

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

DATE: February 21, 2018	PLACE: Board Room	CONVENED: 9:05 a.m.	CONCLUDED: 10:45 a.m.
ATTENDEES:	Dr. Riley, D. Barnhardt, T. Becker, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, K. Herrington, J. Loveless, T. Marker, J. Sayre, P. Sharma, R. Spurlock, P. Stroud		ABSENT: G. Wallace
BY PHONE:	D. Bennett, T. Queen, L. Soly L., L Tackett,		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	March 21, 2018		
ITEM	DISCUSSION		
1. Employee Satisfaction Survey	Dr. Riley stated that the employee satisfaction survey will be coming out this month. She recently sent a list of initiatives that had been implemented as a result of the last survey and a notice that the survey would soon be sent again. She encouraged everyone to complete and provide comments.		
2. Legislative Updates	Dr. Riley stated that she has not heard anything else regarding concealed carry. There was also an amendment that would extend community college invest grants to 4 year public and privates that offer two year degrees. Economically, the state has turned around just a bit. The last day to introduce something in the Senate was last week and the last day for the House was on Monday.		
3. Business Office Update	Mr. Sayre stated that if anyone has any feedback on the facilities and travel forms to let him know. He is looking for ways to improve processes. Dr. Riley stated that the weekly travel email helps. Mr. Sayre will add a few more people to the facilities distribution email. Mr. Sayre announced that the revenue projections for this year are flat compared to prior year. There are no cuts from the state and no increases in enrollment. Budgets are due today. The ad hoc group has been meeting regularly regarding salaries and there have been several suggestions on what to do with employees but details are still being sorted out. Mr. Sayre stated that human capital is the most important in an organization.		
4. Initial Emergency Obligations	Mr. Sayre wanted to remind everyone that if someone on campus calls 911 for whatever reason, it is important to remember that once they arrive, we are nothing but support to them at that time.		
5. IT Update	Mr. Corbin stated that they have selected a vendor for the RFP on internet and telecom connectivity. It is Lumos and will be announced soon. He stated that it will be switched over for 7/1 and they will be testing on Friday's and weekends. Ms. Fike asked if WVNET will be ready. Mr. Sayre stated that they are working with vendor and will have a comprehensive plan. Lumos was one of only two vendors who can manage all of our network. Every other vendor had subcontractors. Mr. Corbin asked if anyone wants to read the RFP, he is welcome to share. Mr. Corbin also stated that the IT Committee is meeting again. It is an advisory committee. It will be used to keep IT on schedule.		
6. Facilities Update	Ms. Marker stated that the VPAA office move is almost final. Becky is moving on Thursday and Dr. Loveless on Friday. Mr. Corbin will make sure there is connectivity. Ms. Marker will follow up with Dr. Loveless to		

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	<p>finalize arrangements. Ms. Marker stated that there is a leak in the roof in IR and they are working on fixing a few more things around campus. If you have any issues, please let them know. The shower rods will be installed soon in the fitness center. They are also working with an architect on handrails in the B & O. They will be purchasing lighting for the third floor in the EC. After the VPAA office move, Dr. Loveless and Ms. Marker will get together regarding the other office moves in the EC. Ms. Herrington asked if there were phones in the elevators and Mr. Corbin said yes for the B & O and other campuses as he tested them. Mr. Corbin asked Ms. Marker to coordinate the EC moves with him for IT related needs. Dr. Riley thanked Ms. Marker for her work as we dodged a bullet on flooding over the weekend. Ms. Marker has started to identify what areas might flood on campus so that we can be prepared.</p>
<p>7. Evaluations</p>	<p>Ms. Carmichael stated that evaluations for the staff will be coming out soon. The current evaluation period ends on 2/28. These will go out in the next week or so. This year, they will go directly to the employee and supervisor. Employees will have ten days to submit them back. Dr. Riley asked that as you work on your goals, you need to think about how they support the strategic plan. Ms. Carmichael stated that she will be doing a training for new supervisors and if anyone wants a refresher, they are welcome to join her. The form will not change this year but it will change for next year with the other personnel changes. Supervisors need to make sure they are doing their evaluations accurately to avoid any controversy. There are sometimes glowing reviews when supervisor feels otherwise. If you have any questions, please let Ms. Carmichael know. She will send out a schedule of deadlines. When she reports back to the state, she wants to be able to report 100% completion.</p>
<p>8. HR Updates</p>	<p>Ms. Carmichael stated that there is another ETM training later today. Anyone is welcome to attend. There was a good response on first meeting. ETM's will soon do a walk thru of the buildings and responsibilities. Ms. Carmichael asked Ms. Herrington if she could communicate with the faculty that they clear out their classrooms and make sure the students are out. Ms. Herrington asked about faculty who have ETM responsibilities and classes. Ms. Carmichael advised to empty classrooms first then ETM duties.</p> <p>Ms. Tracy Collins has started in HR and is doing a fantastic job. She is learning and taking on more duties. If you have any HR concerns, please let Ms. Carmichael know.</p> <p>The new Purchasing person in the Business Office will start on 3/5. They wanted to start earlier but needed to wait until then due to payroll processing in the state. There is a recommendation for the PT LRC person. Interviews are in progress for the Academic Support Center assistant. They hope to have a recommendation very soon on the HVAC lead. Ms. Shelek is retiring so they are developing a job description this week for the Director of Nursing program. Publication will go in newspaper this weekend. There was discussion if there are other retirements coming up to please let HR know. Dr. Loveless would prefer to do faculty searches when faculty are still here in March and April. Ms. Herrington will share this at Faculty Assembly.</p> <p>Ad Hoc Committee Update – Ms. Carmichael stated that she will be sharing an update with the BOG tomorrow night. The Committee has been meeting and working on a rule for non-faculty employees. There</p>

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	<p>has been a lot of discussion and hearing of concerns regarding changes. The proposed date to non-classified is the first pay period in July 2018. She will be sending out a part 8 soon.</p>
<p>9. Other</p>	<p>ECS Lot – Dr. Riley stated that general information was shared. It is a legal matter that is being handled and cannot be discussed.</p> <p>Peaceful Assembly – Dr. Riley sent out information yesterday if employees choose to show support for WV teachers and public employees.</p> <p>Monitors in public areas – Ms. Carmichael asked who handles the information on these. Mr. Barnhardt stated that his area updates those but are having some technical difficulties. Mr. Barnhardt and Mr. Corbin will discuss. Ms. Farnsworth asked for clarity on who to send things to if they want something added to the monitors and it would be Hilary and Rita.</p> <p>Ms. Herrington stated that she wanted to bring forward some faculty concerns. 1) Enrollment decline - stated down 50% since fall 2009. Dr. Riley stated that while we need to continue to work on this, the enrollment data is consistent with that in the state and the country, due to continued population decline and favorable employment rates. 2) Employee turnover – Since 2008 approximately 150+ employees have left with 59 being faculty and the remainder staff; a third were retirements. Dr. Riley asked if the data had been verified with HR. 3) GPS sheets and catalog are being corrected and updated by faculty for their program areas. 4) Articulation agreements are missing and there has been no publicity. Dr. Riley indicated that some of these never existed because they were program agreements and Dr. Loveless has verified that with WLU. This concern was expressed previously and Ms. Fike has started an articulation agreements section on our website. For the upcoming Open House, Mr. Kuhn has gathered pennants from all of the schools that we have articulation agreements with to show our involvement. Ms. Becker added that they are working on a new display rack for view books. They are still working with a few area schools to update a few agreements. Ms. Fike also stated that as other colleges are on campus, we are notifying students in 2+2 programs by text and email that they need to meet with them while they are here. The Career & Transfer Fair will be held on 3/8 from 10-2 pm in the MPR. Ms. Becker added that to date, they have had 35 employers and schools sign up. Mr. Barnhardt added that he is doing a push on social media. 5) Ms. Herrington asked for clarification on financial aid for a transient student. 6) Ms. Herrington stated that several faculty will be participating in the peaceful assembly on Thursday and Friday. There was some discussion over if we had internships in several area schools. Ms. Herrington will communicate with them. Ms. Carmichael stated that for Title IX & Clery, we need to have a list of all interns and where they are. Dr. Loveless stated that Ms. Klepack keeps a list for several areas. Dr. Loveless will work with Ms. Klepack and Program Directors to make it more consistent and will make sure that appropriate parties have a copy. Ms. Becker stated that there is a place in College Central that could centralize the information. She will share with Dr. Loveless. Ms. Herrington stated that the faculty are using Weave to enter credentials to indicate what faculty are qualified to teach. Ms. Herrington thanked</p>

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Dr. Sharma for increasing assessment efforts tremendously in preparation of HLC. 7) Faculty have expressed concern with financial issues. A nursing vendor still has not been paid. Jeff will check into this. Ms. Herrington referenced the HLC letter that cited concerns on budget items. Faculty representatives on the budget committee reported discrepancies on what was reported in President's Council, Budget Committee and the Board of Governors. There was confusion over whether the capital budget had been approved or not. Mr. Sayre stated that the contingency fund had been modified. There were concerns over the cost of the maintenance office. 8) She shared information that the faculty had learned about the ECS property. Dr. Riley restated that the matter is a legal issue and could not be discussed at this time. Ms. Herrington stated that faculty discovered that we are delinquent on Wesco taxes. Mr. Sayre is working with the assessor. Herrington stated that faculty are concerned about the HLC visit. Dr. Riley stated that she respects faculty concerns. HLC will be looking for systemic and pervasive issues and people need to share their concerns so that we can work to address.

Dr. Riley added that we do need to be mindful of HLC coming and we have a lot to do but preparation is underway. Dr. Sharma is doing a great job with assessment and we have received good feedback. We are working on the assurance document. Staff and faculty will be providing information from their area. There will be a series of meetings on HLC on all campuses. Dr. Riley asked everyone to make sure their committee minutes are up to date. Ms. Kappel asked if you have committee minutes to send them to her and she can post to the website.

Ms. Marker thanked Dr. Riley and Ms. Carmichael for their assistance on Saturday with local flood preparations.

Ms. Becker thanked Peggy for the information that she sent out on PEIA. Local school employees did not even receive information.

Mr. Barnhardt stated that CJ will be compiling a weekly student newsletter. Thursday at noon will be the deadline to have information to her.

Ms. Carmichael asked when it was decided to use the thundering chicken for Student Activities only. She wanted to use it for an HR birthday card and was told no. Mr. Barnhardt stated that he hopes to have a marketing plan and when certain graphics would be used.