

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 26, 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, February 26, 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; Christin Byrum; Frank DeCaria; Margaret DeCola; Mary K. DeGarmo (by phone); Jonathon Greer; Excused: Bob Contraguerro; Toni Shute.

Guests included: Dr. Vicki Riley, President; Bob DeFrancis, Dean of Community Relations; Janet Fike, Vice President of Student Services; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Carry DeAtley, Interim Vice President of Academic Affairs.

3. Approval of Minutes (January 13, 2015)

Mr. Greer made a motion the Board approve the minutes of the meeting of January 13, 2015 with typo corrections. Ms. DeCola seconded the motion. Motion carried.

4. Approval of Minutes (January 22, 2015)

Mr. Greer made a motion the Board approve the minutes of the meeting of January 22, 2015 as presented. Ms. DeCola seconded the motion. Motion carried.

6. Board Chair Report

There was no Board Chair report.

7. President's Report

A. Highlights

Dr. Riley provided an update on her activities during the last month. She represented WVNCC at Higher Ed Day in Charleston. It was a nice event with a good turnout. Next year she hopes to provide gift bags and involve more students.

Dr. Riley stated that she has met with the Faculty Assembly Officers; Full Faculty Assembly; the Classified Staff Council Chair and plans to meet with the group on March 12th; and SGA. She recently spoke at the Wheeling Lions Club meeting and presented their members with more information about WVNCC.

Also, Dr. Riley attended the Wheeling Chamber of Commerce Business After Hours event that was held at Wheeling Catholic Central. While there, she got a chance to see the TEAL Education Lab. This education lab is something that WVNCC might consider doing if the faculty wish to use it. While there, she also met with Larry Bandi.

In addition, Dr. Riley attended the State of the City address which was held at Wheeling Island. WVNCC was mentioned in the address.

B. Authorized Use of Alcoholic Beverages on the Campuses

Dr. Riley provided an informational item on the administrative procedure regarding the authorized use of alcoholic beverages on campus. The Board of Governors passed a rule on alcohol on campus in 2004 but it was not specific about authorization of alcohol at events. Moving forward, as the Friends groups, Culinary Arts, or the Foundation hosts events on campus where alcohol will be served, there will be a form to complete to allow for authorization.

C. Enrollment Management Plan

Dr. Riley provided an update on the plan that the Enrollments Management Council and subcommittees have been working on during the last few weeks. The group has worked diligently to improve the enrollment plan for Fall 2015. There will be a focus on retention initiatives. Dr. DeAtley and Ms. Fike have spearheaded the group. Ms. Fike stated that there are about thirty individual items that came from the subcommittees. This will be a grassroots effort. Ms. Fike hopes to be able to have the plan out to the college community next week. In order to get any changes into the catalog for next year, the plan needs to be formalized over the next 45 days.

D. Other

Dr. Riley met with the Employee Satisfaction Survey group. There was discussion at this meeting about the timing of evaluating leadership during a transition. It was decided that a full survey will take some time in order to evaluate everything fairly and to be able to use these results as an initial baseline. A full survey probably will not happen until Fall 2015. A portion of the survey on working environment was sent out to employees to complete by March 2nd. The working environment portion focused on 15 questions with an open comments section. Once the full survey is complete, the data results will be shared with the entire college community.

Dr. Riley announced that the next visit by HLC will be November 14 -15, 2016. It is an entire new process now – changing from 10 years to adding a 5 year data midpoint. There will be a team from WVNCC going to the HLC conference this spring to learn more about the changes.

Dr. Riley’s inauguration will be held on April 9th at 4 pm. It is sponsored by the Friends groups and the Foundation.

8. CFO/Vice President, Administrative Services.....Steve Lippiello

• First Quarter Financial Results

Mr. Lippiello apologized for the lateness of the First Quarter Financial Results. Due to the change with OASIS, the state was late getting them out. We are down about 15% from this time last year. On the operating expense side, we were able to absorb more of the loss of revenue due to expense of scholarships being down due to lower enrollment. Mr. Lippiello was pleased that the operating loss was limited to around \$99k. On the balance sheet, there is a decline in assets due to depreciation. On the liability side, there was a savings due to the timing of book voucher payouts. Mr. Greer asked about potential investments of some of the reserve and we are not able due to it being a state account.

Dr. Cummings asked if the balance sheet was in full detail. Mr. Lippiello stated that he distributes a full detailed balance sheet once a year to the Board with the audit.

• **Proposed Fee Structure Changes**

Mr. Lippiello presented a PowerPoint presentation on a proposal for a revised fee structure. He stated that he would present only a portion of the overall changes at this meeting. The expense side will be presented at the March meeting. At this time, Mr. Lippiello is looking at all cost reductions possible. Mr. Lippiello stated that the challenges with fees are growing and are confusing. Students do not always understand the bills and he feels our staff struggles to explain them. With reductions in state appropriations of \$900k since 2009, the operating budget is picking up costs of salaries. FTE is down 41% since 2010 which has resulted in approximately a \$1.2 million loss. The proposed revised fee structure would also allow us to recover administrative costs of services delivered over 12 credit hours. Under the current structure, we lost \$340k with this. The new structure would reduce the number of fees and allow for a more simplistic system of assessing by program rather than course. The new structure would allow for an administrative fee to help cover costs of unbilled revenue. It would also allow for a capital fee. Other CTC's are already doing this and the fees range from \$100 to \$580/year. There would be a recommendation to roll a Distance Education fee (\$3 per credit hour) into tuition. This would help cover some of the expense of Blackboard, OASIS, the virtualization process, and the student portal. Dr. Cummings thanked Mr. Lippiello for his presentation and noted that he is concerned that by increasing fees, this is a back door way of raising tuition. Dr. Riley stated that 80% of our students qualify for financial aid and there has been an increase in non-need based scholarships. Ms. Fike stated that we are 89th in the nation for having the lowest tuition for the last three years. Dr. Cummings asked that the school look at every avenue before increasing fees.

Once the Board approves the fees, Dr. Riley and Mr. Lippiello will go to the Council meeting and present the tuition and fee model. They will explain why we are asking for an increase. Mr. Lippiello produces a document explaining why we are asking for the changes. At this meeting, the WV Council will approve the final version. Mr. Lippiello stated that at next month's meeting, he will present the expense side of this. At the April meeting, he will present tuition.

9. VP, Student Services.....Janet Fike

• **Enrollment Report**

Ms. Fike provided an updated handout on the current spring enrollment. Head count is down 345 and FTE is down 191. She stated that we will have some high school enrollments to come in. College 101 enrollment appears to be picking up.

• **Default Update**

Ms. Fike stated that we did the loan servicing appeal. There were several students who did not receive proper servicing and we can prove that the four required steps were not

done. Ms. Fike is pleased that we were able to get the Ed Financial group down to 28.8%. She stated that we are also trying to get the 36 group down to 29. It would get us out of the three years in a row with a high default rate.

10. Old Business

There was no old business.

11. New Business

12. The Board Chair has a prior commitment for the scheduled Board meeting on March 26th.

Mr. DeCaria made a motion the Board move the March meeting to 5 pm on March 19th. Mr. Greer seconded the motion. Motion carried.

13. Adjournment

The meeting adjourned at 6:14 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary