OFFICIAL Minutes  
NORTHERN’S PRESIDENT’S COUNCIL MEETING – February 21, 2012

<table>
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<th>ITEM</th>
<th>DISCUSSION</th>
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<td>1. Disciplinary Action Rule Review</td>
<td>The current Disciplinary Action Rule, approved by the Board of Governors on March 26, 2009, was distributed and reviewed by Ms. Carmichael. This review was for informational purposes to make sure all supervisors are aware of the proper steps. Ms. Carmichael reviewed the four-part progressive discipline steps which include the following: verbal warning, written warning, suspension without pay (does not exceed five work days; however, the number of days is determined by the degree of the issue with the employee), and termination of employment. A copy of the improvement plan, used in step two, Written Warning, is attached to the Disciplinary Action Rule. To access the Rule, click on the following link: <a href="http://www.wvncc.edu/uploads/Disciplinary%20Action%20Rule%20BOG%20approved%203-26-09.pdf">http://www.wvncc.edu/uploads/Disciplinary%20Action%20Rule%20BOG%20approved%203-26-09.pdf</a>. For a copy of the Improvement Plan, click on the following link: <a href="http://www.wvncc.edu/about/board-of-governors---rules-approved/680">http://www.wvncc.edu/about/board-of-governors---rules-approved/680</a>, go to Rule number NC-2031 and look under the Applicable Forms column. Regarding Termination of Employment, documentation of all steps leading up to the recommendation for termination must be attached to the recommendation for termination. (Note: The Improvement Plan is also used for individuals relative to their three and six month probationary period.)</td>
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<td>2. HR Forms Web Site</td>
<td>Frequently used personnel forms may be found on the Human Resource web site. Please contact HR for forms that may be needed and are not posted to the site so they may be included.</td>
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<td>3. Evaluations</td>
<td>Ms. Carmichael reviewed the steps being taken by the HR office relative to this year’s evaluations. 360s for President Olshinsky were sent to 70 employees and are to be returned to the WVNCC Board Chair. Administrative evaluations will be sent out next to faculty, staff and peers as we have in the past. Completed Administrator 360 evaluations are to be returned to the president. Ms. Carmichael selects who the evaluations will be sent using a random selection method; no names are included on returned evaluations. The third phase of evaluations will be for classified staff and will be sent to all supervisors after February 29. Supervisors are to send the evaluations to their employees and allow them 10 days in which to complete their self-evaluation. The supervisor will then complete their part of the employee’s evaluation and schedule a time to meet with the employee privately to review their evaluation including past goals, determine if the goals have been met and set goals for the coming year. Goals should be tied to the Strategic Plan.</td>
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In the past, evaluation forms were password protected, but they will not be password protected this year. It is important that the form content not be changed and only necessary formatting for space be changed. If assistance is needed with formatting, contact Ms. Carmichael. Evaluations will be due between the end of March and the middle of April.

Ms. Carmichael noted to supervisors there is a connection between disciplinary action, the employee’s evaluation resulting in a needs improvement, and pay increases. If an employee receives a “needs improvement” on their evaluation, an improvement plan must be completed and attached to the evaluation. If an employee is on an improvement plan due to disciplinary action or annual evaluation, it may affect a salary increase. Classified staff with 15+ years of employment at the College and on an improvement plan would not qualify for a pay increase; if an employee is on an improvement plan and are under 15 years of service, they would qualify for a step increase but would not qualify for anything above the step increase amount.

4. Enrollment Analysis 2011

Enrollment Analysis 2011 information compiled by the WV CTCS was emailed to Council on February 15. At the present time, WVNCC is the largest community college in the state. Relative to the report, Dr. Olshinsky indicated it is important the College continues to work on retention.

5. Administrative Procedure – Dress Code

A copy of the final Administrative Procedure on Dress Code was distributed. Supervisors are responsible for addressing dress code non-compliance with their employees who do not adhere to the procedure. Classified staff reviewed the procedure and made suggestions that were incorporated in the procedure. President Olshinsky will send out the procedure to all College personnel on February 22.

6. Lockdown Procedure

Mr. Lippeillo and Ms. Carmichael reported on a Lockdown Procedure that is being worked on but is not yet ready to distribute. Once the procedure is completed, it will be communicated to all employees. The procedure will not be posted on the College Web site. Examples were given of lockdown situations and what to do. Plans are to have a lockdown drill on each campus during the current school year. The drill, however, will be an unannounced drill; faculty are encouraged to communicate to students that an unannounced lockdown drill will be held during the current school year. The police department will be notified of the drill. Mr. DeFrancis will be alerted for any media communication. Ms. Carmichael, Ms. Fike and Ms. Wycherley met to discuss the issue of students who may not be comfortable staying in the building in a lockdown situation.

7. FY 2013 Budget Update

Mr. Lippiello reviewed updates to the FY 2013 budget. He will send a list of the actual capital projects to Council. Tuition projections were presented to Council.

President’s Cabinet will meet on February 27 to discuss personal requests as well as salary increases. Ms. Carmichael reported Cabinet members put in for full-time positions and RPA requests. Requests will be prioritized to determine which ones may be approved. Different scenarios are being worked on relative to salary increases.

8. Data Requests

Requests to provide official data of the College are to go through Ms. Woods in the Department of Institutional Research.
## 9. Project Updates

Schematics of the first floor plan of the Wheeling Campus Applied Technology Building were distributed. One change to the plan included the inclusion of a diesel technology lab. A pre-bid meeting will be held around March 13-14. Many contractors interested in the bid were contacted. Specifications are being drafted for the Hyundai building and should be ready in the next few weeks.

The new Weirton Campus addition is in use. A grand opening will be held near the end of March.

## 10. Other

Ms. Carmichael informed Council several classified staff approached her relative to morale issues at the College and asked if classified staff could conduct a survey relative to the issue. She informed President’s Council a survey was emailed to staff polling their thoughts as to whether there is or is not a morale issue within the institution. Data collected from the survey will be submitted to Ms. Carmichael and will be shared with the president. Data will then be reviewed with the President’s Cabinet and Council as needed.

An emergency script has been prepared for groups scheduling events in the College auditorium. Information will be given to the New Martinsville and Weirton campuses as well. Emergency scripts will be included with letters going to outside businesses utilizing the College’s facilities. Emergency scripts will be posted in the B&O auditorium, the Education Center’s multi-purpose room, the President’s Board Room, Room 121 and also left with the campus receptionist.

Northern received a plaque for its investment and commitment to the City of Wheeling.