

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 24, 2019

DATE: April 24, 2019	PLACE: Board Room	CONVENED: 9:04 a.m.	CONCLUDED: 11:25 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, T. Becker, G. Bouftouh, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, J. Lantz, J. Loveless, T. Marker, J. Sayre, P. Sharma, R. Spurlock, & P. Stroud		ABSENT: T. Queen, G. Wallace, & S. Wood
BY PHONE:	D. Bennett, L. Soly, & L. Tackett		
MINUTES RECORDED BY:	Jeff Sayre		
NEXT MEETING	May 15, 2019		
ITEM	DISCUSSION		
1. WV Invests Grant	<ul style="list-style-type: none"> • Website address distributed earlier and is up and running • CTCS will look at emergency rules April 25th to implement • Financial Aid has concerns, but is managing the process • Application / Application process likely to be available this upcoming weekend • Interest appears to be high • Marketing efforts started lightly and will roll out heavier as details come out. 		
2. Career Tech Day (5/3)	<ul style="list-style-type: none"> • Original partnership with local schools to bring in Applied Tech, but after District Consortium meeting, all programs will be brought as well. • Applied Tech, Allied Health, etc. will host approximately 200+ students • John Marshall, Cameron, Wheeling Park and John D. Rockefeller have solid commitment. • Logistical support will be needed and departments will be asked to use personnel in non-traditional ways • Friday, April 26th, meeting to finalize details and information will be sent out 		
3. Property Updates	<p>BOG Agenda has item to update Facilities Plan with intent of adding three property:</p> <ul style="list-style-type: none"> • ECS Lot – Currently Foundation's property. Joint project with the city. 18th St. will be abandoned and parking & green space will be developed. • Weirton Daily Times Building. Joint project with BDC, Federal EDA, city of Weirton, and private partnerships. The property would be developed into a welding facility. Likely WVNCC to lease from BDC, but lease may be funded by grant. • 15th St. House for Crime Scene Investigation. Develop for WVNCC usage, but also be part of a regional training center for local law enforcement agencies. John Lantz says the program models after Glenville's partnership with local law enforcement. There is potential for revenue generation (both increased attraction boosting enrollment and outside agency use). • ATC Lot - Working with OCDA. OCDA to do the environmental remediation and fill the void. WVNCC will then finish from the surface up. 		

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<p>4. HR Updates</p>	<ul style="list-style-type: none"> • May 3 Staff evaluations are due / May 15 supervisor evaluations are due • Several faculty positions open and posted • Staff position of Career Services open and posted • Dean of Academic Affairs had previously been posted. After feedback through the process came back, the position is going to be modified to better suit the College's needs. It will also be reposted. • Campus Service workers were fully staffed as of Monday, April 22. • PEIA Benefit fair went really well – Thanks to Ardell for coordinating. • Summer hours start on Monday after graduation, May 13. Please turn in schedules as soon as possible.
<p>5. Facilities Update</p>	<ul style="list-style-type: none"> • The auditorium will be out of use from May 13 – June 30 • B&O vending to be placed in the hallway about May 5 • Schedules of work day will be forwarded to the areas of construction • Roof projects in Weirton and New Martinsville is going well • Fencing at the ITC will receive the privacy slats
<p>6. IT Update</p>	<ul style="list-style-type: none"> • IP Video - Rooms to be remodeled to be more suitable acoustically. Rooms in IC are not economically feasible to improve acoustics so rooms in B&O will be selected. Completion is scheduled two weeks prior to teacher return for training • E-mail / IT Services Disruption - Updating Domain Controller being updated over a 2 year period. 15 of 16 were successful. Last one caused failure. Omni was consulted and verified same concerns and went to the Microsoft support to resolve the issue. For future prevention - Backup processes expanded to include Domain Controllers, Active Directory and Global Catalog. An enterprise risk management task force will be appointed by Mr. Koon with Mr. Tackett agreeing to serve as chair.
<p>7. Business Office Update</p>	<ul style="list-style-type: none"> • Personal travel reimbursement increased on April 1. Beginning next fiscal year, the reimbursement will be determined in July and will remain in effect for the entire fiscal year. • The process asks that request come 5-days in advance. The requests will be processed on Tuesday & Thursday. • Budget submitting to BOG April 25. Balanced, allocation from state designated for personnel costs is completely designated to costs. President's increase will not be included in this figure for complete fairness. Staff and Faculty will provide recommendations on how the raises are distributed to individuals. No OTPS cuts were necessary.
<p>8. Changes in Travel Reservations</p>	<ul style="list-style-type: none"> • From feedback, Hotel & Flight arrangements will be made in the departments where the department has a purchasing card. • The business office will still assist as needed
<p>9. WVNCC App</p>	<ul style="list-style-type: none"> • Mr. Barnhart demonstrated the new ap for the College. It will display upcoming events, with the possibility of push notifications. Will also provide news, contact information with easy access buttons, location with ability to launch google maps. Replacing the calendar. There will be a rollout plan to inform the students of the availability (Launching soon).

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10. Program Videos	<ul style="list-style-type: none"> • Corrections to previous links will be updated to the College community • Looking to increase the video content in general.
11. Early Entrance	<ul style="list-style-type: none"> • Dr. Bouftouh presented a report on early entrance based upon discussions with college personnel and high schools counselors and administrators on all three campuses. • She emphasized the need to improve communications in all directions and the need to better share “best practices” within the College. • Dr. Bouftouh suggested that an early entrance task force be created to review the report and recommend changes for improvement. • The report is available from the VPAA or President’s office.
12. Open House	<ul style="list-style-type: none"> • 91 Students (most not admitted yet, different than years past) / 231 People total
13. Other	<p>Welcome to John Lantz, new Faculty Assembly President.</p> <p>President’s Search - Negotiating with candidate has not been finalized. CTCS Council will not have a contract for their meeting tomorrow.</p> <p>Weirton - Honor Convocation on April 26th</p> <p>New Martinsville</p> <ul style="list-style-type: none"> • Leadership Lunch on April 26th • Honors Convocation on April 28th • Chamber Awards Dinner on May 14th • Lunch and Learn through Chamber on April 30th • Entrepreneur classes through the Chamber are ongoing <p>Database trial under way, faculty previewing but anyone else can have access by contacting Pat Stroud.</p> <p>Freshman Friends & Family evening was conducted on 4/23 to assist with Financial Aid, Payment Plans, and other information. About 10 students participated with their families.</p> <p>Registration is open. Registration tickets are revised to allow students to continue the process without having FAFSA completed to encourage completion before faculty leave for the summer.</p> <p>Focus on student participation in class evaluation process.</p> <p>Foundation events - Golf Outing June 3rd & Friends on October 25th.</p> <p>Marketing Survey out to students.</p>