

Manager's Advisory Council – North Central State College  
January 17, 2008

Present: Mark Collins, Bev Walker, Mark Monnes, Gina Kamwithi, Dean Schaad, Jim Hull, Beth Price, Michele Barber, Brooke Henwood, Kim German, Tom Prendergast, Lori McKee, Ellen Hines, Tom Kluding, and Nikia Fletcher.

Recording Secretary: Kim German

Approval of October, November and December 2007 minutes

Approved with corrections to October and November minutes (not content related)

Motion for approval made by B. Henwood, second by M. Collins, motion approved.

July 8 Meeting

Meeting set initially because of Rock-n-Ribs

Meeting will now be July 10 at 3:15

Posthumous Awarding of Degrees Policy

Other institutions have a policy in place

NC State developed a draft

Draft policy supported by council

Motion to support policy made by T. Kluding, second by M. Collins, motion approved

Ellen Hines introduced

Consultation & Assessment Team (CAT) for Student Behavior

2<sup>nd</sup> Draft available to council members

J. Hull summarized the charge and potential outcomes of this team

Most colleges have an informal consultation team in place

Council suggested revising "...a faculty member licensed as a counselor or independent social worker," in case there was not an individual with a license available.

B. Walker will share this with Peg Moir.

Council moved to accept after the suggestion was discussed; M. Collins made the motion, second by B. Henwood, motion approved.

Communication/Liason Committee – D. Schaad

D. Schaad suggested the council look at the Colleges communication structure

After discussion, the council suggested Don Plotts be invited to a MAC meeting and ask how we can help support communication between administration, faculty and staff caucuses.

Management Consistency of Policies and Procedures – D. Schaad

D. Schaad proposed questions of the consistent use of management policies and procedures regarding employee attendance and use of vacation and sick time.

Council felt that department managers are responsible for the management and consistency of policies and procedures

Encouraged to talk to the HR Director with specific concerns

Board Meeting Report

January meeting – L. McKee

Board presented Dr. Abrams with plaque

Moment of silence in honor of Dr. Ben Roundtree

Information gathering to determine health insurance renewal

College hiring process and practices were discussed

Bud Vetter's term extended for 60 days

Board member (not determined) will be heading the President's search

Chriss Harris new Foundation Director

Implementation of a "Common Hour" in College on Tuesday & Thursday 12:00 n – 1:00 pm beginning Fall quarter 2008

Adjunct Appreciation dinner planned for March 29

Executive Session – B. Walker

Don Plotts placed as Interim President

PAC Report – T. Prendergast

Committee met on January 16, 2008

Don Plotts attended meeting

Strategic Initiatives reviewed and updated

Next steps for PAC

On-line distance learning discussed and the willingness from Don to support

Enrollment Committee Report – N. Fletcher

On February 15, a summit planned to set goals and become unified with college strategic directions

Individual/Departmental Sharing

N. Fletcher – Scholarship application.

E. Hines – IST Marketing and Curriculum development.

B. Henwood – Child Development Center achieved NAEYC Accreditation and responded to the Early Head Start pedestrian safety non-compliance with a Quality Improvement Plan.

J. Hull – Chairing search committee for Workforce Development Dean. Chairing Regional Innovations Grant. Bio Science grant approved, finding ways to market.

G. Kamwithi – Enrollment for on-line courses have increased. A time-line has been created for on-line policies, practices and procedures.

T. Kluding – Working on College NOW policies and procedures.

Meeting adjourned at 5:00 pm. Motion made by G. Kamwithi, second by B. Henwood.

Respectfully Submitted,  
Kimberly German