

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, March 24, 2022 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 24, 2022, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:05 pm.

**2. Roll Call**

Members in attendance in person and via Zoom video conference call were: David Artman; Shelly Carenbauer; Liz Hofreuter; Christine Mitchell; Ron Scott, Jr.; and Chris Kefauver. Excused: Jacob Altmeyer; Richard Barnabei; Larry Lemon; Hilary Curto; and Carissa Robinson.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Phil Klein, Vice President of Economic Workforce & Development; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement.

**3. Board Chair Report**

Mr. Artman thanked everyone for being here.

**4. Approval of Minutes (February 24, 2022)**

Mr. Artman made a motion that the Board approve the Minutes from the meeting on February 24, 2022 as presented. Ms. Carenbauer seconded the motion. Motion carried.

**5. President's Report**

Dr. Mosser welcomed several of the new employees since the last Board meeting. Moving forward, as new employees are hired, they will be introduced to the Board of Governors.

Coronavirus Update

There has been little change with COVID cases on campus since the last meeting. They are way down. We continue to encourage everyone to get vaccinated. Masks are required only in classrooms. Weekly testing is discontinued for the vaccinated students but still required of those unvaccinated.

College Updates

Dr. Mosser stated that the College received \$1M in grant funds from the WV Governor's Nursing Expansion Program. We are going to expand nursing labs on all three campuses and expand LPN and nursing enrollments.

During the 2022 Legislative Session, the Higher Education Funding Formula legislation did pass which will determine Northern's State appropriation in the coming years.

This week is Northern's Employee Appreciation Week. We have had daily fun themes and activities to celebrate the important role of our employees all week. Tomorrow is the Employee Recognition and Awards luncheon ceremony.

We continue working on our HLC preparations. The evidence document is due in November with a visit in December. We will review this draft document with the Board during the June retreat.

There was a ribbon cutting ceremony for the Northern History Display as part of the 50<sup>th</sup> Anniversary festivities. There will be a ribbon cutting for the B & O First Floor remodel in April. We continue with the video testimonials. Party in a Box continues for area businesses to participate in our 50<sup>th</sup> birthday party by posting on social media.

Several important dates to remember include 1) May 13<sup>th</sup> is Commencement; 2) May 14<sup>th</sup> is the 50<sup>th</sup> Anniversary Gala and 3) June 23<sup>rd</sup> is the Board's annual retreat.

## **8. Action Items**

### **Tuition and Fees**

Mr. Sayre presented several scenarios regarding a tuition increase ranging from 2% to 4%. Historically, we have used 2% for the last few years. A 4% revenue increase would cover a 5% increase in wages. Anything else we would need to find the difference elsewhere. Mr. Kefauver asked about 5% wage increase and if that was for the whole college. Mr. Sayre replied that it would be that way for the staff but faculty are handled slightly differently with merit and other factors at play. Ms. Carenbauer asked if we had considered not filling vacant positions as a strategy to cut costs. Mr. Sayre responded that we look at every position that is vacated to determine if it is necessary. Mr. Kefauver added that when there is an open position, we must prove that it is needed. He also stated that there are several open positions right now. Ms. Carenbauer asked if we could look at a 3% increase and how that would impact the overall budget. Mr. Sayre stated that in conversation with other schools around the state, they are raising tuition from 6-8%. There was more discussion on whether to raise it by 2 – 4%. Mr. Sayre also asked that the Board consider approving a student activity fee change from \$37.50 to \$37. It will be easier to manage a whole number administratively.

Ms. Carenbauer made a motion that the Board approve a 3% tuition increase and to change the Student Activity Fee to \$37. Mr. Artman seconded the motion. Motion carried.

## **9. Administrative Reports**

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

#### Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. We are in good shape.

#### Administrative Services Update

Mr. Sayre stated that in the Board packet was a summary of administrative services. We have been granted a no cost extension on CARE funds until June 30, 2022. B & O interior remodel is wrapping up. The external cleaning has started.

#### Draft FY23 Budget

Mr. Sayre presented a draft FY23 budget. He will bring the final version to the next meeting

for Board action.

### **10. Old Business**

There was no old business.

### **11 New Business**

There was no new business.

### **12. Executive Session**

Mr. Kefauver made a motion that the Board enter executive session at 6:00 pm to discuss personnel. Ms. Carenbauer seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 6:17 pm. Ms. Hofreuter seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session they discussed Dr. Mosser's salary and upcoming evaluation.

Ms. Carenbauer made a motion that the Board approve a 5% increase in wages for Dr. Mosser pending the budget approval of same amount for all employees. Ms. Hofreuter seconded the motion. Motion carried.

### **13. Adjournment**

The meeting adjourned at 6:21 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