

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 12, 2014

DATE: November 12, 2014	PLACE: 126B	CONVENED: 9:01 a.m.	CONCLUDED: 10:15 a.m.
ATTENDEES:	Dr. Olshinsky, N. Albert , J. Baller, P. Carmichael, C. DeAtley, M. DeCola, B. DeFrancis, C. Farnsworth, K. Herrington, M. Koon, S. Lippiello, S. Payton, Dr. V. Riley, P. Stroud, G. Wallace, P. Woods		ABSENT: , J. Fike, D. Hanes, L. Kefauver
BY PHONE:	L. Tackett		
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	December 10, 2014 – 9:00 a.m. – B&O Board Room		
ITEM	DISCUSSION		
1. HLC Visit	Dr. Olshinsky stated that dates have been submitted to HLC for our next visit. The dates are the last two weeks of March and first week of April 2017. We are waiting to hear back.		
2. Open Search Updates	<p>Ms. Carmichael provided an update on the current searches:</p> <ul style="list-style-type: none"> • Sr. Administrative Secretary position is filled • IR Position will be reposted. • CIT Position is filled. • VA & Counselor positions – still in process • Career Services will be advertised as a 10 month position <p>Presidential Search Update – Schedule and resumes are posted on the website. Ms. Carmichael asked everyone to make sure they attend at least one of the sessions and provide feedback. She also reminded everyone that while on tour, the candidates are on a very tight schedule so please be mindful of that. This process will move fairly quickly.</p>		
3. HRM/Payroll Oasis Update	Ms. Carmichael reminded everyone that implementation of the every two week pay cycle is tentatively scheduled for April 1 st . The auditors want to make sure that the state can process a payroll that is 100% accurate. There is a payroll calculator so employees can see what their adjusted pay will look and plan accordingly.		
4. Compliance Update	Ms. Carmichael provided an update after meeting with the state EEO Director on the issue of employees reporting that another employee has done something to offend them. If you have an employee that tells you something that happened but also states that they are taking care of it and it happens again, as a supervisor, you need to be aware that it wasn't addressed since it happened the second time. As a supervisor, you will need to get involved.		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 12, 2014

	<p>There will be a supervisor's training in the near future. They will show five different scenarios and provide hands on training by providing an educational background then working through the various scenarios. The training will be for administrators including division chairs.</p>
5. FY 15 Department Budget Review Update	<p>Mr. Lippiello reported that the budget for the most part is at or below levels. He will be contacting those who headed towards going over the budget. He will offer advice or encouragement with some options to stay under budget. OTPS budgets are due 12/12. Mr. Lippiello asked that departments try to stay within the current spending limits. There is not much room for increases. They are trying to help with the 17% increase by AEP by replacing lights in all areas with occupancy sensors.</p>
6. Copier and Print Management Bid	<p>The committee has limited the bidders down to two – Hughes and Office Depot. They are still in discussion as there are several unanswered questions. They are bringing these two vendors on-site to have them walk-thru their responses. At the present time, the committee does not feel comfortable making a recommendation to the President until several issues, including student printing, have been resolved. Mr. Lippiello did caution that several desktop printers will be going away. Ms. Herrington will meet with faculty on December 5th and will bring up the issue of students printing. Mr. Lippiello will keep everyone informed.</p>
7. IRE Calendar	<p>Ms. Woods presented a calendar from the IR area just so everyone is aware of what her office is working on. There will be certain times of the year when a month is not enough time to get to a request. Ms. Woods provided a structural overview of her department. Ms. Carmichael asked if departments could be added to the calendar so that they are aware ahead of time for planning purposes.</p>
8. Departmental Assessment	<p>Ms. Woods reminded everyone in preparation of the HLC visit that departments should be assessing their department activities. IR will handle the non-academic assessment. Each department should have a mission. Ms. Woods will have a training on development a mission statement and assessment activities.</p>
9. Other	<p>LGBT Training – Dr. Olshinsky reminded everyone that there will be two trainings today (1 pm and 2:30 pm). The session will be recorded for those unable to attend.</p> <p>Dr. Olshinsky asked everyone if they have any ideas on how to make an impact on enrollment to send to the Ms. Fike. If anyone has ideas on retention, please send them to Ms. Farnsworth. If anyone has ideas on recruiting/marketing, please send to Mr. DeFrancis.</p> <p>Dr. Olshinsky reminded everyone that the strategic plan is normally reviewed in February/March.</p> <p>Ms. Herrington reported that she is working with the faculty on distributing the committee structures more evenly. Dr. Olshinsky had asked her to work on this as a recommendation for committee structure for the next president. There will be a request to rotate chairs on a regular basis.</p> <p>Ms. DeCola reported that the classified staff will meet tomorrow at 10 am. Their agenda includes an active shooter training by Officer Faldowski; PEIA changes and the meeting on 11/19; a Presidential Search</p>

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 12, 2014

	Update; and a discussion on a potential morale survey.
--	--