

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 15, 2020

DATE: January 15, 2020	PLACE: Board Room	CONVENED: 9:01 a.m.	CONCLUDED: 10:21 a.m.
ATTENDEES:	D. Mosser, D. Barnhardt, T. Becker, P. Carmichael, C. Corbin, D. Cresap, C. Farnsworth, J. Fike, A. Frey, J. Lantz, J. Loveless, T. Marker, S. Reager, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, & S. Wood		ABSENT: G. Wallace
BY ZOOM:	D. Bennett, L. Tackett & L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	February 19, 2020		
ITEM	DISCUSSION		
1. President's Updates	<p>Dr. Mosser stated that he is in the process of analyzing forty-plus pages of data from the listening tour that he completed during the late fall semester. The listening tour consisted of over a dozen different meetings in which he asked for input on Northern's strengths, weaknesses, opportunities, threats and wishes. Employees consistently listed as a strength – that they work well together. However, under weaknesses, it was also repeatedly cited that employees are excessively critical and gossipy with the common weakness listed as employees not staying in their own lane by being critical of others while neglecting their own jobs. The college culture definitely needs addressed. He will have a draft of the SWOT Summary in the near future and it will be used for a collaborative activity at the 1/31 all campus Strategic Planning kick-off meeting.</p>		
2. Business Office Update	<p>Mr. Sayre stated that they continue to have challenges with the state auditor's office returning items to their office that need edited. He thanked everyone for helping with the budget. The capital committee met and is moving forward. EM Council has projected their enrollment for next year. OTPS is being worked on right now. He is also trying to streamline the process on strategic spending of reserves to better manage projects.</p> <p>HEPC is governing the parking lot projects for the ATC, 18th Street & visitor's lots. They have heard from several architectural firms and hope to narrow it down to three finalists. Construction will start as early as possible after Commencement.</p> <p>There is a schematic design that has been completed for the B & O 1st floor. Student Services is working to make sure it fits us well. Construction will begin after Commencement. Mr. Sayre stated that the next task will be figuring out what to do with impacted staff and offices during the construction period. If you have any ideas, please share them.</p> <p>Mr. Sayre stated that the print services RFP will be published at the end of this month, currently scheduled for 1/27.</p>		
3. Facilities Update	<p>Ms. Marker stated that the carpeting is 85% done in CART and they hope to have a detailed cleaning tomorrow. The Weirton computer lab is done but they are going back tomorrow to address the water they found under the center conduit. She will also install base cove in the LRC</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 15, 2020

	<p>They have finalized the design for the Weirton Board Room. The quotes are in and she will be finalizing the schedule soon. The plan is to do this project in mid-February.</p> <p>Kickoff for the CELT lab was on Monday. Dr. Loveless and Ms. Marker are the stakeholders on this project. More details on it will follow.</p> <p>Ms. Marker met with Brandy and Curt and they are working on handrails for the ITC loading dock.</p> <p>Christmas decorations have been taken down. Currently, they are doing pre-semester walk thru's. Ms. Bennett stated that the NM control board on HVAC Unit 3 in NM is not functional again. Temperatures can not be controlled. Dr. Loveless raised concerns about a red wall behind the instructor and how distracting it can be for some students and asked in the future if walls behind instructors can be gray. Ms. Marker stated that there will be a large monitor and whiteboard covering much of the red wall.</p> <p>Dr. Sharma asked on the charter for the project checklist if she could help assess projects. Ms. Marker is following PMI protocols. They will work together in determining the assessment.</p> <p>If you have anything that needs done, please let them know.</p>
<p>4. IT Update</p>	<p>Mr. Corbin stated that he does not have too many updates from his area. They are finalizing the Weirton computer lab. There are some viewing problems and they might move the position of the podium. They are updating the computers in 418. They are finishing up this year's PC replacements.</p> <p>He stated that the student portal security certificate expired at the beginning of the year and now it has been added to the calendar.</p> <p>They are pushing to get ready for the spring semester. Ms. Becker asked if Accuplacer has been updated with the Windows upgrade and they are still updating two more. Ms. Stroud stated that they have been trying to update the LRC portal page and hope to have it ready for when students are back. He plans to have it done by the end of the week.</p>
<p>5. Other</p>	<p>Dr. Mosser stated that the CART remodel looks great. They also met with the BDC and WesBanco folks yesterday regarding the Weirton Daily Times project. While in Weirton, he toured the Weirton computer lab remodel and it looks great. The new furniture in Weirton looks really good as well. Kudos to Ms. Marker, Mr. Sayre and Mr. Corbin on successfully completing these projects under tight timelines.</p> <p>Ms. Cresap stated that they are working on early entrance schedules. They are also working on faculty course assessment as well as HLC assessment.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 15, 2020

Ms. Carmichael stated that Cabinet is reviewing how to handle the ½ day holiday in March. More information to follow.

The Board of Governors meeting is tomorrow at 5 pm.

Dr. Sharma stated that they are working on the Student Success and Retention report for faculty and it will be out next week. There is room for improvement. An email regarding the CCSSE is going out soon. Dr. Mosser had sent an email about the Strategic Planning Kickoff meeting on 1/31. Please RSVP by 1/24. There is an environmental scan packet in Blackboard and it will be available after 1/31. They are working on an IT survey to assess students' IT needs. If you have anything to be included, please let her know by Friday. Ms. Wood asked if there is an update for Weave to upload cocurricular assessments. Dr. Sharma stated that she could use the template that Ms. Farnsworth developed.

Ms. Stroud stated that the LRC links are updated on the LRC website portal page. She also thanked Hilary Curto and Brandy Kileen for donating metal to be used for the Makerspace. On 2/3, they plan to advertise for a Makerspace for students.

Ms. Fike stated that diplomas have been mailed out for December graduates. Graduation information will go out soon. They are current on all applications. The bookstore will be open on Monday when the campus is closed but students may get books then. Ms. Carmichael still needs student access times. Ms. Bennett will talk to Mr. Tackett about NM student access.

Mr. Barnhardt is working to get projects scheduled for the semester. People are still walking in with projects on Tuesday and expecting them to be complete that week. Please plan in advance. They are working on a fall registration promotion and a summer registration promotion. The Open House promotion will be ramping up in the coming weeks. For the first time in a while, they are promoting continuing education.

Ms. Wood stated that the app has all of the upcoming events. There are also monthly posters around each campus promoting the events. They are also advertised in the student newsletter. There are a few new SGA initiatives and these include food pantries on all three campuses, a coffee maker and microwave cart in the EC, and a research colloquium in NM where students will present their research. Ms. Wood will let us know what items are in need for the food pantry. The Involvement Fair will be next week and will have students go around each table.

Mr. Lantz stated that Faculty Assembly met yesterday. They took care of a couple of in-house matters. He will be sending out a campus wide email later this semester to let everyone know that the crime scene class will be conducting exercises on campus that will include law enforcement and simulations around campus. He thanked Ms. Stroud for getting the Adam Walsh book in the LRC on each campus.

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 15, 2020

Dr. Loveless stated that the textbook RFP meets later this week. They have upcoming nursing interviews and they are still trying to fill several vacancies. She thanked everyone for participating with Heather Kalb's project. Faculty are looking at a student showcase event at the end of the year. Hopefully, the schedule is done. There are still some last-minute cancellations. They are trying to get it done early enough so that students still have time to adjust. Ms. Marker asked Dr. Loveless to have Ms. Yesenczki send a list for classroom doors.

Ms. Becker stated that they are working on getting students in here. The Service Center is open this week and next from 7 am – 6 pm Monday-Thursday and on Friday from 7 am – 5 pm. Dr. Loveless stated that the meta advisor system will be evaluated so any feedback is welcomed. Ms. Becker stated that Career Services is ramping up. Chick Fil A has contacted us to see if they can come on campus and recruit. They had big success in the fall with the fair. They are going to reach out to faculty to see if they want to be involved.

Ms. Soly stated that they are excited to have room 134 redone. It looks beautiful.

Ms. Bennett thanked the Weirton campus for their hand-me-down furniture. They are using it in the Student Lounge. Room 113 is getting new computers. The liberal arts division met in NM yesterday. The state car is in the shop. The Boy Scouts are going to be in NM for a merit badge activity so they will be open on Saturday from 8 – 4. There will be ten classes for them. NM enrollment is low and they are hoping to increase it by next week.

Mr. Tackett stated that continuing education is expanding for the first time in over a decade. There is a new tri-color brochure and they are offering a wide variety of classes. There is now a continuing education button on the website. If you have any ideas for courses, please let him know.

Mr. Corbin introduced Dr. Carl Powell from WVNET who will be on campus the rest of the day.