

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 18, 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, January 18, 2018 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:05 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Tad Greene (by phone); Larry Lemon; David Stoffel; Melanie Baker; and Eden Plogger. Excused: Christin Byrum and Bob Contraguerro, Jr.

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

3. Approval of Minutes (October 26, 2017)

Mr. Lemon made a motion the Board approve the minutes of the meeting of October 26, 2017 as presented. Mr. Artman seconded the motion. Motion carried.

4. Board Chair Report

Mr. Altmeyer stated that he did not have a Board Chair report.

5. President's Report

Dr. Riley welcomed everyone back. It is the first week of classes and weather did not cooperate for the first day but everyone adjusted. The legislative session started this week. They are not hearing anything about budget cuts so they are hopeful that state appropriations remains the same. One of the items that is being discussed is free community college tuition. It would be helpful as more students would equal more opportunities. It would be based on the Tennessee free community college model where the student applies for financial aid and any difference between the aid and package, the state would make up the difference. Mr. Altmeyer asked why the state would choose this model. Ms. Fike stated that it would help the state with a high default rate. If the legislature would pass this, the state would still need to work out the details. Another item being looked at in Charleston is the partnership between community colleges and county career tech centers. This could help with enrollment strategies. Murray Energy recently approached the College about an opportunity, in collaboration with Pierpont, regarding the need for underground mechanics. It would replicate an existing model with First Energy. Mr. Tackett will be the lead on this project. Mr. Barnhardt is leading a media event tomorrow to tour the Wesco building. Dr. Riley also announced that we have received communication that Eran Molz was not reappointed to the Board of Governors as it was not approved by the Senate. Dr. Riley expressed gratitude for Mr. Molz's work with the Board of Governors.

Weirton Medical Center Scholarship Project

Dr. Riley stated that the College has been meeting with the Weirton Medical staff on scholarships for nursing students and possibly surgical technology students. They are setting up a model to try to start recruiting in health fields in high school. Mr. Artman added

that the hospital would like to make the investment in the student early to develop and grow them for employment at WMC. It is also convenient with the Weirton campus right there. The nursing field is facing a shortage so it makes sense to do this now.

Marshall County Chamber of Commerce Business after Hours – January 25th

Northern will host a Business after Hours at John Marshall High School on January 25th at 5:00 pm. They will talk about some of the links for career tech during this event to help get students in workforce development. If anyone is interested in attending, please let Mr. Barnhardt know.

8. Administrative Reports

Chief Human Resources Officer

Class & Comp Ad Hoc Committee Update

Ms. Carmichael stated that the ad hoc committee continues to meet and work on a combined rule for non-faculty regulations. They are looking to compress and combine several smaller rules and reduce duplication. This will be a rule and go through the rulemaking process. It will be open for comments and go to the Board of Governors for the 1st reading. She also mentioned that they are waiting for the Board of Governors decision on staff representation to the Board of Governors and will move forward after that. Mr. Altmeyer stated that he doesn't have a handle on staff compensation. He asked if people are content. Ms. Carmichael stated that as we hire new employees, they are being hired as Non-Classified. She has provided salary figures to Dr. Riley, Mr. Sayre and the ad hoc committee of what it will take to move staff on the salary scale. The 25th percentile is realistic and would be effective 7/1. It would provide employees with additional compensation.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre highlighted the Financial Update that had been provided in the Board packet. He stated that we are going to be paying some big bills coming up for the Wesco building. Also, the first quarter financials were provided in the Board packet. He thanked Costanzo and Associates for being timely with them. Mr. Stoffel stated thanked everyone for working together on the salary increases. Mr. Sayre stated that they will continue to analyze as we move forward.

Facilities Update

Mr. Sayre reported that there is an RFP to revamp inter- and intra-campus connectivity with the goal of replacing current structure to increase capacity and reliability. They are on schedule with the Wesco Project and anticipate opening for fall 2018. The state will also help with the costs for new roofs in Weirton and New Martinsville. He is also working on a campus master plan. Cabinet is reviewing it and will discuss before sending out to campus. He would like to have it finalized by 7/1 to put into effect FY 2019.

Vice President of Student Services

Enrollment Update

Ms. Fike overviewed the two enrollment reports that the Board has received. The snow and ice hurt us a bit during the past week. She expects to be busy tomorrow and pick up several more. Several returning students have chosen to go to work rather than return to school. Registration will continue through the end of Monday. Dr. Loveless has also put together a late start term of 1/29. Ms. Fike thinks that we will be at about 88-90% of our spring goal. Mr. Artman asked about the new marketing campaign. It is kicking off so we should pick up from that. In addition, there is an Open House scheduled for the spring which should help with recruitment for the fall.

Vice President of Academic Affairs

Textbook Affordability

Dr. Loveless presented the textbook affordability report that is required to go to the Board of Governors annually. Our faculty are engaged and are trying to find reduced costs for textbooks and make sure that students have books from the first day of class. 99% are assigned two weeks prior to the start of the semester. Mr. Altmeyer stated that it looks good to him. There was one publisher issue with a book out of print. Dr. Loveless stated that Mr. Stoffel find four copies of that book and put it in the campus libraries so students could access. Mr. Altmeyer thanked Dr. Loveless for her work and stated that she is doing a great job.

Vice President of Economic Workforce & Development

Wetzel County Welding Project Update – Larry Lemon

Mr. Lemon & Mr. Tackett have been working together on a process to have a technical training program for welding. There is currently a high demand for welding. The Wetzel County Chamber of Commerce has been working with the Wetzel and Tyler County Board of Education's to offer welding in the area. The oil and gas industry has been very receptive to this program and raised \$65k without solicitation. Magnolia is willing to offer space. By fall 2018, it is feasible to have 10 welding machines up and running. This would save the high schools from needing to bus the students elsewhere. The Chamber, County Commission and others will put in for funding for it. There will also be a committee formed under the auspices of the Chamber. The students will have access to our classes and work towards degrees while they are in high school. Mr. Tackett stated as they move forward, they will keep everyone up to date. He added that this will fit nicely if the free community college is passed in the state.

Brooke County High School Welding Project

Mr. Tackett stated that they will be offering welding classes at Brooke High School in the summer. They are also in discussion with JDR in Hancock County. He would like to be able to offer welding classes on all three campuses. This would help build a pipeline for high school students into us. Our students typically test better than others on national certifications given by companies. Mr. Tackett stated that they are also working on specialized trainings with several local companies to meet area workforce needs. Mr. Altmeyer thanked Mr. Tackett for his work on this.

HLC Update

Mr. Tackett stated that our HLC document needs to be locked by 10/1. Currently, there are twenty volunteers serving as readers. Dr. Sharma is working on assessment efforts. There is a lot of preparation going into this. Mr. Tackett feels confident that we will be prepared for the visit.

10. Old Business

Mr. Altmeyer made a motion that the Board of Governors approves a.) changing the "classified staff" representative to "staff" representative, retaining full membership on the Board and b.) that the current classified staff representative shall assume this role until such time as their current term expires on June 30, 2019 or WV Code further defines such role and board membership. Mr. Stoffel seconded the motion. Motion carried.

11. New Business

There was no new business.

12. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:16 pm to discuss real estate and personnel. Ms. Baker seconded the motion. Motion carried.

Mr. Stoffel made a motion the Board comes out of Executive Session at 6:46 pm. Ms. Baker seconded the motion.

Mr. Altmeyer stated that while in Executive Session, there was no action taken.

13. Adjournment

The meeting adjourned at 6:47 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary