## Official Minutes
### NORTHERN’S PRESIDENT’S COUNCIL MEETING – September 20, 2011

**DATE:** Sept. 20, 2011  **PLACE:** B&O Board Room  **CONVENED:** 1:45 p.m.  **CONCLUDED:** 3:20 p.m.

**ATTENDEES**

- Dr. M. Olshinsky, J. Baller, P. Carmichael, B. DeFrancis, T. Eltringham, J. Fike, E. Fisher, A. Frey, D. Hanes, S. Payton, P. Stroud, P. Woods and D. Wycherley

**EXCUSED:** N. Albert, L. Kefauver, M. Koon, S. Lippiello, D. McCray, S. Pelley, V. Riley and D. Ryan

**Participated by Phone**

- L. Tackett

**MINUTES RECORDED BY**

- Linda K. Dudash

### NEXT MEETING

**October 18, 2011 – 1:45 p.m. – B&O Board Room**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Higher Learning Commission Visit</strong></td>
<td>Mr. Koon, along with three team leaders, is working on the College’s accreditation report. Council members were encouraged to provide information to the team if a request is made of them.</td>
</tr>
</tbody>
</table>
| **2. Building Progress** | Dr. Olshisky, Mr. Lippiello and architect Victor Greco will attend the WVCCTCE meeting on October 20 to defend the College’s request to approve plans for the Straub building.  

Stripping has been completed on the Hyundai lot. Once signs are erected, the lot will be open for faculty, staff and student parking on a first-come, first-served basis. The Straub lot will not be available for parking due to construction equipment utilizing the space for work on the Straub building.

Corner signs will go up today facing Main and 16th Streets and 16th and Market Streets. *Ms. Wycherley will contact the State relative to audible cross signs.*

State vehicles owned by the College will be moved to the Straub Body Shop when time permits. It has not been decided at the current time if parking will be available on the lot.  

**Weirton Project:** The basic structure of the Weirton building project is up; floors need poured and block needs layed.  

**New Martinsville Campus:** The campus is working with the Chamber of Commerce for available space to begin classes. Safety training for coalminers will be held on the New Martinsville campus. Publicity on the training begins next week. Currently, there is still a need for an instructor for the Roustabout training class. New Martinsville campus received a $2,000 donation from the New Martinsville Chamber of Commerce for the class. The campus will be submitting a grant for a $64,000 chemical technology simulator. |
### 3. Finances

Due to the College being unable to raise sufficient funding for the Pedestrian Bridge project, it is returning grant funding of $240,000 in federal funds and has requested that matching funds of $60,000 be returned to the institution.

Northern received notification it is the recipient of a Title III grant that could amount to over $1.5 million if the College receives the amount for which it applied. The grant focuses on student success and retention. Additional information on the grant will be distributed to Council as it is received.

As individuals retire, OPEB funds continue to increase, creating a concern for the College. Rather than placing debt on the backs of the colleges, the State has shown interest in subsidizing the cost.

### 4. Retention and Graduation Rates

State and federal governments have re-emphasized the importance of student retention.

### 5. Fall Enrollment

Council received a Fall 2011 Comparison Report as of September 16, 2011.

The Department of Education is ceasing to permit students to receive financial aid without obtaining a degree. New guidelines have been put in place for Standards of Progress. Students can no longer take classes indefinitely and receive financial aid; they must declare a major. The State has directed institutions to begin working on reducing the number of credits required to obtain a college degree.

### 6. Safety and Security

Campuses will conduct a fire drill in late October or early November with an observer present on each site. Floor monitors will work both inside and outside the buildings. Training for floor monitors will be held prior to the fire drill. Safety signs, listing what to do in an emergency, have been placed in classrooms and on podiums at each campus replacing the flip charts. To comply with State requirements, the Timely Warning Rule and Safety Warning Rule will be posted throughout buildings. A lockdown process is being developed with plans to have a lockdown drill in the spring. Federal regulations require one announced or unannounced drill per semester.

Ms. Carmichael, Ms. Fike and Mr. Lippiello have been working on the campus police officer position. We have determined it is in the best interest to look into a different approach to fill this position. Additional details will be sent out in the near future.

Employees were discouraged from providing assistance to the homeless people in the area (e.g. food, money, etc.). Once a police officer is hired on the Wheeling campus, they will patrol the area.

Student behavioral issues are to be reported to Ms. Carmichael, Ms. Fike or Mr. Lippiello.
### 7. Other

An administrative procedure is being written relative to children, parents, and the elderly being on campus. Signs will be posted and students will receive an email informing them who is permitted in buildings. Additional information will be distributed when available to employees and students.

Phone interviews have been completed for the position of Weirton Campus Dean. A decision will be made soon on which candidates will be invited to the Weirton campus for the next round of interviews.

A pilot program is in progress using new tablets purchased by the IT department. Input regarding the new tablets is to be directed to Mr. Hanes. Apps for tablets must be purchased from each department’s individual budget and must be business related.

A new phone contract has been signed with Verizon. Wii fii service can be purchased for cell phones.

The College’s official default rate came in last week and dropped 3.9 points. Christina Sullivan and Ms. Frey were approved for a grant for financial literacy and student success.

Northern will host the Northern Panhandle Degree Now Workshop with West Liberty University on October 19 from 8am-5pm. The free workshop is open to the entire College.

A High School Guidance Counselor Workshop is scheduled for November 15.

An educational forum will be held at West Liberty University from 10am-12pm on October 29.

Email will go out on October 1 relative to campus crime.

A position has been posted that will replace the prior position of Director of Career Planning and Placement. In the interim, counselors and Ms. Fike are handling responsibilities and questions related to that department.

Chesapeake Energy will sponsor a breakfast hosted by the WVNCC Foundation to celebrate WVNCC’s scholarship recipients on October 11. Breakfast will be held in the B&O Auditorium with coffee being served at 8:15 am.

Wheeling Friends of the College will host its annual dinner on October 29.

A fundraising breakfast will be held at the Williams Country Club relative to the Weirton campus expansion.

WVNCC is the recipient of a Benedum Grant in the amount of $55,000 for the green initiative.
The office of community relations is working on the spring schedule. The finished product will be out the third week of October and in newspapers November 1st. The summer schedule will be out in time for the November 8th registration.

Weather permitting, resealing and striping will be done on the B&O parking lots the weekend of September 23rd. The Wesco lot will be closed for blacktop patch and crack filling.

Invitations were sent out relative to the Employee Recognition Luncheon scheduled for October 7th in the B&O Auditorium. Light refreshments will be served at 11 a.m., the program begins at 11:30 a.m. and lunch will be served at 12:15 p.m. Coverage must be provided for offices if employees plan to attend the luncheon.

Materials are being discarded by the Library on each campus; items are free for the taking. Libraries will be moving to more e-books.

Wheeling campus will hold a tri-campus fall concert, "Wheeling Rocks," on October 1 featuring Joe Grushecky in conjunction with Centre Market. Promotional materials have been posted throughout the campus.

Chicken Fest will be held on Wheeling campus on September 21 and on Weirton campus on September 22. A video of the contest will be posted on YouTube.

The first semester CARES Program is open to students. Ms. Wycherley is working with Ms. Fisher on the Harlan Trust for a $10,000 grant. Christina Sullivan is working on certificate programs for faculty and staff.

Institutional Research is working on a portal project for students. Most of the coding is complete and testing will begin soon. One dashboard has been created. (Dashboards allow individuals to look at all data in current time and can break data out by campus.)

Grades First, a student-driven program, is being used in math labs to assist with retention.

An email was sent out regarding the Marshall County Chamber of Commerce banquet scheduled for September 29. Those wanting to attend are to contact Mr. DeFrancis as soon as possible.