

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – January 21, 2015

DATE: January 21, 2015	PLACE: 126B	CONVENED: 9:01 a.m.	CONCLUDED: 10:01 a.m.
ATTENDEES:	Dr. Riley, J. Baller, P Carmichael, C. DeAtley, M. DeCola, B. DeFrancis, C. Farnsworth, J. Fike, D. Hanes, K. Herrington, L. Kefauver, S. Lippiello, K. Mulhern, S. Payton, P. Stroud, G. Wallace, P. Woods		ABSENT: N. Albert, L. Tackett
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	February 18, 2015		
ITEM	DISCUSSION		
1. Enrollment Management Planning	<p>Dr. Riley distributed the enrollment charts that were shared on the CTCAC December conference call. The five year trend shows us losing -41.2% (the most out of any of the WV state community colleges) in FTE. Dr. Riley stated that this is a crucial time for WVNCC. We really need to turn the enrollment around and this process will involve and affect everyone. As the process is revised, the existing Enrollment Management Council will try to get a handle on the best approach. It will be a two prong process – recruitment, including the admission process, application, and yield percentages as well as retention, including advising, programming, delivery, are we meeting the needs of all three campuses, etc. Ms. Farnsworth is reviving the Retention Committee which has divided up into six subgroups. The group will explore if we need an advising center. If there are any marketing pieces that come out of this, they will work with Mr. DeFrancis to implement.</p> <p>Ms. Fike and Dr. DeAtley will spearhead a revised enrollment plan by March 1st for Fall 2015 and a long term plan for Fall 2016 by May 1st.</p> <p>Ms. Woods to get data about where students from high schools are going.</p> <p>Ms. Herrington discussed a recent professional development training she did on engaging students in the classroom. Ms. Carmichael asked Ms. Herrington to provide a list of the faculty who participated so she can include it in her professional development report. There should be a video recording of it on recording.wvncc.edu. Ms. Kefauver will send info to adjuncts</p> <p>Dr. Riley stated that the College will be required next year to develop the next five year strategic plan. They can use the revised enrollment plan as part of this.</p>		
2. Title III Grant Update	<p>Dr. Riley stated that there is an external evaluation on campus tomorrow as part of the requirement for the federal grant. They will submit an annual performance report on 2/2. All projects are on target and we are seeing an impact with the number of students decreasing taking developmental ed courses.</p>		

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3. Oasis Update	Ms. Carmichael recently learned that the higher education module, which includes payroll, leave, and timekeeping, is scheduled for the fourth wave of implementation – January 1, 2016. She mentioned that there has been a proposal from a state legislator to remove higher ed from the Oasis system. If this were to happen, the school would need to purchase a HRIS system. For the time being, HR is keeping all information in dual systems.
4. Personnel	Ms. Carmichael stated that as vacant positions become available, they are looking at every position and determining need. With a combination of a drop in enrollment and cuts from the state budget, we are looking at every position. Dr. Riley and Ms. Carmichael to review personnel at the end of this week. Dr. Riley does not want to do a campus wide freeze on hiring but vacant positions will be looked at very carefully.
5. Retirement Planning	Ms. Carmichael asked if anyone is planning on retiring in the next nine months to please let her office know so they can meet with them and go over various planning options.
6. Capital Budget FY 2016	Mr. Lippiello handed out a Capital Projects Requests FY16 by priority list. These will be reviewed by Dr. Riley then the Board of Governors. He noted that the budget amount is significantly down. He is still working on Perkins and working to find out what is Perkins eligible.
7. OTPS Budget FY 2016	Mr. Lippiello handed out the OTPS budgets that were submitted to the Budget Committee. He noted that we do have certain required obligations including utility increases. He is not sure how much room there is for further reduction. He asked that people review and ask questions if they have them. This will be reviewed at the next Budget Committee meeting.
8. ECS Building Update	Mr. Lippiello provided an update on the ECS building. The abatement came in a little higher than originally anticipated. Mr. Lippiello is working with the Foundation to get more funding. He described the agreement with the Foundation – to lease back the parcel from Foundation. The plan is to use the space as a parking lot. More details are being worked out.
9. Miller Building Auction	Mr. Lippiello provided an update on the Miller building auction that he attended last week. The College did not submit a formal bid nor did anyone else. If we would have pursued the purchase, the goal would have been to open up the block for aesthetic purposes. However, Mountaineer Gas owns a rectangular portion of the building that supplies gas for the City of Wheeling. Mountaineer Gas does not wish to relocate this part at this time.
10. Morale Survey	Dr. Riley stated that she is continuing the process that Dr. Olshinsky started. She is reviewing the survey with Pam Woods. The next scheduled meeting is February 6 th at 11:30 am. The morale survey is included in the employee satisfaction survey.
11. Other	Dr. Riley welcomed everyone back for the spring semester. She asked if everyone felt that the monthly President's Council meetings were enough or if there was a need to have more meetings. There was consensus that once a month is adequate.

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College Committee changes – Janet Fike (non-classified) has been added to the Budget Committee replacing Mike Koon. Dr. Riley has added an additional classified staff representative to the Committee. There were several changes on the faculty side as well with vacated faculty positions.

Events around campus – Mr. DeFrancis asked if people have good things happening in their areas to let his office know. Hilary can use Facebook to communicate news items to students.

Copiers/printers – Mr. Lippiello provided an update on the new contract for copiers and printers. The desktop printers are arriving but we are backordered on the printers. The installation of copiers and printers will be done at one time on the Weirton and New Martinsville campuses. The installation of these items on the Wheeling campus will be more as each copier and printer comes in.

Ms. Fike asked that if anyone hears students saying that they do not have books that they ask the student to go see Financial Aid.

Personnel updates -- The new Veterans Counselor position starts on February 2. Ms. Albert will be the supervisor and Ms. DeCola will work with her on expanding the V.A. benefits. Interviews are currently scheduled for the Career Counselor position.

Ms. Payton reminded everyone about the lunch and learns coming up. She also talked about the community service projects that they are working on this semester to help out the homeless.