

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 22, 2016 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 22, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:01 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; Bob Contraguero, Jr; Dr. Darrell Cummings; David Stoffel; Melanie Baker; and Rosemary Ketchum. Excused: Christin Byrum; Mary K. DeGarmo; and Jon Greer.

Guests included: Dr. Vicki Riley, President; Robert DeFrancis, Dean of Community Relations; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs; Scott Owen, Faculty Assembly President; Hope Coffield, Director of Institutional Research; and Curt Hippensteel, Petroleum Technology Specialist. In addition, m & g Architects and Engineers staff - Dan Grant, Eric Matyskiela, and Carla Bronder

3. Approval of Minutes (August 25, 2016)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of August 25, 2016 as presented. Mr. Contraguero seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. Faculty Presentation

Mr. Owen presented on behalf of the faculty. He shared the faculty successes, challenges/concerns, and the goals. The Radiography program has a site visit this fall for their accreditation. There were several new online courses added. Several challenges/concerns were the C.T.C.S. Legislative Oversight Commission on Education Accountability report; fiscal budget; nursing and surgical technology accreditation, upcoming HLC site visit; redress faculty "instructor" status for those with advanced degrees; retention; faculty salary schedule; travel mileage reimbursement; and career advancement/FERC and merit. Goals are for retention of employees in the long run including adjuncts and increased compensation per course for adjunct status classes; electronic signature of appointment letters and provided no later than the last business day in April; compensation should be aligned with peer institutions; and course assessment – timely submission to division chair for review and then analysis by Institutional Research. There were no questions. Mr. Altmeyer thanked Mr. Owen for his presentation.

6. Wesco Project – Conceptual Design & Budget

Mr. Sayre introduced Dan Grant, Eric Matyskiela, and Carla Bronder who were here from m & g Architects and Engineers to provide an overview on the Wesco Building. They have held about six working sessions with the Committee at the College working on the details of best use of the building. Classroom space would provide the College with a larger meeting space area which is needed. The existing roof is in poor condition. They have also met with the state fire marshal and the City of Wheeling. Mr. Altmeyer complemented the architects on making adaptive use of existing space. The estimated total cost of project is \$4,170,023 which is exclusive of costs for furniture and equipment. At the October Board meeting, there

will be a vote on the project and additional information will be included in the October Board materials.

The estimated project duration is 68 weeks. Mr. Sayre stated that they are hopeful to have the building open in spring 2018 but if not then, definitely in fall 2018. Mr. Sayre distributed a chart on the cash reserves relating to future capital expenditures. Mr. Sayre stated that cash reserves is designed to be able to be used for one time capital expenditures. If we would use the cash reserves for this project, the balance would still be over \$6 million. Mr. Altmeyer asked that for the next meeting, he would like to see what the Foundation has done in terms of advancing the College the funds to purchase buildings and look at the pros and cons to fund from cash reserves or the Foundation. Mr. Sayre will share this information at the next meeting.

7. President's Report

Special Resolution

Dr. Riley presented a special resolution to Dr. Cummings in honor of his leadership and guidance as Board Chair during the last four years. We look forward to his continued service as a Board of Governors member.

Employee Satisfaction Survey Results

Dr. Riley introduced Hope Coffield, Director of Institutional Research, who presented the Employee Satisfaction Survey results. Institutional Research conducted the survey. They added several questions to this year's survey which made it hard for it to be a direct comparison with last year's survey results. The survey was distributed to all FT and PT employees. Adjuncts will be surveyed at another time. The overall response rate was fifty-seven percent. Of the 79 employees who completed the survey, fifty-six percent self-identified as staff, thirty-two percent identified as faculty and the remaining twelve percent responded as non-classified employees. Thirty-one of the seventy-nine respondents provided additional open ended comments as part of their survey response. Ms. Coffield stated that several of the biggest changes included that coworkers feel that they are supportive of one another but that there are concerns about the amount of work expected. The survey will be used as a tool to develop action items to improve. The survey will not change the next time it is distributed so it can be used as a comparison. Mr. Altmeyer thanked Ms. Coffield for her presentation. There were no questions.

Other

Dr. Riley overviewed the highlights of the president's activities during September.

She also announced that the annual Yuletide luncheon will be held on Monday, December 5th.

Also, HLC will be visiting November 14th and 15th. After discussion with the Board on whether they preferred a late day reception on Monday with the HLC team or a breakfast on Tuesday, it was decided that a reception on Monday would work best. Mike Koon will be at the next Board of Governors meeting in order to help prepare for the visit.

In addition, there was discussion about a policy for RIF and furloughed employees. It would let people know what to expect if we would be put in that position. Ms. Baker stated that Classified Staff is already concerned given the state's budget situation. Dr. Riley stated that in order to have a policy, it would not need to be a Board of Governors rule but an

administrative procedure. It would mirror the state policy.

8. Administrative Reports

Enrollment Update

Dr. Riley gave an update on enrollment in Ms. Fike's absence. FTE is still a little short but we are still enrolling early entrance students.

Preliminary Financial Statement – End of Year 2016

Mr. Sayre stated that these are called preliminary as Costanzo prepares the financial statement but then they are audited by CliftonLarsonAllen. There will be one adjustment to the financial statement that is in the Board packet - \$658k will be added to the 2016 as a result of adjustment with Bridging the Gap funds. Expenses have been well controlled but Mr. Sayre stated that he can't take the credit as he has not been here long enough.

Mr. Sayre also overviewed the WVNCC Fund Tracking document that he distributed. He tried to make it simple in terms of putting a lot of information in one place. He is still trying to figure out all of the grants. Mr. Altmeyer thanked Mr. Sayre for his efforts.

Facilities Update

Mr. Sayre will be presenting information regarding the Wesco project at each of the three campuses this week. Regarding the ATC sinkhole, Mr. Sayre is still waiting for the structural engineering report. Once this is received from the Ohio County Development Authority, he will run it by another firm for another opinion. After discussion, we should be well within statute of limitations.

Mr. Sayre also provided an update on information technology. After two searches, a quality IT candidate could not be found. The College has contracted with Omni Strategies. They have worked with other community colleges and seemed to be the best choice. Omni will evaluate our current environment and make immediate suggestions. The goal is to stabilize IP video, the wireless environment, desktop access, and general network. They are looking at access points all over each campus. Omni will do a strategic plan on where they think we are and where we should be going. Mr. Stoffel asked about costs. Mr. Sayre replied that the initial consultation was nominal at \$2500 for the friends and family discount. Mr. Altmeyer asked how IT is dealing with student IT issues including nursing and accessibility. Nursing orientation this year helped address some of those issues with the wireless network. Dr. Riley added that she followed up with nursing and they are not aware of any issues. Mr. Altmeyer asked Ms. Ketchum how things are working for the students. She replied that they are hearing occasional problems but it seems to be better overall. Omni is helping us look at access points and facilitate connectivity when necessary.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:32 pm to discuss the Nursing Program Report. Mr. Stoffel seconded the motion. Motion carried.

Mr. Stoffel made a motion the Board come out of Executive Session at 6:43 pm. Dr. Cummings seconded the motion. Motion carried.

There was no action taken in Executive Session regarding the Nursing Report.

Immediately following Executive Session, Mr. Stoffel brought up the recent LOCEA Human Resources report that the College had distributed to all FT employees. He feels that the Board should see the report. Dr. Riley stated that it will be shared with the Board at a later date and discussed at the October Board meeting. Ms. Carmichael will be here to answer questions regarding the report. He also mentioned the Charleston Gazette article regarding low graduation rates. Ms. Kappel will distribute this to the Board.

12. Adjournment

The meeting adjourned at 6:45 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary