

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, August 25, 2022 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 25<sup>th</sup> in the Board Room at the B & O Building, 1704 Market Street and via Zoom.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:03 pm.

**2. Roll Call**

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

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; Janet Fike, Vice President of Student Care and Success; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement.

**3. Board Chair Report**

There was no Board Chair report.

**4. Approval of Minutes (April 28, 2022)**

Ms. Carenbauer made a motion that the Board approve the Minutes from the meeting on April 28, 2022 as amended. Ms. Curto seconded the motion. Motion carried.

**5. Approval of Minutes (June 23, 2022)**

Ms. Curto made a motion that the Board approve the Minutes from the meeting on June 23, 2022 as amended. Mr. Artman seconded the motion. Motion carried.

**6. President's Report**

Dr. Mosser provided an update on COVID. Currently, we are not requiring masks.

Recently, Northern was notified of a bomb threat that was part of a national string. The appropriate precautions were taken.

Fall classes will start on Monday. As of today, there is a 6-8% increase in FTE and that should go up. Classes are larger than last semester. There will be a complete enrollment report at the next meeting. Several of our peer community colleges are either down or flat on enrollment.

This morning we hosted All College Day for all employees. It was the first time in three years that all employees were back together.

We are waiting on equipment to be installed in the new nursing simulation labs. They should be ready for the spring semester.

Wheeling Country Day School will be opening a classroom on the upper floor of the Student

Union building for fall. Helping Heroes has moved into Gas Building next door to the B & O. We are working with Ron Scott to offer Cultural Escape Rooms during the upcoming school year in the lower level of the Student Union.

## **5. Administrative Reports**

### **Director of Communications & Student Recruitment**

#### Marketing Annual Report

Mr. Barnhardt presented the updated Marketing Plan Goals. He highlighted the current Marketing Plan goals and 2021/2022 highlights. Several of the highlights included activity around the 50<sup>th</sup> Anniversary. Ms. Carenbauer asked a few questions about WV Invests and if we received money to advertise it. She will see if she can get any support at the state level for it.

### **Vice President for Planning, Institutional Effectiveness, and Research**

#### Key Performance Indicators

Dr. Sharma went over the KPI dashboard included in the Board packet. The Board will start seeing these on a more regular basis. At this point, we expect enrollment to be up over 10% for the fall. An increase in the number of transfer students was also reported.

### **CFO/Vice President of Administrative Services**

#### Construction Update

Mr. Sayre highlighted the facilities update around each campus. Ms. Hofreuter thanked Mr. Sayre and the Facilities team for all their help.

#### Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. We are in good shape.

#### Administrative Services Update

Mr. Sayre also highlighted the administrative services report in the Board packet. The audit will be presented at the October Board of Governors meeting.

## **6. Old Business**

There was no old business.

## **7. New Business**

There was no new business.

## **8. Executive Session**

Mr. Artman made a motion that the Board enter executive session at 6:02 pm to discuss real estate and personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:37 pm. Ms. Carenbauer seconded the motion. Motion carried.

While in Executive Session, it was discussed that there would be an Evaluation Committee for the upcoming Presidential Evaluation. The Committee will be Ms. Carenbauer, Mr. Altmeyer, Ms. Curto and Ms. Hofreuter. Ms. Carenbauer will work on evaluation instrument. This discussion will continue at the next meeting.

**9. Adjournment**

The meeting adjourned at 6:37 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