

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 26, 2017

DATE: April 26, 2017	PLACE: Board Room	CONVENED: 9:04 a.m.	CONCLUDED: 10:28 a.m.
ATTENDEES:	Dr. Riley, P. Carmichael, H. Coffield, C. Corbin, R. DeFrancis, C. Farnsworth, J. Fike, M. Koon, T. Marker, S. Payton, P. Sharma, R. Spurlock, G. Wallace, C. Stokes (for K. Herrington)		ABSENT: T. Becker, A. Frey. K. Herrington, J. Sayre, L. Tackett
BY PHONE:	D. Bennett, L. Soly, P. Stroud		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	May 17, 2017		
ITEM	DISCUSSION		
1. WV Council Update	Dr. Riley provided an update from the Council meeting last week. We have received a grant to expand welding on the Weirton campus. In terms of legislative updates, the Personnel bill did pass. This bill changes roles for the HEPC and they were not included in these discussions. Trish at the Council is working out what all of this means and more information will be forthcoming. At this time, there are no updates on the state budget situation. We will move to have to the Board of Governors approve a budget once we know more about state appropriations.		
2. End of Semester & Graduation	Ms. Fike distributed an updated list of spring events.		
3. Fall Orientations & Registration During Summer Months	Ms. Fike distributed a list of Fall 2017 dates and events. She stated that they are still adding more orientation dates. She will update the chart and send out. Ms. Carmichael suggested adding the faculty return date and Ms. Spurlock suggested adding the Friends Dinner on October 21 st .		
4. HR Updates	<p>Ms. Carmichael stated that the VPAA search is moving forward. They will be doing on campus interviews next Monday and Tuesday. They will send a schedule to campus and give everyone an opportunity to meet with candidates and provide feedback. For the recruiter and DHHR position, they just received reference checks back and they will be moving forward with approval to hire. They are currently working on maintenance employee interviews. They have not had a good applicant pool. Hopefully, they will have interviews scheduled soon. In addition, they are also in the process of scheduling interviews for the person who will be split between HR payroll and Business Office.</p> <p>Evaluations – Ms. Carmichael reminded everyone that these are past due.</p> <p>She also stated that the faculty intent to renew appointments were sent out. Given the state budget situation, if they are not done by 5/5, Ms. Carmichael will send to faculty home address.</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 26, 2017

	<p>Summer hours start on 5/15. They have notified several employees who have not submitted their forms indicating their summer hours.</p> <p>Ms. Carmichael explained that once a position is approved to be filled that it is not a quick process to get into NeoGov and have the job posted. The process actually takes several days and also gets advertised in the paper.</p> <p>Ms. Carmichael will be going to Charleston next week to work with other CHROs to see what the personnel bill will mean for institutions.</p>
<p>5. Assessment Update</p>	<p>Mr. Koon stated that after meeting with the HLC accrediting group that we need to do more for completion and persistence. Dr. Sharma will be handling the assessment. The process is still being driven by the Assessment Committee but this will be a collective institutional effort. Ms. Sharma stated that they have held two assessment workshops this year. They met yesterday to assess co-curricular items such as how are we meeting student needs including basic services and student learning outside the classroom. He stated that we will not know until June but we could be looking at a comprehensive visit in two years or a focus visit.</p> <p>Mr. Koon stated that there is a subcommittee of the Strategic Planning Committee that is working to define measures and targets for a more concise strategic plan which will set overall broad strategies for the institution. It will be easier to follow and functional. In order for the HLC visit, there needs to be a year's worth of data. We need to be able to provide enough data to show that we are moving in the right direction. We need to do a better job of collecting and reporting data. He also stated that with the VPAA coming in, they are going to have to get on board with what we have and not try to bring in their own model. Assessment will become part of the culture and we will use data to make improvements in policies and processes.</p>
<p>6. Other</p>	<p>Mr. DeFrancis stated that TSG will be here on Friday at 1 pm to film a new commercial that will focus on transfer and affordability. The theme will focus on getting comfortable with college. He stated that they are also still working on the catalog – the math stuff is still getting worked out. He hopes that it will be out before the end of June. He also reported that they are finishing up the Foundation Annual Report. It should be finished within the next month.</p> <p>Ms. Fike reported that the first summer purge went well. Physics I & II are full. Several other classes are also filling up. Fall registration is up and running. There are a few hiccups due to math changes but they are sorting it out.</p> <p>Ms. Farnsworth stated that the registration campaign is underway. Dr. Riley will get with Ms. Coffield regarding looking at the data for fall to fall retention. Dr. Riley suggested a focused follow up activity on first time, full time cohort. Ms. Fike stated that they can do it. Dr. Riley asked if we are using spring BBQ's on each campus to do a registration push before the students leave. Ms. Farnsworth stated that they are open to ideas. Ms. Payton stated that it would be nice to do a group concerted effort at the picnics, more of a one stop shop similar to the way that New Martinsville did. Ms. Fike will work on putting something together from</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 26, 2017

her area. Ms. Payton said that she is open to anything to help out. Ms. Bennett added that the New Martinsville event was successful and that students like the focused day. Ms. Farnsworth will reach out to faculty with advisee lists for another push for registration.

Mr. Corbin stated that they are dealing with lots of spam this week and he is working with other IT Directors to help resolve. IT is also in the process of upgrading wireless and it will be done over the summer. Office 2016 will be installed over the summer although offices are welcome to keep their Office 2013. He would like to get rid of Office 2010. He also said that they are trying to get exchanges off site.

Mr. Wallace stated that next month they will start stripping down floors, waxing and cleaning the carpets.

Ms. Marker announced that they have made good use of the unused furniture. They have been able to donate it to several Wheeling non-profit organizations including the Heritage Organization, Child Services, and the Children's Museum. They were also able to locate several handicapped desks during the clean-up process that were immediately claimed. She is working on dressing up the area outside around the herb garden.

Ms. Coffield stated that IR is collecting information at the spring BBQs. They are also in the process of updating their protocol for students who have creative names and how to enter in Banner. They will be discussing more of this at the Data Integrity meeting tomorrow. IR is also in the process of wrapping up the CCSSE (survey on student engagement). They hope to have the data back in July and present the information at All College Day.

Ms. Spurlock stated that she is working on the golf outing and welding grants.

Mr. Koon stated that the division chairs met yesterday and they will be cancelling a few classes. The final schedule was sent out. The exam schedule is still being finalized. It will be sent out shortly.

Dr. Sharma stated that there was an early entrance meeting with counselors and faculty to establish guidelines on roles of facilitators. They are also defining protocol if complaint comes to counselor and how to handle. There are also some issues with some high schools not having access to software. They are looking at some options to define an early entrance gen ed program to graduate early.

Ms. Payton reported that the spring BBQ's are going on this week. The Wheeling Student Leadership luncheon is cancelled for Friday as these students are traveling to Charleston for a PTK event. They will recognize these students at the SGA meeting on 5/5. The SGA elections have happened and they have a full slate except for the State Advisory Council of Student Rep. It is still vacant. They will redo this election in early fall. In May, there will be the Jackson Mills Student Leadership conference. On May 6th, Student

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 26, 2017

Activities will host a Family Day at Oglebay for students, families and employees. If you plan on attending, please let Ida know ASAP. She is working on getting wrist bands.

Ms. Carmichael announced that if anyone needs door overrides in order to enter a building outside of normal operating hours to please let her know in a timely fashion. She can take care of this as well as Mr. Corbin and Ms. Marker. She also stated that some employees ID badges have quit working. Let her know if you need a new one. In terms of work study employees, she has received requests from supervisors and they will probably not be able to fulfill all of them. She is also in the process of sorting out the RPA budget. They are trying to cut this budget down.

Ms. Carmichael will be out of the office from 5/6-5/15. If you need something, please let her know now. She will also be in Charleston next Thursday for the CHRO meeting and she also has interviews several days next week.

Ms. Bennett announced that the New Martinsville Honors Convocation is on Sunday at 2 pm.