

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 23, 2019

DATE: October 23, 2019	PLACE: Board Room	CONVENED: 9:02 a.m.	CONCLUDED: 10:05 a.m.
ATTENDEES:	D. Barnhardt, T. Becker, D. Cresap, C. Corbin, C. Farnsworth, A. Frey, T. Marker, S. Reager, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, L. Tackett, & G. Wallace		ABSENT: P. Carmichael, J. Fike & S. Wood
BY ZOOM:	D. Mosser, D. Bennett, J. Lantz, J. Loveless & L. Tackett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	TBD		
ITEM	DISCUSSION		
1. President's Updates	<p>Dr. Mosser thanked everyone for their welcome to the College. The welcome receptions were great and he is out meeting with a lot of people including Chamber and Rotary meetings. He will attend his first meeting tomorrow with Chancellor Tucker and other community college presidents. The Board of Governors meeting is scheduled to be in Weirton on Thursday night. He did a radio show last night with Chef Chris.</p> <p>Dr. Mosser also stated that Strategic Planning is no longer being done by the state. Each college will be doing their own. Environmental scanning will be done January through March/April then start work on strategic goals from March/April through mid-June with an unveiling of the strategic plan in August/September. It would be a three to five year plan.</p>		
2. Business Office Update	<p>Mr. Sayre stated that they are experiencing more scrutiny from the WV State Auditors on purchasing and travel due to statewide fraud prevention and detection. The Business Office is assisting employees to correct things as auditors are tightening up procedures. The new travel form is on the website. Purchase orders need reviewed and rectified as quickly as possible. There is a budget meeting scheduled for Friday. Capital requests will need approved by the Board of Governors. At the Budget Committee meeting on Friday, Mr. Sayre said they would be discussing a timeline.</p> <p>There will be an RFP process soon for the student refund third party provider. The Barnes & Noble contract is also up next summer. Dr. Loveless will be leading the RFP committee to look at the different options. The print services RFP is in process. Ms. Frey stated that any insight for the bookstore contract is helpful to Financial Aid as there are a lot of processes connecting financial aid processes with the bookstore. She is concerned about timing as the RFP process itself can sometimes be time consuming. When books are available to students does effect disbursements and the overall financial aid calendar. She stated that this needs to be a top priority. Mr. Sayre stated that we are ten months out from the contract expiring. Dr. Loveless will move quickly. There is a financial aid audit next week for three days so that is three days that they cannot get started. Dr. Loveless stated that the faster we can write questions, we can get the RFP out. Mr. Sayre does have the RFP from five years ago.</p>		

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	Mr. Sayre stated that the FY 2019 audit is complete and CLA came back with a clean audit. There are no material weaknesses or fraudulent activity.
3. Facilities Update	<p>Mr. Sayre stated that they are installing a privacy fence at the ITC. There is a planning committee for the Service Center remodel. Construction would start after the spring semester concludes. Ms. Reager stated that she would like to be on the committee. Mr. Sayre replied that he thinks the committee is big enough and that they should keep it as is but she is welcome to give feedback. They are also working on the parking lots by the ATC building and the 18th Street lot. They will take care of them at the same time to take advantage of a contractor mobilizing the equipment one time. At this time, he said that there are no exact plans for development of the 18th Street lot other than parking. Ms. Spurlock asked if the College was going to buy the lot from the Foundation or continue to lease. Mr. Sayre responded that he is working with Rich Donovan from the state to advise him on owning it or leasing it. Ms. Spurlock would like to be able to share with the Foundation any plans for it.</p> <p>Ms. Marker stated that the NM Service Center remodel is complete. The Weirton restrooms project is complete. They are trying to update the carpet in CARTS in December. They have met with Weirton staff regarding their Board Room. The Wheeling signage package is under \$25k and should be executed in the next two weeks. All of the faculty office upgrades are complete for FY 2020. They will be working on the MakerSpace next week and looking at elevator upgrades. HVAC projects will be complete through ABM.</p>
4. IT Update	Mr. Corbin stated that they are working on 20% of computer upgrades and will be scheduling replacements. They are working on a storage upgrade that will require a six hour window of downtime. This will not occur until after a downtime due to service interruptions. There was a successful migration for Office 365. He asked if something is broken, please let them know by using Oz tickets.
5. Federal Financial Aid Program Review	<p>Ms. Frey stated that Financial Aid had the federal program review. It is a pretty comprehensive review. The final letter closed it on 9/23. There were seven findings that were college wide which is well under the average for a visit. She added that five of the seven findings were not in the FA office. There were no top ten findings. If anyone wants to read the report, they are welcome to review it in Alicia's office or on the Department of Education website. Dr. Mosser asked that Ms. Frey work with Ms. Kappel and Ms. Fike to coordinate a Cabinet meeting so that she can present the final report. There will be minor policies and procedures updated. Last day of attendance is key and confirming that a student has begun a course.</p> <p>CPOS – course program of study is a federal and state process that they are setting up in Banner to verify that the classes students are taking are applicable and apply to their degree. The state is doing it as part of their Promise, HEAPS and WV Invests for Fall 2020-2021.</p>
6. Financial Aid Annual Audit	The auditors for this will be here three days next week. E & Y does this then they report back to the Department of Education. They look through student FA files, disbursements, timing of processes, etc. It is not as comprehensive as a program review. She thinks data security will be a topic. Dr. Mosser thanked everyone for their work with these audits.

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7. Other

Ms. Soly announced that there is job fair in Weirton tomorrow. They are also hosting the BOG meeting. There is another Career Tech Day next Friday with 150 students from Brooke and Madonna.

Ms. Cresap stated that they are very busy with assessment reports and spring early entrance schedules.

Ms. Becker stated that they are gearing up for registration. They are going to be trying pop up registrations for tickets and tie it to the app on all three campuses.

Ms. Stroud stated that the MakerSpace is moving along. The LRC staff is getting trained and is willing to train anyone that is interested. The LRC in Weirton had a flooding occur and they are working on assessing the damage. In the meantime, it is closed until further notice.

Ms. Farnsworth stated that they are busy in the ASC.

Mr. Barnhardt stated that they are trying to stay above water with requests. They are also helping out with the Friends dinner.

Ms. Spurlock stated that the Friends dinner is on Friday from 7 – 10 pm.

Dr. Sharma highlighted the Enrollment slide print out that was at their seats. If you have any new enrollment ideas, please share them.

Ms. Bennett stated that Dr. Mosser spoke this morning at the Wetzel County Chamber meeting and will be speaking to the NM Rotary at noon. The Service Center is complete and it looks good. The Bystander Intervention training was excellent. They tried a LAN party in NM that didn't go as well as anticipated but they will try it again. They are also gearing up for registration.

Mr. Lantz stated that it is going smoothly with Faculty Assembly. Dr. Mosser and Dr. Loveless met with them the last time they met. They are working diligently on assessment. The copy room in NM is very nice and working well for faculty.

Mr. Tackett announced that they are running non-academic welding programs on all three campuses. There are seven to eight students at each location. They will be increasing continuing education and community education classes this spring. They will be putting a schedule out in November.

Dr. Loveless stated that the schedule is out. There will be a few more tweaks but is about finalized. She is still meeting with program directors to see if there are needs to be revisited.