

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 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, April 28, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:02 p.m.

2. Roll Call

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

Guests included: Dr. Vicki Riley, President; Robert DeFrancis, Dean of Community Relations; Peggy Carmichael, Chief Human Resources Officer; Dr. Carry DeAtley, Vice President of Academic Affairs; and Dr. David Shahan, Vice President of Economic Workforce and Development. Others: April Schrupp, Senior Accountant; Ms. Linda Shelek, Program Director for Nursing.

3. Approval of Minutes (March 24, 2016)

Mr. Greer made a motion the Board approve the minutes of the meeting of March 24, 2016 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

Tuition, Fees, and Draft Budget

Dr. Riley overviewed the draft FY 2017 Budget. At this time, there are no additional changes to the budget, tuition and fees from the last Board of Governors meeting. In addition, there has not been any additional information shared from the state in terms of a timeframe on when a budget would be decided and what it would mean.

Earlier today at the West Virginia Council of Community College and Technical College Education meeting, Dr. Riley and others from other community colleges in the state were told to prepare for worst case scenario in terms of budget just in case. WV Code states that we must have budget, tuition and fees in by a certain date. Ms. Schrupp added that the expenditure schedule is usually due by May 1st but that they have been told to be prepared, once budget is known, to have it completed in two days.

Dr. Riley mentioned that as we are registering students at this time for the fall semester that we are unable to currently bill due to budget uncertainty. As mentioned previously, the WV Council needs to approve any tuition increases over 5%. A 4.9% tuition increase, as approved last month, allows us to remain regionally competitive.

Dr. Riley asked the Board if they had any questions since the last meeting regarding these items and there were no questions.

May Meeting

Since we are unable to finalized tuition, fees, and budget at this time. We will need to plan for a May meeting once state budget and appropriations are finalized.

Mr. Greer made a motion the Board of Governors has a May meeting to discuss the two budget items once budget is finalized. Mr. Stoffel seconded the motion. Motion carried.

Dr. Cummings stated that the Board can decide later on whether or not to try to have the May meeting by phone or in person. Once more information is known, the details will be worked out.

Facilities Update

Dr. Riley stated that Mr. Rich Donovan and the Wesco project committee are reviewing architect expression of interests. They hope to have that process complete by May.

Also, Mr. Donovan has been in touch with Greg Stewart regarding the sink hole in the ATC parking lot. Discussions are continuing. Mr. Altmeyer volunteered to write a letter after reviewing the contract language. He would speak with Mr. Donovan before proceeding.

Nominating Committee

Under WV Code, this is the last year that Dr. Cummings may serve as chair. After some discussion, Dr. Cummings, Mr. Stoffel and Mr. Altmeyer will serve on a Nominating Committee and present a slate of officers at the August Board of Governors meeting.

Chief Financial Officer/Vice President of Administrative Services Search Process

Dr. Riley announced that a new CFO starts on Monday. His name is Jeff Sayre. He previously worked in a variety of capacities at Mountaineer Gaming including Director of Finance and Director of Human Resources and Compliance. We look forward to him joining us at WVNCC.

Other

Dr. Riley referenced her highlights of activities and community outreach events that can be found in the Board packet. WVNCC also received wonderful coverage earlier this week for hosting the Wheeling Mayoral Candidate Forum and the Ohio County Board of Education candidate public forum. The events were very well attended and provided an excellent presence in the community.

In addition, Dr. Riley stated that WVNCC is looking at several new short term trainings and education. One of the trainings being explored is with the Pittsburgh Institute of Aeronautics to offer CDL licensing. In July, a chemical operator accelerated program will start on the New Martinsville campus. It will be five days a week for 8 – 9 hours a day. There will also be a short term welding program starting in May and another one that will begin in July.

Ms. DeGarmo asked where the CDL program would be located as JDR offers it as well. Dr. Shahan stated that it was in Weirton but would look into it. If we get enough students, they could also come to Wheeling.

Dr. Riley also took a moment to recognize outgoing Student Board of Governors member, Nina Elder with a resolution. Also, there was a resolution for Larry Edgell who recently resigned his position on the Board of Governors.

6. Administrative Report

Program Accreditation Updates

Dr. DeAtley stated that they recently had two accreditation visits. The nursing board visit has asked WVNCC to look at a few items including curriculum and how it relates to the licensure passing rate. One of the outcomes of the visit is that for a year, there will be a reduction in the nursing program cohorts. The reductions are as follows: the Weirton cohort will be reduced to 15 students; the New Martinsville cohort will be reduced to 0 students; and the Wheeling cohort will be reduced to 35 students. Ms. Shelek stated that the review is conducted every eight years. Two of the specific items cited by the Nursing Board included salary issues and information technology accessibility issues. There is also a new curriculum and some students like it while others do not. Ms. Shelek stated that she will need to provide reports and go before the Nursing Board every three months during the next year. Ms. Shelek added that there were administrative items such as budget access also cited by the Nursing Board.

Ms. Baker asked why the New Martinsville cohort was being limited to zero and Ms. Shelek explained that they only had seven students in cohort so to keep faculty down there for a minimal amount of students did not make much sense. There was also information technology issues noted. The New Martinsville students will come up to the Wheeling campus. The clinical rotation has also been moved to Reynolds Memorial.

Dr. Cummings asked what the biggest issue was and Ms. Shelek stated that it was the faculty hiring and salary rates. She stated that WVNCC nursing faculty is the lowest paid in the state. Dr. Cummings asked for clarification if salary issue is based on state of West Virginia pay or on WVNCC pay. Ms. Shelek stated that the administration has worked on a market stipend but the Nursing Board saw this as an inconsistency that could be taken away at any time.

At this time, WVNCC needs three full time nursing positions to operate program. These positions have been advertised for a fall start date. The nursing board does not want the current faculty teaching overloads. Dr. Riley has increased total compensation for nursing faculty based on a new market rate. There is also a faculty salary scale for consistency purposes. Dr. Cummings asked if there was anything we could do to help save this program. Dr. Riley stated that we do not generally make enough in an academic program to cover the costs of the faculty salaries.

Dr. Riley emphasized the need to get the retention and licensure passage rate up and stabilize nursing faculty staffing. Ms. Carmichael added that you will not find another community college in the state with the nursing faculty getting paid what they can get paid for working in the hospitals. Ms. Shelek stated that Pierpont and Eastern were higher paid than us, given their geographic location, but that WVU-P, Bridge Valley, and Southern were relatively close to us. Ms. Shelek also stated that some of these schools were bringing in the faculty at different levels. Dr. Cummings asked if there was a different way to hire. Mr. Stoffel stated that he is working on a new policy committee to be considered for starting salaries.

Ms. Shelek stated that it is a brand new nursing board but that they will look at our program again in a year.

Dr. Riley and Dr. DeAtley will work with the nursing program faculty to rectify this situation. Mr. Altmeyer stated that he feels the nursing program needs to get the facts together regarding the reasons and the resolutions that they are proposing. Dr. Cummings added that this most likely comes down to two items: information technology and salary issues. He requested that at the next Board meeting that a written report be provided with detailed information on what issues are and how we are addressing them. Mr. Altmeyer thanked the Ms. Shelek for her time.

Dr. DeAtley was pleased to report that the Culinary Arts program recently received an A+ for their recent visit and are in total compliance. They will receive an official report in July.

Summer Enrollment

With Ms. Fike out sick, Dr. Riley overviewed the summer enrollment as of today. We hope to bring increase registrations over the next few weeks.

Commencement Update

Mr. DeFrancis stated that Commencement will be held on Saturday, May 7th at 11 am at WesBanco Arena. Dr. Cummings will deliver the invocation and he will also confer degrees. The Commencement Speaker is David Artman, CEO of Weirton Medical and a WVNCC Respiratory Therapy graduate. He will also receive the Distinguished Alumni award. Shannon Murphy is the class valedictorian. Mr. DeFrancis asked if anyone from the Board is attending Commencement, please let us know this week.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Mr. Altmeyer made a motion the Board enter into executive session at 6:08 pm to discuss the President's Annual Evaluation. Mr. Greer seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board come out of Executive Session at 7:01 pm. Mr. Stoffel seconded the motion.

There was no action taken in executive session.

10. Adjournment

The meeting adjourned at 7:02 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary