

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – September 21, 2016**

<b>DATE:</b> September 21, 2016	<b>PLACE:</b> 126A	<b>CONVENED:</b> 9:04 a.m.	<b>CONCLUDED:</b> 10:21 a.m.
<b>ATTENDEES:</b>	Dr. Riley, P. Carmichael, H. Coffield, C. DeAtley, C. Farnsworth, J. Fike, S. Owen, S. Payton, J. Sayre, R. Spurlock, P. Stroud, K. Mulhern		ABSENT: J. Baller, R. DeFrancis, L. Tackett, G. Wallace
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>October 12, 2016</b>		
ITEM	DISCUSSION		
<b>1. WESCO Update</b>	Dr. Riley stated that we are getting closer on a conceptual design to be shared. They have been working with M & G Architects. She has asked Mr. Sayre to share updates with each campus on the project. He has scheduled these for next week: Wed. – Wheeling; Thurs.- Weirton; and Fri. – New Martinsville.		
<b>2. All College Day Follow Up</b>	Ms. Carmichael asked for feedback after this year's All College Day. Mr. Owen suggested using stress balls next year. Most seemed to like everything and thought everything went well.		
<b>3. OASIS/Kronos</b>	Ms. Carmichael asked how everyone was doing with the Kronos system. Dr. DeAtley said that she had several people who had weird hours on Monday's processing. Ms. Carmichael reminded everyone that the system does not automatically calculate lunch. She will look for some workarounds and share with everyone. Also, as a reminder, annual leave needs to be approved in advance. They will start training on timeclocks later this fall for those who will be switching to that system due to FLSA changes.  Ms. Carmichael added that timestamps are showing up on some employees who are hitting that when they log into Kronos. She will send out a reminder asking them not to do that. Ms. Payton asked if there was going to be a list of the exempt and nonexempt after the FLSA changes go into effect. Ms. Carmichael replied that the supervisors have been notified. She reminded everyone that anyone can volunteer for anything. Ms. Fike, Dr. DeAtley, and Ms. Carmichael will work on the Commencement worker list to see how it looks.		
<b>4. Fund Review</b>	Mr. Sayre stated that he will be looking at how much funds are there at the beginning of the year and tracking throughout the year. He will be sharing this regularly once available.		

## OFFICIAL Minutes

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<b>5. IT Update</b>	Mr. Sayre stated that as he goes around each campus next week to give the Wesco update, he will also provide an IT update. He stated after two unsuccessful IT Director searches that they have engaged Omni Strategies to evaluate our current environment and make immediate suggestions. The goal is to stabilize IP video, the wireless environment, desktop access, and general network. They are looking at access points all over each campus. Omni will do a strategic plan on where they think we are and where we should be going. Omni will help the existing IT staff enhance their current skillset. Omni works with EGCC and Belmont Tech. One of their staff members previously worked with the Ohio community college network. Mr. Owen asked Jeff to explain the costs effectiveness of the OmniStrategies consulting contract relative to the decision to not replace the vacant I.T. Director position; and whether funds allow long-term contract maintenance.
<b>6. Workforce Development Updates</b>	Ms. Mulhern provided several updates in the Workforce Development area. The Chemical Operator accelerated program in New Martinsville is going well. They have 10 students and just started the second session. She conducted evaluations at the end of the first session and all appears to be going well based on the student feedback. These students will finish April 15 <sup>th</sup> . They are looking at ways on how to continue accelerated format. Dr. Riley would like to look at this more and how to expand into other technical programs. Cindy Ritchie is the advisor for this program and is doing an excellent job assisting the students. Due to financial aid issues, Ms. Mulhern is using grant funds to purchase books for the students. The books will remain the property of WVNCC. Ms. Fike has a form for them to complete. Ms. Mulhern, Mr. Tackett, Dr. DeAtley, and Ms. Fike have been brainstorming as to how to get some sponsorships from local New Martinsville companies.  BTG – Ms. Mulhern stated that the Dept. of Labor conducted an audit last week. She has not heard anything. She stated that Jim Skidmore asked where the projected numbers came from and that's what she was initially given. He thought they looked a bit low. He was just trying to look ahead in case they asked any questions on it. If they get a desk audit, she will let us know. There is still a lot of marketing being done with BTG. Ms. Mulhern, Dr. DeAtley, and Ms. Farnsworth are coordinating an outside consultant to come in and work with faculty and staff on advising. Guided Pathways will help with this and outreach to students. Ms. Farnsworth will send out a schedule once finalized. They are looking to do two days of training with one session in the morning and another in the afternoon. November 17 <sup>th</sup> will be for staff and November 18 <sup>th</sup> will be for faculty.  She also stated that during the summer, there were six students who received training in the non-credit welding. Mr. Raveaux has done 36 national certifications for students. Recently, Ms. Mulhern submitted a learn and earn grant with Touchstone but has not heard back as of yet. We would be a pass through on it.
<b>7. October Events</b>	Ms. Payton stated that they have had a busy September. There is still outdoor movie nights planned for each campus this month as well as a Wild World of Animals program on Friday in Wheeling. In October, they are offering pizza with the president. Students will have the opportunity to meet with Dr. Riley. Mr. Doolin will be doing an acoustic performance on 10/12 in Wheeling. There is a Masquerade Dinner Dance on 10/21. The DJ is booked and they will be selling tickets. There is a Mediumship Gallery Reading and a Paint and Sip.

## OFFICIAL Minutes

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	<p>She encouraged people to attend. The Black Light Dodgeball event was successful. If anyone has ideas for spring, please let Ms. Payton know.</p>
<b>8. Other</b>	<p>HR Office will be closed next Thursday due to three of them being out for training in Flatwoods and one out for vacation.</p> <p>Budget – There was a discussion about the importance of planning for costs in your area. Mr. Sayre stated that emergencies and other unplanned needs are going to arise but they should be the exception rather than the rule. He also stated that the Business Office is not there to create or cut the budget but question if areas have thought out their plan before spending. Ms. Mulhern stated that her purchase orders look different each year due to grants. She will work with Mr. Sayre to sort out their budget.</p> <p>Ms. Fike stated that she is still struggling with print cartridges - how much they cost and how some of it is covered. There was a discussion about desktop printers and secure printing.</p> <p>Legislative Oversight Commission on Education Accountability – The report is out and Ms. Carmichael will be sharing with FT employees today. The data in there shows that we are moving in the right direction and it will help with setting goals in relation to the Strategic Plan. WVNCC is not the highest but also not the lowest in most categories.</p> <p>Ms. Fike provided several updates from her area. On 10/6, financial aid will be disbursed. At Orientation students signed up for the bank mobile card and she will send out a reminder. Mr. Sayre stated that the ATM should be up here in 10 days.</p> <p>College fairs have started. There was one in New Martinsville last week. We are at a WTRF job fair today and were in Washington/Greene County yesterday. We are already into Fall 2017 recruiting.</p> <p>Ms. Spurlock asked if there was a way health science students could know up front the costs associated with their programs. She has been getting hit with a lot of emergency requests. There was discussion on the best way to communicate costs of programs. Programs website may be the best solution. Part of the costs include background checks and drug testing. Ms. Carmichael is looking at different background check companies and might be able to cut the cost. She will work with Dr. DeAtley and Ms. Hans to see what the options are.</p>