Official Minutes  
NORTHERN’S PRESIDENT’S COUNCIL MEETING – October 21, 2009

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
<th>ASSIGNMENT</th>
<th>PERSON(S)</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salary Increases</td>
<td>Dr. Olshinsky reported on salary increases approved by the Board of Governors on October 19. Pay increases will be implemented as follows: (1) faculty will get increases to stay on the scale using years at rank as the criteria. Merit raises will also be issued; (2) classified staff with 15 years or more will receive a 2% increase; (3) administrators up to $60,000 annually will receive a 2% increase; and (4) administrators over $60,000 (with the exception of the President) will receive a flat $500 increment. The President will not receive a raise at this time. It is anticipated the pay increases will be reflected in the November 15th pay cycle. No retroactive pay will be involved in the process.</td>
<td>Prepare general statement relative to pay increases and e-mail to all full-time employees.</td>
<td>Dr. Olshinsky</td>
<td>Complete</td>
</tr>
<tr>
<td>2. Mentors</td>
<td>Dr. Olshinsky reported Christina Sullivan is working with several hundred students who need mentors. The President asked for volunteers from President’s Council to mentor five students each.</td>
<td>Volunteers who agree to mentor five students each are to contact Dr. Olshinsky. Names of volunteers to mentor Wheeling Campus students will be forwarded to Christina Sullivan.</td>
<td>President’s Council</td>
<td></td>
</tr>
<tr>
<td>3. Risk Assessment</td>
<td>Mr. Lippiello distributed a list of areas on which to focus regarding risk assessment. He stated he would like to begin the process of a risk management review/audit that would encompass the following areas:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Official Minutes

**NORTHERN’S PRESIDENT’S COUNCIL MEETING – October 21, 2009**

(1) auxiliary enterprises, (2) financial management, (3) institutional support, (4) instructional and academic support, (5) information technology, (6) facilities/physical plant, and (7) student services. Council and their designee will answer questions, in advance, on the operational review. Mr. Lippiello will be available to work with Council members to provide answers to the questions. Answers will be compiled by Mr. Lippiello and submitted to the State. The process could take between six and eight months to complete. For a more detailed read on risk management, go to todayscampus.com, go under Topics: Finance and choose Higher Education Risk Dictionary.

Dr. Olshinsky stated that the College doesn’t have an IT audit system in place, but should plan to get one (e.g. software, password changes).

#### 4. Staff Reports

**Mr. Lippiello:** Information was distributed to Council on Hyperion—how it is utilized as a reporting tool and the variety of ways in which to look at data (e.g. numeric and graphic information). Mr. Lippiello reported the College is working to better utilize the Hyperion tool that is in place, provide more concise information and assist in better monitoring of departmental budgets.

**Mr. Baller:** Bids have been awarded for installation of automatic library doors. HVAC bids will be held for all three campuses on October 26, 27 and 28 and will be due back on October 29. Keystone Restoration won the bid for the B&O restoration. Some preliminary work will be done prior to inclement weather and the project will officially begin in March/April. Water damage at the Education Center in the culinary arts area has been fixed.

**Mr. Kefauver:** Faculty are working on the Faculty Absence Rule. Faculty position descriptions are complete.

**Ms. Fisher:** A Foundation retreat was held and goals were updated. The Foundation set a goal to raise $150,000 in scholarships. Ms. Fisher received a call about a possible anonymous gift toward that goal for $50,000-$100,000. Invitations to a Foundation fundraiser titled “Don’t Come” will be sent out from the Foundation to approximately 600 people. The concept is to have people submit a donation in lieu of the cost of what dinner tickets and a new outfit would cost if they were
actually attending an event.

The annual appeal to alumni and the community will be made in April 2010. The annual appeal to the College community is in progress.

Wheeling Friends of the College raised $25,000 at their annual dinner held in September. The Friends will decide on how to disburse the money.

The Community Foundation for the Ohio Valley did not fund the College’s request for the alcohol awareness program. Two grants currently out are: Kids on Campus and the Visually Impaired grants.

NIP credits continue to come in. There are about $5,000 to $10,000 in credits left.

**Mr. Wycherley:** Classified Staff Council will meet on October 30 at 2 p.m. in the B&O Board Room. PIQ’s are still one of the issues to be discussed. The committee is working on merit and will give a report at the October 30 meeting. Mr. Wycherley will report back to staff relative to pay raises.

The Alumni Association has 1000 pieces of Hazel-Atlas glass along with Hazel-Atlas history. A Hazel-Atlas exhibit has been set up for viewing by the public in the Wheeling Room of the Ohio County Library through April 2010. An oral history on the Hazel-Atlas glass will be taken from former Hazel-Atlas employees at the library in April—date to be announced.

The Alumni Association is working with the College, Student Government and PTK regarding Northern’s participation in the Festival of Lights Parade. This year’s float will feature an additional train car that will be added to the train engine used in last year’s parade.

**Dr. Bull:** Over $4,000 was raised at the Weirton Friends of the College dinner. Money will go toward scholarships.
Dr. Olshinsky: Dr. Olshinsky reported that Ms. Carmichael will reissue information on Emergency Closing Procedures in November.

Mr. DeFrancis: The summer schedule of classes will be sent to Xerox this week. Wheeling newspapers are printing the spring schedule today. New Martinsville and Weirton Campuses will receive copies of the schedule in inter-campus mail once they are available. Mr. DeFrancis reported costs for printing class schedules is part of the assessment report on which he is working. He is also exploring ways in which the College will receive the best return for its money regarding marketing efforts.

Mr. Woodburn: Mr. Woodburn had conversations with faculty relative to how to help students in the event of an H1N1 outbreak. He stated there needs to be a plan on what to do if one county closes its campus and the other counties don’t shut down. Telecom classes and residences of students are issues that will be looked into.

Casino day is being held today with proceeds going to the Secret Santa project.

Wheeling Friends of the College annual dinner held in September raised $18,000 after expenses.

Compass data from July 1, 2008 to June 30, 2009 showed 67% of students taking the reading test passed, 46% of students passed writing and 21.5% passed Math 86. Sample guides are available for students prior to testing. Concern was expressed on how to help students improve their scores.

Mr. Koon: Meetings were held with architects on the Straub and Weirton building projects. The College laid out its programmatic needs and is now waiting for the bond issues.

The College is working on the Green Technology Grant (i.e. energy efficiency) as well as working with other industries for training on green technology.

Ms. Pelley: The IT department is pricing with several vendors on replacement of the telecom system.