

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, March 25, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 25, 2021, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Ms. Thomas, in Mr. Artman's absence, called the meeting to order at 5:05 pm.

**2. Roll Call**

Members in attendance via Zoom video conference call were: Brann Altmeyer; Amy Dobkin; Larry Lemon; Christine Mitchell; Ron Scott, Jr.; Shelly Thomas; Chris Kefauver; Shelly Reager; and Matt Van Fossen. Excused: David Artman; Richard Barnabei; and Bob Contraguerro, Jr. Guests: Riley Moore and John Lantz.

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; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources Development; and Rana Spurlock, Director of Institutional Advancement.

**3. Jumpstart Saving Act**

Special guest, WV State Treasurer, Riley Moore, spoke to the Board about the Jumpstart Savings Act that just passed in the state. It will enable individuals who wish to pursue a vocation or trade to make tax-free contributions to a savings and investment account. The plan allows for family members and the individual's employer to make contributions into the account. The plan beneficiary can later withdraw money from the account which will also be tax-free to help cover business startup costs, equipment, tools, certifications, and licenses needed in the chosen vocation or trade. The plan is similar to the SMART529 plan.

**4. Board Chair Report**

Ms. Thomas congratulated Dr. Mosser to his appointment to the National Skills Coalition – Infrastructure Panel.

**5. Faculty Presentation**

Mr. Lantz, President of the Faculty Assembly, presented on behalf of the faculty. During the past year, the faculty have come together as a team to transition to online learning and instruction for class continuity during the pandemic. Once courses were designed, they were assessed and Quality Matters (QM) requirements completed. Zoom technology was embedded into many courses. They worked with students and IT to provide any assistance or technology that was needed. Mr. Lantz highlighted several faculty vacancies and reported that he anticipates some retirements. This is his last term as Faculty Assembly President. In May, the faculty will elect a new one. Program directors and other faculty are working hard on retention ideas and enrollment strategies. Mr. Lantz cited some faculty concerns which include competitive salaries, enrollment and retention, the upcoming HLC visit, and COVID. COVID is still a concern in what it means for fall enrollment. Faculty are aware of the MOU between the City of Wheeling and Bluefield. The WVNCC Faculty Senate recently met and are working with faculty leadership at Wheeling University and West Liberty University on a joint statement in support of the college leadership stance on the issue. Dr. Mosser thanked Mr. Lantz for his leadership and support.

## 6. Approval of Minutes (February 25, 2021)

Ms. Thomas asked for review and approval of the February minutes then called for a motion.

Ms. Reager questioned whether last month's approval of the "organizational chart realignment" on the Board of Governor's February agenda was not an "Action Item" and therefore, could not be voted on under the Open Governmental Meetings Act.

Dr. Mosser explained by citing BOG Bylaws which state that "for each regular meeting, the President of the College shall provide an agenda in collaboration with the Board Chair. The President will cause the agenda to be distributed to the Board in a timely fashion. In, addition, the Board may, at its own option, raise additional informational or action items." Accordingly, the item was properly raised and acted upon at the meeting.

Matt Van Fossen stated that he didn't feel good about the response from Dr. Mosser in that it seemed insensitive. He stated that he felt that Ms. Reager had made a valid point. In response to Mr. Van Fossen, Ms. Thomas stated that his concern would be noted in the minutes.

Mr. Altmeyer made a motion that the Board approve the Minutes from the meeting on February 25, 2021 as presented. Ms. Mitchell seconded the motion. Motion carried upon the affirmative vote of the members except Ms. Reager, who voted against the motion.

## 7. President's Report

### Coronavirus Update

Dr. Mosser reported that all Northern classes have full access to campus classrooms and labs. COVID surveillance testing continues. A 10% sample of on-campus students is tested weekly. The majority of our full-time employees are vaccinated with both doses. A large number of our Health Science students were vaccinated in January. Volunteers from our general student population will be vaccinated in the coming weeks.

Connected with COVID, the College is receiving \$1.6 million in CARES II funding. \$375k is for student grants. There are also funds for community colleges attached to the Coronavirus Relief Act and the "Build Back Better" Infrastructure Plan.

### College Updates

Dr. Mosser stated that the College is exploring an opportunity with the Independent Electrical Contractors Association (IEC) for electrical apprenticeship training program.

Dr. Loveless has been working with Wheeling University on a 2 + 2 in Engineering. She will talk more about that later in this meeting.

Commencement planning continues. Please mark your calendars for Friday, May 14<sup>th</sup> at 7 pm at Wheeling Island Stadium.

Recently, WVNCC won a 2021 Paragon Award for our West Virginia Invests print ads. This award is through the National Council for Marketing and Public Relations (NCMPR). Of the 1,150 community and technical colleges in the United States, only 159 awards were given, including WVNCC. WVNCC was the only community college in West Virginia to receive one

this year. Dr. Mosser congratulated Mr. Barnhardt, Ms. Curto and Ms. Lyons for their work.

In addition, Dr. Mosser stated that WVNCC is now on TikTok.

## **8. Action Items**

### **Budget**

Mr. Sayre stated that in the Board packet there is a seven-page document on the FY 2022 proposed budget. There was discussion about the capital budget project list not showing certain amounts. Mr. Sayre shared his computer screen to show that information. Mr. Kefauver asked if this is the same information that has been shared with the Budget Committee. Mr. Sayre stated that it was what they saw initially. Ms. Thomas asked about the "Vacancies" line, stating that it didn't seem accurate. Mr. Sayre stated that he would go back and check his math and bring it back next month. Mr. Kefauver added that he would like to really look at the overall budget in more detail. Mr. Sayre stated that he would clean up the capital budget and the vacancy concern then bring the budget back next month. Dr. Mosser asked if April would meet the state deadline for budget approval and Mr. Sayre responded that it would.

## **9. Administrative Reports**

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

#### Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packet.

#### Administrative Services Update

Mr. Sayre stated that the administrative services report is in the Board packet. He stated that the recommendations are back on the HVAC controls and repairs and are being converted to bidding documents. There is a high priority list and a low priority list. Ms. Thomas stated that she saw the newspaper article regarding the ECS parking lots and that it was good coverage. Mr. Sayre also stated that they just finished up a refresh of the New Martinsville Student Lounge.

#### Second Quarter Financials

Mr. Sayre referenced the second quarter finances that were in the Board packet. He apologized for not having them earlier but the accounting firm that does them had several people out due to COVID. He offered if anyone ever wanted more details on them, please let him know.

#### Wheeling University 2 + 2 in Engineering and Construction Management

Dr. Loveless presented on the articulation agreement soon to be signed with Wheeling University. This was discussed with the Board a while ago. She stated that this did not have to be voted on just that the Board was aware. She is working with West Virginia University as well on a pre-engineering 2 + 2. Mr. Kefauver pointed out that if the student takes classes at WVNCC and WVU, they would get financial aid at both places. Ms. Thomas thanked Dr. Loveless and her team for moving so quickly. Dr. Mosser stated that there is a signing scheduled for the next day and the Board is welcome to attend.

### 10. Old Business

There was no old business.

### 11. New Business

There was no new business

### 12. Executive Session

Mr. Kefauver made a motion that the Board enter into executive session at 6:25 pm to discuss real estate. Mr. Altmeyer seconded the motion. Motion carried unanimously.

Mr. Altmeyer made a motion that the Board come out of Executive Session at 7:20 pm. Mr. Lemon seconded the motion. Motion carried unanimously.

Ms. Thomas stated that while in Executive Session, the Board of Governors discussed several real estate items.

Ms. Reager made a motion that the Board approve a lease agreement, once it is reviewed by legal counsel, for CDL range space in Weirton as discussed. Mr. Kefauver seconded the motion. Motion carried unanimously.

Mr. Altmeyer made a motion that the Board execute a letter of support for the President in opposition to the MOU between the City of Wheeling and Bluefield State College. Ms. Mitchell seconded the motion. Motion carried unanimously.

### 13. Adjournment

The meeting adjourned at 7:23 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