

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, August 26, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 26, 2021, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:06 pm.

**2. Roll Call**

Members in attendance in person and via Zoom video conference call were: David Artman; Brann Altmeyer; Larry Lemon; Christine Mitchell; Ron Scott, Jr.; Shelly Thomas; and Hilary Curto. Excused: Richard Barnabei; Bob Contraguerro, Jr.; and Chris Kefauver.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; and Rana Spurlock, Director of Institutional Advancement.

**3. Board Chair Report**

Mr. Artman stated that Ms. Kappel will be sending the Board a Conflict of Interest Statement and Confidentiality Agreement. Please sign and return to her.

Nominating Committee

The proposed 2021-2022 slate of officers is as follows:

- Chair: David Artman
- Vice-Chair: Shelly Thomas
- Secretary: Larry Lemon

Ms. Mitchell made a motion to approve the 2021-2022 slate of officers as presented. Mr. Scott seconded the motion. Motion carried.

**4. Approval of Minutes (April 29, 2021)**

Mr. Artman made a motion that the Board approve the Minutes from the meeting on April 29, 2021 as presented. Ms. Thomas seconded the motion. Motion carried.

**5. President's Report**

Coronavirus Update

Dr. Mosser stated that new precautions are being taken due to the recent surge in cases due to the Delta variant. We are requiring either a proof of vaccination or biweekly test results. There have been a few complaints but they have been minor. The overwhelming majority are cooperating.

College Updates

We continue to reach out to local employers and those relationships are evolving. As part of

our Strategic Goal #2 – “Northern will be a premier partner for transforming lives while fostering economic prosperity for all”, WVNCC is participating in a leadership development program with Wheeling Country Day. The following individuals are participating from Northern:

1. Dr. Mosser, President
2. Shelly Thomas, Board of Governors Vice Chair
3. Stephanie Kappel, Executive Assistant to the President
4. Dr. Phil Klein, Vice President of Economic and Workforce Development
5. Said Leghlid, Faculty Assembly Chair
6. Kathy Herrington, Faculty & Program Director of Human Services, Early Childhood Care and Education

Dr. Mosser thanked Dr. Loveless and Dr. Klein for the leadership in new program development. New programs include Hospitality and Tourism, Elementary Education, Industrial Technology, Substance Abuse Intervention Specialist, 100% online Criminal Justice programs and non-credit programs include EMT, Paramedic, CDL, and CNA.

He also provided an update on BlackBelt Help which is the new 24/7 call center to resolve student issues including portal resets. They provide a monthly report which will allow us to streamline where the issues are and troubleshoot.

Dr. Mosser thanked Mr. Scott for his presentation on diversity. He hopes to put together a Diversity, Equity and Inclusion Committee during the fall semester.

He asked that the Board save the date for Commencement on May 13<sup>th</sup> and the 50<sup>th</sup> Anniversary Gala on May 14<sup>th</sup>.

He also provided an update on the finances to date as well as a facilities project update.

## 7. Action Items

### **NC-7001 Computer and Internet Usage Rule**

Ms. Thomas made a motion that the Board approves the proceeding with revising NC-7001 Computer and Internet Usage Rule following the rulemaking process. Mr. Artman seconded the motion. Motion carried.

### **NC-3008 Copyright, Intellectual Property and Fair Use Rule**

Ms. Thomas made a motion that the Board approve the 1st and 2<sup>nd</sup> Reading of the NC-3008 Copyright, Intellectual Property and Fair Use Rule as presented. Ms. Mitchell seconded the motion. Motion carried.

### **NC-4018 Financial Aid Tuition and Fee Waivers**

Mr. Artman made a motion that the Board approve the 1st and 2<sup>nd</sup> Reading of the NC-4018 Financial Aid Tuition and Fee Waivers Rule as presented. Ms. Thomas seconded the motion. Motion carried.

## **Review and Update of Board of Governors Rules that are 10 to 15 Years Old**

Ms. Thomas made a motion that the Board approve the request that the College proceed with a review and revision as needed for the following rules that are ten to fifteen years old. Ms. Wilson seconded the motion. Motion carried:

NC-3001 – Academic Integrity & Student Responsibilities

NC-4013 – Acceptance of Advanced Placement Credit

NC-4008 – Bookstore and Textbook

NC-4010 – Catalog

NC-5002 – Debt Collection

NC-2031 – Disciplinary Action

NC-2001 – Educational Release Time

NC-2011 – Emeritus Status for Retired Faculty & Administrative Officers

NC-2018 – Faculty Salary

NC-1005 – Fundraising

NC-2024 – Harassment & Discrimination

NC-3007 – Major Reduction or Discontinuance of a Program

NC-3004 – Multi-Year Process for Curriculum Evaluation

NC-2032 – Nepotism

NC-2029 - Non-Classified Salary

NC-5007 – Payment Card

NC-3005 – Program Review

NC-4015 – Public School Service Program

NC-1003 – Red Flag Rule

NC-4002 – Renewal of Promise Scholarship

NC-4003 – Residents and Non-Residents for Admission & Fee

NC-2033 – Role of Adjunct Faculty & the Appropriate Balance between FT Faculty & Adjunct Faculty

NC-8000 – Rule Processing

NC-2023 – Sabbatical Leave

NC-2025 – Sick Leave

NC-2026 – Social Justice

NC-4009 – Student Code of Conduct

NC-5005 – Tuition & Fees plus Assessment Payment & Refunds

NC-7000 – Web Accessibility

## **8. Administrative Reports**

### **Director of Communications and Student Recruitment**

#### Marketing Update

Mr. Barnhardt presented the updated Marketing Plan. He highlighted the current Marketing Plan goals and 2020/2021. Highlights including public relations/marketing relations plan. He also played the most recent TikTok video and commercial.

### **Vice President for Planning, Institutional Effectiveness, and Research**

#### Employee Satisfaction Survey Results

Dr. Sharma went over the results of the Noel-Levitz Employee Satisfaction Survey which allows us to benchmark our employee satisfaction with similar institutions. They look at four

areas – campus culture and policies, work environment, institutional goals and employee involvement in planning. Overall, the results were positive and on trend with the national average.

### **Vice President of Student Care and Success**

#### Enrollment Reports

Ms. Fike provided an update on enrollment. We are below goal but have several more students to add. Dr. Mosser spoke to Chancellor Tucker yesterday and most WV colleges are down in enrollment, but we are slightly up so that is a plus.

### **9. Old Business**

There was no old business.

### **10. New Business**

There was no new business.

### **11. Executive Session**

Mr. Artman made a motion that the Board enter executive session at 6:19 pm to discuss real estate and personnel. Ms. Thomas seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:51 pm. Ms. Thomas seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session they discussed the Artslink Building in New Martinsville and have appointed Shelly Thomas, Brann Altmeyer, Larry Lemon and Christine Mitchell to look at options. They also discussed the CFO position in Executive Session.

### **12. Adjournment**

The meeting adjourned at 6:53 p.m.

Minutes respectfully submitted by,

Minutes approved by,

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Stephanie Kappel  
Executive Assistant to the President

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Larry Lemon  
Board of Governors Secretary