

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, April 23, 2015 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 23, 2015 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Dr. Cummings convened the meeting at 5:04 p.m.

**2. Roll Call**

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer (by phone); Christin Byrum; Margaret DeCola; Mary K. DeGarmo (by phone); Jonathon Greer; and Dianne Grimm (by phone). Excused: Bob Contraguerro; Toni Shute; and Frank DeCaria.

Guests included: Dr. Vicki Riley, President; Bob DeFrancis, Dean of Community Relations; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Carry DeAtley, Interim Vice President of Academic Affairs. Others: Jeremy Doolin, Faculty Assembly President and Instructor in Information Technology.

**3. Approval of Minutes (March 19, 2015)**

Mr. Greer made a motion the Board approve the minutes of the meeting of March 19, 2015 as presented. Ms. DeCola seconded the motion. Motion carried.

**4. Board Chair Report**

There was no Board Chair report.

**5. President's Report**

**Highlights**

Dr. Riley provided an update on her activities during the last month. She stated that the campus is currently in the end of the semester mode with many events on each campus including honor events and luncheons as well as campus barbeque's. Next week is the last week of classes. Commencement is on May 8<sup>th</sup>. The HLC Team has started working on the reaccreditation process and is meeting regularly. At some point, the entire college will be involved. This will take significant time and leadership.

Recently, Dr. Riley has met with the Faculty Salary Committee, a Noble Energy representative, school personnel from Wetzel and Tyler Counties, attended the Culinary Arts Italian Dinner, attended the WV Council meeting, participated in the WVCTC Board of Governors meeting, attended a Bridging the Gap meeting, spoke at the Phi Theta Kappa Honor Society Induction Ceremony, and met with the Project Best Co-Chair.

In terms of community outreach, Dr. Riley hosted a meet the new president event with the Wetzel County Chamber of Commerce, which was a Business After Hours event, and a meet the new president event on the Weirton campus. She was also a speaker at the New Martinsville Rotary.

**6. Faculty Presentation.....Jeremy Doolin**

Faculty Assembly President Jeremy Doolin presented on the highlights and accomplishments of the faculty for the last year. He also provided positive feedback as well as concerns and requests from the faculty.

Several of the teaching highlights include the adoption of the Big Blue Button which has allowed teaching to remote campuses and students who would be otherwise unable to attend class. By establishing the virtual desktops for students, students are also able to access needed software when not on campus. Also, they have begun discussions with Franciscan University to formalize a 2 + 2 agreement in early childhood education.

Curriculum/assessment/retention highlights include many changes to curriculum to streamline developmental education, remove redundancy of material and offer more current courses in technology programs. Mr. Doolin thanked Dr. Riley for helping get the new CIT Lab in EC410 set up for the fall. The paralegal program is back on all three campuses and there is also a new paralegal research certification. Kathy Herrington did a presentation on different learning styles which also helps to improve teaching as how one learns is how one teaches. Joyce Britt started a new student club, SCARSI (Students Caring About Regional Social Issues) which includes a public awareness campaign on issues such as abuse, domestic violence, drug addiction, homelessness, poverty, etc. They are also getting involved with local agencies who address these issues.

Over 25 faculty volunteered for the recent Open House as well as many staff members. There were over 150 attendees on all three campuses. It was a good day with lots of positive feedback. Culinary Arts events have included Leadership, Chamber Education, the Friends Dinner, Stonewall Classic, and Girl Scouts of America. Faculty from the Human Services Department were presenters at the "Lunch and Learn" as well as Bethany College's fall symposium/conference for social workers, counselors, and nurses. Also, many faculty have received certifications, graduate degrees or are taking additional hours towards a master's degree or doctorate.

Positive feedback includes that the Academic Service Center is doing a great job of providing valuable services to students who are disabled or are struggling. Also, Mr. Doolin stated that working with Dr. Riley and Dr. DeAtley has been a very positive experience and they have a great working relationship. Kim Locy, who is the new high school liaison, is helping with enrollment. With the help of IT and Admissions, the Health Sciences portal is working very well. Security and the text alert system has been helpful with students needing assistance. With the recent power outage, the alerts were timely.

There were only two concerns which were how do we increase enrollment and improve retention and starting salaries being competitive enough to attract qualified and credentialed faculty.

Dr. Cummings thanked Mr. Doolin for his report and complimented him on his remarks at Dr. Riley's recent Inauguration.

**7. CFO/Vice President, Administrative Services.....Steve Lippiello**

**• FY 2016 Budget -- Final Version**

Mr. Lippiello presented the final budget for FY 2016. He stated that state appropriations were slightly reduced. The spend rate for adjuncts was down a bit from last year and he does not see a need for added adjuncts. The budget does include a 1.5% increase in

salaries which is the same as last year. Dr. Riley stated that the budget does include a reduction in the salary and benefits line due to some restructuring, retirements, and not filling positions.

Overall, we are still about \$57k short but hope to pick that up during the year on the personnel side. There have already been some personnel expenditure reductions. OTPS has increased due to utility increases (about 6%) and the ECS Building lease. Mr. Lippiello emphasized that meeting budget is contingent upon meeting the enrollment goals of a 2700 FTE.

Mr. Greer made a motion the Board approve the FY 2016 Budget as presented.  
Ms. DeCola seconded the motion. Motion carried.

**8. Dean of Community Relations.....Bob DeFrancis**

**• Commencement**

Mr. DeFrancis stated that Commencement is scheduled for May 8<sup>th</sup> at the WesBanco Arena. They are in the final planning stages of Commencement preparation. Board members are invited to attend and wear cap and gown. Mr. DeFrancis asked if they do plan on attending to let us know by the end of next week as he is finalizing the script.

Mr. DeFrancis stated that Gayle Adams is our Commencement speaker and Distinguished Alumni. She is the state teacher of the year who started at WVNCC and there will be several public relation pieces tied to this. Dr. Cummings stated that she did an excellent job a few weeks ago as the speaker at Rotary.

**9. Old Business**

There was no old business.

**10. New Business**

There was no new business.

**11. Executive Session**

Ms. Byrum made a motion the Board enter into executive session at 5:37 pm to discuss the Employee Satisfaction Survey. Ms. DeCola seconded the motion. Motion carried.

Ms. DeGarmo made a motion the Board come out of executive session at 5:45 pm. Mr. Greer seconded the motion. Motion carried.

Dr. Cummings requested that the minutes reflect that there was no action taken in Executive Session.

**12. Adjournment**

The meeting adjourned at 5:47 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Christin Byrum  
Board of Governors Secretary