

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 20, 2020

DATE: May 20, 2020	PLACE: Via Zoom Conference Call	CONVENED: 9:01 a.m.	CONCLUDED: 11:04 a.m.
ATTENDEES VIA ZOOM:	D. Mosser, D. Barnhardt, T. Becker, D. Bennett, D. Clausell, C. Corbin, D. Cresap, C. Farnsworth, J. Fike, A. Frey, J. Lantz, J. Loveless, T. Marker, J. Sayre, P. Sharma, L. Soly, R. Spurlock, P. Stroud, L. Tackett, & S. Wood		ABSENT: P. Carmichael & G. Wallace
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	August 5, 2020		
ITEM	DISCUSSION		
1. President's Updates	<p>Dr. Mosser thanked everyone including Mr. Barnhardt, for their work with the Commencement video and blue lights. All three campuses participated and looked great. If you have any pictures, please send them to Mr. Barnhardt who will create a library of them.</p> <p>Coronavirus update – Faculty have developed a protocol for testing for Nursing that can be adapted for ACT testing. Ms. Bennett asked about NM being open for Weight Watchers and those meetings would not be offered until we reopen. Dr. Mosser had a conference call with the Chancellor and other presidents last week and it is unknown at this time when we will open. There has been discussion about trying to open after the 4th of July holiday and staff would return to campus in stages with the intent to be here for several weeks before faculty return for the fall semester. They will work on a protocol for returning. We should have ample face masks by August. Ms. Stroud asked about protocol for her staff including Plexiglas and social distancing. Mr. Tackett mentioned social distancing as students are coming into buildings for testing. Ms. Marker volunteered to paint the entrances with chicken feet spaced six feet apart.</p>		
2. Business Office Update	<p>Mr. Sayre stated that in the ATC parking lot, OCDA is working on removing the underground voids. The parking lot project includes the ATC lot, the ECS lot and the B & O visitor parking lot. There will be some choices to make moving forward to contain project costs. Security cameras will be placed strategically on the lots. Mr. Corbin suggested adding access points in lots for students.</p> <p>Mr. Sayre also stated that we have secured an interim HR firm to do a 13-point audit. They are here for two months reviewing our HRD-related policies and procedures. They will then provide our new Director of HRD with a list of recommendations for moving forward.</p> <p>The Board approved our budget at their 4/30 meeting. It will be available to the college community prior to 7/1. Budget managers will be meeting with the Business Office most likely monthly to monitor the budget. This budget is “pretty tight.”</p> <p>We are receiving CARES funds but we have spent much more than that in COVID-related expenses. The Budget Committee and CIC has prioritized projects and project leaders submitted detailed proposals to</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 20, 2020

	<p>Cabinet. We have one year to distribute these funds. They developed a methodology on how students should receive funds and distribution has gone very well. Ms. Spurlock, Ms. Frey, Ms. DeLuca and Ms. Harvath have been working with Mr. Sayre on the required federal reporting process.</p> <p>On the internal processes, purchase orders and invoices are working well. Email approvals are working in place of actual signatures. Mail and packages have become a challenge with delivery persons accessing the building. We believe the swipe cards have been sorted out with Mr. Corbin's assistance. Ms. Reager is coming in daily to do mail. If you have UPS or Fed Ex packages, please let Lyndsie know.</p> <p>There are several RFP's in progress including the student refund management. BankMobile will continue in that capacity. HR contract with AlignHR is being signed. Interviews are being lined up for 7/1 for the bookstore RFP. The CDL tractor/trailer lease is being advertised. HVAC controls and repairs is in draft form right now. This project will involve Rich Donovan from the HEPC.</p>
<p>3. Facilities Update</p>	<p>Ms. Marker stated that the CELT lab furniture is scheduled for install on 6/2. The light pole in the ATC parking lot is coming down. They are working with the welding faculty on ventilation over in the ITC. She also stated that they are working on the capital project list and layout. Janitorial crew continue elevated cleaning procedures. Jay is back to grass cutting. State vehicles are being stored in the garage for now. Most of her crew is working 5 days rather than the optional 4-day summer schedule.</p>
<p>4. IT Update</p>	<p>Mr. Corbin stated that they are finishing up work for the semester and preparing for next. They will be migrating a new network drive to the system. Over the holiday weekend, there will be an outage to allow this to occur.</p>
<p>5. Employee Satisfaction Survey Results</p>	<p>Dr. Sharma went over the latest employee satisfaction survey results. These showed large increases in areas such as president providing effective leadership, Board of Governors being invested in the College, high morale and that the college promotes transparency. Dr. Mosser asked if we can pinpoint the lowest rated area(s) and figure out how to address. Dr. Sharma stated that she will pull the employee satisfaction survey group together and pick five items to prioritize.</p>
<p>6. Other</p>	<p>Dr. Sharma stated that the scan teams continue to meet and that the quality/progress is going well.</p> <p>Ms. Stroud stated that the scan teams have been working on getting the information from the Census Bureau website. It has been updated with COVID data and has a lot of good information.</p> <p>Ms. Soly stated that the WT campus has gone to the 4-day work week. The blue lights on commencement night looked spectacular.</p> <p>Dr. Sharma stated that the last Zoom meeting with Joel on the strategic plans is 5/27.</p> <p>Ms. Fike stated that we are ready for classes to start next week. Admission applications through Monday are caught up. They will be posting a special populations position soon.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 20, 2020

Dr. Loveless stated that when you see the fall schedule, please do not panic. They are making some provisions with COVID and things look a little different until we see how this plays out. Space will be worked out in July. There is a waitlist for on campus classes and they would like students to go on the waitlist. Classes will be hybrid. They ended the semester with only two missing grades. Surg Tech had 100% pass rate on their national exam this spring. There will be faculty interviews in June to fill positions. Allied Health Secretary should be filled soon. Dr. Loveless and Mr. Barnhardt will work on press release about our fall classes.

Ms. Spurlock stated that the golf outing for this year is cancelled. She will get in touch with the usual donors to see if they would like to donate to emergency assistance instead. They have a campaign for emergency assistance on email and social media.

Ms. Frey stated that there are 400 students on SAP. There will be some appeals. COVID reasons will be considered differently. There were 67 students who were unofficial withdrawals which is higher than normal. Dr. Mosser suggested that the Retention Committee look at this. FASFA completions are about the same right now compared to a year ago. She continues to do multiple appeals to get them to complete.

Ms. Becker stated that Ms. Blaha is doing registration tickets for new students. They continue to follow up with students. Virtual testing is going well. Academic support is helping next week. They are appreciative of the meta advisors this week and next. For the summer purge, there are less than 20 on the list.

Mr. Clausell stated that he will be giving a Staff Council presentation at the Board meeting tomorrow night.

Mr. Lantz stated that faculty have adjusted quite nicely to the online process. They are prepared to make the switch in the fall if needed. Dr. Sharma will send him the employee satisfaction survey results to see if anything needs addressed.

Ms. Cresap stated that she is working on Weave and updating course assessments. She put a peer review document into Weave and will use to do virtual training with faculty. They are continuing to work on assessment plans. The early entrance fall schedule is out. They added 11 new sections including JMHS and Cameron. They combined Ohio County. They will be meeting with Weir High via Zoom. They have updated the Edge credit with the state. They are also working on a virtual presentation for students and parents. And they will be updating the Board of Governors advising page.

Mr. Barnhardt stated that they are working on promotions for fall registrations. Before we went remote, they were working on three commercials. They are converting some ads to print ads. They are looking at message a little differently to hit students that are not going back to four year residential schools. They have started advertising on Facebook and Instagram. The Civil Rights Review has been postponed for now.

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 20, 2020

The 50th Anniversary Task Force has met. If anyone is interested in joining, please let them know. The RFP is out for the printing contract and they are working through the logistics and are trying to be cost effective.

Ms. Farnsworth stated that they are working on assessment at the end of the semester. This is in Weave and they are analyzing. They are ready for summer and continue to provide support. The Retention Committee will meet throughout the summer and will continue to look at best practices to help students.

Mr. Tackett stated that they are setting up Class A & B CDL programs. They might be ready for the fall but depends on COVID. They met with Workforce Board and learned that about 88% of their paid training is for CDL. They are working on several grants. We plan to have a simulator. He will be presenting to the Board of Governors and will also present to the Foundation Board in June. There is an RFP out for tractor trailers.

Ms. Bennett stated that they are meeting with students via Zoom and continue to work on registration. The building looked great in blue lights.

Ms. Wood shared several student election results. There are still several vacant positions which they are working on. She is working on the cocurricular assessment and is uploading in Weave. She is working on updating the Clery process. Prodigy Wellness Center in NM is offering online fitness classes for students.