

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 18, 2017

DATE: January 18, 2017	PLACE: Auditorium	CONVENED: 9:02 a.m.	CONCLUDED: 10:25 a.m.
ATTENDEES:	Dr. Riley, T. Becker, D. Bennett, P. Carmichael, H. Coffield, R. DeFrancis, C. Farnsworth, J. Fike, M. Koon, S. Payton, J. Sayre, L. Soly, R. Spurlock, P. Stroud		ABSENT: A. Frey, S. Owen, L. Tackett, G. Wallace
BY PHONE:	L. Soly		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	February 15, 2017		
ITEM	DISCUSSION		
1. VPAA Interim Update	<p>Dr. Riley introduced Mike Koon as Interim VPAA. Mr. Koon stated that he appreciates the school being flexible so that he can remain semi-retired. He plans to be in the office three days a week but it will vary from week to week. He will be in Dr. DeAtley's old office and will be available at 8856 as well as spending time on the Weirton campus. If anyone would need him immediately, Becky has his contact info. Dr. Pam Sharma will be the Temporary Assistant VPAA who will be assisting with some of the VPAA duties. She will focus on curriculum and program development/review. She will lead the assessment efforts including co-curricular assessment. In addition, she will also work with the division chairs and handle day to day such as student complaints. Academic advising will be a focus in order to help with retention efforts. Program reviews will continue. At this time, there are no new curricular programs. They will continue to work on several policies including promotion, hiring and intellectual property. PLA – prior learning assessment will also be an initiative. Marian Grubor will be acting chair of Liberal Arts to relieve Pam of those duties for the time being. Ms. Fike asked that the catalog be given a push this year. Mr. Koon said that the door is always open and feel free to reach out with ideas and suggestions.</p>		
2. HR Updates	<p>Position Updates -- Ms. Carmichael stated that the Director of Facilities will be here on 1/30. The IT consultant position in Weirton has been re-advertised. They have filled one position in Nursing but still need to hire. Dave Monteleone will be retiring in early February. Jay Ellis will take his position. Once new Director of Facilities starts, they will decide on filling Jay's position. One night maintenance person has also resigned. Ms. Fike has worked with DHHR to make position into two PT positions – one in Weirton and another in Wheeling. They are set up by service area. They will be re-filling assistant payroll position. There are still several other positions that are being reviewed as to whether or not they will be filled including campus service worker, Shawn McGinnis's replacement and secretary in Workforce. Dr. Riley is finalizing VPAA ad.</p> <p>Revised holiday calendar 2016-2017 – Ms. Carmichael distributed a revised calendar as the result of the Governor's Proclamation of a ½ day on 12/23 and Dr. Riley deciding to revise the College Holiday schedule. The proclamation did not provide for any additional holidays. Since we are already closed on 3/17, there will be a half day on 3/16. Employees will have four options to choose from: 1. Work regular</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 18, 2017

	<p>hours Monday, Tuesday, Wednesday and 3.5 hours on Thursday 2. Work hours equal to 26 hours Monday, Tuesday and Wednesday and be off on Thursday and Friday 3. Work Monday (9 hours), Tuesday (8.5 hours) and Wednesday (8.5 hours) and be off Thursday and Friday. 4. Work Monday, Tuesday, and Wednesday regular hours and take annual leave for 3.5 hours on Thursday. The form will need to be approved by the supervisor by 2/20/17 and returned to the HR office by 3/1/17.</p> <p>Kronos – Ms. Carmichael asked if anyone felt if they needed additional Kronos training either as a supervisor or for their employees. Ms. Farnsworth stated that she has had some issues running reports. Ms. Carmichael asked anyone having issues with anything to let her know. Ms. Payton asked if there was a mobile app yet or if it could be used on the Ipad. Ms. Carmichael has asked about it. Ms. Carmichael will check with IT about some issues on it freezing.</p>
<p>3. Weirton Campus Update</p>	<p>Ms. Soly thanked those involved with the Weirton campus event on 12/15. The Weirton campus and West Liberty participated in a Chamber of Commerce Business After Hours event. It was a good turnout. Internship opportunities and job prospects were discussed.</p> <p>Ms. Soly stated that Brooke High School and Weir High School are going to offer more early entrance students in a more structured way. They are working with the principals.</p>
<p>4. Other</p>	<p>Dr. Riley welcomed everyone back and for all of their efforts in helping make the first week of classes go smoothly.</p> <p>Ms. Farnsworth distributed a report of results of students who were contacted that had not registered for spring. Financial issues were a main concern. Mr. Sayre stated that the Business Office has it set up that students can contact them to make payment arrangements. He will include this in the bi-weekly correspondence. Dr. Riley suggested that the EM Council group look at CJ's results to see if there is anything that can be addressed based on the data received.</p> <p>Mr. DeFrancis stated that January, February, and March are slow marketing months. They are heavily marketing in area sporting events. He has purchased radio spots for the Open House already. Until May, we are advertising at Marquee Cinemas. They recently completed the Foundation's Annual Report.</p> <p>Mr. Sayre stated that adjunct emails have been set up like the rest of Northern emails. If you notice any issues, please let him or someone in IT know. Ms. Carmichael will check to see if adjunct emails could be updated in a batch for OASIS rather than individually. He also stated that IT is exploring restricting internet access to make sure that resources are there for business purposes when needed. A computer filter will decide if it's for a business purpose or not. If you get a message, you will need to put in your credentials. He also reminded everyone that in two weeks, the new Director of Facilities is around. In the meantime, if you need anything, let him know.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 18, 2017

Ms. Stroud announced that Elaine Wood has taken the place of Linda Fletcher and is in the process of getting up to speed.

Ms. Bennett announced that the Wetzel County Chamber of Commerce is hosting their annual meeting on January 26 at 6:00 pm. Refreshments will start at 5:30. She said that it will be more like a Business After Hours.

Ms. Payton stated that it is Pizza Pass Out today on all 3 campuses. Students passed out Pop Rocks yesterday as a welcome back treat. The spring calendars were sent out to each campus. There is not as many programs this semester but the focus is more on community involvement. Black History Month programming will begin in February. Flyers will be going out next week. In April, as part of Sexual Assault Awareness Month, there will be a speaker.

Ms. Becker announced that the Service Center will be open until 6 pm the first two weeks of the semester. They are working hard to get students get registered. She stated that the timeline for the Open House is complete.

Ms. Fike stated that all areas have their own set of challenges this week. Financial Aid is just trying to keep up. Financial Aid disbursement is set for 2/21. Book vouchers are available. They are working on curricular items with Mike. They are going to do a practice text alert just in case of bad weather and any closings.

Ms. Coffield stated that they are working on their regular items. They are trying to get out the faculty load reports. Ms. Baker is working on the CSSE survey to have benchmark data. Results are due in July and they hope to have a presentation prepared with results for All College Day.

Ms. Carmichael reported that the Safety and Security Committee is working on several initiatives including active shooter training that was recently completed with all faculty. They plan to do a drill later this year. When they do the drill, they are asking for input. She stated that they are also looking at providing supplies to various offices and faculty to help secure building and rooms. RJ is working on a list. Ms. Carmichael received good comments back from the faculty. Weirton's campus is completed. Ms. Bennett, who is a certified trainer, will conduct New Martinsville's training later this year. In addition, Ms. Carmichael stated that they are looking at blood pathogen kits in case of anything. She also asked if anyone had any specific suggestions for the Safety Committee to let them know.

There was some discussion about having certain information in one place during opening week for students. Ms. Payton suggested using one of the first pages of the calendar.