

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 28, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 28, 2021, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

1. Call to Order

Ms. Thomas called the meeting to order at 5:02 pm.

2. Roll Call

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

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; 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; and Jeff Sayre, Vice President for Administrative Services/CFO. Guest: Lisa Soly, Director of the ACTION Center; Tina Edwards, Program Assistant; Rachael Ferrise, Weirton Campus Counselor; Regan Blaha, Director of Student Engagement; Leah Hart, student; and Christopher Stoffel, student.

3. Board Chair Report

Ms. Thomas thanked Dr. Mosser for including her in the Growing Leaders program sponsored by Wheeling Country Day school. She is enjoying it very much and said that it is a great leadership program.

4. Student Presentation

Ms. Blaha, the Director of Student Engagement, presented on student activities. She detailed the structure of Student Government Association (SGA) and its Executive Board. Every seat on the Executive Board is full. Leah Hart, Carissa Hart and Christopher Stoffel spoke about their experiences and how much they enjoy their time at Northern. Employees are very friendly and helpful. There is a new task force examining an E-sports Club. The office of Student Engagement was also awarded a grant for Diversity, Equity and Inclusion and will host several events in March 2022.

5. Approval of Minutes (September 23, 2021)

Mr. Altmeyer made a motion that the Board approve the Minutes from the meeting on September 23, 2021 as presented. Ms. Curto seconded the motion. Motion carried.

6. President's Report

Coronavirus Update

The COVID Task Force continues to meet weekly to plan strategy for COVID 19 and to respond to questions from students and employees. Currently, there is a steep decline in COVID infections on campus.

College Updates

The Heart of Gold fundraising campaign for the 50th anniversary kicked off its internal giving

phase last week. Please consider making an anniversary gift to the Foundation.

The Foundation's annual golf outing was held at Wheeling Country Club on October 1st with (21) 4-person teams.

There are new print schedules for our Career Education and Personal Enrichment non-credit courses.

As part of the Strategic Planning process, the community workshop is scheduled for October 29th at White Palace and internal meetings are scheduled for November 11th and 12th.

Recent outreach efforts have included meeting with the Ohio Valley Construction Employers Council and Project Best. We are in the process of distributing Party in a Box's to area organizations and businesses to post on social media for to celebrate our 50th anniversary.

We received a \$2.25 million Title III grant to improve student success and retention. We will receive \$450k per year for five years.

Dr. Mosser stated that we were just notified by Governor Justice that Jacob Altmeyer and Elizabeth Hofreuter will be taking two seats on our Board. Brann Altmeyer will be coming off the Board. The Board presented Mr. Altmeyer a special resolution for his dedication and years of service. Terms were also extended for Larry Lemon, Christine Mitchell and Shelly Thomas.

Just a reminder that the Board of Governors holiday dinner will be on Thursday, December 2nd at 5:30 pm in the Culinary Arts Dining Room. Commencement will be held on Friday, May 13th and the 50th Anniversary Gala on Saturday, May 14th.

7. Action Items

CliftonLarsonAllen, LLP – Independent Auditor's Report

Board members received a copy of the WVNCC Report on Audit on Financial Statements for the years ended June 30, 2021 and 2020 as prepared by CliftonLarsonAllen, LLP. Aaron Crall and Jennifer Bolin 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.

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

Rule NC-7001 Computer and Internet Usage Rule 1st & 2nd Reading

Dr. Loveless stated that this rule would establish terms and requirements for the proper use and security of computer and internet resources.

Ms. Curto made a motion that the Board approve the 1st and 2nd reading of the NC-7001 Computer and Internet Usage Rule as presented. Ms. Mitchell seconded the motion. Motion carried.

8. Administrative Reports

Vice President for Administrative Services/CFO

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Administrative Services Update

Mr. Sayre highlighted the Administrative Services update that is in the Board packet. Several big projects include the surveillance and door access upgrade, exterior rehab of the B & O Building, and the B & O 1st floor remodel. HE Neuman will be working on HVAC controls and repairs. Ms. Thomas complimented Mr. Sayre on a clean audit.

Vice President for Student Services

Student Services Annual Presentation

Ms. Fike had several members of her staff, Ms. Soly, Ms. Blaha, and Ms. Edwards, present on their areas within Student Services and how they all work together. Over the past year, Student Services has been transitioning to Student Care & Success. EM Council has implemented several new initiatives such as extended hours for registration and financial aid, revision of admissions letters, and focusing on first generation students for more guidance after onboarding. Ms. Blaha highlighted student activities for the year.

Census Enrollment

Ms. Fike went over the reports that were sent out regarding fall census data and workforce census data.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Adjournment

The meeting adjourned at 6:36 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary