

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, April 19, 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, April 19, 2018 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:03 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Richard Barnabei; Tad Greene (by phone); Larry Lemon; John Wright, IV; David Stoffel; and Melanie Baker. Excused: Bob Contraguerro, Jr.; Shelly Thomas; and Tye Forster.

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Peggy Carmichael, Chief Human Resources Officer; and Larry Tackett, Vice President of Economic Workforce and Development. Others: Dr. Pam Sharma; Mike Koon; Pat Roper; Chana Baker; Jennifer Kriechbaum; Jennifer Lantz; Bonnie Peterman; Mary Merz; Ben Fulton; Joyce Britt; Tracy Jenkins; and Kathy Herrington.

**3. Approval of Minutes (March 12, 2018)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of March 12, 2018 as presented. Mr. Stoffel seconded the motion. Motion carried.

**4. Approval of Minutes (March 22, 2018)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of March 22, 2018 as presented. Mr. Stoffel seconded the motion. Motion carried.

**5. Board Chair Report**

There was no Board Chair report.

**6. President's Report**

Dr. Riley welcomed Richard Barnabei to the Board of Governors. He is currently superintendent of Catholic schools. We are excited to have him join the Board and look forward to working with him.

She also thanked those on campus for quickly and efficiently handling a student issue on the Wheeling campus recently.

The Future Nurses Program with Weirton Medical Center agreement has been formalized. This is a wonderful opportunity for students to obtain a nursing degree at no cost. Mr. Barnhardt will be sending a press release out to the community very soon.

Dr. Riley recently met with the President of Wheeling Jesuit University. They are having discussions on revisions of articulation agreements. There was also a discussion of marketing us and their commuter tuition rate which means a student could do two years with us and two years with them and receive a Bachelor Degree for \$24k. They also discussed the possibility of them helping with housing. For example, if we have culinary students from outside this area that need a place to live, they might be able to house them.

## **WV Community & Technical College Advisory Council Updates**

Dr. Riley stated that they met yesterday. The legislature has asked the WV Council and HEPC to start working on a new funding formula. Historically, appropriations were not based on headcount. They will start focusing on student success by looking at graduation and placement. They are in the process of setting up meetings and once we know more information, we will make it available.

### **Nominating Committee**

Dr. Riley and Mr. Altmeyer discussed bringing back a slate of officers in May or June. Mr. Altmeyer announced that when his current Chair term expires June 30, 2018 that he is not interested in serving again as Board Chair. He asked for volunteers to serve on the Nominating Committee and it should be any Board of Governors member who does not want to be an officer. Ms. Baker volunteered. Mr. Altmeyer will work on this and present a slate of officers at the May 17<sup>th</sup> meeting.

There will also be a June 28<sup>th</sup> meeting this year due to pending rules requiring approval.

## **7. Administrative Reports**

### **Chief Human Resources Officer**

#### **Class & Comp Ad Hoc Committee Update**

Ms. Carmichael provided an update from the ad hoc staff classification and compensation market salary committee. They are working on finalizing guidelines now which will provide more detail and they hope to present a rule for the June Board meeting. For FY 2019, the ad hoc committee has recommended a 4% increase for all employees. The other salary structure would be as follows based on date of hire: 0-6 months = 0% increase; 6-12 months = 1% increase; 12 months = 4% increase. It was noted that one ad hoc committee member voted for 12-24 months to receive less than a 4% increase. Mr. Altmeyer stated that the Board has been working during the past year or so to increase pay to faculty and staff to make it more comparable to peers at other institutions. Ms. Carmichael added that FY 2019 will help align staff salaries more closely with where each individual should be compensated within the salary range.

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet. He stated that in the future he will start breaking out Wesco expenditures.

#### **Facilities Update**

Mr. Sayre stated that Information Technology is planning the switch to Lumos for connectivity services for data and voice. This will occur mid-summer and the timeline and details will be communicated to the College community before the changeover occurs. This will increase speeds of at least 10 times current levels while reducing costs by 25%.

They are also currently working on a facilities assessment which is a statewide initiative from the HEPC/CTCS. The New Martinsville and Weirton campus roofing projects are being coordinated by the state. The Wesco project is on target for completion for fall 2018.

## **FY 2019 Budget**

Mr. Sayre reviewed the FY 2019 Budget that was in the board packets as well as the additional budget book supplied this year. He stated that there was one correction on the stipend adjustment for Academic Program Directors. It will be a 20% increase. The budget does reflect a loss of around \$150k but since there is an HLC visit in November, the goal is to make sure that the college is successful. All recommendations that were received were accepted. The operating reserves are in a good position at a \$10.5 million which can help cushion the \$150k loss. There is also about \$1.3 million in the capital fund. We have enough operating cash to fund us for longer than the 3-6 months recommended. The proposed capital projects total is \$650k for FY 2019. Mr. Wright asked if there was any chance the state had an issue with a negative budget and Mr. Sayre stated that he sees no concerns.

Mr. Stoffel made a motion to approve and accept the FY 2019 budget as presented. Mr. Altmeyer seconded the motion. Motion carried.

Dr. Riley thanked Mr. Sayre for his detailed work with the budget book. Mr. Altmeyer asked if the budget book would be a public document and Mr. Sayre stated that he will have it available in some format.

## **Vice President of Student Services**

### **Graduation Reminder**

Ms. Fike stated that Commencement will be on Friday, May 11<sup>th</sup> at 7:00 pm at WesBanco Arena. All Board of Governors are encourage to attend. Diplomas are conferred by the Board of Governors. If you do plan on attending, please let Ms. Kappel know by Friday, May 4<sup>th</sup>. There will be approximately 350 students graduating.

## **Vice President of Academic Affairs**

### **Academic Program Reviews**

Dr. Loveless presented program reviews on the following academic programs: Petroleum Technology AAS and CAS; Medical Assisting: Clinical Medical Assistant, AAS; Medical Assisting: Administrative Assistant, CAS; Medical Billing and Coding Specialist, CAS; and Advanced Manufacturing, AAS. Mr. Artman asked about the medical assisting programs as the hospital is always looking for them. Dr. Loveless stated that she would let the program director know. Mr. Altmeyer asked about the program review process and Dr. Loveless stated that Mr. Koon has a rotation mapped out. The state requires every academic program to be reviewed every five years. Dr. Loveless asked that all programs mentioned above to be continued at the current level.

Mr. Altmeyer made a motion to accept and approve the Academic Program Reviews as presented to the Board. Mr. Stoffel seconded the motion. Motion carried.

## **8. Old Business**

There was no old business.

## 9. New Business

There was no new business.

Mr. Wright asked that it be noted that he is a subcontractor on the Wesco building project. This contract was awarded to his company prior to his appointment to the Board of Governors.

## 10. Executive Session

Mr. Artman made a motion the Board enter into executive session at 5:55 pm to discuss real estate and personnel. Mr. Wright seconded the motion. Motion carried.

Mr. Artman made a motion the Board comes out of Executive Session at 7:18 pm. Mr. Wright seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors accepted a letter of retirement from Dr. Vicki Riley. She will not renew her contract that ends on June 30, 2018. Mr. Altmeyer thanked her for her service and her many accomplishments at West Virginia Northern Community College.

Mr. Altmeyer announced that Mike Koon is willing to serve as an Interim President. Sometime between now and June 30, 2018, a contract will be formalized.

Mr. Artman made a motion that the Board recommend the hiring of Mike Koon as Interim President pending approval from the West Virginia Community and Technical College System. Mr. Wright seconded the motion. Motion carried.

Mr. Altmeyer will work with Chancellor on Mr. Koon's contract. Mr. Koon will be here for the HLC visit in November.

## 11. Adjournment

The meeting adjourned at 7:23 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Larry Lemon  
Board of Governors Secretary