

Manager's Advisory Council

Thursday, October 12, 2006

PRESENT: Michele Barber, Janet Boeckman, Terry Coleman, Mark Collins, Nikia Fletcher, Doug Hanuscin, Brooke Henwood, Brad McCormick, Lori McKee, Ted Mecurio, Mark Monnes, Beth Price, Dean Schaad, and Bev Walker

Lacking an initial quorum, the MAC meeting began with Monnes leading a discussion regarding the number of participants needed for a quorum. Collins shared that the standard for a quorum is one more than half of the participants present. Having 22 members assigned to the MAC, a quorum is established with 12 members in attendance. With the entrance of Mecurio and Schaad, a quorum was established and official business proceeded.

Approval of August & September minutes (Mannes)

- August minutes were approved as read (Henwood motioned/Boeckman second)
- September minutes were approved with minor changes to spelling and grammar (Boeckman motioned/Walker second)

Supervisory seminars (Hanuscin)

- Hanuscin shared an update on the status of the supervisory seminars stating that the next available seminar would be held on November 10th and at least one person was interested in attending. It was then brought up that this is the same date as the upcoming Staff In-Service day. The interested party will be contacted and no one will be attending the seminar.

Department Chair Training Status (Mannes)

- Coleman shared that the official start of the new dean and chair positions is January 1, 2007.
- There is an executive meeting every Tuesday from 3 – 5 p.m. where training on forms, etc. occurs for those in the newly aligned positions.
- When asked how training will be passed on to new chairs should existing chairs leave the college, Coleman advised that there is no exact plan for additional training at this time but that it would just get done.
- Hanuscin shared that the chairs will work during the summers as they have been provided a combined faculty and administrative contract (12 months) with vacation time allocated.
- When asked when to address an issue to a dean vs. a chair, Coleman advised that the chair be the first point of contact. He also shared that deans would continue authority over certain matters including budget requisition approval.
- When asked about the availability of deans or chairs for pre-requisite over-loads etc., Coleman advised that the chair be contacted first and, if unavailable, contact the dean.

Administrative System Update (McCormack)

- McCormick asked managers to help get the message out about why the college is pursuing a new administrative system and replacing our current CoCo system. He also shared updates about the administrative system process to date. Those updates include:
 1. McCormick shared the status of Computing Options and their realignment (including dissolution of service support for our current CoCo system). The college has contract with an outside service provider to assist with CoCo until our transition to the system.
 2. Presentations from Campus Management, Banner and DataTel are complete with Campus Management suffering elimination from the process. According to McCormick, the Campus Management system was not likely to offer the college more capability (possibly even less) than what we have in our current system.
 3. A presidential newsletter will be forwarded to all faculty and staff. The edition will include information on the upcoming purchase of our new system.
- McCormick also shared next steps for the system purchase which include the following.
 1. Visits to campus sites who are using either DataTel or Banner are being arranged.
 2. McCormick will meet with vendors to discuss pricing on Friday, October 13th.
 3. All information regarding the status of the system purchase will be presented to the Board of Trustees at the December 6th meeting.
- McCormick also shared information on the new GroupWise upgrade. He asked for our continued patience as the system upgrade nears completion.

Future MAC and Board of Trustee Meetings (Monnes)

- The schedule is attached.
- Steve Williams will send Board packets to MAC members attending Board meetings if he knows in advance.
- Collins will check for archived Board packets in Carol Easley's office. Hanuscin shared that an archive of Board minutes is also housed online.

Board of Trustee Meeting Updates (Hanuscin and Henwood)

- Bill Miller gave a brief update on the budget including information about object codes, Access Challenge monies, payroll funds (are not at the level of last year but will catch up when faculty overloads are finalized), the administrative system purchase, and workforce development monies.
- Don Plotts gave an update similar to the professional development day presentation on the strategic planning model.
- Dr. Abrams shared a proposal from an outside source that would move community and technical colleges and career centers from beneath the umbrella of the Ohio Board of Regents to form a new organization solely for those entities. The proposal is not likely to be seen as favorable by the Ohio Board of Regents.

- The annual review of the services shared by OSU/M and NC State is forthcoming.
- Achieving the Dream funding will continue at a minimal level and will mostly encompass the cost to have Eileen Bacchus and Jackie Stern travel to campus for consultations.
- Rock N Ribs SWOT analysis was discussed during executive session. RNR discussions will continue at the Foundation Board meeting on next week.

Individual Office Sharing –

Hanuscin – Shared a proposal from the faculty caucus that would add language to every job description at the college. The language reads as thus: “To be responsible to participate in implementing, coordinating, documenting and advocating assessment as it relates to this position”. The MAC approved the addition as read (Walker motioned/Boeckman seconded). Hanuscin will email our approval to those appropriate.

Price – Shared that the CDC is undergoing an annual audit process sharing details of that process and outcomes thus far. Price also shared with the group an update on the first joint informational meeting between OSU/M, MedCentral and NC State College.

Collins – Shared that phase I of the renovation is complete. The kitchen is moving forward. The banquet center renovation has been placed on hold pending secured funding. Collins also asked that we check out the events calendar for the Kehoe Center. We have our first booking for 2008.

Boeckman – Shared that Health Sciences is busy with students. A new health department chair is needed. She also reminded the MAC of Bill Despain’s upcoming retirement and the going-away celebration to be held in his honor.

Henwood – Reminded the staff of the upcoming CDC Open House and invited everyone to participate (November 18th). She also provided information on the Early Head Start program at NC State/OSU-M sharing that the program gives priority to students and siblings of currently enrolled children first. With the EHS, a percentage of the priority must be given to children with disabilities. She also reminded the group that class rooms are set up in family groupings to allow siblings the opportunity to be in the same class.

Walker – Shared that the SSC is in the midst of CSI appointments (one on one advising sessions with students in FYE 161) and gearing up for mandatory math placement with COMPASS. Cathy Craig just completed 3 weeks of off-campus COMPASS assessments at high schools. Several college staff members (including Bev herself, Annette Griffon, and more) are attending an open house for the Willard Outreach Program later that evening.

Fletcher – Shared an update on activities in admissions including the just released 2nd edition of the High School Guidance Counselor Newsletter, dates and times for Career Days on campus, and an announcement about the upcoming Counselor Workshop on November 30th.

McKee – Shared information about the ongoing audits on campus. She also shared that she will be on leave beginning November 27 through the end of January. She will return under part-time status for 6 weeks following her leave. All questions in her absence should be directed to Michele Barber.

Schaad – Shared that the physics lab will be moved to Kehoe during the winter break. Tech Prep and College Now will all be located on the 4th floor of the Kehoe in the near future. 3 bids were offered for the Kee Hall roof with one coming in under budget. That bid will be analyzed to see if it meets qualifications and if so, work will begin in March or April. 2007/2008 capital appropriations are on hold at this time pending the result of the upcoming elections.

Monnes – No report

Hannuscin – No report

Mecurio – No report

The next MAC meeting will be held on November 9, 2006 in rm. 092C-F

Collins moved to adjourn at 4:35 p.m.

Humbly submitted,

Nikia L. Fletcher
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