

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 27, 2025 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 27th in the Board Room at the B & O Building, 1704 Market Street and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 5:00 pm.

2. Roll Call

Members in attendance were: Shelly Carenbauer; Liz Hofreuter; Larry Lemon; Dennis (DJ) McGlaughlin; Christine Mitchell; and Hilary Curto Wilson. Excused: Jacob Altmeyer; David Artman; Chris Kefauver; Ron Scott, Jr and Lillian Ratliff.

Guests included: Dr. Dan Mosser, President; Dr. Angela Hawk, Vice President for Learning; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Karri Mulhern, Interim Vice President of Continuing Education & Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services and Rana Spurlock, Director of Institutional Advancement.

3. Faculty Presentation

Faculty Assembly President, Chana Baker, presented the annual faculty presentation to the Board of Governors. Ms. Baker covered highlights of strategic initiatives in Faculty and Human Capital and Student Enrollment, Retention and Success. She discussed how curriculum changes were affecting student success and retention such as adding a “Light the Fire” course to the student’s first semester. This course keeps the student engaged in their interests while taking their general education classes. Recently, WVU Medicine provided new equipment for the Radiography program for our students. At the end of the presentation, Ms. Baker thanked a group of faculty for their input into the presentation.

4. Board Chair Report

Ms. Carenbauer stated that she recently attended the State of the City where Northern was mentioned. Dr. Mosser has met with the new mayor. She also acknowledged the community breakfast that was hosted recently as part of the Strategic Planning process.

5. Approval of Minutes (January 23, 2025)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on January 23, 2025 as presented. Ms. Hofreuter seconded the motion. Motion carried.

6. President’s Report

New employees were introduced.

Dr. Mosser asked the Board to mark their calendars for the following dates:

- April 2nd at 10:30 am for the Entrepreneurship Center ribbon cutting
- April 23rd at 10:00 am for the Project BEST Executive Conference Center ribbon cutting
- May 15th at 7:00 pm for Commencement at the WesBanco Arena

In keeping with guidelines for Board approval for any purchases over \$100k, Dr. Mosser requested that Chair Carenbauer sign a purchase order for grant funded VR equipment for our EMT/Paramedic program. This does not impact the College's operating budget.

Earlier this semester, we hosted Sundaes with the President on each campus to meet with students to solicit their feedback on their experiences during the start-up of the spring semester. Generally, most of the students are very appreciative of the support we provide and of their Northern experience.

Members of the senior team will be attending the next Rural Guided Pathways institute in New Orleans. Aspen Institute will be there for leadership development.

Strategic Plan

Dr. Mosser highlighted the Strategic Plan that was recently developed. It started with environmental scanning and trend statements. After this step, there was a community breakfast in which the community was invited for input and feedback. After the community breakfast, there was a two-day internal workshop for faculty and staff. The College hopes to have a finalized document to the Board and approved this spring.

7. Administrative Reports

CFO/Vice President of Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Ms. Hofreuter suggested establishing a Finance Committee of the Board to meet quarterly. Dr. Mosser stated that Mr. Sayre could work with the Finance Subcommittee of the Board. He added that there should also be subcommittee's for Strategic Planning and the Presidential Evaluation/Compensation Review. There was a brief discussion on having subcommittee's and if they were necessary.

Draft Tuition and Fees

Mr. Sayre stated that by April 1st we have to have tuition and fees submitted to the state. He has worked on the budget with the Budget Committee, the Budget managers, Continuous Improvement Council and Cabinet. It is a tight budget. To date, the funding formula still has not gone into effect. There was discussion about raising tuition for in-state students and early entrance. Early entrance is a separate program from the state funded Dual Pathways. He will price out a few scenarios and bring back next month for Board review and approval.

Draft Budget

In budget preparation, Mr. Sayre stated that he has reviewed all expenses. We are taking a conservative look at open positions. There is going to be an increase in PEIA but it is unclear at this time if it is for the employer and employee. He will get clarification. There was a discussion on a wage increase but the Board does not want to see an employee's wages go down after an increase due to rising cost of health insurance. Mr. Sayre will bring back a more detailed budget next month for Board input.

Vice President for Learning

Compressor Mechanic Program

Dr. Hawk wanted to bring this program to the Board's attention. We have received a grant from a local company to help offset the cost of a Program Director for it. She will bring it back next month for formal approval. This will be an associate and certificate program starting in Fall 2025.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. McGlaughlin made a motion that the Board enter executive session at 6:49 pm to discuss personnel. Ms. Curto Wilson seconded the motion. Motion carried.

Mr. McGlaughlin made a motion that the Board come out of Executive Session at 7:27 pm. Ms. Hofreuter seconded the motion. Motion carried.

11. Adjournment

The meeting adjourned at 7:28 pm.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary