

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, April 27, 2023 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 27<sup>th</sup> in Room 126 of the B & O Building, 1704 Market Street, Wheeling, WV and via Zoom.

**1. Call to Order**

Mr. Artman called the meeting to order at 4:59 pm.

**2. Roll Call**

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

Guests included: Dr. Dan Mosser, President; David Barnhardt, Director of Communications and Student Recruitment; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; Rana Spurlock, Director of Institutional Advancement; and Curt Hippensteel, Applied Technology Division Chair.

**3. Board Chair Report**

There was no Board Chair report.

**4. Approval of Minutes (March 23, 2023)**

Ms. Carenbauer made a motion that the Board approve the Minutes from the meeting on March 23, 2023 as presented. Mr. Lemon seconded the motion. Motion carried.

**5. President's Report**

Dr. Mosser provided an update on the Vice President of Learning vacancy. There were three candidates on campus in April and there will be two more candidates to campus in early May.

There have been many events happening on campus. We hosted an Open House in April; a Spring District Consortium meeting; the annual Employee Appreciation and Recognition Luncheon; Wheeling Hospital leadership; and West Virginia DHHR staff.

In late March, we toured the new Aquaponics lab at Brooke High School and the MPLX Majorsville Plant. In addition, we are working with several local school districts on the statewide Grow Your Own teacher education program.

If you plan on attending Commencement, please let Ms. Kappel know. Also, save the date for the annual June Board of Governors retreat on June 22<sup>nd</sup>.

**6. Budget**

Mr. Sayre presented the FY 24 Operating and Capital Budget Plans which includes the previously approved 3% tuition increase. The budget request includes a 4% increase in wages for employees. The College has identified about a dozen or so employees whose 4% increase will not completely cover their insurance increase. In this circumstance, the College will grant an additional increase to cover the cost. President's Cabinet and the Continuous

Improvement Council (CIC) reviewed the Budget Committee approved items. In doing so, it was determined that it would be best to approve the computer replacement and IT infrastructure improvements capital requests then spend the next year working out a revised capital request process.

Ms. Carenbauer made a motion that the Board approve the budget and the two projects out of the Capital budget as presented. Ms. Hofreuter seconded the motion. Motion carried.

## **7. MLT Construction Proposal**

Ms. Hofreuter made a motion the Board approve the use of up to \$100k of reserve funds for the construction portion of the MLT laboratory project. Mr. Artman seconded the motion. Motion carried.

## **8. Nepotism Rule 1<sup>st</sup> and 2<sup>nd</sup> Reading**

Mr. Brak highlighted the purpose of this rule.

Mr. McGlaughlin made a motion the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of NC-2032 Nepotism Rule as presented. Ms. Hofreuter seconded the motion. Motion carried.

## **9. Substance Abuse Intervention Technician, CAS**

Dr. Mosser presented the CAS for this program. The CAS is replacing the skillset.

Ms. Carenbauer made a motion the Board approve the Substance Abuse, CAS as presented. Mr. Artman seconded the motion. Motion carried.

## **10. Administrative Reports**

### **CFO/Vice President of Administrative Services**

#### Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. Currently, we are behind on spending but will catch up. The West Virginia Legislature has approved funding for deferred maintenance. There will be an application process that will run out of the Governor's office.

#### Administrative Services Update

Mr. Sayre also highlighted the administrative services report in the Board packet. He stated that they vendor and the historical architect are working out the damage that was done during the cleaning of the B & O Cartouches.

## **11. Old Business**

There was no old business.

**12. New Business**

There was no new business.

**13. Adjournment**

The meeting adjourned at 5:48 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