

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 24, 2018

DATE: October 24, 2018	PLACE: Board Room	CONVENED: 10:01 a.m.	CONCLUDED: 11:39 a.m.
ATTENDEES:	M. Koon, D. Barnhardt, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, J. Loveless, T. Marker, J. Sayre, P. Sharma, , R. Spurlock, P. Stroud, L. Tackett, G. Wallace, S. Wood		ABSENT: T. Becker, A. Frey, K. Herrington, T. Queen
BY PHONE:	D. Bennett & L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	November 14, 2018		
ITEM	DISCUSSION		
1. College Updates	Mr. Koon stated there has been lots of activity in the last few days on campus. There have been three groups looking at programs. Kudos to Mr. Tackett, Ms. Mulhern, and Ms. Fike for making this visits happen. On Monday, the John Marshall Career Tech faculty were here for tours and to look at programs. The John Marshall students were here yesterday and looked at the Career Tech programs. In addition, the Wheeling Park High School students were here to look at labs yesterday and several students completed applications before they left. On Monday, Mr. Koon and Dr. Greiner, President of West Liberty University, signed the guaranteed transfer agreement and pledged to keep working together on a process for transfer students to make it more efficient. The Wheeling Mayor was here yesterday to tour our facilities and to discuss projects that we can work on together. Regarding the ATC parking lot, Mr. Koon and Mr. Sayre have started discussions with the county. There is discussion on the College, the county and the city working together to resolve issue. Over the next few weeks, we will be scheduling a Strategic Planning Committee meeting, an Employee Satisfaction Survey group meeting, and a Staff Council meeting. Regarding the job shadowing project previously announced, Mr. Koon will be job shadowing Lisa Soly tomorrow at the Job Fair in Weirton. He thanked Ms. Kappel for having participated in it. He asked that supervisors please encourage their employees to job shadow. The mini grant information has been sent out. This is a chance to think outside of the box. There is not a deadline for submissions. It will be first come, first serve until the money is gone. As a reminder with the mini-grants, they cannot be used for anything that would be an ongoing expense such as personnel.		

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2. HLC Update	Mr. Koon stated that the Assurance Document was locked down on time. It is now in the hands of reviewers. The Assurance Report 2018 is on the portal portion of the webpage. They are also sending out one criterion at a time for people to review. The HLC Committee is setting up small group meetings to talk about each criteria on all three campuses. If you work with a committee and are interested in doing mock interviews, please let Mr. Koon, Mr. Tackett or a member of the HLC Committee know. Given that the visiting team will be here on 11/26, everything will need to be set up prior to Thanksgiving break. Mr. Koon thinks we are in good shape. Assessment is where it needs to be. There are good reports and data now. The Weave software has been helpful in the credentialing piece. The concerns expressed regarding the ECS property have been addressed. Ms. Wood asked about scheduled Student Activities on 11/26 and she will move them. As soon as there is a firm schedule, he will share with campus.
3. Presidential Search	On tonight's Board of Governors meeting agenda is the Presidential Search. They plan to select a search firm tonight. Previously, the RFP Committee made a recommendation out of six proposals to go with one of the firms. Mr. Koon stated that the process will include the Board approving a search firm. After this, we can negotiate terms. The firm will most likely reach out to the campus community by obtaining information from all constituents to develop a position profile. The firm should receive a decent size pool of candidates and will narrow those down to off campus interviews then eventually to three candidates to bring to campus. Mr. Koon stated that we will watch for overlap with search activities and the HLC visit. Ms. Carmichael asked who was on the RFP committee and this included: Mr. Tackett, Ms. Harvath, Mr. Stoffel, Ms. Thomas, and Mr. Artman. After the Board decides tonight on how they are proceeding, Mr. Koon will send something out to campus.
4. HR Updates	Ms. Carmichael asked everyone to please read the email regarding procedure for changes with PEIA that Ardell sent out today. Some employees are bypassing the HR office and going directly to PEIA which is causing delays as there are still things that HR needs to do. Ms. Carmichael provided updates on several job searches. They are working on interviews for the CIT position after faculty finish reviewing resumes. They have one committee member left to review nursing position resumes. They are interviewing and these will be ongoing for the campus service worker. They are also working on the PT tutor lead for NM and WT. The student recruiter position will close on 10/30. The Career Services counselor position closed and an email has been sent to the committee to review. Interviews are today for the IT consultant. Ms. Carmichael stated that the biggest delay in the job searches is committee members reviewing resumes or sending HR their availability to set interviews. Please be timely. Mr. Barnhardt asked if the search committee needed to be so broad. Ms. Carmichael stated that it is a minimal amount of three but it depends. She tries to balance male/female ratio. And, there is also a need to pull in other campuses as necessary. Dr. Loveless asked about changing the format on search committee's from the HR office so that she knows who is on the committee so that she may nudge them to review if necessary. She also doesn't think if all of the faculty know how to use NeoGov. They will review. Ms. Carmichael sent out a reminder about the directory online that is printable. If you have any corrections, please let her know.

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	Mr. Barnhardt and Ms. Carmichael are working on the positivity wall. It will go in between the HR office and the copier room. Mr. Barnhardt will talk to Ms. Marker about moving it. Ms. Carmichael would like it up within the next week or so. Ms. Carmichael stated that there will be two different cards – there will be one for the board and another sent to employees that can be more personal. Ms. Carmichael stated that Mr. Koon has approved a FT Weirton campus service worker. There will be an email send out today or tomorrow. She asked that supervisors be aware that November 26th is a payroll Monday and we are closed on Thursday and Friday before that so make sure all leave requests are in.
5. Open House	Ms. Fike stated that final preparations are underway for the Open House on 11/3 from 9:30 – 12 for all three campuses. She will work with Ms. Marker on door times. She wants all doors to be unlocked by 9 am. Emails should be sent next week regarding staff assignments. There will be a tailgate theme. There will be prize giveaways with a corn hole game. There will be coffee and donuts in the morning at Wheeling and pizza at the end of the day. There are about 45 employee volunteers and 20 student volunteers. The tour for Wheeling takes about 90 minutes. Staff are encouraged to wear the grey WVNCC t-shirts or the staff t-shirts from the last event. Advertising is well underway and 1400 people received direct mail contact from us. There will be financial aid on every campus. Ms. Wood is coordinating student activities. Ms. Fike will send any computer needs to Mr. Corbin.
6. Business Office Update	Mr. Sayre stated that the FY 2018 financial audit is complete. The auditors will review the audit with the Board of Governors this evening. There was one small finding on the accounts receivable and duplicate student accounts which translated to about \$2k more due to duplication. FY 2020 budget process is well underway. Any requests for personnel should be submitted. There is a template for capital requests if anyone is interested. Ms. Stroud asked if she was doing a mini-grant request and a capital request, should she just do one or the other and it was advised that she do both. Ms. Marker asked that as you are doing capital requests that you think about the overall picture and how it might affect facilities and IT. She stated that they are often forgotten about until time of install.
7. Facilities Update	Ms. Marker stated that she met with Coliani regarding the roofing projects in New Martinsville and Weirton. They will both start in the spring. As of right now, she currently has six work orders so if you have anything, please send it their way. Door requests should be an email not an Oz ticket. Mr. Corbin stated that there is an email dooraccess@wvncc.edu that you can send those requests to. Dr. Loveless asked that something be sent out so that new faculty and other employees are aware of the process.
8. IT Update	Mr. Corbin stated that the switchover in New Martinsville has no reported issues. The Wheeling circuit is installed and active. On November 6th at 3:00 pm, they will switchover the phones and will coordinate with Lumos. Other services will be determined and communicated with the college community. Mr. Barnhardt should let TSG know and Ms. Yesenczki should let DigArc know. He will work with them. If anyone has any questions, please let him know. On the Weirton campus, they have overcome the hurdles with Frontier. They are scheduled to turnover. Also, on November 7th, there will be an IP video bid opening. Vendor

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	presentations are next week. An installation timeline will be determined. They hope to have all of this in place before the next semester starts. Mr. Sayre will share with Dr. Loveless and others.
9. Other	Ms. Fike stated that the financial aid auditors are finishing up. We are aware of one finding related to HCM1 but will need to verify. We will probably finish everything by March 2019. The financial aid workshop dates are posted online. They are working on the online application for scholarships. Ms. Bennett thanked Ms. Wood for the new ideas she is bringing to Student Activities. Students seem more involved. The gate at the service center in NM came out of the tracking on Monday. Ms. Marker is coordinating someone to go down and look at it. Ms. Bennett thinks they might be able to fix it themselves. Next Tuesday, there is a Chamber Lunch and Learn on drug awareness at noon there. There are several outside groups using the building so they are having a good community presence. Ms. Soly stated that the Job Fair is tomorrow at Weirton. There are 33 employers scheduled to be there. They are also working on triage ticket training. Next Wednesday, there is Brooke Hancock County Schools College Fair at Brooke High. The ACT is this Saturday. Also, next Friday, the Manufacturing Academy will have about 100 middle school students on campus. Mr. Barnhardt announced that they are extremely busy. If you have requested anything, please be patient. They are backed up. They are doing a lot of advertising for the Open House including a direct mailing piece to the surrounding counties. There are several events coming up in the next few weeks. Ms. Fike asked about forms and applications coming back to her with changes. Mr. Barnhardt stated that if the changes are minor, they can go ahead and do them. Ms. Fike requested a word document so that they make changes to send back to Community Relations. Mr. Tackett stated that Google Day has been rescheduled for December 7th from 8:30-12:30. More details to follow. Ms. Wood highlighted upcoming Student Activities events. On October 31st, there will be food and a costume contest. There is also a door decorating contest. Mr. Tackett will be providing an iPhone photography session in Wheeling on 11/5; NM on 11/6; and WT on 11/8. A food drive begins on 11/5 and ends on 11/16. Please bring in non-perishable items. These will be donated to the NM food pantry. On 11/7, there is an Empty Bowls Fundraiser and Soup Making Competition in the B & O auditorium. Students will be the judges. Let her know ahead of time if you plan on participating. She will also check with Chef Chris on food handling. There will be a family event, Science Rocks, on the Weirton campus on 11/6. She also stated that if you are interested in her speaking to your class, please let her know. The Wheeling Christmas parade is 11/16 and the Weirton Christmas parade is 11/24. Ms. Wood will look into the Moundsville parade. Dr. Sharma stated she met with faculty and staff in NM and WT regarding HLC Criterion 4. She will try to implement some of the ideas that were shared. She shared some of the student feedback on surveys at

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these sessions. Faculty feel that assessment is moving in the right direction. We will work on training for IP video. Faculty also asked about Blackboard training and they will work on it. She was at an advisory committee meeting last Friday and heard positive comments about our students. On 11/16, there will be a two hour workshop for faculty.

Ms. Stroud shared the results of the Great American Read. She will share these with the campus later today. A student from Wheeling won the grand prize. The videos regarding this were well received.

Dr. Loveless stated that Ms. Yesenczki is finishing up the schedule and it should be ready to go soon. Debbie Cresap is acting director of HIT and we have requested that the program go inactive for a year to sort out structure and redesign it. Also, the medical coding and billing accreditation visit has been moved from November to February. Acculog is online and should be ready to go in early November. Training will start in two weeks for Curriculumlog. Anyone is welcome to sit in on the training but only five people can actually touch it. All Program Directors, Division Chairs and other faculty are required to observe training.

Ms. Fike stated that the Safety Committee is looking at First Aid kits to purchase for all campuses. Ms. Stroud requested a kit for the library.

Ms. Fike stated that they are still doing faculty training on triage ticketing.