

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 14, 2015

DATE: October 14, 2015	PLACE: 126A	CONVENED: 9:03 a.m.	CONCLUDED: 10:23 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P. Carmichael, C. DeAtley, R. DeFrancis, J. Doolin, J. Fike, S. Lippiello, , D. Shahan, P. Stroud, , G. Wallace,		ABSENT: H. Coffield, C. Farnsworth, S. Payton, L. Tackett
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	November 18, 2015		
ITEM	DISCUSSION		
1. Budget Reduction Planning	<p>Dr. Riley and Mr. Lippiello will begin work on a budget reduction plan. They are still waiting for specific guidelines from the state. There is a 4% cut and higher ed is not exempt. This translates to approximately \$285k budget reduction on top of a \$300k+ shortfall from not meeting the fall enrollment goal. Dr. Riley should know more after the WV Council meeting next week. She asked that everyone work on retention of current students for the spring in order to reduce further shortfall.</p> <p>Several options that we will look at include personnel savings to date (with some open positions); OTPS budget reduction; possible travel freeze; potential hiring freeze (maybe from Governor's office); and continue to look at every vacancy on whether or not it gets filled. Cabinet will also explore other cost saving measures. Ms. Carmichael added that the state has had a hiring freeze for the last three years but that higher ed had been exempt.</p>		
2. President's Council Function	<p>Dr. Riley stated the purpose of the NPC is to enhance communication across the College. Supervisors are to take information back to constituents. As a reminder, President's Council is a time to share special initiatives in areas and attendees are encouraged to invite staff from their area to talk about special initiatives that might be happening.</p> <p>In order to help facilitate information being shared, the President's Office will send an email with the summary to the campus. They are already posted on the website.</p>		
3. Professional Development	<p>Ms. Carmichael discussed the meeting that the Professional Development Committee had yesterday. They are trying to clean up the process for looking at professional development requests. Ms. Carmichael stated that the Professional Development fund is around \$30k but is divided into quarters.</p> <p>Since Ms. Carmichael needs to report on ALL professional development activities, it is critical she receives any professional development information even if it is paid by a grant such as Title III. The Committee is strengthening the guidelines and process. The Committee approved a revised process yesterday and she</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 14, 2015

	<p>will be sending out the revision to all employees.</p> <p>One area of concern is when there are department funds allocated for professional development, such as a reoccurring conference, and they are still requesting professional development funds. Ms. Carmichael is revising the form. She stated that there is also discussion about reducing the amount from \$2000 to \$1500 per employee.</p> <p>Also, if there is an emergency approval needed, the process is set up so that Ms. Carmichael and one other member of the committee can review to approve.</p> <p>She also stated that it is up to supervisors to follow up with employees on what they learned and if it can benefit others as well.</p> <p>Also, as part of next year's All College Day, there will be a few people picked to present on their previous professional development opportunities.</p>
<p>4. OASIS</p>	<p>Ms. Carmichael provided an update on the time clocks. Installation was complete as of yesterday and IT is in the process of installing the power over ethernet. Once set up, she will enroll non-exempt, work study and hourly employees. She will then work on training for all affected employees. Supervisors will still need to approve timesheets. Once in place, she will send out an email to all employees affected by change.</p> <p>December 11th is the target date for the bi-weekly payrolls. The state has been changing coding and is a constant challenge. Ms. Carmichael will provide updates as they become available.</p>
<p>5. Veterans 5 Star Challenge</p>	<p>Ms. Fike explained that the state had asked all four year schools and community colleges to participate in The 5 Star Challenge. Ms. Taylor will be coordinating Challenge Coin Ceremonies on all three campuses: 11/9/15 – New Martinsville and Wheeling; and 11/10/15 – Weirton. By participating in this, it reaffirms our commitment to veteran students.</p> <p>Ms. Taylor, Ms. Payton, and Mr. Tackett are working on setting up lounges for VA students. There will be POW and US flags in the lounges as well as a world map where students can indicate where they served.</p> <p>Dr. Riley will be receiving a coin to present and it will be on display in the President's Office.</p> <p>Ms. Fike added that we have a full year to implement other initiatives including early registration for Fall 2016 and identifying other students who may have served. The admission form now includes a question for students to self-identify. Ms. Fike will try to survey current students.</p> <p>Dr. Riley will attend a state presentation on November 12th in Charleston.</p>
<p>7. Other</p>	<p>Position updates – Ms. Carmichael stated that we are in the process of doing reference checks on a potential Director of IT. The Registrar will start on Monday. There are two open maintenance positions –</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 14, 2015

one in New Martinsville and one in Weirton. There are three nursing faculty positions in Weirton, a surgical tech faculty position and a developmental English faculty position. There is also the vacancy with Debbie moving into Financial Aid and a replacement for her position in the Service Center and a replacement position for Janice Daily which will be more aligned for the services provided.

Mr. DeFrancis stated that there are new program brochures and the old tri-fold brochures have gone away. The new brochures do not include curriculum but more narrative on programs. He also added that Becky has started work on the schedule and that it should be out soon.

Mr. DeFrancis reminded everyone about the Geri Jewell event at noon and this evening.

Mr. Lippiello stated that he is in direct solicitation of four vendors for internet service in New Martinsville. They are looking for fiber connection rather than the Stratuswave connection. The Stratuswave contract expires in December. They will meet on Friday in New Martinsville. Internet services are considered an utility so they do not require a bid.

Mr. Lippiello is also working on information regarding the sinkhole repair. ACA Engineering recently looked at the walls. They thought certain areas may or may not be a good thing. Mr. Baller is assisting him with this. Mr. Lippiello will share information once available.

Mr. Lippiello had a productive meeting with Hughes regarding print management and student printing. The goal is for the student to see the p counter when they log in. They are still exploring if the different software is compatible.

Also, Tammy Jones replaced Katrina Hyde in the Business Office. She is working/training with April on travel and purchase orders.

WESCO update – Mr. Lippiello stated that he has provided all information requested to Rich Donovan at the state. Vic Greco has completed his review and total costs estimated for renovations equals around \$3.4 million. He added that all of this will be shared with the Board of Governors next week. The WV Council will review next Thursday.

Mr. Lippiello is waiting on Vic Greco's estimate on the former ECS Building parking lot project.

Mr. Baller stated that there have been improvements made with LED lighting in the stairwells in the ECS building. These are 70/10 lights which means the usage is at 70% then drops when not needed. He hopes to have them in several other areas over the next few months.

Ms. Stroud stated that she continues to work on the transitioning of the library system with WVU. They are

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 14, 2015

using a company called Worldshare Management. Most of the meetings have been online on Wednesday's. They are scheduled to have three data loads and are under a rather, fast intensive schedule put forth by WVU. November 9th will include a data load for record checking. At this point, she does not anticipate needed IT assistance. They anticipate going live with the data towards the end of March.

Dr. DeAtley provided several updates from her area including the following:

- 10/15/15, 1 – 3 pm, Room 201, B & O – Reception for Adult Education Studies Piloted program (geared towards oil & gas). We are the only community college in the state participating in the program. We have about 15 students for it so far.
- 10/16/15, 11:30 am – 1:30 pm, Auditorium, B & O -- SEAL (Strategies for the Engaged Adult Learner) Training. Dr. Robin Asbury will be leading the session. To date, there are over 20 faculty signed up.
- 10/22/15, 6:30 pm, Auditorium, B & O Judi Hendrickson will be leading a "Mourning Traditions" tour.

"Wordle" – As a result of All College Day, Ms. Carmichael is working with some members of the EM Council on a "wordle"/email project. The word list contains the behavior and characteristics of things employees want to be known for and what they do not want to be known for. They will do a weekly email blurb on one positive and one negative. They are looking at trainings for November for President's Council on leadership and January is team building. There will also be a Spirit Day.

Mr. Doolin stated that the faculty has been working on streamlining FERC and merit. If a faculty member completes FERC, they are automatically applying for merit. The second reading will be in November and will be ready to roll out in January.

Ms. Fike provided several updates from her area including the following:

- Financial Aid – second half of loans will be out at the end of the month.
- The Financial Aid auditors will be here the first week of November.
- High school guidance counselors are here on November 6th.
- There is a new application for workforce applicants.
- Registration for the spring opens November 10th at 1 pm for spring/summer. CJ Farnsworth is working on pre-registration initiatives.
- They are out visiting high schools for Fall 2016.
- If you have data for spring calendar, please send in items to Shannon Payton and Ida Williams.
- Default rates – we were at 28.8% in 2012. Next year, we hope to be around 26%.