

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 15, 2017

DATE: February 15, 2017	PLACE: Auditorium	CONVENED: 9:03 a.m.	CONCLUDED: 10:17 a.m.
ATTENDEES:	Dr. Riley, T. Becker, P. Carmichael, R. DeFrancis, C. Farnsworth, J. Fike, A. Frey, M. Koon, T. Marker, S. Payton, J. Sayre, P. Sharma, L. Soly, R. Spurlock, P. Stroud, G. Wallace		ABSENT: H. Coffield, S. Owen, L. Tackett
BY PHONE:	D. Bennett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	March 22, 2017		
ITEM	DISCUSSION		
1. Legislative Update	<p>Dr. Riley stated that the legislature opened on 2/8. They have been a little stronger on bills much earlier on than in the past so there must be a lot of work behind the scenes. Last week, she sent an email to campus stating that after listening to the Governor's address, there are two budget options being put forth. Most likely, the budget will land somewhere in the middle. We have been proactive sharing information with local legislators. Economic development in the state is critical and we are a key component to that by providing skilled workers. Dr. Riley asked if anyone hears of any updates to let us know and we will do the same.</p> <p>Dr. Riley was contacted by Delegate Erikka Storch on using the auditorium on Saturday from 10 -12 for a budget forum.</p>		
2. Employee and Dependent Tuition Waiver Policy	<p>Dr. Riley stated that a policy will be worked on that will expand the current 6 credit hours of tuition waiver to cover full time tuition. Another piece of the revised policy will be to waive the institutional fees but that any specialized program fees will be retained for costs purposes. This will be an employee benefit and ot will not go through the financial aid office. If the dependent is eligible to be on your insurance, they are eligible for this benefit. This will need to go through the rulemaking process so people will have the opportunity to make comments and revisions if necessary.</p>		
3. Strategic Planning	<p>Dr. Riley stated that there are two upcoming meetings on Strategic Planning. There will be a check in meeting on March 3rd and a planning meeting on April 7th for the 2017-2018 Academic Year. She asked that strategic planning items be lined up with goals for next year.</p>		
4. KRONOS	<p>Ms. Carmichael shared step by step directions for approving multiple timecards and FMLA entry in Kronos. She is in the process of working with Kronos on another option for FMLA.</p>		
5. Facilities Update	<p>Ms. Marker stated that they have now placed 76 piece road kits in each state vehicle which contains items such as first aid kits and a small air compressor. There is also a WV State Fleet Management manual in the vehicles that explains the steps on what to do if there is an accident in a state vehicle. She is also working on audits of all three campuses to get a sense of the condition of buildings and systems such as HVAC.</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 15, 2017

6. Other

Open House – Mr. DeFrancis and Ms. Fike announced that the Open House is set for 3/25 from 10-1. Ms. Baker will be sending out a reminder for people who would like to help out. If you need a staff shirt, please let them know so that they have time to order. Some staff will be arriving at 9:30 and others will be staying after 1 pm. Faculty have been good about volunteering their students to help share information about programs. There will be information put on the Facebook page. Posters are complete and will be placed around each campus. Classified Staff will be sponsoring the decorate a chicken contest. Faculty and staff will have a dress down day on 3/23 and there will be a notice coming out about it. Mr. DeFrancis is getting marketing ready to go. Attendees will not be required to pre-register but the option will be there. The scroll on the website will have information about it. The Wheeling campus will do self-guided tours. There will be targeted communications to early entrance students and career tech including College 101 students. The counselors and Kim Locy will be reaching out. Bookmarks with information about the Open House will also be handed out in the schools. It will also be mentioned at the Career Fair on 3/8 and District Consortium on 3/22.

Mr. Koon stated that they are working on the schedule for next fall and some faculty policies. The HLC report is out and he is in the process of gathering comments. Once comment period is complete, they will reconvene the committee who worked on the document and then fold into the strategic planning process. Dr. Riley, Mr. Koon and Mr. Tackett will be attending the HLC meeting in Chicago on 3/6.

Ms. Frey announced that disbursements were done on Monday. Refunds are currently going out to students. For the 2017-2018 academic year, they are sending out notifications to students who need corrections. With the FASFA being open in October, things are happening much earlier. High schools are inquiring about workshops. Next Wednesday, there will be a FASFA workshop in the library from 3 – 6 pm for those interested in the area. Promise deadline is 3/1. The next state deadline is the WV Higher Education Grant and they will be doing more workshops in late March/early April.

Mr. Sayre reported that the Wheeling ATM is back up and running. There are not aware of any issues with New Martinsville or Weirton.

Ms. Soly stated that the Career and Transfer Fair will be in Wheeling on March 8th. More information will be coming out on it. Please encourage your students to attend.

Ms. Stroud stated that the library is celebrating Black History Month. They are focusing on the theme “Crisis in Black Education”. There is a handout and lollipops available in the library.

Ms. Becker stated that as part of Career Services she has done a classroom visit for the Clinical Medical Assisting grads. She has spoken to them about College Central where they are able to post their resume and see jobs available locally and nationally. She has also been working with employers to come in and do interviewing. In April, there will be a presentation from the Peace Corps about opportunities available for

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 15, 2017

students. She will also be presenting at the Wheeling Park Band Boosters to work with parents about opportunities at WVNCC.

Mr. Wallace stated that tobacco use (chew) seems to be up in all buildings and is making a bit of a mess. This is a violation for student code of conduct if caught. Ms. Payton will add a reminder to the student email. Ms. Fike will check on signage. Mr. Tackett will be asked to work with faculty in the ATC Building to address as well.

Mr. Sayre stated that the budget is moving forward. They are trying to address everything but this will be an ongoing process for a while.

Ms. Fike stated that they have three admission events coming up – 1. WTRF Fair on 3/7 from 10-5 at the Highlands at the new hotel. Culinary will do lunches. 2. Marshall County Chamber of Commerce Fair 3. WPHS – Career Tech Open House. They are continuing to do outreach and manage the inquiries. Culinary Arts recently did a targeting recruiting event with a different flyer in Columbus.

Ms. Fike reported that they are looking at a new text alert system. It will be an opt out system rather than an opt in. It would be used for emergency alerts only. With this system, they are able to separate by campus if needed. This system also ties into social media. The goal is to have it up and running by 7/1. Ms. Carmichael added that this system would be able to eliminate the phone tree system for employees.

They have recently mailed diplomas for December grads. They are also reminding students to apply for graduation and to also remind students about cap and gowns. There is financial assistance available for that.

Ms. Spurlock announced that they recently received funding from the Women's Giving Circle and they will be allowed to use that for emergency assistance including help with cap and gown. The Golf Outing is scheduled for June 23rd. More information to come. She also stated that the Amazing Raise will be taking place in early May. There will be more information about it at next month's meeting.

Dr. Sharma reported on two upcoming assessment events for faculty. The first is a professional development opportunity on Friday that was created by the division chairs. One of their goals will be to have consistent vocabulary across all. They will also look at syllabi for consistency. The other opportunity will be on 2/24. Dr. Sharma and Mr. Koon have worked with program directors on program assessment where they are reviewing what is there and what is not. They will also work to make vocabulary consistent here. She also stated that they are working on policies for early entrance to address some recent issues. They are also working with Dennis Bills and Ina on testing protocol policies. Promotion packets are complete.

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 15, 2017

Ms. Payton stated that they had great turnouts last week for the Black History events. The speaker was well received. They have received a Foundation grant to sponsor an Oglebay Family Fun Day at the Levenson Shelter on Saturday, May 6th. They hope to use this event to recruit for the Alumni Association. More information will be coming. Women's History Month will be held in March. The Valentine's Day fundraiser for the American Heart Association was successful.

Centertown Fitness Equipment – Mr. Sayre stated that Northern has received 7 pieces of strength equipment and are looking at a plan as to what would be the best place for it. They are also exploring options in Weirton and New Martinsville for cardio equipment. He stated that for next year, there will be a \$37.50 student activities fee for students and that it will be used for student activities only.

Ms. Farnsworth stated that they made a small change to the First Year Seminar. They are working with IT to make it available online. This should be ready to go for Fall 2017. They are also trying to urge students to come see them and to also take advantage of tutoring. The Retention Committee is working to align its plan with the Strategic Plan. Ms. Fike is to provide them bookmarks to hand out about the Open House. Fall registration opens April 10th and they will be doing a registration campaign. The ATC faculty have been great about working with them and students to help with advising and other support.

Position Updates – DHHR - They will be making a recommendation to Dr. Riley. For the IT position, they are in the process of reference checks. The VPAA job is posted and will be running until the end of the month. The committee will then start reviewing. The payroll position search has been extended. If you know of anyone with payroll experience interested in a part time job, please send them the information. March 3rd is National Employee Recognition Day. The week of 2/27 they will be doing various activities around each campus for employee recognition leading up to this day. If you want to do anything specific for employees in your area, please feel free to do so.

New Martinsville Update – Ms. Bennett stated that they have been working on high school recruiting. Most recently, Ina and Chris Kefauver did a culinary recruiting session at Swiss Hills.

Dr. Riley reminded everyone that she will be doing open hours in room 201 from 11 – 1 today to increase dialogue. She did these last week in New Martinsville and Weirton.