

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 28, 2019 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 28, 2019 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:02 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Tad Greene (by phone); Larry Lemon; Shelly Thomas; Melanie Baker; and Octashia Cooper. Excused: Richard Barnabei; Bob Contraguerro, Jr.; and Chris Kefauver.

Guests included: J. Michael Koon, Interim President; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Janet Fike, Vice President of Student Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Larry Tackett, Vice President of Economic Workforce & Development; Sara Wood, Director of Student Activities; Tye Forster, Student; and Vicki Parr, Student.

3. Approval of Minutes (February 28, 2019)

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of February 28, 2019 as presented. Ms. Baker seconded the motion. Motion carried.

4. Board Chair Report

Mr. Altmeyer stated that he did not have a Board Chair Report.

5. Executive Session

Ms. Thomas made a motion the Board enter into executive session at 5:05 pm to discuss the presidential search. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 5:47 pm. Ms. Baker seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed the presidential search.

6. Student Presentation

Ms. Woods, Ms. Cooper, Mr. Forster, and Ms. Parr presented on behalf of Student Activities. They overviewed the Student Government structure and responsibilities as well as the SGA Executive Board. Mr. Forster, Ms. Parr, and Ms. Cooper explained their roles within SGA and what they have enjoyed the most in their campus experiences and roles within Student Activities. There are several co-curricular organizations and several student clubs that offer multiple opportunities for students to be involved. Student activities goals include providing students with leadership development opportunities through co-curricular programming; fostering an appreciation of culture, diversity, and differences at WVNCC and beyond; and encouraging active citizenship and a culture of service. Student Activities has sponsored several community service events to benefit the Winter Freeze Shelter, the Greater Wheeling Soup Kitchen, and the New Martinsville Campus Food Pantry to name a few.

They are also participating in wellness and recreational programming. Ms. Wood distributed Student Activities calendars and invited the Board of Governors to attend any of the activities. Ms. Wood also thanked the faculty for encouraging their students to attend various student events. The Board commended Ms. Wood and the students for the presentation, their involvement with student government, and the breadth of student activities.

7. President's Report

College Updates

Mr. Koon stated that SB 1 passed. This is the WV Invests grant also being advertised as the free community college bill. This is a last dollar in grant to help students pay tuition and fees for programs approved by the Department of Commerce. The student would need to complete their FASFA and exhaust all other aid then this grant would kick in. To be eligible, the student must be a WV resident, a high school graduate, could not have earned a Bachelor or Associate's degree previously, drug test each semester and complete eight hours of community service. More details are being worked out and once they are known, we will make them available.

The Campus Carry bill did not pass. Overall, Mr. Koon stated that higher education fared rather well this legislative session.

Regarding the Blue Ribbon Commission, the one item that passed out of it is that it did eliminate the compact moving forward. The state will now come up with goals.

WVNCC received a Silver Paragon Award from the National Council for Marketing and Public Relations. The award was for a poster created by Rita Lyons in the Marketing and Public Relations office. This is a peer review award with over 1900 submissions in 55 categories. This is the fourth award that Northern has received.

Save the Date – Commencement, May 10th at 7:00 pm

Mr. Koon invited the Board to attend and to help confer degrees at Commencement. If you plan on attending, please let Ms. Kappel know by Friday, May 3rd.

HLC Update

The IAC Hearing on March 19th went very well. We still won't have a final decision until the June HLC Board meeting.

8. Administrative Reports

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packets. He stated that all balances in WVNCC funds, state appropriations, and grants in total are in reasonable expected ranges.

Administrative Services Update

Mr. Sayre referenced the capital spending update as provided in the Board packet. There is approximately \$270k left to complete in capital projects for FY 2019. Two items to note are increased costs for two projects in the B & O Auditorium. The estimated cost of completion came back for approximately \$140k. Mr. Sayre solicited the college community for ideas on the B & O Auditorium as this is a widely used community room.

FY 2020 Tuition & Fees

Mr. Sayre presented the proposed tuition increase of 3.5% which equals a \$5 per hour in-state increase. Also, in the Board packet, there are special fees, per semester program fees, and a non-program course fee. After the fees were distributed in the packet, it was decided that the two non-program course fees would be removed before asking for approval. For this year, there was an adjustment in three programs as the previous number of terms to complete the programs were incorrect. Mr. Lemon expressed concern that it is two years in a row of a tuition increase. In order to break even, Mr. Koon stated that the 3.5% was needed. Mr. Altmeyer added that he thinks it would be irresponsible of the Board to not have an increase at the rate of inflation. Ms. Cooper and Mr. Forster were asked as student representatives if they found the 3.5% tuition increase acceptable and they did not have any concern and were fine with the increase. It is only \$5 per credit hour for in-state tuition which is the majority of our students.

Mr. Artman made a motion to approve and accept the Tuition and Fees as presented with the exception of the removal of the two non-program course fees to the Board. Mr. Altmeyer seconded the motion. Motion carried.

Preliminary FY 2020 Budget Discussion

Mr. Koon stated that the FY 2020 budget will come up for action next month. He overviewed the parameters on the budget and that we are still waiting on more definitive information from the state but will have by next month.

Information Technology Master Plan

Mr. Sayre distributed an IT Master Plan as an informational item to the Board. Mr. Corbin has been very helpful in resolving some of the connectivity issues that were there in the past. There is now a single vendor for all three campuses.

9. Old Business

Mr. Altmeyer will send his edits on the Board of Governors Bylaw's to Mr. Koon and Ms. Kappel.

10. New Business

There was no new business.

11. Adjournment

The meeting adjourned at 6:47 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Larry Lemon
Board of Governors Secretary