

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – September 12, 2018

DATE: September 12, 2018	PLACE: Board Room	CONVENED: 9:02 a.m.	CONCLUDED: 11:25 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, T. Becker, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, K. Herrington, J. Loveless, T. Marker, J. Sayre, P. Sharma, L. Soly, R. Spurlock, P. Stroud, L. Tackett, G. Wallace, S. Wood		ABSENT:
BY PHONE:	D. Bennett & T. Queen		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	October 17, 2018		
ITEM	DISCUSSION		
1. Shadowing Project	<p>Mr. Koon distributed a handout on guidelines for a job shadowing program. This is a program where one employee observes another employee during part of a work day to learn more about the operations of that department. He asked everyone to read it over and let him know by the end of the week any feedback or comments they might have then he will send to all campus at the beginning of next week. He would like to see faculty and staff participate. It would give offices a chance to interact with each other and see why others do what they need. The idea is to have employees feel empowered. It should be a positive experience and is not meant for employees to critique other areas. Employees will have a chance to visit the other campuses. Due to the state travel policy changes, if taking a state vehicle, employees will need to do appropriate training. Ms. Herrington stated that this is a good way to do this – no punishment for not doing it and no reward for doing it. She did ask about faculty using it for merit. Dr. Loveless responded that it could count as professional growth and development. IR will keep a central depository. Mr. Koon is hopeful this will help break down silos across campuses and increase communication.</p>		
2. HLC Update	<p>Mr. Koon stated that the Assurance Document is on Blackboard if anyone wishes to review and make comments. We can still use comments up until the time of visit in late November. There have been significant improvements in all areas including the areas that we were cited for in 2016. Cabinet is reviewing strategies to address items on the employee satisfaction survey. Mr. Koon is working with the Board of Governors on Board Development at each meeting. The October Board meeting will be preparing for the HLC visit. He shared governance models with the Board at the last meeting so that they might start having conversations about it. He will also be sending an update to campus soon on shared governance. Committees do not necessarily make a decision but they can make a recommendation. Action is done by the President and Board of Governors. The Budget book is in a pdf format and will be posted once we decide the best location. He also talked to the team chair last week and is working on a schedule for the team visit. By late January/early February, there should be an early report from HLC at which time we will be able to make factual corrections. It is usually a two day turnaround so that will not be sent campus. The final HLC team report will be shared with the president and this report will be shared with campus once it is available. IAC will meet in March with final HLC trustee decision in June. Dr. Sharma also asked everyone to make sure websites are up to date. Dr. Loveless added if you see anything out of date, please let them know.</p>		

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	<p>Dr. Sharma reminded everyone that cocurricular assessment is important. Please keep up with your projects and send in your goals. As we implement it, we will tweak it once we figure out what works and what does not. Regarding retention, Dr. Sharma stated that we need to come together with evidence to show how retention is happening. Please send her what you have.</p>
<p>3. Reverse Transfer</p>	<p>Mr. Koon stated that this is a new state initiative with the Clearinghouse using the data to notify institutions who is eligible for reverse transfer. It is for students who have completed work at the two year schools and who have gone on to WVU without an associate degree. They can transfer credit hours back to earn an associate degree while working on their bachelor's degree. Statistics show that students who have an Associate Degree earn \$4600-7200 more than those who have completed some college or have a high school diploma. This will take effect next year. Mr. Koon will send out information about it to campus.</p>
<p>4. WV Climb</p>	<p>This is a state initiative trying to push a target of 60% of all West Virginian's will have a certificate by 2030. The WV Climb website allows you to pull up fact sheets on each county in WV which shows top employers, educational backgrounds and where degrees are earned. Mr. Koon stated this is an ongoing process and more information will be shared as it becomes available.</p>
<p>5. HR Updates</p>	<p>Ms. Carmichael distributed a weapons on campus administrative procedure that came out of HB 4187. Under this legislation, weapons are allowed to be in vehicles but not in buildings. Campus police officers are the only ones that are allowed to have weapons on them. She asked that everyone review the administrative procedure and let her know by the end of the week of any feedback. She will then send out to campus. The catalog currently reflects the changes. There was discussion on what happens if faculty are suspicious if there is a gun in their classroom. Ms. Carmichael suggested talking to Officer Faldowski and Ms. Fike stated that she could reach out to the Clery Center to see if they have any strategies to assist with this.</p> <p>Ms. Carmichael stated that during the last employee appreciation week, employees had an opportunity to complete a card much like the post it's on the positivity wall that was done during All College Day. Ms. Curto had previously designed cards for these shout outs and Ms. Carmichael has them if anyone wants to use them. Mr. Barnhardt and Ms. Carmichael will be looking at places to put these comments/positivity wall. They will take their recommendations back to Cabinet.</p>
<p>6. Business Office Update</p>	<p>Mr. Sayre stated that the auditors are here for the final run. Statements are due to the state on 9/15. The audit looks good. As a reminder since the state delayed the single point audit, all state colleges are on heightened on cash monitoring for at least five years. Ms. Frey added that under the heightened cash monitoring that this also impacts academic programs. Any changes to academic programs need to be added to the application and submitted for approval.</p> <p>Mr. Sayre reminded everyone that the travel schedule is sent on Friday's for the following week. There should not be a purchase order without a purchase order form complete for anything over \$100. On a monthly basis, the Business Office will be sending out transactions to department budget managers for a review as a checks and balance. He is also working on training for budget processes and business office functions.</p>

OFFICIAL Minutes
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<p>7. IT Update</p>	<p>Mr. Corbin stated that all of the new phones have been distributed. There are a few stragglers that have not yet been installed but will be. Advanced programming is starting. The switchover to Lumos in NM was flawless and we are receiving great feedback on IP video. For the Lumos switch in Wheeling, the permits are done and it should be coming within the next several weeks. On the Weirton campus, Frontier is finishing and they hope to have the switchover this week or next.</p> <p>The IT Committee met yesterday. They will have information coming soon. The plan is to have updates for 20% of the computers on campus.</p> <p>There was a question about phone directories. Ms. Carmichael stated that you can print directly from the website and they are looking at an Excel spreadsheet for directory. With the new phones, there is also a directory on the phones themselves.</p>
<p>8. Facilities Update</p>	<p>Ms. Marker stated that they have been working on several faculty office moves. IR is next on the list for remodel. They are working on plans for the NM Service Center with Project Best vendors and hope to have it complete by next summer. The WT first floor bathroom is also under remodel. Ms. Soly's office will also be upgraded. The WT SGA office is 90% complete. The ADA table will be in soon. Ms. Marker stated that Dr. Loveless is prioritizing faculty office remodels starting with senior faculty. Ms. Marker continues to monitor project lists. If you have any Oz tickets, please send them their way. Ms. Herrington asked about directories in the EC building and Ms. Carmichael is working on them. Ms. Marker is also working on nameplates for faculty offices. Door access is now the responsibility of Ms. Marker and facilities. All students will now have access to the ITC and ATC.</p>
<p>9. Other</p>	<p>CCSSE Data – Mr. Koon shared the latest data from the 2017 survey. Overall, the data is pretty good. We will be using this data as we move forward and it is evidence for HLC. IR will prepare graphs to go with the summary data before it is sent to campus.</p> <p>Dr. Sharma said that the assessment project is going well. They have had 100% participation from FT faculty. There is a good solid program for cocurricular assessment. They are adding one or two more programs this semester. She overviewed the results of the survey that was sent after All College Day. Out of 145 employees, there were 92 that participated in survey. She will send it out to the college community. Mr. Koon asked as you do surveys to please work with Dr. Sharma and her area.</p> <p>Ms. Fike stated that the Fall 2019 admission application is open. The spring letter will go out next week. Open House will be here soon. There were a few glitches this semester with early entrance and there will be a meeting soon to work out the processes. There are 400 students enrolled in early entrance this fall. Grad applications will be available 10/1.</p> <p>Ms. Herrington asked if there are faculty on institutional committee's to please schedule the meetings on Friday's. Dr. Loveless is looking into a faculty meeting rotation schedule.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – September 12, 2018

Ms. Becker stated that she has been in conversations with Wheeling Park regarding early entrance and late registration. Jenna will be going up to the high school to do actual registrations. Registration for the semester went very well. They are gearing up for the Open House. If anyone has any questions, please let her know.

Ms. Farnsworth distributed a report on the Academic Support Center.

Ms. Frey stated that Financial Aid is busy with a meeting of high school counselors coming here. They are also working on federal reports for FISAP and gainful employment. Student reimbursements will be out at the end of the month. The federal auditors will be here soon. Faculty need to report attendance. Please remind students to look at the financial aid website for information that is useful to them.

Ms. Spurlock stated that the golf outing went well. It was a great weather day and we had 16 teams participate.

Ms. Wood announced that WVNCC Snapchat is up and running with much success. The Community Involvement Fair has been rescheduled for next week due to the weather. The Chamber, OVBDC and the Family Resource Network will be here. ChickenFest is also next week - it will be 9/18 in Wheeling; 9/19 in Weirton and 9/20 in New Martinsville. On Thursday, there is a Lunch and Learn regarding Alcohol Safety. On Friday, there is a LAN party. Service for a Slice also starts on Friday. On 9/17, there will be student elections. She stated that she has heard some feedback on the posters and the student survey last year showed that the students do tend to pay more attention to the posters. It was suggested to have some posters near the EC elevator so students may see them while they are waiting.

Mr. Barnhardt stated that they did a walk thru of bulletin boards in Wheeling and plan to get to the other campuses soon. He will be sharing ideas with Cabinet and then bringing that forward. There are a number of projects underway with the start of the semester and advance notice of anything that you need from them is appreciated. They are still working on an Oz Ticket tracking system.

Dr. Loveless stated that she and several others recently attended a Momentum meeting in the state as part of the national Complete College America. WVNCC seems to be ahead in the state. They are working on tweaking the verbiage for 15 to Finish. She is finalizing the GPS sheets and has sent to Ms. Fike. She is also working on an advising model task force. This is an ongoing statewide project. As more information is available, it will be shared.

Ms. Soly stated that she is meeting with Ms. Becker to discuss the Weirton Job Fair in October.