

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 24, 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, October 24, 2018 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:00 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman (by phone); Richard Barnabei; Tad Greene (by phone); Larry Lemon; Shelly Thomas; Chris Kefauver; Melanie Baker; and Octashia Cooper. Excused: Bob Contraguerro, Jr.

Guests included: J. Michael Koon, Interim President; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Interim Vice President of Institutional Effectiveness/Dean of Academic Affairs; Dr. Jill Loveless; Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; Nancy Gunza, Principal, CliftonLarsonAllen LLP (by phone); and Lori Finegan, Engagement Director, CliftonLarsonAllen LLP (by phone).

3. Approval of Minutes (September 27, 2018)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of September 27, 2018 as presented. Ms. Thomas seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. Independent Auditor's Report

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2018 and 2017 as prepared by CliftonLarsonAllen LLP. Nancy Gunza and Lori Finegan from CLA reviewed the report with the Board. Regarding financial reporting, compliance and other matters, there were no material weaknesses or any other matters noted. They did not note any corrected or uncorrected misstatements. Management and staff at the College were very cooperative and helpful. Ms. Gunza noted that on review, they became aware of a deficiency in internal control. During their completion of an accounts receivable audit procedures, they noted duplicate student accounts listed resulting in an immaterial overstatement of accounts receivable. This equaled about \$2k. Mr. Altmeyer stated that for the new Board members that this is the same audit firm that does audits for all of the West Virginia community colleges. Ms. Gunza and Ms. Finegan asked if anyone has any questions, please let them know.

Mr. Altmeyer made a motion to approve and accept the auditor's report and financial statements as presented to the Board. Mr. Barnabei seconded the motion. Motion carried.

6. President's Report

College Updates

Mr. Koon stated that the career technical faculty from Marshall County was here for a tour this week. Also, earlier this week, the Wheeling Park High School applied technology staff

was here as well as John Marshall. They were both touring and looking at programs. We are also doing a Manufacturing Academy on all three campuses which has brought a large number of middle school students to campus. With all of these programs, we hope it leads to an increase in enrollment.

Earlier this week, WVNCC and West Liberty University signed a guaranteed admission agreement making degree completion easier for transfer students who start at WVNCC and transfer to WLU. We hope to complete the reverse transfer agreement with them soon.

Recently, there was an employee appreciation luncheon. Mr. Koon thanked Mr. Lemon for attending it. As a reminder, the annual Yuletide luncheon is scheduled for December 4th. This luncheon does take a few hours and we will be sending out an invitation as it gets closer.

Board Development – HLC Prep

Mr. Koon wanted to use this meeting to make sure that everyone including the new Board of Governors members understand what the Higher Learning Commission (HLC) is and the accreditation process. He overviewed how higher education accreditation works in the United States and the importance of accreditation. If an institution is not accredited, they are not eligible for Title IV federal financial aid. Mr. Altmeyer asked if they do an exit interview and Mr. Koon replied that they do but it is not the same as it used to be. By Yuletide in early December, Mr. Koon hopes to know a bit more definitively how we did on the visit. In March, the College will need to attend the Institutional Action Committee hearing since we are on probation. HLC will make a final determination at their Board meeting in June.

There are five criteria for accreditation. Mr. Koon referenced a document that he shared on the summary of progress on items, tied to those five criteria, specified in the HLC action letter. There has been significant progress addressing those items. As a reminder, the Board will have a working dinner on November 26th at 5:00 pm in the Culinary Arts Dining Room with the HLC Visit Team. Mr. Koon described the visit and all that will happen. He highlighted several topics that might come up during the visit. There was discussion regarding assessment. The state policy on academic program review is very helpful in regards to this. The advisory committee minutes are also helpful in providing feedback on how employers feel about our students. Mr. Koon will prepare a frequently asked questions document regarding accreditation and the visit.

Presidential Search RFP

Mr. Koon stated that the RFP Committee met to review the proposals from the six firms that submitted them. Ms. Thomas reported that everyone on the committee came in with their top three and narrowed it down to one firm with consensus. Mr. Altmeyer asked if this firm has experience with West Virginia community colleges and it does.

Mr. Altmeyer made a motion the Board grant authority to Mr. Koon and Mr. Sayre to enter into a contract with Myers McRae for consulting services to hire a new president. Mr. Kefauver seconded the motion. Motion carried.

Mr. Koon referenced the flow chart regarding the procedure for the search. He stated that the Board has the option to see how involved they want to be in the search process. In regards to having a point person on campus, Mr. Altmeyer stated that Mr. Koon has the experience and would not be a candidate so it makes sense that the point person be him.

Mr. Altmeyer did add that if any Board member was interested, please let it be known. Mr. Altmeyer stated that he would ask for Board members to be volunteers on the Committee. Mr. Koon will call Myers McRae to start the process. He will keep the Board informed via email.

6. Administrative Reports

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre referenced the fund tracking document included in the Board packet and where the financials are year to date. If anyone has any questions, please let him know.

Administrative Services Update

Mr. Sayre is working with Mr. Koon on the strategic reserve spending. Budgeting for FY 2020 is well underway. IT is working on a connectivity switchover for Weirton and Wheeling. There is an RFP out for an improved IP video system.

Vice President of Academic Affairs

Academic Updates

Dr. Loveless read a letter that was sent by United States Attorney for the Northern District of West Virginia, William Powell, complimenting John Lantz on a national training video. Mr. Lantz is working hard to improve our Criminal Justice program. There is a new director of the Health Information Technology program. She is assessing the structure of the program and has requested that it be inactive for a year until they have had a chance to review. With this program being inactive, there will not be any new students admitted to HIT for fall 2019.

Vice President of Student Services

Enrollment Update

Ms. Fike provided an enrollment update for Fall 2018. We are at about 92% of our headcount target and 90% of our FTE. Mr. Altmeyer asked about adding a column for last year's numbers and Ms. Baker will work on a revised report. The Open House is scheduled for November 3rd from 9:30 am -12:00 pm.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Ms. Baker made a motion the Board enter into executive session at 6:57 pm to discuss real estate and legal. Mr. Kefauver seconded the motion. Motion carried.

Mr. Lemon made a motion the Board comes out of Executive Session at 7:07 pm. Mr. Barnabei seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed litigation and real estate.

10. Adjournment

The meeting adjourned at 7:08 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary