

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 24, 2024 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 24th in Room 254 on the Weirton campus and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 5:01 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Christine Mitchell; Chris Kefauver; and Hilary Curto Wilson.
Excused: Dave Artman and Ron Scott, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Angela Hawk, Vice President of Learning; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Jeff Sayre, CFO/Vice President of Administrative Services; Rana Spurlock, Director of Institutional Advancement; David Barnhardt, Director of Communications and Student Recruitment; Karri Mulhern, Executive Director of Career Development; and Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research.

3. Board Chair Report

Ms. Carenbauer stated that she attended the State of Marshall County Breakfast with Dr. Mosser.

4. Student Engagement Presentation

Ms. Blaha, the Director of Student Engagement, presented on student activities. She detailed the structure of Student Government Association (SGA) and its Executive Board. Student representatives (Makala Dinch-Trevena and Lillian Ratliff) spoke about their experiences and how much they enjoy their time at Northern. Ms. Blaha spoke about the Northern Inclusive Leadership Institute which was created to help students build confidence in communication skills. She also highlighted the student activities for the year.

5. Approval of Minutes (September 26, 2024)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on September 26, 2024 as presented. Mr. Lemon seconded the motion. Motion carried.

6. President's Report

Dr. Mosser introduced new employees since the last Board meeting.

As part of the Strategic Planning process underway, the draft Strategic Plan will be submitted to the Board in early spring.

We recently partnered with Form Energy for an application for a US Department of Labor grant. This would help us modernize the Advanced Manufacturing Pathways. MPLX delivered and installed two large commercial natural gas compressors at the ITC Building for our new Compressor Mechanic, AAS degree program.

Dr. Mosser provided an update on the B & O Building repairs.

The Yuletide dinner will be on December 4th at 5:30 pm. The next Board of Governors meeting is January 23rd at 5 pm in the Board Room.

7. Action Items

Independent Auditor's Report (CliftonLarsonAllen, LLP)

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2024 and 2023 as prepared by CliftonLarsonAllen, LLP. Jared Clark from CLA reviewed the report with the Board. Regarding financial reporting, compliance and other matters, there were no material weaknesses, no significant deficiencies, or any other matters noted.

Mr. Lemon made a motion the Board approve and accept the auditor's report and financial statements as presented to the Board. Ms. Hofreuter seconded the motion. Motion carried.

8. Administrative Reports

CFO/Vice President for Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Vice President of Student Care and Success

Census Enrollment

Ms. Fike reported that there was a 16% increase in credit enrollment compared to last fall.

Executive Director, Career Development

Economic and Workforce Development Annual Report

Ms. Mulhern presented on recent activities of the Economic and Workforce Development area. She highlighted their areas of responsibility and introduced her team. We continue to increase our variety of course in continuing education. Compared to this time last year, non-credit headcount is up 15% and FTE is up 25%.

Director, of Institutional Advancement

Foundation Annual Report

Ms. Spurlock presented on the Foundation and its structure. They lend the institution support in terms of emergency assistance, scholarships, institutional projects, and faculty/staff mini grants. In the last year, they have hosted a scholarship breakfast and a golf outing at Oglebay. In addition, they have secured \$90k for the Project Best Executive Conference Center. They are planning an alumni event and a fundraising dinner on October 26th.

8. Old Business

There was no old business.

9. New Business

There was no new business.

11. Adjournment

The meeting adjourned at 6:34 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Executive Assistant to the President

Minutes approved by,

Larry Lemon
Board of Governors Secretary