

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 28, 2025 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 28th in the Project Best Executive Conference Center on the Wheeling campus and via Zoom.

1. Call to Order

Mr. Altmeyer called the meeting to order at 5:00 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Liz Hofreuter; DJ McGlaughlin; Christine Mitchell; Lyndsie Scott-Guzek; and Hilary Curto Wilson.

Guests included: Dr. Dan Mosser, President; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Angela Hawk, Vice President for Learning; Karri Mulhern; Vice President for Continuing Education and Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services; Rana Spurlock, Director of Institutional Advancement; and Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research. Guest – Jessica Ickes, Ruffalo Noel Levitz.

3. Board Chair Report

There was no Board Chair report.

4. Approval of Minutes (April 24, 2025)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on April 24, 2025 as presented. Ms. Hofreuter seconded the motion. Motion carried.

Approval of Minutes (June 26, 2025)

Ms. Mitchell made a motion that the Board approve the Minutes from the meeting on June 26, 2025 as presented. Mr. McGlaughlin seconded the motion. Motion carried.

5. President's Report

Dr. Mosser introduced several new employees at the College.

He stated that we convened All College Day, a collegewide gathering, to kick off the new academic year.

He also updated the Board on the B & O restoration work and the recent flooding in the B & O.

The new CRM, Element 451, is being rolled out early this fall for recruiting, admissions, advisors and success coaches then program directors.

In continuing the work of the US Department of Labor MAPS 2.0 grant, there is a plan drafted. A trip is planned to CCAC to look at their advanced manufacturing lab. The grant is focused on our Weirton campus.

Exam rates in several of our health care programs, Nursing, Surgical Technology, Medical Lab Technician, Radiology Technology, and Patient Care Tech had a 100% pass rate.

Ten faculty members received promotion in June.

Recently, the College has received over a million dollars in gifts and grants.

He asked the Board to save the date for the Board Summit in Charleston from October 28-30. The Yuletide dinner will be on December 3rd.

6. Administrative Reports

Employee Satisfaction Survey

Ms. Ickes from Ruffalo Noel Levitz presented the results of the most recent employee satisfaction survey. There was a 38% response rate up from 32% last year. The survey areas include campus culture and policies, work environment, institutional goals, and employee involvement in planning. Overall, employee satisfaction had improved including ratings on campus culture. This is the fourth year in a row for overall improvement.

Director of Institutional Advancement

Foundation Annual Report

Ms. Spurlock presented on the Foundation and its structure. They lend the institution support in terms of emergency assistance for students, scholarships, institutional projects, and faculty/staff mini grants. They are working on aligning the Foundation's strategic plan with the newly approved one from the College.

CFO/Vice President for Administrative Services

Financial Update

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

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Mr. McGlaughlin made a motion that the Board enter executive session at 6:20 pm to discuss personnel and real estate as stated on the agenda. Ms. Hofreuter seconded the motion. Motion carried.

Mr. McGlaughlin made a motion that the Board come out of Executive Session at 6:48 pm. Ms. Mitchell seconded the motion. Motion carried.

10. Adjournment

The meeting adjourned at 6:49 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Executive Assistant to the President

Minutes approved by,

Christine Mitchell
Board of Governors Secretary