

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 22, 2017

DATE: March 22, 2017	PLACE: Board Room	CONVENED: 9:04 a.m.	CONCLUDED: 10:24 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	April 26, 2017		
ITEM	DISCUSSION		
1. Open House	Ms. Fike stated that the Open House is scheduled for all three campuses on Saturday from 10 – 1. The weather will be nice so we are hoping for a good turnout. There are 23 volunteers at Weirton, 18 volunteers at New Martinsville, and 51 volunteers at Wheeling. There are 8 -10 student volunteers as well. Signs are up on all three campuses. Text and email reminders are going out. The metal chicken that was designed by the welding students was introduced. There will be a light lunch provided on each campus tomorrow for Spirit Day from 11:30 – 1. Dress down day is tomorrow. If you work the Open House, you may adjust your work hours the following week. Everyone is looking forward to a great day.		
2. Catalog/Fall Schedule	Ms. Fike stated that there are sweeping math changes most likely coming but will know more after Curriculum meets on Friday. This will delay the fall schedule by a week to 10 days but will not delay registration. On 4/4, Veteran's will still have priority registration. Once curriculum is approved, they will get it in the system next week. They are also preparing the Guided Pathways sheets. They will have handouts available by programs for all campuses.		
3. Tuition, Fees & Budget	Mr. Sayre stated that he has prepared a budget based on flat enrollment – nothing up or down. He will be presenting the tuition and fees proposal at the Board of Governors meeting on Thursday. It includes a 3% tuition increase which would result in \$132k in additional revenue. The 3% increase for an instate student carrying a full 12 credit hour load would mean an increase of \$48. They will also be suggesting a restructure of the student activities fee which would result in an increase of \$41k over the previous method. Mr. Sayre and Dr. Riley met with SGA a few weeks ago to discuss this. The transcript fee will be reinstated along with a \$200 international student application fee. He also stated that as of right now, the plan is to invest in our employees by having a raise. He stated that they are trying to make up for not having the step increase for Classified Staff last year. Several of the current vacant positions will be filled. The RPA budget is still being sorted out. It will be hard to maintain at the current level. He is also still working on OTPS. He thinks that we will still be ahead but are waiting on state appropriations to know for sure. If the state would cut more than the current built in 2% mid-year cut, we would need to go back and revisit the overall picture. He will ask for budget approval which may be a budget scenario at the April BOG meeting.		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 22, 2017

<p>4. HB 2542</p>	<p>Ms. Carmichael provided an update on HB 2542. It is one the most recent pieces of legislation that has the most impact on employees. 511 is the governor's proposal. The Board of Governors will not be able to put something in place without consulting the faculty and staff. There's a 30 day period where the Board must leave anything open for comment. She stated that the biggest thing is that it removes bumping in the event a job is eliminated. The argument was made that the institutions were losing valuable employees with the bumping process. This gives the institutions the ability to retain higher quality of employees. This bill does restructure a few positions at WV HEPC and CTCS. The bill was drafted and pushed through by WVU. HEPC was not involved. HB 2542 gives Marshall, WVU, and the WV Osteopathic School more freedom. HB 2542 also removes the salary scale from 2001 and HEPC will have a pay structure with low-mid-high points. Ms. Carmichael stated that she thinks it can be positive for the institution but depends on how an institution uses it. This will help with the bumping that comes along with grant positions. Ms. Carmichael asked if others hear of any updates to please share. She also added that the difference between Classified and Non-Classified will go away. New hires starting after 1/1/17 will be in line with FLSA. Ms. Farnsworth asked about job performance and evaluations. Ms. Carmichael stated that salary increases will be based on evaluation.</p>
<p>5. HR Updates</p>	<p>Ms. Carmichael stated that there are a few positions in the works with more to come. The search committee has reviewed the VPAA resumes and will be assembling soon to start with interviewing. The first round of interviews will be done via Skype and will go from there. Ms. Carmichael stated that Dr. Riley will make the final determination. The PT payroll position and DHHR position will be re-advertised soon. The search committee has been formed for the Student Recruiter position and will begin reviewing applicants soon. They will also be scheduling interviews soon for DHHR WT. Nursing interviews are occurring this week. Several vacant maintenance positions will be advertised soon.</p>
<p>6. Federal Student Aid Recertification Process/Consumer Information</p>	<p>Ms. Frey stated that she is working on a federal financial aid process and will be asking things of various offices on campus to be in compliance. Our current agreement expires 9/30/17. We have to submit our application by the end of June. She said that she would share the 41 page At a Glance summary with everyone.</p>
<p>7. Other</p>	<p>Wetzel County Business After Hours Event at Wheeling Nailers today from 5 – 7 pm. Cost is \$5. Please let Ms. Bennett know if you are interested in attending by 11 am.</p> <p>Facilities Update – Mr. Sayre stated that they are doing a number of audits in facilities and are in the process of making sure things are up to date.</p> <p>Ms. Payton stated that the Health Fair is today in the MPR from 11 – 1 pm. Lunch and Learn's, in celebration of Women's History Month, are scheduled for next week on all three campuses.</p> <p>Ms. Fike stated that there is an upcoming health information program for those who are interested. Faculty will be there to talk about programs. The session will be recorded and posted on website.</p> <p>The recent Career and Transfer Fair was a huge success with 35 employers and 15 colleges. Ms. Becker also stated that employers are opening up more opportunities to come in and speak with them.</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 22, 2017

President's Corner will be taking place on all three campuses next week. There is a morning and afternoon session open for employees and students. Mr. Sayre will be there as well to talk about tuition, fees, and budget.

Ms. Spurlock stated that golf outing preparations are underway. If you wish to contact a sponsor, please let her know.

Mr. Koon reminded everyone about the open advising meetings he is having during the next few weeks.

Ms. Farnsworth stated that the registration campaign kicks off 3/28. There is a webpage with First Year Seminar (ORNT 090) information under the ASC section of the website. This should help clarify who is or who is not required to take the course. There is another Lunch and Learn tomorrow on mental health tomorrow sponsored by the ASC.

Dr. Sharma provided details about a Professional Development activity next Friday to focus on improving the quality of online courses. It will cover such items as the Big Blue Button, offering online office hours for students and demonstrations on retention strategies for online and classroom courses. Kim Patterson will also be doing a demo to get more faculty interested in online courses. Ms. Carmichael asked for the attendance list from that so that she can be sure it's covered in the Professional Development report and will also add to the employee's file.

Mr. Wallace stated that the overnight crew has now moved to day and afternoon shifts. He does not want people to be alarmed. They will check on getting shirts for everyone so that they are easily identified. He also stated that they are changing all of the dispensers so that the product inventory will all match. Ms. Marker added that they are also working a checklist of items for the Open House. They are holding off on the Weirton concrete due to the weather.