

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, February 23, 2023 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, February 23rd in the Board Room at the B & O Building, 1704 Market Street and via Zoom.

1. Call to Order

Mr. Artman called the meeting to order at 5:02 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Shelly Carenbauer; Christine Mitchell; Larry Lemon; Chris Kefauver; Hilary Curto Wilson; and Jeanette Ziegler. Excused: Liz Hofreuter 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; Dr. Phil Klein, Vice President of Economic and Workforce Development; Tricia Marker, Director of Facilities & Project Management; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

Mr. Artman stated that he would give his report during Executive Session.

4. Staff Presentation

Ms. Wilson and Ms. Marker reported how the work of staff supports the mission, vision, and goals in the College's Strategic Plan. Human Capital – staff help to identify needs for new positions, recruit employees on social media posts, volunteer for hiring committees, as well as the staff salary committee. Technology – use Sutable and CircleIn. Workforce & Economic Development – staff have had ideas for new programs and some have taught continuing education classes. Diversity – nine staff serve on the Diversity, Equity & Inclusion Committee and help with student activities that involve diversity.

They reported that a possible challenge for staff is the future of PEIA. Its significant shortfalls could have significant effects on premiums and deductibles.

5. Approval of Minutes (January 26, 2023)

Ms. Carenbauer made a motion that the Board approve the Minutes from the meeting on January 26, 2023 as presented. Mr. Kefauver seconded the motion. Motion carried.

6. Introduction of New Employees

The following new employees were introduced: Kim Delvecchio, Purchasing Agent; Russell Brown, Graphic Designer.

7. President's Report

Dr. Mosser reported that Governor Justice recently appointed Dennis J. McLaughlin as a new member to the Board of Governors and he may be onboard in time for the March meeting.

The College hosted two nursing simulation ribbon cuttings this week on the Wheeling and New Martinsville Campuses. Both received great community and college community attendance. The ribbon cutting on the Weirton Campus takes place on February 28th.

Dr. Klein and his team recently received a grant in the amount of \$38K for a drone program and \$56K for a dyslexia program in partnership with Wheeling Country Day School.

The Campus Carry bill will likely pass as it's waiting to be signed by the Governor. Two other pieces of legislation to watch include Bluefield seeking permission to offer associate degrees and the state may begin paying for dual enrollment for high school students.

The College has received 53 applicants for the VPAA position and has assembled a 12-member search committee that will meet soon to review applications.

Community partners joined WVNCC employees at the last Rural Guided Pathways meeting and the next session will be online and will enable more to attend. At the end of January, the College held a special All College Day focused on the Rural Guided Pathways initiative.

8. Action Item – NC-2006 Employee Leave Rule

Mr. Brak presented an Employee Leave Rule for first and second reading. This combines annual, sick, sabbatical, funeral, jury duty, etc. into one rule. Mr. Altmeyer made a motion to approve the first and second reading. Ms. Carenbauer seconded the motion. Motion carried.

9. Administrative Reports

CFO/Vice President of Administrative Services

Financial Update

Mr. Sayre noted that the fund tracking document was not provided in the Board packet. He reported that the funds are just under \$8.6M; grant funds are strong and state appropriations are being spent in a timely manner.

Administrative Services Update

The College is recruiting a CIO and asked that all Board members feel free to pass the information along to anyone they know who might be qualified.

Draft Tuition and Fees

Mr. Sayre presented tuition increase comparisons in the board packet. Discussion about tuition will take place at the next meeting.

10. Old Business

There was no old business.

11. New Business

There was no new business.

12. Executive Session

Mr. Artman made a motion that the Board enter executive session at 5:42 pm to discuss personnel. Mr. Altmeyer seconded the motion. Motion carried. Dr. Sharma was invited to stay as a guest during executive session.

Ms. Carenbauer made a motion that the Board come out of Executive Session at 6:53 pm. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the presidential evaluation was discussed.

13. Adjournment

The meeting adjourned at 6:55 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Rana Spurlock
Director of Institutional Advancement

Larry Lemon
Board of Governors Secretary