

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 19, 2020

| | | | |
|-----------------------------------|--|----------------------------|--|
| DATE: February 19, 2020 | PLACE: Board Room | CONVENED: 9:01 a.m. | CONCLUDED: 10:19 a.m. |
| ATTENDEES: | D. Mosser, D. Barnhardt, T. Becker, D. Bennett, P. Carmichael, D. Cresap, C. Farnsworth, J. Fike, A. Frey, J. Loveless, S. Reager, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, G. Wallace & S. Wood | | ABSENT: T, Marker, L. Soly & L. Tackett |
| BY ZOOM: | C. Corbin & J. Lantz | | |
| MINUTES RECORDED BY: | Stephanie Kappel | | |
| NEXT MEETING | March 18, 2020 | | |
| ITEM | DISCUSSION | | |
| 1. President's Updates | <p>Strategic Planning – If you wish to be on an environmental scan team, there is still time to volunteer. By May, there will be trends in nine taxonomy groups.</p> <p>Budget is coming to completion. A draft has been submitted to the Board for the meeting on 2/27. Everyone is meeting with constituents on salary recommendations. This will be incorporated in budget submission. Mr. Sayre stated that they are looking to do a 2% increase. There are five open positions among staff and faculty. There is an estimated \$1.3 million in capital projects. As we look to right size the institution and prepare for the funding formula, it is being suggested that the 87.5% from tuition move to 100% for a three year period.</p> | | |
| 2. Business Office Update | <p>Mr. Sayre stated that there is still some purchasing angst. Ms. Scott-Guzek is the purchasing agent. If you have any purchasing questions, please see her.</p> <p>He stated that WallacePancher will be working on the parking lot projects. They are still in the process of doing remedial work on the ATC lot. Ms. Mulhern will reach out to her contact at the OCDA to assist in negotiations with the OCDA.</p> <p>The B & O 1st floor remodel has been delayed until February 2021.</p> <p>He is working with Rich Donovan at the HEPC regarding the HVAC project as it is over \$1 million. It will probably be closer to \$1.3 million. The system will be able to be controlled remotely by computer. Ms. Bennett reminded everyone that the #3 unit in New Martinsville is offline. She only sees zeros. There is no temperature control for offices. She also asked as they go through upgrades to be mindful of noise and air circulation.</p> <p>Dr. Loveless has sent the bookstore RFP to the Business Office so it can be worked on before the faculty leave for Spring Break.</p> | | |
| 3. Facilities Update | <p>Mr. Sayre provided an update on Facilities. The Board Room is finished in Weirton. They are working on signage for the B & O Building. We had several companies look at refurbishing the elevator and the</p> | | |

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 19, 2020

| | |
|---|--|
| | <p>estimated cost is \$40k. A cheaper alternative is to replace the inside with vinyl that can be swapped out every once in a while. Ms. Reager stated that someone pointed out that the vinyl might make some people feel claustrophobic. They are also working on some fixes at the Weirton loading dock. The CELT lab is underway. The scope is being formalized. Dr. Loveless is waiting on a few numbers from IT and Marketing. They are also setting up a new CSI lab in a classroom.</p> |
| 4. IT Update | <p>Mr. Corbin stated that he is installing a server today. Projects are moving along. The RFP's are out for printers and podiums. There are several things being delayed due to the server replacement including some requests.</p> |
| 5. Early Entrance Updates | <p>Ms. Cresap stated that they are looking to develop consistent practices for early entrance on all three campuses. Next week, there is a meeting in New Martinsville for representatives from Valley, Paden City, and Magnolia. Tyler students are currently going to WVUP. They are pushing for summer registration focusing on core classes. They are looking to set up an event in Weirton too.</p> |
| 6. Discover Your Direction (Summer Camp) | <p>Ms. Cresap is planning for summer camps on all three campuses. The camps will be on June 2, 3 & 4. There will be a flyer with a theme of Discover Your Direction. It is for 7th, 8th & 9th graders. Our faculty are helping out with sessions such as cooking, robotics, snakes and spiders, x ray's and health vitals, a virtual welder, & a CSI room. Another part will be college readiness. On the third day, parents will be invited. They will include information on Edge. Dr. Loveless is using early entrance funds to cover the camp costs. Ms. Spurlock stated that the Foundation also has restricted early entrance funding. Students will also help out with camps. Ms. Carmichael asked that Ms. Wood make sure students have background checks since they will be working with children.</p> |
| 7. Other | <p>Mr. Lantz stated that the summer camps were well received by the faculty and they are looking forward to them. The faculty salary committee met with Mr. Sayre on 1/31. He will send Mr. Sayre an email after the Faculty Assembly meeting on Friday. The meeting is scheduled for 2 pm. There are several program director openings. Room 407 in the EC will be the CSI room. There will be a faculty presentation to the Board on 2/27.</p> <p>Ms. Reager stated that Staff Council met on Monday. They will discuss the salary increases. There is a Committee on criteria and a Committee for selection on the J. Michael Koon award. Staff Council will do their annual presentation to the Board of Governors meeting on March 26th in New Martinsville.</p> <p>Ms. Bennett stated that their campus is hosting a colloquium with student presentations from an English class. They will present on one of the local entities during their presentation. She stated that they are working on summer registrations, too. Dr. Mosser is joining her to attend the Quarterly Workforce Development Board (WDB) meeting.</p> <p>Ms. Carmichael stated that evaluations will be coming out soon. She will send a timeline for the entire process.</p> |

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 19, 2020

Ms. Stroud stated that Maker Monday's has trained twelve and three are returning for to learn more and create their own projects.

Ms. Frey stated that scholarship applications are due for 2020-2021 on March 1st. They are slow coming in. The federal recertification is due at the end of March. She said they are currently reviewing consumer information on the website. Please review to see if there are any updates. Spring disbursements happened yesterday. Refunds will be going on in the next four weeks. There are 107 WV Invests students. From the fall students, only two did not do community service. To date, there have been 750 FASFA's received. Ms. Frey asked if marketing could do some advertising to encourage completion of the FASFA.

Ms. Farnsworth stated that the ASC is busy. The academic recovery coaches are busy and alerts are starting to come in. On March 11th from 11 am – 2 pm, there will be a program about diversity in the auditorium. They hosting a prosperity party which is a mini-market with goods from women in Africa who support their incomes by selling their goods.

Ms. Wood stating that the food pantry is going well. Rice, sides, soup and pasta sauce go quickly so if you wish to donate anything, please consider it being one of those items. There is a student tutoring in literacy at Laughlin Chapel. There will be student volunteers at the Community Bread Basket in Weirton. There will be a census celebration on all three campuses on April 1st. If you are interested in her attending, please let her know. There will be a training by Amy Gamble on suicide awareness on April 10th at 1 pm. There will also be a speaker on autism on April 23rd.

Dr. Sharma stated that she should have the survey results soon on the environmental scanning workshop. She is compiling the results of the SWOT sticker activity and will have those results soon. The CCSSE survey is coming out soon. She also stated that she, Tami Becker, CJ Farnsworth, and Sara Wood are presenting on co-curricular assessment at an upcoming conference.

Ms. Fike stated that they are collecting grad applications and working on admissions for summer and fall. They have selected a person for the AmeriCorps position that will last until May. They go to a training next week. The next Open House is scheduled for March 28th. Volunteers will need to be here for coverage from 9 am to 12:30 pm. This time the entire event will be at the Student Union for the Wheeling campus. Breakfast will be served. They are working on a big summer registration promo next week.

Mr. Barnhardt stated that summer registration is in full effect. They are promoting the Open House and summer registration. They are also going to run a promo on the mine maintenance program. In addition, they are also working on a commercial for WV Invests. They are also working with Surg Tech to promote the anatomage table.

Ms. Mulhern thanked Mr. Barnhardt and his staff for their work on the community education and continuing education promotions. There are currently 207 enrolled. They have several current workforce opportunities

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 19, 2020

going on with area employers including a training for Bidell Welding and OSHA 10. It is a Learn and Earn so there is a 50% reimbursement. They attended the funding formula workshop last week and they are meeting to make sure the right data gets captured in the system. Dr. Loveless stated that the goal will be is to create a pathway.

Dr. Loveless stated that they are working on faculty evaluations and FERC right now. They are also working with a few schools to update the articulation agreements. They will be visiting with Franciscan later this month. They are building the fall schedule right now. She asked if the counselors could let her know about the late eight classes, she can build those.

Ms. Spurlock stated that the golf outing is on June 26th. The brochure should be out soon.

Ms. Becker stated that Ms. DeCola is changing advisors for readmit students. On March 6th, Ms. Blaha is seeking volunteers to help with our table at the Marshall County Fair. If you are interested in volunteering, please let her know. There is a college fair at Valley High School on 3/28. Several faculty have volunteered to go. They will be promoting summer registration next week. Students who register can enter into drawings for Northern swag. There will be also be an inside picnic on 2/26.