

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Wednesday, July 25, 2018 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Wednesday, July 25, 2018 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:00 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Larry Lemon; Shelly Thomas Chris Kefauver; Melanie Baker; and Octashia Cooper. Excused: Richard Barnabei; Bob Contraguerro, Jr.; Tad Greene; and John Wright, IV.

Guests included: J. Michael Koon, Interim President; Dr. Jill Loveless, Vice President of Academic Affairs; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Interim Vice President of Institutional Effectiveness/Dean of Academic Affairs; and Larry Tackett, Vice President of Economic Workforce and Development.

**3. Approval of Minutes (May 17, 2018)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of May 17, 2018 as presented. Mr. Artman seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. President's Report**

**College Updates**

Mr. Koon welcomed everyone to the meeting. He introduced the new student Board of Governors representative, Octashia Cooper. During his tenure, he plans to accomplish the following goals: HLC accreditation; preparing the institution for a new president by breaking down silos across campuses; continue to grow the institution and move forward; and board development. In regards to HLC, the Assurance Document is out to the campus for review. The HLC Steering Committee will have the document ready for All College Day. Dr. Loveless is working diligently to make sure the credentialing process is handled. Dr. Sharma is leading the charge on assessment and strategic planning. As we move forward, institution decision making will be based using data and improved technology. Mr. Altmeyer asked about the Assurance Document. Mr. Koon stated that it is a document that the Board will review that addresses the five HLC criterion and subcomponents. It will also address the deficiencies cited in the last HLC visit. Mr. Koon will put together an executive summary addressing the key points.

Another update provided by Mr. Koon is the Governor appointed Blue Ribbon Commission that was set up exclusively to look at state four year institutions. At this time, it does not include community colleges, but will cross over most likely in the future. The state community college leadership is asking to be involved but has not been invited as of yet. The state legislators were also not included in the commission formation. Depending on how this process unfolds, Mr. Koon might be reaching out to Board members to contact legislators. If anyone hears anything, please feel free to share it.

Last year the legislature mandated a new funding formula. The community college model is

not finished yet but the intent is to have a model finished by the December Interim Session. At this time, we are not sure how it will impact us but the community college system is pushing for a hold harmless clause so there is time for an adjustment. As more information becomes available, we will keep you informed. There might be something available by the September Board meeting. Mr. Koon stated that we are looking at our reserves as well and how to best move forward with strategic spend down of the reserves. There will be more discussion about this at the August Board meeting. The institution is looking at a process for mini-grants for program development that will focus on retention, enrollment, and capital projects to enhance facilities. Mr. Koon will share this with employees at All College Day. Mr. Altmeyer asked about expenses in the remodel of the Wesco Building and Mr. Sayre stated that there is still about one million leftover in a capital account for it.

The October Board meeting is scheduled on October 25<sup>th</sup> which is a home WVU game. After checking calendars, it was decided to move this meeting to Wednesday, October 24<sup>th</sup>.

By early September, we hope to know when HLC will want to meet with the Board of Governors. They will be visiting November 26<sup>th</sup> – 29<sup>th</sup>.

Mr. Koon announced that the ITC will have a grand opening on August 8<sup>th</sup> at 10:00 am. If anyone wants to attend, please feel free to stop by. If anyone is unable to make it that day but would like a tour, please let us know.

### **Board Development**

Mr. Koon stated that when the consultants were here for the presidential evaluation, there was discussion about board development. This is one of the goals he would like to accomplish during his time as Interim President. One activity might be spotlighting a particular area regularly at Board meetings, spending fifteen minutes, and relating it to HLC. He also stated that the by law's have not been updated for some time. Mr. Altmeyer thanked Mr. Koon for everything he has done to date and looks forward to working with him.

## **6. Administrative Reports**

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

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet. He has revised the process regarding grant funds. The year in review shows a growth of \$1.9 million.

#### **Administrative Services Update**

The Information Technology Department is working on a changeover to Lumos for data and voice services. Lumos is in the process of getting access to right of ways for Wheeling. New Martinsville should be complete in a few weeks. It will increase their speed tenfold. On August 3<sup>rd</sup>, there will also be a new phone system installed.

#### **Fee Update**

Mr. Sayre stated that the Board of Governors previously approved tuition and fees. For the purposes of transparency, he wanted to share with the Board that they discovered five programs that were calculated by the wrong amount of terms. These have now been corrected and no student was assessed any fees. The state has also been notified since we

are required to submit the fee schedule every spring.

### **3<sup>rd</sup> Quarter Financials**

Mr. Sayre overviewed the third quarter financials. He stated that the fourth quarter financials should be available in the next few weeks.

### **Roofing Project**

Mr. Sayre stated that WVNCC had submitted a request to the WV CTCS for \$700k to complete the total reroofing of the New Martinsville and Weirton buildings. This request was based on a roof audit conducted in 2017. WVNCC was granted this request in full for FY 2019. After the architects were engaged for the project and reviewed the roofs, they added to the project due to items that could affect the durability of the outside envelope of the building, guarding against further deterioration of the weather, and/or items where economy of scale would prevail by already having the contractor onsite. Mr. Sayre also stated that there was a contractor mark-up and contingency fees that were added after they did their original request to WV CTCS. Mr. Altmeyer asked if Rich Donovan has reviewed and Mr. Sayre stated that he has general knowledge of it.

Mr. Altmeyer made a motion the Board approve the unbudgeted spend of up to \$300k in FY 2019 to supplement the WVCTCS capital roof projects at Weirton and New Martinsville. Ms. Baker seconded the motion. Motion carried.

### **Vice President of Academic Affairs**

Dr. Loveless provided several updates regarding filling faculty positions. They have hired a Director of Nursing, a Director of Patient Care, a Math faculty member, and three nursing faculty members. Hiring is also underway for faculty in Welding, CIT, and HIT.

### **Mine Maintenance Technology Program**

Dr. Loveless and Mr. Tackett described the recent partnership, in collaboration with Pierpont Community & Technical College, and Murray Energy Corporation to offer a new associate degree in Mine Maintenance. Once accepted, students will be required to complete a two week training by Murray. Upon acceptance into the program, the student will have the opportunity to work part time with Murray Energy then be hired by Murray after successful completion of the program. Mr. Altmeyer asked if Belmont was offering it and they are not. Mr. Tackett added that during the summers, the student will also work for Murray.

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

#### **Workforce Updates**

Mr. Tackett provided updates from Workforce Development. He described a new opportunity with Brooke High School where high school juniors can take welding classes while in high school, during the summer between the student's junior and senior years, and graduate with an Associate Degree in Applied Science by the time they finish their senior year in high school.

In Wetzel County, the Board of Education is taking back the former county tech center and will be offering welding classes this fall. We have also received \$65,000 from them for an MOU to have access to machines and classrooms.

Recently, the WVNCC Center for Business and Industrial Training (CBIT) was formed to offer industrial, business and customized training on various topics to local and regional companies. They will be utilizing a database put together by one of the faculty members in that area to market the trainings.

There are also ongoing projects with Bidell in Weirton and Tecnocap in Moundsville. We are increasing in our engagement with area companies and have a lot to offer.

**7. Old Business**

There was no old business.

**8. New Business**

There was no new business.

**9. Executive Session**

Mr. Artman made a motion the Board enter into executive session at 6:05 pm to discuss personnel and real estate. Ms. Thomas seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 7:09 pm. Mr. Artman seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed personnel and litigation.

**10. Adjournment**

The meeting adjourned at 7:10 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Larry Lemon  
Board of Governors Secretary