

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 25, 2017

DATE: October 25, 2017	PLACE: Board Room	CONVENED: 9:03 a.m.	CONCLUDED: 10:47 a.m.
ATTENDEES:	Dr. Riley, D. Barnhardt, H. Coffield, C. Corbin, C. Farnsworth, A. Frey, J. Loveless, T. Marker, S. Payton, J. Sayre, R. Spurlock, P. Stroud, G. Wallace		ABSENT: T. Becker, P. Carmichael, J. Fike, K. Herrington, L. Tackett
BY PHONE:	D. Bennett, L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	November 15, 2017		
ITEM	DISCUSSION		
1. Strategic Plan	Dr. Riley stated that she had sent the Strategic Plan out to campus on Monday. There was a revision based off of HLC's request in the enrollment goals. The prior plan had the enrollment goals matching the state compact that we were given but now they have been tailored to match our own enrollment so they are more realistic. The next step is to work on strategies at the unit/program/department level to help us meet the outcomes. Specifically, they will be working on enrollment, recruitment, and retention. We need to move quickly to implement items in the spring for Fall 2018.		
2. New Online Transcript Ordering & Service	In Ms. Fike's absences, Ms. Derrico stated that we are moving to processing all transcript requests online. We will no longer do transcripts here. The school will not be accepting payments. It will be a 24/7 process done electronically unless the student has a hold. If a student has a hold, they have 30 days to resolve hold. Otherwise, the request goes away. There is no fee for this service for us. Ms. Derrico stating that they are still working on the processing fee but it will be anywhere from \$2.25-2.75. This is from the company passed off to the student plus \$5 per transcript. If there are requests to have them mailed, someone in Janet's area will need to process it. There is a dedicated printer and paper for transcripts. Ms. Fike plans to come in over Christmas as does Ms. Jenkins to check on process to see how it is working. Ms. DeLuca is working with WVNET on it. No one in NM or WT will have a delay now for a transcript. The Registrar's Office has reviewed holds as well as the contact information to resolve holds. Ms. Fike will update the website to reflect changes in process.		
3. Spring & Summer Registration	Ms. Derrico stated that they are doing a push for registration for returning students and for those who show up on purge list. The goal for faculty member is to focus on what classes the student needs that keeps them on the path to graduation. The triage process is on the staff side...it identifies the issue that is keeping the student from registering. If the student is clear to register, they receive a green "ticket" that is a checklist of items to work on with their advisor and their advisor contact information. The advisor can indicate the pin# on this form. The Service Center staff will not fill in in pin#. They are working on training everyone this week. Since we are going to year round Pell, they will also be asking if the student is interested in summer classes.		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 25, 2017

	<p>The student still needs to apply to graduate. If the student does not receive a green ticket, they receive an “Unsatisfied Requirements Checklist” indicating what is missing. Ms. Derrico stated that they hope to use these forms for assessment purposes. She also stated that there are two cases where the student would receive a green ticket and an URC. These would be if the student still needs to complete ORT 90 or a 150 FA Plan. If the student calls, they can scan them to their Northern email account and copy in faculty member. Ms. Farnsworth added that the registration campaign is pushing the students to go to the Service Center. Ms. Frey stated that they are doing a lot of this already but this is better documentation of it and a tool for the student to help them. Ms. Payton asked if someone could come to the next SGA meeting to talk about the changes. Ms. Stroud asked if a library hold would be reflected and it will be. Ms. Becker has designed an instruction sheet.</p>
<p>4. IT Connectivity RFP</p>	<p>Mr. Corbin stated that they have been working on the RFP and it is going out for all three campuses. The IT Committee has reviewed and made changes. It has been sent to the state as a final review and should go out the first of next week. This will open up connectivity with the New Martinsville campus. The current system is wireless and is sometimes affected by weather. The proposal will include hard wiring.</p>
<p>5. Facilities Updates</p>	<p>Ms. Marker stated that Mr. Wallace’s team is working on deep cleaning in certain areas. The Weirton campus has an issue with bugs that they are working on. She stated that they are in the home stretch of the HR Suite. Thomas will be out for ten days and Jerry has volunteered to paint and the carpet installation still needs scheduled. Ms. Marker stated before they start with Jill’s area, they would like to catch up on smaller work orders. They are also working with Johnson Boiler on having the system completely redone. She stated that the nameplates for the EC are done but she caught a typo. Also, the library key has been a challenge as it could not be repined. They are getting a new machine from AIP.</p> <p>Facilities is also working on a master plan. All three campuses will be worked into one master plan.</p> <p>Ms. Marker asked if there are any requests prior to the holidays, please let them know now so that they can get them on the calendar. Ms. Payton stated that outside the Student Union is looking a little drab and it might want to be cleaned up before the Christmas parade. Ms. Marker stated that her team meets on Friday’s to set the calendar for the following week. Dr. Loveless stated that she had been told by faculty that they had started to spruce up the outside of the EC but seemed to have stopped. Ms. Marker stated that the outside maintenance person has been off for three months. Dr. Loveless will let faculty know that it is a short staffing issue.</p> <p>Mr. Sayre stated that the 17 Foot Christmas Tree will soon be delivered. It has a 4 Foot topper. They plan to have a party so that everyone can help screw in light bulbs and decorate. He said that it should arrive in the middle of the week of 11/6. He would like by next year to have the tallest tree in WV. Dr. Riley stated that the Chamber of Commerce is excited about our tree and our plans. Dr. Riley will be taping interviews next week which will air during the parade. Mr. Sayre stated that facilities would not take on activities during the parade but if someone wants to take it on, they are welcome to do so. Ms. Payton stated that manpower is an issue as they have so much going on over in the Student Union at that time. Ms. Farnsworth volunteered her area</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 25, 2017

	<p>to help with an activity. Ms. Spurlock will talk with the Surgical Tech group to see if they or any other club would be interested in doing fundraisers. Ms. Payton stated that they will need someone to escort the chicken. Mr. Sayre suggested have a chair set up in front of the tree and children can get their pictures taken with the chicken. Dr. Loveless suggested “Chelf” – chicken on a shelf! Ms. Payton asked that Dr. Riley mention the float in the parade during her WTOV interviews. Mr. Barnhardt stated that WTOV wants to come out and do a walk thru. Ms. Payton suggested someone doing an internal release that this is bigger than usual and that we are all looking forward to it.</p> <p>EC – Mr. Sayre brought up the alarm on the boiler that went off recently. They took it seriously and the Wheeling Fire Department was called. They said the carbon monoxide levels were fine. Mr. Sayre stated that they feel they have consulted the right people regarding the problem and followed appropriate procedures but they will review the steps taken. He stated that it will be discussed at the next Safety Committee meeting. He is still checking to see if fire marshal can come talk to college community about it. If people have questions, they are welcome to ask. When the Fire Department was called, they were here in less than 10 minutes. Dr. Loveless stated that the faculty feel that we should err on the side of caution and should have been evacuated. She doesn't think people should have been inside. Faculty feel concerns are being brushed aside. Ms. Marker added that purchase order has been submitted for 10 carbon monoxide detectors. Ms. Marker is confident that the correct process was followed. Dr. Loveless stated that there are several new employees so it was a good learning opportunity to identify processes. Ms. Payton added that the Safety Committee usually operates that it is better to clear the building in order to be safe rather than sorry. Dr. Riley stated that this has been referred to the Safety Committee to review evacuation procedures. After the Safety Committee does this, they can communicate to the campus community.</p>
<p>6. Campus Communicator</p>	<p>Mr. Barnhardt stated that they will be redesigning the Campus Communicator. It should be out at the end of November/early December. They will be featuring spotlight pieces on staff, faculty, programs, and students. They will be asking if you have anything to add and feel free to send them anything that you might already have.</p>
<p>7. Business Office Updates</p>	<p>Mr. Sayre stated the person who handles travel in his office should be starting soon. He stated in October there were 60 travel requests for 22 working days.</p>
<p>8. Fall Census Update</p>	<p>Ms. Coffield distributed the Fall Census 2017 information and stated that she would like to post it on the web. She stated that we are down about 124 students and 203 applicants. This information does not include community education. She would like to start doing this year after year so that we have a comparison. She also hopes by having this available that it will eliminate some ad hoc reports for their office.</p>
<p>9. Printer for students (EC Building)</p>	<p>In Ms. Herrington's absence, Dr. Loveless asked about the printer and 2 computers now in the EC. Mr. Corbin is setting up.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 25, 2017

10.Other	<p>It Updates – Mr. Corbin stated that IP video has been working pretty well. Michael Dimmick started in their department and will be transitioning to New Martinsville. Mr. Corbin will be out with a new baby starting November 21st. Mr. Sayre urged anyone if they had tickets for IT related items to put them in now. Mr. Corbin mentioned adding another printer in the library for students.</p> <p>Ms. Farnsworth asked when her area would be able to hang signs. Mr. Barnhardt stated that there is a meeting next week to sort out policies and procedures.</p> <p>Ms. Payton will send a printing cost guide for poster information to Mr. Barnhardt.</p> <p>Dr. Loveless stated that Academic Affairs will be taking over the GPS sheets. They are working with faculty to correct and update along with the Program Alignment Process. She also stated that they are getting schedule builder which will pick 3 or 4 schedules for the student and should help with registration. The Perkins Leadership Grant paid for this software.</p> <p>Ms. Spurlock thanked everyone for their support and help for the Annual Friends Dinner this past Saturday. It was a successful event.</p>
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