

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 18, 2020**

<b>DATE:</b> March 18, 2020	<b>PLACE:</b> Via Zoom Conference Call	<b>CONVENED:</b> 10:01 a.m.	<b>CONCLUDED:</b> 11:27 a.m.
<b>ATTENDEES VIA ZOOM:</b>	D. Mosser, M. Baker, D. Barnhardt, T. Becker, D. Bennett, P. Carmichael, 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		<b>ABSENT:</b> G. Wallace
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	April 15, 2020		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. President's Updates</b>	<p>CDL Program -- Dr. Mosser announced that he is starting to have some conversations about starting a CDL program at the College. He met with the Northern Panhandle Workforce Development Board. They provide training vouchers or ITAs to help cover the CDL training costs for unemployed and underemployed individuals locally. There are a limited number of CDL providers in the area. WV Invests and/or Pell grants can help cover the costs as well. He recently spoke to the Foundation Board about seed money to help start the program. As more information becomes available, he will share. We do need help identifying about five acres for a driving range. Ideally, we would like to have a location in the northern service area and another in the southern area. There is space in Moundsville near the Med Express. He will continue to work on this with the Foundation and Larry Tackett.</p> <p>Staff Council – Dr. Mosser stated that Staff Council elections are underway now. There are two candidates. He encourages all staff and members of President's Council to participate. Recently, there has been a lot of angst and he would like to see everyone start to play an active role to get it back on the right foot. He will put in the energy to make sure that the bylaws are reviewed and include the right people. The agenda has gotten away from us. He would like to meet with the new officers and look at the next 60-90 days as a opportunity to reboot and perhaps rewrite the bylaws.</p> <p>COVID – Dr. Mosser participated in a conference call yesterday with the Chancellor's Office and other president's. The announcement that was supposed to happen last evening at the state level did not happen. We are working on a plan to have staff working from home to reinforce the social distancing. He encourages supervisors to plan how to work with their direct reports. The task force is meeting at 1 pm and there was another call with the Chancellor this morning. The Chancellor's Office is going to essential staff only later today which we will try to do this week. Mr. Lantz stated that he is part of a four-member faculty task force that is helping other faculty transition to online courses. There are 20-25 faculty who need trained to move online. They will also be using Big Blue Button. Dr. Loveless has the faculty working on virtual advising. Dr. Mosser thanked the OCR faculty group for stepping-up to make sure that all faculty are trained for online teaching. The IT staff has volunteered to staff a 24/7 technology call center. Dr. Mosser thanked everyone for pulling together. After the task force meeting today, Dr. Mosser plans to send another Coronavirus Update.</p>		

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	Starting next week, most employees will be working from home. Ms. Kappel will add Ms. Marker to today's Task Force meeting. They will work on defining essential staff. Ms. Marker will work with Ms. Carmichael on programming door locks.
<b>2. Business Office Update</b>	Mr. Sayre stated that they are working on surveying the parking lots. They are also working on processes for their staff to work remotely while still performing daily tasks.
<b>3. Facilities Update</b>	Ms. Marker stated that they are working on the CSI lab. They are working on several projects and are also in the process of deep cleaning areas. As employees leave to work remotely, if they can clear off as much as possible around their work area so that Facilities can deep clean as much as possible.
<b>4. IT Update</b>	Mr. Corbin said that he really didn't have any updates as such. If you need anything, please let them know while we transition to working from home.
<b>5. Other</b>	<p>Mr. Lantz stated that Faculty Assembly did change their bylaw's and he will be president for this upcoming year. He stated that faculty are gearing-up to work remotely and are adapting well.</p> <p>Ms. Cresap stated that she has sent an email to all online early entrance instructors to see if they needed any assistance. She will be making sure that all of that is taken care of. She is already working from home since she is high risk. She is working on an MOU with Dr. Loveless for Ohio schools. Summer camps are on hold for now. Maybe later in the year, they will look at it again later.</p> <p>Ms. Carmichael stated that it is important for supervisors to know that if an employee has to take leave time while working remotely that it can be all sick time since we are not there due to the coronavirus. Ms. Stroud asked about employees who do not have internet or computers at home. Dr. Mosser stated that employees should be working with their supervisors who can request anything they might need including computer equipment. Ms. Stroud asked about opening the LRC to members of the community and other colleges since their libraries are closed. Dr. Mosser stated that the Covid Task Force will discuss later today. Supervisors will be working on their individual needs in their departments. Ms. Carmichael also stated that HR is already working remotely starting today. Everything has fully transitioned remotely including payroll.</p> <p>Ms. Farnsworth stated that the ASC has Chrome books available. Mr. Corbin is taking a cart of them to New Martinsville as well. She said the ASC is making the transition to work from home. She thinks these situations could force us to look at some things that can be improved. They are looking at ways to embed tutors for online courses. They are doing outreach to see how students are doing and just a general check-in. She asked that if supervisors have employees available for outreach from home to let her know.</p> <p>Mr. Corbin asked everyone to be patient with them. They are working on transferring the phones over and accessing your files from home.</p> <p>Ms. Fike stated that she is working on a chat program for students that can be used during normal business hours. She said her area has started working from home. There were six of her staff that needed equipment</p>

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for home. For this week, they have moved the Service Center to the Cashier's window. They are working on admission applications.

Mr. Barnhardt is posting campus coronavirus updates on social media and the website. He is also monitoring social media. He also stated that they are geofencing around high schools. For the time being, the Open House is on hold. They are still working on marketing and outreach. He also asked if you have any information to share in the newsletter, please send it to him.

Ms. Becker stated that they are piloting working from home with a few employees before trying it all at once. Ms. Bennett stated that NM is in good shape. She met with staff this morning and working from home should not be an issue.

Ms. Frey stated that they have a link on the website addressing COVID and Financial Aid ([https://www.wvnc.edu/docs/ff\\_COVID-19FinancialAidOnlineResources.pdf](https://www.wvnc.edu/docs/ff_COVID-19FinancialAidOnlineResources.pdf)) There are several unknowns at the moment that they are trying to work out. Federal work study students are being effected by the closures. They will not be able to work. As more information is learned, she will share it. The Financial Aid staff are prepared to work from home. They do have a few technical needs yet but they have a plan.

Dr. Loveless stated that academics is working on their plan. They are working with IT on devices. Her team is being proactive. She commends Dr. Mosser for thinking about this far in advance and writing down strategies and plans to work remotely. They are working on the labs and what to do. They are using the Tour set-up that Admissions uses to set-up advising appointments.

Dr. Sharma stated that they are working on the reauthorization response to the state regarding enrollment and retention rates. They are looking at the Clearinghouse to be a resource to help track down completers. They are working with the Retention Committee and EM Council on strategies as well. Her staff will be working remotely. She is also working with AIR on tracking the impact of the crisis on the institution with COVID. All community education classes starting after 3/27 will be cancelled and will receive communications.

Ms. Soly stated that all phones in Weirton have the same message and they are forwarding calls as necessary. Everyone has equipment. There are several projects that she or her staff can work on from home.

Ms. Spurlock stated that if you have a student who needs help with emergency assistance to stay in school, please reach out to her. She is set up to work from home.

Ms. Stroud asked if the LRC staff could work with Student Services. Ms. Becker will check with Ms. Fike. Dr. Loveless suggested sending Zoom appointments for advising.

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	<p>Mr. Tackett stated that they have notified the outside testing companies that they will be shutting down. They will be open for tests for students as long as we can for their programs.</p>
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	<p>Ms. Wood stated that she will be back on campus tomorrow. She has been exploring ideas on how to do virtual events with students. She is also starting to plan for fall activities. She has a work study student working from home as well as a community service student.</p>
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