

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 16, 2022

DATE: February 16, 2022	PLACE: Board Room and Via Zoom	CONVENED: 9:03 a.m.	CONCLUDED: 10:37 a.m.
ATTENDEES:	D. Mosser, D. Barnhardt, T. Alfred, D. Bennett, R. Blaha, B. Brak, D. Clausell, C. Corbin, A. Frey, A. Hawk, S. Kappel, P. Klein, S. Leghliid, J. Loveless, T. Marker, J. Montgomery, K. Mulhern, J. Sayre, P. Sharma, L. Soly, R. Spurlock, G. Wallace & A. Wolf.		Excused: J. Fike
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	March 30, 2022		
ITEM	DISCUSSION		
1. President's Update	<p>Dr. Mosser provided an update on COVID on campus. Cases are coming down. Pending test results from this week, we will be relaxing masks and testing on campus for the vaccinated. Masks will be encouraged and testing will still be required for the unvaccinated.</p> <p>He stated that HR is running behind a bit and members of Cabinet are helping out.</p>		
2. Facilities Update	<p>Ms. Marker offered to give tours of the B & O renovation, if you are interested. The HVAC for the B & O might have to finish after the 50th anniversary festivities. The bid opening is set for 2/24 for the B & O exterior cleaning. Work will start shortly, weather permitting. Material and equipment are on order for HVAC upgrade. The NM water damage cleanup is scheduled for 3/7-4/8. The scope with the architect for the Nursing Simulation Lab is scheduled for 2/18. They hope to have the Weirton Service Center remodel complete by 6/30. The CAD lab and CIT classrooms are complete. The historical display area is underway. She requested that supervisors who have employees leaving to please make sure that you collect keys. Also, if you have maintenance/facilities requests, please make sure you use the Oz ticket system.</p>		
3. IT Update	<p>Mr. Corbin reminded everyone to use the Oz ticket system for IT requests. Surveys are coming up for classes. The Student Success Center remodel is coming together. The time clocks in Weirton are broken and they are working on them.</p>		
4. Business Office Update	<p>Mr. Sayre stated that once the weather breaks, they will be posting signs for the state vehicles to park on the Business Office side of the B&O parking lot. SignNow is working well for purchase orders. They are revising the form for purchase requisitions and he stated that there will be a two-day turnaround time. Budget preparations are underway. They are going to propose a 2% increase in tuition and fees. He was on the CFO call and the other community colleges were proposing as much as 6-10%. They are developing the capital project list. Mr. Leghliid asked when will employees know about the budget and Mr. Sayre replied after approval at the March Board of Governors meeting.</p>		
5. HRD Update	<p>Mr. Brak stated that there is a shortage of workers nationwide. The payroll office in Charleston is short staffed. They are playing catch up with Kronos. He also cautioned that when Governor Justice states a 5% pay increase for state workers that he is referring to state troopers and teachers not higher education. W-2's have been sent out. As a reminder, if you are being tested on campus by Roxby, those results are going</p>		

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	<p>directly to HRD. Otherwise, you need to upload them in Brightspace. HRD is working with the Continuous Improvement Council on employee onboarding.</p>
<p>6. Other</p>	<p>Ms. Soly stated that the ACTion Center is busy. Project Graduation is underway. The Career and Transfer Fair is set for 4/7 from 10-12 virtually. They are working on new student welcome event planning for fall. A summer job fair in NM is also in the works. Next month, they are doing Transfer Tuesday with Bethany U.</p> <p>Ms. Bennett thanked everyone for helping to fill the vacant positions down there. She has been asked to be the Rotary president. She organized another Campus Advisory Council meeting recently.</p> <p>Mr. Montgomery stated that repairs have been done on campus. The hot water tank has been replaced and they purchased a new tractor for spring. The market center is being replaced by vending machines. Snow removal has gone well on their campus. They are in planning stages for their Open House. They are working with Mr. Hippensteel on solar panel planning for a Weirton facility.</p> <p>Ms. Spurlock stated that the 50th anniversary gala is set for 5/14. Save the date packets are going out this week. The brick project is posted online for anyone wishing to purchase.</p> <p>Dr. Loveless stated that their faculty promotion deadline is 2/28. They are working on rural pathways. The schedule is underway. We were accepted into the HLC Assessment Academy and the Gardner Institute. The early entrance success coaches have started. They are working on a five-year education plan that will be shared with President's Council at a retreat on March 30th. She and Ms. Peterman are in Charleston tomorrow for an LPN Board meeting.</p> <p>Dr. Hawk stated that she is working on three levels of assessment trying to bring clarity to the processes. At level one, she is working with the faculty then on program assessments and outcomes. She is working on Weave and Brightspace. There is a new page on assessment on the website. The HLC Assessment Academy will help with general education outcomes. Next week, they will be presenting at CIC.</p> <p>Mr. Barnhardt stated that they are working on the Open House scheduled for 4/9. Matt Thorn and Savannah Scott are the cochairs for it. They are getting ready to release a new 50th anniversary video from Gail Adams. The History Nook will be unveiled at a ribbon cutting next month. He has updated the LinkedIn page for WVNCC. We have had a good presence at the OVAC events from faculty and Matt Thorn. They are working on extending signage around campus. They were able to get a lot of press with Riley Moore's visit to the welding classes.</p> <p>Dr. Sharma stated that they are working on the second draft of the HLC self-assessment document. On the first draft, they were identifying gaps. Between 4/7 - 5/5, all criterion chairs will be visiting campuses and want feedback. The report is due the first week of November. The campus visit is scheduled for 12/5 & 12/6. Hope</p>

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Coffield is helping out with board files and IPEDS. They are also working on course evaluations for workforce courses.

Ms. Alfred stated that they are going to do a kick off for fall registration. They are doing classroom visits to get the students to register. They are going to do a focused event for students who have been admitted to the College but not registered. Meta advisors are offering daily live help. There will be a new student welcome event on all three campuses. She reminded everyone that Savannah is the go to person for admissions.

Ms. Frey stated that financial aid is working on spring disbursements. 2/24 is the next one. They are working on the 2022-2023 FASFA results in system. Promise deadline is 3/1 and the state aid deadline is in April.

Ms. Blaha stated that Chef Chris and Chef Gene did 45 Valentine's Day boxes and there were 90 requests. They are planning a Diversity Week the last week of March. Ron Scott has a diversity zoom meeting today at 3 pm. First generation Friday's have been successful. The state is promoting mental health awareness. There is a chicken coop in the EC building for students to take food home as needed. Caps and gowns are on their way. Delivery should be by 4/15.

Mr. Leghlid thanked facilities for their support of faculty.

Mr. Clausell thanked the Board for approving the compensation rule.

Ms. Wolf stated that they are working on a live help program. They are securing peer tutors for the Title III grant. They are in the process of reviewing the library collection.

Dr. Klein stated that they are busy working on workforce training grants.