

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 24, 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, August 24, 2017 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:08 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Bob Contraguero, Jr.; Dr. Darrell Cummings; Tad Greene; Larry Lemon; Eran Molz; David Stoffel; and Melanie Baker. Excused: Christin Byrum

Guests included: Dr. Vicki Riley, President; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Jill Loveless, Vice President of Academic Affairs; Peggy Carmichael, Chief Human Resources Officer; Janet Fike, Vice President of Student Services; Larry Tackett, Vice President of Economic and Workforce Development; and Shannon Payton, Director of Student Activities and Classified Staff President.

3. Approval of Minutes (April 27, 2017)

Dr. Cummings made a motion the Board approve the minutes of the meeting of April 27, 2017 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Approval of Minutes – Nominating Committee (June 15, 2017)

Dr. Cummings made a motion the Board approve the minutes of the meeting of June 15, 2017 as presented. Mr. Artman seconded the motion. Motion carried.

5. Approval of Minutes (June 26, 2017)

Dr. Cummings made a motion the Board approve the minutes of the meeting of June 26, 2017 as presented. Mr. Contraguero seconded the motion. Motion carried.

6. Board Chair Report

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

7. Classified Staff Presentation

Ms. Baker, Classified Staff Board of Governors representative, and Shannon Payton, Chair of the Classified Staff Council, presented on the Classified Staff Council at the College. Ms. Payton introduced several of the sector reps on attendance. These included Paul Desmond, Thomas Queen, Shelley DeLuca, and Linda Mason. The sector reps are from the following areas: Administrative and Managerial; Clerical & Secretarial Sector; Professional & Non-Faculty Sector; Service & Maintenance Sector; and Technical & Paraprofessional.

Ms. Payton stated that the Wheeling campus recently hosted a First Responders luncheon as a thank you to all of those who have helped out with flooding that has taken place locally this summer. There is also a New Martinsville event planned for later this year. Weirton will

not be hosting an event as they have not had issues with flooding. On All College Day, they invited employees to take selfies with the Thundering Chicken. Ms. DeLuca was the chicken. Ms. Payton also stated that Ms. Payton and Ms. Baker have been meeting regularly with Dr. Riley and Ms. Carmichael to keep lines of communication open. They are trying to stay current with all of the changes on the new market salary structure. She added that they have multiple staff representatives and multiple levels.

Ms. Payton stated that classified staff as a whole is trying to be more collectively engaged. She referenced the student activities calendars that were distributed to the Board of Governors and invited them to attend any of the activities that we host. Ms. Stoffel added that if anyone wishes to play flag football that they are welcome to join. Student Activities is hosting a new initiative – meet & greet Monday. The first one is scheduled for August 28th and will be on all campuses.

Ms. Payton also referenced state code that cites the Board of Governors and classified staff are to meet annually on matters affecting classified employees and the effective and efficient management of the institution. She then extended an invitation to the Board of Governors to attend the Classified Staff Council meetings and hear from them there. Their next meeting is November 27th at 2:00 pm in the TEAL Lab in the B & O Building. Ms. Payton stated that she thinks it would be nice for them to attend the November meeting and keep clear lines of communication open. Dr. Cummings complimented the Student Activities calendar. He also asked with all of the events during the last year, how is the spirit of the campus. Ms. Payton stated that it is hard to gauge with summer and vacations. It's a little too early to tell. She doesn't think there is a fair answer at this point. Mr. Queen stated that assessment is an obstacle at this point. Mr. Altmeyer asked about attrition and if employees were leaving. Ms. Payton stated that people are not leaving but there is a shifting of positions. Ms. Payton and Ms. Baker were thanked for their presentation.

8. President's Report

Dr. Riley welcomed everyone back. She introduced Tad Greene, who recently joined the Board of Governors. He is Director of Operations at Wetzel County Hospital. Dr. Riley also introduced Dr. Jill Loveless who started earlier this summer as Vice President of Academic Affairs.

Dr. Riley referenced the 2017 & 2018 Board of Governors meeting schedules that were distributed to the Board of Governors as well as the highlights of her activities and community outreach. She also provided several college updates on accomplishments since last semester. These include implementing salary increases; an increase in travel mileage reimbursement; and expansion of employee and dependent tuition & waiver. All College Day kicked off the new academic year and we will focus on building the community this year.

HLC has kept us very busy during this past year. Mr. Koon provided an update on HLC since the last meeting. As we know, HLC visited the campus in November and made their recommendations. Dr. Riley, Mr. Tackett & Mr. Koon attended the HLC Institutional Action Council meeting in March to defend the institution. He stated that after the HLC Board meeting that they decided to sanction us by indicating that we are "accredited – on probation". This information has been placed on our website and has been communicated with students. One other outcome of this is that it moves the visit from May 2019 to prior to December 2018 but there isn't a definite date as of yet. Dr. Pam Sharma is working with the VPAA to keep moving forward on assessment planning. They will also be revamping efforts

on co-curricular assessment. As part of redoing this process a bit, they also went back and re-visited the strategic plan and realigned several compact goals based on our demographic area rather than the state. The revised plan is now out for the college community to review. They have also revitalized the process for Assurance Planning itself. There will be about thirteen months to push this along. Mr. Stoffel added that he has a better understanding of the co-curricular assessment during the last five months or so. Prior to the next HLC visit, there will be a Board of Governors session on assessment. Dr. Riley will figure out timing. Mr. Altmeyer asked what would Mr. Koon's role be with this and he will be a consultant. Dr. Riley and Mr. Tackett had a conference call with our new HLC liaison in early August. Dr. Riley asked for feedback on how often and what kind of status updates regarding HLC the Board would like to see. Dr. Cummings suggested monthly or quarterly updates. Mr. Altmeyer suggested a matrix with key points at each meeting would be helpful. After some discussion, it was decided that quarterly updates would be fine unless there was something new.

Revised Strategic Plan

Dr. Riley and Mr. Koon highlighted the revised draft strategic plan that is in the Board packet. If anyone has any questions or concerns, please see. Dr. Riley, Mr. Koon or Mr. Tackett.

President's Goals

Dr. Riley referenced her goals that is in the Board packet. She asked if there were any questions to please let her know. She would like to focus on slowing the rate of declining enrollment and develop several niche markets. The new marketing person will start in mid-September and will be working on marketing and recruitment. The new commercial focuses on transfer students. Dr. Cummings asked if there was a community college in Washington, PA. Beaver and Allegheny both have campuses there. Mr. Altmeyer asked if the goals were connected to the US Department of Education or anything. He also asked if this is approved tonight, is it set in stone or is it still subject to change. Mr. Lemon asked if these were similar to last year's goals. Dr. Riley stated that they goals are overriding as last years but sub goals are a little different and they are subject to change. Dr. Cummings asked about the survey and the 360 evaluations. He thought they were to be broadened at some point. Ms. Carmichael responded that it is up to the President's discretion and that they are done annually. Mr. Stoffel stated that they are commendable goals but how do they measure it and know that it is done. Dr. Riley stated that she has relayed information to the subcommittee in the past.

Dr. Cummings made a motion to accept the President's Goals as presented. Mr. Artman seconded the motion. Motion carried.

9. Administrative Reports

Chief Human Resources Officer

Rule on 1st Reading – NC-2009 Employee Work Schedule & Records Rule

Ms. Carmichael asked that the Board approve the first reading of NC-2009 Employee Work Schedule and Records Rule. She has been meeting with the committee to assist her with re-writing it since June. Some of the changes include allowing supervisors to approve up to two and a half hours of overtime for non-exempt employees without a next level approval. Dr. Cummings asked if it was state mandated. Ms. Carmichael responded that it is not all state mandated. The work week is dictated by the state. Supervisors have the authority to

approve schedule adjustments.

Staff Salaries Administration Update

Ms. Carmichael provided an update on the market salary group that was requested at the June Board of Governors meeting. They have been working through various documents this summer including a WVHEPC salary administration guidelines book. They are working on how to proceed with salary structure.

2017-2018 Affirmative Action Plan

Ms. Carmichael overviewed the 2017-2018 Affirmative Action Plan. She stated that we are required to complete it. The College has 204 employees including 8 minorities and 119 females. Our employment is generally pulled from the local area and the College has increased advertising in specific African American publications for jobs such as the Vice President of Academic Affairs. With the recent personnel changes, we have been filling some positions internally. Dr. Cummings suggested using churches for recruiting as another outlet. He suggested that Ms. Carmichael get these from Mr. Darryl Clausell. She will follow up with him. Mr. Stoffel added that the CIT has recently hired a female.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre overviewed the fund tracking document that is in the Board packet. He stated that the Business Office has also started monthly financial review meetings with departments. Costanzo and Associates is also attending these monthly meetings. The audit will be on time this year.

Facilities Update

Mr. Sayre stated that the bid opening for Wesco was on Tuesday. Bids are being evaluated. The apparent low bidder will be contacted this week. By early September, he hopes to have contractor in place and the building will be operational for fall 2018. He will discuss more of this in Executive Session. In terms of the ECS parking lot, he is waiting to find out where Wesco falls out financially. Facilities is also working on a campus master plan and an IT plan. It should be finished by early 2018.

Vice President of Academic Affairs

Assessment Update

Dr. Loveless highlighted the recent workshops that have been hosted regarding assessment including co-curricular assessment. They will be working to have an assessment plan in place in preparation of the next HLC visit. There was discussion on the nursing pass rates. Recently, 31 out of 34 nursing students passed at the 98% pass rate. Surgical tech students recently surpassed the 80% pass rate. Ms. Carmichael added that nursing is fully staffed at all three campuses. Mr. Greene asked if they are RN or LPN. The state test is for RN. Dr. Riley added that Ms. Shelek is looking at a LPN to RN program.

Perkins Leadership Grant

Dr. Loveless discussed the recent \$30,000 grant that was received to help students with scheduling options to facilitate more efficient scheduling for students. They are working with the state to see if software will work with what we have. The goal is to have it in place for spring registration.

Vice President of Student Services

Ms. Fike highlighted the enrollment chart and enrollment comparison that were distributed. As of today, we are down about 104 in headcount and 78 FTE. There has recently been a lot of student traffic and we picked up 30 students today.

US Department of Education/State Update

Ms. Fike reported that every public two and four year school in the state is on the US Department of Education's heightened cash monitoring list for five years due to a late audit. This means that the institution will have to put money upfront for the student then request to be reimbursed from the government. Mr. Sayre added that the late audit was due to the retirement public agency being late with their information.

West Virginia Business College Update

Ms. Fike stated that this is closed and the students have been notified. The state hosted an event at Northern to help their students. The event was successful and we were able to pick up a few students.

10. Old Business

There was no old business.

11. New Business

There was no new business.

12. Executive Session

Mr. Stoffel made a motion the Board enter into executive session at 6:52 pm to discuss personnel, real estate, and a security update. Dr. Cummings seconded the motion. Motion carried.

Dr. Cummings made a motion the Board comes out of Executive Session at 7:16 pm. Mr. Stoffel seconded the motion.

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

13. Adjournment

The meeting adjourned at 7:17 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary