

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 22, 2014

DATE: October 22, 2014	PLACE: 116B	CONVENED: 9:01 a.m.	CONCLUDED: 10:24 a.m.
ATTENDEES:	Dr. Olshinsky, N. Albert , P. Carmichael, C. DeAtley, M. DeCola, B. DeFrancis, C. Farnsworth, K. Herrington, L. Kefauver, M. Koon, S. Lippiello, S. Payton, Dr. V. Riley, P. Stroud, L. Tackett, G. Wallace		ABSENT: J. Baller, J. Fike, D. Hanes, P. Woods
BY PHONE:			
MINUTES RECORDED BY:	Stephanie Kappel		
NEXT MEETING	November 12, 2014 – 9:00 a.m. – B&O Board Room		
ITEM	DISCUSSION		
1. HLC Steering Committee	<p>Dr. Olshinsky reported that we are moving forward with a HLC Steering Committee with Mike Koon as ex-officio. Mr. Koon noted that the next HLC visit is not like the same self-study that we have been doing. This process will be more focused and transparent. Mr. Koon is looking at the new structure and determining what that means.</p> <p>Dr. Olshinsky reminded everyone as we approach the HLC visit, there needs to be transparency with minutes on Committees such as Assessment.</p>		
2. Compliance Updates	<p>Ms. Carmichael attended a conference in Charleston last week. WV EEO Director indicated in the State of WV, employees are not required to tell the person who is causing harassment to “stop”. The employee can report it to proper authorities of the College who must act and communicate to the alleged harasser to “stop”. When harassment is caused by touching another individual, the touching only needs to happen once for the action to be severe enough to warrant harassment. The College should understand our requirements of know or should have known in regards to these types of incidents. HR is to be informed regarding ANY incidents or reports of any type of harassment.</p> <p>LGBT – There is not really a need to have separate bathrooms. The individual can decide to use the bathroom which they self- identify with. Self-identify must be on a full-time basis, individual cannot flip back and forth.</p> <p>Ms. Carmichael in coordination with Steptoe & Johnson will host a seminar on LGBT awareness for employees. As of right now, it is scheduled for November 12th from 1:30 – 2:30 pm. Ms. Carmichael will check on making multiple presentations including one on a Friday for faculty and will send out updated information so everyone can attend. Mr. Koon and Mr. Tackett will check on IP video for their campuses to</p>		

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 22, 2014

	participate.
3. WESCO Building	Mr. Lippiello reported that we have been approached to acquire building. The layout of the building would accommodate the growing workforce training courses in the ATC building. In terms of whether or not to pursue this building, it will come down to price and how it would be funded.
4. ECS Building	As of last Thursday, the Foundation owns the building. The closing was a smooth process without any issues. Mr. Lippiello has the keys. The asbestos removal contractor is in there this week taking samples. Once this is complete, we will know more about what the cost will be to remove everything before the building is ready for demolition. Once building is demolished, preparations will be made for a parking lot.
5. Capital Budget FY 16	Mr. Lippiello stated that they are going through the budget process for any capital items over \$1k. He submitted forms to campus that are due to either him or April by 11/12. Please be sure to designate on form if item meets our strategic plan. This would start on 7/1/15 – 6/30/16.
6. Facilities Master Plan	Mr. Lippiello asked for volunteers in helping him write the facilities master plan. He would like to complete it by the end of this fiscal year. It would look at facilities management including acquisitions. In addition, by having this plan, it will help when asking for funding for later on since it can be tied into a master plan.
7. Other	<p>Dr. Olshinsky reported that we have received the following grants: Noble for \$36,300 which is matched by the state for petroleum and mechatronics scholarships, tuition and fees; Chevron for \$9,160 for Marshall Co. High School students (John Marshall, Bishop Donahue, and Cameron) for scholarships for petroleum and mechatronics; and EQT for \$24,500 for a virtual welding machine in Wetzel County.</p> <p>Ms. Payton stated there were concerns brought up at the SGA meeting from students if they had to start paying per copy. Students stated that faculty are asking students to print out multiple PowerPoint presentations, books, etc. Mr. Lippiello will work with Ms. Payton to get student input on copier contract process. Mr. Lippiello stated the current printing structure is costing over \$22k a year in toner costs.</p> <p>Ms. Carmichael provided the following updates:</p> <ul style="list-style-type: none"> • Presidential Search – The process is moving along and updated information may be found on the website. • Halloween – On October 30th, employees may dress up for Halloween including jeans if they are part of your costume. As a safety precaution, no masks are permitted. • Lunch and learn session on Identity Theft and Social Media will be held today for employees. • Flu Season – Please make sure your offices are cleaned to cut down on the spread of germs. Mr. Lippiello will get disinfectant wipes and distribute to offices. If we need more, we can contact his office. Mr. Lippiello will check out purchasing hand sanitizer for campus areas as well as dispensers.

OFFICIAL Minutes
NORTHERN'S PRESIDENT'S COUNCIL MEETING – October 22, 2014

- Currently, there is hand, foot, & mouth disease in the area. If an employee in your department has it, they are to stay home.
- Just a reminder – if you have lost your ID, please report it immediately so that they can deactivate it.
- Ms. Carmichael stated that the rollout of the Oasis Phase D –Payroll/HR system has been moved until April 1, 2015. Until then, HR is working with dual systems and preparing the new systems records. They will need to receive training over the next few months. This means that payroll will not move to biweekly until April 2015. There are plans over the next few months for sessions on budgeting for employees to prepare for the 26 pays a year vs. 24 pays a year.

Dr. Riley introduced Carry DeAtley, the new Dean of Academic Affairs. She will be focusing on student retention, faculty advising, recruiting, growing existing programs, developing new programs and assessment.

Dr. Riley has asked CJ Farnsworth to reinstate the Retention Committee this year.

Dr. Riley stated that registration for the Spring semester begins November 11th. Tammy is taking the lead on marketing for students. There will be a countdown clock on the website to let students know that it is time to register. Ms. DeCola is working on cleaning up the advisee lists so that there is more up to date information to faculty re: advisees.