

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 24, 2019 -- 5:00 p.m. – Weirton Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 24, 2019 in Room 117 on the Weirton Campus.

1. Call to Order

Mr. Artman convened the meeting at 5:05 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer (by phone); David Artman; Richard Barnabei; Larry Lemon; Shelly Thomas; Chris Kefauver; Shelly Reager; and Sara Morehead. Excused: Bob Contraguerro, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Janet Fike, Vice President of Student Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Larry Tackett, Vice President of Economic Workforce & Development; Peggy Carmichael, Chief Human Resources Officer; and Lisa Soly, Weirton Campus Operations Manager.

3. Approval of Minutes (October 24, 2019)

Mr. Artman made a motion the Board approve the minutes of the meeting of October 24, 2019 as presented. Ms. Reager seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

College Updates

Dr. Mosser introduced Lisa Soly from the Weirton Campus and thanked her for her hospitality in hosting the meeting there.

He highlighted his list of activities and networking during the past month that is provided at everyone's seat. Mr. Artman asked about his one on one meetings and Dr. Mosser stated that he is meeting monthly with all of his direct reports plus the Faculty Assembly President and Staff Council President to keep lines of communication open. Dr. Mosser is also meeting with all areas as part of his listening tour.

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, 2019 and 2018 as prepared by CliftonLarsonAllen, LLP. Nancy Gunza from CLA reviewed the report with the Board. Regarding financial reporting, compliance and other matters, there were no material weaknesses or any other matters noted. There was one corrected misstatement for an adjustment related to the College's construction project for re-roofing and repairs at the New Martinsville and Weirton campuses that were jointly funded by CTC bonds and college reserves. The current net position is \$10.7 million.

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

7. Rules

Review and Update of Board of Governors Rules 15 Years or Older

Dr. Mosser stated that there has not been a regular review of rules in a very long time. He would like to start a schedule of review over the next 6-12 months by looking at rules that are fifteen years or older.

Ms. Thomas made a motion that the Board approve the request that the College proceed with a review and revision as needed for the following rules that are fifteen years or older:

NC-3003 – Flexible Learning Methodology
NC-2008 – Classified Staff Performance Appraisal
NC-2016 – Faculty Instruction & Workload
NC-3002 – Assessment; NC-2015 – Faculty Evaluation & Promotion
NC-5001 – Credit Cards for Students
NC-2003 – Adjunct & PT Faculty Appointment
NC-5000 – Cash Management
NC-3000 – Academic Freedom
NC-2002 – Access to Personnel Files
NC-2005 – Alcohol & Drug-Free Environment
NC-2006 – Annual Leave
NC-2007 – Catastrophic Leave
NC-2010 – Closing the College
NC-1001 – Crime Awareness& Campus Security
NC-2014 – Ethics Conflict of Interest
NC-1002 – Freedom of Information Act
NC-2026 – Social Justice
NC-2028 – Workplace Standards of Conduct
NC-2022 – Posting of Classified Position Vacancies
NC-2004 – Administrators with Faculty Rank Teaching
NC-4000 – Cancellation of College Classes
NC-2017 – Faculty Professional Development
NC-2019 – FT Faculty Appointment & Status
NC-2020 – FT Faculty Termination
NC-4001 – Higher Education Adult PT Student Grant Program
NC-2021 – Holidays
NC-2025 – Sick Leave
NC-4005 – Tracking Written Student Complaints; and
NC-5006 – Use of College Property.

Mr. Barnabei seconded the motion. Motion carried.

NC-4007 - Student ID Rule

Ms. Fike stated that when the rule was approved several years ago, there was a specific dollar amount attached to the replacement cost of the ID.

Ms. Thomas made a motion that the Board approve the request that the College proceed with revising the rule. Mr. Kefauver seconded the motion. Motion carried.

NC-3006 - General Education Curriculum

Dr. Loveless stated that the current rule does not align with curriculum changes made in November 2011.

Mr. Kefauver made a motion that the Board approve the request that the College proceed with updating the General Education Rule according to the Council for Community and Technical College Series 11 when updates are required for alignment and compliance. Mr. Artman seconded the motion. Motion carried.

NC-4004 - Standards of Academic Progress Rule

Dr. Sharma and Ms. Fike asked for revision of the current rule as this rule has not been updated since 2005.

Ms. Thomas made a motion that the Board approve the request that the College proceed with updating the Standards of Academic Progress Rule to be consistent with other CTCS colleges. Mr. Barnabei seconded the motion. Motion carried.

NC-2013 - Equal Opportunity & Affirmative Action Rule

Ms. Carmichael asked for revision on this rule to be compliant with state and federal regulations.

Mr. Kefauver made a motion that the Board approve the request that the College proceed with updating the EEOC/Affirmative Action Rule to be compliant. Mr. Artman seconded the motion. Motion carried.

8. Administrative Reports

Provost

Post Audits and Curriculum

Dr. Loveless presented the post audit reports for the following programs: Chemical Operator, AAS; Instrumentation, AAS; and Cybersecurity, AAS. Based off of feedback from the advisory meetings, there is a plan to merge the Chemical Operator program and the Instrumentation program in the spring. They are working on making the advising better on Instrumentation. They are using Open Educational Resources for more courses.

Medical Assisting Accreditation

Dr. Loveless shared the recent news from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) that the accreditation for the Medical Assisting Program has been reaccredited until Fall 2028.

Radiography Technology Annual Report

Dr. Loveless shared the recent letter from the Joint Review Committee on Education in Radiologic Technology stating that the program has documented in its 2018 Program Annual Report, a five year average credentialing examination pass rate at first attempt for examinations taken with six months of graduation of 76% which is above the 75% minimum established by JRCERT Standards. Mr. Lemon asked if paramedics fell under this group and Dr. Loveless responded that it does not.

Dr. Loveless stated we are trying to get something going locally for paramedic training.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packets.

Administrative Services Update

Mr. Sayre stated that the fleet management audit by the state has been postponed. There continues to be HVAC challenges. We have failing equipment on each campus. He mentioned that ABM did an investment grade audit but he was going to reduce the scope of that contract and focus on the HVAC equipment and deferred maintenance identified in the Sightlines facility study commissioned by the HEPC/CTCS.

In the ITC building, repairs have been completed to the satisfaction of the mechanical, electrical, and plumbing system engineers hired by HEPC. Final payment will be issued.

Mr. Sayre stated that real estate items do need to go to the Board. Ms. Thomas stated that any projects over \$100k need to go to the Board. When the Board approved the motion last year on the strategic spending of reserves, it was stated that any project greater than \$100k would be presented to the Board before they would begin. Mr. Sayre stated that for FY 2021, he would like to map out reserve spending and present it to the Board. He will pull the Board approved resolution from last year. Mr. Altmeyer recommended that Mr. Sayre set up a plan and present it at each meeting. Mr. Barnabei asked what ABM is doing. Mr. Sayre responded that it is an investment grade audit and lighting is included. Mr. Barnabei stated that he needs to be very cautious with these companies. He has been involved with two major instances of these and they did not turn out as promised. Ms. Thomas asked when the contract was signed and at what amount. Mr. Sayre stated that it was under \$100k. Mr. Sayre will share the contract with the Board. He will tell ABM that their services are no longer needed. Ms. Reager asked about the RFP process. Previously, they would be in the Board Room at a certain time with each bidder making their presentation and the winner would be the lowest bidder. Mr. Sayre stated the awarded bid was not based solely on price, but best value for best price. Mr. Artman suggested doing an RFP for the HVAC repairs and see what comes back. There will be further discussion of this at the next Board meeting.

Mr. Kefauver asked which contracts are coming up. Mr. Sayre reported that Print Services is up in the next 4 months, Student Refund Management is up in June 2020 and the Bookstore is up in August 2020. Printing RFP is actively being worked.

Vice President of Student Services

Enrollment Report

Ms. Fike stated that enrollment is at 99.89% of FTE and overall headcount is 93.10%.

Vice President of Institutional Effectiveness

Enrollment Trend

Dr. Sharma went over PowerPoint slides that highlighted total annual course enrollment, annual unduplicated headcount, annual full-time equivalent (FTE). Her report also examined annual enrollment by campus in our Early Entrance program. Enrollment at Weirton and New Martinsville were up while Wheeling was down this year. Mr. Artman asked what we could do to improve early entrance enrollment on the Wheeling campus. We are trying to address with new marketing and enrollment strategies.

9. Old Business

Dr. Mosser presented a chart on staff salary grades clearing-up some confusion from last month's BOG meeting. The state considers the "market" salary equal to the median. There are fifty-five employees lower than median and twenty-one staff above it. Ms. Thomas asked Ms. Carmichael how our employees compare to our peer schools and she is not sure. She stated that we are one of the institutions further along on the market scale than the other WV schools.

10. New Business

Dr. Mosser stated that the state will no longer be doing a strategic plan that the schools then align with. The Board of Governors will need to approve a new plan. He plans to start environmental scanning in January and will be bringing information to the Board at that time about a proposed planning strategy and timeline.

11. Adjournment

The meeting adjourned at 7:07 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary