

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 24, 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, September 24, 2015 in the B&O Board Room on the Wheeling Campus.

1. Call to Order

Dr. Cummings convened the meeting at 5:02 p.m.

2. Roll Call

Members in attendance were: Dr. Darrell Cummings; Brann Altmeyer; Jonathon Greer; Toni Shute; David Stoffel; Melanie Baker; and Nina Elder. Excused: Christin Byrum; Bob Conraguerro, Jr.; and Mary K. DeGarmo.

Guests included: Dr. Vicki Riley, President; Steve Lippiello, Chief Financial Officer/Vice President of Administrative Services; Dr. David Shahan, Vice President of Economic Workforce and Development; Dr. Carry DeAtley, Vice President of Academic Affairs; Bob DeFrancis, Dean of Community Relations. Others: Shannon Payton; Margaret DeCola; and Shelley DeLuca.

3. Approval of Minutes (August 27, 2015)

Mr. Greer made a motion the Board approve the minutes of the meeting of August 27, 2015 as presented. Mr. Stoffel seconded the motion. Motion carried.

4. Board Chair Report

There was no Board Chair report.

5. Classified Staff Presentation

Ms. Baker, Classified Staff Board of Governors representative and Advisory Council of Classified Employees Representative, and Shannon Payton, Chair of the Classified Staff Council, presented on the Classified Staff Council at the College. They provided an overview of the purpose of Classified Staff Council as well as whom they are (representatives from the following employment sectors: Clerical/Secretarial; Executive/Administrative/Managerial; Professional Non-Faculty; and Service/Maintenance). While discussing some of the challenges they face, Ms. Payton cited that the staffing level ratio is 28:1 which includes providing customer service to students. Dr. Cummings asked if this was high or low. Ms. Payton stated that this was low.

Some of the campus activities that Classified Staff have either been involved in or will be involved in include the Tri-Campus Open House, Golf Scramble, Leadership Training, Tri-Campus Student Focus Group Discussions, and Customer Service Training at All College Day. Several of the community involvement activities in which Classified Staff have been involved with include the Relay for Life and the United Way Day of Caring.

Their goals for the upcoming year include participating more as a group in community and college events, assisting with the Northern Lights 5K, fundraising to assist students during Christmas and graduation, and a monthly classified staff council newsletter. Dr. Riley expressed her appreciation for this group in their positive attitude and that they have all positions filled this year.

6. President's Report

Interpersonal Violence Rule

Dr. Riley requested approval on the 2nd Reading for the Interpersonal Violence Rule.

Mr. Greer made a motion to approve the 2nd reading of the rule. Ms. Shute seconded the motion. Motion carried.

Wesco Building Update

Dr. Riley stated that Mr. Lippiello and she will be presenting a request to purchase to the WV Council at the October meeting. The Council had requested several items including an appraisal of the property, a Phase I Environmental Assessment. The appraisal came in at \$310k but purchase price was \$205k. Vic Greco's firm is working on an analysis of what would possibly be needed for structure and engineering repairs, heating cost analysis and abatement. Since we own the parking lots around it, by purchasing the building, it expands the campus. Dr. Riley is hopeful that we will be able to expand several workforce programs into the building. In the event the closing is extended, the Foundation has approved a short term loan to cover purchases and closing costs.

Other Real Estate Updates

Mr. Greer asked about the JD Miller Building. After some consideration, there would be a considerable amount of work to be done to even tear the building down not to mention any potential issues with the gas company space (20% of property) that still has working valves in use.

In the future, the ECS property will be turned into a parking lot for the College. The survey is complete and Mr. Greco should have a preliminary plan to Mr. Lippiello in the next week or so.

Mr. Lippiello also provided information on the ATC sinkhole. He hopes to have a structural engineering firm report by next week. He thinks it could be quite extensive. Mr. Lippiello contacted the state for emergency assistance for any repairs and the insurance does not cover it. There are gasoline storage tanks underground as well as bad soil under the lot.

Dr. Cummings requested the Board receive regular updates on sinkhole.

Highlights

Dr. Riley asked the Board to read over the highlights of her activities in August and September as provided on the monthly agenda. She also outlined the Strategic Planning process that kicked off a few weeks ago. The process will include expanding input from the local community on where the College will be in five years. Eventually, the mission, vision and a draft of the Strategic Plan will go to the Board for approval. The goal is to have all of this complete and ready for Board approval at the January meeting.

Dr. Riley asked everyone to mark their calendars for this year's Yuletide. It is scheduled for Tuesday, December 1st at noon. Invitations will be going out in October.

Enrollment Report

Since Ms. Fike was at a conference, Dr. Riley provided an update on enrollment. As of today, we have met 96.25% of the headcount goal and 90.46% of the FTE goal. There was a question asked about meeting goals and setting goals. Dr. Riley stated that we had adjusted this year's goal to be more reflective of what we have been doing in recent years. However, we still have a \$300k shortfall. Dr. Riley emphasized that we need to work on retaining the current students to keep revenue up for spring.

Default Update

Dr. Riley stated that we will receive a final update about the default rate group on Monday, September 28th.

7. Administrative Reports.....Bob DeFrancis

Civil Rights Review

Mr. DeFrancis described the recent Civil Rights review completed. It started back in March and included a 35 page document as it relates to a number of things at the College. After the visit, there were four findings to note but not anything significant. One of the items required the College to make certain students were included in the published appeal process related to non-discrimination. That was done immediately by making sure the appeal process was clear that it also included students. In addition, the College's non-discrimination statement was expanded; the College was mandated to publish that statement on an annual basis as a legal notice in the newspaper(s) of greatest circulation in the College service area. That was done, along with making sure the expanded statement was made more visible internally for staff and students. That expanded statement was sent as an email blast to the College community, and an audio link was included on the website for those who needed an audio version. Another item was a disproportionate number of courses with adequate gender balance. For example, they would like to see more female students in welding courses and more male students in the health sciences. Dr. DeAtley is working on a campaign for this and will be going into middle schools to encourage students to consider career options they might not think about otherwise. Another item was having a number of people with disabilities in brochures.

It was noted that this is a federal mandate to be enforced by the states. Dr. Cummings inquired if the Board needed to approve the non-discrimination statement. Mr. DeFrancis stated that he has done about three of these reviews in fifteen years.

Marketing Update

Mr. DeFrancis reviewed the marketing efforts since January 2015. They are looking into making a decision on whether or not to publish another Career Focus. He then showed the four most recent commercials airing on local television. These commercials included representatives from OVMC, Arcelor Mittal, and Eagle Manufacturing as well as the most recent commercial, focusing on mechatronics, petroleum technology and CIT, which is paid for with Bridging the Gap grant funds.

8. Old Business

There was no old business.

9. New Business

10. Adjournment

The meeting adjourned at 6:15 p.m.

Minutes respectfully submitted by,

Stephanie Kappel
Assistant to the President

Minutes approved by,

Christin Byrum
Board of Governors Secretary