

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 16, 2018

DATE: May 16, 2018	PLACE: Board Room	CONVENED: 9:02 a.m.	CONCLUDED: 11:08 a.m.
ATTENDEES:	Dr. Riley, D. Barnhardt, T. Becker, P. Carmichael, C. Corbin, C. Farnsworth, J. Fike, A. Frey, J. Loveless, J. Sayre, P. Sharma, R. Spurlock, P. Stroud, L. Tackett, G. Wallace		ABSENT: K. Herrington, T. Marker
BY PHONE:	D. Bennett, T. Queen, L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING			
ITEM	DISCUSSION		
1. CTCS Funding Formula Model	Dr. Riley briefed the group that the WV Council has started discussions on performance based funding prompted by recent legislation changes. They are working on the model and hope to have a draft model soon. There are interim sessions in June and September. There is a team meeting on June 4 th where we will work with the Chancellor and other community colleges to develop a model. It will focus on access, success and workforce. We will push for a phase in program and a hold harmless clause until everyone is up to speed. She stated that more information will be sent out as soon as it becomes available.		
2. Business Office Update	Mr. Sayre stated that the Budget Committee is meeting regularly. A budget manager has been assigned to each department and they are responsible for all activity in that department. Open purchase order reports will be generated monthly and sent to budget managers and cabinet to ensure no outstanding payments. They will emphasize the requirement to have purchase requirements filled out prior to purchasing being made. They are in the process of reviewing and tweaking the travel forms. They will embed the routing process for approval to reduce confusion on how to get the travel approved. The state has put new reporting requirements in place for fleet management. They will provide mandatory training for all approvers of travel and volunteer training for frequent travelers in September. For FY 2019, they are requiring a run through of a pre-check before a grant is submitted. A certified mail log will be generated by Shelly Reager and will be forwarded to the President on a monthly basis. If someone receives certified mail that has not gone through Ms. Reager, please let her know. Ms. Fike asked how do we know that it has been logged and Mr. Sayre will have Ms. Reager initial or stamp it somehow to indicate that it has been logged.		
3. Facilities Update	In Ms. Marker's absence, Mr. Sayre provided an update from Facilities. B & O handrails project – a vendor has been selected and the project should be complete by the end of the summer. The pillars outside in the B& O courtyard are deteriorating. They are investigating the structure and what to do with it. There will be a Market C project in the EC next to the Fitness Center. It will be available for the fall semester. Ms. Marker is in Weirton today meeting with the roofing contractors. The Weirton and New Martinsville roofing project planning is underway. He stated they will let people know when actual work will begin. There will also be masonry work on the front of the B & O. There will be scaffolding at the B & O entrance while this is occurring but it will be a safe entrance. Mr. Sayre stated with these and all projects that he does go through Project Best and tries to push local contractors. He also stated that there is a janitorial staff rumor that is untrue. We		

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	<p>are not cutting staff but have temporary help for cleaning who will be here two days a week while we are short on staff.</p>
<p>4. IT Update</p>	<p>Mr. Corbin asked if anyone has summer or fall software needs to please let IT know now so that they may plan accordingly. Dr. Sharma asked if it would be possible to get Adobe Pro for all of the faculty so that they may track comments in PDF. Dr. Loveless suggested also training for defaults for Reader and Pro. Mr. Corbin stated that he could make that happen. He stated that Lumos will be taking over our connectivity soon and will drastically improve connection speeds. The cutover will be around July 1st. They are also looking to have a new phone system in place for the fall semester. Training will be provided by the vendor. They are also hoping to have a new IP video system that will standardize the system for all three campuses. The goal is to have that implemented in Christmas break 2018. He also reminded people to use the Oz ticket system if you have IT needs. They can start providing regular updates on open Oz tickets. Mr. Barnhardt stated that they are moving to the Oz ticket system for marketing requests. Mr. Sayre referenced a Hughes meeting coming up and input regarding the current Xerox machines. Ms. Fike cautioned on using e signatures on all documents as it could complicate matters with the government. She suggested looking at the records and retention policy. Dr. Loveless suggested that we review the policy at the next President's Council meeting. Mr. Sayre stated that they are looking at the e signature piece and will include with their IT master plan.</p>
<p>5. Marketing Update</p>	<p>Mr. Barnhardt stated that they are working on a last minute push for fall registration. The postcard about scholarships is available. TSG is working on a video that will be out in a few weeks. They did the Wheeling campus now and will get the Weirton and New Martinsville campuses in the future. Ms. Carmichael asked how do we know his area is working on submitted projects and he said that for now just to ask. Ms. Fike stated that for fall that they are considering not doing any student posters. Ms. Marker stated that they were told by the fire department that they were a fire hazard. Ms. Fike stated that they are looking for feedback from others. Students say that they don't read them. Ms. Spurlock suggested using MobileCause to send text alerts. Mr. Barnhardt stated that they are revising the marketing plan. There was discussion about using today's events on the monitors and pictures of students in profiled programs. Mr. Barnhardt stated that they will be looking at the website for HLC compliance to check to see if they can get to certain pages within 3 clicks. Mr. Barnhardt stated that he would like to start measuring a campaign from start to finish to track success.</p>
<p>6. Other</p>	<p>Dr. Riley asked if all grades were in and Ms. Fike said all but one faculty member. SAP has been run. There are four suspensions. Grades were rolled this morning and will be posted at 5:00 pm. Diplomas will be mailed after Memorial Day.</p> <p>Ms. Kappel read an update from Dr. Sharma that a yearly program review workshop was held yesterday. Fifteen program directors attended the workshop and will be submitting the report in August. This report will identify resources and/or recommendations for improvements including strategies for improving enrollment/graduation rates.</p>

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Dr. Loveless discussed the DigArc software product that we will be getting to help with catalog and curriculum. It will also produce GPS sheets. It can be implemented in 8 weeks (in time for fall) and there is a mobile app capability.

Mr. Barnhardt stated that they have sent a draft of the catalog to Ms. Fike and Dr. Loveless to review. They hope to have the edits done this week and will get it out as soon as possible.

Ms. Spurlock stated that the golf outing is scheduled for June 22nd. If you have any contacts for vendors, please let her know. Dr. Riley asked if we could advertise in the Chamber event listings.

Ms. Carmichael provided HR updates. Their new HR rep started on Monday. Please stop in and introduce yourself. They are working on an inventory of what college owned property does each employee have to meet 2542 requirements. She stated that there are still a few evaluations outstanding and she will be reaching out to that supervisor and/or Cabinet member. Open enrollment for PEIA ended yesterday. They are currently working on several position including nursing, nursing program director, welding, HIT, campus service worker and the administrative secretary for the Academic Support Center.

Ms. Becker said that registration is ongoing. Summer session starts on Monday. They are doing a push for fall registration. There was a STAR day on the Wheeling campus yesterday, New Martinsville today, and Weirton tomorrow. There have also been emails sent to the admitted but not registered students. They will push in June for stragglers to register via text. Please encourage students when you see them to register. They are still waiting to see how the registration tickets are working out and will track the data.

Ms. Frey stated that it is business as usual in Financial Aid. Book vouchers for summer start today. Mr. Tackett asked how does a scholarship applicant know if they will receive and she said there is no set schedule as such. Once they sit down to review, they let everyone know. There was discussion on writing a paragraph as part of application being a roadblock for some students. They hope to also have an online application for next year.

Mr. Sayre stated that there is a tour for the ITC scheduled for tomorrow at 3 pm. If interested, please meet in the lobby of the B & O.

Ms. Fike stated that there will be a new student activities calendar for fall. It will be a revised format. The Student Union will be closed for summer. Sarah Wood is a 10 month employee. Most summer classes are online so there is a minimal number of students around for the summer.

Ms. Stroud reported that the LRC will be participating in part of a national program on PBC "The Great American Read". An email was sent to faculty and information was put in the student newsletter. The West Virginia public libraries will have voting for top books in WV and LRC will be doing the same. They will try to

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profile books over the summer and voting will conclude in October with the chance to win a gift card. There will be a push when faculty return in the fall.

Ms. Farnsworth distributed results of their registration campaign which includes the results of what happened when they reached out to current students that had not yet registered. The charts included reasons why they had not registered by campus and distance education; by advisor; and comments received. She also handed out a graph showing results of review and retest. Dr. Loveless stated that we still need to be thinking about the best advising model that we want to use.

Mr. Tackett stated there will be a press conference at Murray Energy in St. Clairsville on Monday at 2 pm for the joint program with us and Pierpont. Mr. Barnhardt is working on tv coverage and is also working with Pierpont on a press release. Information will also be sent out on social media. Mr. Tackett stated that Ms. Mulhern is finishing up an Advance grant that we could use to help promote the partnership. Ms. Fike stated that the program will have selective admission. Mr. Tackett added that the student will need to be accepted by Murray and us. Murray will do the drug testing. Students will be able to apply for scholarships.