

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, April 28, 2022 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 28, 2022, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Ms. Carenbauer called the meeting to order at 4:59 pm.

**2. Roll Call**

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

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Phil Klein, Vice President of Economic Workforce & Development; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; and David Barnhardt, Director of Communications & Student Recruitment.

**3. Board Chair Report**

Ms. Carenbauer reminded everyone about several upcoming events. Commencement is at Wesbanco Arena on May 13<sup>th</sup>, the 50<sup>th</sup> Anniversary Gala is at the Scottish Rite on May 14<sup>th</sup> and the Board Retreat is on June 23<sup>rd</sup> at the Highlands Events Center.

There was discussion about a Nominating Committee for the selection of officers. It will be Ron Scott and Jacob Altmeyer. The officers for 2022-2023 discussed was Dave Artman, Chair; Shelly Carenbauer, Vice Chair, and Larry Lemon as Secretary.

**4. Approval of Minutes (March 24, 2022)**

Ms. Mitchell made a motion that the Board approve the Minutes from the meeting on March 24, 2022 as presented. Ms. Curto seconded the motion. Motion carried.

**5. President's Report**

Dr. Mosser welcomed new employee, Dr. Angela Hawk, Director of Assessment to the College and introduced her to the Board.

Coronavirus Update

There has been little change with COVID cases on campus since the last meeting.

College Updates

Dr. Mosser reminded everyone of the dates for Commencement, the Gala and the Board retreat. Final exams are approaching. There are Honors programs on all three campuses. The Nursing pinning ceremony is the night before Commencement.

We have had several public gatherings including hosting a Workforce Symposium up at the Highlands, culinary dinners for the public, and a WV Penitentiary tour. He was recently contacted by Helping Heroes that they will be moving into the Columbia Gas Building next door to the B&O Building after renovations. We were recently notified that we were one of

sixteen community colleges nationwide selected to participate in the Rural Guided Pathways program. More information will be coming.

Dr. Mosser has assembled a 12-15-member task force to develop a 3-5-year business plan to grow the New Martinsville campus. Several of the programs they are looking at include teacher education, nursing, food service and healthcare to name a few.

There was a team from Northern who attended the HLC annual conference.

He reminded the Board about the fundraising Heart of Gold campaign for the 50<sup>th</sup> anniversary gala. If you haven't already donated, please consider doing so.

## **6. Action Items**

### **Budget**

Mr. Sayre presented the FY 2023 budget which is a balanced budget. In general, 12.5% of tuition and fees is designated for capital expenditures. Mr. Altmeyer asked about the Governor's 5% increase for all state employees and Mr. Sayre stated that we are not required to match that but are able to do so this year.

Ms. Curto made a motion that the Board approve the FY 2023 budget as presented. Mr. Altmeyer seconded the motion. Motion carried.

### **Academic Program Review and Applied Technology, AAS**

Dr. Loveless presented data on the three programs up for review this year. These are as follows:

- Industrial Maintenance Technology Certificate that was recommended to continue with close monitoring for improvements
- Radiological Technology, AAS and Completion Degree that was recommended to continue at current level
- Heating, Ventilation, Air Conditioning and Refrigeration, AAS that was recommended to continue at current level

Dr. Loveless stated that they are trying to get Industrial Maintenance on the other campuses. Mr. Altmeyer responded that he was surprised that program wasn't bigger in our area.

Mr. Altmeyer made a motion that the Board approve all academic program reviews as presented. Ms. Mitchell seconded the motion. Motion carried.

Dr. Loveless also asked the Board for approval of a new program in Applied Technology, AAS to increase the College's mission to increase the region's trained workforce.

Ms. Curto made a motion that the Board approve the Applied Technology, AAS as presented. Ms. Mitchell seconded the motion. Motion carried.

### **NC-2035 Employee and Dependent Tuition Waiver 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless asked the Board for approval on this rule as it has been rewritten to

include non-credit classes as well.

Mr. Altmeyer made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of NC-2035 Employee and Dependent Tuition Waiver 1<sup>st</sup> and 2<sup>nd</sup> reading as presented. Ms. Curto seconded the motion. Motion carried.

### **NC-4019 Honorary Posthumous Degrees & Certificates**

Dr. Loveless stated that we did not have a rule for awarding posthumous degrees and needed to have one for procedural purposes.

Ms. Mitchell made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of NC-4019 Honorary Posthumous Degrees & Certificates. Ms. Hofreuter seconded the motion. Motion carried.

## **7. 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 stated that in the Board packet was a summary of administrative services. He alerted the Board that during the external cleaning of the B & O Building, the vendor damaged an ornamental cartouche and are in the process of repair.

### **Provost**

#### Program Changes

Dr. Loveless wanted the Board to know for informational purposes several changes to the academic programs. These include as follows:

- Advanced Manufacturing, AAS has added Automation to it.
- Computer Information Technology, AAS has added Cyber Support to it.
- Petroleum Technology, AAS has been changed to Energy Technology, AAS

## **8. Old Business**

There was no old business.

## **9. New Business**

Under new business, Ms. Mitchell stated that she was recently doing mock interviews with Wetzel County Schools and we have a placement test that is discouraging students from attending Northern. Dr. Mosser, Dr. Loveless and Ms. Mitchell will go visit them.

## 10. Adjournment

The meeting adjourned at 6:05 p.m.

Minutes respectfully submitted by,

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Stephanie Kappel  
Executive Assistant to the President

Minutes approved by,

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Larry Lemon  
Board of Governors Secretary