OFFICIAL Minutes  
NORTHERN’S PRESIDENT’S COUNCIL MEETING – December 20, 2011

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<th>DATE: December 20, 2011</th>
<th>PLACE: B&amp;O Board Room</th>
<th>CONVENED: 1:50 p.m.</th>
<th>CONCLUDED: 2:45 p.m.</th>
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**ATTENDEES**

**EXCUSED:**
P. Carmichael, T. Eltringham, E. Fisher, D. McCray, Dr. V. Riley, L. Tackett, B. VanKirk and D. Wycherley

**Participated by Phone**
J. Fike

**MINUTES RECORDED BY**
Linda K. Dudash

**NEXT MEETING**
January 17, 2012 – 1:45 p.m. – B&O Board Room

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<th>ITEM</th>
<th>DISCUSSION</th>
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<td>1. Hiring of Officer</td>
<td>Officer Ron Faldowski has been hired as full-time police officer on the Wheeling Campus beginning January 3, 2012. Officer Faldowski will be on duty from 10 a.m. to 6 p.m. Monday through Friday; his office is located in room 107B. He will be responsible for security matters on the Wheeling Campus and will be on foot patrol most of his working hours. Mr. Lippiello will be Officer Faldowski’s direct report; his indirect reporting line is Ms. Fike and Ms. Carmichael. Daytime emergencies are to be reported to Officer Faldowski by calling 304.650.9994. A few of the job responsibilities of Officer Faldowski include: patrolling both buildings on the Wheeling Campus and checking to see if individuals have visible ID’s. Mr. Lippiello is to be informed of people who will be on Campus other than employees of the College or visitors (e.g. external individuals participating in meetings on Campus) and he will forward the information to Office Faldowski. Individual ID’s will be processed for GED people and Mr. Koon requested ID’s for “Spokes” people. Officer Faldowski will need to be notified of individuals who will be doing placement testing. At the present time, individuals are permitted to utilize the library without having to secure a visitor’s pass. Advice/concerns may be directed to Mr. Lippiello, Ms. Carmichael or Ms. Fike.</td>
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<td>2. Budget</td>
<td>January 10 is the final date for OTP budget requests to be submitted to the Business Office. Justifications are critical to budget requests. Mr. Lippiello requested departments to prepare budgets on a “needs based” basis. At the present time, the College is not requesting departments to reduce their budget, however, there is a possibility a reduction in budgets may be necessary come January or February.</td>
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<td>3. Project Updates</td>
<td><strong>ATM Machine on Wheeling Campus:</strong> The College will be receiving a new ATM soon. Mr. Lippiello is waiting to see if Higher One will approve the same location for the new ATM as they had concerns over how the College will protect the ATM from future vandalism. The College continues to pursue security measures by: (1)</td>
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having additional cameras mounted both internally and externally on Campus property, (2) providing enhanced lighting internally as well as providing enhanced lighting in parking areas, and (3) limiting or restricting re-entry into buildings by using swipe cards.

**Weirton Campus Construction:** Pictures of the progress on the Weirton Campus construction project were e-mailed to employees. The projected completion date of the project is scheduled for the end of January 2012.

**Straub Properties:** The College plans to obtain bids for the Honda and Hyundai properties simultaneously by the end of January 2012. Northern is looking at January 2013 for occupancy of the buildings.

**ECS Building:** Dr. Olshinsky, Mr. Lippiello and Joe Craycraft (attorney), met with families who own the ECS building. Owners of the building asked $631,000 for the property and Northern countered the offer at $610,000. The College received a letter from ECS’s attorney stating the building is being put up for sale for $750,000. WVNCC Board of Governors suggested the College approach ECS with a Right of First Refusal (if an offer is made to ECS by a third party, ECS would give the College an opportunity to counter that offer).

**Fixed Asset System:** Mr. Lippiello informed Council the College is looking at a bar code system for fixed assets. (Fixed assets are defined as anything that is tangible and has a value of $1,000 or more—computers, printers, etc.) Work will be done on scanning items into inventory in the next several months. When tagged items are moved from their original location, departments are required to inform Mr. Lippiello of the new location of the tagged item.

### 4. Student Portal

A presentation was given to Council by Mr. Hanes relative to the new student portal, which will allow students single sign-on for accessing N.O.W., student email, Grades First, CourseEval and Blackboard. Students will be informed the College has the ability to watch what they are doing on their computers through their computer ID. Students may be cut off from the program if they have been suspended or have had discipline issues.

### 5. Student Support Services

Ms. Sullivan reported the Disabilities Center is going to an imaging system for its records. The department is replacing the old imaging system with a new one.

Relative to the tutoring side of Student Support Services, an update was made to the Mission so it aligns with the current Mission and the College’s accreditation. The department is going to institute a marketing plan for its tutoring services.

Grades First will be the program used for student appointment scheduling. Once an appointment is created, the student will receive an e-mail informing them of the appointment. Information collected will indicate the number of students using different services.

The College is looking for a Program Assistant for the Weirton and New Martinsville campuses and it wants to have someone in place early next semester.
Ms. Sullivan announced proctoring services will be provided for faculty. Her department is working on a newsletter for faculty to assist in improving communication with students and adjunct faculty.

Ms. Sullivan and Ms. Frey taught a class on retention.

There has been talk of revamping various things on the advising committees. Recommendations will go to Dr. Riley on accountability measures.

Title III Grant—Work has begun on the Student Success Advisor position. That individual will be involved with high risk students and teaching college success courses to students. Comments from financial literacy students have been positive. From the disabilities side, many students have reported on how well they have been doing. Dr. Olshinsky reported a consultant will be on Wheeling Campus for the Title III Grant on January 3.

### 6. Data Standards

Regarding data entry standards, Ms. Woods is working on providing cleaner, data-driven reports. She will e-mail Council the Banner Users Guide to Data Entry Standards after today’s meeting. Ms. Woods asked Council to get back to her with anything that may have been overlooked in the guide so it may be included. Anyone who posts data will receive the Banner Users Guide.

### 7. Other

Ms. Fike reported the College is 400 students short of where it needs to be after break.

Ms. Albert ran a Standards of Progress report for fall. She will be reducing student hours for those not qualified for all the classes for which they registered.