

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 24, 2020 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 24, 2020, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

1. Call to Order

Mr. Artman convened the meeting at 5:02 p.m.

2. Roll Call

Members in attendance via Zoom video conference call were: Brann Altmeyer; David Artman; Richard Barnabei; Amy Dobkin; Larry Lemon; Ron Scott, Jr.; Chris Kefauver; and Shelly Reager. Excused: Bob Contraguerro, Jr.; Christine Mitchell; Shelly Thomas; and Matt Van Fossen.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Vice President of Institutional Effectiveness; Dr. Phil Klein, Vice President of Economic Workforce & Development; David Barnhardt, Director of Marketing and Public Relations; Janet Fike, Vice President of Student Services; Robert Brak, Director of Human Resources Development; Rana Spurlock, Director of Institutional Advancement, Zach Abraham, AlignHR; and Lenny Hannigan, Align HR.

3. Board Chair Report

Mr. Artman stated that a draft of the new Strategic Plan was originally scheduled for early fall. However, due to the coronavirus, the draft will be delayed. Without a scheduled Board of Governors meeting for November or December as well as Yuletide not happening this year, it was decided that we will have a Holiday Board meeting/luncheon in early December to review the draft Strategic Plan.

4. Approval of Minutes (August 27, 2020)

Mr. Artman made a motion that the Board approved the Minutes from the meeting on August 27, 2020 as presented. Mr. Barnabei seconded the motion. Motion carried.

5. President's Report

College Updates

Dr. Mosser stated that the Commencement Committee met and decided to invite our 2020 graduates to the 2021 Commencement ceremony which is scheduled for May 14, 2021.

The AWS welder testing and certification, credit program and new workforce program are ready to go pending an AWS audit review. COVID has delayed the CDL/tractor trailer program but we anticipate a 2021 start. We have received several grants and are in the process of exploring driving range options in the area.

We received a Perkins leadership grant to expand guided pathway programs to include new workforce options such as CNA, phlebotomy, EMT, CPR/First Aid, etc. We are working on a Medical Lab Technician program with Pierpont. Conversations are underway for EMT/paramedic, and 911 operator programs for the area.

Coronavirus Update

Dr. Mosser stated that the return to campus went smoothly. There was 100% student cooperation. We have contact tracing teams trained and certified on each campus.

Administrative Reports

6. Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre provided an update on the fund tracking document provided in the Board packet.

Administrative Services Update

Mr. Sayre stated that guidance has been given for the FY21 Audit regarding CARES Act revenues and expenses. CliftonLarsonAllen will explain this during their annual audit presentation at the October Board meeting.

The new bookstore vendor, Akedemos, is on target to open early in December. Barnes and Noble will continue to transition out.

The College is making arrangements with the Foundation for the transfer of the ECS lot to occur on November 1st, 2020. The Foundation will provide the transfer of deed.

Several ongoing projects include the parking lots, HVAC controls and repairs, several campus room upgrades, and battery back-up for IT rooms.

Finance & Facilities Annual Presentation

Mr. Sayre thanked his team for their work throughout the year. This included the staff in the Business Office, Facilities, and Information Technology. During his presentation, he highlighted the financial organization of the College, the financial cycle and goals, and the financial investment in facilities. He went over campus maps and our property footprint(s).

Vice President for Student Services

Enrollment Report

Ms. Fike provided an update on the enrollment charts that they received. She stated that FTE is what we used to budget and we are at 90.56%. We should pick up a few additional students in the coming weeks.

Vice President for Planning, Institutional Effectiveness and Research

Enrollment Trends

Dr. Sharma highlighted enrollment trends. She included the annual headcount, annual full time equivalent (FTE), adult student headcount, early entrance headcount, workforce registrations – skill sets credit and non-credit; skill set contact hours delivered, distance education credit hours delivered and WV Invests applications and awards.

There are many enrollment initiatives underway and, with COVID, we are adapting to a rapidly changing environment. This included a successful “drive thru” registration event on all three campuses in mid-August.

Director of Institutional Advancement

Foundation Presentation

Ms. Spurlock provided an overview of the role and the mission of the WVNCC Foundation. They provide a large amount of support to our students. She emphasized the importance of giving to the Foundation.

7. Executive Summary of HR Audit and Policy Review Analysis

Zach Abraham and Lenny Hannigan from AlignHR discussed their recent review of HR policy and a records review/audit. They reviewed policy and procedures. Mr. Abraham stated that in the past, the HR office was operating in a reactive state rather than being strategic and proactive. They have made several recommendations to use technology more and other systems that are available. The length of time to get a new hire needs to be improved. Mr. Abraham stated that there was a lack of short term and long planning. For example, there is not an exit interview or checklist for when an employee leaves.

Mr. Abraham recommends a Human Resources dashboard with key metrics to determine effectiveness along with goals and objectives of the College. HR needs to be better at adapting to change. He spoke to Patricia Humphries at the CTCS regarding the class and comp system. All nine community colleges in the state had to use the new system despite employees' perception otherwise. No issues of significant concern were raised. However, how the process was rolled out, communicated and delivered was not well handled by the college. Mr. Artman commented that it was great to hear that there were no compliance issues. Mr. Altmeyer commented that it was good to have a better understanding of the scale. At the October Board meeting, Mr. Abraham and his colleague will present more information on the class and comp review.

Mr. Hannigan provided an overview of the rule and policy review. There are a number of rules that can be eliminated and simply refer to state code or a CTCS rule. Eventually, the existing rules will be on a five year cycle for regular updating.

8. Old Business

There was no old business.

9. New Business

There was no new business

10. Executive Session

Mr. Barnabei made a motion that the Board enter into executive session at 6:33 pm to discuss personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 7:05 pm. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed a personnel matter.

Mr. Altmeyer made a motion that the Board authorizes Mr. Artman to meet with Dr. Mosser

to provide a summary of his one year evaluation and to compensate him an additional 2% effective immediately. Mr. Barnabei seconded the motion. Motion carried unanimously.

11. Adjournment

The meeting adjourned at 7:06 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary