

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, April 30, 2020 -- 5:00 p.m.**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 30, 2020, in the B & O Board Room on the Wheeling Campus and via Zoom conference call.

**1. Call to Order**

Mr. Artman convened the meeting at 5:02 p.m.

**2. Roll Call**

Members in attendance via Zoom and/or conference call: David Artman; Brann Altmeyer; Richard Barnabei; Amy Dobkin; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; Shelly Reager; and Matt Van Fossen. Excused: Bob Contraguerro, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Larry Tackett, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Rana Spurlock, Director of Institutional Advancement; Stephanie Kappel, Executive Assistant to the President; Sara Wood, Director of Student Activities, Madison Efaw, Student; and Dylan Edgell, Student.

**3. Board Chair Report**

There was no Board Chair report.

**4. Student Presentation**

Ms. Sara Wood, along with Matt Van Fossen, Student Board of Governors representative, and two other SGA students, Madison Efaw and Dylan Edgell, presented on Student Activities at WVNCC. They provided an overview of student government and the SGA Executive Board. Several key initiatives they have worked on this year include food pantry drives; a coffee area in the EC, a six credit hour tuition waiver for future Executive Board members as well as various campus activities. They have attended state and national SGA leadership conferences. In addition, the Office of Student Activities works with various national co-curricular organizations with the College such as the Junior American Culinary Federation and Phi Theta Kappa. There are various student clubs to support student interests. There is also a substantial outreach in the community for community service activities as well as wellness and recreational programming. Mr. Barnabei thanked them for a wonderful presentation and added that their work makes him proud to be

a Board member. Ms. Reager added that in her fifteen years at WVNCC, this is the best Student Activities has been and that they are all doing a great job.

## **5. Approval of Draft Minutes – February 27, 2020 & March 26, 2020**

Mr. Altmeyer made a motion that the Board approve the Minutes of the meeting on February 27, 2020 as presented. Mr. Barnabei seconded the motion. Motion carried.

Mr. Altmeyer made a motion that the Board approve the Minutes of the meeting on March 26, 2020 as presented. Mr. Barnabei seconded the motion. Motion carried.

## **6. President's Report**

### **College Updates**

Dr. Mosser asked Dr. Sharma to provide an update on Environmental Scanning and the Strategic Planning process. Dr. Sharma highlighted the SWOT Analysis and the timeline for Strategic Plan development. She also showed how a trend statement will look as part of the Strategic Plan. The plan is to have a final product to the Board for approval by October.

### **Coronavirus Updates**

Dr. Mosser highlighted the initiatives that the College is taking to help the community and the students as we experience the pandemic. The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides us emergency financial assistance as part of the federal stimulus/relief funds. In terms of help for students, at least 50% of the college's CARES funds will be distributed to students for emergency financial aid or grants to cover students' expenses caused by the disruption of campus operations. The other 50% will help the institution offset college expenses associated with the significant changes to the delivery of instruction due to the coronavirus. Mr. Kefauver spoke about the meals for kids' program with Grow Ohio Valley and several local restaurants. Ms. Wood spoke about the planned food drive. Dr. Loveless spoke about the donation of medical lab supplies. Two of our faculty members, Bonnie Peterman and Jill Keyser, have worked with Bethany College on donating gowns, gloves and masks. Mr. Altmeyer provided contact information for Emily Fisher at a local Foundation to assist with the food distribution initiative. Ms. Dobkin asked if the meals for kids was going to go through summer and Mr. Kefauver replied that that the project has been approved through May but summer is uncertain as of right now.

### **Commencement 2020**

Dr. Mosser stated that after surveying our graduates, we will delay doing the formal commencement ceremony. On May 15<sup>th</sup>, we will post video clips and selfies of graduating students on the website with a tribute to our graduates.

## 7. Action Items

### **FY 2021 Budget**

Jeff Sayre, Chief Financial Officer/Vice President of Administrative Services

Mr. Sayre stated that as follow-up to last month's meeting, he is presenting the FY 2021 budget. He took the Board's suggestions from last month and modified our proposed budget. There were cost savings from trimming where there had been overestimating. Mr. Kefauver asked about capital and the balance in reserves. The established reserve, plus FY '21 revenues for capital provides approximately \$5.1 million. Mr. Barnabei thanked Mr. Sayre for the work he put into the Board's suggestions that were discussed last month.

Mr. Artman made a motion that the Board approve the FY 2021 budget as presented. Mr. Van Fossen seconded the motion. Motion carried.

### **Academic Program Reviews**

Dr. Jill Loveless, Provost

Dr. Loveless stated that per state guidelines, every academic program must be reviewed at least every five years. For each program under review, the Board can approve that each program continues at the current level, continues at a reduced level or be discontinued. After presenting each program, Dr. Loveless stated that the Board may act on them individually or collectively.

Mr. Barnabei made a motion that the Board approve continuation at the current level for the following academic programs: Associate in Arts (AA); Associate in Science (AS); Board of Governors (AAS); Culinary Arts (AAS & CAS); and Criminal Justice (AAS, 2+2 to West Liberty University) as presented. Mr. Barnabei seconded. Motion carried with one abstention.

### **Board of Governors Rules Update**

Stephanie Kappel, Executive Assistant to the President

Ms. Kappel stated that as part of the rules currently under revision that there were three rules that the Board was being asked to review today.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the Access to Personnel Files Rule. Mr. Barnabei seconded the motion. Motion carried.

Another rule presented for review was the General Education Curriculum and Joint Degree Programs Rule. Dr. Loveless stated that the WVCTCS Series 11 revised their policy and we want to update our rule to be consistent.

Ms. Thomas made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the General Education Curriculum and Joint Degree Programs Rule. Mr. Kefauver seconded the motion. Motion carried.

The third Rule under review was the Purchasing Rule. Mr. Sayre will include the purchasing limits and signatories when he develops the Administrative Procedure to accompany this Rule and will share it with the Board at a future meeting.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the Purchasing Rule. Mr. Barnabei seconded the motion. Motion carried.

## **8. Administrative Reports**

### **Financial Update**

Jeff Sayre, Chief Financial Officer/Vice President of Administrative Services

Mr. Sayre provided an update on the fund tracking document provided in the Board packet. The CARES funding will show in the grants section in the future. Ms. Thomas asked about the Foundation and if they were going to apply for the PPP loan program as other college foundations have and if we were going to consider it. Dr. Mosser and Mr. Sayre didn't think we had a need for a federal loan at this time.

### **Administrative Services Update**

Mr. Sayre stated that in the Board packet under his administrative services update, he provided an update on several contractual agreements and current facilities projects.

## **9. Old Business**

There was no old business.

## **10. New Business**

There was no new business.

## **11. Adjournment**

The meeting adjourned at 6:18 p.m.

Minutes respectfully submitted by,

Minutes approved by,

---

Stephanie Kappel  
Executive Assistant to the President

---

Larry Lemon  
Board of Governors Secretary