

OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Tuesday, November 29, 2016 -- 5:00 p.m. -- B&O Board Room

A meeting of the West Virginia Northern Community College Board of Governors was held on Tuesday, November 29, 2016 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Mr. Altmeyer convened the meeting at 5:03 p.m.

2. Roll Call

Members in attendance were: Brann Altmeyer; Melanie Baker; Christin Byrum (phone); Bob Contraguerro, Jr; Dr. Darrell Cummings; Mary K. DeGarmo (phone); David Stoffel; and Rosemary Ketchum. Excused: Jon Greer.

Guests included: Dr. Vicki Riley, President; Robert DeFrancis, Dean of Community Relations; Jeff Sayre, Chief Financial Officer/VP of Administrative Services; Dr. Carry DeAtley, Vice President of Academic Affairs; and Janet Fike, Vice President of Student Services. Guests included Tracy Jenkins; Shelley DeLuca; Shannon Payton; Jenna Derrico; Linda Shelek; Scott Owen; Kathy Herrington; Pam Sharma; Crystal Harbert; Jennifer Kriechbaum; Thomas Queen; Chris Kefauver; Bonnie Peterman; Mark Goldstein; Terri Klepack; Debbie Fitzgerald; and Dave Raveaux.

3. Board Chair Report

There was no Board Chair report.

4. Executive Session

Due to Board member schedules, Mr. Altmeyer suggested going into Executive Session earlier on the agenda.

Dr. Cummings made a motion the Board enter into executive session at 5:04 pm to discuss personnel matters. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Contraguerro made a motion the Board come out of Executive Session at 5:32 pm. Mr. Stoffel seconded the motion. Motion carried.

While in Executive Session, the Board of Governors discussed appointing two committees to look at charges of personnel concerns raised by the faculty. There will be an administrative review and this committee will interact with faculty, students, and classified staff. This committee will consist of the following Board of Governors members: Dr. Cummings; Ms. DeGarmo; and Mr. Altmeyer.

A second committee will review issues raised on the academic programs accreditation. This will be the Academic Programs Committee. It will consist of the following Board of Governors members: Ms. Byrum; Mr. Stoffel; and Mr. Contraguerro.

Mr. Altmeyer cautioned that they are not reactionary and will move slowly. The Board of Governors hired Dr. Riley and they support her. However, they will look at the issues brought forth, as they would review any issues.

5. President's Report

HLC Visit

The visiting team that was here should have their draft report finished within 30 days. At that time, we will be able to correct factual information. After this, it will still need to move through the HLC process.

Other

Dr. Riley stated that she has established a Faculty Salary Work Group to look at models to improve faculty salaries and present options to her. Mr. Altmeyer noted that in conversation with Chancellor Tucker that no other community colleges in the state gave a raise this year for faculty.

8. Administrative Reports

Chief Financial Officer/Vice President of Administrative Services

FY 2017 Budget Update

Mr. Sayre provided a budget update. Governor Tomblin did mandate a 2% budget cut. Since we had already built in the budget a 4% cut, we actually picked up \$138k compared to budget. Mr. Sayre was on a statewide CFO conference call earlier today and they were told that this will be the only cut this year. Due to a projected enrollment shortfall of 194 FTE, there will be a possible revenue shortfall of \$485k. Mr. Sayre stated that they are looking at what open positions could be held and seeing what could be done to help balance the budget. Mr. Stoffel asked about the contingency deferred maintenance and capital requests and if they were part of the operating budget. Mr. Sayre replied that they are not part of the operating budget for the year. Dr. Cummings asked if capital budget items could be used for operations. Mr. Sayre stated that capital could not be used for salaries or any other operational expense.

Vice President of Academic Affairs

Academic Program Updates

Mr. Altmeyer stated that the recently formed Academic Programs Committee will meet with Dr. DeAtley and report back in January. There will be a coordinated discussion on academic programs to see if any action would need to be taken by the Board.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Ms. Baker made a motion the Board enter into executive session at 5:49 pm to discuss the personnel matters again. Dr. Cummings seconded the motion. Motion carried.

Dr. Cummings made a motion the Board come out of Executive Session at 6:25 pm. Mr. Stoffel seconded the motion. Motion carried.

There was no action taken in Executive Session.

12. Adjournment

The meeting adjourned at 6:26 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Assistant to the President

Christin Byrum
Board of Governors Secretary