### Official Minutes
NORTHERN’S PRESIDENT’S COUNCIL MEETING – May 17, 2010

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<th>ITEM</th>
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<td>1. Higher Learning Commission Visit—Establishment of Team and Responsibilities</td>
<td>Committee members for the Higher Learning Commission team include: Christina Sullivan, for classified staff, will be doing the writing; Ms. Ingram will work with faculty; Mr. Woodburn will work with areas under his supervision; and Mr. Koon will be the resource person and will work with Institutional Effectiveness.</td>
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<td>Mr. Koon reported a meeting will be scheduled for late summer in order to select sub-committee chairs to assist in preparing for the HLC accreditation visit. The visit will occur in 2012 or 2013.</td>
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<td>2. Pay Raises</td>
<td>The Governor’s Finance Office is deliberating on whether or not higher education employees will receive a one-time issue of an “enhancement” for FY2010-11 in lieu of pay increases. Dr. Olshinsky reported the College is looking at the cost of putting the money into employees’ retirement benefits if the “enhancement” money is not approved by the Governor.</td>
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<td>3. Fundraising Rule</td>
<td>Dr. Olshinsky informed Council that any organization planning to raise money for the College must request authorization from the President and must notify the office of Institutional Development prior to beginning any fundraising activity. The Fundraising Rule assures accountability and provides a tracking system for monies raised for the College. Funds raised must be deposited with the WVNCC Foundation or in a designated College account.</td>
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DATE: Monday, May 17, 2010
PLACE: B&O Board Room
CONVENED: 9:00 a.m.
CONCLUDED: 10:35 a.m.

ATTENDEES: Dr. Martin Olshinsky, Jim Baller, Dr. Jim Bull, Peggy Carmichael, Bob DeFrancis, Janet Fike, Emily Fisher, Lisa Ingram, Mike Koon, Steve Lippiello, Sue Pelley, Dr. Vicki Riley, Larry Tackett, Denise Wycherley and Zac Wycherley

EXCUSED: Steve Woodburn

MINUTES RECORDED BY: Linda K. Dudash

NEXT MEETING: To be determined
4. Staff Teaching Adjunct Rule

Discussions were held pertaining to the number of hours administrators and staff may teach during an established work day, and establishing parameters on how time is made up when an employee leaves a daytime job to teach class. Another issue discussed was when the College finds out a person is teaching as an adjunct after classes begin.

At the end of the discussion, solutions were summarized as follows:

- In order to maintain balance with administrative/staff teaching duties, a form needs to be developed for signature by key individuals to sign off for the employee—the manager who is the direct report for the employee, the person that manager reports to (if there is one), and the Vice President of Academic Affairs.
- A statement is to be included on the form on how time lost from the employee’s regular work day would be made up.
- Making up of time will mean compensation. If an employee chooses not to make up time, they will not receive compensation. Supervisors will be responsible for making sure an individual’s alternative schedule is workable.
- The number of adjunct teaching hours will be six (6) hours—avoiding teaching during working hours as much as possible.
- Include language on the form indicating the Vice President of Academic Affairs has the right, working with managers, to override the managers in an emergency situation.

| Prepare adjunct teaching authorization form; include boxes for the employee to check if the class they are teaching is during their normal work hours or after their normal work day. | Ms. Carmichael | Completed with additional revisions to the Administrative Procedure |

5. Commencement

Mr. Wycherley reported, as of last week, 389 individuals received certificates to graduate and 450 individuals received degrees. Students may apply for graduation up until Friday, May 28.

6. Enrollment Numbers

Ms. Fike reported, as of today, summer enrollment numbers this year are 209 ahead of last year’s end-of-summer numbers. Fall enrollment numbers indicate the College is 157 FTE ahead.
Ms. Carmichael reminded Council that if annual leave is not used and they reach the maximum number of days allotted in a two-year period, they will lose any time over the allotted amount. She encouraged people to use their leave before that happens.

Administrators may carry a total of 360 hours accumulated annual leave during a two-year timeframe (15 hours/month).

A marketing campaign will begin within the next two weeks. In June and July, the College will identify students who will be given the opportunity to register without their counselor; however, new students are required to meet with an advisor.

The largest nursing class in the history of the College graduated 90 students this year.

Mr. DeFrancis and Dr. Riley will work on advertising throughout the Weirton/Steubenville area relative to openings in the College’s nursing program. Advertising will focus on Northern having the largest summer enrollment in the area.

Council received a copy of the April 2010 Legislative Update.

Mr. Wycherley reported there seems to be a problem when attempting to sign up for distance education classes on the College web site. Post cards are being sent to students with instructions on how to sign up for distance education classes on the web.

**Dr. Olshinsky:** Stated the College should begin sending more e-mail messages to students to encourage them to get used to checking their e-mail.

**Emily Fisher:** Anyone wanting to attend the Social Networking Workshop on May 18 and 19 should call Ms. Fisher to register.

**Janet Fike:** Students may begin using book vouchers at noon on May 20.

**Work to simplify access to distance education classes on the College web site; provide direct link to distance education classes on the main page**

Dr. Riley, Mr. DeFrancis, and Kim Patterson