

**NORTH CENTRAL STATE COLLEGE**  
**President's Staff Meeting**  
**Minutes**

DATE	CALLED TO ORDER BY	TIME	ADJOURNMENT
February 26, 2008	Donald Plotts	9:47a.m.	10:52a.m.
<b>PRESENT:</b> Don Plotts Dr. Therese Bushner Chriss Harris Brad McCormack Peg Moir Betty Wells Steve Williams		<b>ABSENT:</b>  <b>EXCUSED:</b>  <b>GUESTS:</b>	
TOPIC	DISCUSSION	ACTION	
<b>Approval of Minutes</b>	Minutes for 2/5 were submitted for approval.	Minutes were approved as amended.	
<b>Vice-President for Institutional Advancement (Betty Wells)</b> <i>Commencement Speaker</i>	Wells distributed the Entrepreneurial Hall of Fame directory for consideration of selecting a commencement speaker. She discussed the nominees and recommended for consideration this time around, Bill Burgett, John Burkett, and John Burkhardt. She also recommended for Mr. Tyrone Bledsoe for consideration. Following some discussion Plotts indicated that he will make the inquiry for serving as the commencement speaker per the Staff's recommendation.	ACTION: Plotts to make initial contact with potential commencement speakers.	
<i>Enrollment Development Update</i>	Wells provided an update on enrollment development in preparation for the upcoming Board of Trustees meeting.	Information Item	
<i>Mansfield Rotary</i>	Wells reported that she was working to develop a resolution for the Mansfield Rotary in memory of Dr. Benjamin Rountree.	Information Item	
<i>Advancing Women Leaders</i>	Plotts called for a follow-up on the discussion of the advancing women leaders proposal.	Information Item	
<i>Richland Foundation</i>	Plotts provided a follow-up on the thank you letter to the Richland County Foundation for their generous contribution to the College.	Information Item	
<i>Tech Prep Showcase</i>	Plotts announced the Tech Prep Showcase that would be taking place on March 4 <sup>th</sup> at 1pm and explained the presentation of a scholarship presentation at Terra Technical College. McCormack indicated that he would attend the showcase and present the scholarship on behalf of the College.	Information Item	

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<i>United Way Representative</i>	Plotts explained his potential conflict of interest in serving with the United Way of Richland County. McCormack indicated that he would serve as the College representative to the United Way.	Information Item
<b>Vice President for Business and Administrative Services (Brad McCormack)</b> <i>Kehoe Activities</i>	McCormack reported that they were expecting around two hundred fifty in attendance for the bridal show taking place this weekend at the Kehoe Center.	Information Item
<i>Budget Development</i>	McCormack reported that the budget development income projection worksheets have been distributed and are due back toward the middle of March. They are in the process of forming a budget subcommittee and are trying to keep the membership to ten with solicitation from the various representative groups. Bill Miller has been called upon to serve as an advisor to the budget development process.	Information Item
<i>Governor's Report Card</i>	Plotts shared some discussion of the Governor's College Report Card.	Information Item
<i>Shared Service</i>	Plotts informed the Staff of some discussion he had had with Dr. Freeman of OSU-M regarding the upcoming shared services meeting.	
<b>Vice President for Learning (Dr. Therese Bushner)</b> <i>April In-Service</i>	Bushner distributed the program draft for the April in-service. McCormack explained that the activities for the event will be able to remain at the Kehoe Center. Moir reviewed the schedules and discussed other coordination issues.	Information Item
<i>Online Distance Learning</i>	Plotts explained that the policies and procedures for online distance learning should be sent to the Faculty Caucus for review and input. Gina Kamwithi should be brought into the next meeting to review the status and progress of online distance learning.	Information Item
<i>Closure of Academic Programs</i>	Bushner recapped the criteria for closure of academic programs and reported that we are dropping the Broadcast Journalism programs and the remainder of programs at risk are on hold for the now. She recapped a report from Dr. Bruce Sliney on the status of the TAG.	Information Item
<b>Vice President for Learning Support and Retention (Peg Moir)</b> <i>Commencement</i>	Moir called for discussion of the Commencement Grand Marshal and explained some other pertinent issues for commencement as well as announcing that there will be a rehearsal for the platform party. Moir explained that while Board Chair Matt Smith will be carrying out his greeting on the stage of the Campus Recreation Center,	Information Item

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	Vice Chair Nathan Ujvari will be offering a greeting to those seated in Founder's Auditorium.	
<i>Feasibility Study</i>	Moir announced that a Recreation and Student Life feasibility study will be discussed at the upcoming Shared Services meeting.	Information Item
AtD Coaches Visit	Moir announced that our Achieving the Dream coaches, Dr. Eileen Baccus and Ms. Jackie Stirn will be visiting the campus on March 10 <sup>th</sup> and 11 <sup>th</sup> and will be spending some time with the Board of Trustees on the evening of March 10 <sup>th</sup> . Wells reported that they are working to make access available to AtD data via the website.	Information Item
<i>Mansfield Senior High School Pilot</i>	Moir reported that she had talked with Superintendent Lloyd Martin regarding the Texas Project. March 12-19 they are to bring in college counselors to the high school to give students the opportunity to apply to other colleges for those who have not yet applied. It is our desire to introduce a financial aid forecasting tool for upcoming Juniors to show them where they stand in finding funding for college.	Information Item
<b>Executive Director of the Foundation (Chriss Harris)</b> <i>Capital Campaign</i>	Harris reported that there were three community focus groups planned for the development of the capital campaign.	Information Item
<i>Alumni/Foundation Webpage</i>	Harris reported that they are in the process of developing an Alumni and Foundation webpage in order to highlight and bring more resources to those activities.	Information Item
<i>Foundation Budget</i>	Harris discussed the formation of the Foundation budget.	Information Item
<b>Interim President (Don Plotts)</b> <i>All-Ohio Academic Team</i>	Plotts announced Mr. Greg Kemp as the first North Central State College student to achieve a first team ranking on the All-Ohio Academic team.	Information Item
<i>Campus Safety Forces</i>	Plotts announced an upcoming meeting regarding the campus safety forces and called for a show of those who would be attending.	Information Item
<i>NCState Economic Impact</i>	Plotts acknowledged promotional piece highlighting the economic impact of North Central State College put together by Tom Prendergast and Betty Wells for Board Chair Matt Smith to take to Washington, D.C. and encouraged all to take a look at it as a resource.	Information Item

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<i>Dean Search</i>	Plotts provided an update on the search for Dean of Technology and Workforce Division.	Information Item
<i>Community Update</i>	Plotts explained a project he is conducting to send letters to all local City Mayors as a form of update and introduction to NCState and to solicit their input on how we can help to make things in their area better. Letters also will go out to the Minority Ministerial Society for assistance the recruitment of minorities.	Information Item
<i>Seniors to Sophomores Program</i>	Plotts discussed the Seniors to Sophomores program and the manual on how to do Dual Enrollment/Dual Credit. He explained that we could see an increase in high school student enrollments at the College. Mr. Dave Cardwell has been brought back to the College to assist with these efforts as well as help assemble a manual of such policies and procedures as well as those that are currently in place.	Information Item
<i>Ohio Skills Bank</i>	Plotts recapped some discussion on the Ohio Skills Bank that requests us to put together a proposed plan. He provided some additional background. Plotts discussed the opportunities and our developed skill from our experience with the RIG Grant and the Advanced Manufacturing Grant but questioned our current capacity for an endeavor of this magnitude.	Information Item
<i>Faculty Union Vote</i>	Plotts discussed the procedures for the upcoming faculty union vote.	Information Item
<i>Board Agenda</i>	Plotts called for a review of the upcoming board agenda.	Information Item
<b>Adjournment:</b>	The meeting was adjourned at:	10:52a.m.

Respectfully submitted:

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Stephen Williams, Assistant to the President