

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 15, 2019

DATE: May 15, 2019	PLACE: Board Room	CONVENED: 9:04 a.m.	CONCLUDED: 11:40 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, T. Becker, G. Bouftouh, P. Carmichael, C. Corbin, J. Fike, A. Frey, J. Loveless, T. Marker, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, L. Tackett, & G. Wallace		ABSENT: C. Farnsworth, T. Queen & S. Wood
BY PHONE:	D. Bennett, J. Lantz, & L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	June 19, 2019		
ITEM	DISCUSSION		
1. Updates	<p>Mr. Koon thanked everyone for their work on a successful Commencement ceremony.</p> <p>He also thanked everyone for their work with Career Day earlier this month. All offices helped in one way or another and the event was very successful. Mr. Tackett stated that as a result of the day, there were eight to nine students who signed up for welding classes this summer. There will be a wrap up meeting on May 21st.</p> <p>There have been several news articles in recent weeks. There was an article in the paper about the abandonment of 18th Street once the city formally completes the process. It will be part of an expanded parking lot for us. The architect will look at various options to decide how to best utilize the space for flow of traffic and parking. We are working with the city on a long range plan to develop a greenspace between the parking lot and the creek. The city would get funding for the park.</p> <p>We also signed an agreement with Project Best recently that reaffirms the commitment to the Occupational Development degree that has been in place since the late 1980s. The Occupational Development degree is a statewide degree that allows colleges to work with the Department of Labor apprenticeship programs for college credit. The degree is individualized. We will work with the unions to set them up.</p> <p>There will be a signing for the Reverse Transfer program with West Liberty University next week.</p> <p>There was communication this morning that we had received 111 applications to date from the WV Invests website. As a reminder, this is a last dollar in program. It does not cover all program fees. Ms. Frey stated that the IT fee is not covered due to a reporting issue. We are looking into it to see how it might be covered in the future. As we move forward, program fees will be investigated to see what might be switched over to all student fees so that the WV Invests grant may kick in.</p> <p>Mr. Koon stated that Chancellor Tucker was here last week. We will probably be looking at a funding formula soon in the state. The new chair of the Senate Education Committee, Senator Rucker, has met with the</p>		

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	<p>Chancellor. Chancellor Tucker is now the Interim Chancellor for the WVHEPC and CTCS. She wants to look at the relationships between the four year institutions and community colleges. She also wants to improve relations in the central office. There is a good chance that they will go to one chancellor permanently but it doesn't mean that it is happening immediately. There would still be a board for the HEPC and a board for the CTCS.</p> <p>Mr. Koon stated that the data request is currently being worked on for the Title III grant application which will be geared towards online instruction.</p>
<p>2. HR Updates</p>	<p>Ms. Carmichael stated that the evaluations from supervisors were due. Mr. Koon's are due at a later date.</p> <p>There is a picnic today on the Wheeling campus as a thank you to our staff. The picnic for the NM campus is tomorrow and WT on May 22nd.</p> <p>They hope to make an offer soon for the LRC position. Interviews are scheduled next week for the Career Services position. The Dean of Academic Affairs position just closed and they will be reviewing applications.</p> <p>Ms. Carmichael and Ms. Mayhugh are working on a new format for job descriptions since we no longer have PIQs. HEPC has a template and they are working to get the job descriptions into that format with a signature line. She expects to have them ready to give to Cabinet in mid-June/early July. The employees have already reviewed the job descriptions during their evaluations so it shouldn't take long to finalize this project.</p>
<p>3. Facilities Update</p>	<p>Ms. Marker provided a number of updates on various facilities projects. The Weirton roof project has expanded a bit to handle a bug issue. The NM Service Center and the Weirton restrooms are scheduled for mid-August through October and are being finalized. The auditorium remodel has begun as well as the vending machine area. She has asked the contractors to let her know when the noise is going to be very loud as she will let areas know. The plan is to have the vending area and Lisa's office complete by the end of May. The Makerspace area and EC 305 should be complete by the end of June. The privacy slats in the ITC fence project is underway. They are waiting on material. The B & O hot water heater is on order and should be complete by the end of next week or the following week. The Fitness Center had a leak from the power washing that was getting done in Culinary Arts. The exhausts fans in WT should be repaired by the end of next week. The NM printing area project is being planned.</p> <p>She also reported that door adjustments have been made for summer by cancelling Friday. Ms. Carmichael added that she changed student access to 7:30 am – 5 pm. Ms. Marker will follow up with Barnes and Noble regarding their door access.</p> <p>Ms. Frey asked about the fitness equipment having black mold and rocks in the treadmill. Ms. Marker will check it out.</p>

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	<p>Ms. Carmichael stated that she has interviews scheduled for May 23rd from 9 am – 12:30 pm. Ms. Marker will let the contractors know to limit the noise during this time. Ms. Marker also asked that employees not go behind the plastic constructions curtains due to safety concerns.</p>
<p>4. IT Update</p>	<p>Mr. Corbin reported that the IP video project is progressing. On the outer campuses, the IP video rooms will be the same. In Wheeling, they will be 416 & 418 in the B & O. There will be training for faculty including adjuncts before the faculty are due back. Mr. Sayre stated that they should have a completion date by June 1st and they will let Dr. Loveless know then. Mr. Koon added that this be mandatory training for anyone using IP video.</p> <p>After July 1st, IT is working on PC replacement.</p> <p>The network equipment upgrade/replacement should be finalized by 7/1 with minimal disturbances.</p> <p>They are working on several construction projects as needed.</p> <p>Ms. Bennett stated that they are also trying to hook Zoom up in 110.</p>
<p>5. Business Office Update</p>	<p>Mr. Sayre stated that there isn't anything new to report on the ATC parking lot. We are waiting on the OCDA to demolish what they need to, fill it in, bring it up to grade then hand it over to us.</p> <p>He thanked those employees who completed the print survey. He is working on the Hughes contract which is coming to a close. This will go back out to bid. We might have substantial savings on equipment that we have been leasing. Mr. Barnhardt added if you are not satisfied or having issues with your printer, please let his area know. Mr. Corbin reminded everyone that on the printers there is an 800 number to call if there is an issue after hours.</p> <p>Mr. Sayre stated that he made a mistake earlier this semester on the \$5 increase per credit hour on tuition. It is actually \$3. He found it when finalizing the fee matching in the state system.</p>
<p>6. Other</p>	<p>Ms. Frey highlighted the WV Invests application process. Timing of applications is an issue due to drug testing that is required sixty days prior to the start of the semester. Ms. Stroud asked about marketing the program to decrease the amount of last minute applications. Mr. Barnhardt stated that more of the ads are being geared towards WV Invests.</p> <p>Ms. Bennett reported that they had a group of elementary students tour their campus. They are also working with Parks and Recreation on landscaping.</p> <p>Ms. Spurlock stated that the golf outing is scheduled for 6/21 and they are still working on sponsors.</p> <p>Dr. Loveless stated that they are working on articulation agreements with Hundred, JVC, and West Greene. They have an MOU with Serenity Hills. They had a very successful workshop with Program Directors</p>

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working on program reviews. Assessment is looking good. They have cancelled what they needed to for the summer schedule. If they add anything at this point, it would be for a July start. They might raise the cap of certain classes if they have one or two students on a waitlist. Division chairs are here through the end of May.

Ms. Carmichael asked about the forms on the new website and if there is a special format they need to be in for it to be a fillable form. Mr. Barnhardt stated that they can be in word or pdf and they can create it from there.

Ms. Frey stated that another thing to keep in mind with WV Invests is if it is a flex class or a late start class, the student will not qualify for WV Invests as the drug test needs to be completed within 60 days prior to the start of the term. She also reported that they have 1200 FASFAs completed for the 19-20 AY; 750 students qualify for PELL or are SEOG eligible; and 657 qualified for the higher education grant. There are 114 applications for WV Invests at this time. Financial Aid SAP was finished yesterday with 400 students being on SAP for a variety of reasons. She is working with Dr. Loveless to do training over the summer on metaadvisors. There were 51 that were unofficial withdrawals that they are tracking down. After some discussion regarding AW's or F's, Dr. Loveless asked Mr. Lantz to include Ms. Frey/Financial Aid in talking to the faculty including adjuncts about the federal compliance piece of attendance. They will record the presentation so that other faculty may see it. Mr. Lantz will add Ms. Frey to the October agenda.

Dr. Sharma stated that they are working on program reviews with stats provided by IR/IE. They are looking for strategies to improve enrollment and retention and will try to implement in the coming year. This will help support arguments for accreditation and help program directors. They are also in the process of updating the strategic plan.

Mr. Tackett announced that they have added two non-academic welding classes. There are twenty four students in two classes. There is a Sistersville company that needs 5-7 welders and will let them know about the opportunities. Next Wednesday, Mr. Hippensteel is speaking on advanced manufacturing at a Weirton Chamber lunch event.

Ms. Fike stated that they are chasing down the last few missing grades. They have not run SAP as they are still waiting on some of the grades. Transcripts have not been printed yet. She is working on fees for fall and hopes to run this afternoon. They are planning a summer event for newly admitted students and their families. We haven't done this for a long time but will try to do an off campus event such as a day at Oglebay. She also thanked everyone for their help with Career Day. Diplomas will be mailed after Commencement.

Ms. Stroud stated that until they have the new hire in the LRC, they will be open 9-5 in Wheeling. Ms. Fike asked that she email that out so that all staff are aware.

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Dr. Bouftouh is working on several items related to the curriculum.

Mr. Barnhardt is working with IT on updating the portal to match the new website. Ms. Fike cautioned them to watch links. Ms. Bennett asked that they check the google map link on the website. Mr. Koon asked about the app and Mr. Barnhardt stated that it should be happening soon.

Ms. Becker stated that the tour software has been helpful. We had more tours scheduled for Wheeling in a month than we did the entire previous year. They are setting up the tour software for NM and WT soon. They can also use this same software for Career Services but College Central is now adding a piece that we will be using. Training for it will be in July so the new person will be using it.