

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 22, 2022 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 22nd in the Board Room at the B & O Building, 1704 Market Street and via Zoom.

1. Call to Order

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

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Liz Hofreuter; Larry Lemon; Chris Kefauver; and Hilary Curto. Excused: Shelly Carenbauer; Christine Mitchell; and Ron Scott, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

There was no Board Chair report.

4. Approval of Minutes (August 25, 2022)

Ms. Curto made a motion that the Board approve the Minutes from the meeting on August 25, 2022 as presented. Mr. Artman seconded the motion. Motion carried.

5. President's Report

Dr. Mosser reported that he hosted "Pizza with the President" on all three campuses to meet with students to obtain critical feedback. We are serving 10% more students with several vacancies. Overall, the students are positive and had little to no complaints.

The HLC Reaccreditation Steering Committee met last week. There are two more meetings for scheduled content review of the document. It is due at HLC on November 7th. The HLC visiting team will be on campus December 5th and 6th. Tentatively, we ask that the Board hold their schedule open for a dinner on December 5th with the team.

On December 1st, there will be an afternoon Board retreat.

The Foundation is holding a golf outing at the Moundsville Country Club on October 7th.

6. Funding Formula

Dr. Mosser presented and opened for discussion the metrics that we will use for the funding formula. This goes into effect for the FY 2025 budget. There is a hold harmless clause.

Mr. Kefauver made a motion that the Board approve the funding formula values as presented. Mr. Altmeyer seconded the motion. Motion carried.

7. Administrative Reports

Vice President of Student Care and Success

Enrollment Update

Ms. Fike reported on Fall 2022 enrollment. Our census Headcount is up 11% over the same date last year. She credited marketing efforts, new academic programs, and curriculum for the increase.

Director of Institutional Advancement

Foundation Annual Report

Ms. Spurlock presented on the Foundation and its structure. She highlighted how the Foundation supports the College as well as the year's highlights including the 50th Anniversary Gala. She emphasized the importance of giving and how any amount helps the Foundation.

Vice President for Planning, Institutional Effectiveness, and Research

Clearpoint Overview

Dr. Sharma went over the Clearpoint software that produces the KPI dashboard included in the Board packet each month.

Employee Satisfaction Survey Results

Dr. Sharma presented the results of the most recent employee satisfaction survey. We had a 44% response rate with 89.1% of those being full-time employees. Our strengths include the following: Campus Culture: All take pride in work; students are top priority; goals and objectives are consistent with our mission and Work Environment: supervisors respect and value; supervisor pays attention; work appreciated; work rewarding; benefits valuable Areas of improvement cited were hiring, orienting, training, staffing, and advancement. Ms. Hofreuter asked if this was due to the nationwide trend of hiring and/or being short staffed? Dr. Mosser replied the he will be asking the Board to help address some of this. Two years ago, the College consulted with AlignHR for an HR audit. He would like to engage them again for two separate pieces. The first Strategic Priority addresses human capital. He would like to pull together a multi-year strategy by asking Align HR to look at it and bring recommendations to the Board. This might include setting aside some money for salaries and benefits. The second part he would like to have them look at is the hiring cycle. When they were here two years ago, AilgnHR suggested a six to eight-week turnaround time for recruitments and we are currently averaging more than six months. There is a back log of 30+ positions. Typically, there are only three to four open positions. One of the backlogged positions includes an HR position.

CFO/Vice President of Administrative Services

Financial Update

Dr. Mosser highlighted the fund tracking document provided in the Board packet.

Administrative Services Update

Dr. Mosser overviewed the administrative services report in the Board packet. The audit will be presented at the October Board of Governors meeting.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. Kefauver made a motion that the Board enter executive session at 6:00 pm to discuss real estate and personnel. Mr. Artman seconded the motion. Motion carried.

Mr. Kefauver made a motion that the Board come out of Executive Session at 6:40 pm. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, personnel, real estate and the VPAA position were discussed.

11. Adjournment

The meeting adjourned at 6:40 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary