

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 23, 2017 -- 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 23, 2017 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:02 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Melanie Baker; Dr. Darrell Cummings; Larry Lemon; Eran Molz; David Stoffel; and Rosemary Ketchum. Excused: Christin Byrum; Bob Contraguerro, Jr; and Mary K. DeGarmo.

Guests included: Dr. Vicki Riley, President; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Mike Koon, Interim Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; and Bob DeFrancis, Dean of Community Relations.

3. Approval of Minutes (February 23, 2017)

Mr. Artman made a motion the Board approve the minutes of the meeting of February 23, 2017 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

Mr. Altmeyer stated that he will have more to say in Executive Session and afterwards.

5. Independent Auditor's Report

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2016 and 2015 as prepared by CliftonLarsonAllen LLP. Nancy Gunza and Lori Finnegan reviewed the report with the Board. Ms. Gunza stated that on internal control over financial reporting, compliance and other matters that there were no material weaknesses or any other matters noted. Management and staff at the College were very cooperative and helpful. They did not note any corrected or uncorrected misstatements. The audit was delayed a bit due to GASB Statement No. 68 and receiving that information from the state. In addition, the Foundation is a component of the College and their financial statements must be included in the College's audit and their audit was late. Dr. Riley stated that moving forward, the Foundation will be timelier on their audit so it does not delay the College's audit. Mr. Altmeyer asked where do we compare to other community colleges in the state and Mr. Sayre stated that we are the top third in terms of our CFI. There was discussion around state appropriations not being considered operating income as well as Pell Grants.

WVNCC received a good financial rating by the auditors with no significant control weaknesses in the audit.

Dr. Cummings made a motion to approve and accept the auditor's report and financial statements as presented to the Board. Mr. Stoffel seconded the motion. Motion carried.

6. President's Report

Dr. Riley introduced new Board of Governors member, Eran Molz. He is the Business Manager for IUOE out of Glen Dale. He will be a great asset to the Board and will assist

with needs in the Workforce area.

Dr. Riley provided an update on HB 2542. This is close to being completed – they are waiting on the Governor’s signature. It has changes for classified staff employees and more flexibility in rulemaking for Board of Governors. She has been meeting weekly with the Classified Staff representatives and the Chief Human Resources Officer to monitor legislative changes. We are still waiting on budget information. Most likely, it will not be until after April that we will have a final budget.

The Open House is on Saturday from 10 -1 on all three campuses. There is a large number of volunteers from staff and students.

Commencement is scheduled for Friday, May 12th. If you plan on attending, please let Ms. Kappel know.

Dr. Riley and Mr. Koon provided an update on the hearing that they attended at HLC earlier in the month. He stated that they felt good about the faculty credentials and finance portions but that it took a different turn with Assessment. He stated that we will not know the final outcome until after the HLC Board meets in June. He received a copy of the report yesterday but that they have not had a chance to look at it. Mr. Altmeyer asked if the report we received yesterday will be included in their recommendation and Mr. Koon said yes. Mr. Altmeyer stated that they are all interested in what it has to say.

6. Administrative Reports

Interim Vice President of Academic Affairs

Academic Program Reviews

Mr. Koon introduced Dr. Pam Sharma, Interim Assistant VPAA, who is at the meeting tonight. Mr. Koon then described the process that takes place for a Program Review. They look at the program enrollment, placement, cost of program, success of students and the process often takes several months to complete. This year’s Program Reviews included Refrigeration, Air Conditioning and Heating, A.S.S.; Industrial Maintenance Technology, C.A.S.; Radiologic Technology, A.A.S. Degree Completion Program; Radiography, A.A.S.; and Patient Care Technician, C.A.S. For all of these programs, Mr. Koon recommended that they be continued at the current level.

Dr. Cummings made a motion to approve and accept the Academic Program Reviews as presented to the Board. Mr. Artman seconded the motion. Motion carried.

Academic Program Updates

Mr. Koon also described changes for several 2 + 2 transfer agreements for program options in 2017-18. He stated that these do not need the approval of the Board but that he wants them to be aware. Also, pending is a Welding CAS that is currently going through the Curriculum revision process.

Dr. Cummings asked if there was any particular program in accreditation trouble. Ms. Koon stated that we still have Surgical Technology in limbo. They are bringing in someone from the outside to prep students to take tests in May. They will need to make a decision by June about the program. With accreditation, they could start a new class the next day. He said that the only loss is that we have to publish on the website that the program is on probation or not accredited.

Regarding the Nursing Program, the final report has been submitted. The WV Nursing Board has their meeting next month. The program is hopeful that the Nursing Board will approve that the enrollment numbers be increased by 10%.

Mr. Altmeyer thanked Mr. Koon for helping Northern through these processes the last few months.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided a quick overview of the fund tracking document that was provided in the Board packet.

Facilities Update

Mr. Sayre stated that he is working on a ten year Campus Plan. Facilities is in the process of having a number of audits completed around each campus including HVAC, roof, and technology. He hopes by late summer to roll out a campus plan. He stated that the roofing projects would be ranked in order of need. He stated that the roof audit did not include the Wesco building.

Draft Budget

Mr. Sayre overviewed a draft budget. He included the proposed tuition and fees. He is recommending a shift to 87.5% towards operational funds and 12.5% towards capital funds. He stated that auxiliary fees are nominal. State appropriations is flat compared to prior year. The Faculty Salary Review Committee has been meeting and they will get a large adjustment this year to make them more competitive within SREB. The plan is to give staff a 4% raise – 2% for this year and 2% for last year. There will be a big reduction in the RPA budget. He is anticipating a flat operational gain of about \$42k. Mr. Sayre stated that a cut greater than 1% in state appropriations that he would need to relook at the budget.

Tuition & Fees Proposal

Mr. Sayre stated that he is proposing a 3% increase on tuition for all students except for early entrance. This equals \$4 per credit hour or \$48 for a full time student. Ms. Baker asked if we know what other community colleges are doing and we do not. The student activity fee in prior years was charged only to Wheeling and New Martinsville students during the fall and spring semesters. The proposal includes a fee of \$37.50 to all students for all terms. This would be an increase of \$41k over the prior method. Mr. Sayre stated that he wanted students to see value of the fee. There was a low level of students who used Centertown Fitness. He found a space on campus to put in 8 pieces of equipment that Centertown donated. He is now looking at purchasing cardio equipment to put in a gym area. Mr. Sayre stated that in addition to the fee proposal in the Board packets, there is an amended Attachment G that includes an international student fee and transcript fee.

Mr. Artman made a motion to approve and accept the Tuition and Fees as presented to the Board. Dr. Cummings seconded the motion. Motion carried.

7. Executive Session

Dr. Cummings made a motion the Board enter into executive session at 6:38 pm to discuss Personnel, and Real Estate. Mr. Altmeyer seconded the motion. Motion carried.

Dr. Cummings made a motion the Board come out of Executive Session at 7:25 pm. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Altmeyer stated that while in Executive Session, personnel and real estate were discussed.

Dr. Cummings made a motion the Board approve the project and a budget amount of \$4.7 million for the repurposing of the Wesco Building. Ms. Baker seconded the motion. There are 5 in the affirmative, 2 in the negative, and 1 abstention. Motion carried.

Mr. Altmeyer stated that while in Executive Session that they discussed a procedure for Dr. Riley's evaluation. There will be two committees that will report back at the April meeting. The first committee will be Dr. Cummings, Mr. Altmeyer, Ms. DeGarmo, and Mr. Artman. They will meet with Dr. Riley and complete the annual review and negotiate contract terms. The second committee will consist of the three constituent reps and Mr. Lemon. They will meet with Dr. Riley and discuss the concerns that were expressed on campus. They will report back at the April meeting.

8. Adjournment

The meeting adjourned at 7:29 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary