

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 26, 2024 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 26th in Room 110 on the New Martinsville campus and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 4:59 pm.

2. Roll Call

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

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. Phil Klein, Vice President of Economic and Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; Rana Spurlock, Director of Institutional Advancement; and Tommy Regan, Chief Information Officer. Guests: Debbie Bennett, Trish Marker, and Christa Nash

3. Board Chair Report

There was no Board Chair report.

4. Staff Presentation

Staff Board of Governors representative, Hilary Curto Wilson, and Staff Council President, Trish Marker, presented on behalf of Staff Council regarding their role in supporting students and the College. All officer positions have been filled for this year. They reported that staff are happy and continue to have open dialogue with the College community including Dr. Mosser, Cabinet members, and faculty. If anything comes up, either Dr. Mosser or a member of Cabinet attends a Staff Council meeting to have a conversation. Dr. Mosser recently attended a meeting to do a SWOT analysis. Ms. Wilson and Ms. Marker have regular monthly meetings with Dr. Mosser. They have established a Salary Committee to look at how positions are slotted. Recruiting and retaining staff has been easier recently. Looking ahead, they plan on keeping an open dialogue and remain positive. Dr. Mosser thanked them for their work leading Staff Council.

5. Approval of Minutes (February 29, 2024)

Mr. McGlaughlin made a motion that the Board approve the Minutes from the meeting on February 29, 2024 as presented. Mr. Kefauver seconded the motion. Motion carried.

6. President's Report

Dr. Mosser introduced new employees.

He provided several college updates including recent meetings with the West Virginia Hospital Association and MPLX. We have a meeting scheduled with Eastern Gateway

Community College. There is another session of Rural Guided Pathways in Pittsburgh in April. Commencement is scheduled for Thursday, May 9th at WesBanco Arena.

There was a flier distributed for the Executive Conference Room and the fundraising to date. The Foundation continues to seek funding for it. We received a grant for an additional EMT instructor. There is work being done on an US Department of Education grant. We have an upcoming meeting about potential grant funding from the Appalachian Regional Commission.

7. Action Items

Academic Program Reviews

Mr. Kefauver made a motion the Board approve the following academic program reviews as presented to the Board:

- Business Administration, AAS
- Accounting, AAS
- Business Administration, AS
- Accounting, AS
- Business Career Studies, Business Office, CAS
- Business Career Studies, Small Business Administration, CAS

Ms. Curto Wilson seconded the motion. Motion carried.

Mr. Kefauver made a motion the Board approve the following academic program reviews as presented to the Board:

- Nursing, AAS
- Patient Care Technician, CAS

Mr. McGlaughlin seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board approve the following academic program reviews as presented to the Board:

- Occupational Development, AAS
- Technical Studies, AAS

Mr. Kefauver seconded the motion. Motion carried.

Ms. Curto Wilson made a motion the Board approve the following academic program reviews as presented to the Board:

- Computer Information Technology, AAS
- Computer Information Technology, CAS
- Cybersecurity, AAS
- Software Engineering, AAS
- Microsoft Applications CAS
- A+ Computer Repair, CAS

Mr. Kefauver seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board approve the following post-audit program reviews as presented to the Board:

- Substance Abuse Intervention Specialist, AAS
- Substance Abuse Intervention Specialist Skill Set

Mr. Kefauver seconded the motion. Motion carried.

Tuition and Fees

Mr. Sayre presented several scenarios with a 4% or 5% tuition increase. After discussion, it was decided to increase the in-state tuition but not the metro, out of state or early entrance/dual enrollment rates.

Mr. McGlaughlin made a motion that the Board approve the 5% tuition increase as presented with no change to the metro or out of state rate. Mr. Kefauver seconded the motion. Motion carried.

8. Administrative Reports

CFO/Vice President for Administrative Services

Financial Update

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

Draft FY 2025 Budget

Mr. Sayre presented a draft budget with the final to come back to the April meeting for approval. The West Virginia Legislature has not finalized a budget yet so this draft budget is based on several assumptions. The College will absorb some of the PEIA premium increase.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Mr. McGlaughlin made a motion that the Board enter executive session at 6:11 pm to discuss personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. McGlaughlin made a motion that the Board come out of Executive Session at 7:47 pm. Ms. Mitchell seconded the motion. Motion carried.

12. Adjournment

The meeting adjourned at 7:49 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Executive Assistant to the President

Minutes approved by,

Larry Lemon
Board of Governors Secretary