

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – September 20, 2017

DATE: September 20, 2017	PLACE: Board Room	CONVENED: 9:03 a.m.	CONCLUDED: 10:58 a.m.
ATTENDEES:	Dr. Riley, D. Barnhardt, T. Becker, P. Carmichael, H. Coffield, C. Corbin, C. Farnsworth, J. Fike, A. Frey, K. Herrington, J. Loveless, T. Marker, S. Payton, J. Sayre, R. Spurlock, P. Stroud, G. Wallace		ABSENT: L. Soly, L. Tackett
BY PHONE:	D. Bennett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	October 25, 2017		
ITEM	DISCUSSION		
1. Signage	Ms. Carmichael asked if you are putting signs up, please take them down after your event. Too many people have been leaving their event signs up. Ms. Payton reminded everyone to not use thumbtacks to hang signs. They have tape available if you need it. Ms. Payton stated that previously external events were approved by Community Relations and internal events were approved by Student Activities. Ms. Carmichael added that the Safety Committee did a sweep of the buildings and took down old information. Ms. Becker suggested that it might be good for an email to be sent if an event has been approved. Mr. Sayre hopes to have the campus master plan address guidelines for signage.		
2. All College Day Follow Up	Ms. Carmichael asked if anyone has feedback or suggestions for her to please let her know. Employees do get a lot out of All College Day. Due to feedback, Ms. Carmichael is thinking about restructuring to ½ day with breakout sessions in the afternoon or go back to your office.		
3. HR Updates	Ms. Carmichael stated that most of the open positions from the summer have been filled. Announcements will be made soon on the two campus service worker positions. They are pending on a PT payroll person. Interviews are complete. All faculty positions have been filled at this point. In October, they will advertise for a FT math instructor (to replace Dr. Sharma) and a WT welding position. They are starting to review applications for the student activities position and the accounting clerk. They just completed interviews for Workforce.		
4. Any Start of the Semester Issues	<p>Dr. Riley asked for feedback on start of semester issues. Mr. Sayre stated that they had an issue with IP video in New Martinsville that has since been resolved. In the future, IT will be doing mandatory training with faculty to test it before the semester starts. Ms. Bennett added that there were some issues with email during this time as well. Dr. Riley reminded everyone to do Oz tickets as events occur to determine extent of issue. Ms. Herrington suggested reminding faculty on how to create Oz tickets. Dr. Loveless asked that the steps create an Oz account and ticket be included with faculty orientations. Ms. Ms. Carmichael asked for steps to be included in new faculty packets.</p> <p>Ms. Stroud stated that there were some issues with Blackboard and students being able to print documents. Some faculty were loading documents as read only. There was discussion on students having a training session on how to use Blackboard. Ms. Herrington stated that she has had success in sending students</p>		

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	<p>emails in advance of items on Blackboard. Dr. Loveless suggested using Distance Ed Committee to discuss the Blackboard issues and bring it forward.</p> <p>Ms. Becker brought up course registration for discussion. They have some students on waitlists for a period of time. Dr. Loveless stated that the spring/summer schedule will be a lot different. They will look at ghost sections once there is an 80% fill rate to open another section. She also wants to have a better pool of adjunct faculty. With the five credit classes, it is difficult as adjuncts can only teach one class. Dr. Riley stated that this first time around with coreq's is a work in progress.</p> <p>The ATC students did not have access to the building. Ms. Becker and Ms. Fike will have students on a list next time to make sure that they get access. Ms. Carmichael asked if having the doors open in the EC the week before classes and during the first week of classes helped and the consensus was that it worked well.</p> <p>Ms. Herrington stated that students are concerned about the lounge area in the EC being moved and lack of available hot drinks. There is not a water line in that area so that prevented the coffee machine from being moved. In addition to the 2nd floor lounge with vending machines, there is also a third floor lounge. Ms. Herrington asked if there was a lounge in the B & O and Ms. Payton said that they want students to use the Student Union. Ms. Stroud stated that the library is also open until 7 pm but they see little action after 5 pm. Ms. Carmichael suggested that Community Relations design a fun map for students of where things are and their hours. It was suggested to add a charging station to the 2nd floor vending area for students. Ms. Stroud stated that the charging station in the library is getting worn. Ms. Marker will look into getting charging stations for several locations.</p> <p>Mr. Sayre walked the premises looking at the parking situation during the first week and there was still plenty of parking in the lot under the overpass. Ms. Fike had sent out an email to the students with a reminder that the city parking tickets were increased as of 7/1.</p> <p>Ms. Spurlock stated that she is seeing an increase in students requesting funds for the program fee for health sciences. Ms. Fike stated that they are meeting with health science faculty to change the application to have check box that the student will need to initial to acknowledge the fee.</p>
5. Business Office Updates	<p>Mr. Sayre stated that Lindsay has left. Please send travel to him; purchase orders to April and external facility requests to Ashley. October travel should be submitted now.</p> <p>The IT Committee is meeting on a regular basis. They are getting ready to publish a request for proposals to replace inter/intracampus connectivity. Mr. Sayre would like to implement between semesters to minimize disruption. They have invested about \$60k in new wireless access points to make it all one system for all campuses. Mr. Corbin reminded everyone if they know of any issues, to please let IT know.</p>

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	<p>Mr. Sayre stated that they were hoping to do something with the pillars in the courtyard but they are not structurally sound. They will need to be removed. Also, seven heat exchanges were recently replaced in Weirton. For the Wesco building, the bid opening occurred. The bid came in at the amount the architect thought. Coliani Construction is the contractor. They should be starting around the first of October.</p> <p>Christmas in the Courtyard – Mr. Sayre stated that the parade will be broadcasting from the B& N parking lot and we will be in the backdrop. They will have a sign for the Chamber to be hung under our name on the arch. They are looking to get a tree to have lit and will decorate the surrounding area. They will also be working with Student Activities to host some fun events in the plaza. Ms. Payton suggested putting WVNCC banners on the parade crowd controls. They are to meet with the Chamber again in October to sort out events. The Student Union will be open for WVNCC employees and their families to view parade.</p>
<p>6. Joint Academic Affairs Advisory Meeting Update</p>	<p>Dr. Loveless provided an update on the academic affairs meeting she attended last week. They are working hard to have the heightened cash monitoring status removed including working with legislators at the state and federal level. The only state sector affected by the late audit was higher ed. They are advocating for higher ed to be removed from this. If it happens again, the status goes to HCM2. This means that disbursements would be 30 days versus daily. Also, due to staffing issues at the federal level of the US Department of Education, approval or discontinuing of new programs is taking a lot longer than usual. They are not encouraging new programs for fall. If we are terminating or making substantial changes to a program, we need to be strategic about it. Dr. Loveless stated that Ad Astra is also being looked at for the state which could be a tremendous help in our schedule building.</p>
<p>7. Physical Plant</p>	<p>Ms. Herrington stated that faculty felt that there were things that could have been done before the semester started. The EC needs spruced up a bit and some of the newer faculty do not have name plates. Dr. Loveless stated that they might be moving offices. Dr. Loveless will follow up on the name plates.</p>
<p>8. 2 + 2 Articulation Agreements</p>	<p>Ms. Herrington stated that we have been developing articulation agreements but we don't always have a copy. She stated that there are currently 17. This came up as there are several Elementary Education students at West Liberty where they are not accepting their classes.</p>
<p>9. Assessment</p>	<p>Ms. Herrington expressed concern with assessment and not having the catalog done as of yet. She stated that we need to have some processes sorted out. Dr. Riley stated that Dr. Loveless and Ms. Fike have been working on correcting the GPS sheets. Dr. Loveless stated that this is a good time to redo the 2 + 2's. She suggested defining the process and reviewing it by using this semester to sort it out. She stated there is a national trend to not do 2 + 2's but do pathways. Ms. Fike stated that she is still waiting on final proof of catalog. She stated that the one online is 95% correct but is missing a few things including faculty and staff. Ms. Carmichael stated that she has not received a request to update faculty/staff.</p> <p>Ms. Herrington stated that they are making great progress on assessment. Faculty have been doing their part and health sciences has been doing their part given their individual program accreditations. She stated that they are not sure where after they do their part that it goes from there. She added that Dr. Sharma and Dr.</p>

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	<p>Loveless are doing a wonderful job getting it structured and also with the co-curricular piece. Dr. Riley also added that they are addressing this as we speak and adding resources to help out. Dr. Riley stated that has people read the assurance document to note things that they think are different or missing. Ms. Herrington thanked Dr. Loveless for making a simple matrix for faculty credentials. All program directors have been asked to post minutes on website as well as their program advisory committees. Ms. Farnsworth expressed some confusion on fall assessment activities and Dr. Loveless will get with her.</p> <p>The intellectual property policy is almost complete.</p>
10.Other	<p>Dr. Riley welcomed everyone back. Everyone introduced themselves to David Barnhardt, Director of Marketing and Public Relations.</p> <p>Ms. Becker stated that Aaron has been out recruiting in high schools and college fairs. He will be reaching out to faculty who might want to go into some of the high schools and recruit with him or Kim Locy. They are hosting a Parents Night in Cameron and will also cover early entrance.</p> <p>Ms. Stroud stated that the online library catalog is being wonky but it is on the company's end and they are sorting it out.</p> <p>Ms. Farnsworth distributed a retention & student success survey results. It's on our webpage under the Academic Support Center.</p> <p>Ms. Frey stated that the Magic Money Day in Financial Aid is set for 10/3 after 1 pm. Ms. Herrington suggested letting the faculty know that.</p>