**Official Minutes**  
**NORTHERN’S PRESIDENT’S COUNCIL MEETING – September 18, 2009**

<table>
<thead>
<tr>
<th>DATE: Friday, Sept. 18, 2009</th>
<th>PLACE: B&amp;O Auditorium</th>
<th>CONVENED: 9:00 a.m.</th>
<th>CONCLUDED: 10:05 a.m.</th>
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<td>ATTENDEES:</td>
<td>Dr. Martin Olshinsky, Jim Baller, Bob DeFrancis, Janet Fike, Emily Fisher, Chris Kefauver, Mike Koon, Sue Pelley, Dr. Vicki Riley, Mike Smith, Steve Woodburn, Denise Wycherley and Zac Wycherley</td>
<td>EXCUSED: Dr. Jim Bull, Peggy Carmichael</td>
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<td>MINUTES RECORDED BY:</td>
<td>Linda K. Dudash</td>
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<td>NEXT MEETING:</td>
<td>Friday, October 16, 2009 – B&amp;O Board Room</td>
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<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
<th>ASSIGNMENT</th>
<th>PERSON(S)</th>
<th>STATUS</th>
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<td>1. H1N1</td>
<td>Peggy Carmichael, Bob DeFrancis and Nancy Glenn are planning to attend an H1N1 Conference. They will bring back information to share with others.</td>
<td>Report on H1N1 conference at next Council meeting.</td>
<td>Ms. Carmichael; Mr. DeFrancis</td>
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| 2. Federal Grants – Status | The grant the College had with Tri-state Consortium on green was submitted. However, the grant was rejected because it was submitted by e-mailed rather than through the U.S. Postal Service. The grant will be re-submitted in the manner requested.  

  Mr. Koon reported that the College is participating in two grant applications regarding “green jobs.” West Virginia Northern and Pierpont Community and Technical College jointly submitted a grant application to the West Virginia Division of Energy and the Community and Technical College System to train individuals as energy auditors. In addition, Northern is participating in an application being submitted by the Community Colleges of Appalachia with six other community colleges for a Pathways out of Poverty grant through the U.S. Department of Labor.  

  The transportation grant came through on September 17. | | | | | |

The transportation grant came through on September 17.
Mr. Lippiello is working on the Saving America’s Treasures grant.

### 3. Executive Summary on Summer/Early Fall Data Submissions

The following information was distributed and reported on by Mr. Smith:
- WVNCC Graduation Totals by 2-Digit CIP Code (HEPC/CTC Submission Data – 2001-2009);
- WV Community and Technical College System Performance Indicator Report for Academic Year 2008-2009;
- WVNCC Developmental and Non-Developmental 5-Year Success Rates (AY2003-2004 to AY2008-2009); and

A grant for $1 million was awarded to assist students who wish to return to college to complete their degree.

WVNCC reported to IPEDS that the number of certificates and degrees for the fall was 387.

### 4. Staff Reports

**Mr. Koon**: Workforce Development projects that WVNCC is working on is as follows:
- computer training at OVMC;
- working with the Community College of Allegheny County and Blue Ridge Community College as they begin table gaming classes;
- working with Wheeling Hospital, Cabela’s, WesBanco and Arcelor Mittal Steel.

**Mr. Woodburn**: SmartThinking has come and gone; however, WVNCC now has SmartThinking back until December 31, 2009. Word has been sent to all faculty who might use it.

**Mr. Wycherley**: The 2010 Commencement Committee held its first meeting. Both the Secretary of State and the First Lady will be contacted to ascertain their availability to be the keynote speaker.
Financial aid money in the amount of $3.9 million was disbursed on September 17. Headcount to date is 2,807. Wheeling Campus collected over $200 for the United Way through the Chickenfest fundraiser. The Student Activities job has been posted. Direct lending has gone smooth.

The Budget Committee will meet on September 18. Financial aid checks will be issued on September 24. Bandwidth is being expanded today.

Three new continuing education classes will begin next week—Grant Writing, Social Media for Business Applications, and also a Quick Books software training class.

Spring and summer schedules will be available next week. Ms. Carmichael is working on the Employee Recognition Luncheon.

The Friends Fall Harvest Festival will be held on Friday, September 18 on the B&O plaza. Culinary Arts will conduct demonstrations in the Education Center, vendors will offer produce and craft items will be sold.

Conversations continue to be held regarding salary increases. The boards of Blue Ridge and Eastern have approved increases.

The Foundation audit is almost complete. Regarding the employee appeal, the Development Office will meet with staff on September 18 and will meet with faculty in October. Mr. Tackett will meet with administration in October.
relative to the employee appeal.

The Development Office is working on Title III and Title IV federal grants.

A Foundation Board Retreat is scheduled for September 23. The Annual Wheeling Friends of the College dinner will be held on September 26. Weirton Friends of the College will hold a fundraising dinner on October 17 and New Martinsville Friends will have a steak fry fundraiser on November 12. A golf scramble will be held in June 2010.

Ms. Wycherley: All three campuses will hold events in October for Disability Awareness Month. Enrollment this semester for disabled students totaled 280.

Mr. Baller: Paper work has been submitted to Charleston on the stimulus money for the following projects: (1) HVAC upgrades for Weirton and New Martinsville, and (2) new boiler installation in the B&O. A purchase order has been submitted to upgrade the fourth floor classrooms and tie them into the roof top units. This will be done in the next week or so. Bids will be received on September 23 for washing the building and sealing the granite stone on the New Martinsville Campus. Bids for washing the B&O building are due on September 23. The next meeting regarding the technical aspects relative to the Straub building and the add-on for the Weirton Campus will be held on September 29 on Weirton Campus. The noise project in the Education Center has been completed.

Dr. Riley: Work on the spring and summer schedule is complete. The schedule will be developed on an annual basis. Work will begin with division chairs...
and deans to start next year’s schedules. Academic Affairs is moving along with the five-year program review cycle. Work is being done on the Faculty Personal Illness Policy, promotion guidelines, and faculty position descriptions. The College is looking into increasing articulation agreements. Discussions on articulation are continuing with Mountain State University, Ohio University Eastern and West Liberty University. A task force is working on: addressing Series 19, statewide admissions and standards, and a statewide tuition strategy for community colleges.

**Ms. Pelley**: Within the next seven to eight months, the College will roll out virtual networks. IT is focusing on the Internet provider changeover. After the changeover, IT will work with consultants to develop a student single sign-on network. Another upcoming project will be working to create guest accounts on LRC computers. Tentative changeover date is spring semester. IT will be working with several companies to test a new video system to replace the telecom systems. All telecom rooms will be replaced from floor to ceiling. Dr. Olshinsky secured $70,000 in funding for the project. However, it will take double that amount to complete the telecom project.

**Mr. Smith**: An OZ ticket (or e-mail) must be submitted for any requests made for information needed from the office of Institutional Research.