

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, May 17, 2018 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 17, 2018 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:00 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Larry Lemon; Shelly Thomas John Wright, IV; Chris Kefauver; Melanie Baker; and Tye Forster. Excused: Richard Barnabei; Bob Contraguerro, Jr.; and Tad Greene.

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; and Peggy Carmichael, Chief Human Resources Officer. Others: David Stoffel.

**3. Approval of Minutes (April 19, 2018)**

Mr. Wright made a motion the Board approve the minutes of the meeting of April 19, 2018 as presented. Ms. Thomas seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**Nominating Committee**

Mr. Altmeyer and Melanie Baker, who volunteered at the last meeting to serve on the Nominating Committee, proposed a recommended slate of officers. He asked if there were any nominations from the floor before proceeding with proposed slate and there were not any.

The proposed 2018-2019 slate of officers is as follows:

Chair: Brann Altmeyer  
Vice-Chair: David Artman  
Secretary: Larry Lemon

Mr. Artman asked that it be noted that he has time commitments and would most likely not be available to take on the chair role if needed.

Mr. Wright made a motion to approve the 2018-2019 slate of officers as presented. Ms. Baker seconded the motion. Motion carried.

**5. President's Report**

Dr. Riley welcomed Chris Kefauver to the Board of Governors. He is fulfilling David Stoffel's faculty representative to the Board of Governors term which expires June 30, 2019.

### **Special Resolution**

Mr. Altmeyer thanked Mr. Stoffel for his work over the last few years. Mr. Stoffel thanked the Board of Governors for their work and stated with his increasing responsibilities at the school and with the upcoming HLC visit, he wanted more time to focus on those things. Dr. Riley presented a special resolution to Mr. Stoffel for his service.

### **President's Updates**

Dr. Riley stated that as the school year has come to a close, there have been numerous awards and achievement ceremonies in academics then finishing up with Commencement. She thanked Ms. Thomas for conferring the degrees at Commencement and Mr. Lemon for attending. There were 371 graduates this year.

Next week, there is a press conference with Murray Energy regarding the new mining maintenance technology degree.

The Chancellor has asked all of the community colleges in the state to work on a performance based funding model. The process is moving along and there will be a full day funding formula meeting on June 4<sup>th</sup>. They are looking at specific data points regarding access, success and workforce. She believes the next step is for HEPC/CTCS to take the model to the legislature which will go through interim sessions. We will push for a hold harmless clause. Mr. Altmeyer asked when it would be effective and she stated that it could go into effect 2019-2020.

### **Employee Satisfaction Survey**

Dr. Riley stated that this is still pending. Dr. Sharma and Ms. Baker have a draft summary. The summary should be out during the next few weeks. Dr. Riley asked that Mr. Koon work on strategies to address items in the summary. The report will be shared with the Board for information as it becomes available.

## **7. Administrative Reports**

### **Chief Human Resources Officer**

#### **Class & Comp Ad Hoc Committee Update**

Ms. Carmichael stated that the Committee continues to work on classification and compensation for staff members. The Committee is finalizing the guidelines and is making changes to the rule to ensure both the rule and guidelines are consistent. She also referenced the draft staff compensation management rule at their places. This is for informational purposes and will be sent out to classified and non-classified staff next week for comments. In June, the rule will go through the rule making process and the ad hoc committee will review all comments received. The Board of Governors will get first reading and will get to see any concerns that are raised. In June and July, current rules will be reviewed for any necessary revisions including Classified Staff Salary Rule, Non-Classified Staff Salary Rule, Annual Leave Rule and Disciplinary Action Rule. In September, they hope to have a final rule. In FY 2019, there will be a complete review conducted for each staff position, using the developed guidelines and a recommendation for FY 2020 will be submitted based on the review. Ms. Carmichael offered to sit down with anyone that wanted more information.

Ms. Carmichael also shared that she recently learned that HB 4251 changed the state code that a member from the institutional non-classified employees can be elected to serve on the Board of Governors. At the January 2018 Board of Governors meeting, a motion passed that stated that the current classified staff representative to the Board may stay in their role until their current term expires on June 30, 2019 or WV Code further defines such role and membership. She stated that the Board needs to decide does this person continue in their role or do we have another election. Ms. Carmichael followed up with Bruce Walker, legal counsel in the Chancellor's office, and they recommend that the person finish out their term. Dr. Riley stated that this was opposite of the motion passed. Ms. Baker stated that she contacted West Liberty and they are not going to have another election. Mr. Altmeyer asked the Board if they have any strong feeling one way or another. There were none. Mr. Altmeyer stated that they will take no action at this time.

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet. He stated that in the capital fund, there is a reflection of milestone payments for the Wesco Project - \$2.17 million paid in FY 2018.

#### **Facilities Update**

Mr. Sayre stated that Information Technology is planning the switch to Lumos for connectivity services for data and voice around July 1<sup>st</sup>. Notices will be sent out about the process. An RFP will be going out soon to replace the phone system. There is a statewide initiative from HECF/CTCS on a facilities assessment. He will share the report once it is received. The B & O Building will have some masonry work completed. The New Martinsville and Weirton campuses roofing projects from the state are underway. The ITC is on schedule to be complete and open for fall 2018. Mr. Sayre led a discussion on performance based contracts where a company will come in and show a school how to use their capital dollar to recoup money in utilities usage. He might bring this back to the board before making a fifteen year commitment. Mr. Artman cautioned on him on this kind of project. In his experience, they come in and don't do a whole lot other than change lightbulbs. Mr. Altmeyer stated that he would like to see three bids if the Business Office does pursue this.

### **Vice President of Academic Affairs**

#### **Rule on 1<sup>st</sup> & 2<sup>nd</sup> Reading – Student Academic Rules and Appeals Process**

Dr. Loveless asked for approval on the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Student Academic Rules & Appeals Process. She stated that they had received comments but they were basically edits but nothing particular of content.

Mr. Altmeyer made a motion that the Board approves the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Student Academic Rules and Appeals process as presented. Mr. Wright seconded the motion. Motion carried.

#### **Rule on 1<sup>st</sup> & 2<sup>nd</sup> Reading – Prior Learning Assessment**

Dr. Loveless asked for approval on the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Prior Learning Assessment. She stated this is helpful to have in place when the student comes in with previous experience and is particularly beneficial to adult learners.

Mr. Wright made a motion that the Board approves the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Prior Learning Assessment process as presented. Mr. Kefauver seconded the motion. Motion carried.

### **Rule on 1<sup>st</sup> & 2<sup>nd</sup> Reading – Copyright, Fair Use, and Intellectual Property Rule**

Dr. Loveless asked for approval on the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Copyright, Fair Use and Intellectual Property. She stated that this helps all college personnel understand the legalities around copyright and intellectual property and for fair use in the classroom.

Mr. Artman made a motion that the Board approves the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the Rule for Copyright, Fair Use, and Intellectual Property process as presented. Ms. Thomas seconded the motion. Motion carried.

### **8. Old Business**

There was no old business.

### **9. New Business**

Dr. Riley stated that there is the possibility of a June meeting but that Mr. Altmeyer cannot make the original planned June 28<sup>th</sup> date. There was discussion on the possibility of a June or July meeting and will re-visit later.

### **10. Executive Session**

Mr. Altmeyer made a motion the Board enter into executive session at 5:47 pm to discuss personnel. Ms. Baker seconded the motion. Motion carried.

Mr. Artman made a motion the Board comes out of Executive Session at 6:10 pm. Mr. Wright seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed personnel.

### **11. Adjournment**

The meeting adjourned at 6:11 p.m.

Minutes respectfully submitted by,

Stephanie Kappel  
Assistant to the President

Minutes approved by,

Larry Lemon  
Board of Governors Secretary