

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, October 27, 2016 -- 5:00 p.m. -- B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, October 27, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:03 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; Christin Byrum; Dr. Darrell Cummings; Mary K. DeGarmo (phone); David Stoffel; and Rosemary Ketchum. Excused: Melanie Baker; Bob Conraguerro, Jr; and Jon Greer.

Guests included: Dr. Vicki Riley, President; Peggy Carmichael, Chief Human Resources Officer; Robert DeFrancis, Dean of Community Relations; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs; Larry Tackett, New Martinsville and Weirton Campus Dean. In addition, Mike Koon, Shannon Payton, Classified Staff President, Pat Stroud, Thomas Queen, Ida Williams, Lisa Soly (phone), and student, Tessa Woods.

3. Approval of Minutes (September 22, 2016)

Dr. Cummings made a motion the Board approve the minutes of the meeting of September 22, 2016 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. Classified Staff Presentation

Ms. Shannon Payton, Classified Staff Council President, presented on behalf of the WVNCC Classified Staff Council. She described who they are and what they do. There are 63 employees total. Last year, they were able to achieve all of the goals that they set out to complete. As a group, they participated in many community and college events. In preparing her presentation, she had asked classified staff for the top three things that they would like the Board to know. She stated that the following were the top main items: last year, they had a 28:1 student to staff ratio and now it is 28.87:1; their value as a staff to the College; and the staff pay scale. She stated that many feel that vacancies are not being filled and staff are being asked to step up with no compensation. She stated that their value as a staff to the College is a topic of morale. Since they did not get the step increase, she stated that they do not feel appreciated. The current pay scale is from 2001. There has also been an increase in insurance premiums at the state level.

For the first time, they were able to host a classified staff professional development day. They were able to do this on a budget of \$600 for 60 people. There is a new mental health initiative, No Stigma Attached. The Academic Support Center has received a grant from the Foundation so that students may self-assess. If needed, the student may meet with Kevin Serig who can refer to outside sources.

Mr. Altmeyer asked Ms. Payton what is expected from her when she comes back from a Board of Governors meeting. She stated that they want to see more involvement and teamwork. Ms. Payton and Ms. Baker met with Dr. Riley last week and shared all comments that they had received from Classified Staff. Dr. Cummings congratulated Ms. Payton and members of the Classified Staff on meeting all of their goals. He also asked if the classified

staff professional development day helped with morale. Ms. Payton stated that they conducted a survey and most liked what they did. She stated that not having the step increase really hurt this year and that is not going to go away. She also stated that if nothing is done with the employee satisfaction survey, it feels like that what they have to say doesn't matter. Dr. Cummings asked if they had more than one staff development day, if that would help increase morale. Ms. Payton stated that they gave Dr. Riley ways that things could be improved and ideas to increase revenue. Dr. Cummings followed up asking if those ideas were used. She stated that she thinks some of them were used and it was good. Ms. Stroud added that there are employees who feel that communication is not always good. Ms. Payton stated that she thinks there is room for growth on all sides. Ms. Payton was thanked for her presentation.

6. HLC Visit – November 14 & 15, 2016

Mr. Mike Koon, Mr. Larry Tackett, and Ms. Lisa Soly have been working hard on the upcoming HLC visit. Mr. Koon overviewed the HLC process and the purpose of their visit. He stated that WVNCC is accredited until 2022 and that this visit is part of the new format where they review mid-cycle. There will be a meeting of the HLC team and the Board of Governors on Monday, November 14th at 4:00 pm in the Board Room. Please let Ms. Kappel know if able to attend.

Dr. Riley also shared the results of the recent HLC Student Survey. As part of preparation of the visit, HLC administers the survey to the student body. This is a new process.

7. President's Report

Dr. Riley overviewed the highlights of the president's activities during October.

She stated that as part of regular communications, the Board will start receiving the Campus Communicator and the HR Newsletter that is sent to employees.

As part of the budget process for FY 18, Dr. Riley stated that Cabinet will be reviewing all grant positions, determining which positions are vital. This has been communicated to the College.

8. Administrative Reports

Chief Human Resources Officer

WV Human Resources Annual Report Card FY 2015 – Highlights

Ms. Carmichael overviewed the West Virginia Higher Education Human Resources Report Card for FY 2015. Highlights included full time faculty (professors) are paid – 70% of the SREB average. She stated that the SREB website only currently has 2013-2014 data. She will work with the central office to provide more up to date data. WV Council limits the number of tenured and tenure track faculty to no more than 20% so until we get below that (26.9% currently), we are unable to put anyone on tenure track. They are working hard to avoid layoffs. They are also working through employee relations issues before grievances. She stated that every year that something new is learned from this report. Moving forward, they plan to review the faculty salary scale model and set goals for the new Higher Ed Classified Staff Salary scale when it becomes effective.

Mr. Stoffel stated that he spent a lot of time reading the LOCEA document and it seems as though WVNCC is at or near the bottom in several categories including salaries. He asked

how can the budget be arranged to see if any adjustments can be made in a timely manner. He also added that WVNCC is one of the lowest in region and that the state on the SREB list is last. Mr. Altmeyer asked for clarification on SREB. Mr. Stoffel stated that if we had a budget to look at there could be more details discussed. He also asked with \$12 million in the bank is there a better way to look at the budget and salaries. Mr. Altmeyer stated that he believes with the enrollment and the state budget situation, it is what is it. The only way to increase some revenue would be to look at layoffs.

Reduction in Force (RIF) and Furlough Rule

Ms. Carmichael asked for approval to proceed with writing the rule to get guidelines in place in the event of a RIF and/or Furlough.

Mr. Stoffel made a motion the Board approve the request to proceed in writing a Reduction in Force (RIF) and Furlough Rule. Dr. Cummings seconded the motion. Motion carried.

Vice President of Student Services

Enrollment Update

In Ms. Fike's absence, Dr. Riley stated that to date 96% of FTE goal has been met for Fall 2016. This represents a projected revenue shortfall of approximately \$280,000.

Cohort Default Rate

Dr. Riley stated that the current cohort loan default rate is 23% which has gone down from the 28% previously.

Clery Report Update

With Ms. Fike's absence, this item is deferred until the next meeting.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre overviewed the fund tracking document that is in the Board packet. At this time, the tuition fund line is in the red but with student installment plans and financial aid disbursement that has not happened yet, it should break even. Mr. Sayre also noted that the \$50k for the Chemical Process Tech as part of a BTG grant will be given back to the state. We were recently notified that they were not allowed to give us the money. Mr. Altmeyer noted that this document is more of a balance sheet than income statement.

Wesco Project

Mr. Sayre stated that he is asking that the Board approve a budget amount of \$4.7 million for the repurposing of the Wesco Building. The funding would come out of the cash reserves which would leave \$6.2 million in there, approximately \$6 million would cover about six months worth of expenses for the College if needed.

Mr. Stoffel asked if the building will be used to host petroleum technology classes or if there is a feasibility study? How much revenue is it going to generate? He provided some calculations and according to those calculations, he believes that it might lose money. Mr. Sayre stated that the welding programs are maxed out. Ms. Ketchum stated that she thinks

the enrollment in petroleum technology courses is down. Mr. Sayre stated that he spoke to Mr. Hippensteel and he thinks that the pause in the local industry has effected enrollment but that it will pick back up with the cracker plant. Dr. Riley stated that by adding more non-credit welding classes, this will help increase revenue. Mr. Stoffel stated that this would be a single purpose building. Dr. Riley responded that they will also be able to have other technical programs in there. Mr. Altmeyer asked if it was possible for Mr. Sayre to run a proforma report that would show use and asked if it would show cash flow.

Dr. Riley stated that she can't go out and actively solicit project donations until the Board of Governors and WV Council has approved. She stated that with donations that some costs could be offset. Dr. Cummings asked if it would be possible to get a proforma report completed but still have the project approved so that Dr. Riley can solicit for donations.

Dr. Cummings made a motion the Board approves a budget amount of \$4.7 million for the repurposing of the Wesco Building. Ms. Byrum seconded the motion. There are 3 in the affirmative and 2 in the negative. The affirmative has it. Motion carried.

Mr. Altmeyer added that the Board does need to see if revenues will cover the cost of the building. Dr. Cummings added that he thinks that if they did feasibility studies on a number of buildings that have been approved in the past that they might not have passed either. Ms. Ketchum stated that it is a dangerous assumption to see if a cracker plant would produce need for petroleum technology jobs. Dr. Riley added that the building would provide needed space for future technology programs.

Facilities Update

Mr. Sayre stated the county is coming in and opening up the ATC parking lot sinkhole to see what can be done to resolve the issue.

Audit Update

Mr. Sayre noted the letter that the Board received from the auditors, CliftonLarsonAllen. The audit is late due to several reasons including new GASB Statement No. 68 & 71 which has not been fulfilled by the State; the College Foundations' audit is not complete; and the Management and Discussion and Analysis is not complete.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Dr. Cummings made a motion the Board enter into executive session at 6:47 pm to discuss the Nursing Program Report. Mr. Stoffel seconded the motion. Motion carried.

Mr. Stoffel made a motion the Board come out of Executive Session at 7:21 pm. Ms. Ketchum seconded the motion. Motion carried.

There was no action taken in Executive Session regarding the Nursing Report and information was shared regarding academic programs.

12. Adjournment

The meeting adjourned at 7:22 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary