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| **DATE** | **PLACE: B&O Board Room** | **CONVENED: 1:00 p.m.** | **CONCLUDED: 2:00 p.m.** |
| **ATTENDEES** | **Dr. Olshinsky, N. Albert, J. Baller, P. Carmichael, B. DeFrancis, T. Eltringham, A. Frey, D. Hanes, L. Kefauver, M. Koon, S. Lippiello, Dr. P. Sharma, P. Stroud, L. Tackett, and P. Woods** | **ABSENT** |
| **EXCUSED** | **J. Fike, S. Payton, Dr. V. Riley, C. Sullivan** |  |
| **MINUTES RECORDED BY** | **Linda K. Dudash** |  |
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| **NEXT MEETING** |  **March 13, 2013** |  |
| **ITEM** | **DISCUSSION** |
| 1. **External Communication During a Lockdown or Other Security Event**
 | * Concerns were voiced regarding individuals calling the police department when a lockdown at the College occurs as doing so prohibits the police force from doing their job. Employees/students need to be advised not to make phone calls to the police department nor make calls/send text messages to family members during a lockdown.
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| 1. **Accreditation Visit**
 | * The HLC accreditation visit is scheduled for March 3-6.
* Mr. Koon informed Council of meetings the accreditation team plans to have with various groups.
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| 1. **Changes for the 2013-2014 Year Related to the Catalog**
 | * Ms. Albert and Ms. Frey shared information on changes to be made in the fall 2013 catalog.
* An orientation course will be required of all new students and will also be a prerequisite for graduation. Students taking only one class will still be required to complete the orientation course.
* Northern is looking at cutting off registration prior to a specific date before the next semester begins.
* The 2013-2014 College Catalog will be available online. Hard copies will be available for faculty and staff as well as in the campus libraries.
* A suggestion was made to provide a link to the catalog in information disseminated to students during orientation classes.
* A DVD version of the catalog will be available
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| 1. **Introduction to Newest Member of IR**
 | * Shelley Turbanic, the newest member of the IR team, was introduced to Council. Shelley joined the College on February 11 and fills the vacancy left by Phil Bischof.
* Informational requests to IR are still to be submitted to Ms. Woods.
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| 1. **FY2014 Budget Update**
 | * State appropriation fees are being reduced by 7.5%,
* The deadline for new fees is March 1. (Academic fees go to Ms. Kefauver and non-academic fees go to Mr. Lippiello.
* Those working on a new fee schedule are: Ms. Albert, Ms. Kefauver, Mr. Lippiello and Dr. Riley.
* Mr. Lippiello and Dr. Olshinsky will meet to discuss ways the College can increase revenue.
* A proposal to increase tuition rates and facilities fees will be presented to the Board of Governors.
* Information on the impact of expenses to the FY 2014 budget will be presented to Council at the meeting on March 13.
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| 1. **Sexual Assault Awareness Activities**
 | * Four activities are being planned for Sexual Assault Awareness Month in April. (Poster contest; Lunch and Learn: Date Rape and Marital Rape; Self-defense Classes; and Denim Day—where people who make donations will be permitted to wear denim on a specific date.)
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| 1. **Annual Evaluations**
 | * Staff evaluations will be conducted later in March/additional time will be given to complete evaluations due to the HLC visit being held the first week in March.
* Ms. Carmichael will meet with Classified Staff Council regarding the evaluation process. (Tying evaluations to the College goals, objectives, and action items. Goals are to be attainable and measurable. No goals are to be listed as on-going.
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| 1. **2012 Higher Ed Annual Report**
 | * Dr. Olshinsky emailed the 2012 Higher Education Report Card to Council. He stated the report is a comparison of all community colleges and it also serves as a benchmark for graduation rates.
* Dr. Sharma was asked to share the Report Card with faculty.
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| 1. **Other**
 | **Ms. Fike*** Two dates will be determined for the rolling purge for spring and summer.
* The Business Office will be implementing a process that will establish a paid deposit plan to hold seats in classes for students.
* Workshops will be held on campus for financial aid. Ms. Woods will post information on the Student Portal on dates for the workshops.
* A report was given relative to College Goal Sunday.
* A report was given on Standards of Progress.

**Ms. Carmichael*** Close to 100 attendees have signed up for the Title IX training scheduled for February 26-27 in the B&O auditorium. Ten individuals are from Northern.
* A message will be placed on the portal regarding the workshop.
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