

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Friday, December 11, 2020 -- 11:30 a.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Friday, December 11, 2020, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Mr. Artman convened the meeting at 11:31 a.m.

**2. Roll Call**

Members in attendance via Zoom video conference call were: David Artman; Richard Barnabei; Amy Dobkin; Larry Lemon; Christine Mitchell; Shelly Thomas; Chris Kefauver; and Shelly Reager. Excused: Brann Altmeyer; Bob Contraguero, Jr.; Ron Scott, Jr.; and Matt Van Fossen.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Robert Brak, Director of Human Resources Development; and Rana Spurlock, Director of Institutional Advancement.

**3. Board Chair Report**

There was no Board Chair Report.

**4. President's Report**

Coronavirus Update

Dr. Mosser stated that the COVID Task Force continues to meet weekly responding to employee and student questions. Employees presently are working remotely. At this time, it is unknown when employees will return to campus. There is ongoing surveillance testing coordinated by Bonnie Peterman, Division Chair of Health Sciences and Jill Keyser, Nursing Program Director. Since this testing started in early October, there have been 14 positive cases. Said Leghliid is leading our COVID Contact Tracing Team which has been in place since October. We were recently notified that community colleges will have access to an allotted amount of COVID vaccines via the state. There is also the likelihood of a new federal relief bill that includes anticipated relief funding for WVNCC, which will likely be shared directly with students similar to the prior CARES Act.

College Updates

Dr. Mosser stated that the HLC Monitoring Report is due on December 31<sup>st</sup>. We plan to submit this to HLC by December 18<sup>th</sup>.

Spring enrollment is trending upward. Faculty and staff have created and hosted several out of the box events to support student retention and spring registration including drive thru registration, Cyber Monday online registration, online open houses and other virtual online events and services.

## **New Academic Programs**

Dr. Loveless, Provost, stated that she was asking for the Board to approve the Substance Abuse Intervention Technician, Advanced Skill Set and the Substance Abuse Intervention Specialist, AAS. We are very excited to share these new programs as a result of a federal grant. Students enrolled will also get a stipend for working in the community with these programs. These still need to go to the CTCS for final implementation and they are eligible for WV Invests funding. Mr. Artman stated that this is a program that is desperately needed in our region. Mr. Lemon asked if any other community college in the state has this -- they do not. Dr. Loveless added that some schools do have peer recovery coaches, but no one has the AAS degree. The grant will cover ten full time students and one part time student. The stipend is limited to twenty students. Dr. Loveless thanked Kathy Herrington and Karri Mulhern for their involvement in obtaining this grant.

Mr. Artman made a motion that the Board approve the Substance Abuse Intervention Technician, Advanced Skill Set and the Substance Abuse Intervention Specialist, AAS as presented. Ms. Thomas seconded the motion. Motion carried.

## **6. Rules Committee Requests**

### **NC-4004 Standards of Academic Progress Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that they are redoing this rule to separate out the procedure from the rule and will be better able to comply with state code in monitoring academic progress.

Ms. Thomas made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-4004 Standards of Academic Progress Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

### **NC-2015 Faculty Evaluation and Promotion Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that faculty are regularly evaluated, and this rule helps in guiding that process.

Ms. Thomas made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-2015 Faculty Evaluation and Promotion Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

### **NC-4000 Cancellation of College Classes Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule designates that the President or designee can cancel classes in the event that a satisfactory learning environment cannot be maintained such as inclement weather.

Mr. Kefauver made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-4000 Cancellation of College Classes Rule as presented. Mr. Artman seconded the motion. Motion carried.

**NC-2017 Faculty Professional Development Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule defines the professional development process for faculty.

Ms. Thomas made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-2017 Faculty Professional Development Rule as presented. Mr. Artman seconded the motion. Motion carried.

**NC-4008 Assessment Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule is to outline the assessment process at WVNCC and to make sure we are consistent with academic and co-curricular assessment.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-4008 Assessment Rule as presented. Mr. Barnabei seconded the motion. Motion carried.

**NC-5001 Credit Cards for Students Rule -- 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Mr. Sayre stated that this rule was updated to comply with state code and the HEPC regarding credit card companies on campus.

Mr. Barnabei made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> Reading of the NC-5001 Credit Cards for Students Rule as presented. Ms. Dobkin seconded the motion. Motion carried.

**NC-4018 Awarding of Student Tuition and Fee Waivers Rule –Approval to Proceed**

Ms. Kappel stated that the Rules Committee is asking for approval to proceed with writing the rule for this. All other two-year schools in West Virginia currently have a rule on this.

Mr. Artman made a motion that the Board grant approval for the College to proceed with writing a rule for NC-4018 Awarding of Student Tuition and Fee Waivers Rule. Ms. Reager seconded the motion. Motion carried.

**7. 2021-2025 (Interim Strategic Plan)**

Dr. Mosser stated that the final draft of the interim Strategic Plan is in the Board packet. Due to COVID, we are unable to get the community together to provide input as we had planned. Therefore, this is an interim plan. The Continuous Improvement Council recently voted to call this “Celebrating Our Past; Preparing for Your Future”.

Mr. Artman made a motion that the Board approve the 2021-2025 (Interim) Strategic Plan as presented. Ms. Dobkin seconded the motion. Motion carried.

**8. Old Business**

There was no old business.

**9. New Business**

There was no new business

**10. Adjournment**

The meeting adjourned at 12:24 p.m.

Minutes respectfully submitted by,

Minutes approved by,

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Stephanie Kappel  
Executive Assistant to the President

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Larry Lemon  
Board of Governors Secretary