**Minutes**

**Faculty Assembly**

Friday, April 5, 2013

**Faculty Attending:**

T. Aftanas, C. Blatt, S. Bonacci, S. Buerdsell, T. Craig, D. Cresap, M. Davis, J. Doolin, D. Ferrell, M. Goldstein, D. Fitzgerald, B. Fulton, D. Hans, C. Harbert, L. Ingram, M. Kahl, J. Keyser, A. Kuca, R. Malek, J. Marth, M. Merz, B. Peterman, J. Reho, C. Riter, C. Sergakis, P. Sharma, K. Silvestri, V. Slider, M. Stephens, D. Stoffel, J. Tyburski, J. VanFossan, A. Vavra, M. Watson, G. Winland, M. Wycherley, D. Yadrick

**Guests:** Stephen Lippiello

Meeting was called to order by C. Riter at 2:00 in the Auditorium of the B & O Building, also via IP Video Weirton and New Martinsville.

Minutes from the March 2013 meeting were reviewed. Motion was made by T. Vavra / J. Tyburski to make a correction to the minutes that J VanFossen, T. Aftanas, S. Bonacci, and C. Blatt were in attendance since they attempted to attend via IP Video as they were told would be available but was not.

Motion made by B. Peterman and seconded by D. Cresap to accept the minutes with approved changes.

C. Riter stated that she wanted all campuses to feel included in these meetings. A way to do this would be to have the camera face the assembly and to announce your name before speaking. Also that she would have a microphone available if the distant campuses could not hear. This will be a way to use technology to our advantage and it will help us have a more unified and stronger assembly.

C. Riter reported the results from the Executive election of officers.

Jeremy Doolin, Vice President/President Elect

Tammy Aftanas, Secretary

**Unfinished Business:**

1. Academic Calendar - The issue to extend finals for 5 days was resolved. Finals will be 4 days as faculty wanted.
2. Rolling Purge – Information for students is on line in their personal accounts. They are individualized for each student.

* Self pay – initial payment of 25%, then 3 additional payment due dates will be clearly stated on the student’s account As not to penalize the summer school students, they will not be purged.
* The advantage to faculty will be that they will know what classes they will have sooner.
* The advantage to students is that they will know what classes will be offered/cancelled sooner.

1. C. Riter reported that the Executive Committee asks that if you have a problem involving WVNCC, that you contact anyone of them to report the problem.

**Financial Report – Steve Lippiello**

1. We started the year out very challenging with decreased enrollment.
   1. Our revenue is based on full time equivalents of 15 credit hours.

We anticipated 3800 FTE when we only had 3200 FTE.

We receive $1300 for each FTE.

* 1. We lost $600,000 from state appropriated funds.
  2. Students taking 15 credit hours only pay for 12 credit hours. We experience a loss of about $150,000 from this.

1. Things we are doing to increase our revenue:
   1. WVNCC has proposed a 6 ½% tuition increase - $94 to $100 per credit hour. We hope to generate $285,000 from this. This will not be a burden on the student since the cost to PELL students will amount to $9. At present the average PELL student receives $1700 after all tuition and fees are paid.
   2. WVNCC also proposed to increase the facility fee from $15 to $65 per person. This will amount to $571,000 in additional revenue.
   3. Already approved was an increase in Distance Ed fees from $20 to $30. This will result in a $60,000 increase in revenue.
   4. WVNCC is hoping to receive an increase of $25,000 from Barnes & Noble’s since it will be open to the public.
   5. Return to Title IV – We are trying to trace down students on financial aid who withdraw to get them to pay back money. We lost $78,000 in the fall semester from these students withdrawing.
2. We are about $200,000 from balancing the budget at this point.
3. We will be decreasing funding for adjunct faculty.
4. We will be decreasing the operating budgets.
5. NOT foreseeing any raises.
6. WILL fund faculty promotions and faculty merit.

**New Business:**

1. M. Davis talked about the concept of a faculty advocate for faculty choosing to file a grievance. He said that this is an informal job and he would be willing to nurture and guide them. He said that them not having an advocate is an example of faculty standing alone. Not having an advocate is much weaker than having an advocate. Anyone interested should contact Michael.
2. Election of the Board of Governor Representative

Rita Berry’s term has expired and we must elect another faculty representative.

Motion by M. Davis was made to nominate F. DeCaria – seconded by J VanFossen.

Motion by L. Ingram was made to nominate D. Cresap – seconded by B. Peterman.

Motion by A. Vavra was made to nominate D. Stoffel – seconded by J. Doolin.

All nominated are willing to serve.

A secret ballet vote was taken and results were:

F. DeCaria – 15

D. Cresap – 12

D. Stoffel – 7

**3.** Motion to go into Executive session was made by M. Davis and seconded by

M. Wycherley.

**Into Executive Session at 2:41.**

1. Motion to adjourn Executive session was by M. Davis and seconded by M. Wycherley.

**Out of Executive Session at 3:10.**

1. Motion to table the discussion until the next session and to find out how overtime is paid and CLC and overages was made by D. Stoffel and seconded by D. Cresap.
2. Discussion was about asking R. Lucki to be on a committee to get this information.

**Committee Reports**

C. Riter announced that there would be a change to committee reports. She is requesting that reports be emailed to her 1 week before scheduled assembly. She will forward them to assembly with the agenda so that assembly can review them prior to assembly. We will still review them in assembly.

**Assessment –** no report

**Curriculum -** Finalized approval of the Math changes (beginning Fall of 2013)

* Math 093 will no longer be required for students taking Math 100 or BA

109 as their math requirement;

* Math 093 will probably be offered once more in the summer and fall to catch the students who are in the lab or part way through; it will then be d/c in another year and students who do not score high enough on the placement tests in algebra who are in a transfer or liberal arts program which requires a higher level math will have to take Math 112 - Intermediate Algebra (new course to be implemented in the Fall of 2013) as a prerequisite to their college level math course

Finalized approval of changes to ALL 2+2 and transfer degrees (except Nursing) to comply with Series 11

* Removed ART 114 and SS 101 from the catalog
* Added GEOGRAPHY to acceptable social science core (and hopefully it will be added to the Core Coursework Transfer Agreement, which means other state schools would have to accept it as SS core;
* There will be a required Orientation course (starting Fall of 2013) for all first time freshmen as part of our retention efforts
* Approved 1st readings on:
  + - * New program in Petroleum Technology (Mike Koon) - should be finalized soon
      * Patient Care Technician (Ralph Lucki and Linda Shelek) - waiting for 2nd reading (sent via email by C. Herrington)

**Distance Education –** no meeting

**Enrollment Management –** no meeting

**ACF –** no report

**Board of Governors –** no report

**Institutional Technologies –** no report

**LRC –** C. Harbert reported that community access is here to stay. The community has stopped coming. -Following February 1, 2013, access by community members (who are non-student, non-faculty, non-staff) to the Wheeling Campus Library is limited to 3 people at a time.  Community members are limited to one hour a day to use the computers and/or magazines/books/newspapers.  This change resulted from a procedure created by Dr. Olshinsky.

The 150 book challenge is going very well.

The budget will be the same as the previous years.

Assessment of all syllabi is being done to see what kind of research is being done in classes.

Summer hours are 8-6 Monday – Thursday, closed Friday.

**General Education –** no report

**Merit –** L. Ingram reported that a meeting is scheduled for next Friday to review packets. It will be a 1 day meeting. Send any suggestions of things to look for or to change to Lisa.

**Budget –** no report

**Faculty Salary –** no report

**Safety –** C. Harbert reported that April is Sexual Assault Awareness Month.

The door will be going to card accessible. We will need new cards to do this. When do we want to go live? Give any suggestions to Crystal.

**Rules –** no report

**Promotion –** P. Sharma reported that they will be meeting next week. The packets have been reviewed by the committee members and the vote will occur next week.

**FERC –** no report

**Textbook Affordability –** no report

**Advising Committee –** C. Harbert reported that a pilot assessment of advisement was in progress.

**Announcements:**

Each offsite campus needs to scan and email attendance to T. Aftanas.

Weirton Campus will be having a Medieval Fair on April 10, 2013 from 10-5. All faculty and students are encouraged to attend. Please inform your students.

K. Herrington sent a message that they are trying to “tweak” FERC. Please send any suggestions to her by 4/12/13.

K. Herrington sent a message to remind all faculty to utilize student’s cell phones to do course evaluating. By doing this you will increase student participation.

L. Ingram added that M. Eberhart is willing to come to your class and speak to your students.

Commencement is Friday 5/10/13. Everyone must be there by 6:15.

There will NOT be a Faculty Assembly meeting in May.

C. Rogerson made a motion to adjourn the meeting. The motion was seconded by M. Watson.

The meeting was adjourned at 3:25.

Respectfully submitted by Tammy Aftanas, Secretary