

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, June 23, 2022 – 10:00 a.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, June 23rd at the Highlands Events Center Salon A.

1. Call to Order

Mr. Artman called the meeting to order at 9:55 am.

2. Roll Call

Members in attendance in person were: Jacob Altmeyer; David Artman; Shelly Carenbauer; Liz Hofreuter; Ron Scott, Jr.; Hilary Curto; and Christine Mitchell. Excused: Richard Barnabei; Larry Lemon; Chris Kefauver; and Carissa Robinson.

Guests included: Dr. Dan Mosser, President; Dr. Jill Loveless, Provost; Dr. Phil Klein, Vice President of Economic Workforce & Development; Robert Brak, Director of Human Resources; Jeff Sayre, Vice President for Administrative Services/CFO; Janet Fike, Vice President of Student Care and Success; Dr. Pam Sharma, Vice President for Planning, Institutional Effectiveness, and Research; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

The Nominating Committee presented the slate of officers for 2022-2023. They are as follows:

- Dave Artman, Chair
- Shelly Carenbauer, Vice Chair
- Larry Lemon as Secretary

Mr. Altmeyer made a motion that the Board approve the slate of officers as presented. Ms. Carenbauer seconded the motion. Motion carried.

4. President's Report

Dr. Mosser reported that the HVAC project had started. HE Neumann was doing repairs and upgrades on all three campuses.

We are working on a nursing simulation lab on all three campuses after receiving a grant from the Governor's office. There was discussion on the benefit of having a simulation lab.

The storm last week did some damage in our courtyard and to the corner of the ATC roof. We lost five trees. Ms. Hofreuter asked if there was compensation for our cost of cleanup and Mr. Sayre responded that we are tracking all associated costs to determine if we can get reimbursement from FEMA or BRIM.

Dr. Mosser stated that the New Martinsville Strategic Planning Group has met at least three times. We are revamping our program offerings at that campus. Currently, we are offering CNA and PCT but will add LPN next year. We are looking at additional education programs as well as plant & industrial programs such as the Chemical Operator program. Energy Technology will also be offered at that campus. The plan is to grow this campus enrollment to 25% of the college's total enrollment (it is currently 14%). Debbie Bennett also has a Campus Advisory Board composed of schools, local businesses, and Chambers that is meeting about once a quarter.

Dr. Loveless announced that we hired a Medical Lab Technician Director.

5. Action Items

NC-5006 Use of College Property

Mr. Sayre stated that there is not a regulatory requirement to have this rule and is asking for the Board to repeal it. The College maintains internal procedures to address the use of college property.

Mr. Artman made a motion that the Board repeal this rule as presented. Ms. Hofreuter seconded the motion. Motion carried.

NC-4002 Renewal of Promise Scholarship

Ms. Fike stated that we no longer need a rule as this is regulated by the state and asked the Board to repeal it.

Ms. Curto made a motion that the Board repeal this rule as presented. Mr. Altmeyer seconded the motion. Motion carried.

NC-4009 Student Code of Conduct 1st & 2nd Reading

Ms. Fike stated that this rule needed to be updated as it was from 2004. It will follow federal and state guidelines and they will have a new procedure in place by fall.

Ms. Hofreuter made a motion that the Board approve the 1st and 2nd reading of NC-4009 Student Code of Conduct. Ms. Mitchell seconded the motion. Motion carried.

7. Administrative Reports

Vice President for Administrative Services/CFO

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet. He stated that starting in the fall, we will see more details on spending versus the budget.

Administrative Services Update

Mr. Sayre stated that in the Board packet was a summary of administrative services. The financial audit is underway. Final presentation by the auditors will be in October.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. Artman made a motion that the Board enter into executive session at 10:39 am to discuss real estate and personnel. Ms. Mitchell seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 11:58 am. Ms. Mitchell seconded the motion. Motion carried.

Mr. Artman stated that while in Executive Session, the Board of Governors discussed two real estate items and the evaluation for Dr. Mosser.

Mr. Artman made a motion that the Board draft a letter to Artslink to look at lease and/or gift options at the end of the lease. Mr. Altmeyer will review the letter prior to sending it. Ms. Curto seconded the motion. Motion carried.

Ms. Carenbauer made a motion that the Board approve use of the Student Union space by Wheeling Country Day School. The College will draft a lease agreement. Ms. Mitchell seconded the motion. Motion carried with Ms. Hofreuter abstaining.

Mr. Artman made a motion that the Board approve proceeding with the evaluation of Dr. Dan Mosser following Series 5, CTCS Rule of Employing and Evaluating Presidents. The Evaluation Committee will be Mr. Altmeyer, Ms. Carenbauer, Ms. Curto, and Ms. Hofreuter as Ex-Officio. Ms. Mitchell seconded the motion. Motion carried.

11. Adjournment

The meeting adjourned at 12:11 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary