

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 22, 2015 -- 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 22, 2015 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:02 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer (by phone); Christin Byrum; Mary K. DeGarmo (by phone); Larry Edgell; Jonathon Greer; David Stoffel; Melanie Baker; and Nina Elder. Excused: Bob Contraguerro, Jr. and Toni Shute.

Guests included: Dr. Vicki Riley, President; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. David Shahan, Vice President of Economic Workforce and Development; Dr. Carry DeAtley, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; and Larry Tackett, Dean of New Martinsville and Weirton Campuses.

3. Approval of Minutes (September 24, 2015)

Mr. Greer made a motion the Board approve the minutes of the meeting of September 24, 2015 as presented. Ms. Byrum seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

6. President's Report

Dr. Riley welcomed new Board of Governors member, Larry Edgell. He will be representing the New Martinsville region and his term will end on June 30, 2019. We also received notification that Robert Contraguerro's term has been extended until June 30, 2019.

She also acknowledged that Dave Stoffel recently completed an American Ninja Warrior obstacle course where he needed to qualify to compete in event. There were only five other people from West Virginia competing in this. Mr. Stoffel described his experience to the Board.

Copyright, Fair Use and Intellectual Property Rule

Dr. Riley requested approval to move forward with writing a rule for the Copyright, Fair Use and Intellectual Property Rule.

Mr. Greer made a motion to approve the proceeding with writing of the rule. Mr. Stoffel seconded the motion. Motion carried.

Affirmative Action Plan 2015-2016

Dr. Riley overviewed the Affirmative Action Plan that was in the Board packets. She stated that there were three areas in which we were underutilized for minorities including Executive/Administrative/Managerial; Instructors; and Adjunct Faculty.

Budget Update

Dr. Riley stated that we were expecting a 3% cut from the state but we ended up receiving a 4% cut which is designed to get us through the 3rd quarter. Mr. Lippiello is working on a final number projection. Dr. Riley and Mr. Lippiello will work with the college on how to best address the revenue shortfall. They are still waiting on specific guidelines from the governor. Some options which are being explored include: not filling open positions; freezing travel; and an across the board OTPS cut.

Dr. Cummings asked about the cuts affecting current salaries or building properties. Dr. Riley stated that building funds come from other sources. She also stated that she does not see budget affecting current salaries and she does not anticipate losing people. Most likely, we will not fill certain positions. However, there are certain positions such as the nursing faculty that need to be filled in order to maintain nursing accreditation.

Dr. Riley stated that we have dealt with tight budgets in the past and will address this moving forward as a community.

November Special Meeting

Due to delays by the state in getting the auditors information, the auditors were unable to have their report for the October Board of Governors meeting. After some possible meeting day and time discussion, the Board decided that the November meeting will be on November 17th at 5:00 pm. The auditors from CliftonLarsonAllen, LLP will present at this meeting.

Since the auditors will not be able to present until next month, Mr. Lippiello provided an overview of the 2014-15 operating statement ending June 30th. Revenue from tuition and grants as compared to operating expenses ended very positively on the operating side. He stated that we are diligent in expense control. There was also substantial savings in the expense side with scholarships and fellowships. Due to not meeting the fall enrollment goal, revenue is down.

On the balance sheet side, Mr. Lippiello stated that he was pleased that we continue to grow. Our cash position is still very strong and our cash reserve is in good shape.

The auditors will present their findings at the meeting on November 17th at 5:00 p.m.

Highlights

Dr. Riley asked the Board to read over the highlights of her activities in September and October as provided on the monthly agenda. She also described that as part of the next phase of the Strategic Planning process, we will be sending out a survey asking for external constituent input. We will be finalizing process and survey in the next few weeks.

Dr. Cummings thanked Dr. Riley for her report.

7. Administrative Reports.....Janet Fike & Steve Lippiello

Enrollment Report

Ms. Fike provided an update on fall enrollment. We exceeded the goal of early entrance students. College 101 has helped us with this process. She stated that we are either #1 or #2 in the state for early entrance enrollment.

Default Update

Ms. Fike highlighted the default rate notification letter by the US Department of Education that was provided in the Board packets. She was happy to report that we hit 28.8% for the FY 2012 cohort default rate group. She thinks next year that we should be around 26%.

Safety Survey

Ms. Fike overviewed the Safety Survey report that was provided in the Board packets. This is an annual report that is distributed to everyone including printed copies per request.

Real Estate/Property Updates

Mr. Lippiello stated that they have been looking for a local firm that has the proper equipment to investigate the sinkhole in the ATC parking lot. They were able to find someone in Pittsburgh and they are to look at it soon. Once available, he will share the findings. After he knows more about how involved the damage is, he will work with the county commissioners in resolving.

Regarding the WESCO property, Mr. Lippiello attended the WV Council meeting earlier in the day. After some discussion, the WV Council asked that additional inspections be done including the roof and an additional environmental study. There was also some discussion regarding the timing of the purchase of the building and state budget restraints. Mr. Lippiello stated that renovation construction for the property is a phased in plan. The bidding process that is open to the public will drive the costs down. The WV Council will review at their next meeting in December. It was noted that we will need to ask for a 60 day extension on closing. Mr. Lippiello stated that he doesn't think it will be too time consuming in getting the additional inspections.

Dr. Cummings thanked Mr. Lippiello for all of his work with the ongoing real estate projects.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Adjournment

The meeting adjourned at 5:54 p.m.

Dr. Riley invited board members to stay and tour the new Technology Enhanced Active Learning (TEAL) Lab.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary