

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, May 28, 2015 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, May 28, 2015 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Ms. DeGarmo convened the meeting at 5:05 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Bob Contraguero, Jr.; Frank DeCaria; Brann Altmeyer; Christin Byrum; Mary K. DeGarmo (by phone); Dianne Grimm (by phone). Excused: Margaret DeCola; Jonathon Greer; Toni Shute.

Guests included: Dr. Vicki Riley, President; Bob DeFrancis, Dean of Community Relations; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. Carry DeAtley, Interim Vice President of Academic Affairs; Janet Fike, Vice President of Student Services/Director of Financial Aid. Others: Rana Spurlock.

3. Approval of Minutes (April 23, 2015)

Mr. DeCaria made a motion the Board approve the minutes of the meeting of April 23, 2015 as presented. Mr. Contraguero seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. President's Report

Military Student Withdrawal Rule

Dr. Riley explained that the College is asking for permission to proceed with the development of a Military Student Withdrawal Rule. She stated that this is the first step in rule development. Mr. DeCaria asked if this rule would apply to military students who are recovering from medical issues after their military service. Dr. Riley explained that different uses of the rules will be discussed as it is developed.

Mr. DeCaria made a motion to proceed with the development of the rule. Ms. Byrum seconded the motion. Motion carried.

Highlights

Dr. Riley provided an update on her activities during the last month. She stated that the end of the year is a very busy time. She highlighted the commencement ceremony and high number of graduates.

She also noted the meeting with RESA VI representatives. This is a possible partnership with ABE and our Developmental Education Program to work to reduce the number of students needing developmental education.

Dr. Riley reported that the meeting with the DOL representative was about apprenticeship partnerships that would provide credit for apprenticeship work after the completion of some general education courses. This fits with the College's enrollments management plan, but the number of possible students is unclear at this time.

Community Outreach

Dr. Riley reported that she met with Mary Jo Guidi, Regional Coordinator for Senator Manchin. She would like to attend College events and keep Sen. Manchin apprised.

The employee satisfaction survey has been completed. The committee reviewed the process and decided to administer the survey annually. The survey will be broadened with additional questions in the fall and administered again in the spring. The spring survey will act as a baseline.

Dr. Riley also demonstrated the enrollment thermometers on the College's website. These were developed to help grow and stabilize enrollment. Each Monday, the IR department sends these to the College community. Dr. Cummings suggested that varying colors may help to distinguish the three thermometers.

Dr. Riley also reported that she anticipates a June announcement of a large donation from an energy company. It is expected that the donation will support an endowed scholarship fund for petroleum technology students, however, the criteria is not yet clear. She will keep everyone informed as the press conference is planned.

Dr. Riley recognized Ms. Grimm, Ms. DeCola, and Mr. DeCaria for their service on the board as their terms are expiring. Mr. DeCaria thanked everyone and stated that he enjoyed the experience.

Dr. Cummings suggested that Ms. Grimm, Ms. DeCola, and Mr. DeCaria receive resolutions for their service to the board. Mr. Altmeyer made a motion that the board provide resolutions to all outgoing board members. Mr. Contraquerro seconded the motion. The motion carried.

6. Classified Staff Update.....Margaret DeCola

Ms. DeCola is on vacation and there is no report at this time.

7. Vice President, Student Services/Director of Financial Aid.....Janet Fike

• Summer Enrollment

Ms. Fike reported that summer enrollment is low, which is partially due to lower HEAPS funding for summer.

• Default Update

Ms. Fike stated that the College is still waiting for the results of the loan servicing appeal. Because the default numbers on the 2012 cohort were challenged, the rate may be down to 22%.

8. Interim, Vice President of Academic Affairs.....Dr. Carry DeAtley

• Textbook Affordability Report

Dr. DeAtley stated that the College is in compliance and the only issue the committee would like to address is maintaining the use of older textbooks if no significant changes

have occurred with the content.

After Dr. DeAtley's report, Dr. Cummings asked Mr. Lippiello for an update on the success of the new bookstore. Mr. Lippiello reported that the revenue has stabilized and moving the bookstore/Starbucks to the community has been helpful. The store is popular in the community and has gained some regular customers.

Regarding questions about the ECS Building, Mr. Lippiello reported that the College has advertised public bids for the asbestos and lead-based paint removal. Today, May 28th, a mandatory pre-bid meeting was held with six firms represented. The firms have until June 8th to ask any questions and bids are due June 15th. A public bid opening will take place on June 15th at 10:00 am. The lowest responsive bid will be awarded. An addendum for the paving/resurfacing of the lot has been added.

The board also wished a Happy Birthday to Dr. Riley, who celebrated a birthday on May 27th.

9. Old Business

There was no old business.

10. New Business

There was no new business.

11. Executive Session

Mr. DeCaria made a motion the Board enter into executive session at 5:45 pm to discuss the President's Goals. Mr. Contraquerro seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board come out of executive session at 6:00 pm. Mr. DeCaria seconded the motion. Motion carried.

There was no action taken in Executive Session.

12. Adjournment

The meeting adjourned at 6:05 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Rana Spurlock
Fundraising & Development Assistant

Christin Byrum
Board of Governors Secretary