

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 17, 2017

DATE: May 17, 2017	PLACE: Board Room	CONVENED: 9:07 a.m.	CONCLUDED: 10:32 a.m.
ATTENDEES:	Dr. Riley, T. Becker, P. Carmichael, H. Coffield, C. Corbin, R. DeFrancis, C. Farnsworth, J. Fike, A. Frey, T. Marker, J. Sayre, R. Spurlock, G. Wallace		ABSENT: K. Herrington, M. Koon, T. Marker, P. Sharma, L. Tackett
BY PHONE:	D. Bennett, L. Soly, P. Stroud, S. Payton		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	June 21, 2017		
ITEM	DISCUSSION		
1. Student Activities Calendar Dates	Ms. Payton requested if anyone had any items for the student activities calendar to please send them by August 1 st .		
2. HR Updates	<p>Ms. Carmichael provided several updates from her area including that an announcement should be going out today that the student recruiter will start on June 1st. They are conducting many interviews during the coming weeks for several staff and faculty positions. There are a few job offers out there and they are waiting to finalize things. She asked if anyone knows of anyone who would be interested in the campus service worker position to please pass it along.</p> <p>Ms. Carmichael stated that the Benefits Fair was an excellent event and that Ms. Mason did a great job in organizing it. They had a great turnout.</p> <p>She also asked for supervisors to get their employee evaluations to her. There are still several outstanding evaluations that were due in April. She needs to report if we complete 100% or less on the evaluations so it's important for everyone to get them in ASAP. Under the new market salary structure, there will not be flexibility on due dates as it will affect the pay increases. She stated that she is still sorting through the information from the meeting on the new procedure. The central office provided some guidelines but not specific details. With the salary increases this year, there will be very few employees below the minimum salary point.</p> <p>The summer hour's signs have been posted.</p> <p>Ms. Carmichael stated that the lockdown control has been added in each building on all three campuses which would allow all doors to be locked in one simple swipe. They can still use the computer system to go</p>		

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	<p>into lockdown but the swipe is there in the event of anything urgent. She also stated that they are working on the employee access system as well with more updates to follow.</p>
<p>3. Facilities Update</p>	<p>Mr. Corbin provided an update from IT. They will be doing a switch upgrade which will require an outage. Time and date will be worked out. They will notify everyone before an outage. There will be a wireless upgrade. Access points will allow better control over the wireless network and faster connections. All three campuses will be the same. All equipment is in place. The Office 365 roll out to staff will not happen this week. They will look at it after the summer term to see when to best implement. Mr. Corbin also brought up concerns with the nursing instructor access to imaged nursing student records. He suggested making a new group to limit access to what they can all see but still need to determine exactly what they need to see. Ms. Fike will set something up and also find out exactly what the nursing board requires in terms of access.</p> <p>Mr. Sayre stated that Ms. Marker was with the BRIM insurance people today. He announced that demolition on the Weirton campus will start next week for the open market concept that Barnes and Noble will be going in the current vending area. On the Wheeling campus, they have plans to put in a small fitness center in the current Student Lounge area in the EC. There will be the donated weight equipment from Center Town Fitness and they will add some cardio machines. In New Martinsville, they are in the process of freshening up the paint, entrance, and other items.</p> <p>Mr. Sayre also stated that the ATC Building will have a planned power outage on June 10th in order to upgrade the electrical system. Power will be restored by June 11th. He asked that if there are any concerns that you see Ms. Marker.</p> <p>He provided an update on the picketers from a month or so ago. They had a meeting with Project Best representatives and feel things are worked out. He explained that one of the reasons that they went with Tudi for the HVAC audit is that the only other vendor that could have done the audit was HE Neumann who does most of our work anyway so that would have been like grading your own work. Everyone at the Project Best meeting seemed supportive of this decision.</p> <p>Regarding the Wesco project, Mr. Sayre stated that they received approval at the last WV Council meeting to proceed. The architects will be starting the process to bid construction documents. This should happen in mid-June with the bids being out in early July. By August, there should be a general contractor. The goal will be to have the building complete by mid-summer 2018.</p> <p>Ms. Farnsworth asked about the parking lot in the old ECS building site. Mr. Sayre stated that something will be done but they need to figure out level of commitment with the Wesco project first.</p> <p>Mr. Sayre thanked Mr. Wallace and his team for their double duty work in recent weeks.</p>
<p>4. Marketing Update</p>	<p>Mr. DeFrancis provided a marketing update. He stated that there is a targeted push in print and radio right now in New Martinsville for the Chemical Operator program as well as Petroleum Technology which is new to</p>

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	<p>the NM campus. The new television commercial will start June 5th on channels 7 & 9. It will also be on Comcast in the Weirton, Steubenville and Wheeling markets and Suddenlink in New Martinsville. There are upcoming print ads as well around the theme “Getting Comfortable with College”. We are also one of the three major sponsors of the Top of the Valley program honoring the top area high school students.</p>
<p>5. Federal Student Aid Re-Certification</p>	<p>Ms. Frey asked that anyone who has anything to send her as part of this process to please have it to them by 6/8. It is due to the Department of Education by 6/30 but this would give them enough time to look everything over and correct anything that is needed. There was a question about the default rate and Ms. Fike stated that it is staying around 23.2%. The state is still helping with the \$10k for this process.</p>
<p>6. Other</p>	<p>Dr. Riley thanked everyone for their involvement with Commencement. It was a successful event with the largest graduating class in the school's history. It was also special with the two graduating high school seniors who are graduating from WVNCC and their high school. It was also nice to see the veteran students receive a standing ovation.</p> <p>Dr. Riley distributed an editorial that was in yesterday's paper regarding “Two-Year College Important Option”. It recognizes the important role that Northern plays in the community serving a need to its student population.</p> <p>Dr. Riley announced that she will start sending enrollment charts out to campus so that people may help with enrollment strategies in their area.</p> <p>Dr. Sharma asked that it be noted that she is conducting a two day workshop in Program Assessment and is unable to be here today.</p> <p>Ms. Becker announced that they have been very busy in her area. The STAR days have been set and are as follows: June 6th = Wheeling; June 7th = New Martinsville; and June 8th = Weirton. Staff will be going from Wheeling to New Martinsville and Weirton to help out with their sessions. Postcards are going to be sent out to about 500 students who have been admitted but have not registered letting them know about these sessions. New student orientations have been scheduled for New Martinsville on July 25th; Weirton on July 27th; and Wheeling on August 10th. Patient Care Registration Day is set for June 12th. Nursing will also have a registration day. There are eight Wheeling Park students who will do their senior year with us.</p> <p>Mr. Wallace stated that they are in the process of waxing floors.</p> <p>Ms. Farnsworth asked if there were any updates on the college catalog. Ms. Fike stated that there has been a delay this year due to the math changes. Ms. Farnsworth also asked if the academic maps would be in the catalog and they will only be on the website under the program. Dr. Riley suggested putting the maps in one location as well on the website. Ms. Farnsworth asked how the degree works system that will be down will be handled. Ms. Fike stated that it is to go down on 5/22 but once it is back up, it should be a new and improved product. They are hoping to use curriculum pages from the catalog in the meantime. Ashley is working on the</p>

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holds list to try to get those students registered. Ms. Farnsworth stated that they are still working on the not registered list.

Ms. Spurlock stated that she met with Mr. Sayre and Mr. Tackett yesterday regarding a public works grant. The grant could possibly fund half of the project but would come with a twenty year lien on the building. Mr. Sayre will check with Rich Donovan to make sure that there would not be a problem with that. After Mr. Sayre speaks with Mr. Donovan, Dr. Riley would like to meet with them to discuss.

Ms. Spurlock stated that the golf scramble is moving along. It is set for June 23rd.

Ms. Fike stated that grades are posted after tracking down a few stragglers. SAP is being run. Ms. Jenkins is graduating students in the system. Diplomas will be mailed out after Memorial Day. All transcripts that had been requested were sent unless there was a hold. She is working on getting a new text alert system that will be an opt out system. Also, she is working with Mr. Koon to sort out the details of the revised academic advising process. New students for the fall will be assigned to a campus center rather than an individual faculty member.

Ms. Bennett stated that things have been busy on the New Martinsville campus. They are working with high school students who are starting in the fall. Floors are being prepped and there is a landscaping project underway. The chemical operator programs starts on June 5th.

Ms. Payton was happy to report that they had about 120 people turn out for the Family Fun Day. Ms. Payton is at the Student Leadership conference this week. She stated that she is hearing from other schools that advising is an issue there as well. She said another topic is that students do not feel engaged or empowered on campus. In August, she hopes to build relationships at the student leadership training.

Ms. Farnsworth stated that the first year workshops are going online. They are due up by no later than August 1st.