

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 26, 2021

DATE: May 26, 2021	PLACE: Board Room and Via Zoom	CONVENED: 9:01 a.m.	CONCLUDED: 10:30 a.m.
ATTENDEES:	D. Mosser, D. Barnhardt, T. Alfred, D. Bennett, R. Blaha, B. Brak, C. Corbin, J. Fike, A. Frey, S. Kappel, J. Lantz, S. Leghliid, J. Loveless, T. Marker, K. Mulhern, P. Sharma, A. Schrupp, L. Soly, R. Spurlock, G. Wallace & I. Williams.		Excused: D. Clausell, P. Klein & J. Montgomery
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	July 21, 2021		
ITEM	DISCUSSION		
1. President's Update	<p>Dr. Mosser stated that our indoor mask requirement continues for now until more people are vaccinated. In terms of travel, you no longer need to be tested upon return.</p> <p>Dr. Mosser stated that there is a growing emphasis on adding a diversity officer or duties to someone at the College. We need more inclusion for our students. We will start with a Diversity Committee and find a leader among our staff to lead the committee. He will send out an email asking for volunteers for a committee to start meeting in August. There will be a chair and vice chair.</p> <p>Dr. Mosser provided an update on Blackbelt Help. The decision was made to provide a solution for students. There was a phone call yesterday to sort out outstanding items. He understands that there are pockets of resistance on this project on campus, but we will make a full commitment to making this work. IT Services goes live tomorrow at 9 am. The other units will go live one at a time. He expects President's Council to take the lead to complete the scripts. He will hold those responsible for answers to it. Ms. Fike stated that tomorrow at 5 pm there will be a launch for the triage call center. Ms. Fike received information on the scripts from individual departments last night. Ms. Mulhern asked who to get their information to and Ms. Fike replied that Dr. Klein has been included. Mr. Leghliid asked about available controls on it and we will have spot checking and will review reports. Mr. Barnhardt stated that we are excited to offer help to students 24/7 365 days a year and in particular portal reset.</p>		
2. Business Office Update	<p>Ms. Schrupp stated that since the Board approved the budget, all expenditures have been submitted and approved. The College has received a third round of federal relief funds. There was a discussion about CARES funds and spending on projects. Lyndsie is handling travel and room reservations. She really can't do all of the pcard transactions as previously announced. She will do so when people. End of year purchasing memo will go out June 1st stating that there are to be no purchases between 6/21 and 7/1. There is a part time person helping out in the Business Office.</p>		
3. Facilities Update	<p>Ms. Marker stated that they have several ongoing projects that they are working on including renovations at the Weirton campus, the B & O first floor remodel, the ATC fence starts next week, and the Radiology lab renovation starts on 6/7. The railing in the historic area should be done by 7/1.</p>		

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<p>4. IT Update</p>	<p>Mr. Corbin stated that summer term is going well. He thinks calls and portal changes are going better than last semester. They did turn on the self-service password resets. There are lots of projects this summer. He is happy with Blackbelt Help as it frees up his staff to focus on other items. He is working on fixing the GLBA audit findings. WVNET is moving away from Blackboard and going with Brightspace and we can choose a fall or spring conversion. There is a shortage of computers nationally. For example, if he orders today, he will not get units until September.</p>
<p>5. Graduation Review</p>	<p>Ms. Fike stated that for next year, they will be adding a caps and gown coordinator. They will look at going back to Wesbanco Arena. Several people expressed support for having the event outside again. Dr. Mosser stated that if we do it outside again, we move it up an hour. Dr. Sharma suggested giving employees half a day off for Commencement duties.</p>
<p>6. Other</p>	<p>Ms. Bennett stated that she went to Paden City with faculty and it went very well. They had a mini fair. She recently attended the Chamber Business After Hours. She spoke to the Sexual Assault Center and they are going to have some walk-in events to help with any issue we might have.</p> <p>Ms. Blaha is working with Lisa Soly on a monthly registration event. They are offering movie tickets to those who register, and this will be done on all three campuses. They are hosting a welcome back BBQ. They are purchasing planners for students. She announced that we have a new chicken costume.</p> <p>Ms. Frey stated that she did not have any updates, but students do want to know how much money they are getting back. HEPC is sponsoring a FASFA event on 6/12 and are having the AmeriCorps volunteers organize.</p> <p>Ms. Spurlock stated that she is getting information out there as to how a student can apply for emergency assistance. The Foundation Golf Outing is scheduled for October 1st at Wheeling County Club. They are sending out congratulations' letters to the 2020 & 2021 graduates with an alumni decal.</p> <p>Mr. Brak reported that the holiday calendar will be out soon. We are off on 7/5 for the 4th of July holiday. He asked that if anyone knows of anyone interested in the CFO position to please forward it to them. They are still aware of an unemployment/workforce fraud in all industries in many states so please be alert.</p> <p>Dr. Loveless stated that staff evaluations are being sent to HR today. They had a successful Academic Affairs retreat last Thursday. They would like to have a college wide showcase event. They are working on tracking down a few student complaints.</p> <p>Ms. Alfred stated that they are working on registration tickets and also working for those that are in part of term. Dr. Loveless will check with Kim Patterson to see if there is a welcome letter in Blackboard. They continue to push for fall registration. Derek is talking to first generation college students and helping them register. They are revising several of their items to sound more student friendly. She requested signage for when they move.</p>

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Mr. Barnhardt stated that they are doing a lot of advertising including digital ads. The Paramedic program is almost full. Television ads are also running. They are helping to promote the summer registration events. They are visiting with a few schools and are doing lots of tours.

Mr. Lantz announced that this is his last President's Council meeting. He is happy to be handing it off to Said. They are working on marketing for the Criminal Justice program. Posters are being sent to all law enforcement agencies. He met with Dr. Klein and Ms. Bennett about conducting a crime scene in NM on 6/17. WV State Police will be there to train search and rescue teams from Wetzel and Tyler Counties. He is working with several faculty on a Blackboard transition team. Students are asking when classes will be back on campus. He thanked everyone for the improved relations between faculty and administration.

Ms. Williams stated that they are working on an online tutor center option. It will be Tuesday, Wednesday and Thursday from 9 am – 4 pm. It will be no different than the in person one only virtual.

Ms. Soly stated that she continues to get questions from students asking if the CARES funds they are receiving are legitimate. She also stated that local employers want our graduates. She asked that people please encourage those to attend the Career Fair. She is enjoying working with the meta advisors. She will attend all Allied Health open houses to help students register.

Dr. Sharma stated that her staff had previously shared an institutional dashboard. They are working with IT to release and should be ready the end of June. They have the employee satisfaction survey results. There are two co-curricular projects on June 2nd. They are working on the strategic plan. She stated to make sure that use the new mission and vision that the Board approved. She is working on dates for the fall for community events for the strategic plan.