

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 21, 2018

DATE: March 21, 2018	PLACE: Board Room	CONVENED: 9:02 a.m.	CONCLUDED: 10:21 a.m.
ATTENDEES:	Dr. Riley, T. Becker, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, J. Loveless, T. Marker, J. Sayre, P. Sharma, R. Spurlock, G. Wallace		ABSENT: D. Barnhardt
BY PHONE:	D. Bennett, K. Herrington, T. Queen, L. Soly, P. Stroud, L Tackett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	April 25, 2018		
ITEM	DISCUSSION		
1. Weirton Medical Center Nursing Scholarships	Dr. Riley stated that there will be a press release coming soon. Weirton Medical will provide 7 full scholarships for nursing students. The student will need to work for three years at Weirton Medical following their education. There will be a hand out about this at the Open House. Ms. Fike added if they have the Promise scholarship, they could get books and supplies.		
2. Business Office Updates	<p>Mr. Sayre provided several updates from his area. He recently sent an email to campus regarding a 2% tuition increase which equals out to about \$3 per credit hour for in state students. There will be two new fees: \$25 early entrance fee and \$25 summer fee. The summer fee is being implemented since we removed program fees on all that is required with the exception of the three programs that require summer classes. He stated that the faculty salary plan will continue. The Ad Hoc Committee has made a recommendation of a 4% raise. They have received a \$250k increase in state allocation based on the Governor's proposed pay increase. Only about 2/3 of our employees are paid with state funds. Ms. Carmichael clarified that the 4% might not be for everyone. It will depend on the market salary scale. The Ad Hoc committee is still working on the market salary structure. She hopes to have a salary budget proposal in April. Dr. Riley stated that this is a good budget year with no cuts.</p> <p>Mr. Sayre addressed some of the faculty concerns items that were brought up at the last meeting. These include turnover among employees. Looking at our employees who have left over a ten year period, it turns out to be about 10% turnover rate. He looked at nationwide statistical data. The average higher ed turnover rate is 13% while the labor market itself is 17%. We are well within range there.</p> <p>They will be changing their process for invoices, open purchase orders, and unpaid bills moving forward. They will communicate monthly with budget managers on purchase orders. This process will start in April. Ms. Herrington asked about faculty submitting purchase orders for items built into their program fees for classes. Mr. Sayre stated that purchase orders would still need to be done. There was discussion about internship classes and testing that is done through the testing center. Dr. Loveless suggested that Ms. Herrington check with Mr. Clausell. Mr. Sayre is also working with Mr. Clausell on sorting out how all of the tests get processed. Ms. Herrington asked that Program Directors be made aware of changes. Mr. Sayre thanked everyone for their input.</p>		

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	<p>Mr. Sayre addressed the concerns of the Director of Facilities Office. After a breakdown of all costs, it works out to be about \$25 per square foot. This office area includes a training/break room. Moving forward for next year, there is a subcommittee of the Budget Committee that have set aside about \$114k for office improvements. It represents all three campuses and will determine how funds are spent.</p> <p>There were several faculty members who expressed concern on the budget committee and discrepancies and what was reported in various meetings. He misspoke in a previous meeting that the budget committee had approved something and has since corrected it with them and in the Budget Committee Minutes.</p> <p>In reference to the ECS property, he stated that this is not his to comment on and can't due to it being in litigation. The Business Office has been aware of the unpaid taxes on Wesco prior to the notice in the newspaper in December 2017. They had contacted the county sheriff's office and was told to contact the previous owner. There was a leftover tax piece that they had to sort out (about a half year in arrears). All taxes for Wesco are now current.</p> <p>Dr. Riley thanked Mr. Sayre for his role with these processes and his work.</p>
<p>3. IT Update</p>	<p>Mr. Corbin provided an update from IT. The final contract draft for Lumos is under review in the Business Office. They are working on a schedule to publicize for the switchover. It will include planned outages in the schedule. It will drastically increase connectivity speed. Dr. Riley asked for specifics so that she may share with the Board. Lumos will actually cost less than what we are currently paying. The patches for the IP video classes have worked well with this past year. Mr. Corbin also stated that they will be wiring the Wesco building themselves this summer. They plan to roll out laptops for faculty to replace computer and tablets. Dr. Loveless asked how this would be communicated with the faculty. Mr. Corbin replied that they will work with faculty one on one. She asked that they make sure that faculty are included in discussion. If there is anything that anyone needs for fall, please let Mr. Corbin know now. They are also still accepting summer projects. Also, if there are any upcoming moves, please let them know. He is trying hard to keep the lines of communication open and has asked the IT Committee to keep him on task for doing so. Ms. Herrington asked about Larry Brown having issues with the Oz ticket system and Mr. Corbin will work with him. Some older Oz tickets might be going to Jim Baller based on how they were previously set up.</p>
<p>4. Facilities Update</p>	<p>Ms. Marker stated that they are working on several projects including replacing the metal garbage cans in the B & O Building. She has sent a schedule of who is working for the Open House and the PTK events to Ms. Becker and Ms. Fike. Ms. Fike stated that she has t-shirts for the Open House for the guys working if they are interested. Dr. Sharma has submitted a budget for her office remodel. They will also be working with Dr. Loveless on several other faculty moves. In order to minimize disruptions due to Wesco remodel, they have coordinated to have the lot shut down on Monday only. There will be a large crane there on Monday. Mr. Sayre will send information out to campus and Ms. Fike will send out to students. Lights have been delivered and they are looking at install for the EC third floor in the Academic Assistants area. Ms. Marker stated that they are working with an architect on handrails for the B & O to match the historical design. After discussion about hooks and shelves in restrooms to accommodate student's backpacks, she will go with small tables for</p>

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	<p>the restrooms. Ms. Herrington expressed some faculty concern over EC elevator inspection and expired fire extinguisher. Ms. Marker replied that all elevators have been inspected and are current. She will get someone to look at the fire extinguishers. Dr. Loveless thanked Ms. Marker and her team for their work on her recent office move/remodel.</p>
<p>5. HR Updates</p>	<p>Ms. Carmichael announced that they have filled the PT LRC position and the person started on Monday. She was formerly a work study and is currently a distance ed student. Several positions have been posted due to retirements. There is also an ad for a PCT Program Director. They are running ads on Indeed and have sponsored a several adjunct ads to get more exposure. HB 2546 will go into effect May 15, 2018 which will allow employers to deduct for any property not returned in last paycheck. They are working out a process to track this. Ms. Marker asked if uniforms for her crew would be college property and if the college paid for them, it would be. They are working out a process to track this. Ms. Herrington asked about a list of faculty retirements as they are getting ready to send out a ballot for Faculty Executive Committee. Ms. Carmichael replied to date, she knows the following are retiring: Jean VanFossan, Rita Berry, Linda Shelek, and Nancy Krupinski.</p>
<p>6. Other</p>	<p>Ms. Fike stated that preparations are underway for the Open House on Saturday from 10-1. If you are working, please be here by 9:30. Doors will open for the public at 9:45. Over 2300 emails and postcards have been sent out. Radio stations will be broadcasting live from each campus. Ms. Becker will send out a list of locations and assignments to volunteers later this week. Facilities has done a great job getting things ready. Also, this weekend, PTK will be hosting a regional conference here of 120-160 college students. They will be using the EC 1st and 4th floor while the Open House will use the 2nd and 3rd floor. The doors have been taken care of for Saturday. Ms. Carmichael asked if it would be possible to get cell phone numbers for all of the guys working that day so that everyone there has it in the event of a spill or something. For those that are working, hours can be adjusted the following week. Dr. Loveless stated that the faculty will receive merit for participating in the Open House.</p> <p>There will be Lunch and Learns next week on all campuses next week in honor of Women's History Month.</p> <p>The Wellness Fair is tomorrow. Ms. Marker asked if Ms. Wood could do a walk thru of the set up and they will do that later today.</p> <p>Dr. Sharma stated that they are working on a workshop for 3/30 for faculty on retention strategies. Ms. Farnsworth will be presenting at one of them. Dr. Loveless stated that more details for it will be forthcoming. Dr. Sharma is also working on a timeline for the Strategic Plan. She hopes by Friday to have it complete. She will meet with Program Directors in May to look at program reviews.</p>