

**North Central State College
Managers' Advisory Council
September 20, 2007.
Room 092C-Fallerius**

Present: Janet Boeckman, Terry Coleman, Nikia Fletcher, Doug Hanuscin, Mark Monnes, Dean Schaad, Doris Smith, Bev Walker.

Recording Secretary: Mark Collins

1. Meeting was called to order by Bev Walker at 3:20 pm.
2. Approval of Minutes: Item was tabled do to lack of a quorum.
3. August Board of Trustees Report: Terry Coleman reported on the Board meeting. Minutes available on-line or in President's Office for anyone not at the MAC meeting who wants details.
4. PAC Report: Terry Coleman reported on the latest activities of the PAC. The PAC supports the proposal submitted by the AQIP Committee that the college should actively support valuing adjunct faculty. In other activity, the PAC will be reviewing and making a recommendation on a proposal submitted by Ben Rountree regarding distance learning.
5. Enrollment Committee Report: Bev Walker reported on the efforts employed in an attempt to reach the 6% increase in enrollment that was projected. In other activity, the Committee will be revisiting the Noel-Levitz study of 2001-02 to assess the relevance of the recommendations to today's situation.
6. Student's Code of Conduct: The MAC reviewed the Code, and after discussion, unanimously endorsed it. Bev will contact Peg Moir to inform her of this action.
7. HR Topics: Doug Hanuscin discussed;
 - Public Records Law: HR office is the official public records custodian for the college. All inquires for public records should be directed to Human Resources. All requests are to be reviewed initially by the AG's office.
 - Executive Order – Food Purchases: Doug discussed the Governor's recent executive order. Anyone who has a question concerning the purchase of food for a college function should contact Human Resources or the Vice President of Business & Administrative Services for clarification.
 - FMLA: Supervisors should notify Human Resources as soon as possible when one of their employees is off for a reason that may be covered by FMLA. If not sure if the absence is due to or qualifies as a FMLA related reason, contact Human Resources for determination. FMLA paperwork needs to be given to employee immediately upon notification of FMLA qualifying event.
 - Bereavement Policy: Tabled until next meeting.

8. New Doctorate: Doug officially notified the MAC that Janet Boeckman had completed the requirements for her Doctor of Nursing Practice Degree. The MAC offered sincere congratulations to her on her accomplishment. (Way to Go, Janet!)

9. Facilities Report: Dean Schaad discussed;
 - Kee Hall roof project (99% completed).
 - Emergency Handbook – if any are needed contact Dean's Office.
 - Main campus parking for fall quarter.

10. Fall Enrollment: Mark Monnes reported on fall quarter enrollment and discussion followed.

11. Student Success Center: Bev Walker discussed;
 - Welcome Week activities.
 - Constitution Day activities.
 - Development of an orientation video.
 - Restructuring of NET test administration.
 - OLLIE, the on-line news letter published by the SSC.

12. Breast Cancer Walk: Janet Boeckman discussed the Breast Cancer Walk to be held on campus, Saturday, Oct. 6. Walk is co-sponsored by the Student Nurse Assoc.

13. Meeting Adjourned at 4:40 pm.