

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 16, 2016

DATE: March 16, 2016	PLACE: 126A	CONVENED: 9:04 a.m.	CONCLUDED: 10:43 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P. Carmichael, H. Coffield, C. DeAtley, R. DeFrancis, J. Doolin, C. Farnsworth, J. Fike, D. Meyers, A. Moran, S. Payton, D. Shahan, R. Spurlock, P. Stroud, G. Wallace		ABSENT: L. Tackett
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	April 20, 2016		
ITEM	DISCUSSION		
1. Strategic Plan	Dr. Riley stated that all had received the summary of the Strategic Plan and employees were asked to submit any feedback they might have to Ms. Kappel and Ms. Spurlock. The draft was shared with the Board of Governors at the February meeting and the final version will be voted on at the Board of Governors meeting on 3/24. The summary will be the public document while there will be another internal working document which will be more specific. All employees will use the strategic plan to guide their own five year goals.		
2. Institutional Compact	<p>We received the institutional compact from the state last week. It gives us our target goals for 2019-20. When we developed the Strategic Plan in the fall, we aligned with the state compact but also included some of our own goals. While working on this, we need to be cognitive that this could eventually be used for performance based funding. Several of the goals set are more “aspirational” in nature.</p> <p>Cabinet will work on completing this and sharing with appropriate areas. This is due back to the state on May 1st. We have a good start with our strategic plan but we also need to make sure it includes specific strategies to focus on retention, enrollment, fundraising, and scholarships. We also need to be flexible with our planning.</p>		
3. Tuition & Fees	At the Board meeting next week, Dr. Riley will present a proposal for a tuition increase of 4.9% (\$6 credit hour). At this time, we still do not have our budget back from the state so we don't know what state appropriations will be.		
4. Admission Application Comparison	Ms. Fike reported that on comparison as of March 1 st , they had 320 applications last year and 315 this year. The Open House and faculty assistance should help recruit students. Dr. Riley stated that this is one example of one of the processes that we are reviewing to determine if it's the best process or if there are ways we can improve.		
5. Draft Cohort Default Rate	Ms. Fike stated that the draft cohort default rate for 2013 = 23.3%. They are working on the 2015 group right now which is at 8%...she stated that worst case scenario is that it would be 32% but they have 19 months to sort out. The 2014 group is at 27%. Ms. Carmichael asked if we educate students on programs for loan forgiveness as she would like to send this information out to employees. Ms. Fike will send her this information.		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 16, 2016

6. Financial Aid for 2016-17	Ms. Fike reported that all students who have completed a FASFA have been loaded into the system. They will start doing award letters by 4/1 which is the earliest they have been in six years. They have only received about 20 high school scholarship applications to date. Financial Aid is speaking with PROMISE scholars who have not yet completed a FASFA.
7. Fall Registration	Dr. DeAtley stated that the fall schedule is basically done. Registration opens on April 12 th at 1 pm. It is much easier to get students to register before they leave for the summer.
8. Open House	<p>Open House is scheduled for April 2nd from 9 am – 1 pm. To date, they have over 60 volunteers for all three campuses. If you wish to volunteer, please contact Melanie Baker. Ms. Fike stated that they are doing social media blasts for the open house. She stated that they are trying to get those that haven't applied. Students who attend will be asked to complete information cards. There will be an iPad raffle on each campus for the students who enroll for the fall. Ms. Carmichael asked if the card could include "how did you hear about us?"</p> <p>There will be advertising in the local media. Area high schools and several local businesses have posters advertising the Open House. The Wheeling Chamber has sent it out and the New Martinsville and Weirton Chamber's will as well. Local agencies also have posters.</p> <p>Employees who share information about the Open House via Facebook will be entered in a raffle for gift cards obtained by Ms. Spurlock.</p> <p>There will not be a structured tour of Wheeling campus this year. All services will be available. Students will get a chance to meet the faculty. They did order display boards for anyone that wishes to do it. Dr. DeAtley asked for a reminder to be sent to faculty. Ms. Payton stated that it had already been done.</p> <p>The Committee will try to meet the week of 3/21 and work out the details.</p> <p>Dr. Riley asked that in order to determine if the event is successful, how many attended and how many matriculated for the fall?</p> <p>If anyone wants to volunteer to be in part of the Open House Committee, please let them know. Ms. Carmichael volunteered to be part of the Committee.</p>
9. Student Activities Upcoming Events	<p>Ms. Payton overviewed upcoming student activities including the following:</p> <ul style="list-style-type: none"> • Health Fair is today • On Thursday, they will do a Dress Down day and a sub sale to benefit Easter Seals. • 3x3 Basketball started this week. • On Tuesday (3/22), Curt James Entertainment will host a game show in the Student Union. • SGA Petitions for Elections is due on 3/29. • There will be a blood drive on the Wheeling campus only on 3/31.

OFFICIAL Minutes

NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 16, 2016

10.Other

Recruitment plan – Ms. Fike stated that Ina, Lisa, and Dawn are regularly visiting high schools. There was some discussion about what are we doing to capture adult learners or assessing a need for evening and weekend courses. The Weirton campus is getting ready to start about six community education courses. There is a fast track certificate welding program starting on May 9th. Dr. Shahan is also working with Workforce Investment on training programs. There was discussion around a marketing campaign to generate what types of programs would have interest to offer evening and weekend courses.

Dr. Riley announced that the Professional Development session for this group that was scheduled earlier this month has been rescheduled for April 13th from 9 – 12.

Ms. Farnsworth asked that everyone be on the lookout for Spirit Week activities which will lead into the Open House. The Registration campaign starts on 3/22. The buttons were distributed yesterday and there is a sign-up sheet to volunteer to staff the registration campaign table next week. They are transitioning to Accuplacer. She asked the students be sent to the ASC so they can work with tutors to prepare for placement testing.

Dr. Shahan stated that he has visited with the Cameron Career Tech students and JDR students. He also visited tech students in St. Mary's. He also met with Wheeling Park career tech instructors. He is meeting with the HR person from Covestro in New Martinsville. Also, he has been working with Rosemary Guida from Workforce Investment to set up apprenticeship programs.

Ms. Stroud announced that they are slowing doing the reorganization of the library system. The new system will be easier for students to navigate but the results will need to be filtered a bit. She is working with Matt Starkey on working links.

Mr. Baller stated that they are working on the hot water loop in the B & O Building. He is also checking to see if a crosswalk can be put in to go to Barnes and Noble to make it safer for students and employees to cross the street with the current construction.

Dr. DeAtley stated that the Culinary Arts area is going through their accreditation this week.

Ms. Spurlock reported that the Friends Dinner will be April 16th. The 5k is currently scheduled for April 30th. The golf outing is set for June 24th.

Ms. Carmichael provided an update on the time clocks. Employees are punching in and out but several are forgetting to punch out for lunch. They are continuing to enroll people. Next, they will do supervisor training on them so that the supervisors can verify that the times are accurate. She also provided an update on new Fair Labor Standards. If they are approved, they will go into effect July 1st. If it does go into effect, there will be a number of employees who will go from exempt to non-exempt.

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 16, 2016

	<p>Ms. Carmichael stated that they are doing Skype interviews tomorrow for the VPAS position starting tomorrow. After this round, they will bring candidates to campus.</p>
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	<p>Ms. Fike stated that the address box is proving helpful on the website. They will have Matt add a phone number next. She also reported that the Career Fair is set for April 6th.</p>
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