

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, March 22, 2018 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, March 22, 2018 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:05 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; David Artman (by phone); Bob Conraguerro, Jr.; Tad Greene; Larry Lemon; Shelly Thomas; John Wright, IV; David Stoffel; Melanie Baker; and Tye Forster (by phone).

Guests included: Dr. Vicki Riley, President; Dr. Jill Loveless, Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; and Larry Tackett, Vice President of Economic Workforce and Development. Others: Pat Roper; Chana Baker; Tracy Jenkins; and Kathy Herrington.

3. Approval of Minutes (February 22, 2018)

Mr. Stoffel made a motion the Board approve the minutes of the meeting of February 22, 2018 as presented. Mr. Conraguerro seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

Dr. Riley welcomed Shelly Thomas and John Wright, IV to the Board of Governors. We are excited to have them join the Board and look forward to working with them. We were notified earlier this week that Richard Barnabei has also been appointed to the Board by Governor Jim Justice. Mr. Barnabei will be here for the April Board of Governors meeting.

The Career and Transfer Fair was recently held on the Wheeling campus and was a big success. There were over fifty companies and colleges at the event. Recently, there were events to celebrate Black History Month on all three campuses. Next week, there will be events to celebrate Women's History Month. She encouraged all Board members to attend.

Dr. Riley referenced the article in West Virginia Senior High Magazine by our student in Petroleum Technology. It's a great article showcasing what we do and who we are.

Legislative Updates

Dr. Riley stated that whenever we do not have a budget cut, she considers it a successful legislative session. The bill on conceal carry on campuses did not move forward. When the Governor stepped in for the 5% pay raise for state employees during the teacher work stoppage, the free community college bill was nixed. Overall, there wasn't a lot of legislation this session effecting higher education.

Weirton Medical Center & WVNCC Future Nurses Program

Dr. Riley announced that this program will pay for seven full scholarships for students who agree to work at Weirton Medical Center for three years after receiving the scholarships. There will be a press release coming soon.

College Open House

There will be an Open House on each campus on Saturday from 10:00 am – 1:00 pm. We are gearing up for fall enrollment. Students who attend and register will have a chance to win a scholarship and an iPad.

Dr. Riley also stated that Ms. Kappel is coordinating a one hour of Board of Governors training regarding the upcoming HLC visit. More information will be sent out shortly.

7. Administrative Reports

Chief Human Resources Officer

Class & Comp Ad Hoc Committee Update

Mr. Sayre reported on this in Ms. Carmichael's absence. He stated that the ad hoc committee has been meeting and are working on the rule. They hope to have a draft rule completed by the end of April for staff to review.

Chief Financial Officer/Vice President of Administrative Services

Financial Update

Mr. Sayre referenced the fund tracking document included in the Board packet. He stated that there was an adjustment made in state appropriations in February to ensure that those funds are spent by 6/30/18.

Facilities Update

Mr. Sayre stated that the Information Technology Committee has contracted with Lumos Technologies to be our broadband carrier for data and telecommunication services. This will increase our bandwidth with reduction of costs. They are working on an implementation schedule with the plan to switch approximately 6/30/18. Faculty and staff will have the schedule to plan accordingly.

M & G Architects will work on the New Martinsville and Weirton roofing projects. The Wesco Project is on schedule without any major issues. They are having weekly internal meetings to make sure the schedule is set for opening.

Tuition and Fees

Mr. Sayre stated that the Budget Committee made a recommendation on Tuition and Fees with a unanimous vote, that SGA provided input and all was forwarded to the President. The recommendation included a replacement of program fees during the summer except for the three programs that required summer classes. Program fees will be replaced with a summer fee. There will also be a 2% increase in tuition. Mr. Lemon asked about SGA feedback and Mr. Sayre stated that the students were excited about the program fees going away. Mr. Stoffel added that he has heard students say that they understand and are pleased with the

summer program fees going away. There will also be a \$25 early entrance fee implemented.

Mr. Contraguero made a motion to approve and accept the Tuition and Fees as presented to the Board. Mr. Wright seconded the motion. Motion carried.

FY 2019 Draft Budget

Mr. Sayre reviewed the 2019 conceptual operational budget at their places. He stated that we picked up \$250k from the state and \$34,515 in tuition and fees. In terms of the 5% pay increase in the media for state employees, this does not apply to higher education. There was additional money supplied by the state but it does not cover a 5% raise for all employees. It's a different formula than a straight 5%. The ad hoc committee has recommended a 4% raise. There is a possibility of a large adjunct salary increase. It is not quite competitive to the regional area but is better than what it was. There is a faculty salary adjustment planned to make faculty wages more competitive with an SREB standard. Mr. Wright stated that it seems we are going above and beyond what we are getting from the state to throw more money in. Mr. Sayre asked if anyone had any questions to please contact him. Ms. Herrington asked if the faculty salaries included instructional specialists and Mr. Sayre responded that the committee to address faculty salary adjustments decided that they are not included.

Vice President of Student Services

Graduation Reminder

Ms. Fike stated that Commencement will be on Friday, May 11th at 7:00 pm at WesBanco Arena. All Board of Governors are encourage to attend. Diplomas are conferred by the Board of Governors. If you do plan on attending, please let Ms. Kappel know by Friday, May 4th.

Phi Theta Kappa Ohio Regional Convention – March 23rd & 24th

Ms. Fike stated that the PTK regional conference is this weekend. Dr. Riley will receive the Phi Theta Kappa's *Shirley B. Gordon Award of Distinction*, the most prestigious award for college presidents. There will be over 140 students in attendance. Dr. Riley will also be recognized at the national conference in April.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Executive Session

Mr. Greene made a motion the Board enter into executive session at 5:37 pm to discuss real estate and personnel. Mr. Wright seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 6:47 pm. Mr. Lemon seconded the motion.

Mr. Altmeyer stated that while in Executive Session, there was discussion of real estate and personnel but there was no action taken.

Mr. Stoffel made a motion to approve Larry Lemon to fulfill the Board Secretary position until June 30, 2018. Ms. Baker seconded the motion. Motion carried.

11. Adjournment

The meeting adjourned at 6:43 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Larry Lemon
Board of Governors Secretary