

**OFFICIAL MINUTES  
BOARD OF GOVERNORS MEETING  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
Thursday, January 19, 2017 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 19, 2017 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 5:01 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Melanie Baker; Christin Byrum; Mary K. DeGarmo; Larry Lemon; David Stoffel; and Rosemary Ketchum. Excused: Bob Contraquerro, Jr; Dr. Darrell Cummings; and Jon Greer.

Guests included: Dr. Vicki Riley, President; Peggy Carmichael, Chief Human Resources Officer; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Mike Koon, Interim Vice President of Academic Affairs; Larry Tackett, Vice President of Economic and Workforce Development; and Janet Fike, Vice President of Student Services. In addition, Bonnie Peterman, Scott Owen, Crystal Harbert, Pat Roper, Kathy Herrington, Marian Grubor, Joyce Britt, Chris Kefauver, Shannon Payton, Classified Staff President, Thomas Queen, Ida Williams, students, Tessa Woods, Courtney O'Connor, Kasie Hooper and several other students.

**3. Approval of Minutes (October 27, 2016)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of October 27, 2016 as presented. Ms. Baker seconded the motion. Motion carried.

**4. Approval of Minutes (November 29, 2016)**

Mr. Altmeyer made a motion the Board approve the minutes of the meeting of November 29, 2016 as presented. Ms. Baker seconded the motion. Motion carried.

**5. Board Chair Report**

Mr. Altmeyer stated that the Administrative Review Committee has been busy during the last month meeting with each of the constituency groups. They met with members of the Student Government Association including Rosemary Ketchum, Courtney O'Conner, and Kasie Hooper, members of the Classified Staff Council including Melanie Baker, Shannon Payton, and Thomas Queen, and members of Faculty Assembly including David Stoffel, Scott Owen, Kathy Herrington, Bonnie Peterman, Mark Goldstein, and Linda Shelek. He will discuss more details about these meetings in Executive Session. Ms. Herrington will work on minutes for the Faculty meeting. Ms. Baker will work on the minutes for the Classified Staff meeting. Mr. Altmeyer will do the minutes from the student meeting.

He also stated that Dr. Carry DeAtley, Vice President of Academic Affairs, has resigned and relocated which has slowed down the Academic Programs Accreditation Committee. Mr. Sayre is working with the faculty salary group and our budget for the next fiscal year.

**6. President's Report**

Dr. Riley welcomed and introduced two new Board of Governors members – David Artman and Larry Lemon. David Artman is the Chief Operating Officer at Weirton Medical Center and a Northern graduate. Larry Lemon is the Wetzel County Commissioner. She also introduced Mike Koon who will be Interim Vice President of Academic Affairs. Larry Tackett has been reassigned to Vice President of Economic and Workforce Development. He is

familiar with many of the industries in the area and most recently implemented the accelerated chemical operator program in New Martinsville. Dr. Riley also welcomed the students who were in attendance at the meeting as it was the first week of classes.

## **7. Administrative Reports**

### **Chief Human Resources Officer**

#### **Affirmative Action Plan 2016-2017**

Ms. Carmichael overviewed the College's 2016-2017 Affirmative Action report. She stated that we are required to complete it. The College has 206 employees including 10 minorities and 120 females. She stated that within the last few years, very little has changed. In the area of technical and paraprofessional, there is an underutilization of females. This area includes IT services. Our employment is generally pulled from the local area which is represented in the numbers. We will continue to make efforts to improve in areas in which there is any underutilization.

### **Interim Vice President of Academic Affairs**

#### **Textbook Affordability**

Mike Koon stated that this is required based off of legislation that all colleges have textbook affordability including alternative options and book buy back options. There is a deadline date for faculty to be assigned to courses two weeks prior to start of the semester and we have met that 99% of the time. We have also met the deadline date for textbooks and course material selection 90% of the time which is one month prior to registration.

### **Vice President of Student Services**

#### **Clery Report Update**

Ms. Fike provided an update on the Clery Report that was a carryover item from the October meeting as she was unable to attend. She was happy to report that there were no incidents of serious campus crimes and was generally good overall.

#### **Spring Enrollment Report**

As of today, Ms. Fike reported that headcount enrollment was at 94.87% of goal and FTE was 93.91% of goal. She stated that we will most likely fall short in FTE but should meet headcount. Mr. Stoffel inquired about how they go about setting fees for certain programs. Ms. Fike stated that the fees are based on per credit hour and are built into program for certificate or degree then divided by the number of semesters to complete. Mr. Altmeyer asked how the enrollment goal compares to last year and Ms. Fike responded that we have exceeded the percentage goal of last year but are slightly under this year at the end of the semester. We are slightly down from last year.

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre overviewed the fund tracking document that is in the Board packet. Reflected on this document is the mid-year changes to state appropriations, awarded grants, and revenue collections of \$137k. He stated that the goal is to have a \$0 balance by 6/30/17 in state

appropriations. He added that we will spend more in the second half of the year than we take in. He then overviewed the grant fund tracking. Ms. Ketchum asked several questions regarding unrestricted versus restricted funds and how they are designated. Mr. Sayre stated that the role of the budget committee is to present a budget to the President then that is presented to the Board of Governors for approval.

### **Facilities Update**

Mr. Sayre stated that regarding the ATC parking lot that we should have a formal report on Monday from a structural engineer. He has been working with Randy Russell from the Ohio County Development Authority. With the steel plate covering the hole, it does not serve as any danger to anyone.

Mr. Sayre announced that Jim Baller, Director of Facilities, will be retiring as of February 4, 2017. The new Director will start at the end of January.

### **Wesco Proforma**

Mr. Sayre stated that they are progressing with the architects. They are receiving better information and are working with the budget to see impact on institution. Mr. Stoffel asked if there was any progress on the feasibility study and Mr. Sayre responded that he spoke with Rich Donovan who stated that feasibility studies for education buildings are not the same as they are for the private sector. The return on an education building is much harder to capture. Mr. Sayre has done some work on his own feasibility study and after looking at it, it looks as though it would be an operational break even (maybe a loss of \$14k) based on current enrollment levels and conservative estimates. This did not include any expansion.

Mr. Altmeyer added that he spoke to Mr. Donovan and if Wesco was used for welding, they would want to see what the welding space in the ATC could be used for. This project is on the agenda for the April WV Council meeting. Mr. Altmeyer stated that they have also been in touch with Larry Bandi who has been through this process in the past to make sure all is going well. It was also stated that the ATC was designed for low intensity welding but that Wesco could accommodate top of the line programs for oil and gas such as pipe welding and heavy gauge metal. It would be difficult to adapt ATC to that kind of use. Mr. Koon stated that welders are in high demand.

### **Old Business**

There was no old business.

### **8. New Business**

There was no new business.

### **9. Executive Session**

Mr. Altmeyer made a motion the Board enter into executive session at 5:44 pm to discuss the Academic Program update, Personnel, and Real Estate. Ms. DeGarmo seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board come out of Executive Session at 7:29 pm. Ms. Bryum seconded the motion. Motion carried.

There was no action taken in Executive Session regarding the information that was shared on the Academic Program update, Personnel and Real Estate.

**10. Adjournment**

The meeting adjourned at 7:30 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Christin Byrum  
Board of Governors Secretary