

Manager's Advisory Council – North Central State College
October 11, 2007 at 3:15 p.m. in 92C – Fallerius

Present – Doug Hanuscin, Michele Barber, Lori McKee, Ted Mecurio, Mark Monnes, Bev Walker, Mark Collins, Tom Prendergast, Dean Schaad, Janet Boeckman, Kim German, Nikia Fletcher

Recording Secretary – Mark Monnes

1. Approval of May, August and September minutes – approved with corrections made to September minutes.
2. September BOT Meeting Report (T. Prendergast)
 - a. Payroll changes were discussed.
 - b. D. Plotts and B. Rountree made a presentation on workforce training and indicated that a \$1.5 million grant proposal is in the works.
 - c. The current enrollment situation at the college was discussed.
3. PAC Report – Tabled to next meeting
4. Enrollment Committee Report (N. Fletcher)
 - a. Fletcher reported that the group is reviewing Noel Levitz information which examined various recruitment/retention activities. The group is currently developing a plan of attack for recruiting activities.
5. HR Topics
 - a. The group reviewed the current Bereavement Policy. K. German raised the question of how do we track or should we track employee usage of bereavement days. The group discussed the intent of the policy and determined that no changes to the policy be recommended at this time.
 - b. D. Hanuscin informed the group that beginning in January the College will be going to a bi-weekly pay and that payment will be made in arrears. Employees can choose to take out a loan from the College should they choose to do so. If a loan is taken, then the first pay will be issued on January 11th. If no loan is taken, the first pay will be issued on January 25th.
6. 2008 MAC Schedule
 - a. Recording secretaries and Board of Trustee attendees were determined through July 2008 (see attached)
7. Group Sharing
 - a. T. Mecurio - Everything appears on target with Datatel implementation for HR and payroll and we are preparing for testing.

- b. L. McKee – A financial audit will begin on Oct. 15th and last for 2 weeks.
- c. M. Collins
 - Event bookings have been strong. Some events are now booked into 2009.
 - Plans are in place for Kehoe renovations, but still looking at funding for the project.
 - Paul Kemerling has been hired as a consultant for the upcoming capital campaign.
- d. T. Prendergast – Reported that he is working on several grant proposals at this time.
- e. B. Walker
 - The SSC is currently doing CSI appointments as part of FYE classes.
 - A tutoring hot line for accounting and math is being released.
- f. J. Boeckman updated the group on the Breast Cancer Walk. Over \$2,600 was raised.
- g. D. Schaad
 - Health Science renovations are being submitted to the Controlling Board for funding.
 - We are currently working with OSU on a campus paving project.
 - Handouts and plans for emergency procedures are being updated.
 - Because of HB 251, the College will need to commit to reducing energy costs by 20%.
- h. M. Monnes
 - A new Arts Management program was approved by the Curriculum Committee. This program still needs to be submitted to OBR for their approval.
 - The College is undergoing an OBR audit. Materials are currently being prepared for submission.
- i. K. German reported that an accreditation site visit was made on September 20th. Evidence for 800 standards was needed to be provided.
- j. N. Fletcher
 - Career Day will be held on Oct. 30, 31 & Nov. 1. 1600 high school students will be invited.
 - The Admissions web page has been updated.
 - Admissions recently produced 1,000 posters with interest cards that will be distributed in the area.
 - Admissions is currently building new marketing publications to meet the needs of different types of inquiries.

Meeting adjourned at 4:45 pm