

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, October 27, 2022 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 27<sup>th</sup> in Room 254 at the WVNCC Weirton Campus and via Zoom.

**1. Call to Order**

Mr. Artman called the meeting to order at 5:04 pm.

**2. Roll Call**

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

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement. Guests included Lisa Soly; Rachael Ferrise; Morgan Haught; Kira Kim; and Leah Hart.

**3. Board Chair Report**

Mr. Artman asked the Board to attend the Board Retreat on December 1<sup>st</sup> from 1 – 4 pm. There will also be a dinner on December 5<sup>th</sup> with the Board and the HLC Visiting Team in the Culinary Arts dining room.

**4. Student 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. Every seat on the Executive Board is full. Student representatives - Leah Hart, Morgan Haught, and Kira Kim - spoke about their experiences and how much they enjoy their time at Northern. Ms. Blaha spoke about the new Passport hub that helps with co-curricular assessment. She talked about the First Generation and Diversity, Equity and Inclusion initiatives implemented this year.

**5. Approval of Minutes (September 22, 2022)**

Mr. Artman made a motion that the Board approve the Minutes from the meeting on September 22, 2022 as presented. Ms. Zeigler seconded the motion. Motion carried.

**6. President's Report**

Dr. Mosser introduced new employees to the Board. We are down to the wire on submission of the HLC Assurance Document. It is due on November 7<sup>th</sup>. The HLC Visiting Team will be here on December 5<sup>th</sup> and 6<sup>th</sup>. We continue working with faculty and staff preparing for the visit.

**7. CliftonLarsonAllen, LLP – Independent Auditor's Report**

Board members received a copy of the WVNCC Report on Audit of Financial Statements for the years ended June 30, 2022 and 2021 as prepared by CliftonLarsonAllen, LLP. Aaron Crall and Jennifer Bolin from CLA reviewed the report with the Board. Regarding financial reporting, compliance and other matters, there were no material weaknesses, or any other

matters noted.

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

#### **8. NC-5000 Cash Management Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Mr. Sayre stated that this rule will outline the procedure for handling cash on campus.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-5000 Cash Management Rule as presented. Mr. Altmeyer seconded the motion. Motion carried.

#### **9. NC-4008 Bookstore and Textbook Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule needs to be revised to reflect updates in state policy.

Ms. Zeigler made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-4008 Bookstore and Textbook Rule as presented. Mr. Scott seconded the motion. Motion carried.

#### **10. NC-3004 Multi-Year Process for Curriculum Evaluation 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Loveless stated that this rule needs to be revised to reflect the West Virginia Community and Technical College Series 11.

Mr. Artman made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-3004 Multi-Year Process for Curriculum Evaluation Rule as presented. Ms. Zeigler seconded the motion. Motion carried.

#### **11. NC-1004 Interpersonal Violence Rule**

Ms. Fike stated that this rule needs to be revised to reflect current federal policies.

Mr. Kefauver made a motion that the Board approve the College to proceed with the revision of NC-1004 Interpersonal Violence Rule as presented. Ms. Curto Wilson seconded the motion. Motion carried.

#### **12. NC-3011 Institutional Review Board Rule 1<sup>st</sup> & 2<sup>nd</sup> Reading**

Dr. Sharma stated this is a new rule at the College and it is best practice to have in place.

Mr. Kefauver made a motion that the Board approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of the NC-3011 Institutional Review Board Rule as presented. Ms. Curto Wilson seconded the motion. Motion carried.

#### **13. Administrative Reports**

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

##### Financial Update

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

### Administrative Services Update

Mr. Sayre also highlighted the administrative services report in the Board packet. FY 23 Capital projects are underway. HVAC installation has been disrupted by a microchip supply issue. They will be bringing the Facilities Master Plan to the Board for review in the spring.

### **Vice President of Student Care and Success**

#### Student Services Annual Report and ACTion Center Update

Ms. Fike provided an overview of the Student Success Center. All of the Student Services functions are now under one umbrella. The ACTion (Advising, Career Counseling and Transfer) Center is introducing a new advising model. Special populations such as Veterans are also serviced through this area. Ms. Ferrise talked about how much more open the Service Center is after the remodels. All three campuses have had their Service Centers remodeled and updated. We are hosting Transfer Tuesday's. The recent job fair in Weirton was extremely successful. In the spring, there will be a Career and Transfer Fair. Ms. Dlesk stated that student financial aid for this year has been disbursed. We are showing an increase in FASFA's for 2023-24. We are conducting FASFA outreach initiatives with area high schools. There are twenty-four different majors covered by the WV Invests grant with the largest being Nursing.

### **Vice President of Economic and Workforce Development**

#### Economic & Workforce Development Annual Report

Dr. Klein presented on recent activities of the Economic and Workforce Development area. There has been a 50% increase in head count. Areas of emphasis include the Testing Center, Career Development (customized training and non-credit programs), personal enrichment and Veterans. The College had a successful Veterans compliance survey in early 2022. The visit required coordination between the Special Populations Counselor, Financial Aid, Student Records and the Business Office. There have been over 2,000 test takers this year. Currently, we have the largest Paramedic program in the state. We have received close to \$500k this year for training expenses and student internship salaries.

### **14. Old Business**

There was no old business.

### **15. New Business**

There was no new business.

### **16. Executive Session**

Mr. Lemon made a motion that the Board enter executive session at 6:52 pm to discuss real estate and personnel. Mr. Artman seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 7:15 pm. Mr. Lemon seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, personnel, real estate and the VPL position were discussed.

Mr. Lemon made a motion that the Board direct Dr. Mosser to work with Board member Jacob Altmeyer to complete the deed transfer of the Francis Building to ArtsLink. Mr. Scott seconded the motion. Motion carried.

## 17. Adjournment

The meeting adjourned at 7:17 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