

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 14, 2018

DATE: November 14, 2018	PLACE: Board Room	CONVENED: 9:01 a.m.	CONCLUDED: 10:40 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, P. Carmichael, C. Corbin, C. Farnsworth, A. Frey, K. Herrington, J. Loveless, T. Marker, J. Sayre, R. Spurlock, P. Stroud, L. Tackett, G. Wallace		ABSENT: T. Becker, D. Bennett, J. Fike, P. Sharma, S. Wood
BY PHONE:	L. Soly & T. Queen		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	December 19, 2018		
ITEM	DISCUSSION		
1. Acalog Demonstration	<p>Becky Yesenczki provided a demonstration on the Acalog product. It is a separate site on the website but will mirror the new website. The Northern Navigator is still the tool for a student to use for what they need to complete their degree but this product also has a degree planner which is another tool that shows them what they have completed and what they still need to do. A perspective student can create an account to look at a program to see what they might need. Then we have a profile on that potential student to follow up with. If a change is done in one place, it takes care of it in multiple places. Ms. Yesenczki will set up accounts for those who have pieces of the catalog and these will go back to the catalog administrator. Ms. Carmichael and Ms. Yesenczki will get together to discuss the best way to set up the employee directory.</p>		
2. College Updates	<p>Mr. Koon stated that we are tweaking the advising process a bit. They have asked for faculty volunteers. The Service Center staff and ASC staff met earlier this week to discuss a plan for advising. In order of availability for advising – 1. Ms. Aulick (new students) 2. Faculty 3. Ms. Farnsworth 4. Mr. Koon. Ms. Fike will fall between faculty and Ms. Farnsworth. Ms. Kappel will coordinate tours with Mr. Barnhardt and other volunteers. Mr. Koon asked if anyone else has other ideas to please share.</p> <p>There has been a lot of activity with career tech students and faculty from John Marshall and Wheeling Park High School in the last few weeks. At the District Consortium meeting last week, there was a request for WVNCC to host a Career Technical Day in the spring. The Open House went well and Mr. Koon thanked everyone for their work with the Day.</p> <p>On 11/30 at 10:30 am, there will be an IPV Summit in the auditorium for all users/interested parties in IPV video. The purpose is to sort out any issues that directly or indirectly relate to it. All sectors will be represented.</p> <p>Class cancellation policy – Mr. Koon reiterated what Ms. Carmichael sent out a few weeks ago that we are no longer using the phone tree. Communication will be via text and email. There will be an effort to not send</p>		

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	texts between 11 pm and 5 am. Ms. Marker asked if it would be possible to remind employees to not come into work early on days with a delay to allow maintenance time to clear parking lots and surrounding areas. Ms. Carmichael will re-send out class cancellation and closing procedures
3. HLC Update	Mr. Koon is hoping to receive the final schedule this evening from the team chair and will send out tomorrow morning. In order to connect the outer campuses, Mr. Corbin is going to use Zoom. The college should receive a draft of the report probably in January. The first draft will be for correction of factual errors only and will not be shared. When the corrected version is available, it will be shared with the college community. The College will need to go to the IAC meeting in March then will have final decision after HLC Trustees meeting in June. If anyone has any questions, please let anyone from the HLC steering committee know.
4. Presidential Search	Mr. Koon stated that the search consultants will be here on December 4 th and 5 th to meet with all campus constituencies to develop a position profile for the search. On their second day here, they will visit the NM and WT campuses. A tentative timeline shows that their advertising will be done in January. Interviews will be starting in March with on campus visits in mid-April. At this stage, there is not a search committee. The Board of Governors has asked the consultant to help determine the structure of the search committee. There will be a few Board representatives on it but the entire Board will only be involved at the final stage.
5. Business Office Update	Mr. Sayre stated that the Business Office continues to improve the travel and purchase order process. At the recent CFO conference, the state of WV is having some real issues with fraud prevention. Moving forward each month, one pcard user will be reviewed in detail to make sure that we are fulfilling our obligation.
6. IT Update	Mr. Corbin stated that each campus is 100% internally connected together. The switchover happened very smoothly and it drastically improved the connection speed. They will do a switchover on the Wheeling and Weirton campus after Christmas break once grades are all put in. IP video bids are in and they hope to be able to tie that into the IPV Summit.
7. Facilities Update	Ms. Marker stated that they are working on several office moves. A satellite office for faculty who are only here once a week is being worked on. Regarding the Weirton door issue, Ms. Marker will be receiving bids on it over the next few weeks. They hope to have it replaced by the beginning of the year. The water fountain should be installed in the ITC next week. An AED will also be going in the ITC after Thanksgiving. They are about 80% done with HLC prep. Ms. Stroud asked for a large pile of books to be removed from the LRC before HLC visit. Ms. Marker stated that they continue to monitor work orders. If you have any maintenance orders, please let them know.
8. WLU Transfer Agreement & 2 + 2's	Ms. Herrington stated that faculty are concerned about getting away from 2 + 2's. We have more than 30 programs with 2 + 2's and about 100 students in them. Ms. Herrington stated that we need to develop a standardized process for us to meet with the schools to catch changes before we start in August.
9. Faculty Salary Plan	Ms. Herrington asked when budgets are due. This is the last year of a three year salary plan so we need to either do a new one or decide what we are doing. Mr. Sayre will set a faculty salary meeting. Mr. Koon stated that we still do not have a sense of budget from the state. This is also a new cycle with legislators in the spring so the budget might be later this year coming out.

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<p>10. HR Updates</p>	<p>Ms. Carmichael stated that all of the credentials are in Weave and it aligns with what faculty are teaching. Ardell has done a comparison between HR files and Weave. She found a few discrepancies but has sorted that out. The HLC visit team has access to Weave.</p> <p>Ms. Carmichael provided updates on the following open positions:</p> <ul style="list-style-type: none"> • Student Recruiter and Nursing positions – working on reference checks. • CIT – There has been a recommendation. • IT – they plan to start on 11/26 • Campus Services workers – ongoing. • Biology position & WT PT Campus Service Worker are posted and close on 11/26. • Academic Advisor closes on 11/26 • PT Tutor Lead is waiting on committee to review. • There will be another posting out later this week on special population's academic advisor.
<p>11. Positivity Wall</p>	<p>Ms. Carmichael sent an email out to campus recently that the wall is up in the B & O. She hopes to have one in the EC installed soon. The supplies for the NM campus were sent with Mr. Tackett and she will send up supplies for the WT campus soon. After they are up for a while, she will take notes off and send to individual employees. Ms. Herrington asked for more notes to take to give to faculty at Faculty Assembly. The faculty like them.</p>
<p>12. Christmas Parade</p>	<p>Mr. Barnhardt stated that preparations are underway for the parade on Friday evening. Our float is #89. WTOV will broadcast from the Barnes and Noble lot. If you still want to ride on the float, let Sarah know. There are still bleacher seats available (20 out of 40). There are still spots in the Student Union too. Let Sarah know if you plan to use the Student Union. There will be pizza and pop in there at no charge. The ATC will be open for people to use the restrooms but the B & O will not. Lyndsi has the set up for the Student Union. Ms. Carmichael will send out a reminder to employees about doors in the B & O.</p>
<p>13. Signs & Bulletin Boards</p>	<p>Mr. Barnhardt stated that some areas need more signage. If you have a need for a sign or board, please let him know and he will get it for you.</p>
<p>14. Other</p>	<p>Ms. Wood was out sick for the meeting but sent announcements to Mr. Barnhardt to make from her area:</p> <ul style="list-style-type: none"> • Thanksgiving Feast will be on Thursday on all campuses at 11:30 am • Matt Van Fossen has offered to sing Christmas songs on the courtyard from 12-12:45 on 12/3. There will be a food truck and free hot chocolate. Donations to be accepted of socks, hats, gloves, etc. • The food drive is ongoing until Friday. <p>Mr. Queen stated that there is a staff meeting tomorrow at 2 pm with location TBD. Ms. Kappel will check to see if Board Room is available and let him know.</p> <p>Mr. Koon stated that there are seven students in the NM welding onsite program that started this week.</p>

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Ms. Spurlock stated that the Foundation has a Strategic Planning session tonight.

Ms. Frey reported that the on-site audit is complete. We might know in December or January how it went. There will be one control issue. They want to see an extra sign off on drawdowns in the business office of federal aid funds. Due to HCM1, the audit jumps straight to audit finding rather than a recommendation.

Ms. Farnsworth stated that Ida will be out on maternity leave at the end of the month. She has arranged for coverage for WT ASC. She asked about hearing on mini-grants and capital requests. Mr. Koon hopes to have something soon out on the mini-grants. Mr. Sayre stated that the capital requests will go to the budget committee December and January.

Academic Affairs continues to tweak the schedule. They are pulling back on the pdf schedule and will be updating every other week.