

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 24, 2021

DATE: March 24, 2021	PLACE: Board Room and Via Zoom	CONVENED: 9:03 a.m.	CONCLUDED: 10:52 a.m.
ATTENDEES:	D. Mosser, D. Barnhardt, T. Becker, D. Bennett, R. Blaha, B. Brak, D. Clausell, J. Fike, A. Frey, S. Kappel, P. Klein, J. Lantz, J. Loveless, T. Marker, K. Mulhern, J. Sayre, P. Sharma, L. Soly, R. Spurlock, G. Wallace & I. Williams.		Excused: C. Corbin & D. Cresap
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	April 28, 2021		
ITEM	DISCUSSION		
1. President's Updates	<p>Dr. Mosser provided an update on the status of Bluefield State. The Board of Governors will likely issue a letter of support after their meeting tomorrow. The way the process works in WV is that within the series for CTCS, the college seeking to enter another college's service area must seek permission to offer two-year programs.</p> <p>FY 2022 budget preparations are in the process of being completed and he asked Mr. Sayre to talk about it in his update.</p> <p>He asked that as everyone presented their update to give a status update on where they are with any organizational changes including if there were any concerns.</p>		
2. Business Office Update	<p>Mr. Sayre stated that the Board of Governors would vote on a draft budget tomorrow. There was a balanced budget submitted but it is aggressive with revenue from EWD. If not in the budget, we are going to have to take a hard look to determine if expenses are necessary. He has tentatively built in a 2% increase in wages and a 2% increase in tuition. This works out to about \$36 for a full-time student schedule. He stated that after the Board meeting, he will convene the Budget Committee.</p> <p>The parking lots should be completed in April. They will be tackling the visitor parking lot next. He asked that Mr. Barnhardt help with appropriate signage. The corner marker is taking shape on Main and 16th Street.</p> <p>If you have any purchasing needs, especially if it requires three quotes, please contact Lyndsie Scott-Guzek.</p> <p>Matt Thorn is handling travel and facilities. If you have any needs, please reach out to him.</p>		
3. Facilities Update	<p>Ms. Marker stated that they are starting the spring cleaning of our grounds. They are working on several projects around classrooms as well. She stated that if you have any needs, please use the Oz ticket system for orders. In terms of the organization chart, she submitted a job description to Mr. Brak and Mr. Sayre. She will be adding two lead technicians – one as a floater and one for the Wheeling campus. The NM student space looks great.</p>		

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<p>4. WVNCC Document Center</p>	<p>Ms. Blair highlighted the WVNCC employee document center. Documents have started being placed in it. It is open to all employees. She demonstrated how to search and find documents. If anyone on President's Council wishes to have an e-folder, please let her know. She asked that as you ask for folders, please have abbreviations spelled out as this will help with the search function. Mr. Barnhardt is transitioning items over from the website. Dr. Mosser thanked her and the others for their good work.</p>
<p>5. Consumer Information</p>	<p>Ms. Frey sent out the annual reminder for consumer information. The consumer information process is managed by Financial Aid, but it is a college wide responsibility. She went over the document section by section and what needs to be updated. Ms. Williams asked if there was a due date and Ms. Frey responded that this is a living document.</p>
<p>6. Other</p>	<p>Mr. Brak stated that on April 5th, you should receive information on PEIA and enrollment. He asked that employees who belong to professional associations, please feel free to advertise any job openings that we have. He is working on getting information out about the evaluation process. There will not be any changes to the evaluation forms this year. His area is fine with the org chart changes.</p> <p>Ms. Bennett stated that NM had some issues to sort out on org chart, but they were able to get it resolved. They are working on getting the Ring doorbell set up. Gary Weisner is down there today. She and Dr. Mosser went to Paden City High School regarding early entrance. Debbie Cresap has sent more early entrance information to them. She and Phil are going to look at places tomorrow for CDL.</p> <p>Ms. Williams stated that they are handling the events for the Diversity Grant. There will be a Remember the Ladies event for Women's History Month on March 30th and 31st. They are working with community relations on promoting it. It is open to the public. April is Stress Awareness Month. They will be hosting four different workshops with a variety of topics. They were fine with the org charts except for the lead tutor which has since been added.</p> <p>Dr. Sharma stated that she is working on the interim strategic plan. She is working on outcomes. They also have a few strategies to assess as well. She will have a draft for CIC to look at on Friday. She is also working on the employee satisfaction survey. We are using Noel-Levitz for national benchmarking. We added a few of our own items to the survey including institutional goals, demographics, and employee participation in decision making. Noel Levitz is putting together, and it will be reviewed next week.</p> <p>Mr. Sayre stated that the Business Office will have a controller position. It is not an additional person but a rearranging of current personnel.</p> <p>Dr. Loveless stated that the fall schedule is out. She has a team looking at the gap analysis to determine community learning needs. They are working on several new programs including pre-engineering, industrial technology, and hospitality/tourism. She hopes to have them ready for fall. They will not have financial aid approval yet but will be available to students. The org charts really didn't change a whole lot in her area. She also stated that Stephanie Cunningham will be the primary contact for early entrance. They are currently</p>

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building the early entrance schedule for fall. Ms. Yesenczki is training Stephanie Cunningham to do the schedule. They have revised our early entrance application. Ms. Bennett stated that Paden City HS wants a day for our folks to come and talk to their students after 4/14. She brought up a discussion on travel during COVID and it was decided that it is probably allowed at this time. Mr. Barnhardt stated that he probably needs to have a discussion with the recruiter and Stephanie Cunningham who is ready to go to high schools for early entrance.

Mr. Barnhardt stated that they continue to promote open house. Summer registration is open and fall registration will be open soon. The virtual career fair is coming up and they are promoting it. They are also promoting the Weirton Medical nursing scholarship. In addition, they are also interviewing for the recruiter. He is fine with the organization chart.

Ms. Becker stated that they are kicking off fall registration. They are looking at different ways to capture things. They will be offering different schedule options including after hours. They are going to try some outdoor options again like they did for the spring. They are also exploring offering incentives to faculty members to encourage competition for student registration and retention. The registration tickets are starting immediately after this meeting. There are about 432 students returning. Jenna is handling US veteran students. The AmeriCorps person is taking care of tours M – F from 8- 12. They are also doing outreach to those who have applied but never registered. He is concentrating on new students. He is here through September. They are looking at ways to help first generation college students as well. EM Council is working to streamline our admission process. They have also redesigned a portion of the website defining the different types of admission. As far as org chart goes, they meet with Dr. Loveless right after this meeting.

Dr. Klein stated that they have been super busy adding new programs. He stated that the org chart for Workforce is fine. He thanked Ms. Mulhern for putting the summer Welding Institute schedule together in about three weeks.

Ms. Mulhern stated that they have been busy with lots of new programs including a summer Welding Institute. They are going to offer a day of soft skills built in to the institute. They are working on details this week. They are also working with Wheeling Heritage, RED, and West Liberty to discuss an entrepreneurship program. They hope to start CDL Class B in April. They are still trying to purchase vehicles. In addition, they are working on campus trainings with Arcelor Mittal and CertainTeed.

Ms. Blaha stated that they have several upcoming events which she will be sending out to campus. She is working with Officer Faldowski with April being Sexual Assault Awareness month. She is working on several events for students connected to this. SGA elections are the week of 4/19. Please submit applications to her. Spring lunches will be held on each campus that week. They are working on a decorate the cap event for graduates. They are also hosting an Oglebay Day for graduates and families on 5/18. This will include 2020 & 2021 graduates.

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Ms. Fike stated that they are caught up on apps in their area. They were without someone for about five months processing applications. There is an Open House week the week of 4/5. Events are all virtual. Saturday will be tours only by appointment. Currently, there are about 3 or 4. There is an issue statewide with Degree Works. The state is not able to upgrade for several issues around the state. They do not have a timeline of when it will be sorted out. Blackbelt Help is coming which will offer 365 24/7 support. Ms. Fike stated that we need to keep them informed of things such as the summer Welding Institute. She expressed concern about how we provide information to Blackbelt in order for them to answer student inquiries. Commencement is set for 5/14 at 7 pm at Wheeling Island Stadium for the 2020 and 2021 graduates. Eligible students have been notified by email. There are about 322 graduates for 2020 and 400 students for 2021. They are looking at a possible rain date of 5/16 but are working out the logistics. Cap & gown information has been sent out. Dr. Loveless stated that we will have two early entrance students on graduation list and possibly a Brooke HS Welding student. In terms of the org chart for her area, they are in good shape. She hopes to have a Director of the ACTion Center soon.

Ms. Soly stated that the Weirton campus recently received their anatomage table. They plan to use it for the Open House. She wrote a grant for the Foundation for a scholarship to help early entrance students with tuition and books. She is working on the virtual Career and Transfer Fair scheduled for 4/7. They anticipate more student attendance than in the past. IT is working on the Ring doorbell for their campus. They are also getting the capability to make IDs on-site. She stated that everything is fine with the Weirton org chart and it is very helpful to have in meetings.

Mr. Lantz stated that the faculty are working on fall schedules. The faculty executive committee met, and they are drafting a letter of support for Northern's opposition to Bluefield in collaboration with faculty leadership from Wheeling University and West Liberty University. Dr. Mosser thanked him and the rest of the faculty for their support.

Ms. Frey stated that she is working with Dr. Loveless and Mr. Lantz to make sure faculty are recording attendance. They are working with Akademos on vouchers and fall registration. We can use those for early entrance updates. They have received about 855 FASFAs to date.

Mr. Clausell thanked Dr. Mosser for addressing the evaluations and org chart changes. He appreciates the update on Bluefield State and asked for talking points to share with employees. Dr. Mosser stated that we are putting together talking points and will share once available. Mr. Clausell added that this was a very informative meeting and a great opportunity for dialogue.

Ms. Bennett asked if you have anything for the Wetzel County Chamber of Commerce newsletter, please send it her way and she can get it in there.