# OFFICIAL Minutes  
NORTHERN’S PRESIDENT’S COUNCIL MEETING – March 20, 2012

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<tr>
<th>DATE: March 20, 2012</th>
<th>PLACE: B&amp;O Board Room</th>
<th>CONVENED: 1:45 p.m.</th>
<th>CONCLUDED: 3:30 p.m.</th>
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<tr>
<td>Participated by Phone</td>
<td>Peggy Carmichael</td>
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<td>MINUTES RECORDED BY</td>
<td>Linda K. Dudash</td>
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<td>NEXT MEETING</td>
<td>April 17, 2012 – 1:45 p.m. – B&amp;O Board Room</td>
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<th>ITEM</th>
<th>DISCUSSION</th>
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| 1. Lockdown Procedure | Ms. Fike distributed the Campus Lockdown Procedure. She stated the procedure would not be posted on the College Web site or in large locations. The confidential document will be emailed to employees and individuals who occupy a campus building.  

A practice lockdown will be conducted prior to early fall. Employees will be notified when the lockdown drill is scheduled. Ms. Fike and Ms. Wycherley worked together regarding students who may have difficulties during a lockdown. Ms. Fike will look into the possibility of scheduling lockdown training.  

A brief discussion was held relative to installation of phones in locations where there are none so employees are sure to hear an alert if one should go out.

*Suggestions relative to the Campus Lockdown Procedure are to be submitted to Ms. Fike.* |
| 2. Campus Police Authority | Campus Police Authority information was distributed to inform President’s Council of the scope of Officer Faldowski’s duties. This information will be sent to the college community, will be posted on the College Web site and will be added to the Campus Crime Report. |
| 3. Summer 2012 Enrollment | President’s Council received copies of the following: Summer 2012 and Summer 2013 Enrollment Projections Report and Student Headcount and FTE Enrollment for term 201104. Ms. Fike reported there are financial aid dollars available for students carrying a 2.0 or higher GPA; however, no money is available for students carrying less than a 2.0 GPA. The money students receive will cover tuition and fees and, in some cases, books. |
| 4. Report on Workshop: Criticism & Discipline Skills | Key points for supervisors from a workshop attended by Ms. Albert, Ms. Frey and Ms. Sullivan were distributed. Ms. Frey reported on major highlights of the workshop. Three audio CD’s were purchased from the workshop and will be kept in the Human Resources Office as part of a professional development library from which employees may check out various resources. Employees wanting to attend conferences they deem valuable to job enrichment should check with Mr. Koon to see if professional development funds are available to cover costs of the conference. |
## 5. Institutional Advancement Report

Ms. Fisher gave a PowerPoint presentation from the Office of Institutional Advancement/Foundation relative to reports and comparisons for the years 2008/2009 through 2010/2011.

The report included the following: total donations by calendar year and by fiscal year; number of donors by fiscal year; new donors by fiscal year; donation breakdown by dollars; breakdown of donations by number of donors; Foundation Board member participation by fiscal year; employee participation by fiscal year; Board of Governors member participation by fiscal year; and where funds were distributed.

Ms. Fisher reported the Foundation is preparing to announce the Crowder Legacy Society. Dr. Dan Crowder, founding president of WVNCC, has listed the College in his will. She also reported: (1) the Foundation hosts four major annual events, which are as follows: golf outing, fall dinner, Foundation fundraiser and scholarship breakfast; the annual appeal has gone electronic; and, capital campaigns will be held for the Weirton and Wheeling campuses. Information was presented to President’s Council relative to educational backgrounds, functions, training and association affiliations of the employees in the Office of Institutional Advancement.

A suggestion was made that President’s Council members share with Council what their jobs entail and who they interact with on a regular basis so everyone has a better understanding of each others’ jobs.

## 6. FY 2013 Budget Update

A report on the WVNCC proposed FY 2013 budget was distributed to and reviewed with Council by Mr. Lippiello. The Board of Governors will be asked to approve the FY 2013 budget on March 22. A proposed tuition increase included in the FY 2013 proposed budget would increase in-state tuition from $87/credit hour to $94/credit hour. A proposed salary increase for employees for FY 2013 will be presented to the Board as follows: 3% across-the-board for classified above 15 years of service and for non-classified employees, $1,000 to base plus one step for faculty and one step plus up to $500 for classified staff under 15 years of service. Mr. Lippiello stated everything in the FY2013 budget is predicated on the Board’s approval. Information was distributed on proposed changes to existing fees.

Copies of the Governor’s budget will be distributed when it is received.

## 7. Updates on Projects and Security

Mr. Lippiello reported a meeting was held with 12 contractors last week and bids were submitted to the College for construction on the Straub building. SMG Architects went over specifications for the project with the contractors.

Mr. Lippiello is working on finalities of the Barnes and Noble building. He will work with Barnes and Noble this week to finish up. Grants and other monies are being pursued to pay for the Barnes and Noble project.

A meeting will be held with Vic Greco of SMG Architects to finalize the security project.
### 8. Other

Marketing for summer school ads drop the end of this month. The College has concluded its radio campaign for the pipefitters program. Radio programs have begun on programs within the College that need help. Electronic billboards will segue into regular billboards. Marketing for the fall semester will occur in May, June and July. Filming will begin now on TV commercials that will start in May. The College made a year-long commitment with Channel 7 News for marketing purposes. **Anyone who thinks of something the College is missing regarding marketing should contact Mr. DeFrancis.**

Two national awards received by Northern will be announced soon and information will be on Facebook. The IT department and Community Relations department entered an awards contest through NCMPR (National Council for Marketing and Public Relations). This is the first year the College went to the annual NCMPR conference, which was held in San Francisco. The College’s re-designed Web site was entered in the contest. Community Relations/IT won the gold award, which is the top award (the Paragon Award).

The College received, for the sixth year in a row, the President’s Higher Education National Community Service Honor Roll. Northern was one of only a few colleges in the state, and the only community college in West Virginia and the immediate tri-state region, to receive the award.

Mr. Koon presented slides of the Weirton campus addition. A ribbon-cutting ceremony will be held on the Weirton campus for the new addition on Monday, April 9.

Arcelor Mittal is providing hard hats for the Mechatronics program. Students in the Mechatronics program will be doing an internship with Arcelor.

Diesel technology and welding will be added, at some point, to the curriculum for classes at the Applied Technology Center.

Dr. Olshinsky will meet with Dr. Bukowski, President of Belmont College, to discuss partnerships. Northern is also working with Eastern Community and Technical College on partnering.

**Anyone knowing of people in the manufacturing business should provide information to Mr. Koon and he will take them on a tour of the Weirton campus.**

April 4 is the date for the Wheeling Career and Transfer Fair. Anyone looking for full-time employment should attend.

A summer job fair will be held on the Wheeling campus on April 19.