

NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

DATE June 3, 2008	CALLED TO ORDER BY Donald Plotts	TIME 9:00a.m.	ADJOURNMENT 11:00a.m.
PRESENT: Don Plotts Chriss Harris Brad McCormack Peg Moir Betty Wells Steve Williams		ABSENT: EXCUSED: Dr. Therese Bushner GUESTS:	
TOPIC	DISCUSSION	ACTION	
Approval of Minutes	Minutes for April 1 st were submitted for approval.	Minutes approved as amended.	
Vice-President for Institutional Advancement (Betty Wells) <i>Enrollment Development</i>	Wells distributed an email she sent regarding enrollment development and discussed the upcoming agenda and announced the plan to provide regular updates at the beginning of each meeting as well as revisiting the enrollment development strategies at each meeting to help keep folks on track. Well further discussed areas of improvement in the enrollment process and toward retention. She discussed Return on Investment and Key Success Indicators.	Information Item	
<i>Relay for Life</i>	Wells presented the Relay for Life proposal for the Staff's consideration. Discussion ensued.	Information Item	
Vice President for Learning Support and Retention (Peg Moir) <i>Commencement Volunteers</i>	Moir announced that the final meeting for Commencement and the Picnic would be next Monday. She reported that it seemed to her that everything was "ready to roll" including the Nursing Pinning ceremony that was moved to Founder's Auditorium at 5:00pm on the same nights as the Commencement. Moir recapped the highlights of the evening and how things were to unfold.	Information Item	
<i>Perkins Grant</i>	Moir reported that we did get our five-year performance plan in yesterday and will begin assembling our FY09 plan.	Information Item	
<i>Campus Recreation Center and Campus Life Center</i>	Moir reported that the Campus Recreation Center and the Campus Life Center would be closing next week.	Information Item	
<i>Achieving the Dream Visit</i>	Moir reported that Cuyahoga Community College is hosting a meeting of the Ohio Achieving the Dream	Information Item	

NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

	colleges. Three topics of discussion will be AtD and the University System of Ohio, financial aid and developmental math.	
Vice-President for Business and Administrative Services (Brad McCormack) <i>Fallerius Renovation Project</i>	McCormack discussed the Fallerius construction project, provided and update, and distributed a proposed timeline for review and discussion.	Information Item
<i>Jim Turner</i>	McCormack provided a medical update on Mr. Jim Turner's progress toward recovery.	Information Item
<i>Attorney General's Billing System</i>	McCormack reported that the Attorney General's office is converting to a new billing system for outside counsel.	Information Item
<i>ENCORE</i>	McCormack reported that they are now in the final phase of ENCORE for Financial. The web-time feature will automate the time entry process to web-based entry and will include online approval as well. This will likely begin some time around late July and August.	Information Item
<i>Service Awards Committee</i>	McCormack presented the service awards proposal as assembled by the service awards committee to the President's Staff for consideration. He distributed a handout and explained that the Staff will revisit the proposal at the next meeting in order to give the Staff ample time to review and consider the proposal.	Information Item
<i>Adjunct Faculty Load</i>	McCormack distributed a copy of the proposed Adjunct Faculty Load policy for review. The Staff discussed the recommendations for change to the Adjunct Faculty Load policy and discussed the highlights. He explained the there are different contracts for Adjunct teaching overload versus a full-time faculty teaching overload. After some discussion, the President's Staff gave their support to the proposal and called for it to move forward.	ACTION: PS supported the Adjunct Faculty Load policy revisions and called for it to move forward
Executive Director of the Foundation (Chriss Harris) <i>Campaign Collections</i>	Harris reported that her department was collecting on some of the 2001 Changing Lives campaign pledges and provided an update of other outstanding activity.	Information Item
<i>Innovation Campaign</i>	Harris reported that the Innovation Campaign looks like it will meet the ten thousand dollar goal. The Foundation is getting some Alumni response and are working on expanding the alumni piece.	Information Item
<i>Rock'ncstate email</i>	Harris shared and email she received regarding the rock'ncstate event and called for some discussion.	Information Item

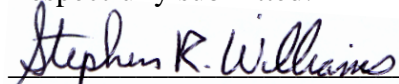
NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

<i>Entrepreneurial Hall of Fame</i>	Harris discussed some fundraising activity involving the Entrepreneurial Hall of Fame Inductees and discussed other potential entrepreneurship activity.	Information Item
Interim President (Don Plotts) <i>Student Complaint</i>	Plotts presented a student's complaint by reviewing the issue at hand and called for discussion.	Information Item
<i>Posting Procedures</i>	Plotts called for a review of the campus posting policy. Wells distributed a copy of the current Posting Policy and called for discussion toward possible revision. Discussion ensued. Plotts will forward the discussion to OSU-M for further discussion of revising the campus policy. Wells will work on developing the language for consideration toward a revised campus policy.	ACTION: Wells to develop new campus posting policy for further consideration
<i>Ivy Tech</i>	Plotts distributed the Ivy Tech piece for the Staff's information and review.	Information Item
<i>Essay Contest</i>	Plotts distributed the essay contest materials for the Staff's review.	Information Item
<i>Area Agency on Aging</i>	Plotts introduced a letter of inquiry for a grant for the Area Agency on Aging. We will partner with the caregivers to produce a letter of support that explains our Program 60 program and the Incentive Grant enables participants to get one whenever they take one.	Information Item
<i>Tree Planting Ceremony</i>	Plotts announced the tree planting ceremony at the Kehoe Center on Wednesday at 2:00pm. Two trees will be planted and dedicated in memory of deceased faculty member Tom Ruggles and Dean Ben Rountree.	Information Item
<i>Ohio State Highway Patrol Training</i>	Plotts announced that the Ohio State Highway Patrol will be conducting a series of response training scenarios on campus over the summer on the following dates: June 30, July 8, July 24, August 19, and August 26.	
<i>Future Considerations</i>	Plotts called for discussion of upcoming future considerations and asked the Staff to help create a working list of issues to consider as we look to the future. McCormack - Relationships internally and externally - Fiscal Situation and stability needs to stay in focus Moir - New program development with local jobs in mind - Need feedback externally but need to talk with students logistically so that program make sense.	Information Item

NORTH CENTRAL STATE COLLEGE
President's Staff Meeting
Minutes

	<ul style="list-style-type: none"> - Focus on transfer out - Need to look at the adult student market - Keep an eye on the OO's in the systems portfolio - Faculty development where faculty strive for the latest, up-to-date information in their individual areas of expertise. <p><u>Wells</u></p> <ul style="list-style-type: none"> - As we become more complex we need to be careful to support our support staff's needs including security needs. - We need to get better at defining our niche – low-cost, disadvantaged, etc. How do we get the community to understand our role in the community whether it is that of innovator or entrepreneur? - Where do we stand out? - Recognize and carry out a period of healing so that it is participative and geared toward internal healing through building relationships. - All employees develop and participate in a personal professional development plan. <p><u>Harris</u></p> <ul style="list-style-type: none"> - Where do we stand in community leadership and our College President's image/role as a community leader - Emphasis on support of the President's Staff and Board of Trustees toward the Capital Campaign. <p><u>Plotts</u></p> <ul style="list-style-type: none"> - The VP for Academics needs to be a focus 	
Adjournment:	The meeting was adjourned at:	11:00a.m.

Respectfully submitted:



 Stephen Williams, Assistant to the President