

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

DATE April 15, 2008	CALLED TO ORDER BY Donald Plotts	TIME 9:00a.m.	ADJOURNMENT 10:37a.m.
<b>PRESENT:</b> Don Plotts Chriss Harris Brad McCormack Peg Moir Betty Wells Steve Williams		<b>ABSENT:</b>  <b>EXCUSED:</b> Dr. Therese Bushner  <b>GUESTS:</b>	
TOPIC	DISCUSSION	ACTION	
<b>Vice-President for Institutional Advancement (Betty Wells)</b> <i>Enrollment Development</i>	Wells announced that the enrollment development committee would be meeting next week to further discuss enrollment initiatives.	Information Item	
<i>Parent – Student meeting</i>	Wells recapped the highlights of a parent – student meeting that was held to help get student and parent input toward institutional improvement for all students including concurrent enrollment and minority students.	Information Item	
<b>Vice President for Learning Support and Retention (Peg Moir)</b> <i>KWF Letter</i>	Moir distributed a copy of a letter received from the Knowledge Works Foundation regarding funding of Achieving the Dream initiatives for the upcoming fiscal year. Moir called for discussion from the President's Staff.	Information Item	
<i>Spring Enrollment Reports</i>	Moir informed the Staff that 15 <sup>th</sup> day reports are being processed for the spring enrollment and would be out to the staff for review soon.	Information Item	
<i>Perkins</i>	Moir reported that the spring meeting on Perkins funding is being held this Friday and she would have more to report following this meeting.	Information Item	
<i>Spring Quarter Follow-up</i>	Moir reported that there would be a follow-up meeting this afternoon to review the results of the spring quarter registration.	Information Item	
<i>Student Hearing 1</i>	Moir announced that there will be a student hearing conducted this Thursday. Moir provided the student's name and the basic circumstances of the hearing.	Information Item	
<i>Student Hearing 2</i>	Moir announced that there is another student hearing involving reconsideration of one of our administrative decisions pending.	Information Item	

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<p><b>Vice President for Business and Administrative Services</b>          (Brad McCormack)          Faculty Resignation</p>	<p>McCormack announced that Respiratory Faculty member Bethany King has tendered her resignation and will be leaving at the end of the quarter.</p>	<p>Information Item</p>
<p><i>Graduation Fee</i></p>	<p>McCormack explained that his staff has reviewed costs and other expenses of the graduation process and recommends considering an increase in the graduation fee from \$15 to \$20. This fee constitutes a reasonable increase considering the administrative costs and is consistent with the cost other institutions charge for this same activity.</p>	<p>Information Item</p>
<p><i>Purchasing Freeze</i></p>	<p>McCormack reminded the Staff that there would be a budget freeze put into place on May 5<sup>th</sup> in order to begin wrapping up the 2007-08 fiscal year in preparation for the 2008-09 budget year. McCormack reminded the staff to critically review remaining work-study needs and begin analyzing needs toward developing allocations for next year.</p>	<p>Information Item</p>
<p><b>Executive Director of the Foundation (Chriss Harris)</b>  <i>Department Update</i></p>	<p>Harris announced upcoming events for the Foundation included: their Foundation Board meeting on Thursday, the Entrepreneurial Hall of Fame on April 25<sup>th</sup> and an upcoming meeting on the Innovation Fund Campaign.</p>	<p>Information Item</p>
<p><i>Capital Campaign</i></p>	<p>Harris explained that the upcoming Capital Campaign will focus on raising funds for scholarships, innovation, and facilities. They are looking for a program that will focus on the SPARC (P-16) initiative. The July Foundation Board meeting will be held on July 31<sup>st</sup>.</p>	<p>Information Item</p>
<p><b>Interim President (Don Plotts)</b>  <i>Kehoe Banquet Center</i></p>	<p>Plotts explained that the college is looking to engage the entrepreneurial spirit toward funding of the Kehoe Banquet Center.</p>	<p>Information Item</p>
<p><i>Dinner with Parents</i></p>	<p>Plotts announced an upcoming dinner he will conduct with parents of targeted students in order to discover how we are doing in serving those groups of students. He will ask them what are some of the hoops, barriers, obstacles, and why did you choose NC State? He will further ask them, What can we do to improve the service to these students. Moir pointed out that it will be a structured conversation where Moir and Wells will help guide the discussion.</p>	<p>Information Item</p>
<p><i>Leadership Unlimited</i></p>	<p>Plotts explained that Jim Hull has developed a chart of those from the College who have attended the Richland County Leadership Unlimited program and those who should go through the program in the future.</p>	<p>Information Item</p>

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<i>Faculty Union Update</i>	Plotts provided an update on the faculty union progress and announced that their next meeting would be on April 18 <sup>th</sup> .	Information Item
Adjunct Advisory Committee	Plotts recapped his appearance before the Adjunct Advisory Committee where the Enrollment initiative was presented. They further discussed an STRS issue, Adjunct Faculty recognition, and the Adjunct Faculty Load issue.	Information Item
<i>Distance Learning</i>	Plotts announced that Ms. Susan Scott is a consultant who has been hired to work with Gina Kamwithi on distance learning. Their goal for the end of the year is to have policies, procedures, etc. in place for the distance learning program.	Information Item
<i>AA-AS Degree</i>	Plotts reported that the Chancellor has approved the degrees however; the Ohio Board of Regents are working with the North Central Association of Colleges and Schools (NCA) toward the accreditation acceptance for all technical colleges across the board.	Information Item
<i>Budget Revision</i>	Plotts called for an update on the budget revision discussion. McCormack explained that there was some discussion of a budget revision that would trim budgets to between 90% and 95%. He pointed out that this announcement would likely not target the coming year's budget but rather the following year's budget.	Information Item
<i>Grand Marshal</i>	Plotts provided an update on the discussion to announce the Grand Marshal for the upcoming Commencement Exercises.	Information Item
<i>TWA Press Release</i>	Plotts discussed the press release outlining the Training Workers to Advance Grant.	Information Item
<i>Foundation Board Meeting</i>	Plotts announced that he would be highlighting Ms. Edith Humphrey's OACC recognition as a distinguished Alumnus, the PAC initiatives, ongoing workforce activities and the associate degrees at the upcoming Foundation Board meeting.	Information Item
<i>BOT Correspondence</i>	Plotts highlighted some thank you notes that were sent to the Board of Trustees.	Information Item
<i>Event Planning Entity</i>	Plotts pointed out the increase in event activity across the campus and the coordination required with the various departments and the various caterers. Plotts called for discussion of establishing an event planning entity within the College to coordinate these kinds of functions for all	Information Item

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	departments who have such needs. Discussion ensued.	
<b>Adjournment:</b>	The meeting was adjourned at:	10:37a.m.

Respectfully submitted:

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Stephen Williams, Assistant to the President