### Official Minutes
#### NORTHERN’S PRESIDENT’S COUNCIL MEETING – December 18, 2009

**DATE:** Dec. 18, 2009 (Friday)  
**PLACE:** B&O Board Room  
**CONVENED:** 9:00 a.m.  
**CONCLUDED:** 10:20 a.m.

**ATTENDEES:** Dr. Martin Olshinsky, Jim Baller, Dr. Jim Bull (phone), Peggy Carmichael, Bob DeFrancis, Janet Fike, Emily Fisher, Chris Kefauver, Steve Lippiello, Mike Koon, Sue Pelley, Larry Tackett, Denise Wycherley and Zac Wycherley  
**EXCUSED:** Dr. Vicki Riley, Mike Smith and Steve Woodburn

**MINUTES RECORDED BY:** Linda K. Dudash

**NEXT MEETING DATE:** Friday, February 19, 2010 – 9 a.m. – B&O Board Room

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<td>1. Retention/Cost Impact</td>
<td>Dr. Olshinsky reported on the impact to the College when student retention drops. Using standard tuition, the College lost $1.6 million consistently over the past four years due to retention issues. However, if focus is centered on techniques to retain students, Dr. Olshinsky stated it is possible the College could save $800,000 of that money annually. His goal is a 60% retention rate over the next two to three years. The President suggested the College explore techniques for student retention.</td>
<td>Contact Dr. Laura Meeks, EGCC, to discuss “Achieving the Dream” grant initiative relative to retention of students.</td>
<td>Dr. Olshinsky</td>
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<td>Relative to retention, Dr. Olshinsky will contact Dr. Laura Meeks, President of Eastern Gateway Community College (formerly Jefferson Community College) regarding “Achieving the Dream,” a grant initiative to aid in efforts to improve student success. Mr. Koon will make additional contacts relative to the initiative. Dr. Olshinsky suggested Ms. Fike and Dr. Riley visit EGCC and meet with individuals about “Achieving the Dream.”</td>
<td>Make additional contacts with individuals at EGCC relative to “Achieving the Dream.”</td>
<td>Mr. Koon</td>
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<td>2. On-line Technology Advancements</td>
<td>Ms. Pelley met with others to discuss how the College can energize what it is doing with on-line technology. Shareware is available for faculty to</td>
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augment their courses. Students will be able to sign on to a computer and go directly to Blackboard Vista using the SharePoint communication server. Training workshops will be developed by the IT department as pilot programs are built.

As a way for the College to deliver language courses, Ms. Pelley informed Council of the possibilities for the College by utilizing Skype (call capabilities anywhere in the world via internet connection).

Ms. Pelley is working with Microsoft to develop a manager server. She stated Northern is the first in the state to develop an EDU program. Ms. Pelley reported Microsoft will underwrite the cost of the $65,000 price tag.

Ms. Carmichael stated HR has purchased a CD/DVD tutorial for professional development training on Office 2007. Employees will be able to check out the CD/DVD for use at their own desk. Ms. Pelley informed Council there are on-line tutorials for individuals to learn Microsoft 2007; many are linked to the IT page.

### 3. Master Plan Update

Regarding the Master Plan, Dr. Olshinsky stated it is not very specific and leaves a lot of room for interpretation in the goals. The President’s response to the Plan will be that it is too loose of a plan relative to objectives. Comments relative to the Master Plan are to be submitted to Dr. Olshinsky by December 21 for incorporation into his response, which is due that day.

### 4. Computer Lab Trends

An article from *The Chronicle* was distributed relative to computer labs getting rebooted as lounges thus saving colleges the expense of upkeep on computers as more students now own laptops. Dr. Olshinsky discussed the role laptops will play in opening up new possibilities (i.e. not continuing to use some computer labs).
Ms. Pelley stated students may request laptops from the College on loan. Dr. Olshinsky suggested sending letters to students letting them know laptops are available for their use or they can borrow against their student loan for a laptop.

5. News Article

An article from the December 14, 2009 publication of *Community College Week* titled *Massachusetts Adjuncts Head to Court for Health Insurance* was distributed.

Dr. Olshinsky stated with adjunct faculty the IRS had a finding that adjunct faculty could only teach so many credit hours per academic year. Ms. Carmichael and Dr. Riley are monitoring adjunct faculty hours to determine how many they are permitted to teach.

*Plotting a Path to Success*, an article from *Community College Week’s* December 14, 2009 publication was distributed. Council discussed ways in which attempts are made to move economically depressed students through the system.

6. Other

Ms. Carmichael and Dr. Olshinsky are reviewing the status of temporary positions.

January is the kick-off for the Higher Education Learning Commission’s accreditation visit to the College in 2012.

On December 17, Dr. Olshinsky and Ms. Fisher picked up a $100,000 check for the endowment fund.

West Virginia State Grants will go to the legislature in January.
Ms. Fike: Grades are due by noon on Monday, December 21. January 7 is the day for the purge. The College will be doing a program for students taking evening classes.

Ms. Fike is working with Mr. Lippiello and the Business Office relative to Higher One debit cards, which will be the method for students to receive refunds in the spring. An e-mail will be distributed to students on December 21 regarding this process. All students will be required to register for the Higher One card. Cards will be mailed to students the day after the purge in January. (Students will be limited on how much money they can take from the card each day.) Faculty will be informed of the use of the Higher One card at the faculty meeting in January.

Ms Fisher: The College filed a Title IV Trio Grant that concentrated in the disabilities area.

The Foundation sent out a mailing on an event where people did not attend, they sent in money rather than showing up.

Two flyers for the golf scramble were circulated. Mr. Baller is chair of the event. Flyers were distributed to business that received Christmas cookies from WVNCC. Businesses were asked to participate in the event.

The Title III Grant will be filed in March or April.