

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 18, 2015**

<b>DATE:</b> November 18, 2015	<b>PLACE:</b> 126A	<b>CONVENED:</b> 9:03 a.m.	<b>CONCLUDED:</b> 10:10 a.m.
<b>ATTENDEES:</b>	Dr. Riley, J. Baller, H. Coffield, C. DeAtley, R. DeFrancis, J. Doolin, C. Farnsworth, S. Lippiello, S. Payton, D. Shahan, R. Spurlock, P. Stroud, G. Wallace		<b>ABSENT:</b> P. Carmichael, J. Fike, A. Moran, L. Tackett
<b>BY PHONE:</b>			
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>December 16, 2015</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Student Focus Group Findings</b>	<p>Ms. Coffield presented a PowerPoint on the student focus group findings.</p> <ul style="list-style-type: none"> <li>• She had the following number of participants on each campus: New Martinsville (17 students with a high percentage of them being nursing students); Wheeling (17 students with a high percentage of medical assisting students); and Weirton (6 students with a younger, more diverse representation of majors).</li> <li>• The top three reasons why students chose WVNCC are affordability, proximity and programs (programs mentioned included nursing, radiology, psychology, 2+2, criminal justice, and mechatronics).</li> <li>• Students also provided a list of challenges they faced in getting started as well as when they registered for classes.</li> <li>• The majority of student participants knew and had met with their advisors. They knew how to access Northern Navigator but weren't real sure about their graduation plan.</li> <li>• Most students felt that their courses were preparing them for the workforce especially the healthcare majors with clinical rotations.</li> <li>• Thirty-nine out of forty students participating felt that WVNCC is an affordable education option. Students recommended several financial aid items including specific cost estimates for Healthcare Programs communicated in a timely manner; the availability and distribution of HEAPS money should be better explained to students; and provide checklists for students related to who is eligible for financial aid, FASFA, paperwork required, scholarship information, Master Promissory Note, etc.</li> <li>• The students also submitted concerns for the distance education courses including upstairs Wi-Fi in NM, Weirton IP Video classes, and some inconsistency with the quality of online courses varying by instructor. They recommended for the distance education courses to meet one day face-to-face; a Blackboard Tutorial; office hours either in person or via Skype; chat/discussion board for online courses; and link IP classes to Blackboard to review the work and quizzes.</li> <li>• When the students were asked how they stay informed, the primary method is Facebook (most likely a friend's page rather than the official WVNCC page); email and portal.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Student participants indicating that they frequently check their email.</li> <li>• When asked how the Service Center changes affected them, the students stated that they understood the move for privacy issues as well as some confusion on where to go and just anything that comes along with a change.</li> <li>• Other concerns shared by the students included having different instructors for the course and lab in an anatomy course; three students expressed dissatisfaction with FYS; NM and Weirton students expressed desire for more campus life activities; the outside (marble) steps on Wheeling campus are very slippery in the winter; and vending machines are an issue in NM.</li> </ul> <p>Ms. Coffield stated that they are doing short debriefs on each campus regarding these results. She will also work on documenting everything and tracking recommendations that were made. If we are getting good data, it makes it easy to follow up.</p>
<p><b>2. Enrollment</b></p>	<p>Ms. Fike was absent so there was not an enrollment update.</p> <p>Enrollment thermometers – Ms. Coffield will check that we get these out there as soon as possible since registration opened last week to keep it in front of everyone. Will post on the portal and start sending weekly updated thermometers.</p> <p>Registration – Ms. Farnsworth will have a table at the Thanksgiving Feast tomorrow. Ms. Payton will check with Ms. Fike on cards that she stated that would be available for students to confirm contact information. For students confirming data, Ms. Payton will have t-shirt giveaways. Ms. Farnsworth also stated that they are fitting degree planning into FYS. For the spring, the FYS workshops will be held after registration opens. Dr. Riley emphasized the importance of registration relating back to budget and the importance of retaining current students for the spring.</p>
<p><b>3. Budget Update FY 2016</b></p>	<p>Mr. Lippiello and Dr. Riley met yesterday and went over line items as to where we could still possibly reduce for the FY 2016 budget before the end of the year to provide some cost savings. He is not going to provide a set amount to be reduced. He stated that after the holiday, he will send out and go over in detail with each budget manager.</p>
<p><b>4. IT Updates</b></p>	<p>Mr. Lippiello stated that we are in need of a new phone system. He will look at the capital budget and the possibility of upgrading next year. He is also looking at replacing the IP video equipment. The new equipment is good but the older equipment is not reliable. He will also look at capital budget on this. He will follow up on the EDOCS platform that came up in one of the strategic planning sessions. The Apple app for the WVNCC is also functioning. He emphasized that the app is designed for student use. Ms. Payton asked if the students could receive notification via the app and Mr. Lippiello will check it out.</p>
<p><b>5. Other</b></p>	<p>Dr. Riley welcomed the new IT Director, Donovan Meyers. He started on Monday and we look forward to working with him.</p> <p>Strategic planning – Dr. Riley stated that the last session was on 11/6. The survey has been sent out to</p>

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various external groups. To date, 65 responses have been received. We will look at results once the survey deadline ends and incorporate what we need into plan. Once we fill the strategic plan draft is more complete, we will send to campus for feedback. We are still waiting on baseline data from the state.

District Consortium meets later today. It allows the high schools and career centers in our area help build pathways into community colleges. They usually meet twice a year.

Ms. Coffield stated that IR is currently working on the strategic planning survey, Blackboard analytics, Title III data and tracking students who took developmental ed courses and how they are doing. Course evaluations hit next week.

Mr. Lippiello stated that capital budget requests are due today.

Ms. Payton reminded everyone about Thanksgiving Feast tomorrow. Also, any calendar items for second semester are due to her the first week of December. The Wheeling Christmas parade is on Friday. The Student Union will be open for employees and their families (\$10) to watch the parade. Secret Santa tags are also available.

Mr. Baller announced that hand sanitizer, Clorox wipes and tissues are available for employee use. Just let him know if your area needs them.

Ms. Farnsworth stated that they are trying to hit enrollment from all sides – signs, banners, postcards and whatever they else they can use to get the registration push out. They are also doing a call campaign. If anyone wants to help out with the call campaign, please let her know. Ms. Farnsworth also discussed a recent meeting that she had with changing the withdrawal date to one date for all. Ms. Fike did not see any reason why it could not be done. Ms. Farnsworth shared this with Dr. DeAtley and Mr. Doolin to see if they could see any reasons faculty would feel that it might not work. Several adaptations have also been made for FYS. New students are being advised to take FYS as soon as possible.

Mr. Doolin stated that at the last Faculty Assembly it was approved that merit would become part of FERC. He added that just by completing the faculty evaluation, you are now part of merit.