

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

<b>DATE:</b> April 18, 2018	<b>PLACE:</b> Board Room	<b>CONVENED:</b> 9:01 a.m.	<b>CONCLUDED:</b> 10:00 a.m.
<b>ATTENDEES:</b>	Dr. Riley, T. Becker, P. Carmichael, C. Farnsworth, A. Frey, K. Herrington, T. Marker, J. Sayre, R. Spurlock, L. Tackett, G. Wallace		<b>ABSENT:</b> D. Barnhardt, C. Corbin, J. Fike, J. Loveless, P. Sharma
<b>BY PHONE:</b>	D. Bennett, T. Queen, L. Soly, P. Stroud		
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>May 16, 2018</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. FY 2019 Budget</b>	<p>Mr. Sayre thanked the Budget Committee and everyone for their work on the FY 2019 budget. They received submissions for 72 capital projects valued at \$3.6 million. The Budget Committee has prioritized and reduced that to 16 projects for \$650k. He thanked Ms. Carmichael for heading up the class and comp ad hoc committee who made a recommendation of a 4% raise for staff and a prorated amount for those with less than one year of service. For the ad hoc faculty salary plan committee, funds are available to continue with year two of a three year plan to increase faculty wages. This recommendation would increase base wages on average 6.3% similar to prior year. He thanked all Cabinet members and budget managers. Every item was accepted in full. He thanked the division chairs and program directors for their work on a detailed document for program fees. Program fees are designed to be a pass through to the student not a profiting point for the College. With the exception of a few programs that require a summer term, a \$25 flat program fee will be implemented for the summer term. A 2% tuition increase has been recommended which would mean a \$36 impact on a full time, in-state student. Mr. Sayre stated that it has been decided to supply every request to ensure that each and every person has the tools and resources to make the College successful especially in preparation of the upcoming HLC visit. Board of Governors will vote tomorrow on the proposed budget. After it is approved, Mr. Sayre stated that the budget will be available in some form for everyone to see. The Budget Committee meets at 2:30 pm today. Dr. Riley thanked him for his work on this.</p>		
<b>2. Business Office Updates</b>	<p>Mr. Sayre stated that a follow up email went out to campus yesterday regarding Wesco and that the tax issue has been resolved. If anyone has any questions, please let him know. He reminded everyone that travel requests should occur before the travel date. He stated that departments are welcome to make their own travel arrangements but if there are any challenges, Lyndsie is there for your assistance. Purchases over \$100 require a PO prior to making the purchase. \$100-500 does not need to come to the Business Office but still should be done prior to purchase and be incorporated with pcard reconciliation. This afternoon they will be sending out an open purchase order report. He will start with Cabinet receiving it and branch out as necessary.</p>		

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<p><b>3. IT Update</b></p>	<p>Mr. Sayre reported on IT updates in Mr. Corbin's absence. They are meeting with Lumos who is our new vendor to improve connectivity. Lumos is in the process of securing the rights to utility poles and such. Until that is complete, the timeline is still undetermined but they are still shooting for 7/1. One of the capital projects for FY 2019 is an upgrade/replacement of the phone system. They hope to have an installation before the start of the fall semester. There will be training for employees to learn the new system. Mr. Sayre will send out parameters for the new phone system and ask for feedback.</p>
<p><b>4. Facilities Update</b></p>	<p>Ms. Marker stated that they should have the lights installed in a few weeks on the third floor of the EC. They are in the process of asking for quotes on the handrails project in the B &amp; O. Several office remodels/moves are also underway. They are working with Dr. Loveless on the faculty version of the Teal Lab in 420 EC. The WT SGA office will also be repainted once Ms. Fike chooses colors. She asked that everyone be patient and work with them while they are down some staff and people are out on leave. Mr. Wallace has pitched in and worked over. Ms. Becker asked if it would be possible for the front desk to know when they have visitors such as roof people and Ms. Marker will start communicating this. Mr. Sayre stated that he will reach out to Dolph towards the end of the week to make sure that they are all set for CIT conference. Ms. Marker stated that she is also working with two energy companies that will look at our energy usage and see what ways we might cut back. Once she has more details, she will share.</p>
<p><b>5. Consideration of a Fall Open House 2018</b></p>	<p>Ms. Becker stated that they are considering a fall open house. The spring Open House tends to be a little late. They are thinking about doing more targeted or specific open houses to individual areas. There was discussion about the fall date being after the 10/1 lockdown date for the HLC document. They are also exploring doing Open Houses for partnerships with the four year schools for the students who plan on transferring to a four year.</p>
<p><b>6. Faculty Items</b></p>	<p>Ms. Herrington stated that the faculty on the Safety and Security Committee have a few items that they wanted brought up. With the evacuation the other day in the EC, there were people on the 4<sup>th</sup> floor who did not know that the building was being evacuated. John Lantz assisted with that to make sure that students were out. Debbie Bennett also pitched in and helped man the door. Claire Blatt was giving a test but would not release the students at that time. Ms. Herrington asked if it would be possible to have drills so that people know what to do when an evacuation happens. Ms. Carmichael stated that we are planning to have drills. The text alert system is being utilized in these events as well. With the recent assault incident, Ms. Herrington stated that Ms. Britt asked if it would be possible to not only be made aware of an incident but that all is also ok. Ms. Marker reminded everyone of her cell phone number and will also send out to campus. Ms. Carmichael stated that they ask all adjuncts to join the text alert system so they can be informed as things come up. Also, they have received notification that some faculty have opted out of the text alert system. Ms. Herrington asked about a back-up person for RJ and Mr. Sayre usually has the emergency phone with him in his absence. Ms. Herrington stated that they have recently had an employee with a travel issue and asked if it would be possible to have training for faculty on the travel forms and processes. Mr. Sayre stated that he is willing to sit down with anyone that has questions. He also stated that for FY 2019, there will be training for employees on travel forms and purchase orders. Ms. Carmichael stated that this is also part of Orientation. And, supervisors should be covering it as well. Ms. Herrington asked about the rules committee and process. Ms. Carmichael overviewed the process which includes the Board of Governors approving the drafting or</p>

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	<p>revising of said rule; then the appropriate Cabinet level person drafts the rule; they give this to the Rule Committee who reviews it and decides what to do with it at that point and after the Rule Committee finalizes, it goes out for a 30 day comment. Ms. Herrington asked about the Blackboard Gradebook and ways to deal with the student disappearing from the gradebook after they have dropped the class or have been withdrawn. It was suggested she discuss with Dr. Loveless. Ms. Herrington stated that we are still having problems with West Liberty and their Education Department accepting classes from us. They have had several staff changes which might contribute to this. Ms. Becker stated that Ms. Fike is to meet with them tomorrow. They had rescheduled a meeting that we were supposed to have with them last week. Ms. Becker stated that they are trying to encourage students as soon as they enter WVNCC and know that they are transferring to meet with transfer school to make the process as seamless as possible. Ms. Herrington expressed concern that what is in the catalog may not be correct. Ms. Herrington announced the Faculty Executive Committee. This includes the following: Chana Baker, Kathy Herrington, Joyce Britt, Dave Stoffel, Charleen Stokes, Chris Kefauver, Larry Brown, Curt Hippensteel, Steve Ledergerber, Matt Pallisco, Claire Blatt, Missy Stephens, Bonnie Peterman, and Mark Goldstein as ACF representative (ex-officio). Kathy Herrington – President; Matt Pallisco – Vice President; and Chana Baker – Secretary. She asked about the panic button in the classroom. Ms. Carmichael stated that a panic button software was requested by Ms. Fike and Ms. Carmichael several years ago. However, it was never purchased. The software would be installed on computers. It would send alerts to certain people based on the alert received at which time a determination would be on the need to escalate. Ms. Fike and Ms. Carmichael recently submitted a purchase order to move forward with the Panic Button software. Mr. Sayre has Mr. Corbin reviewing software that would allow this to happen.</p>
<b>7. Other</b>	<p>Mr. Sayre stated that internal and external room reservations should be sent to Lyndsie Guzek.</p> <p>Ms. Marker will follow up with Jeremy Doolin and Sara Wood on LAN party needs.</p> <p>Ms. Carmichael stated that a new option is on the faculty/staff portal to update your contact information. She is being notified of changes as they occur. This went live this morning and she has already received three updates.</p> <p>Ms. Becker stated that registration is open and is going smoothly. The roll out to registration event went well. They were hoping for more student turnout and will look at ways to increase that in the future. They are taking events to different buildings to see if it effects turnout.</p> <p>There was a discussion about non-Northern related people using parking lots. Mr. Sayre will talk with RJ about ticketing.</p> <p>Ms. Bennett stated that the New Martinsville Student Leadership Luncheon will be on Friday at Quinet's.</p>