

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 24, 2022 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 24, 2022, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

1. Call to Order

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

2. Roll Call

Members in attendance in person and via Zoom video conference call were: Jacob Altmeyer; David Artman; Liz Hofreuter; Larry Lemon; Ron Scott, Jr.; Hilary Curto; and Chris Kefauver. Excused: Richard Barnabei; Shelly Carenbauer; Christine Mitchell; and Carissa Robinson.

Guests included: Dr. Dan Mosser, President; 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; Jeff Sayre, Vice President for Administrative Services/CFO; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement. Additional guests included: Darryl Clausell, Staff Council President.

3. Board Chair Report

Mr. Artman thanked everyone for being here.

4. Staff Presentation

Mr. Clausell presented on behalf of the Staff Council for their annual presentation. He outlined the current officers of Staff Council. He thanked the Board for approving the Compensation Rule and overviewed the salary administration guidelines from HEPC. He also highlighted staff openings, resignations, new positions, filled positions, etc. He stated that morale is based on experience which is mainly good.

5. Approval of Minutes (January 27, 2022)

Ms. Curto made a motion that the Board approve the Minutes from the meeting on January 27, 2022 as presented. Mr. Altmeyer seconded the motion. Motion carried.

6. President's Report

Coronavirus Update

Dr. Mosser provided an update on the coronavirus protocols on campus. On February 1st, all classes and students returned to campus. We had a temporary spike in student COVID cases and then saw very few. No employees have tested positive this past week. Due to the decline in cases and the Omicron variant locally and nationally, we have relaxed our COVID protocols. Moving forward only those students and employees who are unvaccinated will need to provide weekly test results. Masks are required only in classrooms and for gatherings in which proper social distancing is not possible.

College Updates

Dr. Mosser stated that there are two bills for the West Virginia Higher Education funding formula currently on the floor of the legislature. They are SB-550 and HB-4008.

WV State Treasurer, Riley Moore, was recently on campus and visited with our welding classes to promote the new WV Jump Start Savings Plan which is a pre-tax savings plan to help students pay for career technical education. We received a lot of great news coverage.

WVNCC is participating with in a Growing Leaders for Impact program which is 35 participants across six leadership organizations. Northern is hosting the April session in Culinary Arts. It will be a great opportunity to promote our culinary program and students. Employees participating include Dr. Mosser, Dr. Phil Klein, Said Leghlid and Stephanie Kappel and Board member Shelly Carenbauer. Other Board members participating through their organizations include Liz Hofreuter and Ron Scott.

Dr. Mosser also provided an update on HLC. We continue writing our self-assessment which is due in November. A draft version will be shared by the end of March. We are realigning committee's (Planning, Assessment and Budgeting) under the Continuous Improvement Council (CIC) to streamline our Institutional Effectiveness processes. We hired a new Director of Assessment to address where we might need some improvement. The Board of Governors June 23d retreat will include a session on HLC.

50th Anniversary items continue to move along. Party in a Boxes are being delivered to area organizations to celebrate the year with us. We continue to release video testimonials on what Northern means for them. In March, there will be a ribbon cutting for the history display in the library. In April, there will be a ribbon cutting for the B & O first floor remodel.

8. Action Items

NC-2035 Employee and Dependent Tuition Waiver

Ms. Fike stated that we need to update the employee and dependent tuition waiver rule.

Mr. Artman made a motion that the Board approve that the College proceed with the revising of the rule following the rulemaking process. Mr. Kefauver seconded the motion. Motion carried.

NC-4019 Honorary and Honorary Posthumous Degrees and Certificates

Ms. Fike stated that we need to create a rule for awarding posthumous degrees and certificates.

Mr. Kefauver made a motion that the Board approve that the College proceed with writing the rule following the rulemaking process. Mr. Scott seconded the motion. Motion carried.

Strategic Plan

Dr. Sharma presented the Strategic Plan that the Board saw a draft of last month. The Strategic Plan includes a new Mission, Vision, College Values and Strategic Priorities. The process included multiple meetings/review with internal and external stakeholders.

Mr. Artman made a motion that the Board approve the 2022-2025 Strategic Plan as

presented. Ms. Hofreuter seconded the motion. Motion carried.

9. Administrative Reports

Vice President for Administrative Services/CFO

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Administrative Services Update

Mr. Sayre stated that he hopes to present the budget at the March Board meeting. If anyone would like more details on how the process works, he would be happy to discuss with them. The state is looking to help with some deferred maintenance funding.

Draft Tuition and Fees

Mr. Sayre stated that he is planning on a 2% increase in tuition and fees. Mr. Lemon asked if there was a reason for the increase and Mr. Sayre responded that it is better to do something each year but that it is not mandatory. Mr. Artman asked if we knew what the other community colleges were doing and Mr. Sayre replied that he expects them to raise it, but we do not know for sure. The increase at these schools could be as high as 12%. It will be brought back to the next Board meeting for a vote.

Vice President for Student Services

Enrollment Update - Credit

Ms. Fike provided an update on credit enrollment.

10. Old Business

There was no old business.

11 New Business

There was no new business.

12. Adjournment

The meeting adjourned at 5:51 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary