

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – August 5, 2020

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| DATE: August 5, 2020 | PLACE: Board Room | CONVENED: 9:00 a.m. | CONCLUDED: 11:30 a.m. |
| ATTENDEES: | 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, G. Wallace & S. Wood | | Excused: S. Kappel |
| MINUTES RECORDED BY: | Rana Spurlock | | |
| NEXT MEETING | September 16, 2020 | | |
| ITEM | DISCUSSION | | |
| 1. President's Updates | <p>The College has completed all four phases of returning to campus and students are being seen by appointment. The group discussed ways to assist students coming to the doors without appointments, including a possible tent with a virtual greeter.</p> <p>The Coronavirus Task Force continues to meet regularly. In addition, Dr. Mosser and all other college presidents recently met with Governor Justice via Zoom. All are planning to return in the fall and there may be testing in place for all students and staff. Ms. Frey asked that the committee consider ways to address staff members who may wish to decline any testing.</p> <p>All supervisors are asked to meet with their teams to review the guidelines for return to campus. Please have everyone review and sign the acknowledgement form regarding return to campus requirements.</p> <p>Mr. Barnhardt added that student guidelines are in final form and will be distributed by email, on the website and to employees.</p> <p>Dr. Mosser reported that the Human Resources Director and VP of Workforce have been chosen and may be announced as early as today. He added that the HR review/audit is complete.</p> <p>The facilities garage recently had a break in and this was reported to police and the College's insurance agency.</p> | | |
| 2. Business Office Update | <p>Mr. Sayre reported that he has held 12-15 training sessions on the new purchasing procedure. He is planning to make some changes based upon these sessions and will now only require three quotes for purchases over \$2,500. He reiterated that the procedure should not get in the way of college business and any emergency purchases should be made then the paperwork completed afterward.</p> <p>Mr. Sayre presented a list of all planned projects through 2021. Asphalt should be on parking lots before winter. An HVAC overhaul is planned. An Expression of Interest was sent out and eight vendors replied. Some of the items on the list are covered by CARES Act funding.</p> | | |

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| <p>3. Facilities Update</p> | <p>Ms. Marker reported that safety inspections are complete and a repair to the ceiling in B&O 330A is complete. The maintenance crews continue enhanced cleaning and they are working to replace items lost in the robbery. If anyone has any projects they would like completed, please discuss this with her very soon.</p> <p>Ms. Alfred asked about the renovation of the B&O first floor. Dr. Mosser answered that this year will be used to plan and we plan to have a contractor complete the remodel during the summer months.</p> <p>Ms. Bennett asked about plexiglass partitions in the libraries. Mr. Barnhardt answered that stand-up, countertop shields have been delivered.</p> |
| <p>4. IT Update</p> | <p>Mr. Corbin reported that Gov. Justice is having WIFI access installed in all college parking lots. This will use our bandwidth.</p> <p>He has been conducting security testing by sending spam emails. This will help him determine a variety of intuitive training methods.</p> <p>All new Xerox machines have been installed and dual screens are in. In addition, auditors will soon require 15-character passwords. Ms. Fike asked him to keep in mind issues with the student portal.</p> |
| <p>5. Blackboard Survey</p> | <p>Dr. Sharma will send out the results of the survey developed in Retention Committee to improve faculty evaluation rate. Approx. 2,000 surveys were distributed and 567 were returned. Overall, there was a very good response on student satisfaction with few reporting issues with communication and IT. However, 72% were concerned with how the transition would affect their grade. There was also no statistical difference in our Spring 2020 withdrawal rate compared to Spring 2019.</p> <p>On Monday, August 10th, Dr. Sharma will send a new survey to faculty.</p> |
| <p>6. Strategic Plan Update</p> | <p>Dr. Sharma reported that the SWOT analysis and environmental scanning has been completed with 48 trend statements developed as a result. The statements are being edited at this time and will be available on the website after August 15th. The next steps will be to develop a mission, vision, and strategic goals. A public gathering to review the trend statements is a part of this process, but will be put on hold at this time due to Covid-19 public gathering restrictions.</p> |
| <p>7. Other</p> | <p>Dr. Loveless reported that drive thru registration events will take place on all three campuses the week of Aug. 10th. There is a deficit of 337 students comparing now to last summer, so they are looking for creative ways to solve problems.</p> <p>Mr. Clausell asked if there are guidelines for temperature taking as we move toward reopening. Will his team need to continue to do the testing? Dr. Mosser complimented the testing center on their protocols and answered that these are things the Covid Task Force will address.</p> <p>Mr. Barnhardt congratulated everyone on the great ideas. The Marketing Office continues to push registration in marketing efforts and new TV ads have debuted.</p> |

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Ms. Woods reported that Clery has rolled out a large overhaul and new guidelines will be available Aug. 10th. She is working with Stephanie Kappel on Title IX processes and trainings. She has SGA leadership training scheduled and has town halls scheduled via Zoom this semester. She is also planning takeout food events, drive-in concerts, Fit Chicken activities, and Fantasy Football.

Ms. Alfred reported successful virtual open houses. They plan to continue to schedule these for prospective students.

Ms. Fike stated that her office is current on admissions and is pushing registration. Also, the commencement team is trying to plan an outdoor event in September. Dr. Mosser added that he has assigned three teams to address conversion of applications to registration (Dr. Loveless and Ms. Fike), Retention (himself and Dr. Sharma), and recruitment (Mr. Barnhardt and Ms. Spurlock).

Dr. Sharma reported that she has been working on the calendar for the CIC committee. Each month, a key committee will present to that group. Also, an additional assessment instrument will reside in Weave.

Ms. Cresap reported there is an HIT program director and the program is active once again. She added that it is currently difficult to reach high schools regarding early entrance. Dr. Mosser asked if this might be a large portion of our current low enrollment challenge. It was determined that early entrance enrollment is down 172 students, half of the 337 difference in last year's enrollment (see above). Some ideas to increase early entrance were discussed, including messages on the high school social media pages, asking high schools to send out recorded phone messages, and texting/emailing parents. She also mentioned the possibility of an Early Entrance assistant in the future.

Ms. Bennett stated that the NM campus is using a door bell to address students outside the building waiting to see someone. Also, the NM Parks & Recreation Dept was using the lawn area and electricity to host a Drive-In movie.

Ms. Frey reported several submitted FAFSAs without applications and WV Invests applications as well.

Dr. Loveless reported that the bookstore RFP committee has chosen Akademos as our new bookstore. She anticipates a resulting cost savings to students. Jeff is currently working on the contract. It will take several months to transition from Barnes & Noble. Current Barnes & Noble employees have been notified of the change.