

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

DATE March 11, 2008	CALLED TO ORDER BY Donald Plotts	TIME 9:00a.m.	ADJOURNMENT 10:26a.m.
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PRESENT: Don Plotts Dr. Therese Bushner Chriss Harris Brad McCormack Peg Moir Betty Wells Steve Williams	ABSENT: EXCUSED: GUESTS: Dr. Eileen Baccus Ms. Jackie Stirn
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TOPIC	DISCUSSION	ACTION
Achieving the Dream (Dr. Eileen Baccus & Ms. Jackie Stirns)	<p>Plotts conducted introductions and offered discussions of the activities of the previous day with various areas of the College. Following discussion, Plotts opened the floor to Dr. Baccus. Dr. Baccus opened by conveying her kudos to Ms. Peg Moir for her leadership in the Achieving the Dream efforts here at North Central State College. Dr. Baccus discussed their findings particularly in the area of Math. She stated that Plato is working well but, recapped some Financial Aid issues and offered some advice for making improvements. Ms. Jackie Stirns added some comments regarding the usage of data and other improvements. Dr. Baccus gave particular acknowledgement of the P-16 efforts. There were several key points to note: 1. Using data figures to monitor the success of African American males; 2. the advantage the Plato Lab brings to increasing student success; 3. mandatory placement has impacted student success; 4. the symmetry between AQIP and Achieving the Dream has provided an institutional focus on student success. There is a heightened awareness in the need to diversify the faculty to better reflect the makeup of the community. Wells added that they are currently conducting a rework of the College website to reflect some dashboard indicators of institutional effectiveness. Moir added that the PAC is working on some indicators as well and distributed a handout of those indicators. Plotts thanked Dr. Baccus and Ms. Stirns for their observations and recommendations and invited them to stay for the rest of the meeting.</p>	Achieving the Dream site visit report.
Vice President for Business and Administrative Services (Brad McCormack)	McCormack called for discussion of budget tasks from the President's Staff and announced that the committee will take its lead from the President's Staff. Wells	Information Item

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<i>Budget Development Subcommittee</i>	discussed enrollment management with and emphasis on tuition and enrollment projections. Dr. Bushner expressed the Deans' concern for staffing. She explained that the Deans have ranked the top five faculty needs as English(2), Bioscience, Social Science, and Math. There was also discussion of the Adjunct budget and the vacancies in two department chair positions. McCormack asked for revenue projections by Friday as well as anticipated work-study allocations. McCormack announced that he would provide periodic reminders up to the budget purchasing freeze on May 5 th .	
<i>Audit Team Extension</i>	McCormack reported that he has requested a one-year extension for the service of our current audit team. Next year it will be necessary to submit a request for proposal to find a new firm to conduct the annual audit.	Information Item
<i>Presidential Search Consultant Contract</i>	McCormack reported that the language in the presidential search contract with ACCT had been reviewed by the Assistant Attorney General.	Information Item
<i>Transformational Journey</i>	McCormack reported that the he had taken the issues surrounding the activities involving students abroad to the Assistant Attorney General for review. AAG had no issues with the Transformational Journey to Guatemala at this time.	Information Item
Vice-President for Institutional Advancement (Betty Wells) <i>NCMPR Conference</i>	Wells reported that Keith Stoner and Teri Myers would be attending the NCMPR Conference this year representing North Central State College.	Information Item
<i>WMFD Taping</i>	Wells reported that on March 17 th , WMFD would be taping segments on the College with Nikia Fletcher and Terry Coleman.	Information Item
<i>Entry Banners</i>	Wells reported that her department was looking into vendors for pricing on banners for NC State and OSU-M on the light posts that line the entry on campus from either direction.	Information Item
<i>Earth Stewardship</i>	Wells asked for a point of contact on campus for matters of earth stewardship. She was referred to the campus beautification committee.	Information Item
<i>Kee Hall Scheduling</i>	Wells discussed a couple issues involving evening FYE classes. The Staff discussed the need for security cameras in Kee Hall in order to monitor the security of the rotunda during the evening hours when there are still classes in session. Security should not lock the building doors prior	

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	to 7:45pm.	
Executive Director of the Foundation (Chriss Harris) <i>Capital Campaign</i>	Harris reported that she was continuing the development of the messaging concepts for the upcoming capital campaign.	Information Item
Meeting with Board members	Harris reported that her meetings with individual Board members continue. She has had the opportunity to meet with most however those efforts continue.	Information Item
Vice President for Learning Support and Retention (Peg Moir) <i>Enrollment</i>	Moir reported that headcount was up 3.1 percent over this time last year and FTE is up 4.7%. She offered some analysis of the numbers and trends.	Information Item
<i>Personnel Proposal</i>	Moir distributed copies, presented her proposal for personnel of Career Services/Career Development, and called for discussion. She asked if funding needed to wait or if funding is currently available. Plotts remarked that if the number reflected is to be prorated then funding should be available to move the proposal forward immediately.	ACTION: Career Services/Development proposal approved to move forward.
Vice President for Learning (Dr. Therese Bushner) <i>Radio Station</i>	Bushner reported that no new students would be accepted into the Broadcasting major. Radio station operations, in the short-term, will be administered by the Information Technology department (not via an assignment of load hours to faculty). Bushner added that development is underway as a transfer degree in communications.	Information Item
<i>Institutional Review Board</i>	Bushner reported that the comments from the Assistant Attorney General's office are that we must separate policy from procedures.	Information Item
<i>Inclement Weather Notification</i>	Bushner recapped a recent situation regarding the posting of inclement weather / class closing notifications on the College website. After some discussion the Staff emphasized that individual class cancellations need to go through the respective Dean's office per current practices..	Information Item
Interim President (Don Plotts) <i>Annual Reports</i>	Plotts discussed putting out an annual report to the community and some of its benefits to the college.	Information Item
<i>TWIN Nominations</i>	Plotts introduced the Tribute to Women in Industry (TWIN) recognition program and called for nominations for consideration. After some discussion the following considerations were brought up for further consideration: Faculty: Molly Hockenberry & Carmen Morrison; Staff:	Information Item

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	Jamie Roberts, Cathy Craig, Nikia Fletcher, Rebecca Matney, and Susan Elliott. Plotts asked the Staff to give each of the candidates further consideration be ready for discussion leading to a selection at the next meeting.	
<i>NISOD Membership</i>	Plotts called for discussion of benefits to having an institutional membership with NISOD. Moir pointed out that it had some association with the CCSSE Survey that we did last year and discussed doing again this year.	Information Item
<i>Life Center Update</i>	Plotts provided an update on the current discussion and funding for a \$13 million project for a new life center here on campus. The facility could accommodate security forces training, and counseling and intervention as well as intramurals. The Staff discussed the perceived positives as well as the negatives.	Information Item
<i>OSU-M Baccalaureate Degree</i>	Plotts called for discussion of NC State curriculums that might feed our student into OSU-M baccalaureate programs. Engineering Technology program from OSU main campus might fit well. They are having OSU main campus evaluate other BA/BS degrees that NC State could develop feeder programs for that could prepare student to attend either OSU-M or OSU-Columbus.	Information Item
<i>Presidential Search Update</i>	Plotts explained that ACCT would conduct local coordination of stakeholders to help identify a number of desired qualities in the College President.	Information Item
Adjournment:	The meeting was adjourned at:	10:26a.m.

Respectfully submitted:

Stephen Williams, Assistant to the President