

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – February 17, 2016

DATE: February 17, 2016	PLACE: 126A	CONVENED: 9:02 a.m.	CONCLUDED: 10:40 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P. Carmichael, C. DeAtley, R. DeFrancis, J. Doolin, C. Farnsworth, J. Fike, D. Meyers, A. Moran, S. Payton, D. Shahan, R. Spurlock, P. Stroud, L. Tackett, G. Wallace		ABSENT: H. Coffield
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	March 16, 2016		
ITEM	DISCUSSION		
1. Legislative Update	<p>Dr. Riley stated that there was no additional information at this point. We are monitoring the bills as the updates are provided. There is a bill out there for tuition that would charge students for the 13th, 14th, and 15th hours. Legislators could see it as raising tuition so most likely, it would not pass.</p> <p>There is speculation that there will be budget cuts. We are waiting to hear state appropriations. The 4% received mid-year during FY 2016 is a permanent cut.</p> <p>Dr. Riley sent local legislators an email asking them to protect state appropriations and to continue to support higher education. She also stated at the February Board of Governors meeting (2/25) that we will present a draft tuition and fees. If we have additional budget cuts, we might need to increase tuition. Tuition and fees will be finalized at the March Board of Governors meeting and a finalized version will be due to Council in April.</p> <p>Ms. Payton stated that the students at the state advisory council meeting have talked about increasing tuition and the bill that would give rights to carry firearms on campus.</p>		
2. Professional Development	<p>Dr. Riley announced that Classified Staff Day will be May 24th. They will be asking non-classified staff to help with coverage that day so that all classified staff may attend.</p> <p>On March 8th from 9 am – noon, there will be a broad based training on service excellence primarily for the President's Council group. More details to follow in coming months.</p>		
3. Update on CFO/VPAS Search	<p>Ms. Carmichael stated that the search committee for this will be herself, Jeremy Doolin, Jim Baller, Shannon Payton, Carry DeAtley, Janet Fike and April Schrupp. They are continuing to accept resumes and the cutoff is scheduled for next Friday. She will get with Mr. DeFrancis about running the ad again in the local paper to pick up additional applications. After next Friday, the group will review applications. The first round of interviews will be done via Skype to narrow the candidates down. The Committee has reviewed questions for the first and second round of interviews.</p>		

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	<p>During the transition, staff has been helpful and cooperative in making sure that things still get done that need to be done.</p>
<p>4. Constant Contact Users</p>	<p>It was discovered that the College had several Constant Contact accounts under the main account and multiple people were using same user name and password. Moving forward, Mr. Meyers will be the administrator and set up accounts for various offices as needed.</p> <p>Ms. Fike deals with the event management side and billing for that portion is based on how many events per month. Ms. Fike will set up subaccounts for ones that need it.</p> <p>The other component is a mass email service. IR uploads the data for this regularly moving forward. Mr. Meyers is sorting out passwords and will figure out pricing. Ms. Stroud inquired about emailing students as she always thought it was limited.</p> <p>There was discussion regarding alumni and email accounts with the possibility of phasing them out over time but nothing definitive. Mr. Meyers will follow up with Ms. Spurlock.</p>
<p>5. Financial Aid Disbursement</p>	<p>Ms. Fike stated that there will be an email sent out to students regarding upcoming refunds. She stated that it is important to note that if classes have not started as of yet, students will not get paid as it is based on attendance. Those would come later. For students who receive any aid, it will be 3/24 that financial aid funds will be sent to Higher One. If we can keep students in at least one class until then, they can keep their aid.</p>
<p>6. Open House</p>	<p>The Open House is scheduled for 4/2 on all campuses from 9 am – 1 pm. Posters are out and will be going up all over the campuses. Ms. Baker will be reaching out to employees to coordinate volunteers. Two hours is a good enough time period to volunteer – you do not need to be there the entire time.</p> <p>Marketing is being done via high schools with posters and emails as well as the College 101 program. Anyone connected will be receiving a postcard providing them information about the Open House. We will also use the text system to remind them. Ms. Fike stated that they checked area calendars and did not see any potential conflicts such as prom.</p> <p>There will be food and activities for small children that day. It takes approximately 90 minutes to tour the Wheeling campus. The counselors on each campus will be coordinating as well as the EM Council Committee.</p> <p>Ms. Payton discussed putting banners on the outside of the buildings so the public knows and will have up a week before event. Mr. DeFrancis is looking at billboards and pricing. During the second week of March, twelve radio stations and Valley newspapers will start running ads about the Open House. Ms. Fike will have Kim Locy check on high school radio and tv station advertising. We will also check on Chamber of Commerce email blasts. Mr. Baller suggested signs for about three weeks before event and thinks 25 signs will cover Wheeling campus.</p>

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	<p>Dr. Riley asked that we make sure we capture names and numbers of students who come in. An iPad is being given away on each campus for students who register for fall. Ms. Carmichael suggested that we ask employees to like and share event on Facebook and they could be entered into a raffle.</p>
<p>7. Student Comments</p>	<p>At the SGA meeting on Friday, Ms. Payton stated that the students had several comments about things related to their experience at WVNCC. One reoccurring issue seems to be IT issues related to Blackboard and IP video courses. Ms. Payton asked Mr. Meyers for IT support and help. Mr. Tackett added that the New Martinsville IT person needs to be active and around for help especially with the IP video courses. Mr. Meyers is currently reviewing proposals for a carrier in NM. Dr. Riley will discuss with Mr. Meyers. Ms. Payton will follow up with student who posted comments on Sunday on Facebook. Student will provide instructor with screen shots regarding the issue they had.</p>
<p>8. Upcoming Programs</p>	<p>Ms. Payton announced several upcoming student activities including Lunch and Learn for all three campuses for Black History Month featuring Samuel Black who is the Director of African American Programs at the Senator John Heinz History Center. The event will be in Weirton on 2/23; Wheeling on 2/24 and NM on 2/25.</p> <p>They are hosting a Health and Wellness Fair on 3/16 with at least seventeen vendors to date. Let them know if you know of any other vendor who might be interested.</p> <p>The next SGA meeting is set for March 18th at 11 am in the Student Union.</p> <p>SGA and the Classified Staff Council will be upcoming sponsors of the WVNCC 5k.</p>
<p>9. Other</p>	<p>Strategic Plan Draft – Dr. Riley hopes to send out a draft to the college community with a summary of bullet items. She will ask for additional input and will take back to the Committee. She will also tap into Ms. Fike's counselor groups to see if there are specific measures to target students. There will also be subgroups working on items for Strategic Plan. There will also be an internal document with specific timelines.</p> <p>Spirit Week is the week of March 28th. Ms. Fike stated that they are meeting tomorrow and will have more information out soon.</p> <p>Mr. Meyers will check on phone system to see what exact capabilities are and if we can have a directory or find employee by name.</p> <p>Mr. Baller cautioned everyone to be careful outside around the construction around the Student Union and ATC parking lot. Ms. Fike will send an email out to students. Ms. Carmichael stated that the Safety Committee has asked about another crosswalk.</p> <p>Dr. Shahan stated that his repair class for women is tonight from 6 – 9 pm.</p>

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Ms. Farnsworth stated that she believes everyone is on the same page with the support coaches. They recently hired a second coach who is also one of our graduates. They will also be starting a registration campaign for two to three weeks leading up to registration which starts on 4/12. Community Relations has designed buttons that they will distribute to help encourage registration. Ms. Farnsworth also shared a document that provided information about 365 students who were registered for the fall but not the spring and the various reasons they did not return.

Ms. Stroud stated that the library will go live with the new system on 3/14. The catalog will be changed at this time. IT has been assisting with data and new company. The link to the old catalog on the Library Web Page will disappear, but the link to the old catalog will remain in the portal. The new catalog link will be available only on the Library Web Page. On 3/14 the new catalog will have basic functions such as searches should be available but will hold off letting students know until April to make sure things are working properly. She invited anyone to call if they have any questions.

Dr. DeAtley stated that the nursing accreditation visit is scheduled for next week.

Ms. Moran stated that their office has updated the bulletin board at the Service Center with the upcoming graduates.

Ms. Fike announced that College Goal Sunday is on Sunday at the Wheeling and NM campuses from 1 – 4 pm. There will be financial aid staff from several area colleges there. The state has provided Samsung tablets to be raffled.