

**OFFICIAL MINUTES**  
**BOARD OF GOVERNORS MEETING**  
**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE**  
**Thursday, January 17, 2019 -- 5:00 p.m. -- B&O Board Room**

A meeting of the West Virginia Northern Community College Board of Governors was held on Thursday, January 17, 2019 in the B&O Board Room on the Wheeling Campus.

**1. Call to Order**

Mr. Altmeyer convened the meeting at 4:57 p.m.

**2. Roll Call**

Members in attendance were: Brann Altmeyer; David Artman; Richard Barnabei (by phone); Bob Contraguero, Jr.; Larry Lemon; Shelly Thomas; and Chris Kefauver. Excused: Tad Greene; Melanie Baker; and Octashia Cooper

Guests included: J. Michael Koon, Interim President; David Barnhardt, Director of Marketing and Public Relations; Jeff Sayre, CFO/Vice President of Administrative Services; Dr. Pam Sharma, Interim Vice President of Institutional Effectiveness/Dean of Academic Affairs; Dr. Jill Loveless; Vice President of Academic Affairs; Janet Fike, Vice President of Student Services; and Glenn Elliott, Mayor of the City of Wheeling.

**3. Approval of Minutes (October 24, 2018)**

Mr. Artman made a motion the Board approve the minutes of the meeting of October 24, 2018 as presented. Mr. Altmeyer seconded the motion. Motion carried.

**4. Executive Session**

Mr. Artman made a motion the Board enter into executive session at 4:59 pm to discuss real estate. Mr. Altmeyer seconded the motion. Motion carried.

Mr. Altmeyer made a motion the Board comes out of Executive Session at 5:17 pm. Mr. Artman seconded the motion.

Mr. Altmeyer stated that while in Executive Session, the Board of Governors discussed real estate matters.

**5. Board Chair Report**

Mr. Altmeyer stated that the litigation regarding the ECS lot is over. The Foundation owns the property and is leasing it to the College.

**6. President's Report**

**College Updates**

Mr. Koon overviewed the Economic Value of WVNCC analysis as prepared by EMSI. This was a project funded by the CTCS. In FY 2016-2017, WVNCC added \$233.5 million in income to the Upper Ohio Valley's economy. In terms of jobs, the impact supported 2,955 regional jobs. The net impact of the college's operations spending added \$13.3 million in income to the regional economy. The expenditures of retained students in FY 2016-2017 added \$928.6 thousand in income to the Upper Ohio Valley economy. The net impact of WVNCC's former students currently employed in the regional workforce amounted to \$219.3 million in added income in FY 2016-17. In return for their investment in a WVNCC education, students will receive \$86.2 million in increased earnings over their working lives. For every dollar of public money invested in WVNCC, taxpayers will receive \$3.20 in return, over the

course of students working lives. The average rate of return for taxpayers is 7.6%. Also, these documents contain a list of area collaborators and partnerships. These are just several items to come out of this study and the intent is to share with legislators, at an upcoming press conference, promoting on social media, and community organizations such as Rotary and several area Chamber of Commerce. It will also be on the website. Ms. Thomas volunteered to help with getting this information out to community organizations. Mr. Lemon suggested including some of this information in commercials. Mr. Artman added that this is part of building the brand.

### **Legislative Update**

Mr. Koon provided an update on several of the proposed bills. Senate Bill 1 would increase access to career education and work force trainings. It is the last dollar in approach which means after financial aid and scholarships, the difference is then paid. The student must also be in an eligible program as determined by the Department of Commerce based on workforce needs. It also requires the creation of an ACE program of study at the secondary level that is advanced to the community college level. We already have this with our welding programs in area high schools. After completion, the student must agree to stay in the state for two years or repay the grant. The proposed budget is the same as this year so it is even. The governor wants to sweep all budgeted vacant positions into one account and reallocate those funds. If anyone hears of any updates, please feel free to share it.

### **HLC Update**

Mr. Koon stated that we have received the HLC report for correction of errors of fact. It is not the final document but there were very strong, positive comments throughout the report. All criteria have been met. There are two areas that were met with areas of concern. For those areas, which are criteria 4B and 4C, we will need to do an interim monitoring report. Once the team report is available, it will be shared with Board members, the college community and posted on the website. The IAC Hearing is set for mid-March with the final decision being made at the HLC Board of Trustees meeting at the end of June. Mr. Altmeyer and Mr. Barnabei thanked Mr. Koon for his efforts and being a lifesaver to the College.

### **Weirton Campus Update**

An A & E (architect and engineer) firm have completed a survey of the former Weirton Daily Times building. We are working with the Business Development Corporation of the Northern Panhandle (BDC) and possible grant opportunities with the US EPA and ARC to open an industrial technology training center to meet area workforce needs. The Department of Commerce hosted a meeting last week that included representatives from the state department of education, CTCS, BDC, and the Brooke and Hancock CTE's to discuss program opportunities. As more information becomes available, Mr. Koon will share it with the Board.

### **Blue Ribbon Commission**

They are still working on how this will exactly work. The commission has recommended the elimination of the HEPC and replace it with a shared services agency. There are several implications from this that could put more responsibilities on the Board of Governors on items such as tuition and fees, rules, presidential appointments, approval of operating and capital budgets, etc. rather than having state oversight. As more information becomes

available, it will be made available.

### **Presidential Search Update**

Mr. Koon provided a status update on how many applications have been received to date as well as the search committee composition. He is still waiting on a representative from the Weirton campus. The consultant will be contacting Ms. Thomas soon to start screening the applicants. Mr. Altmeyer asked to be included on those emails.

## **6. Administrative Reports**

### **Chief Financial Officer/Vice President of Administrative Services**

#### **Financial Update**

Mr. Sayre referenced the fund tracking document included in the Board packet and where the financials are year to date. We are currently showing a negative YTD net change which is due to ITC renovations. If anyone has any questions, please let him know.

Mr. Sayre also overviewed the First Quarter Financial Statements. We typically receive them at the end of October/early November and this is the first change he has had to share them. Ms. Thomas asked if Costanzo and Associates prepare these and they do.

#### **Administrative Services Update**

Mr. Sayre highlighted the summary included in the Board packet. In regards to the ATC parking lot, the College has met with the Ohio County Development Authority to develop a plan. After some work, the plan is to pave it once it is at the right level.

### **Vice President of Academic Affairs**

#### **Academic Updates**

Dr. Loveless stated that the Curriculum Committee approved recommendations to eliminate what is essentially duplicate majors. When the distance education program was first started, there were some majors that were also online majors. Now that a majority of the courses are taught online, the Curriculum Committee recommends that the following majors be retired by 2024 beginning in Fall 2019: AA, English/Humanities Online; AA History/Social Science Online; AA, Psyc Concentration Online; AA, Online; AS, Online; AS, Bus Admin Online; AAS, Bus Admin Online; CAS, CIT Microsoft Applications Online; and CAS, Small Bus Management, Online. Dr. Loveless stated that it is basically eliminating the word "online" from those majors. Students currently enrolled in these majors will be able to complete their degrees online.

The CIT program has been approved by the Curriculum Committee to retire the CAS, CIT Networking Certificate. The College offers two other degrees that better fit the needs of the industry. The retirement will be effective spring 2020 with no student admitted to the program beginning in fall 2019.

Mr. Altmeyer made a motion the Board of Governors accepts the Curriculum Committee recommendation of eliminating the CAS, CIT Networking Certificate. Ms. Thomas seconded the motion. Motion carried.

### **Textbook Affordability Report**

Dr. Loveless presented the textbook affordability report that is required to go to the Board of Governors annually. The good news is that 99% of our books are assigned at least two weeks before the start of the semester. They continually look at ways to reduce costs and for ways for students to have access to the books they need for class.

### **Board Development**

As part of the continued Board Development, Dr. Loveless overviewed two of the WVCTCS Series which relate to academics. These include Series 10 – Policy Regarding Program Review and Series 11 – Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs.

### **Vice President of Student Services**

#### **Enrollment Update**

In Ms. Fike's absence, Mr. Koon provided an enrollment report. Enrollment is down a little bit from this point last year. For fall 2018, enrollment was at about 90% of its goal. Mr. Altmeyer thanked Mr. Koon for providing a year to year comparison as that is very helpful.

Mr. Artman asked about a lab tech program as the hospital has a strong need for them. Mr. Koon stated Northern got rid of the lab tech program about twenty years ago when only bachelor degrees were getting hired. Weirton Medical is now hiring two year degree lab techs and would be highly interested in the program. Mr. Artman will put his lab director in touch with Dr. Loveless.

### **7. Old Business**

There was no old business.

### **8. New Business**

There was no new business.

### **9. Adjournment**

The meeting adjourned at 6:34 p.m.

Minutes respectfully submitted by,

Minutes approved by,

Stephanie Kappel  
Assistant to the President

Larry Lemon  
Board of Governors Secretary