

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

<b>DATE:</b> January 20, 2016	<b>PLACE:</b> 126A	<b>CONVENED:</b> 9:04 a.m.	<b>CONCLUDED:</b> 10:34 a.m.
<b>ATTENDEES:</b>	Dr. Riley, J. Baller, P. Carmichael, H. Coffield, C. DeAtley, R. DeFrancis, J. Doolin, C. Farnsworth, J. Fike, D. Meyers, A. Moran, S. Payton, R. Spurlock, P. Stroud, L. Tackett, G. Wallace		<b>ABSENT:</b> D. Shahan
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	February 17, 2016		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. VPAS Transition</b>	Dr. Riley asked if there were any questions on the VPAS transition. Previously, she sent out an email to campus. There were not any questions.		
<b>2. Review of Spring Semester Start Up</b>	<p>There was discussion about the first week of classes. Ms. Payton stated that she thinks we did a good job getting weather information out to students. Ms. Carmichael stressed the importance of having the doors unlocked the first couple days of class. The front door needs coverage until Shelly arrives at 8:30 am. Ms. Fike stated there were a few snafu's with IDs. The Registrar's Office is coordinating ATC enrollment reports to grant access. Dr. Riley thanked everyone for their efforts during the first week of classes. She emphasized that we still need to focus on returning students.</p> <p>Mr. Doolin stated that he really enjoyed the On Course program and found it very helpful. He has already implemented several items in his classroom to help with student retention and engagement.</p> <p>Dr. Riley will keep an eye on the weather for Friday. ATC has Friday evening classes to consider. Ms. Fike added that this is not an ACT Saturday. Ms. Fike will coordinate any closings with the WVU partners.</p>		
<b>3. OASIS Update</b>	Ms. Carmichael stated that she has no idea when the go live date will be but most likely after the legislative session is over. In the meantime, information is being kept in two systems. They are doing testing the timeclocks now. The timeclocks will be used for the following employees: non-exempt, temporary, hourly, and work studies. Ms. Carmichael has set up training sessions for next week to add more employees. She will do training for supervisors once all is working.		
<b>4. Position Status Update</b>	<p>Ms. Carmichael stated that all positions are on hold including positions that were advertised such as the Student Services position. They had some temporary help earlier to cover a busy period. NM maintenance position is on hold. Ms. Carmichael asked if someone wanted to volunteer at the NM campus to please do so. The Workforce Secretary position is indefinitely on hold. The Vice President for Administrative Services position will be filled and posted soon.</p> <p>Mr. Baller will discuss afternoon service worker position with Dr. Riley tomorrow.  Ms. Carmichael is sorting out coverage for the front desk receptionist position</p>		

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<b>5. Suggestion Boxes</b>	<p>Mr. Weisner is installing a suggestion box in the old pay phone spot in the B &amp; O. All comments received will be logged. Mr. Tackett will coordinate the New Martinsville and Weirton boxes. If a comment seems frivolous at first but is received multiple times, they will proceed with it.</p> <p>Dr. Riley will send an email out to campus regarding the suggestion boxes and will encourage people to have a positive solution to any issues employees might have.</p>
<b>6. MLK &amp; Black History Month Programming</b>	<p>Ms. Payton reminded everyone about the MLK lunch and learn on Thursday. She also stated that February is Black History month and there will be events on all three campuses: Weirton (2/23); Wheeling (2/24) and New Martinsville (2/25).</p>
<b>7. Student Union</b>	<p>Ms. Payton stated that the new glass doors are working well for the traffic flow in the Student Union. It creates a safer environment for all. She also invited any faculty or staff to feel free to come over and hang out.</p>
<b>8. Student Government</b>	<p>Ms. Payton encouraged those who are in contact with students to encourage them to run for student government positions. There is a March 1<sup>st</sup> deadline and elections are the week of April 4<sup>th</sup>. She has also asked students for ideas on how to retain students and for any ideas to encourage earlier registration and not wait until the last minute.</p>
<b>9. Other</b>	<p>Heating on campus – Mr. Baller referenced the email that he had sent earlier today to campus regarding the heat situation. We should start to feel the difference by tomorrow morning with the one heater being back on line. The parts of the EC heater are not here yet.</p> <p>Higher Ed Day – Dr. Riley thanked Ms. Barcus and Ms. Fike for traveling on Monday to represent WVNCC. Overall, traffic flow for the event was down and several schools expressed concern on the timing. We delivered truffles to the local legislators. Some schools did not bring giveaways due to budget constraints. There was only one high school (Ripley) in attendance that went to the booths. Dr. Riley met with several local legislators as well as area college representatives.</p> <p>Ms. Fike stated that the financial aid disbursements are February 18<sup>th</sup>. Faculty are marking attendance this week.</p> <p>Ms. Fike reported that we had the largest number of texts last week since we started this system. Ms. Carmichael asked if we are doing an opt out option but Ms. Fike replied that with the current vendor, we can't. We will have this vendor for one more school year.</p> <p>Ms. Fike stated that they have started summer school registration but financial aid for summer enrollment is unclear at the moment. Ms. Payton suggested targeted advertising. Ms. Farnsworth asked if we have considered advertising on high school tv and radio. Ms. Fike will check on it.</p> <p>Ms. Carmichael referenced an article in the Charleston Gazette yesterday on a texting system. This is only</p>

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for perspective students not current students. Ms. Spurlock has been helpful in letting them use the Foundation texting system for current students.

Ms. Payton asked about the activity level for social media sites. Ms. Farnsworth gave the example that she had encouraged her class of 25 to follow her on Twitter and so far only three students have done so.

Mr. Meyers indicated that faculty did not let them know which software they needed for their classes. Dr. Riley requested that he work with Dr. DeAtley on a timeline for faculty and IT.

Ms. Coffield stated that they have met with faculty on assessment and program review.

Ms. Stroud provided an update on the new library system. The go live date is set for the end of March. The new library catalog will allow users to search more than one area – what we own as well as what is available via interlibrary loan. She provided instructions on how to access an unofficial link to check it out before it is live. Also, the Library has a Black History Month promotion on the Civil Rights movement and the underground railroad. They have a poster showing the African American Heritage Trail in WV and they will hand out free lollipops.

Dr. DeAtley stated that they are working on the fall schedule. They held some courses until late for the spring to have the least impact on students. She continues to look at ways to improve processes and retain students. In addition, they are also factoring in if we are going to try to rebuild evening population, close certain buildings during certain hours, accelerated programs on top of regularly scheduled programs, etc.

Ms. Farnsworth reported that they have hired one temporary hourly support coach via the BTG grant. They are still looking to hire one more. She will send out the job description for the temporary hourly vacant position. She also inquired if we had an increase in international students. Ms. Fike stated that we have five international students.

Ms. Baller reported that we have put new doors on the EC at the Chapline Street entrance. He also asked if anyone has a state vehicle that has a service light come on to let them know immediately. They have also purchased new solar shades for the Student Union with a facilities grant. He will be installing hand sanitizer dispensers in various locations around each campus.

Ms. Moran announced that there were 65 fall graduates. Their office is currently working on certifying VA students. She stated that they still need May graduates to apply for graduation.

Ms. Payton stated that we have entered into a new bowling league in St. Clairsville on Sundays. The coach is Russell Edwards. They have also sent out invitations for the health and wellness fair and so far have ten responses. The event will be March 16<sup>th</sup>. In February, there is a wellness program coming up as well as a dating violence program.

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	<p>Mr. DeFrancis reported that the Leadership Wheeling class will be on campus on March 1<sup>st</sup> from 1 – 4 pm. They will tour the ATC, Student Union, TEAL lab, and the B &amp; O Building. They will also do a team building exercise in Culinary Arts.</p>
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	<p>Ms. Carmichael reminded everyone that the PiYo class is on Tuesday from 5:15 – 6:30 pm and will run until April 24<sup>th</sup>. All are encouraged to participate. The cost is \$5 for non-PEIA members.</p>
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