

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 23, 2023 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 23rd in Room 110 of the New Martinsville campus, 141 Main Street, New Martinsville, WV and via Zoom.

1. Call to Order

Mr. Artman called the meeting to order at 5:01 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Christine Mitchell; Chris Kefauver; Hilary Curto Wilson; and Jeanette Ziegler. Excused: Ron Scott, Jr.

Guests included: Dr. Dan Mosser, President; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Phil Klein, Vice President of Economic and Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; Rana Spurlock, Director of Institutional Advancement; Debbie Bennett, NM Campus Operations Manager; and Curt Hippensteel, Applied Technology Division Chair.

3. Introduction of New Employees

The following new employees were introduced: Anna Zills and Terri Phillips.

4. Board Chair Report

Mr. Artman welcomed new Board member, DJ (Dennis) McGlaughlin.

There will be a Nominating Committee to propose the next round of officers for the Board. The Committee will be Jacob Altmeyer, Liz Hofreuter, and Christine Mitchell.

5. Approval of Minutes (February 23, 2023)

Mr. Artman made a motion that the Board approve the Minutes from the meeting on February 23, 2023 as amended. Ms. Curto seconded the motion. Motion carried.

6. President's Report

Dr. Mosser thanked Ms. Bennett for hosting the Board at the New Martinsville campus. The New Martinsville campus has been busy with their new Strategic Enrollment Plan that developed out of the Campus Advisory Committee. He also welcomed Mr. Hippensteel who is serving as Super Division Chair for a few months. In addition, our Rural Guided Pathways coach has also been on campus today. He welcomed Ms. Forgette to the meeting.

Dr. Mosser provided an update on the recent legislation affecting Northern including Campus Carry and Dual Enrollment.

The search is underway for the Vice President of Learning. An eleven-member search committee is meeting often. There are Zoom interviews scheduled with eight candidates and the intent is to bring three candidates to campus to interview.

Recent program accreditation visits have included the American Culinary Federation (ACF) and the Accreditation Commission for Education in Nursing (ACEN). Both visits appear to have gone very well and we will know more details in the coming months as the written reports are shared with us.

As a reminder, Commencement is scheduled for May 12th at 7 pm at WesBanco Arena. Please let Ms. Kappel know if you plan to attend.

7. Academic Program Reviews

Mr. Artman made a motion the Board approve the following academic program reviews as presented to the Board:

- Advanced Manufacturing and Automation, AAS
- Health Information Technology, AAS
- Medical Billing and Coding, CAS
- Medical Assisting, Administrative Medical Assistant, CAS
- Medical Assisting, Clinical Medical Assistant, AAS

Ms. Curto Wilson seconded the motion. Motion carried.

8. New Academic Programs

Ms. Hofreuter made a motion the Board approve the following new academic programs presented to the Board:

- Air Conditioning Technician, CAS
- Chemical Operator Technology, AAS
- Licensed Practical Nursing (LPN), CAS
- Medical Laboratory Technician, AAS

Mr. Altmeyer seconded the motion. Motion carried.

9. Tuition and Fees

Mr. Artman made a motion the Board approve a 2% increase in tuition as presented. Ms. Hofreuter seconded the motion. Motion carried.

10. Administrative Reports

CFO/Vice President of Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. He stated that the state is increasing the allocation to WVNCC by approximately \$240k this year and this will help offset some of the cost from the PEIA increase.

Administrative Services Update

Mr. Sayre also highlighted the administrative services report in the Board packet. He provided an update on the GLBA annual required audit for the College's IT environment.

Draft FY 2024 Budget

Mr. Sayre presented a draft budget and will ask for action item on the budget at the April meeting. There is a slight possibility the budget might get delayed this year at the state level due to ongoing discussions with changes in PEIA.

11. Old Business

There was no old business.

12. New Business

There was no new business.

13. Executive Session

Mr. Artman made a motion that the Board enter executive session at 6:05 pm to discuss real estate and personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:28 pm. Ms. Carenbauer seconded the motion. Motion carried.

While in Executive Session, Mr. Artman stated that the Presidential contract and evaluation were discussed.

Mr. Artman made a motion that the Board approve the term sheet for Dr. Daniel Mosser as discussed and accept his performance appraisal that was presented at the February meeting. Ms. Hofreuter seconded the motion. Motion carried.

14. Adjournment

The meeting adjourned at 6:32 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary