

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, March 26, 2020 -- 5:00 p.m. – Zoom Conference Call**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 26, 2020, in the B & O Board Room on the Wheeling Campus.

**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; Amy Dobkin; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; Shelly Reager; and Matt Van Fossen. Excused: Richard Barnabei and Bob Contraguero, 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; and Janet Fike, Vice President of Student Services.

**5. Board Chair Report**

There was no Board Chair report.

**6. President's Report**

**College Updates**

Dr. Mosser provided an update on the coronavirus response on campus. There have been two groups assembled to steer the direction of the College's efforts. The first group is a five member task force meeting frequently and the second group is a larger twenty-plus person working group that is also meeting less regularly. The website and the WVNCC app are updated frequently as well as all campus updates from Dr. Mosser. Facilities has enhanced cleaning and disinfecting across the College. There is an all-volunteer task group of faculty who are assisting with online course readiness. The IT Department is staffing a call center. Student Services has moved online via chat and video. David Stoffel and Julie Kloss are also working on 3D printing of face shield and respirator masks for the WV National Guard using the Makerspace.

The inauguration that was scheduled for April 3<sup>rd</sup> has been postponed.

Given the situation with the coronavirus and social distancing, a decision has not been made regarding this year's Commencement. The College will be making a decision in the next few weeks.

Dr. Mosser reported that after the last Board meeting when he shared the updated organizational chart, he presented and discussed it with Faculty Assembly. There was discussion of the faculty's prior concern with employee complaints creating a conflict of interest that involved a previous president. As long as the supervisor recuses themselves when issues arise with their performance, there would not be any issue.

In looking at new program opportunities, Dr. Mosser announced that we have been exploring the feasibility of a CDL tractor trailer driver training program for several months thanks to Mr. Tackett, Ms. Mulhern and Dr. Loveless. Preliminary conversations and data show a strong local demand for CDL drivers. The local Workforce Board reports that CDL training accounts for 90% of their total training. We are having conversations with the

Foundation regarding a proposal for startup funds. The College hopes to locate free/donated land or a low cost lease for 3-5 acres for a driving range.

Dr. Mosser reminded the Board to please send their bio and pictures for the website to Ms. Kappel.

### **Action Items**

#### **7. Provost.....Mine Maintenance Technology**

Dr. Loveless announced that Murray Energy is discontinuing their partnership with us for this program. Due to their recent bankruptcy, they can no longer guarantee jobs. She has met with the division chair to see what other options there are for their first year students. All of the students currently in the program have an individual plan. There are four students graduating in May. She suggested to have the program go into hiatus and maybe bring it back in a varied capacity in the future.

Mr. Artman made a motion that the Board suspend the Mine Maintenance Technology program. Mr. Altmeyer seconded the motion. Motion carried.

#### **8. Chief Financial Officer/Vice President of Administrative Services.....Tuition & Fees**

Mr. Sayre stated that as follow up to last month's meeting, he has prepared the tuition and fees for approval at this meeting and to have a continuing conversation regarding the budget which will then be brought forward at next month's Board meeting as an Action Item.

As a recap, he went over the four-year trends for state allocation and wage increases. Program fees have been evaluated by faculty, program directors and divisional chairs.

There was discussion on approving a tuition and wage increase together. Mr. Sayre stated that he did not need the wage increase this month but there was consensus among the Board to go ahead and do it.

Ms. Thomas made a motion that the Board approve a 2% increase in tuition and a 2% wage increase for faculty and staff. Mr. Kefauver seconded the motion. Motion carried.

Mr. Sayre stated that we could go ahead and take action on the fees as well. Mr. Van Fossen asked that given the coronavirus moving all classes online, was there going to be a refund on student activity fees. Mr. Sayre stated that there would not be. Mr. Van Fossen asked if Commencement is cancelled, is there cost savings? Mr. Sayre stated that there is but that we have also incurred additional expenses with coronavirus adjustments.

Mr. Artman made a motion that the Board approve all fees including program fees as presented for Academic Year 2020-21. Mr. Altmeyer seconded the motion. Motion carried.

#### **9. Administrative Reports**

##### **Chief Financial Officer/Vice President of Administrative Services**

##### **Budget Discussion**

After Mr. Sayre recapped the budget discussion from last month's Board meeting, he stated that he went back to the 87.5% for tuition and fees and 12.5% going to capital funds. Mr. Artman asked about a 92.5% split and how far it would be from a break-even point. Mr.

Sayre stated that it would cost about \$70k for the next two years. Mr. Altmeyer asked if we have met the goal of the SREB funding with faculty. Mr. Sayre stated that we have met 75% of the SREB goal and we would still be there without a 2% wage increase. Mr. Brann wanted to clarify budget discussion and Mr. Sayre explained the governing dynamics. Currently, there is a loss of \$239k in the draft budget proposal. Mr. Sayre hopes to find that in operational cost savings (non-personnel budget). Ms. Thomas asked about the possibility of a 90/10 split. Mr. Altmeyer asked about a hiring freeze. Ms. Thomas followed up with a question about the impact of a hiring freeze including the Director of Human Resources and the Vice President of Economic and Workforce Development and it would not. Mr. Sayre clarified that the hiring freeze would be for newly-vacated positions only. Mr. Altmeyer stated that this would not be a workforce reduction but that we would not aggressively be filling vacated positions. There was a discussion on vacant faculty positions. Ms. Thomas would like to see what the faculty positions are. Mr. Kefauver would like to see what a hiring freeze might look like. Mr. Sayre presented several suggestions to balancing the \$239k loss. These include a 0% wage increase (loss of \$99k) but more adjustment is needed; a 10% tuition increase (profit \$1k); a 95% tuition split to operational funds (profit \$25k); a reduction in expenses (FY 2019 OTPS actual spend was \$3.02 million; FY 2021 OTPS budget at \$3.22 million); or a combination of all of these options. Mr. Altmeyer suggested deferring this to the next meeting. Mr. Sayre stated that he will work towards a balanced budget with a 2% increase in tuition and wages. He will look for operational savings.

Mr. Lemon asked about the College's lease agreement with the Foundation on purchasing the ECS lot from them. The College is moving forward with this; paperwork is being prepared by the attorneys.

### **Financial Update**

Mr. Sayre provided an update on the fund tracking document provided in the Board packet. He also stated that he was happy to answer any questions on the Q2 financials in the Board packets.

### **Administrative Services Update**

Mr. Sayre stated that in the Board packet under his administrative services update, he listed a chart for authorization levels for all purchase orders processed by the Business Office and the number of transactions for each amount. He will work on developing the procedure for this once the rule for purchasing is complete.

## **10. Old Business**

There was no old business.

## **11. New Business**

There was no new business.

## **12. Executive Session**

Mr. Artman made a motion that the Board enter into executive session at 6:04 pm to discuss personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:24 pm. Ms. Thomas seconded the motion. Motion carried.

Mr. Altmeyer made a motion that the Board authorize Mr. Artman, in accordance with discussion in Executive Session, to negotiate a contract with Dr. Daniel Mosser. Ms. Thomas seconded the motion. Motion carried.

### **13. Adjournment**

The meeting adjourned at 6:26 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Larry Lemon  
Board of Governors Secretary