

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, May 16, 2019 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 16, 2019 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:00 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman; Richard Barnabei (by phone); Tad Greene (by phone); Larry Lemon; Shelly Thomas; Chris Kefauver; and Melanie Baker. Excused: Bob Contraguerro, Jr. and Octashia Cooper.

Guests included: J. Michael Koon, Interim President; Dr. Jill Loveless, Vice President of Academic Affairs; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Janet Fike, Vice President of Student Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Larry Tackett, Vice President of Economic Workforce & Development; and Thomas Queen, Chair, Staff Council.

3. Approval of Minutes (April 25, 2019)

Mr. Artman made a motion the Board approve the minutes of the meeting of April 25, 2019 as presented. Mr. Altmeyer seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. Election of Officers/Nominating Committee

Mr. Altmeyer asked if there were any nominations from the floor before proceeding with the proposed slate of officers and there were not any.

The proposed 2019-2020 slate of officers is as follows:

Chair: David Artman
Vice-Chair: Shelly Thomas
Secretary: Larry Lemon

Mr. Altmeyer made a motion to approve the 2019-2020 slate of officers as presented. Mr. Kefauver seconded the motion. Motion carried.

6. Staff Presentation

Ms. Baker, Staff Council Board of Governors representative, presented on behalf of the Staff Council at the College. Mr. Thomas Queen, President of the Staff Council, was also present to answer any questions. Ms. Baker highlighted the WV State Code that outlines the purpose of the Staff Council which is to serve as representatives for, facilitate communication, and promote the interests of the staff members, encouraging support and cooperation among staff, administration, faculty, and students. She described the staff council and the various sector reps. The sector reps are from the following areas: Executive, Administrative and Managerial Sector; Clerical & Secretarial Sector; Professional

& Non-Faculty Sector; Service & Maintenance Sector; and the Technical & Paraprofessional Sector. Members who are involved with Staff Council represent nearly every area of the College. They are in the process of trying to develop a new constitution and are working on elections for the next term which is 2019-2021. The staff was asked to cite any areas of accomplishments or concerns. Areas of accomplishment cited were the HLC visit and the Secret Shopper experience. Areas of concern cited were movement within the market salary structure and the secret shopper experience. Overall, on the secret shopper experience, there were positive interactions with the frontline staff. They have worked on the movement of the market salary structure. Currently, on the staff side, years of service or education are not taken into account. She stated that the staff classification and compensation committee has not met recently. The College is still working out how to best distribute a lump sum of money for salary increases.

7. President's Report

College Updates

Mr. Koon provided an update on the greenspace that we are working on with the city along with the abandonment of the 18th Street. He stated that despite the recent news story that we are not building a park. Once the project is approved by the city, a quitclaim deed will be filed and the property will be turned over to us. We will create temporary parking on the street until the project is designed and the lot is completed. As previously discussed, greenspace will be left between the parking area and the creek to allow for future development of the creek area consistent with the city of Wheeling plans. The Weirton project is moving forward. The WV Community College Council will add it to the facilities plan when they meet in June. WVNCC has entered into a partnership with Project Best that will allow apprentices to use their apprenticeship for college credits which can be used toward an associate's degree in Occupational Development. This will really help these individuals with advancement in their jobs and get a degree sooner. Interest in the WV Invests grant continues to grow. Ms. Fike was asked by Mr. Altmeyer what kind of impact this grant will have and she responded that it will help increase enrollment.

Mr. Koon thanked Ms. Thomas, Mr. Lemon, and Mr. Kefauver with their participation as representatives from the Board at Commencement. Ms. Thomas conferred degrees on behalf of the Board. Senator Weld and Senator Ihlenfeld attended the ceremony this year.

If you are interested in attending the Board of Governors workshop at Stonewall on June 12th, today is the last day to let Ms. Kappel know.

Chancellor Tucker has been named Interim Chancellor of HEPC and CTCS. Regarding the funding formula and the Blue Ribbon Commission, the legislative session adjourned before they were able to work anything out. Chancellor Tucker has met with Senator Rucker to see how some of this might work out. As soon as more information is available, it will be shared.

Mr. Koon stated that he needed to make a correction on what was presented to the Board on the tuition. The dollar amount for FY 2020 tuition was correct but the increase over prior year was incorrect. It does not change the total budget just the percentage increase was lower than previously announced.

On Tuesday, there will be a signing for a reverse transfer agreement with West Liberty University.

Administrative Reports

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packets. He stated that the state appropriation spending is on track to deplete completely by year end.

Administrative Services Update

Mr. Sayre stated that there are a number of facilities projects underway. There is a summary in the Board packet. The B & O Auditorium construction has begun and expects to be complete by July 1st. The roofing projects at the outer campuses are almost complete. They are also resolving some ongoing issues with the ITC HVAC. They are working on resolving several issues before final payment is released.

Vice President of Academic Affairs

Academic Program Reviews

Dr. Loveless presented a program reviews on the following academic programs in computer information technology: Cyber Security, AAS; Microsoft Applications and Support Desk, AAS; Microsoft Applications, CAS; A+ Computer Repair, CAS; Software Engineering, AAS; Microsoft Networking, AAS; Computer Information Systems – Business Administration 2 + 2 with West Liberty University, AAS; Computer Information Technology – Business Administration 2 + 2 with Wheeling Jesuit University, AAS; and Cyber Security 2 + 2 with The University of Charleston, AAS. All of these programs have had steady growth over the past five years. They have phased out a few programs to streamline and focus on industry trends to market more strategically. Our graduation numbers have increased as well as enrollment. We are working on a better tracking mechanism for the graduates. Cyber Sports is a new trend. This is for the students who play video games competitively. There is a new program director who is working on tracking information more efficiently. Dr. Loveless asked that all programs mentioned above be continued at the current level.

Ms. Thomas made a motion to accept and approve the Academic Program Reviews as presented to the Board. Mr. Altmeyer seconded the motion. Motion carried.

9. Old Business

Mr. Koon distributed a working draft of revised Bylaw's and asked that they be reviewed before the next Board meeting. Mr. Altmeyer will get in touch with Mr. Greene to review from the legal side.

10. New Business

There was no new business.

11. Executive Session

Ms. Baker made a motion the Board enter into executive session at 5:51 pm to discuss the presidential search. Ms. Thomas seconded the motion. Motion carried.

Mr. Kefauver made a motion the Board comes out of Executive Session at 6:20 pm. Ms. Baker seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed the the presidential search and compensation for the Interim President.

Mr. Artman made a motion that the Board increase the Interim President's salary by \$5,000 to an annual salary of \$135,000 effective July 1, 2019 until a permanent president is employed. Mr. Altmeyer seconded the motion. Motion carried.

12. Adjournment

The meeting adjourned at 6:22 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary