

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, September 23, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 23, 2021, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:00 pm.

**2. Roll Call**

Members in attendance in person and via Zoom video conference call were: David Artman; Brann Altmeyer; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; Hilary Curto; and Carissa Robinson. Excused: Richard Barnabei and Ron Scott, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; and Rana Spurlock, Director of Institutional Advancement. Guest: Justin Seibert, President of the WVNCC Foundation Board.

**3. Board Chair Report**

There was no Board Chair report.

**4. Approval of Minutes (August 26, 2021)**

Ms. Mitchell made a motion that the Board approve the Minutes from the meeting on August 26, 2021 as presented. Ms. Thomas seconded the motion. Motion carried.

**5. President's Report**

Coronavirus Update

Dr. Mosser stated that new precautions have been taken due to the Delta variant. We have implemented universal indoor masking – all students, employees, and visitors. Also, we are requiring either proof of vaccination or biweekly test results. Faculty and staff vaccination rates are 85%.

College Updates

Dr. Mosser welcomed back Jeff Sayre to the College as well as the new Student Board of Governors representative, Carissa Robinson.

Dr. Mosser reported that we continue our outreach efforts with local employers and businesses. We have received a \$492k grant for a new Certificate in Applied Science, LPN and a LPN to RN Transition focusing initially on the New Martinsville campus. We have also received a \$75k grant for new CAD equipment and lab. In addition, we received a \$35k for an apprenticeship training grant with Technocap.

We launched our 50<sup>th</sup> Anniversary events this week by burying time capsules on each campus. The capsules will be opened during Northern's 75<sup>th</sup> anniversary festivities in 2047. There will be a 50<sup>th</sup> Anniversary Gala on Saturday, May 14<sup>th</sup> at the Scottish Rite building in

Wheeling. Commencement will be on May 13<sup>th</sup>. Please reserve those dates on your calendars.

Dr. Mosser asked if you haven't already, please return your Conflict of Interest and Confidentiality forms to Ms. Kappel.

Yuletide will be a dinner this year, for the Board of Governors and Cabinet members only, on Thursday, December 2<sup>nd</sup> at 5:30 pm in the Culinary Arts Dining Room.

Mr. Artman congratulated all on the grants received and welcomed Mr. Sayre and Ms. Robinson.

## **6. Administrative Reports**

### **Vice President for Planning, Institutional Effectiveness, and Research**

#### Strategic Planning Update

Dr. Sharma presented on the key performance indicators for the Strategic Plan from 2018 – 2021. Goals included student success, workforce, student access, and fiscal stability. Mr. Lemon asked about students and where they are employed after graduation. Dr. Sharma replied that 68% of our students are working in the state after graduation. Mr. Artman asked about the number of workforce skills awarded and Dr. Klein responded that it was a combination of a good year prior plus COVID.

### **Vice President of Economic and Workforce Development**

#### Economic and Workforce Development Annual Presentation

Dr. Klein presented on the Economic and Workforce areas. He was happy to report that during COVID, the Testing Center remained open and administered around 1700 tests while operating at half capacity. They have offered customized contract training in areas such as forklift training. They had twelve students for the Summer Welding Institute including three women. The paramedic program has a waitlist of six students. They are working with Reynolds Memorial on an EKG class and phlebotomy. They plan to do a national first responder class and host a conference. They are working with area organizations on entrepreneurial programs. In addition, they are offering classes in personal enrichment. They hope to expand the testing center at the Weirton campus. They just submitted a job request for a drone instructor.

### **Director of Institutional Advancement**

#### Foundation Annual Presentation

Ms. Spurlock presented on WVNCC Foundation including their structure and their relationship with the College. As a result of their Strategic Plan, they have revamped their Committee's. They are working with the Marketing Department on social media videos around the 50<sup>th</sup> anniversary. They were awarded \$10k in Neighborhood Investment Program (NIP) Tax Credits. This allows them to leverage \$20k in contributions for 2021-2022. Mr. Seibert spoke about the giving and that the dollar amount doesn't necessarily

matter just that everyone is giving at some level. The Foundation Golf Outing will be held at the Wheeling Country Club on October 1<sup>st</sup>. They are working on a Party in a Box for area organizations to help us celebrate the 50<sup>th</sup> anniversary. Mr. Artman thanked the Foundation for all they do for the College.

### **Vice President for Administrative Services/CFO**

#### Financial Update

Mr. Sayre asked if there were any questions on the fund tracking document that was in the Board packet. We have a balance of about \$10.5 million in reserves, even after spending capital funds this year.

### **Vice President of Student Care and Success**

#### Enrollment Reports

Ms. Fike reviewed the enrollment reports that were sent to the Board.

### **7. Old Business**

There was no old business.

### **8. New Business**

There was no new business.

### **9. Adjournment**

The meeting adjourned at 5:55 p.m.

Minutes respectfully submitted by,

Minutes approved by,

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Stephanie Kappel  
Executive Assistant to the President

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Larry Lemon  
Board of Governors Secretary