

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, March 19, 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, March 19, 2015 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Ms. DeGarmo convened the meeting at 5:04 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; Frank DeCaria; Margaret DeCola; Mary K. DeGarmo (by phone); Jonathon Greer; Dianne Grimm (by phone); and Toni Shute. Excused: Christin Byrum; Bob Contraquerro; and Dr. Darrell Cummings.

Guests included: Dr. Vicki Riley, President; 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. Others: Jenna Derrico, Program Coordinator and ACCE Representative – State Advisory Council of Classified Employees; Shannon Payton, Director of Student Union & Activities; Ina Jo Mastellar, SGA President.

**3. Approval of Minutes (February 26, 2015)**

Mr. Greer made a motion the Board approve the minutes of the meeting of February 26, 2015 as presented. Ms. DeCola seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. President's Report**

**Highlights**

Dr. Riley provided an update on her activities during the last month. She met with officials from Southwestern Energy. They are out of Arkansas and deal with "Fayetteville Shale" as opposed to Marcellus Shale. Dr. DeAtley and Ms. Mulhern joined her for the meeting where they discussed the possibility of purchasing equipment, curriculum and scholarship assistance. They want to work with our graduates. She gave all of this information to the Foundation Board when she met with them.

The WVNCC nursing program recently had their reaccreditation visit. The visit went very well and the program is accredited for another eight years. A progress report will need to be completed in two years which will focus on graduation and retention rates.

Recently, WVNCC was able to partner with West Virginia University for the MSW program. WVU runs a cohort group for this program in Wheeling and will be using space in the B & O Building. They will offer courses in the evening and on a few Saturday's. The student will be able to start at WVNCC and stay in the Ohio Valley throughout earning their MSW.

Dr. Riley provided an update on the recent Wheeling Friends and Foundation dinner. Dr. Riley stated that Dr. Cummings gave one of the best speeches that she has heard in a long time. There was great community support/turnout for this event. Dr. Riley asked everyone to try to attend the dinner next year as it is such a great event and provides scholarship opportunities for our students.

As a reminder, Dr. Riley's Inauguration will be on April 9<sup>th</sup> at 4 pm. Also, Commencement

will be held on May 8<sup>th</sup> at Wesbanco Arena. Dr. Riley asked if there were any Board of Governors attending Commencement exercises, please let Ms. Kappel know.

The Enrollment Managements Council has scheduled an Open House for all three campuses on April 11<sup>th</sup>. It has been a while since WVNCC has offered one but it is something to try to see how much interest it will generate. There have been a number of faculty and staff volunteer to help out that day. We are working on getting the word out to area high schools.

**6. Student Presentation.....Shannon Payton**

Ms. Payton, Director of Student Activities, and Ms. Ina Jo Mastellar, SGA President/Senator presented a PowerPoint presentation to the Board on various items related to Student Activities. The Student Union is in year 2 of providing spaces for students to use and they are using it more and more. They also kept the Student Lounge in the EC open and it is still actively used. Between the Starbucks in the Student Union and the concession stand in the EC, there are a variety of options for students while on campus. The students were able to participate recently at the state capital for Higher Education Day which provided an opportunity for them to meet with legislators.

Ms. Payton described the make-up of student government and their roles and responsibilities. There is a SGA Executive Board and a Campus Activities Board. The more students feel connected, the more engaged they are likely to be and the more likelihood that they will finish. She tries her best to encourage students to get involved. Ms. Mastellar described what being involved with student activities has done for her – it has helped her grow, be a better person, and she has learned to work with a variety of people at various levels. She was also able to serve on the Presidential Search and learned a lot throughout the search process.

Students will attend a WV Student Leadership Conference at Jackson’s Mill in May. There are a variety of student activities posted on social media. Ms. Payton is working on the application for the President’s Higher Education Community Service Honor Roll. WVNCC is the only school in the state to be named each year since the program began in 2006. There are a number of co-curricular organizations such as the Student Nursing Association in addition to student clubs. Wellness and Recreational Programming includes flag football, yoga, an annual Health and Wellness Fair as well as lunch and learn programs.

Ms. Payton and Ms. Mastellar were thanked by the Board of Governors for their presentation.

**7. CFO/Vice President, Administrative Services.....Steve Lippiello**

**• Second Quarter Financial Results**

Mr. Lippiello overviewed the second quarter financial results. Operating revenue has decreased due to the drop in enrollment. He stated that we need to return a Physical Therapy grant as we were not able to use it. We will see a decline due to FTE being down. On the scholarship side, it was more favorable to budget. Mr. Greer asked why we were unable to use the physical therapy grant. Dr. Riley responded that we could not find

a Director for the program at the salary we were able to pay. The state calls this grant a “technical program development grant”.

Mr. Lippiello stated on the balance sheet that he was pleased with the asset side. We have not lost asset base for 2012-2013 or 2013-2014. He added that we have cash to last 297 calendar days, if need be, which is also the highest in the state. There were changes in liabilities. Assets declined due to decline in enrollment. Mr. Lippiello hopes to have Third Quarter Financial Results for the April meeting.

- **Proposed FY 2016 Tuition and Fees**

Mr. Lippiello asked for approval of an increase in the in-state tuition rate to \$125/credit hour. This is a 9.8% increase. We are basing this on a 2700 FTE which is a bit lower than in the past. With the revised fee structure, Mr. Lippiello hopes to bring clarity and simplicity to the billing process for students and staff. As presented at last month’s Board of Governors meeting, Mr. Lippiello stated that this would condense fees from 22 to 6. Mr. Greer asked what the metro rates are and this is for area counties in Pennsylvania and Ohio. Ms. DeGarmo asked if the new rates would be in effect for summer and Mr. Lippiello stated that summer will include the old rates. The new rates will take effect in August.

Mr. Greer made a motion the Board approve the FY 2016 Tuition and Fees in one motion as presented. Mr. Altmeyer seconded the motion. Motion carried.

- **FY 2016 Budget First Draft**

Mr. Lippiello presented the first draft of the FY 2016 Budget. He stated that billable tuition is around \$4.7 million. With the new fee structure, the billable fees will be around \$2 million. Mr. Lippiello reminded everyone that these are estimates and will most likely change. Appropriations are estimated at \$7 million based on the Governor’s proposed budget. He stated that he is taking expense control seriously and he is working with others to get this down as it does need to be more balanced. Mr. Lippiello stated that he is hopeful that the state will restore some funding to higher education.

**8. Interim, Vice President of Academic Affairs.....Dr. Carry DeAtley**

- **Academic Program Changes**

Dr. DeAtley asked for approval on academic program changes which would go into effect Fall 2015. Program additions include an AAS in Welding; a program suspension in the AAS in Respiratory Care; and a program deletion in the AAS in Power Plant Technology.

Mr. DeCaria made a motion the Board approve the 2014-2015 Academic Program Changes as presented. Mr. Greer seconded the motion. Motion carried.

- **Academic Program Reviews**

Dr. DeAtley asked for approval on the academic program reviews. Academic programs

are required by the state to be reviewed on a five year cycle. There were eight programs reviewed this year. Dr. DeAtley stated that there were a few things that stood out with certain programs and a decrease in enrollment. As the enrollment plan is revised, she hopes to address some of these items. They are looking to video spotlight a few programs to put on Facebook. West Virginia State is interested in an articulation agreement for Criminal Justice. The new enrollment plan will showcase Culinary Arts by hosting cooking competitions. Surgical Technology will take six hours in General Education and shift to the core curriculum.

There was discussion about the Open House scheduled for all three campuses on April 11<sup>th</sup> from 10 am – 2 pm. Ms. Fike stated that there will be advertising and mailings sent to students who have completed the SAT and ACT. They are also reaching out to local high schools and will even include the schools that border the state in Pennsylvania. There will be advertising in the paper and on the radio. Dr. Riley asked that Ms. Fike work with Ms. Shute to get a text message out in Brooke County about the event.

Mr. Greer made a motion the Board approve the 2014-2015 Academic Program Reviews as presented. Mr. DeCaria seconded the motion. Motion carried.

## **9. Old Business**

There was no old business.

## **10. New Business**

There was no new business.

## **11. Adjournment**

The meeting adjourned at 6:05 p.m.

Minutes respectfully submitted by,

Stephanie Kappel  
Assistant to the President

Minutes approved by,

Christin Byrum  
Board of Governors Secretary