

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, January 25, 2024 – 5:00 p.m. – Wheeling Campus

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 25th in the Board Room at the B & O Building, 1704 Market Street and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 5:00 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Christine Mitchell; Chris Kefauver; Hilary Curto Wilson and Tyler Mitchell. Excused: 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; 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 Dr. Debra Tervalá, Vice President of Learning.

3. Board Chair Report

Ms. Carenbauer reported that she recently attended several community events with Northern employees.

4. Approval of Minutes (October 26, 2023)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on October 26, 2023 as presented. Ms. Hofreuter seconded the motion. Motion carried.

5. President's Report

Dr. Mosser highlighted several current events. We participated in the WVU Medicine's Aspiring Nurses Scholarship ceremonies at Reynolds Hospital and Wetzel County Hospital last month. Seven Northern Nursing students received scholarships.

Recently, we received a \$40,000 gift from MPLX for the WVNCC Foundation. In recent grants, we have received funding for a mobile welding lab, APCO 911 dispatchers training, and an SME Manufacturing Technician grant.

Our three-year Rural Guided Pathways grant project is winding down. We are in the process of updating our pathways. We have an option to extend our participation in this program for another three years.

The College will have a new call center vendor starting in July.

Congratulations to faculty member, John Labriola, program director for HVAC-R program for recently receiving HVAC Excellence accreditation.

With some changes to the College Calendar, there was discussion and approval for moving the March Board of Governors meeting to Tuesday, March 26th at 5 pm on the New Martinsville campus.

Commencement is scheduled for Friday, May 10th.

6. NC-2010 Inclement Weather and Other Emergency Conditions Rule

Ms. Curto Wilson made a motion the Board approve the 1st and 2nd Reading of NC-2010 Inclement Weather and Other Emergency Conditions Rule as presented to the Board. Mr. Artman seconded the motion. Motion carried.

7. NC-5002 Debt Collection Rule

Mr. Kefauver made a motion the Board approve to rescind the NC-5002 Debt Collection Rule as presented to the Board. Ms. Hofreuter seconded the motion. Motion carried.

8. NC-5005 Tuition and Fees Rule

Ms. Curto Wilson made a motion that the Board approve the 1st and 2nd Reading of NC-5005 Tuition and Fees Rule as presented to the Board. Ms. Mitchell seconded the motion. Motion carried.

9. NC-5007 Payment Card Rule

Mr. Kefauver made a motion the Board approve to rescind the NC-5007 Payment Card Rule as presented to the Board. Ms. Hofreuter seconded the motion. Motion carried.

10. Administrative Reports

CFO/Vice President for Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. There will be a preview of the draft budget for our next fiscal year (FY25) at the February meeting.

Vice President of Student Care and Success

Enrollment Update

Ms. Fike went over the enrollment report that was distributed. Enrollment is up in both measures - headcount and FTE.

Vice President for Economic Workforce and Development

Enrollment Update

Dr. Klein presented the year-to-date Economic and Workforce Development enrollment which continues to show strong positive growth.

11. Old Business

There was no old business.

12. New Business

There was discussion of a new multi-purpose Executive Conference Room on the 3rd floor of the B&O Building. This room would serve three purposes: 1) as the regular meeting location for the Board, 2) as an upscale room for corporate training, and 3) as the space for in-house employee professional development. The Foundation has had some discussions with corporate sponsors and will be pursuing fundraising opportunities. Mr. Sayre stated that he would notify the Board before spending anything once we have final cost estimates.

13. Executive Session

Mr. McGlaughlin made a motion that the Board enter executive session at 5:58 pm to discuss real estate. Mr. Kefauver seconded the motion. Motion carried.

Mr. McGlaughlin made a motion that the Board come out of Executive Session at 6:26 pm. Mr. Artman seconded the motion. Motion carried.

While in Executive Session, Ms. Carenbauer stated that real estate was discussed.

14. Adjournment

The meeting adjourned at 6:26 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary