

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, August 27, 2020 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, August 27, 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 5:03 p.m.

2. Roll Call

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

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; 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 Development; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

Mr. Artman stated that there was no Board Chair report.

4. Nominating Committee – Election of Officers 2020-2021

Mr. Altmeyer asked if there were any nominations from the floor before proceeding with the proposed slate of officers. There were none.

The proposed 2020-2021 slate of officers is as follows:

- Chair: David Artman
- Vice-Chair: Shelly Thomas
- Secretary: Larry Lemon

Mr. Altmeyer made a motion to approve the 2020-2021 slate of officers as presented. Mr. Barnabei seconded the motion. Motion carried.

5. Approval of Minutes (May 21, 2020)

Mr. Artman made a motion that the Board approved the Minutes from the meeting on May 21, 2020 as presented. Mr. Altmeyer seconded the motion. Motion carried.

6. President's Report

College Updates

Dr. Mosser welcomed Ron Scott, Jr. to the Board of Governors. In addition, he welcomed Phil Klein as Vice President of Economic and Workforce Development and Robert "Bob" Brak s Director of Human Resources Development to the College.

Parking lot work continues on the Wheeling campus. The Ohio County Development Authority completed work on the ATC lot over the summer. While doing so, there were fourteen tanks found underneath the lot. AlignHR recently completed the HR Audit. At the September Board meeting, they will present on their policy/rules review and at the October meeting, they will present on their class and comp review. Dr. Loveless, Karri Mulhern and Kathy Herrington recently submitted a grant application for a federal grant to help with opioid recovery. We are happy to report that we were awarded the \$1.5 million grant that will run for three years. Work on a new CDL program continues. CDL land/range site visits are being looked at in New Martinsville and Weirton.

Coronavirus Update

Dr. Mosser stated that as we went into remote work in March for what was supposed to be a 2-4 week quarantine, it turned into 14 weeks. Staff returned to campus in July, faculty in early August and students on August 24th. The COVID Task Force meets weekly to address the situation. When we first noticed that enrollment seemed to be down, Dr. Mosser tasked several individuals to lead expanded recruitment efforts to focus on marketing, retention, conversion and early entrance students. For example, we conducted a first time ever drive thru registration event on all three campuses that enrolled about 140 students.

Commencement Update

Since this was postponed in May, we are looking at possibly doing something at Wheeling Island Stadium or the Oglebay Amphitheatre in late September/October. As soon as we get a confirmed date, we will send it to the Board.

Dr. Mosser reminded the Board if they haven't done so already to please send in their bio and picture for the website. Also, Ms. Kappel will host a demo after the meeting this evening for the new BoardEffect, the new Board portal to host Board meeting material. Eventually, we hope to get away from hard copy packets and have everything in the portal.

Action Items

7. Approval for Purchase Over \$100k.....VP of Administrative Services/CFO

Mr. Sayre referenced a list of about eight projects provided in the Board packet of items that are over \$100k with a 10% variance allowance. He is asking that the Board review these items and grant approval to proceed. Mr. Altmeyer asked about the costs for the ATC lot and the OCDA is absorbing those costs. There was discussion about the parking lot projects and costs. Mr. Artman asked about the B & O 1st floor remodel and if it would provide a friendlier student atmosphere and that is the plan. Mr. Altmeyer asked about the HVAC project as we seem to be paying a lot of money in recent years on repairs. Mr. Sayre stated that the WV HEPC will oversee this project. He will share project details once the scope is better defined. Ms. Thomas asked if the HVAC project changes within 10% variance will it be brought back to the Board and Mr. Sayre stated yes. Mr. Barnabei asked about the Historic Building Preservation Society impact on B & O work. Mr. Sayre stated that they impact any work on the B & O, especially on the building exterior.

Ms. Thomas made a motion that the Board approve the list of expenditures for projects over \$100k with an exception to the document presented – the parking lot renovation amount was increased to \$1.4 million. Mr. Altmeyer seconded the motion. Motion carried.

Administrative Reports

8. Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packet. There was a \$1.8 million of reserves transferred to annual capital projects.

Administrative Services Update

Mr. Sayre stated that there is a new bookstore vendor and he anticipates a smooth transition. The college experienced a burglary in the Facilities building. There were tools and two vehicles stolen. One of the vehicles was recovered. Police and our insurance companies were notified. There are several projects during the coming year that involve facility improvements. Mr. Lemon asked if security cameras had been reviewed for the burglary and Mr. Sayre stated that it was noted that the maintenance building was not as secure as it should have been and that has been addressed. Ms. Reager asked if there were cameras in that building and Mr. Sayre stated that there was not enough detail in the video to determine anything.

Vice President for Student Services

Enrollment Report

Ms. Fike updated the Board on the enrollment to date. The comparison report trails last year's calendar by two weeks. Mr. Barnabei was complimentary of the recent television commercials. Ms. Thomas asked about the WV Invests students and breakdown. Ms. Fike stated that many students do not use it since it is last dollar in. Ms. Fike added that the state reports on WV Invests in October. Dr. Mosser stated that enrollment is tricky right now given the impact of Covid-19. In a recent conference call of WV college presidents, most reported small declines and a few reported double-digit declines.

Director of Marketing & Public Relations

Annual Marketing Update

Mr. Barnhardt presented the updated marketing plan which runs through 2021. The original plan was created in 2018. He highlighted some of the recent media projects which included the WVNCC App, survey of current students on how they consume media, an added Snapchat account, and an increased marketing outreach for continuing and community education to name a few. With Covid-19, they pivoted our marketing strategy. They are working on window displays for the ATC building and a virtual college tour.

Vice President for Planning, Institutional Effectiveness and Research

Environmental Scanning & Strategic Plan Updates

Dr. Sharma provided an overview of the environmental scan trend statements provided in the Board packet. With Covid-19, we have changed the way we are doing the strategic plan since we are unable to get all community members together as planned. When the draft plan is completed, it will be brought to the Board for approval.

Employee Satisfaction Survey Results

Dr. Sharma summarized the recent employee satisfaction survey. She is currently developing a strategy to address items rated lower than 25%. Mr. Artman noted that he is pleased to see the large increases in two particular items: "the President provides effective leadership" and "the Board of Governors is invested in the well-being of the College."

Provost

Academic Affairs Update

Dr. Loveless expanded on the earlier announcement regarding the \$1.5 million grant for opioid recovery. There is an academic component and training for addiction and counseling. Students also receive support in terms of stipends.

9. Old Business

There was no old business.

10. New Business

There was no new business

11. Executive Session

Mr. Artman made a motion that the Board enter into executive session at 6:22 pm to discuss personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:38 pm. Ms. Reager seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed a personnel matter.

12. Adjournment

The meeting adjourned at 6:42 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary