

NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

DATE February 5, 2008	CALLED TO ORDER BY Brad McCormack	TIME 9:07a.m.	ADJOURNMENT 11:08a.m.
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PRESENT: Dr. Therese Bushner Brad McCormack Don Plotts Betty Wells Steve Williams	ABSENT: EXCUSED: Don Plotts Peg Moir GUESTS: Chriss Harris
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TOPIC	DISCUSSION	ACTION
Executive Director of the Foundation (Chriss Harris) <i>Direction of the Foundation</i>	McCormack introduced Chriss Harris to discuss the capital campaign feasibility study. Harris explained that she wanted to provide the Staff with some information on the direction of the College Foundation. Then she wants to talk about the feasibility study. She began by defining the roles of the Foundation Staff. Harris explained that Rodriguez was to focus on College Alumni while Wagner was to focus on donor relations and businesses that receive our graduates. She pointed out an urgent need for a database administrator to track data and project progress. Harris talked about the strategic plan that had been developed by the Foundation Board Trustees and explained that the current board has eight trustee positions available. She explained that the Foundation was working to get in a position to vote on a new slate of officers at the April 11 th meeting.	Information Item
<i>Capital Campaign Feasibility Study</i>	Harris presented the Capital Campaign Feasibility Report assembled by Paul Kemerling. The report talked about establishing the groundwork for a five to six million dollar capital campaign. Themes involving Innovation, Universal Scholarship and Bricks & Mortar were discussed. Goals for establishing the Capital Campaign Committee selection, software needed, working budget were discussed as well as the need to establish a campaign priority list by April 11 th . Harris called for discussion of the Foundation Board's past role as well as the further development of an innovation fund to encourage and facilitate faculty and staff innovation.	Information Item
Vice-President for Institutional Advancement (Betty Wells) <i>Enrollment Planning Summit</i>	Wells introduced the Enrollment Planning Summit that was to be held on February 25 th and talked about some of the objectives of the summit. Plotts explained that the PAC initiatives were to be highlighted as part of the Board Orientation Activities. Each month would focus on a different initiative in order to keep the Board updated	Information Item

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	and informed. This activity would kickoff with the Enrollment initiative and continue for the next five months. A schedule would be established so following initiatives would have a timeline for preparation.	
<i>Website Refinement</i>	Wells explained the recent work on refinement and functionality of the College website done by Mark Hupp. She explained that we all need to be sure we are in lock-step once the new development is rolled out.	Information Item
<i>DE/DC</i>	Wells reported that dual enrollment/dual credit is on track with Mr. Dave Cardwell back onboard and communications much improved.	Information Item
Vice President for Learning (Dr. Therese Bushner) <i>Distance Learning</i>	Bushner reported that distance learning policies and procedures development is making progress. Drafts will be out shortly for review.	Information Item
<i>In-service</i>	Bushner provided an update on the April 25 th In-Service activity and called for any further discussion that might be needed.	Information Item
<i>Programs-at-Risk</i>	Bushner discussed the draft proposed criteria and process for programs with low enrollment. McCormack offered to revise the section on revenues/expenses. Bushner called for further discussion at next week's meeting.	Information Item
Vice President for Business and Administrative Services (Brad McCormack for Don Plotts) <i>Presidential Search Update</i>	McCormack provided an update on the Presidential Search.	Information Item
<i>Faculty Vote</i>	McCormack provided an update on the faculty vote to be held on March 4 th and 5 th .	Information Item
<i>Board of Trustees Agenda</i>	McCormack called for a preliminary discussion of any Board agenda items. The Staff discussed the Board orientation activities, the Cheryl Hacker visit, and upcoming faculty contracts resolution.	Information Item
Vice President for Business and Administrative Services (Brad McCormack) <i>Chancellor's Budget Reduction Package</i>	McCormack announced the Chancellor's budget reduction package information and discussed the potential impact on the College.	Information Item
<i>Health Insurance Renewal</i>	McCormack discussed the pending health insurance renewal and explained that while we were looking at a sixteen percent increase for the coming period, we are	Information Item

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	also looking for future alternatives to help reduce the cost to employees.	
<i>Contractor Lien</i>	McCormack provided an update on the Pete Miller lien issue. He explained that while a lien could not be placed on College property, the College is refusing to pay the remainder of the balance until the contractor's lien issue is resolved.	Information Item
Adjournment:	The meeting was adjourned at:	11:08 a.m.

Respectfully submitted:

Stephen Williams, Assistant to the President