

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, October 26, 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, October 26, 2017 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Byrum convened the meeting at 4:59 p.m.

**2. Roll Call**

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

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Peggy Carmichael, Chief Human Resources Officer(phone); Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Shannon Payton, Director of the Student Union & Activities; Kathy Herrington, Faculty Assembly President; Nancy Gunza, Principal, CliftonLarsonAllen LLP; and Lori Finegan, Engagement Director, CliftonLarsonAllen LLP.

**3. Approval of Minutes (September 28, 2017)**

Mr. Stoffel made a motion the Board approve the minutes of the meeting of September 28, 2017 as presented. Mr. Artman seconded the motion. Motion carried.

**4. Board Chair Report**

Ms. Byrum stated that there was not a Board Chair report at this time from Mr. Altmeyer.

**5. Student Presentation**

Ms. Payton presented on behalf of Student Activities. She overviewed the Student Government including the composition and responsibilities as well as the SGA Executive Board. The Campus Activities Board has many events planned for this fall. Student Board of Governors Representative Eden Plogger explained how Student Life has changed her life. She started at Northern as a high school student and liked her experience so much that she transitioned over to a regular student. SGA has helped her tremendously and opened other doors for her. Katie Puterbaugh was unable to be there as she was traveling for a student club activity. Ms. Payton stated that their leaders recently completed leadership training based on the leadership traits of characters in the Wizard of Oz. All had different strengths but come together to function as a team. Student Activities has implemented multiple ways to engage students on social media. They recently held a Northern Night at the Nailers with a dance off between our chicken and their mascot. There are also several co-curricular organizations and many student clubs. Their busy semester will finish off with the Wheeling Christmas parade. It will have a float provided by Student Activities.

**6. Independent Auditor's Report**

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2017 and 2016 as prepared by CliftonLarsonAllen LLP. Nancy Gunza and Lori Finegan reviewed the report with the Board. Ms. Gunza stated that on

internal control over financial reporting, compliance and other matters that there were no material weaknesses or any other matters noted. Management and staff at the College were very cooperative and helpful. They did not note any corrected or uncorrected misstatements.

WVNCC received a good financial rating by the auditors with no significant control weaknesses in the audit. Dr. Riley thanked the auditors, Mr. Sayre and his team for their work on this.

Mr. Molz made a motion to approve and accept the auditor's report and financial statements as presented to the Board. Mr. Artman seconded the motion. Motion carried.

## **7. President's Report**

Dr. Riley stated that we had a successful fundraising dinner this past Saturday. Mr. Barnhardt, his staff and Culinary Arts did a fabulous job. Mr. Stoffel and Ms. Plogger were there along with several other students.

Dr. Riley and Dr. Loveless stated that the Surgical Technology program is off probation. They have increased the licensure pass rates and they will have a program visit before 2027. Their accrediting agency will monitor via their annual reports.

Dr. Riley was happy to report that the tuition waiver program implemented this summer for the fall has 10 participants – 2 employees and 8 dependents resulting in a savings to them of \$14k.

Recently, Dr. Riley attended the Wheeling Economic Outlook Conference held at Wheeling Island. They offered good data on the region and projected growth in this area. They project it to increase by 1% per year for the next five years not including growth from the cracker plant. We are in the process of aligning programs to area job needs.

Dr. Riley also asked that the Board start thinking about revising the by-law's in the spring. The current ones are from 2001 and do not reflect the current state code.

### **Strategic Plan**

Dr. Riley asked for the Board to review the revised Strategic Plan provided in their Board packets. In terms of changes, the enrollment goals were changed to reflect our current enrollment rather than what was provided by the state compact. The committee is working to get more specific on outcomes, measures and deliverability. The plan was recently sent out to the campus community so that they will work within their unit to identify strategies. This is a living document and will be edited as necessary.

Mr. Artman made motion the Board approve the Strategic Plan as presented. Ms. Baker seconded the motion. Motion carried.

### **HLC Update**

Dr. Riley stated that the accreditation process is on track. We are improving our assessment methods. The Assessment Committee Chair is also getting reassigned time and there is a dedicated staff person responsible for data collection and support. Dr. Loveless is working with assessment and doing a great job. Dr. Sharma is doing a great job spearheading the assessment efforts. We are sending a team to a conference for the Center for Community College Student Engagement. This will help us use the data we collect from students to

measure how well we are doing what we say we do. We are also working on a process to update HLC activities on the College website.

## **8. Administrative Reports**

### **Chief Human Resources Officer**

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

Ms. Carmichael stated that she sent an email to employees for input on Classified and Non-Classified asking for feedback on the various options. Under HB 2542, there are changes within the employee classification system. She stated that there are two options: 1.) all employees are Classified and Non-Classified 2.) all employees become Non-Classified. All employees that are hired are critical to the institution so they can be considered Non-Classified. Essential employees are different from critical. Out of 77 employees asked for input, 18 responded with Non-Classified, 7 responded with stay with both, and there were 52 no responses. She is not sure why they did not respond. Maybe it didn't matter to them or didn't really know enough. The Class & Comp Ad Hoc Committee that has been meeting since the summer recommends option 2 – all staff become Non-Classified. The biggest concern with that is at this time, state code does not mandate Non-Classified staff representation on the Board of Governors. There is a chance at the state higher education level that they will make a staff council. Ms. Carmichael has contacted legal and the Board of Governors has every right to request a Board of Governors participant but not have voting rights. Ms. Baker spoke to West Liberty since they moved all of their employees to Non-Classified and their Board of Governors agreed to let their classified staff representative stay on their Board to complete their term. Mr. Molz noted that the response rate was terrible. Ms. Carmichael added that she hosted four HR chats for any employee to attend and ask questions and that it's been an open door. Ms. Carmichael also attended several Classified Staff Council meetings and provided many campus emails throughout this process.

Mr. Artman asked if it was possible to get a pro's and con's list. Ms. Carmichael replied that HB 2542 made bumping rights and other things that make Classified and Non-Classified irrelevant. She added that none of this effects faculty whatsoever. One area of concern for the President is disciplinary action. The President could be in a position to not have the authority to terminate an executive level employee without cause. Another difference between Classified and Non-Classified is Classified employees earn vacation time by years of service while Non-Classified employees earn two vacation days per month. State requires annual leave accrual capped at one year with the authority for each President to approve a two year cap. The Committee is recommending that new hires max carry over to 1 year cap and grandfather all current employees at the 2 year cap. Another difference is the probationary period. Currently, probationary only applies to Classified employees. The Committee is recommending that probationary be applied to all staff for six months. During the probationary period, the employee would not be eligible for the tuition waivers. The restriction of use of tuition waivers during the first six months may be waived if the additional education is necessary for the position as approved by the supervisor and supported by the job responsibilities. Mr. Molz asked about a grievance procedure since employees are at will in this state. Ms. Carmichael stated that any employee can file a grievance with the state grievance board. Dr. Riley stated that the Committee is just asking for the authority to proceed with the rule making process. Mr. Sayre stated that the group is seeking which path to go. Mr. Artman stated that he is fine with it but that we need to revise in order to have a voting Board of Governors representative. Ms. Carmichael stated that the Classified employees are in the new market salary structure but she wants to move them in the range by next fiscal year. Ms. Byrum thanked the Committee for their hard work on this.

Mr. Greene made a motion the Board approve to proceed with rulemaking and reorganization to a system of Non-Classified employees (Staff) as presented. Mr. Molz seconded the motion. Motion carried.

Ms. Baker made a motion that the Board approve the following: Disciplinary Action which would apply to all employees with the authority of the President to exempt direct report executive level employees from disciplinary action requirements; All (staff) employees will earn 15 hours a month annual leave. Carry over cap would be reduced to 1 year for new hires; current employees would be grandfathered at the 2 year carry over cap with Presidential approval; Probationary period will apply to all Non-Classified (staff). During this probationary period, tuition waivers will be not be available but may be approved if it is necessary for a position approved by the supervisor and is supported by the job responsibilities; and Non-Classified (staff) may apply for another positions however serve an additional six (6) month probationary period if successful applicant. Mr. Greene seconded the motion. Motion carried.

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

### **Financial Update**

Mr. Sayre highlighted the Financial Update that had been provided in the Board packet. WVNCC transferred \$1m of our money from WV State Treasury to the local bank, where federal student loans and grants are processed due to state heightened cash monitoring.

### **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.

Also, he stated that demolition of the interior has begun at Wesco. Anyone is welcome to tour it. Please contact him if interested in a tour.

## **Vice President of Student Services**

### **Enrollment Update**

Ms. Fike overviewed the enrollment report that the Board has received. They are already working on spring recruitment. They are also working on new steps to streamline the registration process. This is the last enrollment report that they will receive until January.

## **Vice President of Academic Affairs**

### **Assessment Update**

Dr. Loveless stated that they are working on assessment. There is a team attending a conference sponsored by CCCSE (Center for Community College Student Engagement) so that they can learn how to best use the data that is collected from student surveys.

### **Paralegal Discontinuation**

Dr. Loveless stated that the paralegal faculty member resigned over the summer. They

thought this would be a good time to evaluate the program in New Martinsville, Wheeling, and Weirton. They spoke to area lawyers who indicated that they do not require a paralegal degree. Most lawyers are doing training on their own. If the program were to be discontinued, there is a copy of the teach out plan included in the Board packet. Each student would receive a letter with his or her teach out plan. The last students in the program would finish in May 2019. Mr. Artman asked if this was a certificate and degree program and it is both. Dr. Loveless stated that enrollment has not been very high in the last few years.

Mr. Greene made a motion the Board approve the paralegal discontinuation as presented. Mr. Artman seconded the motion. There was one abstention. Motion carried.

### **Director of Marketing and Public Relations**

#### **Wheeling Christmas Parade**

Mr. Barnhardt announced that plans are underway for the Wheeling Christmas Parade. They will be broadcasting from here. A VIP area will be set up in the front and there will be activity around the Student Union. Dr. Riley will be doing several promotional spots and interviews for it. We will have a float in the parade and will be decorating the front of the plaza. There will be a 17 foot tree with a 4 foot topper in the front plaza.

#### **10. Old Business**

There was no old business.

#### **11. New Business**

There was no new business.

#### **12. Executive Session**

Mr. Artman made a motion the Board enter into executive session at 6:18 pm to discuss personnel. Ms. Byrum seconded the motion. Motion carried.

Mr. Stoffel made a motion the Board comes out of Executive Session at 8:00 pm. Mr. Artman seconded the motion.

Ms. Byrum stated that while in Executive Session, there was no action taken but Personnel issues were discussed.

#### **13. Adjournment**

The meeting adjourned at 8:02 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Christin Byrum  
Board of Governors Secretary