

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 20, 2021

DATE: October 20, 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, P. Klein, J. Lantz, S. Leghlid, J. Loveless, T. Marker, J. Montgomery, P. Sharma, J. Sayre, L. Soly, R. Spurlock, G. Wallace & A. Wolf.		Excused: D. Clausell, S. Kappel & K. Mulhern
MINUTES RECORDED BY:	Jeff Sayre		
NEXT MEETING	December 15, 2021		
ITEM	DISCUSSION		
1. President's Update	<ul style="list-style-type: none"> • COVID <ul style="list-style-type: none"> i. Task Force meets weekly ii. Relaxing restrictions (mask mandate & testing) is being considered, but still in the future • Title III Grant – Improving Student Success <ul style="list-style-type: none"> i. \$2.25M Grant over 5 years ii. Mainly Staff <ul style="list-style-type: none"> 1. 1 Project Director 2. 3 Success Coaches 3. 1 Instructional Designer 4. 1 Data Analyst 5. 1 Work Experience Coordinator (PT) 6. Peer tutors 7. Stipend for Faculty & Staff Professional Development 8. Stipends for Faculty to upgrade courses • Strategic Planning Workshop <ul style="list-style-type: none"> i. Oct 29 w/ Joel Lapin ii. 300 partners invited to the morning session iii. Faculty & Staff to join at 2:30 PM to evaluate the community feedback 		
2. Business Office Update	<ul style="list-style-type: none"> • Travel reminder <ul style="list-style-type: none"> i. Process is still the same, but Business Office needs the extra time to route that extra approval • Purchasing Update <ul style="list-style-type: none"> i. Welcome Katrina Hyde back to the College as our Purchasing Agent ii. Reminder that in the majority of situations, a purchase requisition is to be completed and converted to a purchase order prior to purchases taking place. 		

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	<ul style="list-style-type: none"> iii. The electronic signature process has sped up the process greatly, we appreciate you adhering to College policy • Budget <ul style="list-style-type: none"> i. Requests for Capital with back-up documentation is due to April by November 5, 2021 ii. Capital projects will have assessments with them that PIER can assist if needed iii. OTPS will begin on November 15, 2021
3. Facilities Update	<ul style="list-style-type: none"> • B&O 1st Floor <ul style="list-style-type: none"> i. Demolishes continues ii. Update meeting occurs today, Oct 20, 2021 • Capital Project Submissions <ul style="list-style-type: none"> i. To improve accuracy of cost, include Tricia Marker for facilities and Chris Corbin for IT • B&O Exterior Restoration <ul style="list-style-type: none"> i. Kick-off meeting this meeting ii. Communication will go out if access is impacted • Work Order System <ul style="list-style-type: none"> i. Reminder to utilize for issues that can be resolved in a one-day time frame • HVAC Controls & Repairs <ul style="list-style-type: none"> i. Beginning this week and will continue through the spring of 2022
4. IT Update	<ul style="list-style-type: none"> • Threatening Email – “Blow up your billing” <ul style="list-style-type: none"> i. Report to Chris if you see this • B&O First Floor <ul style="list-style-type: none"> i. All cables pulled back for reuse ii. FFE being ordered • Laptop / Docking Stations <ul style="list-style-type: none"> i. Distribution to Faculty completed (Or scheduled shortly) • Server Room Upgrade <ul style="list-style-type: none"> i. There will be 4 to 6 hours of downtime ii. There will be communication on any interruptions • Pearson Outage on November 20th • Library databases are being migrated offsite • Security & Door Access starting with Siemens underway
5. Other	<ul style="list-style-type: none"> • Tami Alfred <ul style="list-style-type: none"> i. Spring registration beginning <ol style="list-style-type: none"> 1. Veterans Oct 27 9:00 AM 2. Allied Health Nov 3 9:00 AM (Selective Admissions) <ul style="list-style-type: none"> a. Application process changes where Nursing to be able to be accessed online and other programs will require a seminar before accessing applications

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3. General Nov 3 1:00 PM

ii. Q: Did the balances paid have an affect on retention

1. Janet, Pam & Jeff to work on this.

iii. Q: TEAS Test capped at 10 for COVID?

1. Yes for now. COVID task force will follow up on this.

- Debbie Bennet

- i. Patching the concrete sidewalks

- ii. Painting of signs

- iii. Biology lab cleaned and in use

- iv. Capital project to be submitted about the LRC and community room updated

- Regan Blaha

- i. Halloween Parties

- 1. Tues Wheeling, Wed New Martinsville, Thurs Weirton

- ii. Nov 1 – Tri Campus Food Drive

- 1. Faculty & Staff donation to be distributed to students

- iii. United Way Pepperoni Sale

- 1. Nov 2 Wheeling, Nov 3 New Martinsville

- iv. Nov 7 – Nailers Game

- v. Nov 19 – Wheeling Parade

- vi. Nov 20 - Moundsville Parade

- vii. Nov 27 – New Martinsville Parade

- Jack Montgomery

- i. Snow removal bid set up

- ii. Saturday – Trunk or Treat

- iii. Youth leadership & real estate classes on schedule

- Rana Spurlock

- i. Party in a box going out

- ii. Emergency grant for students being offered

- Adriana Wolf

- i. Retention Committee honing their focus and will work with Enrollment Management

- ii. LRC Committee meeting and shaping their ideas

- iii. Well Connect information distributed to everyone

- iv. Capital proposal for ASC and LRC

- Pam Sharma

- i. HLC update

- 1. Assurance Report in progress

- 2. Criteria 1 – Lisa

- 3. Criteria 2 – Phil

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- 4. Criteria 3 – Jill
 - 5. Criteria 4 – Pam
 - 6. Criteria 5 – Rana
 - ii. Institutional Effective Committee (Sub of CIC) focusing on
 - 1. Hiring Process
 - 2. Communication inter & intra departmental
 - 3. Student Forms
- Said Leghlid
 - i. Faculty meeting with staff in a unified manner
 - ii. Committee lists being completed soon
 - iii. Nov 5 – Faculty Senate
 - 1. Submit agenda items to Said as soon as possible
- Jill Loveless
 - i. Blackboard to Bright Space (D2L) transition
 - 1. Ready for spring 2022
 - 2. Dec 31 – Blackboard will not be accessible
 - a. Financial Aid to work with Kim & Jill on ensuring historical information is available that is needed
 - 3. WVNET doing trainings
 - 4. Communication plan to students in the works with David B.
 - ii. Prior Learning Assessment training occurring
 - iii. Western Governor University partnership
 - 1. Transfer agreement is offered to students and employees
 - iv. Spring schedule is out, summer is being worked on
 - v. New hires
 - 1. Medical Assisting
 - 2. Nursing
 - 3. PCT Program Director
 - vi. Stephanie Cunningham working on articulation agreements with the high schools
 - vii. Dec 13 10:00 AM – Grades due at that time
 - viii. Q: Training for Bright Space for others
 - 1. Only faculty for now but will be expanded to others in the future.
- David Barnhardt
 - i. Nov 6 – Open House
 - 1. If you are assisting, please make sure you've communicated with Stephanie Cunningham
 - ii. Recruiting having presence at football games and in the high schools
 - iii. Reminder requests should be put in advance
- Phil Klein

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	<ul style="list-style-type: none"><ul style="list-style-type: none">i. Printed Catalog available for Career Developmentii. Corp & business training growing• Alicia Frey<ul style="list-style-type: none">i. Oct 28 – 2nd Loan disbursement to occurii. A-133 Audit to be completediii. Work Study Positions not being filled<ul style="list-style-type: none">1. Jill, Janet, Dan & Bob to meet about the bottle neck• Janet Fike<ul style="list-style-type: none">i. Late classes started last weekii. Summer registration to open next weekiii. Cleary Crime report published on Oct 1 and was communicated to the College Communityiv. Job fair occurring today• General<ul style="list-style-type: none">i. OER is going well with student savings<ul style="list-style-type: none">1. Task – Jill & Jeff to work on reviewing budget & grant money available for OER transitions
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