

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – March 18, 2015**

<b>DATE:</b> March 18, 2015	<b>PLACE:</b> 126B	<b>CONVENED:</b> 9:05 a.m.	<b>CONCLUDED:</b> 10:47 a.m.
<b>ATTENDEES:</b>	Dr. Riley, N. Albert, J. Baller, P Carmichael, C. DeAtley, M. DeCola, B. DeFrancis, C. Farnsworth, J. Fike, D. Hanes, K. Herrington, S. Lippiello, K. Mulhern, S. Payton, P. Stroud, G. Wallace		<b>ABSENT:</b> P. Woods
<b>BY PHONE:</b>	L. Tackett		
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	April 22, 2015		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Nursing Accreditation Visit Update</b>	Dr. Riley announced that the nursing program passed their reaccreditation for another eight years. There will be a follow up report on criteria 6 in two years which will look at graduation and retention rates. The review team that was here was very complimentary of the hospitality they received. With recently going to a new state nursing curriculum, WVNCC was the first school to go through the nursing accreditation process.		
<b>2. HLC Update</b>	Dr. Riley asked that everyone read the memo she recently sent to campus regarding HLC. The next visit is November 14 & 15, 2016. Since HLC has adopted a new process, part of the Executive Committee of the Reaccreditation team, will attend the upcoming HLC conference for training on the new process. Mike Koon will help with the next visit. Since he is still doing HLC visits himself, Mike is familiar with the new procedures. The team will make sure that the faculty credentialing process is in place for the focus visit.		
<b>3. Evaluations</b>	Ms. Carmichael stated that supervisors should have received classified staff evaluations. She will have 360 evaluations out by the end of the week. For the 360 evaluations, Dr. Riley did add that four faculty and four staff will complete them per administrator. Ms. Carmichael stated that different scenarios could happen depending on how many direct reports an administrator has. Regular classified does not include 360. Self-evaluations should start soon. Dr. DeAtley and Ms. Carmichael will work on faculty evaluations process.		
<b>4. Customer Service Training</b>	Ms. Carmichael announced that there will be a customer service training on how to serve your customers to help with retention and recruitment via the West Virginia Campus Compact. Campus Compact provides one free training per year. The goal would be to complete this training for employees before registration. After some discussion, Ms. Carmichael will try to get April 3 <sup>rd</sup> to work but it might be hard to get it in this spring. She will find out if she will have permission to tape it for employees who are unable to attend. Ms. Albert will have Ms. Yesenczki check to see how many FT faculty teach on Friday afternoon. She will also check to see how many IP video classes are offered on April 3 <sup>rd</sup> .		
<b>5. SB 439</b>	Ms. Carmichael stated that SB 439 is waiting for the Governor to sign. It makes changes to SB 330 which impacts higher education employees. Some of the changes that went through include the percentage of non-classified staff an institution may have. Previously, schools were required to stay at 20% or below with the exception of Council approval. If granted approval, an institution could have up to 25%. Now, all institutions can have up to 25% but no more. There was a clause that a 5% range of equity had to be		

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	<p>maintained between classified, faculty, and non- classified. If one group was more than 5%, then one group could not receive raises until all are brought up to 5%. SB 439 took this out. The previous statewide market study on all classes of employees now only applies to classified staff. With HEPC changes, the Vice Chancellor of HR had more overall responsibilities at schools but now this has shifted several responsibilities back to institutions. Ms. Carmichael will know more about SB 439 once the governor signs. One other change is that there is another piece of legislation passed that when an employee resigns during one pay period, they would be paid for their work on the next pay cycle rather than the previous rule where institutions had to pay the employee within 72 hours of employee leaving. This was difficult as institutions are not able to issue payroll checks without going through Charleston.</p>
<p><b>6. FY 2016 Tuition &amp; Fees</b></p>	<p>Mr. Lippiello overviewed what is being proposed to the Board of Governors tomorrow night regarding a revised tuition and fee schedule. There is a consolidation of fees from 22 separate fees to 6 fees. Mr. Lippiello stated that the state has a \$50 capital fee that we have never charged. We lost over \$340k for the over 12 credit hour issue. There is a new admin fee that would attempt to recover some of this loss. He provided an explanation on the difference between the facility fee (general operating fund) and the capital fee (long term investment). He thinks the program fee structure will be easier for students to understand and easier for our staff to explain. The distance ed fee would be rolled into the increase in tuition. Mr. Lippiello thanked Ms. Albert for her diligent work as they worked through revising the fee structure. He stated that the frontline staff will get an explanation on how fees are developed as well as a script for when staff receive questions from students and/or parents. There will be a session to explain all of the changes to the frontline staff. Overall, it will increase costs by \$150 a semester for most students.</p>
<p><b>7. FY 2016 Budget – First Draft</b></p>	<p>Mr. Lippiello presented the proposed FY 2016 budget that he will present to the Board of Governors. Based on a 2700 FTE, we will generate about \$4.7 million in revenue. OTPS costs for IT services and utilities has increased considerably. He is still waiting to find out what will happen with state appropriations.</p>
<p><b>8. FY 2015 Second Quarter Financial Results</b></p>	<p>Mr. Lippiello detailed the second quarter financial results ending on 12/31/14. He stated that we are down due to a drop in enrollment. Assets and liabilities are mostly stable. He will email all of the information out to Council.</p>
<p><b>9. EC Doors &amp; Accessibility</b></p>	<p>Ms. Herrington asked if it would be possible to put an intercom system at the EC doors. They continuously have people waiting to go inside both sets of doors and they are not sure if it is people that have a reason to go inside or not. She thought if there could be an intercom system that someone in the B &amp; O Building could buzz them in that it would take care of this. The visitor badge does not allow them access to the building. Also, she added that when she has an advisory meeting that she needs to work with Maintenance to let them know to unlock the doors.</p>
<p><b>10. Changing of Technology in the Classrooms</b></p>	<p>Ms. Herrington raised concern from faculty that their classroom had different equipment installed but they didn't know about it until they walked into their class for the day. Mr. Lippiello stated that he will make sure that faculty is notified of changes. Ms. Herrington stated that she will contact Mr. Hanes if she has more equipment change questions.</p>

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<b>11. Faculty Advising</b>	<p>Ms. Herrington stated that they faculty has a workshop/roundtable session on Friday regarding advising and the Big Blue Button. She has received feedback from faculty that the advising list does not show first year or second year. Ms. Albert stated this information can be found in Northern Navigator. Ms. Herrington stated that faculty do not know who their new advisees are but Banner is not set up to automatically alert them. Ms. Fike stated that there are nineteen people making assignments on advising. The Banner report is based on hours completed and does not show if hours were transferred in or were completed here. Ms. DeCola is cleaning up the advising lists. For the students who have been here for the last five semesters, these students have pins. If out for any longer, the student would need to reapply anyway and would be assigned a new advisor. We are now putting an end date in the advisor field. The counselors will be joining the workshop on Friday. Ms. Herrington asked if it would be possible to get a link for programs with a Q &amp; A on what you need to know when helping a student schedule. Ms. Fike and Dr. DeAtley will see what they can pull together. For next year's catalog, if courses could specify fall or spring it would be helpful. Ms. Albert is checking on the rotation of core requirements and general education</p>
<b>12. Other</b>	<p>Friends Dinner – Dr. Riley thanked everyone for their work in making the Friends dinner a successful event. In particular, she thanked Mr. DeFrancis, Ms. Spurlock, Ms. Curto, and the Wheeling Friends group as well as the culinary staff, students and community supporters. The dinner helps raise money for scholarships.</p> <p>LGBT Training – Ms. Carmichael will let supervisors know of employees who have not yet completed the LGBT training.</p> <p>Ms. Albert stated that she attended a meeting on the reverse transfer pilot project with Dr. DeAtley and Joyce Britt. She thinks they initially picked the wrong group of students to try this on. At first, there were no guidelines or definitions for project. They are now drafting language if the student does not return to four year school.</p> <p>Ms. Payton reported that April is a busy month for student activities. There are student leadership luncheons and spring BBQ's. They are working on an application for the Presidential Higher Education Honor Roll. She has asked faculty for service project information to highlight for the application. This is due in May. Also, there are several lunch and learn sessions coming up for Women's History Month. Information will be sent out this week.</p> <p>Mr. DeFrancis provided an update on the Open House scheduled for April 11<sup>th</sup> from 10 am – 2 pm. He is extremely grateful for the number of people who have volunteered to help out. Ms. Fike stated that advertising has gone out about the event including to students who have taken the ACT and SAT. They are also using schools and businesses to promote it. It will be a festive day with food provided and workshops in areas such as Admissions, Financial Aid, Technology, Distance Education, and Academic Services for interested students. WVNCC logo drawstring bags will be given out. There will also be a next steps sheet handed out. Mr. Baller asked those involved to let him know who is giving tours to make sure they have</p>

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access to buildings. Dr. DeAtley added that BridgeValley is offering two open houses in April and are giving away free tuition.

Ms. DeCola announced that Classified Staff elections are April 9<sup>th</sup>. Staff have been asked if they would accept nominations and are to let Kim Hart know by Friday. The new Council will start July 1<sup>st</sup>.

Ms. Stroud stated that they have a display for Women's History Month. The week of April 12<sup>th</sup> will be National Library Week.

Ms. Farnsworth reported that they are transitioning the first year seminar course. They are also getting ready to launch an early alert on Monday.

Ms. Fike stated that there is a 90 minute meeting on Friday regarding changes that go into effect when summer aid gets released. Any federal money given out will require an address to be sent to the US Department of Education. On Friday, they will sort out how to best streamline this process. There are a number of students that have inactive addresses. Ms. Farnsworth asked if staff receive updated addresses where to send them. Ms. Fike stated they should be sent to the Service Center.

Ms. Farnsworth asked if there are faculty interested in doing workshops to contact her.

Ms. Carmichael announced that there will be a Benefits Fair from 3 - 7 pm on April 21<sup>st</sup> for PEIA, Health Plan, and other health and wellness options. This is open to other state employees as well so doors will need to remain open until 7 pm.

Ms. Carmichael also shared that the NeoGov site for job applicants should be up this week. There are two positions that will be posted - the VPAA and the VP of Workforce Development. She will send out a campus announcement on NeoGov changes and job postings.

Ms. Mulhern stated that Bridging the Gap will have a few more projects that they will be pulling in various people for. There are two new positions – Lucy Kefauver, Instructional Technologist, and Natalie Taylor, VA Coordinator.

Ms. Mulhern reported that there were two career workshops yesterday for Noble Energy. Attendance was good at both.

Ms. Herrington stated that WVU is now partnering with WVNCC. They will be located on the 4<sup>th</sup> floor in the B & O Building. OUE is also now interested in partnering with WVNCC for the 2 +2 in Social Work.

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	<p>Ms. Herrington stated that faculty is trying to merge the merit process and are working with a first draft. Jeremy Doolin is the next Faculty Assembly President. He will give the presentation for the faculty at the April Board of Governors meeting.</p>
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