

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 18, 2015

DATE: February 18, 2015	PLACE: 126B	CONVENED: 9:02 a.m.	CONCLUDED: 10:01 a.m.
ATTENDEES:	Dr. Riley, N. Albert, J. Baller, P Carmichael, C. DeAtley, M. DeCola, B. DeFrancis, C. Farnsworth, J. Fike, D. Hanes, L. Kefauver, S. Lippiello, K. Mulhern, S. Payton, P. Stroud, G. Wallace, P. Woods		ABSENT: K. Herrington, L. Tackett
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	March 18, 2015		
ITEM	DISCUSSION		
1. Employee Satisfaction Survey	Dr. Riley provided an update on the status of the survey. A link was recently sent out for the first phase of the survey – the working environment with an open comment section. The Committee will continue to work on the full survey which will provide an opportunity for people to express their concerns. Dr. Riley stated that once the data results are compiled, they will be shared with the College. She is hoping the data will give us an idea on where there are gaps and where things can be improved. Dr. Riley hopes to be able to do the survey annually and possibly tie it into national surveys such as The Chronicle of Higher Ed's Best Places to Work.		
2. HLC Update	Our next visit dates are November 14 & 15, 2016. As the process with HLC has changed, Dr. Riley will provide a summary of the revised process to the campus.		
3. WVCTCAC & WV Council Update	<p>Dr. Riley gave an update from her attendance at the WVCTCAC and WV Council meetings in late January. The Council shared the draft master plans with the presidents. Dr. Riley has shared it with Cabinet to provide input. Council will approve it in June then it will go to the Colleges. She stated that we can use this to start our strategic planning in the Fall.</p> <p>Chancellor Skidmore will retire at the end of June. There will be a national search conducted to fill his position.</p>		
4. Annual Evaluations	Ms. Carmichael stated that evaluations will take place in March. There will be one additional question this year on the evaluations asking supervisors if they have reviewed the PIQ. She reminded everyone that in order to change the PIQ, there needs to be significant changes.		
5. Training Request Update	Ms. Carmichael announced that she is working with WVU on a proposal to conduct customer service training for those working in education to all employees. In 2012, we had WVU conduct a training for us and Ms. Carmichael is using the evaluations from those – what people liked, what they would like to have had covered with the training, etc. to structure this next training.		

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	<p>There is an additional training opportunity tomorrow that is sponsored by the Academic Service Center. It will be a webinar on advising.</p>
<p>6. Default Appeal Update</p>	<p>Ms. Fike stated that we sent in an appeal last Monday on the default group from 2011 that was at 36%. She did discover that 10% of the defaulted records provided we found to be improperly serviced. The federal government could remove any percentage they determine but there is no timeline that they would need to do this in. She has talked to another school who submitted in January and they have not heard anything. The next wave for the 2012 rate will come out and she hopes it is below 30%. We will have a final rate for 2012 in September. When the 2012 data comes out, we will have 30 days to work with it. We will review carefully as we have no control after this.</p>
<p>7. Spring Enrollment Report</p>	<p>Ms. Fike provided an update on head count. This is still changing. Kim Locy is in area high schools reaching out on College 101. She recently handed out 126 applications at Brooke High School. At this time, we are not sure how many of those will come back. At Wheeling Park, we will probably have 15 – 20 in two classes. She will go to JDR in March as they are on trimester schedule. As a reminder, 15 students = 1 FTE. There is grant funding available to pay the students tuition and there is no cost for their books. Ms. Fike is looking forward to fall classes with this as we have not done them in three years.</p>
<p>8. EM Plan Update</p>	<p>Ms. Fike stated that the entire group has met a few times and the subcommittees have met several times. She stated that about 10 people have submitted ideas to the EM Council email. Dr. DeAtley is working on thank you cards for these individuals. There are about 20 – 25 items that they are going to put in place for fall. They will present tentative plan to Dr. Riley next week. Most of the items suggested are of little to no cost. If we do an open house, we will need to find money for marketing. Plan will be out by late next week.</p> <p>The Foundation is providing approximately \$1000 for buses, food and items to bring high school students here from Wheeling Park, John Marshall and Cameron before the end of this school year.</p>
<p>9. Other</p>	<p>Ms. Carmichael reported that in the last Classified Staff Council meeting they were exploring ideas to boost morale. One of the suggestions was to have a picture directory. Ms. Carmichael will be utilizing the current electronic Faculty and Staff directory to include a picture next to the individual. Since we already have pictures from ID's for full time faculty and staff, we can use those. Ms. Carmichael stated that before this is completed, employees will have the option to opt out and this will now be included in new employee Orientation.</p> <p>Ms. Fike stated that there was a great turnout for College Goal Sunday. We had over 110 participants. Other local colleges also had financial aid staff available. She thanked staff for coming in on a Sunday to help out. The library was great place to have it.</p> <p>Mr. Baller said that his crew has been busy working on snow removal.</p>

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Ms. Payton reported that they have been busy with Black History Month programming. All three campuses have not been as successful due to weather. They are collecting items for the homeless which are due by Monday.

Mr. Hanes asked if any area is having issues with their printers, please contact the copy center. They are troubleshooting the installation of the new printers on campus. Also, if you need toner or ink, please contact the copy center. He also stated that they have separated the student network from Wheeling campus so that they are more secure.

Ms. Kefauver announced with her position changing that this would be her last President's Council meeting. Carol Pegg started in the Division Office on Monday but will have varied hours until she finishes her program. Terri is there from 7:30 am – 4:30 pm. The Nursing Accreditation visit is set up for March 9 – 11. Linda is working on distributing an updated schedule. Ms. Kefauver will look into any cost savings by using the background check company used by the College on students.

Dr. DeAtley stated that the division chairs will meet on Friday. She is looking to improve communication with faculty and staff. At the next faculty assembly meeting, Kim Locy will introduce herself.

Ms. Albert announced that she has added Natalie Taylor, VA Counselor to her staff. Her position is funded by the Bridging the Gap grant.

Financial Aid will have a refund day tomorrow. Ms. Fike is looking at different distribution times for loans to make it more beneficial for the institution and to limit the effects on students who withdraw in the future.

If anyone has any items for Career Services, please send them to Ms. Fike.

The Library is providing lollipops for Black History Month.

Ms. Decola stated the Classified Staff Council is following Senate Bill 439 closely as it will repeal SB 330. Ms. Derrico is now at ACCE. As another option to try to improve morale, there will be a portion added to the Campus Communicator where there will be a spotlight on one area each month.

Ms. Farnsworth reported that the Academic Service Center is busy. They wrapped up a first early alert campaign. They are working on advising with the webinar tomorrow. In addition, they are in the process of transitioning the first year seminar program.

Ms. Woods submitted spring census data and ipeds. She will distribute summaries on these.

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Mr. DeFrancis asked everyone to save the date for Dr. Riley's inauguration scheduled for April 9th at 4 pm. There will be a ceremony followed by a reception sponsored by the Friends groups and the Foundation.

Mr. Lippiello announced that all campuses now have ATMs. The current vendor's contract expires in October. He asked if anyone is interested in serving on this group, please let him know. He would like to have the RFP out by June.

Mr. Lippiello stated that he had developed three different options in regards to tuition and fees. He has proposed revisions due to low enrollment and lack of funding from the state. He is concerned how this will go over with various college constituencies. We lost \$340k this year in potential revenue due to not collecting fees for credits over 12 but we are following code. Currently, we are not recouping costs for services we provide.