

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 27, 2019**

<b>DATE:</b> February 27, 2019	<b>PLACE:</b> Board Room	<b>CONVENED:</b> 9:08 a.m.	<b>CONCLUDED:</b> 10:21 a.m.
<b>ATTENDEES:</b>	D. Barnhardt, G. Bouftah, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, J. Loveless, T. Marker, J. Sayre, R. Spurlock, P. Stroud, & S. Wood		<b>ABSENT:</b> T. Queen, P. Sharma, & G. Wallace
<b>BY PHONE:</b>	M. Koon, T. Becker, D. Bennett, K. Herrington, L. Soly, & L. Tackett		
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>March 20, 2019</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Legislative Update</b>	<p>Mr. Koon stated that there is about a week and a half to go in the Legislature and there is not a lot of firm information at this point. SB 1 is in House Finance but hasn't moved. They have now added four year colleges to it which has increased the cost which might be deal breaker due to cost. The Blue Ribbon Commission is in the Senate Education Committee. Most likely the only thing to happen with it this session is that the compact will be removed. Regarding Campus Carry, it is on the 3<sup>rd</sup> reading in the House. It will likely move over to the Senate and pass. The bill would take effect in 2020 with several exemptions.</p>		
<b>2. College Updates</b>	<p>Mr. Koon stated that we are looking at the possibility of getting a Title III grant. The announcement should be out in the federal register in the next few weeks. The goal would be to focus on distance education, online instruction and expansion of what we are trying to offer.</p> <p>The Mental Health Task Force has been formed and has their initial meeting tomorrow. He is looking for a six week turnaround so that what is proposed has time for implementation.</p> <p>The HLC/IAC Hearing is set for March 19<sup>th</sup>.</p> <p>A modified Employee Satisfaction Survey will be sent out soon. It will be done with ModernThink through Great Colleges. It will benchmark data for the new president. We will not do a full blown second survey. Employees will have their own log in and it will take 12-15 minutes to complete. The data goes directly back to ModernThink so it is completely confidential. They will then analyze the data. Please encourage everyone to take advantage of it.</p> <p>The Medical Assisting Program successfully completed the MAREB accreditation visit yesterday. Their team was very positive on our program and everyone should be proud.</p> <p>Mr. Koon has been discussing with Mr. Sayre a draft tuition, fees and budget that will be shared with the Board of Governors tomorrow. We still do not know from the state what we are getting. EM Council is</p>		

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	<p>predicting a slight decrease in enrollment. There will most likely not be any additional spending or positions. The tuition increase might be less than 7%. Once we know what the state is doing, we will most likely need to move quickly.</p>
<p><b>3. HR Updates</b></p>	<p>Ms. Carmichael stated that she hopes everyone is enjoying the employee appreciation week on all three campuses. She thanked Ms. Bennett and Ms. Soly for their help in making it happen on their campuses.</p> <p>Position Updates – The Dean of Academic Affairs search has closed. The Committee is reviewing applications. The PT Service Center position search is underway. Resumes are being reviewed. Interviews are being scheduled but they are doing this search a little bit differently. Several employees from the Service Center will do the first round of interviews with recommendations to Ms. Fike and Ms. Becker to do the next round. They have filled one of the Campus Service Worker positions but are looking to fill one more. There are still several PT adjunct positions advertised. The FT Applied Technology faculty position will be advertised soon.</p> <p>Evaluations – Tomorrow is the last day for the current evaluation period. Ms. Carmichael will send out evaluations next week and it will be the same process that has been done in the past. Ms. Herrington asked if we are still doing 360 evaluations and Ms. Carmichael stated that she needs to talk to Mr. Koon about it.</p> <p>HR is exploring using DigArc for the Employee Reference Manual.</p>
<p><b>4. Business Office Update</b></p>	<p>Mr. Sayre asked that if anyone has any facilities room requests or travel requests to get them in as soon as possible. They are very busy.</p> <p>The New Martinsville and Weirton campuses are getting new roofs. They are receiving about \$700k from the state to do this. There will be construction zones with these projects and the schedules might need adjusted a bit.</p> <p>Mr. Sayre also stated that facilities is working to prepare the ECS lot to get it up and running. Gravel has been put down and it will have signage. There will be 23 temporary spots for parking. Mr. Koon added that he or Mr. Sayre will send an email once the parking lot is open to campus.</p>
<p><b>5. Facilities Update</b></p>	<p>Ms. Marker stated that they are very busy and do not anticipate slowing down anytime soon. There are several projects scheduled for the spring/summer. These include a B &amp; O Auditorium remodel, the Makerspace in the Library, B &amp; O vending area, satellite faculty offices, Lisa Soly's office, vacant offices for faculty, and an anatomage table. Facilities is also working with an energy services company to benchmark our energy consumption which will lead to recommendations on investments and upgrades to help improve institutional energy costs. Also, as they work on projects, Ms. Marker will be reaching out directly to stakeholders for input and to communicate any disruptions that might occur. If there is anything that anyone feels needs addressed, please let Ms. Marker know.</p>

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<p><b>6. IT Update</b></p>	<p>Mr. Corbin stated that the new computers including iMacs have been installed in Wheeling. The new computers are in New Martinsville but they are working on some printing issues. The new computers for Weirton still need to be delivered. The additional AI phone is now at the Service Center in Wheeling.</p>
<p><b>7. Other</b></p>	<p>Mr. Koon and Dr. Loveless introduced Ginger Bouftah, Interim Dean of Academic Affairs. She is working on early entrance processes. Next week she plans to visit the other campuses.</p> <p>Dr. Loveless commended the faculty for their assessment efforts during the MAERB visit. West Liberty was here last Friday. There were about twenty people in attendance and they were able to do breakout sessions based on discipline. Good things are happening there. Academics continues to work on the schedule. Program directors have looked at Curriculog.</p> <p>Ms. Frey stated that they received the draft cohort default rate from the US Department of Education. This is based on the 2015-2016 academic year and it is 18% which is the lowest since 2001. We will receive the official one in September. Financial aid is preparing for the summer schedule. There is aid available for the summer. Pell is back to year round. Disbursements happened last week and there doesn't seem to be any issues. Financial aid is working on scholarships for 2019-2020 and the deadline is this Friday. Mr. Koon thanked financial aid and everyone who helped with the default rate.</p> <p>Ms. Fike reported that the Open House is set for 4/6 from 9:30 am -12 pm for all three campuses. T-shirts are being ordered on Friday. If you want one, please let Ms. Baker know. Radio stations and the Thundering Chicken will be here. She stated that she now has a full staff. Regan is doing outreach. Audrey in Career Services has visited fourteen classrooms to push for Career &amp; Transfer Fair. The Special Populations person started last week and is meeting with staff. The Service Center has been challenging to staff. Ms. Becker will be back soon. If any student that you know of thinks they will be graduating, please encourage them to complete a graduation application.</p> <p>Ms. Stroud stated that they are pleased with the new computers in the library and the space looks better. They will be happy to have Weirton finished soon. The new PT Library person, Erica Shepherd, has started and is being trained. They are happy to have her join the staff.</p> <p>Dr. Bouftah stated that she is trying to get up to speed on early entrance.</p> <p>Ms. Marker stated Mr. Queen has been very sick after getting the flu shot. They also have light safety inspections scheduled for Friday. She will send out a notice to campus.</p> <p>Mr. Sayre announced that Officer Faldowski is out in early March for a few days for training. They have worked out coverage in his absence.</p>

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Mr. Barnhardt is working on the Open House and getting advertisements out there. They are close to launching the new website in the next few weeks. The focus groups have included faculty, staff and students. The mobile site looks like the website – it has the catalog, schedule planner, and updated software to contact for tours. He anticipates bumps in the road but it shouldn't be anything major. Ms. Frey asked about getting access since there are hyperlinks in the forms they are re-doing for 2019-2020. We will still have access to the old website once the new website is launched.

Ms. Wood was thanked for her efforts in Student Activities programming. Mr. Koon was able to make it to all three campuses for events for Black History Month and they were all very good events. There were 65 people in attendance at the Ron Scott event in Wheeling. Ms. Wood stated that she is working on assessment of these events. She announced that the Phlebotomy class is looking for volunteers in Wheeling (M-Th from 11-2) and Weirton (M & T from 11-2). She is providing pizza and pop if you volunteer. There is a Grab & Go coming up in the Student Union and the EC on Thursday and Monday from 10-4. SGE petitions are available on March 4<sup>th</sup> with elections to follow in April. There is also a Health & Wellness Fair on March 5<sup>th</sup> from 11-1 with 25 participating organizations. This year, she has opened it up to the public in addition to students. There is also a Women's History event the last week of March on all campuses featuring a panel of women in leadership.

Ms. Spurlock announced that the Golf Outing is scheduled for June 21<sup>st</sup>.

Ms. Carmichael thanked Mr. Kefauver for organizing the First Aid and Safety training yesterday for staff. It was an excellent three hour training.

Ms. Herrington stated that the Safety training was very helpful to have. She stated that the faculty are working on revising the promotion policy and evaluation policy for implementation next year. They are working on resurrecting the Faculty Handbook as they thought it might be helpful for new faculty.

Ms. Soly stated that on Friday, the Weirton campus will hold the Honors Luncheon. Ida Williams also returns from maternity leave on Friday. The Career and Transfer Fair is on April 4<sup>th</sup> from 10-2 in the MPR. Please encourage students and alumni to attend.

Mr. Tackett stated that starting on Thursday, a non-academic Intro to Welding Course will be offered at the Wetzel County Career Center. The class had a cap of 15 students which was reached with a waitlist at the moment. There will also be two (40 hour) trainings in industrial technology offered during spring break. The WV Manufacturing group will hold its summit in New Martinsville on March 22<sup>nd</sup>. On April 4<sup>th</sup>, all attendees of these summits will meet with their parents to view their videos they are making.

Ms. Bennett stated that the contractor was there yesterday to talk about the roofing project. Ina is visiting the Ohio schools to give them information about the Open House and scholarship opportunities. They are also

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	<p>looking at construction in the Service Center. She is also organizing the entrepreneurship series. The Chamber and EQT has helped with supporting these. These sessions help small business people in the area. Several employees are helping lead these sessions.</p>
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	<p>Ms. Herrington asked about the mini-grant applications and when people who requested them will know. Mr. Koon stated that he is working on it and will get information out soon.</p>
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	<p>Ms. Carmichael asked Mr. Sayre to make sure holidays are in Banner to show blackout dates.</p>
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