

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – July 18, 2012

DATE: July 18, 2012	PLACE: B&O Board Room	CONVENED: 9:00 a.m.	CONCLUDED: 10:15 a.m.
ATTENDEES	Dr. Olshinsky, N. Albert, J. Baller, P. Carmichael, B. DeFrancis, J. Fike, E. Fisher, A. Frey, M. Koon, S. Lippiello, D. McCray, S. Payton, Dr. V. Riley, P. Stroud, C. Sullivan, P. Woods, D. Wycherley		ABSENT: T. Eltringham, Faculty representative
EXCUSED	D. Hanes, L. Kefauver		
Participated by Phone	L. Tackett		
MINUTES RECORDED BY	Linda K. Dudash		
NEXT MEETING	To Be Determined		
ITEM	DISCUSSION		
1. Organizational Chart of Services	<ul style="list-style-type: none"> • Information from each department regarding the Organizational Chart of Services is due to Ms. Carmichael by August 1. • Ms. Carmichael will send out a template on which to submit information 		
2. Return to Work Program	<ul style="list-style-type: none"> • Documentation relative to Return to Work Program distributed to Council by Ms. Carmichael • Information included in document is as follows: Employee Responsibility—Accident Reporting, What Should Be Reported?, Employee's Physical Condition, Employee is Able to Return to Work, Employee is Unable to Return to Work; Employer's Responsibilities—Accident Reporting, Medical Treatment and Temporary/Transitional Duty, Supervisor's Responsibilities. • Comments regarding the Return to Work Program are to be submitted to Ms. Carmichael by July 20 		
3. Computer and Internet Usage Rule	<ul style="list-style-type: none"> • Computer and Internet Usage Rule distributed to Council by Ms. Carmichael • Council members to submit comments to Ms. Carmichael by July 23 relative to Computer and Internet Usage Rule • Rule to be shared with employees during normal comment period 		
4. Higher Learning Commission Update	<ul style="list-style-type: none"> • HLC visit is scheduled for March 3-5, 2013. • First draft of HLC report will be ready in mid-August • Comments relative to the first draft of the HLC report may be submitted to Mr. Koon through the end of September. At that time, a second draft of the report will be prepared. • Report will be submitted to the HLC in January • HLC exit session will consist of a meeting with the President and a few restricted persons • Students will make a presentation to the HLC. 		
5. Fall Start of Classes	<ul style="list-style-type: none"> • Wheeling Campus Service Center will be open until 6 p.m. the first three weeks of classes. • Each campus will conduct student orientation sessions. • Each campus will hold a welcome luau and pizza will be passed out to students • To welcome back students, t-shirts will be given out • Student government training will be conducted on August 30. 		

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	<ul style="list-style-type: none"> • Mr. Baller and Mr. DeFrancis are working on getting welcome banners to display on each campus for the start of classes • Signs outside Northern campuses that have a “W” on them will be changed to the Northern logo
<p>6. All-College Day</p>	<ul style="list-style-type: none"> • All campuses will be closed to the public/students on August 13 for All-College Day for a faculty/staff meeting. Dress on August 13 will be casual attire. • Ms. Carmichael reviewed the All-College Day agenda with Council. • At the conclusion of the All-College Day meeting, a 40th Anniversary celebration will be held (beginning at 3 p.m.). Employees are invited to the event as well as the public. Ms. Carmichael will send out an email to employees relative to All-College Day and the 40th Anniversary celebration. • Items to be distributed on August 13 are to be submitted to Ms. Carmichael no later than August 7. Ms. Carmichael will email Council the number of copies that will need to be made of items for distribution. • A summary sheet of the Strategic Plan with objectives will be distributed at the meeting. A planning meeting will be scheduled in September relative to the Strategic Plan.
<p>7. Other</p>	<ul style="list-style-type: none"> • Student focus groups will be arranged to look at obstacles they encountered when applying to the college and signing up for classes. Input will aid in refining the processes. • Information was distributed relative to middle colleges on a national level. • Dr. Olshinsky gave a report regarding three-year data on Northern's Middle College. • A Middle College will open on the Weirton campus in January 2013. New Martinsville will a Middle College on its campus in the fall of 2013. • A draft of the Computer and Internet Usage Rule was distributed to Council for review. The Rule has been reviewed by Cabinet and legal and will be disseminated for a 30-day comment period when faculty return. Concerns relative to this Rule are to be submitted to Ms. Carmichael by July 23. • Ms. Stroud reported, as of August 8, the College will switch from passwords to logins for accessing library databases. • <i>Personnel Updates:</i> Jenna Derrico joined the College on July 17 in Student Services. The CIT faculty position has been filled. Surge Tech positions have been filled on the Wheeling and Weirton campuses. The Developmental Math faculty position has been filled. An offer will be made soon on a nursing position. Career Service Counselor interviews are complete and reference checks are being done. Interviews will be conducted next week for the position in Culinary Arts. After all positions are filled, Mr. Lippiello will review College dollars and President's Cabinet will prioritize positions to be filled in 2013. • Workshops and events are scheduled for the tutoring centers this coming academic year. • A handbook is being drafted on why advising is important to students. • Pre-bids are being held next week on construction to the new Barnes and Noble and student union facility in the former Hyundai building. A final decision on the winning bidder will be made on August 30.