# OFFICIAL Minutes
## NORTHERN’S PRESIDENT’S COUNCIL MEETING – November 15, 2011

| DATE: | November 15, 2011 |
| PLACE: | B&O Board Room |
| CONVENED: | 1:45 p.m. |
| CONCLUDED: | 3:05 p.m. |

**ATTENDEES**
- Dr. M. Olshinsky
- N. Albert
- J. Baller
- P. Carmichael
- B. DeFrancis
- T. Eltringham
- J. Fike
- E. Fisher
- A. Frey
- D. Hanes
- L. Kefauver
- S. Lippiello
- D. McCray
- S. Payton
- Dr. V. Riley
- P. Stroud
- C. Sullivan
- L. Tackett
- P. Woods
- D. Wycherley

**EXCUSED:**
- M. Koon
- D. Ryan
- B. VanKirk

**Participated by Phone**

**MINUTES RECORDED BY**
- Linda K. Dudash

**NEXT MEETING**
- December 20, 2011 – 1:45 p.m. – B&O Board Room

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<th>ITEM</th>
<th>DISCUSSION</th>
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<td>1. Fee Policy</td>
<td>Ms. Albert and Mr. Lippiello are involved in the process of revising the way student fees are assessed and they are working on ways to simplify them. As a starting point, they are trying to determine average fees associated with each program. <strong>Suggestions on ways in which to simplify the student fee structure may be directed to either Ms. Albert or Mr. Lippiello.</strong> Suggestions must be Banner compatible. <strong>Mr. Lippiello will send to Council a list of issues facing the College regarding student fees.</strong> The College is attempting to build one fee structure per program rather than breaking down the fees.</td>
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| 2. Campus Security | Ms. Carmichael distributed an administrative procedure, *Public Access on College Property*, to be emailed to employees after Thanksgiving. The procedure will go into effect as of December 1, 2011. Students will receive the procedure via email and U.S. mail. *Public Access on College Property* will be posted online. 

- Resource brochures will be made available to students on each campus listing various community organizations and agencies that provide support services to county residents.

- On December 6, Ms. Carmichael, Ms. Fike and Mr. Lippiello will begin interviewing for the full-time police officer position on the Wheeling Campus. An officer will be assigned to the Wheeling Campus on a full-time basis during the day beginning January 3, 2012. Hours for the evening officer currently working on the Wheeling Campus are Monday through Thursday from 6-10 p.m.

- Included in increased security measures will be improved lighting and improved security cameras. Meetings have been held with individuals on a plan on where cameras can and should be installed and the College is waiting on cost estimates for these improvements. A separate cost estimate will be submitted for a swipe card system. **Mr. Lippiello informed Council of several other measures that have been discussed to improve security in/around the College.**

- An Incident Reporting Form for use by students and employees will be posted on the College Web site. A location for the form has not yet been determined. Completed forms are to be submitted to Ms. Carmichael,
Ms. Fike or Mr. Lippiello. Persons submitting a form must include their name on the form. *Ms. Carmichael will send out information in a few weeks on how to access the Incident Reporting Form.*

As of December 1, all students will be required to have a Student ID card. Student pictures will be taken at the Student Service Center. ID’s cards will be available in 3-5 days to the outside campuses and will be available in 3-4 days on the Wheeling Campus. Students will be given a green slip with their ID number until their permanent ID comes in. A suggestion was made to issue different colored paper slips each semester until a permanent student ID is received.

Adjunct faculty will be scheduled to have pictures taken for ID cards. Anyone on College property who cannot provide a College ID once all cards have been issued will be asked to leave the premises; if they refuse, they will be subject to disciplinary action.

ID cards will be replaced free of charge if they are cracked, however, there is a $5 charge if they are replaced for any other reason.

A *No Trespassing List* has been posted to the College Web site. Anyone seeing a person from the list on College property should contact Ms. Carmichael, Ms. Fike or Mr. Lippiello.

On November 16, the Wheeling Fire Department will be on the Wheeling Campus for an announced fire drill — first at the B&O building and then at the Education Center.

Council was informed service animals are permitted on campus.

### 4. Building Updates

Pictures of the Weirton Campus project were emailed to employees showing progress to date. Target date for completion of the project is January 31, 2012.

Architect Victor Greco is working on specifications for the Applied Technology Center. The College may go out for bids on the project in December.

The Board of Governors approved the Barnes and Noble move to the Hyundai building as well as approving a second floor to the structure of the building. *Mr. Lippiello will meet with Barnes and Noble to discuss an addition of a second floor to the Hyundai building being used as a student union.*

Mr. Lippiello commended Mr. Hanes and Ms. Woods for making the student sign-in project become a reality. Various areas of data will be available to students with the use of one password. Broadcast messages will be sent to students via this method in emergency situations and students will be able to access their email from anywhere and from any machine. The new student sign-in process will be available for use on January 3, 2012.
Joe Craycraft and Mr. Lippiello will meet with owners of the ECS building and will begin negotiations for rights to purchase the building.

5. Survey – Higher Learning Commission

Fall student satisfaction surveys went out on November 14. A reminder will be sent to faculty to have students complete and return the survey no later than December 2. Faculty, staff and administration will receive a survey relative to the self-study and another survey will go out to students in January. The College is considering giving incentives for completion of surveys.

Graduation surveys and follow up surveys have been sent out. Survey results will be used for the HLC Self-Study and the Gainful Employment Study that is coming out. The regular graduation survey will be included in graduation packets in the future.

6. Other

**Ms. Carmichael:** Positions: New Martinsville Campus Human Services position has been filled by Joyce Britt. Ms. Britt will begin her position in January; Wheeling Campus Counselor I position has been filled and the name of the individual filling the position will be announced in the next few days; Weirton Campus dean interviews will be conducted the second week in December; interviews are still being conducted for the Wheeling Campus Counselor I, Retention Coordinator position; interviews will be conducted for the Weirton Campus Biology faculty on November 18; Sue Pelley, Dean of Information Technology, resigned on November 2. There are no plans to replace the position; Mr. Hanes and Ms. Woods will report to Mr. Lippiello; and, an offer will be made to an individual to fill the Accounting Clerk III position formerly held by Megan Doyle. Personnel information will be sent out after the holidays for new RPA’s.

College Central, an interactive tool that links employers with prospective job candidates through college-based Career Centers, may be a new tool the College can utilize to assist students and alumni in finding employment. It is possible the College could begin using the site as early as January as a posting place for work-study positions as well as tutor and sign language positions. Northern is working with College Central to add a student portal. RPA’s would not be added to College Central until next fiscal year.

**Ms. Sullivan:** An advising committee is looking at ways to fund advising and training needs. The College is also looking at reverse transfer programs.

PIQ’s are being finalized for the tutor coordinator position. Full-time tutor coordinator positions will be advertised for the New Martinsville and Weirton campuses.

Dr. Riley has been named Project Director for the Title III grant and Mr. Tackett has been named the Activities Director for the Title III grant.

**Mr. Lippiello:** Capital budgets are due November 28. Capital money must be spent by the end of this year. The operating budget will come out in mid-December. Money for salaries has been put in the CTC budget.
Ms. Fike: The office of career services will be scheduling workshops on interviewing; the department also plans to conduct career fairs on each campus.

The state of West Virginia contracts with a company known as Constant Contact which is used for email marketing, event marketing, social media marketing and event online services. Students may register with Constant Contact and receive reminder emails informing students of campus events, openings on class wait lists, etc. Being under contract with Constant Contact eliminates the need for the Service Center to juggle wait lists.

Ms. Albert: Final grades deadline for classes is December 19.

Letters of academic progress will be sent via email to students being suspended.

Ms. Payton: The Wheeling Christmas parade is scheduled for November 18, and the Weirton Christmas parade is scheduled for November 26.

Mr. DeFrancis: Regarding marketing efforts: An advertising blitz for spring term is being held at the Ohio Valley Mall the first two weeks in January, Northern will conduct a year-long promotion with Channel 7 News, and two commercials with students were done on November 11. The commercials, Hang Up and Live, promote proper cell phone usage.

Mr. Hanes: Due to changes being made to the network by the IT department, slight internet outages will occur on Wednesday, November 23 around 1 p.m.