

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 24, 2025 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 24th in the Project Best Executive Conference Center on the Wheeling campus and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 5:09 pm.

2. Roll Call

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

Guests included: Dr. Dan Mosser, President; Dr. Angela Hawk, Vice President for Learning; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research; Karri Mulhern, Vice President of Continuing Education & Workforce Development; Jeff Sayre, CFO/Vice President of Administrative Services and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

Nominating Committee

Ms. Carenbauer announced that she will be stepping off of the Board once her term is up on June 30th. If you wish to serve on the Nominating Committee, please let her know.

4. Approval of Minutes (March 27, 2025)

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

5. President's Report

Dr. Mosser reminded the Board about Commencement on May 15th. He stated that the College recently hosted two ribbon cutting ceremonies, the Project Best Executive Conference Center and the Business and Entrepreneurship Center.

He provided updates from the recent legislative session. The College recently rewrote the FOIA Rule and drafted an administrative procedure to implement.

On the Weirton campus, Cabinet recently held a retreat there and reviewed the Weirton space and developed a plan for space utilization. He reviewed the plan with the Board.

In terms of grant activity, Northern received \$243k for Phase III of the WV Nursing Workforce Expansion program. We also received a Paragon Aware for marketing last month.

6. Action Items

Strategic Plan

Dr. Mosser went over the new Strategic Plan, Navigating the Future, WVNCC's Path to

2030.

Mr. Altmeyer made a motion that the Board approve the Strategic Plan as presented. Ms. Mitchell seconded the motion. Motion carried.

NC-1003 Red Flag Rule

Mr. McGlaughlin made a motion that the Board approve to rescind the NC-1003 Red Flag Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

NC-4003 Resident and Non-Residents for Admission and Fee Rule

Mr. Kefauver made a motion that the Board approve the 1st and 2nd Reading of NC-4003 Resident and Non-Residents for Admission and Fee Rule as presented. Ms. Curto Wilson seconded the motion. Motion carried.

NC-4010 Catalog Rule

Mr. Kefauver made a motion that the Board approve the 1st and 2nd Reading of NC-4010 Catalog Rule as presented. Mr. McGlaughlin seconded the motion. Motion carried.

NC-4013 Acceptance of Advanced Placement Credit Rule

Mr. McGlaughlin made a motion that the Board approve to rescind the NC-4013 Acceptance of Advanced Placement Credit Rule as presented. Ms. Mitchell seconded the motion. Motion carried.

NC-4015 Public School Service Program Rule

Mr. Altmeyer made a motion that the Board approve to rescind the NC-4015 Public School Service Program Rule as presented. Ms. Curto Wilson seconded the motion. Motion carried.

NC-8000 Rule Processing Rule

Mr. Kefauver made a motion that the Board approve the 1st and 2nd Reading of NC-8000 Rule Processing Rule as presented. Mr. McGlaughlin seconded the motion. Motion carried.

7. Administrative Reports

CFO/Vice President of Administrative Services

Financial Update

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

Vice President for Continuing Education and Workforce Development

LERN Report

Ms. Mulhern provided an update from the recent LERN visit. They did a program review of continuing education and community education. Some of the recommendations included developing a departmental Vision, Strategic Plan, and One-Year Business Plan. There were

several operational recommendations including several items focused on finance and programming. They suggested that a one-year marketing plan be developed as well as sales kit for contract training.

8. Old Business

There was no new business.

9. New Business

There was no new business.

10. Executive Session

Mr. McGlaughlin made a motion that the Board enter executive session at 6:21 pm to discuss personnel. Mr. Kefauver seconded the motion. Motion carried.

Mr. Kefauver made a motion that the Board come out of Executive Session at 6:56 pm. Ms. Mitchell seconded the motion. Motion carried.

Mr. Altmeyer made a motion that the Board approve a 2.5% pay increase (same as what employees are receiving) for Dr. Mosser. Mr. McGlaughlin seconded the motion. Motion carried.

11. Adjournment

The meeting adjourned at 6:59 pm.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary