

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – May 20, 2015**

<b>DATE:</b> May 20, 2015	<b>PLACE:</b> 126B	<b>CONVENED:</b> 9:05 a.m.	<b>CONCLUDED:</b> 10:15 a.m.
<b>ATTENDEES:</b>	Dr. Riley, N. Albert, J. Baller, P Carmichael, C. DeAtley, M. DeCola, R. DeFrancis, J. Doolin, C. Farnsworth, J. Fike, S. Lippiello, K. Mulhern, P. Stroud, G. Wallace		<b>ABSENT:</b> S. Payton, P. Woods
<b>BY PHONE:</b>	L. Tackett		
<b>MINUTES RECORDED BY:</b>	Rana Spurlock		
<b>NEXT MEETING</b>	June 11, 2015		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Employee Satisfaction Survey Committee Update</b>	Dr. Riley provided an update on the Employee Satisfaction Survey. The committee was pleased with the response rate and number of comments. One of the larger concerns mentioned is lack of opportunity for advancement. A new survey, with revised questions, will be developed in the fall and released next spring. This will become an annual process with the spring survey serving as the baseline.		
<b>2. Student Services Changes</b>	<p>Ms. Albert reported that changes to the Student Services Department will take place in the next few weeks. The office is relocating to Room 105 (Jenna Derrico's current office) and there will be a door added to the hallway where Tami Becker's office is currently. Students looking for assistance with veterans info, recruiting, registrar, etc. will enter only through office 105. Debbie Wayt will direct students to the Business Office or Financial Aid Office as necessary. The switchboard will be covered by a Business Office employee in the event that Shelly Reager is on vacation or sick time. Jenna Derrico will remain a backup for Debbie's position in the event of vacation or sick time.</p> <p>Mr. Baller stated that he could save money by using a door with a window if it is acceptable that the window is frosted. Both Ms. Albert and Ms. Fike agreed that would be fine. Dr. Riley thanked Ms. Albert and her staff for working on this project.</p>		
<b>3. ECS Building Update</b>	Mr. Lippiello stated that based upon quotes, it was deemed necessary to accept bids for asbestos removal. There seems to be bidding interest across the country. A mandatory pre-bid meeting will take place May 28 <sup>th</sup> . Any questions will be addressed through June 8 <sup>th</sup> with the bid award date being June 15 <sup>th</sup> . Bidders are being asked to bid as follows: 1) Asbestos only 2) Demolition only 3) all work. The goal is to have demo completed in July with a total completion date by fall semester. The maintenance team has been removing shrubbery. Mr. Lippiello stated that these steps are being taken to be prudent with the funds being loaned by the Foundation, while also minimizing the cost to the College during repayment.		
<b>4. Higher One Update</b>	Mr. Lippiello reported that he has asked Higher One to extend the current contract through June 2016 and they have agreed. Higher One will still be bidding on the student refund card services, which will be published in the winter months. The winning bidder will begin services July 1, 2016 and will be required to have ATMs on all three campuses with the lowest possible fees to students.		

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<p><b>5. Laptop/iPad Project</b></p>	<p>Mr. Lippiello thanked everyone for their cooperation during this process.</p>
<p><b>6. Print Management</b></p>	<p>Mr. Lippeillo stated that there are three aspects to print management – printing, copying, and the 500-page limit for students. Printing and copying have been tested for a while and software knows how much each person is copying. Printing and copying are large issues because the College has increased its volume by 200% over the last five years. Mr. Lippiello stated that there are three options for paying for extra copies: 1) Using a debit/credit or Higher One card 2) Cash-only kiosks in all three libraries, however, the kiosks cost approximately \$2,500 each 3) Visit the Student Services Center or Business Office and pay cash to be added to their accounts. Possible solutions may be piloted this summer with fall implementation. Mr. Lippiello is working with Hughes Xerographic on these issues.</p> <p>Mr. Lippiello added that the 500-page limit is per academic year and additional copies are \$0.03 per the College's contract. Ms. Stroud stated that there may be customer service issues to be addressed and asked if student scanning may be charged a fee to discourage copyright infringement. Mr. Lippiello has made an effort to see how other schools handle similar issues. Some have found that issuing iPads to students has helped.</p>
<p><b>1) Other</b></p>	<p>Ms. Fike asked that anyone with dates for the student calendar submit them to Shannon Payton by the end of June.</p> <p>Ms. Stroud reported that there are two rooms near the library in Wheeling where students can borrow a laptop and remote to work on projects.</p> <p>Mr. Baller asked to meet with Dr. Riley, Dr. DeAtley and Mr. Lippiello after the meeting.</p> <p>Mr. Lippiello thanked Ms. Carmichael and her staff for working diligently to fill the staff positions in the Business Office.</p> <p>Mr. Doolin reported that he is working on a CIT lab in Room 410.</p> <p>Ms. Mulhern stated that Petroleum Technology students have been hired, making a nice living and others have received internships. Williams Energy will conduct mock interviews with some WVNCC Mechatronics students and several companies are looking for graduates to hire. Two instructional specialists will be hired for welding and Mechatronics. A grant was submitted to Dominion for equipment. The Community Relations Office has worked to create ads targeting employers. The ads will be used for billboards and the State Journal and are being funded through the BTG grant.</p>

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Several grant-funded positions will be filled for peer coaches, grant support, and recruiting. Room 313 is a proposed location of a TEAL lab. This is also being funded through the BTG grant.

Ms. Spurlock reported that the Annual Golf Outing will take place May 29<sup>th</sup> with 22 teams currently registered. Mr. Baller is the tournament director.

Ms. Albert thanked everyone for their help with commencement. Dr. Riley added that by summer's end approximately 450 students will have graduated. Ms. DeCola added that Tracy Jenkins works hard on these graduations.

Ms. Carmichael reported that the HR office is experiencing a high volume of hires and is receiving many resumes for open positions. The VPAA position is currently in second interviews; the part-time graphic artist has been hired and begins June 2<sup>nd</sup>; interviews for the Human Services faculty position are completed and references are being checked; the Registrar position will be posted in the weekend newspaper; program directors are being hired for both Welding and Mechatronics as well as Culinary Arts faculty to replace Mark Glass; the VP of Economic and Workforce Development, Executive Director of IT/IR, and accounting clerk are also in the process of being hired.

Ms. Carmichael also reported that OASIS is being released in two waves and higher education in is the second wave of October 2015. For now, Kelly Patee is maintaining information in both systems. She also asked that supervisors adjust employees schedules accordingly for those working the golf outing. Ms. Carmichael suggested that information on Service Center changes be emailed to the college community. Dr. Riley added that a map of the changes may also be helpful.

Mr. Lippiello reported that there are some changes coming to the functions of Officer Faldowski. These will include serving as a Resource Officer with an immediate goal of allowing Office Faldowski to be more involved educationally, such as participating in criminal justice classes. His current responsibilities will not change.

Ms. Fike added that she is working on the Cleary requirements regarding this change.

Mr. Lippiello also asked that any office moves be limited this summer.