

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 25, 2025 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 25th in the Project Best Executive Conference Center on the Wheeling campus and via Zoom.

1. Call to Order

Mr. Altmeyer called the meeting to order at 5:02 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; DJ McGlaughlin; Lyndsie Scott-Guzek; and Hilary Curto Wilson. Members excused: Liz Hofreuter and Christine Mitchell.

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. Angela Hawk, Vice President for Learning; Karri Mulhern; Vice President for Continuing Education and Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services; Rana Spurlock, Director of Institutional Advancement; and Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research.

3. Board Chair Report

There was no Board Chair report.

4. Approval of Minutes (August 27, 2025)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on August 27, 2025 as presented. Mr. Artman seconded the motion. Motion carried.

5. President's Report

Dr. Mosser provided an update on construction in and around the B & O Building.

Northern's Emergency Medical Services Professions-Paramedic program received their accreditation with no findings. The next site visit will be in 2030. He congratulated Program Director Mike Freeman and Karri Mulhern on their hard work.

Recently, he hosted Pizza with the President on all three campuses to hear from the students. Students were very happy with the state of things. In particular, a group of former Eastern Gateway students expressed appreciation and that they never had the same treatment at their former school.

We have received another gift for the Project Best Executive Conference Center. Our TRIO grant was renewed for another year. Work for the MAPS 2.0 grant is underway. The second institute for the year with the Rural Guided Pathways grant will be in Louisville, KY. There are eight people going. The Board of Governors summit is in Charleston on October 28-30. Please attend if you are able. The Yuletide dinner will be held on December 3rd.

6. Action Items

Dr. Hawk stated that the current promotion and evaluation rule only addresses the evaluation. She is asking the Board to grant permission to edit the rule.

Mr. McGlaughlin made a motion that the Board approve that the College can proceed with the revision of the NC-2015 Faculty Evaluation and Promotion Rule as presented. Mr. Artman seconded the motion. Motion carried.

7. Administrative Reports

Vice President of Student Care and Success

Student Services Annual Update and ACTion Center Update

Ms. Fike and her team provided an overview of the Student Success Center. This area includes the ACTion Center (Advising, Career and Transfer), Admissions, Campus Academic Advisors, Enrollment Management, Financial Aid, Records, Student Engagement, Student Success Centers, and TRIO Upward Bound. They are happy to have launched the new CRM.

Director of Communications and Student Recruitment

Marketing Annual Report

Mr. Barnhardt gave an overview of what their department does including managing social media, the website and advertising campaigns for credit programs, non-credit workforce training and the WVNCC Foundation. They oversee all aspects of student recruitment, handle all video ad photography for the College as well as manage internal and external communications including media relations, crisis communication and brand management. We have recently received awards for our advertising from the National Council for Marketing and Public Relations.

CFO/Vice President for Administrative Services

Financial Update

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

Vice President for Planning, Institutional Effectiveness, and Research

Enrollment Trend Data

Dr. Sharma presented the results on the annual enrollment trends. She highlighted the workforce, credit, and total headcount trends from the last three years.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

There was no Executive Session.

11. Adjournment

The meeting adjourned at 5:47 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Executive Assistant to the President

Minutes approved by,

Christine Mitchell
Board of Governors Secretary