Sharma thanked faculty and staff for their hard work.

Mr. Altmeyer asked Dr. Sharma and Dr. Loveless if we are going to be ready for HLC and they believe so. Dr. Loveless stated that the Weave product recently implemented will help tremendously with the faculty credentialing piece. They will also audit the HR files to check transcripts. Mr. Altmeyer asked if Mr. Koon was still involved and he is. On Monday, there will be a kick off of HLC meetings on all three campuses. After this, these meetings will be held regularly until the HLC visit is complete. Dr. Loveless stated that HLC will be looking

for improvements and we will be able to demonstrate it. Mr. Tackett stated that the HLC visit will be November 26-28. Mr. Altmeyer asked for clarifications on HLC visit – is it looking for deficiencies from last visit or more? Mr. Tackett stated that it is comprehensive plus checking on deficiencies. Mr. Altmeyer asked when we would know of the HLC decision and Mr. Tackett stated that we would need to attend the HLC IAC meeting in March 2019 and would have a final decision after the June 2019 HLC Board meeting. Dr. Riley stated that we are working on the HLC assurance document and it is due October 1st. Dr. Sharma added that she is an HLC certified reviewer and is looking for what needs to be handled.

6. President's Report

Dr. Riley welcomed Tye Forster, the new Student Board of Governors representative to the Board. His term will expire June 30, 2018. He is studying cybersecurity and plans to transfer to the University of Charleston after finishing here.

Dr. Riley stated that there is not many legislative updates at this time. There is currently no discussion of budget cuts. They did expand the invest grants to include four year public and private colleges if they offer two year degree programs. She signed on with other presidents against the concealed carry. She did send out information to our employees if they wanted to support the state teachers with peaceful assembly.

There will be a special Board meeting on March 12th at 5 pm with the consultants regarding the presidential evaluation. She stated that Board members may earn two hours of credit for training at this meeting.

The employee satisfaction survey will be sent out on Friday. Employees will have two weeks to respond. Mr. Altmeyer asked who received it and it is sent to all full time faculty and staff. Dr. Riley shared an email to the College that listed initiatives taken based on the previous survey results.

WV CTCS Enrollment Data

Dr. Riley highlighted a handout that the Board received regarding credit headcount enrollment 2012-2016 at WV state community colleges. Most institutions around the state are experiencing the same decline as we are due to decline in population and the number of high school graduates. She stated that the College is working on specific strategies to address. And, she also highlighted a handout on all certificates and degrees awarded 2012-2016. Although enrollment is declining, our number of graduates is increasing.

7. Administrative Reports

Chief Human Resources Officer

Class & Comp Ad Hoc Committee Update

Mr. Sayre reported on this in Ms. Carmichael's absence. He stated that the ad hoc committee has been meeting and are working on the rule and specifics such as when the change will occur, wage adjustments for FY 2019, managing the market salary structure into the future, and addressing concerns of employees regarding changes. Mr. Altmeyer asked if the goal of the committee was to have a three to five year plan and the response was yes.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre referenced the fund tracking document included in the Board packet. He stated that we will be spending all of the state money. Capital is decreasing due to bills coming in for Wesco.

Mr. Sayre also distributed second quarter financial statements. These were timelier than in the past. There was an operating revenue decline of \$208k and an operating expenses decline of \$89k. On the statement of cash flows and new cash used in operation, it was almost identical year to year. Mr. Sayre asked if anyone had any questions, please send him an email.

Facilities Update

Lumos Technologies received the RFP to be our broadband carrier for data and telecommunication services. This will increase our bandwidth with reduction of costs. They plan to do the implementation in June.

Wesco construction is on schedule. Mr. Sayre met with Mr. Donovan regarding the roof projects in New Martinsville and Weirton and the project is underway. The roof projects are supported by state dollars.

Draft Tuition, Fees & Budget

Mr. Sayre reviewed the 2019 conceptual operational budget at their places. Revenues will be flat due to flat enrollment. Workforce revenue is increasing. State appropriation has a chance of a small increase that is designated to cover employee pay raises but he stated that it is not in our assumptions yet. They are still increasing wages for faculty to be more competitive with the SREB. There is a possibility that adjunct salaries will increase. The class & comp ad hoc committee is recommending a 4% increase for staff to adjust for the use of an old salary scale. This would be a one-time adjustment. There will be a bit of savings from vacant positions. Mr. Altmeyer asked if the capital budget included Wesco and Mr. Sayre stated that it did not.

Vice President of Student Services

Enrollment Update

Ms. Fike overviewed the two enrollment reports that the Board has received. She stated that we would be about 88% on headcount and stay about the same on FTE. Mr. Altmeyer asked if these numbers were pretty much set and she thought we might pick up a few more FTE. She also stated that we are working on enrollment for Fall 2018. They are being more creative with marketing. They have sent post cards for the Open House. Summer registration is ongoing at this point. Year round Pell should help as we have not had this for five years.

Vice President of Academic Affairs

Student Academic Rules and Appeals Process

Ms. Stoffel made a motion the Board approves proceeding with writing the rule regarding the Student Academic Rules & Appeals Process as presented. Mr. Contraquerro seconded the motion. Motion carried.

Prior Learning Assessment Process

Ms. Altmeyer made a motion the Board approves proceeding with writing the rule regarding the Prior Learning Assessment Process as presented. Mr. Stoffel seconded the motion. Motion carried.

Director of Public Relations & Marketing

Student Survey Results

Mr. Barnhardt went over the results of the recently completed student survey on marketing. He wanted data to drive a new marketing plan. Our response rate was 15% of current students with 80% of the students responding as female. Most students became aware of WVNCC by word of mouth. The location and affordability were the biggest factors in attending WVNCC. Only 38% of the students read the newspaper while 87% listen to the radio and watch television. Facebook and Instagram are the most used social media. Their favorite thing about WVNCC is the faculty and staff. When asked if there is anything that could be done to improve their WVNCC experience, students responded that they would not change a thing. Dr. Riley stated that this survey is a great example for HLC and how we are using data driven decision making.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:02 pm to discuss real estate and personnel. Ms. Altmeyer seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 6:42 pm. Mr. Contraquerro seconded the motion.

Mr. Altmeyer stated that while in Executive Session, there was no action taken.

11. Adjournment

The meeting adjourned at 6:43 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary