**OFFICIAL MINUTES**  
**NORTHERN’S PRESIDENT’S COUNCIL MEETING –Nov. 14, 2012**

<table>
<thead>
<tr>
<th>DATE: Nov. 14, 2012</th>
<th>PLACE: B&amp;O Board Room</th>
<th>CONVENED: 1:05 p.m.</th>
<th>CONCLUDED: 2:25 p.m.</th>
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<tbody>
<tr>
<td>ATTENDEES</td>
<td>Dr. M. Olshinsky, N. Albert, J. Baller, B. DeFrancis, J. Fike, E. Fisher, A. Frey, D. Hanes, L. Kefauver, S. Lippiello, S. Payton, Dr. V. Riley, Dr. P. Sharma, P. Stroud, D. Wycherley</td>
<td>ABSENT: M. Koon</td>
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<td>EXCUSED</td>
<td>P. Carmichael, T. Eltringham, C. Sullivan, L. Tackett, P. Woods</td>
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<td>GUEST</td>
<td>Officer R. J. Faldowski</td>
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<td>MINUTES RECORDED BY</td>
<td>Linda K. Dudash</td>
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**NEXT MEETING**  
December 12, 2012 – 1:00 p.m. – B&O Board Room

<table>
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<th>ITEM</th>
<th>DISCUSSION</th>
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| 1. Mock Lockdown | ■ Ms. Fike distributed a lockdown planning and to do list.  
■ All three campuses will conduct a mock lockdown on November 19 (students will be on break).  
■ Faculty/adjunct faculty were invited to participate. The College has also worked with the Middle College relative to the lockdown.  
■ A full lockdown will be held in spring.  
■ Employees are to remain in a secure area until a “clear” signal has been received. In some instances, Ms. Carmichael, Ms. Fike, and Mr. Lippiello may go door-to-door to verbally give the “all clear” sign on the Wheeling Campus. Jack Montgomery will be in charge on the Weirton Campus and Debbie Bennett will be in charge on the New Martinsville Campus.  
■ Officer Faldowski has offered to speak with any office that wants him to go over lockdown procedures.  
■ A survey will be emailed to employees after the lockdown to solicit their concerns. |
| 2. Security Project Updates | ■ Mr. Lippiello reported the College is close to awarding a contract to a Pittsburgh firm, Dagostino Electronic Services, Inc., for both the exterior lighting/camera project and the ID access card project on the Wheeling Campus. A meeting will be held on November 16 to finalize the contract and provide the College with a timeline for the projects. After the agreement is signed, work will begin in early December on the lighting/camera project.  
■ Compatibility of the ID card access between all buildings on the Wheeling Campus will be explored once the Barnes & Noble and Applied Technology Center projects are complete. Cards will be able to be swiped for any building. The Weirton Campus will have the same card access system in various access points.  
■ Four cameras have been installed on the Wesco building and will be functioning as of November 15. The cameras are connected to the B&O building for perusal.  
■ The Wesco lot area has been cleared, however, the fenced area is not closed off. **Mr. Lippiello assured Council the fence will be put back up.**  
■ Concerns were voiced about not being able to find an officer to assist persons to their car. **Mr. Lippiello will take care of this problem.** |
### 3. Traffic Pattern Changes to Market Street
- Two-way traffic on Market Street will begin in the spring. Left and right turns will be permitted from 16th Street onto Market Street to allow for easy access to Barnes & Noble once construction is complete.
- *Mr. Lippiello will talk with the city regarding changing parking meters from two hour meters to five hour meters in the area of the ECS building.*

### 4. Data Needs/Requests
- Pam Woods is on leave until December. In her absence, IR data needs/requests are to be submitted to either Rick Regan or Melanie Eberhart. Mr. Lippiello asked that requests be limited to essential items during this time.

### 5. Performance-based Outcomes
- Information from the WV Select Legislative Committee for Outcomes-based Funding in Higher Education relative to draft funding formulas for WV community colleges was distributed. A spreadsheet (draft) shows how formulas developed by the CTCS and HEPC will affect Northern and its colleagues.
- Allocations of all colleges will be reduced by five percent and redistributed. Colleges with higher FTE’s from the state will have less money and those with less FTE’s will receive more money.
- *Council was asked to review the funding formula and submit concerns and ideas to Dr. Olshinsky.*
- Northern will work with legislators to assist in their understanding on how the funding formula will affect the college.
- In an effort to bring equity across the board relative to funding, and since Northern has an open door policy, Ms. Fike and Dr. Olshinsky talked with Chancellor Skidmore about Northern doing provisional admissions. (E.g. If a student has a low ABE, they would be permitted to enroll in the College only after they have gone elsewhere for assistance and increased their numbers. After reaching a certain number, the student would then be accepted to enroll at Northern and enter into Developmental Ed classes.)

### 6. Other
- Ms. Frey informed Council the Financial Aid Office and the Business Office have discussed the college going to a rolling purge beginning June 5, 2013. Three purges will be done in the fall and two purges will be done in both spring and summer. Communications will be sent to students informing them of this change.
- On November 16, the annual counselors’ high school workshop will be held at Northern with Culinary providing lunch.
- Dr. Riley reported the college is talking about a mandated orientation success course for students; however, not all programs will include the course. *Individuals will be identified to serve on a committee to discuss this project.*
- Northern is in the process of implementing DegreeWorks, a software package that works with Banner. Target date for implementation is March 1, 2013.
- Ms. Fike reported the college will begin limiting students to two majors at a time beginning in fall 2013. In the future, students may be limited to two majors during a lifetime.
- Dr. Riley reported changes in development math requirements went through the Curriculum Committee on first reading. Implementation of the math requirements will go into effect in fall 2013. Developmental math will now be a pre-requisite to college math courses.
- Ms. Payton and Ms. Fike saw a demonstration of Noble Hour, a new software program where a company runs the customer’s web site. Ms. Payton is reviewing the program and will talk with student club advisors.
and certain classes, such as nursing, to get them in as a sample group to test the software.

- Dr. Sharma reported on updates/concerns from the Faculty Assembly meeting. She reported faculty had questions regarding the Computer and Internet Usage Rule. Faculty also expressed a need for the college to have a copyright policy in place prior to the Computer and Internet Usage Rule being adopted. Dr. Riley has a committee working on copyright issues.

A committee, consisting of the following individuals, is focusing on copyright compliance and intellectual property issues: Michael Davis, Pat Stroud, John Plesa, Dr. Pam Sharma, and Kim Patterson.

Another issue faculty are concerned about is how policies and procedures are shared with them. A motion was made at Faculty Assembly that policies and procedures be sent to them by the Rules Committee. Faculty expressed concern as to what is done with comments they submit relative to policies. Faculty asked that they be informed as to whether or not their comments have been accepted and if faculty comments are not accepted, they would like to be informed as to why their comments were not accepted.

Dr. Olshinsky reported a committee will need to be appointed to conduct a policy review to determine if the college is covering all bases. The President also stated the college needs to have a policy manual.

Dr. Sharma reported there are two projects the state is working on—West Virginia Virtual Learning Network and West Virginia Remote Online Collaboration Knowledge System (WVROCKS). Both WVROCKS and WVVLN bring competition into the market by offering high quality on-line courses.

Distance Education faculty are looking into proctoring services that do a good job identifying students and staying with the students while they are testing. The service monitors 250 students simultaneously; students are responsible for charges associated with this service.

- The Great American Smoke-out day is November 15. WVCCTCE is in the process of getting a resolution together for all community colleges to go smoke-free. Northern will become a tobacco-free and smoke-free campus on that day.

- The first year review/status of the Strategic Plan was emailed to all employees on November 14.

- The IPED review came out. The report is a comparison of all community colleges. Dr. Olshinsky will email the report to Council when it is available electronically.

- Mr. Hanes asked for volunteers to try the new portals. Ms. Albert volunteered.