

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 17, 2018

DATE: January 17, 2018	PLACE: Board Room	CONVENED: 9:02 a.m.	CONCLUDED: 10:36 a.m.
ATTENDEES:	Dr. Riley, D. Barnhardt, P. Carmichael, H. Coffield, C. Corbin, C. Farnsworth, J. Fike, A. Frey, J. Loveless, T. Marker, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, L. Tackett, G. Wallace		ABSENT: T. Becker, K. Herrington, L. Soly
BY PHONE:	D. Bennett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	February 21, 2018		
ITEM	DISCUSSION		
1. Legislative Updates	<p>Dr. Riley stated that there does not appear to be any challenges with the budget at this time. There are some indications that they are looking at programs. There is discussion about free community college but details still need to be sorted out. There was some discussion last year about county career tech centers offering associate degrees that appears to be getting revisited. Dr. Riley also stated that firearms on campus also is on the agenda. Mr. Tackett stated that SB 284 is moving to the Education Committee then the Finance Committee. Dr. Riley stated that as soon as we receive updates, they will be shared with the college community. Ms. Carmichael added that they are still working on legislation for staff changes but she wants to be clear that everyone understands that under FLSA, there is still exempt and non-exempt. Also, next Tuesday is Higher Ed Day in Charleston and we will try to touch base with our local legislators.</p>		
2. HR Updates	<p>Ms. Carmichael stated they are receiving legislative updates out of the central office. Series 55 was sent out for comments. HEPC and WVU are working together on it.</p> <p>There are currently two job postings – PT Library & Business Office - Purchasing Agent. Mr. Sayre had re-evaluated the job duties for the Business Office position. They are also working on a replacement for Jackie's position in the ASC and HVAC in maintenance. Ms. Fike is still figuring out what they are going to do with the Director of Student Activities position. To be clear, Sara is not the replacement but has increased some of the job responsibilities for her current position. The HR position has been filled and the person starts on Monday.</p> <p>Ms. Carmichael reminded everyone that we are a tobacco free campus and this does include smokeless tobacco. Mr. Tackett will remind folks in the ATC. She will send the tobacco free brochures to Mr. Tackett and Ms. Stroud for circulation.</p> <p>Ms. Carmichael stated that everyone should have received the update that she sent out yesterday regarding the Safety and Security Committee updates. It identified the committee membership as well as the Emergency Team members. There will be training for the ETM members and anyone else who is interested</p>		

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	<p>on 1/24 & 1/25. After this training, the evacuation plan will be distributed to all employees including adjuncts. Faculty will play a role evacuating classrooms. Jack and Debbie will take care of the outer campuses.</p> <p>Emergency closings – Ms. Carmichael reminded supervisors that non-exempt employee timecards will need to be adjusted to reflect normal hours. Also, as a reminder, by opening late or leaving early, we are giving maintenance personnel a chance to remove snow and do clean up to make the conditions safe for all employees. By coming in early, it makes it hard to clear around your car. Please be mindful of this. Dr. Loveless noted that the delay seemed to be new for many students and we might want to send out reminders for what a delay means. Dr. Riley thanked facilities for their snow removal efforts.</p> <p>Ms. Carmichael stated that they are seeing more applicants through Indeed so they will stop advertising in local newspapers. Dr. Loveless asked about advertising for faculty in the Chronicle or Higherjobs.com and Ms. Carmichael stated that those jobs will be advertised on Indeed as well.</p>
<p>3. Presentation of Student Survey Results</p>	<p>Mr. Barnhardt went over the results of the recently completed student survey on marketing. He thanked IR for their help with getting the survey out to students. Ms. Farnsworth asked if there were any questions about email and he stated that there were a couple of questions that the way students answered suggested that email is not something they generally look at.</p>
<p>4. Open House Marketing Plan</p>	<p>Mr. Barnhardt stated that we will be advertising on tv, radio and in the newspaper for the upcoming Open House. We are also doing some geofencing and using other online means. For example, we can put a geofence around John Marshall so that when anyone goes to John Marshall online, they will get hit with one of our ads. He stated that they will continue to evaluate and see what is working. Ms. Fike stated that the Open House ads will also include information about the \$1000 scholarship.</p>
<p>5. Media Event on January 19th</p>	<p>Mr. Barnhardt stated that he has invited the local media to tour the Industrial Technology Center on Friday. He hopes to get some buzz out there about the building and programs. There will be additional information coming at a later time regarding scholarships. Mr. Sayre reminded everyone that this is an active work zone and hard hats must be worn. The building's official name will be "Industrial Technology Center".</p>
<p>6. FY 2019 Budget Update</p>	<p>Mr. Sayre stated that the Budget Committee finalized a capital budget of about \$659k for use in FY 2019. This includes \$300k for a new phone system; \$90k for intercampus video system replacement; \$30k for B & O repairs; a new car; and a contingency fund. They received about \$3.5 million in requests. One project that was nixed was the parking lot across the street. However, there still might be funds that can be directed to it. The WT and NM roofs were nixed but the state is going to help with that.</p> <p>He also stated that they are looking at a campus improvement plan. They are looking at new projects so you might see architects and furniture visitors here. If you see anything and you have questions, please let them know. Cabinet is reviewing the campus master plan and then it will go out to campus.</p> <p>He also announced that the travel form has been revised to include professional development. The professional development process has not changed but it is now included on travel form. If you have any</p>

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	<p>questions, please let him know. Also, if requesting Perkins funds for travel, Dr. Loveless still needs to approve those.</p>
7. IT Update	<p>Mr. Corbin stated that the semester is off to a smooth start. They have received a few Oz tickets but they are handling. Please let them know if anything is not working. In each classroom, there is a list of how to contact IT. They can come help you.</p> <p>The RFP for connectivity is out. They have 6 candidates and the bidding process will start soon. Once it comes time for installation, they will do so with minimal disruption to the semester. It will drastically increase connectivity speed.</p>
8. Facilities Update	<p>Ms. Marker stated that they recently completed an office installation at the WT campus.</p> <p>They are also being diligent about snow/ice clean up and preparation. If you see anything that needs cleared, please let them know. She is looking for feedback.</p>
9. Safety Plan	<p>In Ms. Herrington's absence, Dr. Loveless stated that she was going to ask if it was possible to bring someone in from the fire department to help develop the safety plan. Ms. Fike stated that the Safety Plan will be sent out later but she would remind everyone that the Safety Plan and Evacuation Plan are separate documents. Ms. Carmichael added that the Fire Department was included with the putting the plan together. Mr. Faldowski is also on the committee and is active policeman. Ms. Fike stated that the June meeting will include reviewing the Safety Plan. Most committees are structured as being able to add other members as necessary. The President set this up based on your area and expertise. There was discussion at the last Safety meeting that the entire committee needs to be more active not just a few people. Employees can refuse to serve on committee. Dr. Riley reminded everyone serving on committee's that you can take information back to be shared with your area.</p>
10. 2+2 Articulation Agreements	<p>Dr. Loveless brought up Ms. Herrington's concern on the articulation agreements. Ms. Fike stated that West Liberty's Provost is deciding what they will sign individually. We were told that they would not sign all individually and are currently in the process of reviewing. Dr. Loveless suggested doing more meetings like what was done with education to share pathways and possible changes to be done in the fall. Dr. Riley stated that we do need to be capturing more transfer students. We are seeing more concurrent enrollment models.</p>
11. Other	<p>Mr. Barnhardt reminded everyone that the Campus Communicator deadline is 1/25.</p> <p>Dr. Sharma stated that they are in the analysis and evaluation phase of the assessment plan then it will be reviewed by the Assessment Committee. The results will be summarized. Program outcomes will be tied to student learning outcomes. There will be small booklet. There will also be general education outcomes with an assessment cycle also tied to it. They are working on developing the process which is challenging but she feels confident with Dr. Loveless' help, they can also have something in Weave. They are on track to have something complete by April. They have also made significant progress in co-curricular assessment. They will be planning more in the spring.</p>

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Ms. Marker asked if everyone had heard about the lofts that will go into the former Wheeling-Pitt building.

Ms. Stroud stated that they lost their PT library person. Until someone is hired, the Library hours will be 9-5 M – Th and 8:30 – 4:30 on F. Based on student feedback, they might change their hours to 8-6. They will review the hours once someone else is hired.

Ms. Fike reminded everyone that pizza pass out is going on at all three campuses today. They are trying to see how the turnout is by taking it out to individual buildings rather than having everyone go to the Student Union.

Ms. Bennett stated that the Wetzel County Chamber of Commerce annual meeting will be tomorrow on the NM campus at 5:30 pm in room 110.

Ms. Carmichael stated that at the Board of Governors tomorrow they will be making a decision as to have a voting staff member. At this time, state code does not specify that.