

**OFFICIAL MINUTES
BOARD OF GOVERNORS MEETING
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Thursday, September 26, 2024 – 5:00 p.m. – Wheeling Campus**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, September 26th in the Board Room on the Wheeling campus and via Zoom.

1. Call to Order

Ms. Carenbauer called the meeting to order at 5:00 pm.

2. Roll Call

Members in attendance were: Jacob Altmeyer; David Artman; Shelly Carenbauer; Liz Hofreuter; Larry Lemon; DJ McGlaughlin; Christine Mitchell; Chris Kefauver; and Hilary Curto Wilson. Excused: Ron Scott, Jr.

Guests included: Dr. Dan Mosser, President; Dr. Angela Hawk, Vice President of Learning; Robert Brak, Director of Human Resources; Janet Fike, Vice President of Student Care and Success; Jeff Sayre, CFO/Vice President of Administrative Services; Rana Spurlock, Director of Institutional Advancement; and Dr. Pam Sharma, Vice President of Planning, Institutional Effectiveness and Research.

3. Board Chair Report

Ms. Carenbauer stated that she attended the State of Marshall County Breakfast with Dr. Mosser.

4. Approval of Minutes (August 22, 2024)

Ms. Hofreuter made a motion that the Board approve the Minutes from the meeting on August 22, 2024 as presented. Mr. Altmeyer seconded the motion. Motion carried.

5. President's Report

Dr. Mosser introduced new employees since the last Board meeting. He also announced the reappointments of several Board members we recently received from the Governor's office.

As part of the Strategic Planning process underway, we convened an internal kick-off session on September 13th. Draft Strategic Plan language will be submitted to the Board in March or April 2025.

We hope to announce the winning bid for the CRM by end of October with plans to have it implemented and employees trained in Spring 2025.

Recently, Form Energy in Weirton received a US Department of Energy project funding and we were one of three community partners named. We also applied to a US Department of Labor grant with Form and hope to hear by early 2025 if we have received it.

In addition, we recently received two large commercial natural gas compressors from an industry leader to offer Compressor Mechanic training program.

There have been five donations to the Executive Conference Center project.

The Yuletide dinner is scheduled for December 4th at 5:30 pm.

6. Administrative Reports

Vice President of Student Care and Success

Student Services Annual Update and ACTion Center Update

Ms. Fike and her team provided an overview of the Student Success Center. This area includes the ACTion Center (Advising, Career and Transfer), Admissions, Campus Academic Advisors, Enrollment Management, Financial Aid, Records, Student Activities and Student Success Centers. It was also mentioned how appreciative we were for the Governor's Emergency Grant to help with the federal FAFSA debacle.

CFO/Vice President for Administrative Services

Financial Update

Mr. Sayre highlighted the fund tracking document provided in the Board packet.

Vice President for Planning, Institutional Effectiveness, and Research

Enrollment Trend Data

Dr. Sharma presented the results on the annual enrollment trends. She highlighted the workforce, credit, and total headcount trends from the last three years. We have increased in headcount and FTE. Early entrance increased by 75%.

7. Old Business

There was no old business.

8. New Business

There was no new business.

9. Executive Session

Mr. Kefauver made a motion that the Board enter executive session at 6:07 pm to discuss personnel and real estate as stated on the agenda. Ms. Mitchell seconded the motion. Motion carried.

Mr. Lemon made a motion that the Board come out of Executive Session at 6:46 pm. Mr. Altmeyer seconded the motion. Motion carried.

10. Adjournment

The meeting adjourned at 6:47 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel
Executive Assistant to the President

Larry Lemon
Board of Governors Secretary