

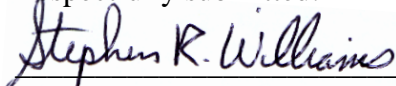
**NORTH CENTRAL STATE COLLEGE**  
**President's Staff Meeting**  
**Minutes**

<b>DATE</b> June 17, 2008	<b>CALLED TO ORDER BY</b> Donald Plotts	<b>TIME</b> 9:00a.m.	<b>ADJOURNMENT</b> 11:02a.m.
<b>PRESENT:</b> Don Plotts Chriss Harris Peg Moir Betty Wells Steve Williams		<b>ABSENT:</b>  <b>EXCUSED:</b> Brad McCormack  <b>GUESTS:</b> Lori McKee (for B. McCormack)	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>	
<b>Presentation of the Capital Campaign Priorities (Chriss Harris)</b>	Harris presented the capital campaign priorities and provided a discussion of the critical components. She distributed a handout of priorities that highlighted student support, innovation, and facilities components of the plan. Wells pointed out that there is a student focus in every area of the plan. McKee had questions regarding last dollar funding and tuition exclusions. Harris announced that there would be roles for the President's Staff on the capital campaign and will require great internal support.	Information Item	
<b>Vice-President for Institutional Advancement (Betty Wells)</b> <i>Enrollment Comparisons</i>	Wells distributed enrollment comparisons and asked about using a callout company to reach unpaid students. McKee provided insights on some providers that are being considered. Moir pointed out that Edison Community College was using a company called "One Call Now" as a potential vendor to accomplish the tele-reminder. Wells requested that we pursue the one call now system. Moir indicated that she would follow-up on the details. Wells asked if the report could add a column to help track the trend data on the wipe out. Prior to wipe out versus enrolled to help get a better picture of those wiped out who subsequently return versus those who do not.	Information Item	
<i>Media Coverage</i>	Wells distributed a couple of information pieces regarding recent events and the Summer Youth Explosion.		
<i>Transcript Question</i>	Wells relayed a question from an enrollment contact that asked about student transcripts from the local high schools and the recording of the transcript into the student's file. The problem was in receiving a batch of partial transcripts. A counselor then complained that the college was requesting multiple transcripts. Moir stated	Information Item	

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	that we do not need a partial transcript because we require a full, official transcript that proves the student's completion of the program. This information is shared across departments. However, at times students will ask the high school to send a partial transcript prior to graduation in order to verify an enrollment step for a limited enrollment academic program. Wells stated that she would ensure that recruiters provide this update on transcript requirements to local high school counselors.	
<b>Vice President for Learning Support and Retention (Peg Moir)</b> <i>Celebration Picnic</i>	Moir reported that the celebration picnic was a success. She suggests that we put together a small group and task them with planning this event. Harris suggested getting the Alumni Association to host the event and kicking off an alumni tie to the graduating class.	Information Item
<i>CRC Survey</i>	Moir introduced the feasibility study that called for the completion of a Campus Recreation Center survey. She reported that the survey had a good response and that there would be student focus groups forming around the 8 <sup>th</sup> of July. The goal is to get the feasibility study completed by the end of the calendar year.	Information Item
<i>Message Boards</i>	Wells asked about the status of the plasma screen message boards. Moir indicated that the Shared Services group felt that the project requires an RFP to move forward, and that B. McCormack was handling the RFP. Harris asked who would control the content on the plasma screen message boards. Wells responded.	Information Item
<b>Executive Director of the Foundation (Chriss Harris)</b> <i>Graduate Listing</i>	Harris asked about names and addresses of the graduates in order to ensure they receive further information on their becoming a member of the Alumni Association.	Information Item
<b>Interim President (Don Plotts)</b> <i>Board Agenda Items</i>	Plotts recapped some of the items on the agenda for the next Board of Trustees meeting and called for any additional agenda items.	Information Item
<i>Faculty Union Negotiations Update</i>	Plotts provided an update on the upcoming negotiations with the faculty union.	Information Item
<b>Adjournment:</b>	The meeting was adjourned at:	11:02a.m.

Respectfully submitted:



Stephen Williams, Assistant to the President