

NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

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| DATE February 19, 2008 | CALLED TO ORDER BY Donald Plotts | TIME 9:00a.m. | ADJOURNMENT 10:53 a.m. |
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| PRESENT: Don Plotts Dr. Therese Bushner Chriss Harris Brad McCormack Betty Wells Steve Williams | ABSENT: EXCUSED: Peg Moir GUESTS: |
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| TOPIC | DISCUSSION | ACTION |
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| Vice-President for Institutional Advancement (Betty Wells) <i>President's Day Activity</i> | Wells recapped the President's Day activities and reported that although there were some no-shows, there were ninety registered to attend. One major benefit of the activity for the Public Relations Department was the website and Career Leader focus groups. Wells explained that half of the student prospect participants went with the Health cohort while eight went with the Engineering cohort. Many parents were in attendance with many of them from outside the local area. | Information Item |
| <i>Enrollment Development Summit</i> | Wells distributed a report from the Enrollment Development Summit and recapped the highlights. | Information Item |
| Vice President for Business and Administrative Services (Brad McCormack) <i>Distance Learning Platform</i> | McCormack provided an update on the distance learning platform. He explained that they are currently looking at the policies and procedures and platform using Blackboard as a host or an enterprise system such as Angel. We are beginning to look at our platform perspectives and assessing our investment in faculty for distance learning. Plotts explained the need to seek advice of others and making sure we maintain quality along the way. | Information Item |
| <i>Insurance Renewal</i> | McCormack explained the upcoming notification to employees of the health insurance renewal increase. He reported about a sixteen percent increase when all combined. He also explained that the Benefit (Insurance) Committee is to begin looking at some other options to help control insurance costs to College employees. | Information Item |
| <i>Budget Development</i> | McCormack reported that he is meeting with the PAC regarding budget development in order to get ready for the May 25 th Board of Trustees meeting where the budget will be introduced so the Board will be able to approve the budget at their June meeting. McCormack is currently looking for projections from revenue generating areas, | Information Item |

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| | reviewing expense issues, and looking for work-study hours utilization and allocations from those areas that depend on work-study students. The budget will be frozen on May 5 th in preparation for the budget development process. | |
| Vice President for Learning (Dr. Therese Bushner) <i>Adjunct Faculty Load Proposal</i> | Dr. Bushner introduced the Adjunct Faculty Load proposal for spring quarter. She explained that the proposal called for more hours toward Adjunct load for spring quarter. Dr. Bushner provided the history on the issue and called for further discussion and consideration. Following discussion, the Staff agreed to move forward with the proposal. | ACTION: Staff agreed to move forward with the Adjunct Faculty Load proposal for spring qtr. |
| <i>Programs at Risk</i> | Dr. Bushner provided some follow-up on the programs at risk procedures. McCormack discussed some of the quantitative indicators and costs that the Chief Fiscal Officers in other institutions use for consideration of viability of programs for continuation. Dr. Bushner asked McCormack to review quantitative indicators as appropriate. | Information Item |
| <i>Distance Learning</i> | Dr. Bushner introduced the proposed Distance Learning policies and procedures and called for further discussion. Following discussion the Staff supported moving forward with the Distance Learning initiative. | ACTION: Staff supported moving forward with Distance Learning P &P |
| Executive Director of the Foundation (Chriss Harris) <i>Capital Campaign</i> | Harris provided an e-tapestry software consultant update and explained that e-tapestry was the software they were looking at to help with capital campaign donor tracking and management of the capital campaign. | Information Item |
| <i>Meeting update</i> | Harris recapped a recent meeting she had with Mr. Don Wine of General Motors and Mr. Don Covert | Information Item |
| <i>Dr. Rountree Memorial Fund</i> | Harris provided an update on the Dr. Benjamin Rountree memorial fund. | Information Item |
| Interim President (Don Plotts) <i>Transition Update</i> | Plotts announced the P-16 community meeting on Friday at 8:00am at the MOESC where they will be announcing the strategic plan, executive team and are expected to solicit an investment from each institution toward the P-16 Council and OCAN. | Information Item |
| <i>Math & Science Invitation</i> | Plotts informed the Staff the Crestview Local Schools has invited our Deans and Math & Science faculty to a dinner at the high school to help foster relations. | Information Item |

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| <i>Pioneer CTC Levy</i> | Plotts discussed the Pioneer CTC levy and recapped some of the issues relative to the levy. | Information Item |
| <i>Barb Endel</i> | Plotts informed the Staff that they have hired Ms. Barb Endel to assist with the RIG grant and to help implement the Ohio Skills Bank. | Information Item |
| <i>Minority Recruitment Effort</i> | Plotts explained the efforts underway to help the College with its efforts toward minority faculty recruitment. He explained that he has been corresponding with Tom Hunt and others to look for leads of new minority faculty for consideration of recruitment into the College. | Information Item |
| <i>Preparations for Union Vote</i> | Plotts explained to the Staff that he has been meeting with the representatives of Faculty Association with the intent of establishing good election process. Plotts provided some other updates on the process as well. | Information Item |
| <i>Dean / Presidential Search</i> | Plotts provided an update on the Dean search and explained that they have the primary candidates down to four. The Presidential Search is close to selecting a search firm to assist in the process. The committee will be submitting a recommendation to the Board for consideration of approval at the February 27 th meeting. | Information Item |
| <i>Two-Sided Copying</i> | Plotts encouraged the Staff to persuade their department to take advantage of two-sided copying whenever possible in an effort to reduce the cost of duplication. | Information Item |
| <i>Stackable Certificates</i> | Plotts distributed a handout that outlined the concept of stackable certificates. He explained that the program is still in the discussion phase at this point. | Information Item |
| <i>Employ-On</i> | Plotts distributed a handout that outlined the bringing of a satellite one-stop on campus and the implementation of the Employ-On system. Wells explained the assistance it may bring our students by helping with internships. | Information Item |
| <i>University System</i> | Plotts discussed the Ohio University System and explained that OACC is looking to help develop a system of collaboration in response to the Governor's development of the Ohio University System. | Information Item |
| <i>Board Orientation Activities</i> | Plotts explained that each month we will highlight a different PAC initiative to the Board and then provide follow-on presentation to each of the representative groups across the institution. February will highlight the Enrollment Development initiative; March will highlight the Workforce and Health initiative; April will highlight the Achieving the Dream initiative and include the | Information Item |

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| | Annual Fund Campaign; and May will highlight the Core Learning Values initiative. | |
| Adjournment: | The meeting was adjourned at: | 10:53 a.m. |

Respectfully submitted:

Stephen Williams, Assistant to the President