

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

DATE April 29, 2008	CALLED TO ORDER BY Donald Plotts	TIME 9:00a.m.	ADJOURNMENT 10:58a.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>Vice-President for Institutional Advancement (Betty Wells)</b> <i>Mark Taylor</i>	Wells informed the Staff that Mr. Mark Taylor offered his insights and led a recent community discussion that was very well attended and co-sponsored by NC State and the Richland County Foundation.	Information Item	
<i>Kalamazoo Project</i>	Wells reported that community discussions of the Kalamazoo Project to offer all area high school graduates a college scholarship is among the latest buzz across the community as excitement for the possibilities continues to grow.	Information Item	
<i>College Website</i>	Wells reported on some of the latest developments in the College website and offered some additional insights on future online, marketing pursuits.	Information Item	
<i>IA Retreat</i>	Wells outlined the upcoming Institutional Advancement Retreat explaining that they plan to look at strategies towards the upcoming college anniversary, SPARC (P-16), Seniors to Sophomores, and other upcoming hot topics.	Information Item	
<i>EHOE Recap</i>	Wells recapped the latest Entrepreneurial Hall of Fame by explaining that the year's event had many first-timers. The event received good remarks and all honorees were thrilled with the production. While Wells explained some shortcoming in the catering, Harris added her insights to the catering and other aspects of the event for future consideration.	Information Item	
<i>Ashland University</i>	Wells announced an upcoming event on May 9 <sup>th</sup> with Ashland University placing and accent on women.	Information Item	
<b>Vice President for Learning Support and Retention</b>	Moir recapped a presentation she attended last Thursday regarding reducing the risk in the academic setting. It	Information Item	

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<p><b>(Peg Moir)</b>  <i>Institutional Recovery Presentation</i></p>	<p>talked about getting back on track after a catastrophe. The presentation was sponsored by the Ohio Department of Mental Health.</p>	
<p><i>Y&amp;FC Campus Visit</i></p>	<p>Moir reported that the Youth &amp; Family Council was on the campus yesterday for a campus visit.</p>	<p>Information Item</p>
<p><i>Success Unlimited</i></p>	<p>Moir reported that Prendergast is working on an evaluation for Achieving the Dream that is due tomorrow and the Success Unlimited report is due as well. She further explained that CHAP is interested in being considered for inclusion in the success unlimited program.</p>	<p>Information Item</p>
<p><i>Perkins Stakeholder Meeting</i></p>	<p>Moir reported that Tom Kluding, Jim Hull, and Dave Cardwell would be representing the institution in an upcoming Perkins Grant Stakeholders meeting.</p>	<p>Information Item</p>
<p><i>Deans plus Meeting Minutes Review</i></p>	<p>Moir discussed the review of the Deans Plus meeting minutes that explained that adding courses after the 15-day has equated to approximately a \$27,000 loss in subsidy and is mostly due to administrative errors. Moir reiterated scheduling in advance and pointed out that it should be timed with the introduction of ENCORE. The base schedule could be posted and added to as the quarter approaches. The Council of Deans and the Common Hour of 3:00pm on Thursdays for Faculty was also discussed.</p>	<p>Information Item</p>
<p><b>Vice President for Learning (Dr. Therese Bushner)</b>  <i>Adjunct Faculty of the Year</i></p>	<p>Dr. Bushner announced that Walter Poffenbaugh had been selected as the Adjunct Faculty Member of the Year for 2008. The President's Staff supported the selection.</p>	<p>Information Item</p>
<p><i>In-Service Debriefing</i></p>	<p>Dr. Bushner declared the In-Service training day a success and reported many commented on how excellent the presentation by the Ohio State Police Officer was. With Dr. Bushner leaving this summer, the Fall Faculty Convocation will be led by Jim Hull and Terry Coleman will lead the Fall Staff In-Service activity. The Staff In-Service group for fall will include representation from the Staff Caucus and the Managers Advisory Council. The Staff discussed potential in-service topics. Moir offered some highlights of a presentation by Dr. Lucas of Ohio University regarding accountability, leaving early, eight ounce coffee. Moir will provide minutes of the presentation for consideration. There was also discussion of an activity entitled "What Color Are You" that helped individuals analyze their personality. The Staff thought that the presentation by Kate Peresie was pretty exciting.</p>	<p>Information Item</p>

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	<p>Plotts pointed out that he lost a lot of money that day as his cell phone rang during the event so he self-imposed a \$25 fine to go toward the Nurses to Africa project. Moir pointed out that it might be helpful to give an in-service statement of purpose and then tie that to the five initiatives whenever possible.</p>	
<p><b>Vice President for Business and Administrative Services</b>          (Brad McCormack)          Budget Freeze</p>	<p>McCormack reminded the Staff that we will be instituting a budget/requisition freeze on May 5<sup>th</sup> that will be much more strict than it has been in previous years in order to get a firm assessment of this year's finances in preparation for the development of next year's budget. There are still a few work-study allocations missing in preparation for developing next years work-study request and we expect the allocation for next year to be about 6,000 less. Fortunately, we expect some rollover from this year that will help us meet the proposed need for work-study for next year.</p>	Information Item
<p><i>Budget Development</i></p>	<p>McCormack reported that he will be presenting the 2008-09 Budget to the Board of Trustees on May 28<sup>th</sup> but will need to present the budget to the college community prior to his presentation to the Board. McCormack offered discussion of the PAC Initiatives and a number of other positions relative to the formation of the budget. He explained that items such as State appropriation, tuition, healthcare and utility costs will have a significant impact on this year's budget. Although there is a desire to reduce our reliance on the fund balance, it is not likely to be avoidable. Still, we do expect to be able to add to this year's fund balance.</p>	Information Item
<p><i>Rental Project</i></p>	<p>McCormack provided an update on the Region 6 Economic Development Office rental project.</p>	Information Item
<p><b>Executive Director of the Foundation (Chriss Harris)</b>  <i>Foundation Update</i></p>	<p>Harris provided an update on Foundation activities and other involvement by Mr. Vic Smith.</p>	Information Item
<p><i>Focus Groups</i></p>	<p>Harris provided a report of information developed though several focus groups with students and their parents regarding financial needs of students looking to attend college.</p>	Information Item
<p><i>NC State Alumni</i></p>	<p>Harris reported on recent thank-you mailings to Alumni with the first Alumni Newsletter.</p>	Information Item
<p><i>Fund Study</i></p>	<p>Harris explained that a fund study is currently in progress. There are also efforts taking place to use the website as well as fund mining (using email) to make</p>	Information Item

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	donations to the foundation.	
<i>Innovation Fund</i>	Harris reported that the Innovation Fund application has been finalized. Wells added that the form 990 and document retention requirements need to be included.	Information Item
<i>Capital Campaign</i>	Harris reported that that a mailing will be going out to major vendors to the college requesting contributions.	Information Item
<b>Interim President (Don Plotts)</b> <i>Seniors to Sophomores</i>	Plotts recapped a meeting he attended yesterday on Seniors to Sophomores that discussed the direction of the project and consultative services. The program allows high school student to be full-time college students during their senior year of high school in hopes that they will transition to the campus through attendance at either NC State or OSU-M. While PSEO only applies to STEM classes, there are discussion of placing PSEO/Dual Enrollment-Dual Credit/Seniors to Sophomores/and CollegeNOW (all early college options) under one umbrella with leadership provided by Dave Cardwell.	Information Item
<i>AA/AS Status</i>	Plotts informed the Staff that a letter on the status of the AA/AS degrees approval has been sent to the Higher Learning Commission by Chancellor Fingerhutt. A response is expected very soon.	Information Item
<i>Parent Panel</i>	Plotts distributed and recapped the results/comments of a parent panel he recently conducted. Moir added that next time we might focus on all PSEO or other group and make sure they understand that they are being invited as part of a small group discussion on a specific topic.	Information Item
<i>Stimulus Package</i>	Plotts distributed information on a Bipartisan Stimulus Package and called for discussion.	Information Item
<i>EHOFF Date</i>	Plotts pointed out that May is wedding season at the Kehoe Center and pointed out a conflict with the Friday In-service on April 24 <sup>th</sup> 2009 and look at moving the 2009 EHOFF to the first of May.	Information Item
<i>Seniors to Sophomores Program</i>		Information Item
<i>Ohio Skills Bank</i>		Information Item

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<i>Faculty Union Vote</i>		Information Item
<i>Board Agenda</i>		Information Item
<b>Adjournment:</b>	The meeting was adjourned at:	10:58a.m.

Respectfully submitted:

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Stephen Williams, Assistant to the President