

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 20, 2016**

<b>DATE:</b> April 20, 2016	<b>PLACE:</b> 126A	<b>CONVENED:</b> 9:04 a.m.	<b>CONCLUDED:</b> 10:35 a.m.
<b>ATTENDEES:</b>	Dr. Riley, J. Baller, P. Carmichael, H. Coffield, C. DeAtley, R. DeFrancis, J. Doolin, S. Griffith, A. Moran, S. Owen, S. Payton, , R. Spurlock, P. Stroud, G. Wallace		<b>ABSENT:</b> C. Farnsworth, J. Fike, D. Shahan, L. Tackett
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>May 18, 2016</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Strategic Plan Update</b>	Dr. Riley stated that Cabinet is reviewing specific items for the Strategic Plan. The summary was sent to campus and approved by the Board of Governors. Ms. Coffield is mapping out the data benchmarks that need to be turned into Council on May 1 <sup>st</sup> . We also have our own internal tracking document. Dr. Riley reminded everyone that this Strategic Plan needs to be more detailed and specific than in previous years.		
<b>2. Budget Update</b>	At this time, Dr. Riley reported that we do not have any further details on the budget. The Chancellor is hearing anywhere from 0-18% cut. The timeline of when we will know for sure is still unknown.		
<b>3. Tuition &amp; Fees Update</b>	Dr. Riley stated that at this time tuition and fees are unable to be finalized until the budget is finalized. The Board of Governors approved two tuition scenarios which includes a tuition increase range from 4.9% - 8%.		
<b>4. Academic Program Updates</b>	Dr. DeAtley stated that they recently received a letter from Mark Stotler acknowledging implementation of three new programs – Instrumentation, Chemical Operator, and Cybersecurity. These are all programs under BTG. The Chemical Operator is an accelerated program on the New Martinsville campus that will be a different delivery format than others. It starts July 2 <sup>nd</sup> and finishes April 2017. It is an intensive M – F class schedule. There will be peer coaches and support coaches to assist in every aspect of the program. Dr. DeAtley will send out the program layout to the President's Council. If needed, there is a boot camp before the chemical operator program begins.		
<b>5. Commencement Update</b>	Dr. DeFrancis reminded everyone that Commencement is on Saturday, May 7 <sup>th</sup> at 11 am. David Artman, CEO of Weirton Medical and a WVNCC grad will be the speaker as well as the Distinguished Alumnus. Due to activity in WesBanco on Friday night, we are unable to set up until after their event. Mr. DeFrancis will check to see when the West Room would be available and if it is able to be locked. Ms. Moran will get the number of graduates.		
<b>6. Foundation Updates</b>	Ms. Spurlock announced that the Foundation has given blanket approval for any graduating student who needs help to pay for cap and gown.  The Friends Dinner on Saturday was a success and included a number of WVNCC employees in		

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	<p>attendance. They raised around \$20k in tickets and sponsorships. Joe Eddy gave an additional \$10k for a technical scholarship fund.</p> <p>The 5k is scheduled for 4/30 and currently has 60 registrants but they expect up to 200. There will be a student speaker present to talk about how the scholarships have helped them pursue their education.</p> <p>The golf outing is set for 6/24. The Alpha has agreed to donate food for the luncheon. Other details are being worked out.</p> <p>On 5/3, there will be the Amazing Raise to encourage online giving.</p> <p>The revitalized Alumni Board currently has six members and will have a meeting in early summer.</p> <p>They are also in the process of trying to reinstitute the Weirton Friends group.</p>
<p><b>7. Financial Aid 2016-17</b></p>	<p>Since Ms. Fike was out of town, Ms. Griffith provided an update on financial aid. At this time, Ms. Griffith stated that there is not any summer financial aid left to award. Since rad tech and surgical tech require summer attendance, they might reallocate some work study funds to their summer aid. For Fall 2016, Ms. Dlesk has sent out all scholarship letters. They have also started sending initial aid letters out based on last year's budget information. Once we know budget information, revised letters will go out.</p>
<p><b>8. No Aid Code</b></p>	<p>Ms. Griffith stated that she and Ms. Fike have developed a code for those students who submit FASFA's but the families are making too much money to qualify for money. They created a code on the award screen to tell students that they have not been awarded any aid but once they receive information from the state including PROMISE scholarship information, this will be updated. The Service Center and Counselors received information on this explaining that there will be an extra step for students to do in order to get aid.</p>
<p><b>9. Other</b></p>	<p>Dr. Riley welcomed Scott Owen, Faculty Assembly President and thanked Jeremy Doolin for his service during the past year.</p> <p>IT Update – Dr. Riley thanked everyone for their patience as we work on getting everything back up from the email crash. Dr. Riley and Ms. Carmichael met with IT on Monday to prioritize projects. Ms. Carmichael will send out an update to campus on the system status. She stated that this is a slow process. For example, her email alone took over 22 hours to come back up. There are some issues with wifi in certain areas. Dr. DeAtley will follow up with nursing students to see if their accessibility issues have been resolved. Ms. Carmichael asked anyone still experiencing email issues to use the Oz system so that they can track tickets. The email groups should be back up by the end of this week. If there is an email group that still needs to be reactivated, please let Ms. Carmichael know. Chris Corbin will take lead in IT but will not be supervising at this time. Ms. Carmichael will help out with project prioritization and scheduling in IT.</p> <p>Registration – Dr. Riley reminded everyone that we need to get the current students registered before they walk out the door. The Academic Support Center has implemented a registration campaign to increase</p>

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earlier registration. There will also be tables and signs at the BBQ's next week to encourage registration. There are signs that need to be updated. Ms. Carmichael asked Mr. DeFrancis if it was possible to get a banner on the website. Ms. Payton will coordinate with Mr. DeFrancis and order banners for the outside but keep them generic enough that they are not date specific so that they are able to be used again. Dr. Riley asked Ms. Coffield if we could start receiving the thermometers on Monday which includes the number of current students registered. Ms. Payton asked Mr. Owen if he could remind faculty to be available to students during registration as she is hearing students say that some faculty are not available. He will send a reminder. Ms. Fike had previously sent out an email stating that Jacki Hores in the ASC would be available to assist the Service Center M – Th from 8:30 am – 3:30 pm. Dr. Riley will follow up with Ms. Fike on logistics. Dr. Riley will also follow up with Ms. Fike on current applications and Open House follow up.

Tutor Recognition Ceremony is on April 26<sup>th</sup> from 11:00 am – 11:30 am in the B & O Auditorium.

Student Activities – The Spring BBQ's are set for 11 am – 1 pm for the following dates: New Martinsville (4/26); Weirton (4/27); and Wheeling (4/28). The Wheeling student leadership luncheon is on Friday. The Weirton Honors is also on Friday evening and the New Martinsville one is on Sunday.

New Podiums – Mr. DeFrancis stated that the new podiums are in thanks to the help of the Foundation. They are beautiful.

Ms. Moran stated that they are pushing students to apply for graduation. Grades are due on May 9<sup>th</sup>.

Ms. Coffield stated that Shelly and Melanie attended a training session on BlackBoard Analytics and that they understand how they can use it to help design more dashboard information.

Ms. Stroud reported that Matt Starkey is helping them link the portal with the new "Library books and more" catalog.

Dr. DeAtley stated they are busy finishing the catalog, Honors, and schedules. Advisory groups are also meeting.

Mr. Owen reported that he is working with Ziegenfelder on internship opportunities. He will also be representing WVNCC at a Weirton Chamber event on Friday.

Mr. Baller has spoken to the foreman of the construction crew outside the B & O Building regarding the race route for the 5k. He stated that we will need to be very careful around construction site. He also discussed access to the Student Union in regards to the construction but there are not a lot of options there.

Ms. Carmichael made several announcements including the new CFO/VPAS starts on May 2<sup>nd</sup>. Summer

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	<p>hours begin on 5/9. She also stated that Jay Ellis is now working the 6 am – 2 pm shift. She also made reference to the email that was sent out regarding Kronos/OASIS. The first “live” paycheck will be June 10<sup>th</sup>. It has been very time consuming maintaining dual systems. She will start training soon for employees in Oasis/Kronos. The training will take about 90 minutes. The question was asked what if the supervisor who is approving employee time is on vacation or out sick and there will need to be a supervisor designee in that person’s absence. She also stated that how people earn leave is going to change. More information and training will be coming.</p>
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