

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – September 16, 2015

DATE: September 16, 2015	PLACE: 126A	CONVENED: 9:02 a.m.	CONCLUDED: 10:16 a.m.
ATTENDEES:	Dr. Riley, J. Baller, H. Coffield, R. DeFrancis, J. Doolin, C. Farnsworth, J. Fike, S. Lippiello, S. Payton, D. Shahan, P. Stroud, L. Tackett, G. Wallace, P. Sharma (guest fill-in for Dr. DeAtley)		ABSENT: P. Carmichael, C. DeAtley
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	October 14, 2015		
ITEM	DISCUSSION		
1. Strategic Planning	<p>Dr. Riley stated that we had the first kick off meeting of the Strategic Planning group last Friday. We will be posting additional information online as we progress throughout this process. We were provided the state master plan and will need to align it with our institutional goals even though there will be state specific targets. Ms. Coffield will be assisting with data collection. We are currently looking at various ways to include external groups. The revised enrollment plan as well as the retention plan will help plug in some information to the strategic plan.</p> <p>As of right now, we have not been given an official date that it is due back to Council but we are anticipating early November. Dr. Riley would like additional input from students and maybe try to use upcoming focus groups. We hope to get back to being more connected with the community. The timing of this process is good as it allows us to tie in with the upcoming HLC visit in 2016. Dr. Riley added that she hopes as we go through this process, it will give us some ideas of how to better streamline current activities and processes.</p>		
2. Print Management Update/Student Notification	<p>Mr. Lippiello stated that there has been an enormous increase in the paper use on campus in the last five years (200%). Costs have been negotiated with paper vendors that helped keep it down but the process needed to change. Students are allowed to print up to an entire ream of paper for free. He described p counter software where the software tracks every time a student logs into a machine and prints.</p> <p>Ms. Payton had submitted questions from the students to Mr. Lippiello earlier. One of the questions included how does a student know when they have reached their limit? Mr. Lippiello stated that he receives a report every month. When a student has reached 400 pages, the student will received an email stating that they have 100 pages left. He doesn't think many students will reach the 500 limit.</p> <p>There was discussion about putting a message up on the revised procedure on the student portal. Mr. Lippiello will check compatibility of p counter software and portal...maybe have a pop up window. He will go with the easiest option.</p> <p>He stated that there was an email sent to every registered student and about 27% have read it.</p>		

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	<p>Ms. Stroud asked to let her know of any new information since she does the orientations, she can communicate to students.</p> <p>Mr. Lippiello commented that this semester will be a trial and error as they work through the process including working with Xerox/Hughes.</p>
<p>3. Budget Process Timeline</p>	<p>Mr. Lippiello distributed a draft FY 2017 Budget Timeline. He asked everyone to be aware of dates on there. The capital request forms will be distributed early to mid-October. OTPS will be sent by end of October. Before Christmas break, Mr. Lippiello should have an idea in terms of capital requests and OTPS budgets. He stated that personnel costs will come later in January/February. We will be using the zero based budgeting. He noted that some contractual items could go up. By the spring, the budget should be finalized.</p> <p>Dr. Riley added that we have been asked by the Interim Chancellor to hold back 3% for potential budget cuts. When the legislature reconvenes in the spring, the budget does not look good for higher ed but it is not definitive. However, if it is the case, we will need to work with our legislators and constituent groups.</p> <p>As we go through the process, we will be looking at strategies to stabilize the institution.</p>
<p>4. Banner Security Audit & Access</p>	<p>Mr. Lippiello and Ms. DeLuca will be sitting down tomorrow to go over a process for baseline access in Banner then will work with supervisors on who needs additional access. He wants something more formal and specific to department. Ms. Fike warned on timing as they need to give the auditors a list of employees and access capabilities.</p>
<p>5. WESCO Update</p>	<p>Mr. Lippiello provided an update on the WESCO Building. They have received two critical things to date – the environmental assessment was completed. It is positive and did not see any issues. The appraisal was also completed and came in at \$310k. Mr. Greco toured the building to look at infrastructure and electrical needs. Mr. Lippiello hopes to have his report by the end of the month. He also sent the site map to Mr. Donovan. He hopes to have all of this signed, sealed, and delivered after the Council meeting in October.</p>
<p>6. Fall 2016 Admission</p>	<p>Ms. Fike reported that the Fall 2016 applications are up and running. They have received 70 names from high school fairs so far. She displayed the new promo pieces that will be distributed for the first time in over five years to 110 high school guidance counselors in our region.</p> <p>Ms. Farnsworth and Ms. Fike will work on information to be included for counselors regarding placement testing.</p>
<p>7. Other</p>	<p>Dr. Riley welcomed everyone back for the new school year.</p> <p>Door Replacements – Mr. Lippiello stated that he will be replacing the Chapline Street doors at the EC. The project will be completed by the end of the semester. Also, at the Student Union, the gate will be replaced with a door. There will be swipe card access required and they will leave them closed with the ability to unlock for events. Ms. Payton stated that we could look at the option of possibly extending hours of the Student Union.</p>

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Ms. Fike stated that they are working on a draft of the 2016/2017 calendar. Registration for the spring opens on November 10th at 1:00 pm. Dr. Riley emphasized that we need to retain our current students. Ms. Farnsworth is working on a campaign for students to work with advisors. There was discussion on the need to capture students before they leave for break. Dr. Sharma will add thermometer and feedback to the Faculty Assembly agenda as well as discussion on helping students register. Mr. DeFrancis added that there were marketing efforts in earlier months and it really didn't impact registration as students still registered at the last minute. Ms. Payton stated that she knew of students trying to reach faculty over summer break. Dr. Sharma suggested that she could work with the faculty on putting something together to retain students.

Mr. Baller asked everyone to be patient with his department. They are short a few people.

Ms. Stroud announced that WVU has hosted Library Services for a long time but they have decided to no longer do that. They will be transitioning to a new library system. There will not be any effect this semester but next semester, it will affect the catalog. Staff will need to learn the new process. WVU will help with the transition to the cloud based system. She added that this will be a huge transition for them and she will keep everyone updated.

Ms. Stroud also stated that as part of tomorrow's Constitution Day, the Library has a display concentrating on Article II of the Constitution which specifies the qualifications that person must have to run for President.

Ms. Farnsworth reported that with the revised first year seminar structure that there have been a few bumps but they are starting to see good things happen and will adapt as needed. They have implemented the early alert system in Banner and it seems to be working. Recently, they hosted an Open House in the Academic Support Center. The Retention Committee is looking to schedule its first meeting soon.

Ms. Coffield stated that she and Ms. Baker are working on the upcoming Student Focus Groups in October. Along with Dr. Sharma, Ms. Coffield recently attended an Assessment Workshop last weekend. They are planning a professional development workshop on assessment. Dr. Sharma added they are looking at course assessment and how it feeds into general education. They will look at establishing an institutional effectiveness document on what we are doing and who is responsible. The state is working on establishing goals for general education for all degrees.

Dr. Sharma announced that October 26th there will be a STEM workshop at Sherrard Middle School. They will work with the industry and community to help students see how STEM applies to industry here. Then, they can bring them to campus to show them what we offer in terms of STEM.

Ms. Payton stated that it is Chicken Fest and Safety Week. Recently, they have completed Student Government Leadership trainings. As of last Friday, they have the student committee representatives. They

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have started intramural volleyball and flag football. There is a Paint and Snack next week. All are encouraged to attend.

Ms. Fike made several announcements from her area:

- Financial Aid refunds will be on 9/30.
- Ms. Locy is teaching College 101 in six high schools this semester with one of the classes having 36 students.
- Open House is set for April 2nd
- High school guidance counselors will be here on November 6th
- There were changes announced this week from the federal government on the FAFSA that she is hoping to have a positive impact for us.