

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, January 28, 2016 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 28, 2016 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Dr. Cummings convened the meeting at 5:00 p.m.

**2. Roll Call**

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer (by phone); Christin Byrum; Bob Contraguero, Jr.; Mary K. DeGarmo (by phone); Larry Edgell; Toni Shute; David Stoffel; Melanie Baker; and Nina Elder. Excused: Jon Greer.

Guests included: Dr. Vicki Riley, President; Robert DeFrancis Dean of Community Relations; Dr. David Shahan, Vice President of Economic Workforce and Development; Dr. Carry DeAtley, Vice President of Academic Affairs; and Janet Fike, Vice President of Student Services. Others: Jeremy Doolin, President of Faculty Assembly; Lori Finegan and Michael Johns from CliftonLarsonAllen, LLP.

**3. Approval of Minutes (October 22, 2015)**

Ms. Shute made a motion the Board approve the minutes of the meeting of October 22, 2015 as presented. Mr. Edgell seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. Faculty Presentation**

Mr. Doolin presented on behalf of the faculty. He acknowledged the appreciation to the College for bringing in outside speakers for the faculty to help them with methods in engaging students. Several accomplishments he cited included the following: combined FERC (Faculty Evaluation Review Committee) and Merit for faculty (once a faculty member applies for FERC, they are automatically applied for Merit); several faculty members participated in the applying the Quality Matters Rubric training; revised articulation agreements; established several new programs (cybersecurity; chemical operator technology; and instrumentation processing technology); expanded internship opportunities; and established WVU Master's level classes in Social Work. There is also a new CIT lab in the EC Building which includes mock offices so that students may perform hands-on exercises in a realistic environment. Mr. Doolin also stated that the faculty is working with Dr. Riley on developing a promotion policy for faculty to continue their education to help attract new, quality faculty to WVNCC. Lastly, he stated that they are continually working on improving retention and increasing enrollment in a variety of ways.

**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, 2015 and 2014 as prepared by CliftonLarsonAllen. Michael Johns and Lori Finegan reviewed the report with the Board via conference call. Due to travel issues, they were unable to present the PowerPoint presentation in person. Mr. Johns stated that on internal control over financial reporting, compliance and other matters that there were no material weaknesses or no other matters noted. Management and staff at the

College were very cooperative and helpful. They did not come across corrected or uncorrected misstatements. One minor issue was during a test of accounts payable, subsequent disbursements, it was determined that an advertising invoice included services that occurred in the current fiscal year rather than being allocated between the appropriate year-ends. There was a recommendation that management review its policies related to invoice cutoff procedures and make adjustments as deemed necessary.

WVNCC received a good financial rating by the auditors with no significant control weaknesses in the audit.

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

## **7. President's Report**

### **Military Withdrawal Rule**

Dr. Riley requested approval for the first reading of the military withdrawal rule which will assist students who are called to military duty to have a fair process withdrawing from classes or completing coursework.

Ms. Shute made a motion to approve the first reading of the military withdrawal rule. Mr. Contraquerro seconded the motion. Motion carried.

### **Performance Summary – Academic Years 2009-10 thru 14-15**

Dr. Riley overviewed the Performance Summary for Academic Years 2009-10 thru 2014-15 that was discussed at the West Virginia Council for Community and Technical College Education meeting recently. She stated that she wishes the report would show the gap years in between to be more representative of the progress. The state and WVNCC have not met enrollment goals as set forth in the compact, but have increased the number of degrees awarded.

### **WVNCC Mission and Vision Statements**

Dr. Riley stated that the state has a new compact and the College has established a broad, based committee to develop a new strategic plan to align with the compact. The group met several times during the fall and developed revised mission and vision statements as well as a five year institutional strategic plan to align with the state compact. She asked for the Board's approval of the mission and vision statements. For the next meeting, there will be a draft of the new strategic plan.

Ms. Shute made a motion to approve the mission and vision statements. Mr. Edgell seconded the motion. Motion carried.

### **Resolution**

Dr. Riley asked the Board for approval of a resolution to recognize Mr. Steve Lippiello, Chief Financial Officer and Vice President of Administrative Services, for his work at WVNCC.

Mr. Stoffel made a motion to approve the resolution for Steve Lippiello. Mr. Contraquerro seconded the motion. Motion carried.

### **Enrollment Update**

Ms. Fike provided an enrollment update. Overall, enrollment is down about 15% in FTE and 20% in headcount for the spring semester.

### **Real Estate Updates**

Dr. Riley updated the Board on the WESCO building and the ATC parking lot. If we can get the WESCO building online, we would be able to fill it with welding classes immediately. Regarding the ATC parking lot update, there is an easement option agreement which states the owner is responsible for repair in the event of a structural failure. There was an environmental company that surveyed the land under the sinkhole which shows mini-tunnel's underneath. Rich Donovan, who works for the WV Higher Ed Policy Commission, will be in contact with the Ohio County Development Authority moving forward.

### **Highlights**

Dr. Riley stated at the WV Council meeting that Governor Tomblin spoke to community college presidents and directors about more clearly, defined and expanded career pathways. Recently at Higher Ed Day in Charleston, Dr. Riley had the opportunity to meet with the new president at West Liberty University and plans to meet with him soon to explore partnerships between the two schools.

Dr. Riley asked the Board to read over the highlights of her activities in November, December, and January as provided on the monthly agenda.

### **8. Old Business**

There was no old business.

### **9. New Business**

There was no new business.

### **10. Adjournment**

The meeting adjourned at 6:06 p.m.

Minutes respectfully submitted by,

Stephanie Kappel  
Assistant to the President

Minutes approved by,

Christin Byrum  
Board of Governors Secretary