

DRAFT Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – April 9, 2014

DATE: April 9, 2014	PLACE: B&O Board Room	CONVENED: 1:05 p.m.	CONCLUDED: 2:15 p.m.
ATTENDEES	Dr. Olshinsky, N. Albert, J. Baller, P. Carmichael, B. DeFrancis, C. Farnsworth, J. Fike, D. Hanes, K. Herrington, L. Kefauver, S. Payton, Dr. V. Riley, K. Serig, P. Stroud, L. Tackett, G. Wallace, P. Woods		
EXCUSED	M. DeCola, S. Lippiello		
BY PHONE	M. Koon		
MINUTES RECORDED BY	Rana D. Spurlock		
NEXT MEETING	May 14, 2014 at 1 p.m. – B&O Board Room		
ITEM	DISCUSSION		
1. FY2015 Budget	<ul style="list-style-type: none"> • Dr. Olshinsky stated that the Governor's budget is available and a portion has been allocated for increases. WVNCC will look at possibly enhancing that, which will be finalized by the end of April. • Funds saved by retirements and resignations are being used to supplement budget cuts so that layoffs do not happen. 		
2. Online Degree Programs Update	<ul style="list-style-type: none"> • The Higher Learning Commission approved the College to provide online programs. • WVNCC's website is being updated with online degree program information. • There are federal guidelines regarding distance education and WVNCC is currently authorized to provide online degrees for residents of certain states. • A steering committee is working on any issues related to online degrees. • Developmental Education courses are not available online, however, Fast Track is. 		
3. Summer Work Schedule	<ul style="list-style-type: none"> • Ms. Carmichael reminded everyone that summer schedules are almost due. She will send an email reminder. Kelly Paree is making a master schedule. • All offices must have a plan in place to provide office coverage until 5 pm. 		
4. Leave Usage	<ul style="list-style-type: none"> • Ms. Carmichael reported on the amount of vacation and sick leave used by staff. • Of the top 10 users of leave, 50% are covered by FMLA. • The average usage of vacation time over the last three years is steady. 		
5. Evaluations	<ul style="list-style-type: none"> • Ms. Carmichael reminded everyone to complete evaluations by April 15th because Dr. Olshinsky has until April 30th to complete his administrative evaluations. 		
6. Possible Training	<ul style="list-style-type: none"> • Ms. Carmichael is offering supervisor training in small groups to those interested. • The training includes a session on Web Time Off. • This training will be mandatory for all new supervisors. 		
7. Arrears Pay Change FY2015	<ul style="list-style-type: none"> • Ms. Carmichael reported that between July 2014 and December 2014 the state will move all employees into "arrears employees." This will affect about 50% of Northern's employees who are paid "current" at this time. 		

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	<ul style="list-style-type: none"> • The HR office will be in contact with all employees affected, however, no one will miss a pay period. This will only affect employees' final pay when they leave state employment. • Beginning January 2015 the state will begin bi-weekly pay periods with paychecks arriving every other Friday.
8. Other	<ul style="list-style-type: none"> • Dr. Olshinsky stated that retention continues to be an issue for WVNCC. • Dr. Riley stated that Disabilities Services will now be referred to as Accessibility Services. • Mr. DeFrancis reported that the Community Relations Office is working on marketing the online degree programs, including a new radio campaign. • Mr. DeFrancis also reported that the Community Relations Office has been working on a joint marketing project with the WVNCC Foundation to advertise on social media and to obtain information from potential students via a landing page. • Ms. Fike reported that the Default Committee meets to work on campaign to deter loan defaulting. The goal is to educate students about the various options available to them to avoid loan default. Ms. Albert offered to add related information to the graduation insert. • Ms. Payton reported that several activities are available for Sexual Assault Awareness Month, including a Lunch & Learn and awareness ribbons. • Mr. Serig reported that from noon-1 pm on April 15th there will be a training regarding dealing with disruptive students. • Mr. Koon reported that the Weirton Campus will have a Job Fair on April 17th. • Ms. Carmichael reported that Mr. Hanes will provide a security training regarding PCs.