

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 25, 2016 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 25, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:00 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum; Mary K. DeGarmo (by phone); Jon Greer; Toni Shute (by phone); David Stoffel; Melanie Baker; and Nina Elder. Excused: Bob Contraguerro, Jr.; Larry Edgell

Guests included: Dr. Vicki Riley, President; Robert DeFrancis Dean of Community Relations; Dr. David Shahan, Vice President of Economic Workforce and Development; Dr. Carry DeAtley, Vice President of Academic Affairs; and Janet Fike, Vice President of Student Services. Others: Shannon Payton, Director of Student Activities, Ida Williams, Student Activities Program Coordinator, Courtney O' Conner, SGA Recording Secretary/Senator, and Breanna Cain, Office of Student Activities Workstudy

3. Approval of Minutes (January 28, 2016)

Mr. Greer made a motion the Board approve the minutes of the meeting of January 28, 2016 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

Dr. Cummings thanked Dr. Riley for attending the community announcement regarding the purchase of the former West Virginia Department of Health and Human Resources building by the Bethlehem Apostolic Church. He also thanked her for attending the recent State of the City address by Mayor McKenzie where Dr. Cummings was recognized for his work in the community.

5. Student Presentation

Ms. Payton, Director of Student Activities, who was accompanied by Ida Williams, Courtney O' Conner, and Breanna Cain, presented a PowerPoint presentation on Student Activities. The Student Union is great hang out place for students. Recently, there was another access level added for students for increased security of the building since Barnes and Noble is also in that building and is open to the public.

Ms. Payton described the Student Government Association and their roles and responsibilities. She also explained the functions of the Student Campus Activities Board. Breanna Cain and Courtney O' Conner described their positive experiences with Student Activities. Community engagement is a large part of student activities and includes such events as Chicken Fest, Relay for Life, American Heart Association, Easter Seals, and United Way.

Students will attend a WV Student Leadership Conference in May at Jackson's Mills. Student Activities has implemented a number of ways to engage students via social media. Social media has allowed them to reach more students about events and opportunities.

They are working on the application for the President's Higher Education Community Service Honor Roll. WVNCC is the only school in the state to be named each year since the

program began in 2006. There are a number of co-curricular organizations such as the Student Nursing Association, Junior American Culinary Federation, and Phi Theta Kappa. There are also several new student clubs this year including Drama Club, Petroleum Technology Club, and Radiology Technology Club. There are also several wellness and recreational programming events including flag football, yoga, and aerobics.

Ms. Payton and the others were thanked by the Board of Governors for their presentation.

6. President's Report

Proposed Tuition and Fees

Dr. Riley overviewed a draft of the fee schedule for the 2016-2017 academic year. We will have a final version at the Board meeting next month. There were a few instances where there was a reduction in fees. Dr. DeAtley has worked closely with the faculty on this and will continue to evaluate and monitor. Several fees were also brand new due to first time programs will be offered. Dr. Cummings asked if the fees would prohibit anyone from taking a specific program and Ms. Fike stated that financial aid covers all costs.

There was also discussion over a potential 2016-2017 tuition scenarios document. We are waiting to hear on state appropriations for FY 2017. Dr. Riley presented three difference scenarios including a 4.99% increase, a 9.8 % increase, and a 15% increase. We were contacted by the Chancellor's office to see what a hypothetical 6.5% budget cut would look like. At this point, tuition increases can't be the only strategy to make up budget difference. This year's budget was based on 2700 FTE. In planning FY 2017 budget, it looks like we will base the budget on 2300-2400 FTE. Due to not hitting the projected enrollment FTE, we have lost about \$500k for this fiscal year. The legislative session ends on March 12th so hopefully after that, we will have more of an idea on state appropriations. Dr. Riley intends to have a draft budget for the March Board of Governors meeting and a final version in April.

Dr. Riley asked anyone with contacts or relationships with legislators to encourage their support for higher education.

Enrollment Update

Ms. Fike provided an update on enrollment to date. We are currently at about 81.78% on FTE. There was some discussion regarding early entrance students and why the fee dropped. It was explained that this was dictated by the state. Mr. Altmeyer asked if we have considered marketing certain courses to senior citizens. Dr. Cummings added that West Liberty University is offering a wine class geared towards adults.

Military Withdrawal Rule

Dr. Riley requested approval for the second reading of the military withdrawal rule which will assist students who are called to military duty to have a fair process withdrawing from classes or completing coursework.

Mr. Altmeyer made a motion to approve the second reading of the military withdrawal rule. Ms. Byrum seconded the motion. Motion carried.

Strategic Plan Draft

Dr. Riley overviewed the draft version of the strategic plan. This strategic plan will be for 2015-2020. Next month, she hopes to have a final plan for approval. The strategic plan committee that developed this plan was a broad based committee, representative of the various constituencies on campus, who met several times over the fall semester. There is some duplication and cross-overs of goals so we are trying to condense the plan down to be more succinct.

Dr. Riley asked the Board to review the draft plan and send her any comments or suggestions over the next couple of weeks.

Facilities Update

Dr. Riley stated that the issue of the sinkhole in the ATC parking lot is still ongoing. Rich Donovan has been in contact with Greg Stewart of the Ohio County Development Authority. They do have the video coverage of what the environmental engineering firm found. Mr. Altmeyer asked if the insurance company had provided a specific answer as to why it was not covered by the insurance policy. Dr. Riley will follow up on this.

Dr. Riley reported that Rich Donovan will manage the WESCO building moving forward. He has set an expression of interest for architecture for March 11th. We will put together a committee to start reviewing the architectural proposals.

Highlights

Dr. Riley asked the Board to read over the highlights of her activities in February as provided on the monthly agenda.

One particular item to note was the Manufacturing and Energy Sector Strategy meeting that will air on local FOX television stations. Dr. Riley stated that it was interesting to hear from those in the industry the opportunities presented if the ethane cracker comes to the Ohio Valley.

7. Dean of Community Relations.....Bob DeFrancis

Commencement

Mr. DeFrancis stated that Commencement is scheduled for Saturday, May 7th at 11:00 am at the WesBanco Arena. Due to a scheduling conflict, the Commencement exercises were moved from Friday night to Saturday. The main speaker will be David Artman, CEO of Weirton Medical Center and a WVNCC graduate.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:05 pm to discuss real estate and a personnel policy update. Mr. Greer seconded the motion. Motion carried.

Mr. Greer made a motion the Board come out of executive session at 6:31 pm. Mr. Stoffel seconded the motion. Motion carried.

There was no action taken in Executive Session.

11. Adjournment

The meeting adjourned at 6:32 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary