OFFICIAL MINUTES  
NORTHERN’S PRESIDENT’S COUNCIL MEETING –June 19, 2012

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<tr>
<th>DATE:</th>
<th>June 19, 2012</th>
<th>PLACE:</th>
<th>B&amp;O Board Room</th>
<th>CONVENED:</th>
<th>1:45 p.m.</th>
<th>CONCLUDED:</th>
<th>3:15 p.m.</th>
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<tr>
<td>ATTENDEES</td>
<td>Dr. M. Olshinsky, N. Albert, J. Baller, P. Carmichael, R. DeFrancis, T. Eltringham, E. Fisher, A. Frey, D. Hanes, L. Kefauver, M. Koon, S. Lippiello, D. McCray, S. Payton, Dr. V. Riley, P. Stroud, C. Sullivan, P. Woods and D. Wycherley</td>
<td>ABSENT:</td>
<td>Faculty representation</td>
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<td>EXCUSED</td>
<td>J. Fike, L. Tackett</td>
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<td>MINUTES RECORDED BY</td>
<td>Linda K. Dudash</td>
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<td>NEXT MEETING</td>
<td>Wednesday, July 18, 2012 – 9:00 a.m. – B&amp;O Board Room</td>
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<th>ITEM</th>
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| 1. Community Colleges and Northern in Transition | • Information from a publication prepared by the American Association of Community Colleges, *Reclaiming the American Dream: Community Colleges and the Nation’s Future*, was emailed to Council prior to the meeting. Information in the material distributed included: (1) Community College Areas of Study with the Largest Shortages: 2009-10; (2) Framework of Institutional Responses Needed to Move Community Colleges Ahead; and (3) Recommendations for Reimagining the Community College: The Three Rs (redesign, reinvent, and reset), which incorporates seven recommendations in the set of imperatives.  
• Dr. Olshinsky gave a PowerPoint presentation on the “Need to Rethink College Practice.” Presentation topics included: Seven Key Strategies to Exponentially Increase Graduation Rates, Graduation Fee, Late Registration Policy, System Design: Do we use automatic systems in our graduation process?, Automatic-Graduation (Auto-GRAD), Automatic-Population (Auto-POP), Why Auto-POP Is Needed, Scheduling Questions, and Active Learning Strategies.  
• Discussions ensued on the following: compressed terms, advantages of hybrid courses for the adult market, engaging students in different active learning strategies, and the need to look into on-line orientation.  
• Dr. Riley, Ms. Sullivan, and Mr. Tackett will meet to work on ways to inform students they need ABE classes prior to applying for college.  
• The state is looking at performance-based budgeting and providing extra rewards for documentation on graduating students. |
| 2. DegreeWorks Update | • DegreeWorks training sessions are scheduled for August.  
• Ms. Albert, Tracy Jenkins, Rick Regan, and Ms. Woods comprise the team for the degree audit system that is replacing CAPP.  
• Implementation of DegreeWorks is targeted for Fall 2013.  
• Work is being done on scribing of all programs. Training will be conducted on scribing; additional self-training will be required. |
| 3. Fall Enrollment Report | • Summer 2012 and Fall 2012 enrollment numbers were distributed.  
• An update was given by Ms. Woods (in the absence of Ms. Fike) on headcount and FTE.  
• Dr. Olshinsky and Mr. DeFrancis met to discuss ways to impact enrollment numbers through increased |
marketing strategies.
- Current/new marketing strategies were reported on including media coverage for Northern on televised high school football games.

### 4. Organizational Services Chart

- Ms. Carmichael distributed an example of an Organizational Services Chart being created for staff as an idea that resulted from the “How May I Help You?” training session held in April. Ms. Carmichael and Ms. Woods are working on the chart.
- The Organizational Services Chart will include services provided in each department, the staff person who provides the service(s), and contact information for that person.
- Ms. Carmichael will send a template to supervisors to assist in providing information on services provided in their department. Supervisors will work with their employees to compile information to be submitted to Ms. Carmichael.
- Employee email addresses will be added to the Organizational Services Chart along with phone numbers.

### 5. Other

- Days/times of Northern’s President’s Council meetings may change once a new faculty representative is appointed to Council.
- Ms. Carmichael gave an update on positions. The transitional math faculty position has been filled, a job offer has been made regarding the position formerly held by Kathy Porter, the position of Counselor for Career Services has been re-advertised for an extended time, faculty CIT/CARTS/Nursing positions close on June 20, however the CARTS position will be re-advertised due to lack of response.
- PeopleAdmin, a new system that will replace CAPS, will be utilized by the College for candidates or employees interested in applying for college-posted positions.
- Hard copies of position announcements will be posted in regular locations within the College.
- PeopleAdmin training will be held for department administrators, supervisors, individuals interested in serving on search committees, and employees interested in applying for college-posted positions.
- Ms. Carmichael, Dr. Riley, and Ms. Sullivan attended Title IX training in Pittsburgh last week.
- Classified staff salary notifications went out; non-classified staff salary notifications will go out next week.
- Professional development audio CDs for supervisors are available in the Human Resources Office.
- Northern received approval to move forward on the Hyundai building.
- The security project is moving forward. Mr. Lippiello scheduled a meeting for June 27 at 2 p.m. in the auditorium for Council members to discuss the card access system. Supervisors unable to attend the meeting may send a replacement.
- The placement testing program has been implemented. An orientation video is available regarding placement testing—why it is required and repercussions for not taking the placement test.
- Revamping of Developmental Ed will occur in the fall.
- The first phase of the IT wireless project has been completed.
- Requests from outside agencies for data are to be directed to Mr. Lippiello or Ms. Woods.