

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 18, 2016

DATE: May 18, 2016	PLACE: 126A	CONVENED: 9:05 a.m.	CONCLUDED: 10:55 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P. Carmichael, H. Coffield, C. DeAtley, R. DeFrancis, C. Farnsworth, J. Fike, A. Moran, D. Shahan, R. Spurlock, P. Stroud, G. Wallace		ABSENT: L. Tackett, S. Owen
BY PHONE:	S. Payton		
MINUTES RECORDED BY:	Rana Spurlock		
NEXT MEETING	June 15, 2016		
ITEM	DISCUSSION		
1. Perkins Update	<p>Dr. Riley stated that the Perkins dollars is a large pot of funds divided between schools. WVNCC's allotment is down \$49,000 this year due to our enrollment decline and another school being added to those receiving the allocation. She has a group working on the Perkins budget plan.</p> <p>In addition, there is no additional information on the state budget. A 4.9% tuition increase has already been approved by the Board of Governors. That increase is based on an additional 4% cut from the State. Ms. Fike added that Financial Aid is forgoing a June purge due to the lack of a budget. They will be waiting until July.</p> <p>Ms. Coffield added that the College is below where it was this time last year in terms of fall enrollment. Ms. Farnsworth added that she has results from a call campaign to determine why students aren't returning. The results indicate that advising is essential and all departments must be on the "same page" when communicating with students about when to register. She will share this information with Dr. DeAtley.</p>		
2. Nursing Program Update	<p>Dr. Riley reported that there have been recommendations for the nursing program made by the state board in two categories of the program – student performance and administration. The recommendations were made as a result of low pass rates, faculty salaries and workload. As a result, the new class entering in the fall must be reduced by 45. The nursing program will work on a plan to increase success and completion.</p> <p>Ms. Fike added that there will be a Healthcare Information Day on Wednesday, June 15 and will provide options for students not accepted into nursing.</p>		
3. WESCO Building Update	<p>Dr. Riley reported that the State manages the process of renovating the building. A committee will be meeting with the state's Director of Facilities to interview architects. The main goal of the project will be to expand welding booths and possibly expand into pipe welding. There are also options for non-credit, revenue-generating programs.</p>		
4. OASIS- Go Live	<p>Ms. Carmichael reported that OASIS went live May 14th. June 10th will be the first bi-weekly payroll, but deductions will not change until July 1. At this time, all time off requests must be entered into Replicon web time off and KRONOS. By May 31st at noon, all time cards must be approved. All paper timesheets will continue until June 30th.</p>		

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<p>5. Fair Labor Standards Act</p>	<p>Ms. Carmichael reported that the Dept. of Labor proposal was signed and it does include some higher education guidance. It will not affect all employees. Supervisors are being asked to submit information about the hours their employees usually work. This is a change that is mandated by the federal government and will be implemented at WVNCC on December 1, 2016. Employees will receive a letter that lets them know if their status will be changing in accordance with this Act.</p>
<p>6. Annual Evaluations</p>	<p>Ms. Carmichael asked that all classified staff evaluations be submitted to her by May 31. Dr. Riley is working on evaluations for the IT Department, Cabinet and her employees. Her evaluations are to be completed by June 30.</p>
<p>7. All College Day</p>	<p>Ms. Carmichael asked everyone to make a suggestion for something they would like to see presented or addressed at All College Day. Mr. DeFrancis likes the current agenda; Ms. Coffield and Dr. DeAtley would like a presentation on Institutional Effectiveness; Ms. Stroud would like to show the new library system and would like better introductions of new employees; Mr. Baller suggested a presentation about proper use of OZ tickets; Mr. Sayre suggested a presentation on the Strategic Plan; Mr. Shahan suggested a showcase of new workforce programs; Ms. Farnsworth suggested breakout sessions; Ms. Spurlock suggested team building exercises and a motivational speaker; Ms. Moran suggested student success stories, employee success stories; Dr. Riley suggested information on HLC and the Strategic Plan; Ms. Fike would like to present what students see on their portal; Ms. Payton suggested information on Title IX, student retention and department meetings.</p>
<p>8. Assessing Co-curricular Program Learning Outcomes</p>	<p>Ms. Coffield stated that in order to improve assessment, especially in terms of where students receive services (library, financial aid) she is looking into conducting 1.5 hour workshops. She asked that council members attend or designate someone to attend. She stated that this is an important part of compliance.</p>
<p>9. Other</p>	<p>Dr. Riley formally introduced Mr. Jeff Sayre and asked that everyone introduce themselves.</p> <p>Dr. Shahan reported that the chemical operator program begins in New Martinsville in July. Seven students are currently registered. He has been reaching out to HR Directors and manager of plants along the river to promote the program.</p> <p>Ms. Farnsworth stated that she has been receiving helpful information from Shelley DeLuca regarding academic alerts and, thus far, the data is not showing that early alerts are effective.</p> <p>Ms. Fike reported that application numbers are consistent. A few STAR days will take place. Also, the ATM network is being switched to Allpoints Network with available ATMs available near each campus.</p> <p>Mr. DeFrancis reported that the paid marketing campaign is underway and includes TV, print, billboards, and radio.</p>

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	<p>Mr. Baller reported that the camera for the front door of the Education Center will be installed on May 24th. This will allow a receptionist to see who presses the button and requested access to the building. He also reported that architect interviews for the WESCO building will begin next week. Also, it is possible that the work next door will necessitate a water turn off in the B&O Building. He will request that this take place on a Friday for convenience to WVNCC.</p>
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	<p>Ms. Payton will begin work on the Student Activities Calendar. If anyone has events to add, please get them to her as soon as possible.</p>
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