

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, April 29, 2021 -- 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, April 29, 2021, in the B & O Board Room on the Wheeling Campus and via Zoom video conference call.

1. Call to Order

Mr. Artman called the meeting to order at 5:01 pm.

2. Roll Call

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

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; and Rana Spurlock, Director of Institutional Advancement.

3. Board Chair Report

Mr. Artman read a letter of support on behalf of the Board thanking Dr. Mosser for his leadership of the College during the last eighteen months. He detailed the transition of the Board and the College since he came on the Board in 2016 and expressed appreciation for Dr. Mosser's leadership. In particular, he applauded Dr. Mosser's recent efforts with the City of Wheeling and cited the full faculty support of him on the Bluefield issue.

Nominating Committee

Mr. Artman stated that we need to elect Board officers for next year. He would like to have a slate of officers presented and voted on at the August Board of Governors meeting. He asked for volunteers to be on the Nominating Committee. Mr. Kefauver and Mr. Scott volunteered.

Special Resolutions

Mr. Artman read and presented several resolutions for representatives on the Board who had a term ending June 30 – Shelly Reager and Matt Van Fossen. He also presented Jeff Sayre a resolution for his leadership as CFO/Vice President for Administrative Services.

4. Student Presentation

Ms. Blaha, the Director of Student Engagement, presented on what her area does. She detailed the structure of student government association (SGA) and its executive board. The annual statewide student leadership event will be virtual this year on May 17. Students, Chris Gregg and Cole Hall, talked about their experiences at WVNCC. They had high praise for the Academic Support Center. The Tutoring Center is very helpful for students.

5. Approval of Minutes (March 25, 2021)

Ms. Thomas made a motion that the Board approve the Minutes from the meeting on March 25, 2021 as presented. Mr. Scott seconded the motion. Motion carried.

6. President's Report

Coronavirus Update

Dr. Mosser stated that all Northern classes now have full access to campus classrooms and labs. COVID surveillance testing for students for the spring semester is wrapping up. At this point, vaccines are only available via the Health Department and local pharmacies. We are keeping our eye on the rapidly growing nationwide list of colleges and universities that have announced a COVID vaccine requirement for all students and employees for Fall 2021.

There are three federal relief bills impacting the college. WVNCC is scheduled to receive approximately \$1.6 million in CARES II funds. We are still learning what will be included in the CARES III – the Family Relief Act. There is also a potential to receive some workforce funds via the “Build Back Better” Infrastructure plan.

College Updates

Dr. Mosser stated that Commencement is scheduled for Friday, May 14th at 7 pm at Wheeling Island Stadium. He hopes that all Board of Governors members will be able to attend. Mr. Artman will be there to confer degrees.

There is also a virtual training for all Board of Governors members on June 10th.

Recently, they have met with various companies in the area to talk about workforce needs and training.

Dr. Mosser and Ms. Spurlock are participating in Leadership Wheeling.

7. Action Items

Budget

Mr. Sayre stated that in the Board packet is the budget for review. There was some concern last month about one of the calculations but there was not an error and therefore, no changes were made. There is a proposed wage increase of two (2) percent.

Mr. Artman made a motion that the Board approve the FY 2022 budget as presented. Ms. Thomas seconded the motion. Motion carried.

Academic Program Reviews

Dr. Loveless stated that per state guidelines, every academic program must be reviewed every five years. For each program under review, the Board can approve that each program continues at the current level, continues at a reduced level, or be discontinued.

Mr. Kefauver made a motion to discontinue the Pre-Psychology with Social Work 2 + 2 to West Liberty University, AAS. Ms. Thomas seconded the motion. Motion carried.

Mr. Artman made a motion to continue the Welding, AAS and CAS. Ms. Mitchell seconded the motion. Motion carried.

Dr. Loveless asked that the Board be aware of the post-audit review on Mine Maintenance Technology. When Murray Energy filed for bankruptcy, it changed the joint cooperative agreement that we had with them. Students were able to convert their hours to a CAS.

New Academic Programs

Ms. Thomas made a motion to approve the following new programs:

- Associate in Arts: concentration Education: PK-5 Elementary Education, Transfer to Franciscan University
- Associate of Science: Concentration Engineering & Construction Management
- Hospitality and Tourism, CAS
- Industrial Technology, AAS

And, to retire: Pre-psychology with Social Work 2+2 to West Liberty, AAS

And, program revisions with general education requirements on the AAS, AA, and AS.

Mr. Scott seconded the motion. Motion carried.

Mr. Artman thanked Dr. Loveless for her work on the academic program reviews.

NC-2004 Administrators with Faculty Rank Teaching Rule – 1st & 2nd Reading

Mr. Artman made a motion that the Board approve the 1st and 2nd Reading of the NC-2004 Administrators with Faculty Rank Teaching Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

NC-2016 Faculty Instructional Workload

Mr. Kefauver made a motion that the Board approve the 1st and 2nd Reading of the NC-2016 Faculty Instructional Workload Rule as presented. Ms. Thomas seconded the motion. Motion carried.

NC-2019 Full-time Faculty Appointment and Status

Ms. Thomas made a motion that the Board approve the 1st and 2nd Reading of the NC-2019 Full-Time Faculty Appointment and Status Rule as presented. Mr. Kefauver seconded the motion. Motion carried.

NC-2020 Full-time Faculty Termination

Mr. Artman made a motion that the Board approve to rescind NC-2020 Full-Time Faculty Termination Rule with the understanding that the language for it will be combined into NC-2019 Full-Time Faculty Appointment and Status. Mr. Scott seconded the motion. Motion carried.

NC-3011 Institutional Review Board

Dr. Sharma stated that she is asking for permission to create an institutional rule on this to protect the welfare of human subjects on research.

Mr. Artman made a motion that the Board grant approval for the College to proceed with writing a rule for NC-3011 Institutional Review Board Rule. Ms. Thomas seconded the

motion. Motion carried.

8. Administrative Reports

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 the Administrative Services report is in the Board packet. Dr. Mosser stated that with Mr. Sayre's departure, WVNCC will be doing a search for a CFO by using Myers McRae, an executive search consulting firm. Mr. Brak will assist with this search internally. Ms. Thomas thanked Mr. Sayre for all his work and Mr. Artman stated that he will be missed.

Vice President of Planning, Institutional Effectiveness and Research

Gap Analysis

WVNCC recently partnered with EMSI to complete a Program Demand Gap Analysis which assesses regional job openings then compares them against our educational program offerings and completions. Dr. Sharma highlighted the demand and supply in various sectors. Dr. Mosser stated that more frequently HLC is requiring colleges to collect data and present information as to why programs are needed. Ms. Mitchell asked what area was included for the analysis and the following counties in WV were included: Hancock, Brooke, Ohio, Marshall and Wetzel. If we do it again, we should consider expand it to include adjacent counties in Ohio and Pennsylvania.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Ms. Thomas made a motion that the Board enter executive session at 6:41 pm to discuss real estate and personnel. Mr. Lemon seconded the motion. Motion carried.

Mr. Artman made a motion that the Board come out of Executive Session at 7:03 pm. Mr. Lemon seconded the motion. Motion carried.

Ms. Thomas made a motion that the Board approve Dr. Mosser to have an appraisal be done for the Artslink Building in New Martinsville. Ms. Mitchell seconded the motion. Motion carried.

Ms. Thomas made a motion that the Board approve a two (2) percent increase for Dr.

Mosser effective July 1st. Mr. Scott seconded the motion. Motion carried.

12. 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