

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – July 18, 2018

DATE: July 18, 2018	PLACE: Board Room	CONVENED: 9:03 a.m.	CONCLUDED: 10:54 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, C. Corbin, C. Farnsworth, A. Frey, K. Herrington, T. Marker, J. Loveless, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, G. Wallace		ABSENT: T. Becker, P. Carmichael, J. Fike, T. Queen, L. Soly, L. Tackett
BY PHONE:	D. Bennett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	September 19, 2018		
ITEM	DISCUSSION		
1. Role of President's Council	Mr. Koon stated that as an institution, we are looking forward not backward. We can't correct anything that has happened in the past but we can learn from it to move forward. Employees should feel empowered and input is welcomed. He firmly believes in shared governance and is a product of shared governance. The President's Council is advisory to the President. Input is sought from this group. He does not want rubber stamping. Information should be shared from President's Council to the constituent groups. If you have any feedback, please do not hesitate to share it. As we move forward, data will be used to make decisions. Other management tools such as process mapping will be used as well. In addition, Dr. Loveless is utilizing several software systems to help with schedule, catalog, curriculum, and credentialing. If you have agenda items, please send them to Ms. Kappel.		
2. Staff Council	Mr. Koon shared an email that he will send to campus about retaining the current Classified Staff Council with sector reps as the Staff Council while we work through the state personnel changes. There is still the ad hoc committee that is working on this and sorting out details. He just wants to make sure that all employees feel included, are not disenfranchised and everyone has a role in shared governance. Ms. Stroud asked about ACCE and Mr. Clausell is attending those meetings in the state. It seems as though each institution is figuring out what works best for them.		
3. E-mail Monitoring	Mr. Koon stated that there are employees who are concerned that people are monitoring email and cameras. No one is to monitor video cameras for disciplinary action without explicit written permission from him. Also, no one should be monitoring emails. If anyone does after this edict, there will be serious consequences.		
4. ITC Grand Opening	The grand opening event on August 8 th at 10:00 am. Staff are invited and we will maintain the open house until early afternoon. If you can't go on this day, Mr. Sayre is happy to give tours. The final cleaning is scheduled for 8/6.		
5. Administrator Evening Contact	There will be a new process in the fall to help resolve any issues in the evenings as they come up. There will be a single phone number that will get routed to a Cabinet member on a rotating basis to troubleshoot any problems. The number will be announced at All College Day. Additional support during the first few weeks of		

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	the semester is also being explored. Ms. Herrington asked that this information be shared with adjuncts as well.
6. HLC & Strategic Plan Updates	<p>Mr. Koon stated that the committee is working on draft parts of the HLC assurance report. They hope to have the document ready the week before All College Day. Most of All College Day is devoted to HLC and the process. Our HLC liaison is coming in and will spend a portion of the day with us. The plan is to have a festive atmosphere and make it interactive. Dress is casual. We will use the remaining parts of August and September to finalize assurance document. Dr. Sharma and Ms. Farnsworth have done exemplary work on co-curricular assessment. The Weave software will help with credentialing. He will be working on Board development.</p> <p>One of the items that HLC was concerned with was that our goals were not attainable but they were given to us by the state. The larger group decided to have a smaller sub-committee develop goals and strategies as it related to their individual areas. Next week's Cabinet meeting will focus on Strategic Planning. In the near future, the larger group will reconvene. Ms. Herrington asked where faculty could find assessment data. Dr. Sharma stated that there is a new faculty document center. It is a single log on. The process is underway to upload documents. There is a pre-assessment, assessment and peer review in each folder for each program. Dr. Sharma thanked Ms. Farnsworth, Ms. Stroud, and Ms. Frey for their work on the co-curricular assessment.</p>
7. Higher Ed Study	Mr. Koon shared what we know about the Blue Ribbon Commission appointed by Governor for state four year institutions. This will probably cross over to the community colleges at some point. The commission was put in place without the legislator's involvement. If you hear anything, please share. As soon as the College hears anything else, it will be shared. CTCS is also working on the funding formula for community colleges. The hope is for a hold harmless clause.
8. Business Office Update	<p>Mr. Sayre stated that the budget book is available. If anyone wants it, please let him know. The Budget Committee will meet again in August to begin work on the FY 2020 budget. Ms. Spurlock asked if she could have a copy for Criterion 5.</p> <p>He stated that they have reissued the parking tags. If you need one, please see Ashley Ramsden.</p>
9. Facilities Update	<p>Ms. Marker stated that facilities is working on office upgrades. She added that Dr. Loveless is prioritizing on the academic side who is to be upgraded next. The auditorium carpet is being replaced. From 7/20-8/20, it will be out of service for events in order to allow the installation to happen. By next summer, they hope to have the NM Service Center redesigned. Several projects are also underway on the WT campus including SGA office, 1st floor restrooms and Ms. Soly's office. The Financial Aid office in Wheeling will also get an upgrade.</p> <p>Facilities is also working on the ITC transition. Final cleaning of the ITC is scheduled for 8/6. The fire marshal visited the building last week and all was well</p>

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<p>10. IT Update</p>	<p>Mr. Corbin shared that the switch over to a faster network is happening for NM and should be finished in two weeks. There have been a few issues in Wheeling and Lumos is working on it. Mr. Sayre stated that he will send out an email to campus for when the switchovers happen. If you have any feedback, please let them know. Dr. Sharma asked if the Lumos switchover would impact any online classes and Mr. Corbin stated that it shouldn't. WVNET has the new IP addresses. Dr. Loveless asked for increased communication while all of this is happening so everyone is aware.</p> <p>A new phone system will be implemented on August 3rd. There will be a training lab and a bigger in depth run through with the phone system.</p>
<p>11. New Travel Requirements</p>	<p>Mr. Koon and Mr. Sayre stated that there are new travel requirements being dictated by the state. The state legislators have hit state entities hard and is cracking down on fleet management. Lyndsie has attended state training. Anyone who uses a state vehicle needs to watch a 30 minute video and sign acknowledgement forms. Keys will not be handed out until these items are complete. Also, mileage will now need to be recorded when car starts and stops. The new state systems is sending alerts if something appears to be off. Cars are even designated for what type of gas. Quarterly reports are now being required by the state. Dr. Loveless suggested resending link for video on 8/20.</p>
<p>12. Grant Processes</p>	<p>Mr. Sayre distributed a grant process document. He thinks it will increase communication across departments. As part of the revised process, there is a form for the Business Office to look at financial impact of the grant. Foundation grants will also be run through this. Mr. Sayre asked for feedback on document and then it will be finalized and implemented. Mr. Koon learned that the governor's office is looking at tightening up and setting up a state grants office. Higher ed is in the process of trying to get exempted from that.</p>
<p>13. Staff Teaching Courses</p>	<p>Mr. Koon explained that this question came up with the recent changes in state personnel policies. There is an administrative procedure from 2010 that will be revised to reflect recent changes. Non-exempt personnel may still not teach due to Fair Labor Standards. As soon as more information is available, we will share it.</p>
<p>14. Other</p>	<p>We recently received notification that we have been awarded \$78k to help the welding program from CTCS. This was awarded based on previous performance.</p> <p>Ms. Herrington asked about the Safety Committee. She had thought RJ and John Lantz were to chair it. Mr. Sayre stated that he will add it to the agenda for the next meeting.</p> <p>Ms. Herrington also asked if there was anything new with the ECS lot and it is in litigation at this time.</p> <p>Ms. Frey stated that the Financial Aid office is busy with summer projects – processing, orientations, getting ready for fall and an audit that is due on 8/10.</p> <p>Ms. Stroud stated that the LRC is working on summer projects such as discarded books and a promo for the Great American Read in October.</p> <p>Ms. Spurlock announced that the rescheduled golf outing date is 9/7.</p>

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Dr. Sharma stated that an assessment report will be available for All Faculty Day. Program review data is also available. Ms. Baker and Ms. DeLuca are attending a training this week too. There are also folders being set up in Argos to help Program Directors and Cabinet with access to data.

Mr. Barnhardt stated that they are working on an addendum to the catalog and hope to have it out in the next week or two. He still has hard copies of the catalog in his office if you need one. They are also working on a new view book, a re-design of the website and are tweaking the Get Comfortable with College campaign a bit. There is also a tv and radio fall registration push. Google and Facebook ads are also happening. Mr. Kuhn and he are responding to those within 24 hours even over the weekends. Ms. Herrington asked if web design will affect faculty pages and Mr. Barnhardt will work with them on that. There will be focus groups set up once new website launches.

Dr. Loveless stated that they have hired three nurses and a math instructor. Interviews are happening weekly. There will be a new orientation for new faculty, program directors and new hires since January starting on 8/14. If you are interested with being on the agenda, please let her know. All Faculty Day is set for 8/23. On Monday, they will start implementation for DigArc that will help with catalog and curriculum. If you are interested in it, you are most welcome to attend the meetings.

Ms. Kappel will send out meeting invites for the Fall NPC meetings.