

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – December 11, 2019**

<b>DATE:</b> December 11, 2019	<b>PLACE:</b> Board Room	<b>CONVENED:</b> 9:02 a.m.	<b>CONCLUDED:</b> 10:52 a.m.
<b>ATTENDEES:</b>	D. Mosser, D. Barnhardt, T. Becker, P. Carmichael, C. Corbin, D. Cresap, C. Farnsworth, A. Frey, J. Loveless, T. Marker, K. Mulhern, S. Reager, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, & S. Wood		<b>ABSENT:</b> D. Bennett, J. Fike, L. Tackett & G. Wallace
<b>BY ZOOM:</b>	J. Lantz & L. Soly		
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	January 15, 2020		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. President's Updates</b>	<p>Dr. Mosser stated that he is almost finished with his listening tour/SWOT analysis. Ms. Kappel has all of the information in Excel. He will be writing a report based on the information.</p> <p>He also announced that we have received two grants in the form of Learn and Earn's with Bidell and Murray totaling \$600K. There is also a statewide grant for the expansion of apprenticeships into IT careers. We will be working with the state to host a grant-funded (northern) regional representative here at our Wheeling campus.</p> <p>Ms. Kappel will send out to President's Council a statewide annual enrollment report that was recently produced by the CTCS. It looks like starting this fall semester that we are starting to see an uptick in enrollment. Ms. Frey recently did an interview for Channel 9 on WV Invests.</p> <p>Dr. Mosser added that the state will be sending out the admission letter to high school students like they did a few years ago that caused some confusion.</p>		
<b>2. Feedback Forms &amp; Follow Up Procedures</b>	Dr. Mosser reminded everyone about the online feedback forms. Input and responses will be tracked. He will send items that come in to the appropriate employee and their supervisor/VP. The expected response time is twenty-four hours.		
<b>3. Strategic Plan Update</b>	There will be a kick off meeting for the strategic plan on 1/31. The kick off meeting will start at 8 am and last until 2 pm. The entire planning process will last about eight months and will look at eight different areas (demographics, economics, labor force, education, competition, social values/life styles, technology and politics). Dr. Sharma asked if you can think of another area that could affect us over the next three years, please let her know. There will be environmental scanning. There will be a session on 1/31 for the Board of Governors, the Foundation and community members from 9 – 10:30 am. Dr. Sharma stated that the LRC will be involved with pulling data. There will be several on sight visits by the consultant. The final product, which should be a comprehensive document with trending data to accomplish four to five goals, will go to the Board of Governors for approval.		

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – December 11, 2019**

<b>4. HR Updates</b>	<p>Ms. Carmichael provided several position updates. These are as follows: they filled one science faculty position and are doing reference checks on another position, the instrumentation instructional specialist is starting in the spring, the HVAC Program Director started on Monday, and there have been no applications received for the medical lab technician program director or the mine maintenance position. They are waiting to hear back on the HIT position. Dr. Loveless and Ms. Carmichael are to discuss the Nursing Program Director.</p> <p>She asked that timecards be approved before we leave for the holiday break.</p> <p>In regards to rules, the Board of Governors approved a list of rules to be worked on that are fifteen years or older. She has separated that list by Cabinet member so that they can work on that rule for their area. She will be distributing that list soon. The revised General Education rule is on hold until the public comment period from the CTCS closes in January. The EEOC rule is out for public comment.</p> <p>There was a meeting recently on work-study. There is a challenge in finding work study students and there is also a challenge of finding positions for students who do apply and are in our pipeline. A few of the processes will be changing including the way the student applies which will be separated by campus. You should be receiving an email asking if you want work study students. Ms. Mayhugh will be sending out information to supervisors. Supervisors will have a chance to review all applications received for work study. It will be first come, first serve. If a student wants more hours, they will need to contact HR. Ms. Frey added that if you have particular needs and want students in particular programs, she can target those students with a group email. She also stated that when we file the FISAP, they reduce us in subsequent years by what we don't spend this year.</p> <p>Ms. Reager asked how the FLSA changes were made. Ms. Carmichael stated that Cabinet reviewed to determine if positions were nonexempt or exempt. They will be meeting individually with employees affected.</p>
<b>5. Business Office Update</b>	<p>Mr. Sayre stated that the Budget Committee meets on Monday and will prioritize capital projects. The Board of Governors will have final authority and vote at the February or March meeting. Ms. Farnsworth asked after the decision is made, will the projects approved be shared and Mr. Sayre replied that sometime between Board of Governors approval and July 1<sup>st</sup>, they will be made public. OTPS went out a week ago and it is to be sent back in by budget managers in January. If you have any questions about the budget, Mr. Sayre or Ms. Schrupp will sit down with you.</p> <p>He asked that everyone be patient with the Business Office. They are getting numerous rejected items from the state. Information on the forms needs to be specific. He added that the rules are changing constantly.</p> <p>The parking lot RFP is public to be seen by seen by architects and engineers. Given the scope of the project, Rich Donovan from the state will be assisting with the project.</p>

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – December 11, 2019**

<p><b>6. Facilities Update</b></p>	<p>Ms. Marker asked that if you have a capital project that involves Facilities, she would like to meet with you to help guide the process and cost estimates. She can also help with the project scope of work.</p> <p>There are three projects happening over Christmas break. These include the CARTS dining room remodel, the Weirton computer lab and adding heat lamps in the Culinary kitchen. There will be an open dumpster over at the EC if anyone wants to use it.</p> <p>If you have any work orders, please continue to send Oz ticket requests. Please call if it is something that needs immediate attention.</p> <p>Ms. Marker will order markers for the white boards in the ITC classrooms.</p> <p>They are still moving forward on the B &amp; O 1<sup>st</sup> floor remodel. There is some conversation about functionality of the space and the global concept is being debated. The idea is that construction will start around May 15<sup>th</sup> for launch in the fall.</p>
<p><b>7. IT Update</b></p>	<p>Mr. Corbin stated that the IP video rooms have been successful. It was suggested that they survey the faculty to see how they felt that it went.</p> <p>There are several IT projects over break which include a vendor moving equipment in a service area, computers moving in 3 labs, and they will be scheduling with faculty to get computers replaced. If you need to replace a computer for a staff member, it needs to be in your OTPS budget. Dr. Loveless asked Mr. Corbin for a list of faculty who received new computers.</p> <p>Mr. Corbin stated that they are working with a vendor to see what we need to do to be compliant with GLBA for this year and moving forward. More information will be coming. Ms. Frey added that the GLBA finding was statewide. The only school not cited was WVU. Ms. Becker asked if we can still have the older Windows products as Accuplacer will not support it and Mr. Corbin stated that those computers will be updated in January.</p>
<p><b>8. WVNCC Federal Student Aid Program Participation Agreement – Recertification Due March 31, 2020</b></p>	<p>Ms. Frey stated that we will need to update the information that we provided about three years ago for the consumer information on the website. The recertification is due at the end of March so you will be seeing requests after the first of the year. There is a February deadline for academic program changes. We can do it in one package – any changes and recertification. She will be in touch after the first of the year.</p>

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – December 11, 2019**

**9. Other**

Ms. Reager announced that they raised about \$250 for the Staff award during the Christmas parade parking fundraiser. They also collected \$280 for the angel tree.

Dr. Loveless stated that finals are wrapping up. Grades are due on Monday morning. If you need to open or add sections, please contact the division chair. They are continually monitoring the schedule for the spring.

Ms. Mulhern stated that they continue to work on a number of company trainings. They will be very busy in the first quarter. They are working with the state to help companies with the funding. Bidell and Murray Learn and Earn grants help pay for ½ the salary. They are working with Mr. Barnhardt to market community and continuing education classes on all three campuses. Be on the lookout for information. They are also working with companies who only need one to two employees trained to do a combined training.

Ms. Stroud stated that the LRC is very busy. There is an ad in the student newsletter for the Monday Makerspace to generate interest. Any faculty or staff who want to see it or train, please reach out. There will be website dedicated to it. Students can RSVP to attend.

Ms. Farnsworth presented a document on Wheeling registration status and those that did not register.

Ms. Becker stated that they did the pop up registrations this semester and tied it to the app. Students did not know these were going on unless they had the app. The registration ticket process is continuing to help out. The mock interviews went very well with Career Services and employers are reaching out.

Ms. Spurlock stated that the Foundation is working on their strategic plan and there is an end of year appeal going out.

Ms. Wood stated that the current student Board of Governors member, Sara Morehead, is graduating in December. Matt Van Fossan is running unopposed. The election ends this Friday. They have had several fundraisers recently including the Heart Walk, the YSS Sleep Out, the Weirton community bread basket, and the nursing student association. The mobile health unit is out in the courtyard today. It is geared towards female health and will be going to all three campuses. For cocurricular programming, she is working with faculty to see if there is something specific they wish to incorporate into their curriculum. She is providing WV Invests students with two opportunities a week on all three campuses to meet their community service requirement. There are 71 students taking advantage of it.

Dr. Sharma stated that the student satisfaction survey ends on 12/13. If you are requesting data from IR, please let them know if it is reoccurring. The recent retention committee meeting went very well. They developed four retention goals and will be collecting data. Ms. Farnsworth will be doing a cocurricular assessment in Weave and will be working with directors. All assessments are in Weave. CSSE survey will be done in the spring.

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – December 11, 2019**

Ms. Kappel announced that the next President's Council meeting is January 15<sup>th</sup> and she will be sending out spring meeting invites next week.

Ms. Cresap stated that they have been busy on the assessment side and with early entrance. She has been working with Ms. Fike on changes for early entrance. Perkins funding can be used for middle school projects and looking at EDGE to see how to make it more consistent. Students can apply 8<sup>th</sup> – 10<sup>th</sup> grade. Summer camps will be three day events. Dr. Loveless added that there are two groups looking at early entrance. There will be a different orientation aimed at adult learners. There is a group of instructors looking at it. Dr. Loveless stated that it is sort of like the first year seminar and they are looking at August. Ms. Cresap stated that they are looking to involve the parent. There is an early entrance task force. At their initial meeting they discussed what is going on and how to make things better involving middle school to high school to us. We are not just a technical school. We are looking at best practices of other schools. The schedule for early entrance is done. We picked Cameron back up. Ms. Blaha was at Catholic Central and they want to have music appreciation.

Mr. Barnhardt stated that they are ramping up the promotion of continuing education and summer classes. IR has pulled data on where summer students are coming from. The view book has been distributed on all three campuses.