

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – June 22, 2016

DATE: June 22, 2016	PLACE: 126A	CONVENED: 9:05 a.m.	CONCLUDED: 9:59 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P. Carmichael, H. Coffield, J. Fike, A. Moran, S. Payton, J. Sayre, R. Spurlock, G. Wallace, Dr. Pam Sharma (for Dr. DeAtley)		ABSENT: C. DeAtley, R. DeFrancis, C. Farnsworth, S. Owen, D. Shahan, P. Stroud
BY PHONE:	L. Tackett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	July 20, 2016		
ITEM	DISCUSSION		
1. Budget Update	<p>Dr. Riley reported that the Governor signed SB 1013 - Budget Bill last week. Mr. Sayre spoke with our analyst in the State Budget office yesterday to get confirmation on our finalized budget amount. Dr. Cummings asked for a meeting last week to approve the budget and it is set for tomorrow at 5 pm. Dr. Riley expressed appreciation for the legislators for continuing their support for higher education. We were very lucky not to have any other cuts at this time. FY 18 could be more challenging and there still might be a mid-year cut for FY 17.</p> <p>There will be a tuition increase of 4.9% which makes tuition \$131/credit hour for in state tuition.</p>		
2. WV Council Update	<p>Dr. Riley stated that on the Council conference call last week that they announced that the earliest they could get a quorum for their next meeting is July 15th. At this meeting, they will approve institutional operating budgets and tuition increases. Since our tuition increase is below 5%, we believe we do not need to wait until then to get their approval. We can start processing our billing and other related items once budget is approved by our Board of Governors.</p>		
3. Classified Staff Day Update/Survey Results	<p>In May, there was a professional development day for classified staff. Ms. Payton distributed two documents with information from the day citing an open discussion on retention and recruitment with what's working, challenges, and suggestions as well as barriers to effective professionalism and another document on survey results from the day in terms of what employees liked and didn't like to better facilitate a future session. Ms. Payton stated that once concern that came up was faculty not following up with students after the students have reached out. Dr. Sharma suggested following up individually with those faculty members and maybe use division chairs to work with faculty who need assistance. Adjunct faculty were also a concern – sometimes hard to reach and are not always familiar with policies and procedures. Dr. Sharma stated that Dr. DeAtley stated at Faculty Assembly that faculty were to respond to student emails no later than a 48 hour response time. Dr. Sharma stated that they would also like to evaluate online courses. Ms. Fike added that</p>		

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	there is an override meeting next week to address some issues. Dr. Sharma stated that corequisite courses are an issue. Dr. Riley thanked Ms. Payton and Ms. Baker for their work on making this day a success for classified staff employees.
4. Student Activities Calendar Information	Ms. Payton asked if everyone who has any updates for the calendars to please send her the items by August 1 st .
5. WV OASIS/Kronos	Ms. Carmichael stated that the 2 nd pay in Kronos is on Friday. She thanked Kelly Paree for her hard work and diligence for a smooth transition. Ms. Carmichael will also be holding more Self-Service Training sessions in the near future and also working with the night crew. All employees are encouraged to look at their pay stubs and make sure deductions and other details look accurate.
6. Fair Labor Standards Act	Ms. Carmichael stated that the Department of Labor had made this effective 12/1. Faculty are exempt from FLSA standards. Ms. Carmichael is reviewing data submitted by supervisors regarding OT. She believes this will be best managed by paying employees OT as needed. One recent change including an academic administrative personnel exemption for education employees. She stated that we do have around four individuals who would meet that definition and salary threshold which is based off of the entry faculty salary of \$33,500. During the next few weeks, Ms. Carmichael will be sending more information to effected employees.
7. All College Day	Ms. Carmichael followed up the discussion of All College Day from the last NPC meeting in May. The day is set for 8/23. She distributed a draft agenda and details will be finalized in coming weeks. There was discussion about bringing in a motivational speaker and there were several suggestions. Ms. Carmichael asked if anyone had further suggestions to please let her know. She also asked for input on group activities. Ms. Spurlock requested to speak about the student assistance fund and their grant application process. Dr. Sharma asked if they could have a video again like used last year.
8. Other	<p>Marketing updates – Dr. Riley stated that the registration banners are going up around each campus. Commercials are airing on local television emphasizing programs such as culinary arts, CIT, paralegal, etc. Towards the end of June/July, there will be heavy advertising in area newspapers encouraging students that it is not too late to register for fall classes. In July, WVNCC will have a table/display at the mall for three weeks.</p> <p>Fall enrollment as of today is 38%. Dr. Riley asked Dr. Sharma if there could be more involvement from faculty with helping to get students registered before they leave at the end of the semester.</p> <p>Ms. Moran provided the following updates in Financial Aid for Ms. Fike: there was \$228k paid in financial aid this week and refunds are set for Thursday.</p> <p>Ms. Coffield distributed a comparison report for fall 2016 and fall 2015 weekly enrollment reports for headcount and FTE. She stated that the recent outreach to current health students helped increase our numbers this year. Ms. Payton asked about the thermometers to show comparisons and Mr. Baller asked</p>

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about the thermometer that used to be sent out on Monday's. Ms. Coffield will talk with Ms. Baker about what is involved and maybe go back to a Monday distribution. Ms. Coffield also stated that IR reached out WVNET recently to see how often Argos reports are being used but WVNET does not appear to have that data readily available.

Mr. Baller stated that the B & O West side entrance is still closed but that the sidewalk project should be complete by the end of this week. He also stated that they recently completed the art room and med lab switch out. Over the next few weeks, they will be working in Culinary installing new equipment and the Service Center move.

Mr. Sayre announced that As You Like It will be returning in the fall to the EC. There is also a preliminary architect meeting for the Wesco building on 6/29.

Dr. Sharma stated that Dr. DeAtley asked that she share that the Chemical Operator program starts July 5th. They also received an assessment grant to help with assessment workshops for faculty.

Ms. Spurlock reported that there are 21 teams currently registered for the golf outing at Oglebay on Friday. Sponsorships are also up this year.

Ms. Carmichael stated that an offer has been extended for the chemical operator faculty position. She hopes to make an offer soon for a nursing position. The math faculty position offer has been accepted. The Service Center position has already received 40 applications and does not end until 7/1. Interviews start next week for the IT Director.