

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – July 20, 2016**

<b>DATE:</b> July 20, 2016	<b>PLACE:</b> 126A	<b>CONVENED:</b> 9:00 a.m.	<b>CONCLUDED:</b> 10:10 a.m.
<b>ATTENDEES:</b>	Dr. Riley, J. Baller, P. Carmichael, R. DeFrancis, S. Owen, S. Payton, J. Sayre, R. Spurlock, P. Stroud, G. Wallace, P. Sharma for Dr. DeAtley		<b>ABSENT:</b> H. Coffield, C. DeAtley, C. Farnsworth, J. Fike, D. Shahan, L. Tackett
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>September 21, 2016</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. WV Council Update</b>	<p>Dr. Riley stated that the WV Council met last Friday to approve tuitions and budgets since the state was delayed in the budget process this year. She described the meeting as being a very different type of meeting than in year's past. We were fine on our tuition increase as we were below the 5% so it was approved. However, there were three other schools that need to go back and re-do their budgets. It was a good strategy for WVNCC to stay under the 5% tuition increase this year. During the meeting, there were several questions directed at institutions regarding their operating budgets.</p> <p>As we move forward, it is going to be harder for schools to get approvals. The future appears to be a much more restricted budget scenario. Dr. Riley hopes the Legislature will have budget discussions earlier in the year. We were lucky this year as higher education was exempt.</p>		
<b>2. HR Miscellaneous</b>	<p>Fair Labor Standards Act - Ms. Carmichael distributed a draft memo that she will be using to send to employees in the coming weeks to notify them that they are non-exempt or exempt. As a reminder, the law goes into effect December 1<sup>st</sup>. The November 26<sup>th</sup> pay will be the first pay period that it will affect employees. She will work on training employees during the coming months. Dr. Riley added that the teaching status for adjuncts and full time employees might change. If the employee becomes non-exempt, the employee will not be allowed to also teach. Ms. Carmichael stated that she has asked division chairs to not use employees until status is determined. Ms. Carmichael cautioned using employees from other state of WV schools as there is an issue within OASIS that is problematic and needs corrected.</p> <p>Paper Timesheets – Time Clocks – Hourly, temporary employees and work study will no longer need to complete paper timesheets unless the employee has a multiple appointment. Ms. Stroud and Ms. Payton stated that they are still experiencing some difficulties with being assigned as a delegate.</p>		

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	<p>New hires – Ms. Carmichael asked that HR know no later than July 31<sup>st</sup> on new hires to give them time to get them in OASIS before classes start on August 29<sup>th</sup>. The new system takes a lot longer to process everything</p> <p>Overtime – Dr. Riley has approved a recommendation that 2.5 hours or less of overtime would just need supervisor approval to alleviate additional paperwork. Supervisor needs to monitor and make sure that repetitive overtime is necessary. If OT becomes abused, this might need to change. Ms. Carmichael will communicate to appropriate parties.</p> <p>Ms. Carmichael is working on audit of leave time in Replicon and Kronos to make sure all leave time matches. We have the Replicon system until the end of August so until then use both.</p> <p>Ms. Carmichael shared some hints on using Kronos more efficiently. She will send out information about the calendar function in Kronos which shows multiple reports out similar to Replicon.</p>
<b>3. Other</b>	<p>Ms. Stroud distributed a handout on the new Library Portal page. She thanked Scott Montgomery and Matt Starkey for their assistance on the search box and page. She stated that she has asked for this to be added to the WVNCC Facebook page.</p> <p>Mr. Wallace stated that he hopes to get computers soon so that they can get into Kronos. Ms. Carmichael stated that they will be put in the lounge.</p> <p>Mr. Sayre handed out a preliminary drawing of the Wesco Building by M &amp; G Architects. The first goal will be to move the welding and petroleum technology programs into the building. Bathrooms for gender purposes will be sorted out. There was a discussion on wheelchair lifts versus ramps. As they move through this process, they will work on what they can and can't do.</p> <p>Mr. Sayre stated that he was happy to see that we survived the WV Council call on Friday and our operating budget was approved. He doesn't think that higher education will continue to get a free pass and we need to monitor spending closely in the coming months. He will be pushing back on fiscal responsibility.</p> <p>Mr. Baller stated that he has been trying to work with the city and others on the south street section between Barnes and Noble and the Boury Building. They have a permit to block the street as needed. He is concerned that parking will be an issue in this area for students once school opens.</p> <p>Dr. Sharma passed on some information from Dr. DeAtley including that a full agenda has been set for Faculty Week. Also, there are a lot of early entrance classes that still need instructors including math, English, history, and psychology. All instructors for online courses still need to complete QM Training. Dr. Sharma also stated that all programs will be looked at to see what else could be taught online. All book orders have been completed and the schedule of classes is out. HLC is still being worked on.</p>

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	<p>Ms. Payton stated that the final push for the calendar is on. If you have anything to be included, please let her know by August 1<sup>st</sup>. On August 9<sup>th</sup>, there will be a student leadership training. If you would like to attend, please let her know.</p>
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