

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 22, 2015

DATE: April 22, 2015	PLACE: 126B	CONVENED: 9:05 a.m.	CONCLUDED: 10:00 a.m.
ATTENDEES:	Dr. Riley, N. Albert, J. Baller, P Carmichael, C. DeAtley, M. DeCola, J. Doolin, C. Farnsworth, J. Fike, S. Lippiello, K. Mulhern, P. Stroud, G. Wallace, P. Woods		ABSENT: B. DeFrancis, S. Payton, L. Tackett
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	May 20, 2015		
ITEM	DISCUSSION		
1. WV Council Meeting Update	<p>Dr. Riley provided an update on the state master plan. Council approved the state master plan. When it is available, we will send it out so that everyone can review specific measures to develop a 5 year compact and tie it into the master plan. It includes a number of specific items including increasing the number of graduates; increasing the number of skillsets by 20%; reducing the number of credit hours accumulated by graduates, etc. Ms. Albert asked if there was a way to report out differently if students change majors. Ms. Woods believes so. Dr. Riley asked that we check with our peer institutions to see how they are tracking/defining skillsets. The master plan should be out by June 1st. Usually the compact is due July 1st but with this one will not be due until November 1st.</p> <p>As we move forward with the master plan, we will start developing a five year compact as a college. At the Council meeting, there was still discussion on laying the groundwork for performance based funding. The compact report should be due soon. Ms. Woods stated that she has helped with this in the past. The master plan, compact, and HLC are all going to be around the same time but should set the course for the next five years.</p> <p>Dr. Riley and Mr. Lippiello presented the tuition and fees that the Board of Governors approved to the Council. After some discussion, this passed at the Council. There will be an email sent out to campus explaining the changes.</p>		
2. Review of the Open House	<p>Ms. Fike reported that there were over 70 attendees at the Wheeling campus, 72 at the Weirton campus, and 20 at the New Martinsville campus. Overall, we were very pleased with the turn out. There were a few challenges with the workshop sessions and there is a meeting tomorrow to go over the survey results. Ms. Fike stated that the day cost around \$6,500 not including personnel costs. She stated that we have not done an Open House in 6 or 7 years since the health program opened up. There was a great turnout by faculty and staff. Ms. Fike asked if anyone had any other suggestions or comments to let her or Dr. DeAtley know. Dr. DeAtley added that it was exciting to see so many attendees and their families for our first</p>		

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	attempt. Dr. DeAtley thanked everyone for their involvement.
3. IP Video Rooms	Mr. Lippiello stated that due to popularity of the Big Blue Button and discussion with faculty who have asked to provide more IP video, they are going to open up more IP video rooms. These rooms will be as follows: New Martinsville: 211; Wheeling – EC: 407; and Weirton – 208. He is working with the Foundation to secure funding for these rooms. He is optimistic this will happen.
4. FY 2016 Budget	<p>Mr. Lippiello stated that the budget will be voted on Thursday at the Board of Governors meeting. The budget includes the revised fee structure and the new tuition rates of the following: \$125 in state; \$400 out of state; and \$280 metro rate. Mr. Lippiello stated even taking into account the new tuition rates and revised fee structure, we are still around \$57k short. He hopes to recover this during the course of the year in personnel costs. He reminded everyone that reaching the enrollment goal is critical as the budget is built around 2700 FTE.</p> <p>On the expense side, there is an increase in the OTPS budget by 6% due to increases in technology, utilities and the ECS Building lease. Also, depreciation has caused a \$400k increase and we need to find a way to fund it.</p> <p>After budget is approved, Dr. Riley will send communication detailing budget, tuition and fees.</p>
5. ECS Building Update	Mr. Lippiello reported that he will be receiving bids for abatement and demolition of the property. He hopes that he will be able to do both in one contract.
6. Upcoming RFPs	The Higher One contract expires October 1 st . Mr. Lippiello stated that he will put this out to bid to see who else is interested and will offer the minimum number of fees to students. We will continue to have ATM's on each campus as part of the new contract. The internet service provider in New Martinsville's contract is up in December. Mr. Lippiello will look to greatly improve service with going with a fiber option rather than continuing to offer it via satellite. There are six or seven different vendors interested in providing service to New Martinsville.
7. Classified Staff Council Update	<p>Ms. DeCola distributed the recent election results of the Classified Staff Council.</p> <p>The results are as follows:</p> <p>Sector Representatives: Administrative and Managerial Sector Representative – Shannon Payton; Clerical and Secretarial Sector Representative – Jaqueline Hores; Professional & Non-Faculty Sector Representative: Dawn Barcus & Shelley DeLuca; Service & Maintenance Sector Representative – Dave Monteleone; Technical & Paraprofessional Sector Representative – Margaret DeCola & Robert Gibb; Classified Staff Council Chair – Katrina Hyde; Classified Staff Council BOG Representative – Melanie Baker; Classified Staff Council ACCE Representative – Melanie Baker; and Classified Staff Council Recorder – Hilary Curto.</p>

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8. Other

Dr. Riley welcomed Jeremy Doolin as the new Faculty Assembly President. Everyone welcomed him and looks forward to working with him.

Dr. Riley stated that the PTK ceremony went well last Friday.

Dr. Riley and Ms. Woods are working on enrollment thermometers/visuals showing progress which will be sent to campus.

Ms. Woods stated they will be doing a drawing for two caps and gowns for students who complete the graduate survey. IR is also working on finishing the IPEDS reporting.

Mr. Doolin announced the new Faculty Assembly Officers: Scott Owen (Vice-President/President-Elect); Jody Tyburski (Secretary). Dave Stoffel is the new Board of Governors Faculty Representative. Mr. Doolin plans on increasing communication among administration, faculty, and staff. He will be available over the summer. Ms. Stroud asked about faculty committees and rotation. Mr. Doolin stated that if faculty have been on a committee for five years, they rotate off. He was also pleased to announce that there will be a new CIT lab in EC410.

Ms. DeCola thanked the Classified Staff for participating in the Employment Satisfaction Survey. They had a very high response rate (94.1%).

Ms. Stroud reported that for National Library Week they had students leave sticky notes in each LRC on why they visited the library. A total of 78 notes were left with the top reasons being: study/do homework; use resources, books, magazines, DVDs, and newspapers; computers; see the kind/helpful staff; take a test; and enjoy cookies/candy. She also announced that for National Poetry Month that they will have information available about a Poem In Your Pocket Day on April 30th.

Mr. Baller announced that on May 11th, they will be sealing and restriping the Wesco Parking Lot. The lots are set up to do this on a three year rotation. Lots A, B, C, & are also scheduled for sealing and striping. Also, the trees on campus will be trimmed this year.

Ms. Albert announced that if you are working graduation, students can decorate their hats this year but not robes. It is going to be up to staff to see if they are appropriate. Recently, she found out at the Degree Works conference one of the reasons the reporting function is not working properly is that there is not enough disk space to run tables in the background. Ms. Woods has a call with them later today and will bring this issue up.

Ms. Mulhern reported that Southwestern Energy is conducting interviews for full time jobs and internships. She is also working with a few other companies to get internships and jobs. There are experiencing some

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layoffs in the gas industry. On Bridging the Gap grant, they are modifying the budget to include buying supplies. They are working closely with the CIT Department.

Ms. Carmichael stated that they have several searches going on and are contacting individuals to serve on committees. Classified staff evaluations are due on Friday. Non classified employee evaluations, for those who do not report to the President, are due May 1st. All other non-classified are due on May 31st.

Ms. Carmichael will send memo to campus regarding summer hours.