

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 23, 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, February 23, 2017 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:03 p.m.

2. Roll Call

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

Guests included: Dr. Vicki Riley, President; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Mike Koon, Interim Vice President of Academic Affairs; and Bob DeFrancis, Dean of Community Relations. In addition, Scott Owen, Courtney O'Connor, and Kasie Hooper were in attendance.

3. Approval of Minutes (January 19, 2017)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of January 19, 2017 as presented. Mr. Stoffel 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. President's Report

Dr. Riley stated that this legislative session has been very active so far. The session started on February 8th and introduction of bills have been fast and furious. The budget is the main item of concern. There have been two different budget versions presented and it will most likely end up somewhere in the middle. We are watching several bills very closely including one that would allow Career Tech Centers to offer associate degrees to meet workforce needs, a personnel bill that would restructure the classified staff salary scale, a bill on tuition and fees where a school could not charge over \$6,000 for tuition annually, and a bill that would allow community colleges to charge students half the cost of a credit for every credit taken over the fifteenth hour.

Last Saturday, Northern hosted an open forum on the budget with several local legislators and members of the public. The local legislators have been very supportive of us. Dr. Riley asked if anyone hears of anything and can advocate for us to please do so.

Dr. Riley is also working on a Guaranteed Admission and Transfer Agreement with Dr. Greiner at West Liberty University. There should be a signing ceremony soon.

In addition, she and Mr. Koon are working with faculty on an expanded promotion policy. There is also an expansion of employee tuition benefit and waiver policy underway. This policy will go through the rulemaking process. Mr. Stoffel thanked her for this as it does mean significant savings for employees and their dependents.

Recently, she has kicked off "President's Corner" on all three campuses. This will be a reoccurring set of open meetings to meet with all employees and students on all three campuses for open dialogue.

Dr. Riley has also been working with Pete Holloway and others as to what needs to happen locally if the cracker plant comes in. This was recently on the agenda at the Wheeling City Council meeting where Mr. Holloway complimented WVNCC for being able to quickly adjust and meet the local workforce needs.

6. Administrative Reports

Interim Vice President of Academic Affairs

HLC Update

Mr. Koon provided an update on HLC. He stated that out of the 21 components of the 5 criteria to be met for HLC that we did not meet one core and had met with concerns on a few others. On March 7th, Mr. Koon, Mr. Tackett, and Dr. Riley will go to a hearing with HLC and have the opportunity to address any issues. They will provide an update after the hearing. However, they will not know anything definitive from HLC until after HLC's Board meeting in June. In the meantime, we are accredited to 2020 and none of this changes anything.

They are going to reconstitute the committee that prepared the assurance document and develop a plan of action from there for institutional improvements. All of this has been shared with the campus community and to date, Mr. Koon has received one comment to date. Mr. Altmeyer asked which core was not met and Mr. Koon stated that it was around the process for faculty credentialing. He believes that the person on the team did not necessarily understand our grid. Dr. Riley stated that we are very fortunate to have Mr. Koon with his level of expertise on HLC matters as he has been involved with many of these at WVNCC and also serves as a peer reviewer for HLC. Mr. Altmeyer thanked Mr. Koon and Mr. Tackett for their work on this.

Dean, Community Relations

Enrollment Update

In Ms. Fike's absence, Mr. DeFrancis gave an enrollment report update. For spring enrollment headcount, we have reached 108.71% of our goal. FTE was met at 100.47%. Mr. DeFrancis thanked Ms. Baker for preparing the enrollment reports. Mr. Altmeyer asked how the enrollment goal is set. Mr. DeFrancis stated that it was lower from last year. Dr. Riley stated that this is the budgeted goal. Summer enrollment is in progress.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

See Executive Session.

Facilities Update

See Executive Session.

7. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 5:33 pm to discuss Finances, Personnel, and Real Estate. Dr. Cummings seconded the motion. Motion carried.

Mr. Contraguero made a motion the Board come out of Executive Session at 6:34 pm. Dr. Cummings seconded the motion. Motion carried.

Mr. Altmeyer stated that while in Executive Session, Mr. Sayre presented a preliminary view of the budget with more details to be presented at the March Board of Governors meeting. Mr. Altmeyer stated that there is a possibility of a salary increase of 5 – 10% for faculty effective 7/1/17 and a 4% salary increase for classified and non-classified staff.

He also stated that the Wesco project remains under review and that they will focus on making a decision at the March Board of Governors meeting on how to best proceed.

8. Adjournment

The meeting adjourned at 6:35 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary