

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 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, August 25, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:01 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Christin Byrum; Mary K. DeGarmo; David Stoffel; Melanie Baker; and Rosemary Ketchum. Excused: Bob Conraguerro, Jr; Jon Greer.

Guests included: Dr. Vicki Riley, President; Peggy Carmichael, Chief Human Resource Officer; Robert DeFrancis, Dean of Community Relations; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs; Dr. David Shahan, VP of Economic and Workforce Development; Larry Tackett, Campus Dean of New Martinsville and Weirton; Janet Fike, Vice President of Student Services; Scott Owen, Faculty Assembly President, and the following members of Classified Staff: Shannon Payton, CJ Farnsworth, Tracy Jenkins, Margaret DeCola, Thomas Queen, Shelley DeLuca, Shelly Reager, Pat Stroud, Joan Harvath, Natalie McFeley, Terri Klepack, Linda Mason, Hilary Curto, Sarah Griffith, and Ida Williams.

3. Approval of Minutes (April 28, 2016)

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

4. Approval of Minutes (June 23, 2016)

Ms. Byrum made a motion the Board approve the minutes of the meeting of June 23, 2016 as presented. Mr. Altmeyer seconded the motion. Motion carried.

5. Board Chair Report

There was no Board Chair report.

6. President's Report

Dr. Riley introduced Rosemary Ketchum, the new Student Board of Governors Representative. Ms. Ketchum is in her second year at WVNCC as a 2+2 psychology major with Wheeling Jesuit University. She is active at WVNCC in SCARSI (Students Caring about Regional Social Issues) and is a work study student worker in Student Activities.

Dr. Riley recognized Dr. David Shahan for his work during this past year at WVNCC as Vice President of Economic and Workforce Development. He has made great strides in moving that area forward. His last day with WVNCC will be August 31st.

Classified Staff Work Schedule and Records Rule

Due to recent changes in the State of West Virginia work week, the addition of timeclocks and Compensatory Time/Overtime approval requirements, Dr. Riley asked the Board for approval to proceed with revising the existing rule. Dr. Cummings asked for clarity in terms of what is driving it and Ms. Carmichael responded that instead of a Sunday – Saturday work week, the state is switching the work schedule to Saturday – Friday.

Mr. Altmeyer made a motion the Board approve proceeding with revision to the Classified Staff Work Schedule and Records rule. Ms. DeGarmo seconded the motion. Motion carried.

Strategic Plan Summary

Dr. Riley thanked Mr. DeFrancis and Ms. Curto for their work in the new Strategic Plan document. It has been posted on the College's website and is the strategic plan for the next five years.

West Virginia Council Emergency Meeting

Dr. Riley updated the Board on the Council emergency meeting that was held in July. There were three community colleges in the state that had their tuition increases rejected. Dr. Riley shared an article that was in the Charleston Gazette-Mail following the meeting but the article does not capture the tone of the meeting. It was very uncomfortable and tense at times due to questions regarding school budgets. The state budget situation is getting worse. They also do not want to see a reduced budget from the state get supplemented by large tuition increases at schools. As of now, the Council needs to approve any tuition increase over 5%. Moving forward, it is going to be harder to justify any tuition increases.

Classified Staff Presentation

Dr. Riley introduced Shannon Payton, Classified Staff Council President. Ms. Payton and others from the Classified Staff Council had asked to speak to the Board regarding not receiving step increases earlier this summer. Dr. Riley stated that the budget had been presented to the Board on three separate occasions and had not included a step increase proposal. Dr. Riley apologized to the Classified Staff Council on not being any clearer. With the uncertainty of the state budget situation coupled with our own revenue projections (as of today, we are short around \$650k due to enrollment), we did not find it prudent to fund step increases at this time. There is still a level of concern with salaries and the overall budget situation. She hopes that everyone understands the financial hardship facing the College.

Ms. Payton presented on behalf of the Classified Staff. She reported that the Classified Staff received notification the 2nd week of July that they were not receiving step increases. They had received increases for thirteen consecutive years so they assumed it was going to happen this year. She stated that they wanted to communicate that they felt like this was a blow to the workers as they were totally unaware it was coming. They wanted the Board to be aware of the situation. Mr. Altmeyer asked for a copy of the document she read. Ms. Kappel will distribute in Executive Session. Dr. Cummings and Mr. Altmeyer thanked Ms. Payton and others for expressing their concern. Mr. Altmeyer asked that they do recognize that their work is appreciated.

Other

Dr. Riley introduced Scott Owen, Faculty Assembly President. He will be coming back later this year for a presentation on behalf of the faculty.

She also stated that at either the September or October meeting, Mr. Mike Koon or Mr. Tackett will present on HLC's Reaffirmation process and the visit coming up in November.

All College Day was held on Tuesday.

There will be a discussion of the nursing program in Executive Session

5. Administrative Reports

Accredited Program Status Update

Dr. DeAtley overviewed the document in the Board packets regarding the accreditation status of WVNCC programs. Most of the programs are health related programs and are required to submit annual reports to their accredited bodies. The two other programs are Culinary Arts which recently received exemplary status and Paralegal Studies. Radiologic Technology has an upcoming visit on October 6th and 7th. Dr. DeAtley has been working with Misty Kahl on this visit. Dr. Cummings noted that if there is an academic program that is on probation that the Board of Governors needs to be aware of it. Dr. DeAtley spoke to Korene regarding the Health Information Technology program and there is not a visit anytime soon. However, Dr. DeAtley will double check on their accreditation expiration date.

Enrollment Update

Ms. Fike stated that the enrollment report that was distributed was as of lunch time today. Classes start on Monday and we will continue to pick up until then. Ms. Fike is optimistic that by delaying the start of classes this year by a week that we will pick up students from other schools. Dr. Cummings asked if we are going to meet the goal and Ms. Fike stated that we are trying. Mr. Altmeyer asked where this will top off and Ms. Fike stated that we should know by September 9th or 10th. It was stated that when the job market is good that it effects enrollment as people would rather work than be in school.

Facilities Update

Mr. Sayre stated that they are in the process of resolving the ATC Parking lot situation. The County has contracted two firms to investigate the sink hole – PS & R and WBCM. They wanted a structural engineering firm to investigate what is there. Mr. Sayre described it more as a second floor parking garage underneath than an actual sink hole. The repair might involve the installation of metal plates and beams. The county will make the final decision on which firm to use. It was suggested by the Board that we hire our own contractor to do an inspection and to also be careful that the statute of limitations does not run out. Mr. Sayre will explore the suggestion of the Ohio firm that might be able to do this.

Mr. Sayre stated that they have been meeting with the architect on the WESCO building. There have been several work sessions to discuss how the space will work. The cost estimates should be coming within a week. Dr. Riley added that she hopes to have a design to share with the Board at the next meeting.

Capital Expenditure Projects Appropriations Request

Mr. Sayre stated that as required by the state, he has submitted the list of capital requests which includes the ECS parking lot, Wesco Building, courtyards, roof in Weirton and New Martinsville, complete phone system upgrade, and a maintenance garage for Wheeling. Given the state budget situation, he does not think that schools will receive any capital dollars but it will have been presented.

Mr. Sayre also stated that for the next Board meeting, there will be a financial report.

6. Old Business

There was no old business.

7. New Business

Election of officers

The Nominating Committee recommended the following slate of officers:

- Board Chair – Brann Altmeyer
- Vice Chair – Mary K. DeGarmo
- Secretary – Christin Byrum

Mr. Stoffel motioned for the approval for this slate of officers for 2016-2017. Ms. Ketchum seconded the motion. Motion carried.

8. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 5:56 pm to discuss the budget, nursing report, and the President's Goals. Mr. Stoffel seconded the motion. Motion carried.

Mr. Stoffel made a motion the Board come out of Executive Session at 6:28 pm. Mr. Altmeyer seconded the motion. Motion carried.

There was no action taken in Executive Session regarding the Budget or Nursing Report.

Ms. DeGarmo made a motion that the Board approve the President's Goals for 2016-2017 as presented. Ms. Baker seconded the motion. Motion carried.

9. Adjournment

The meeting adjourned at 6:29 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary