

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

DATE July 22, 2008	CALLED TO ORDER BY Donald Plotts	TIME 9:00a.m.	ADJOURNMENT 10:57a.m.
<b>PRESENT:</b> Don Plotts Chriss Harris Brad McCormack Peg Moir Betty Wells Steve Williams		<b>ABSENT:</b>  <b>EXCUSED:</b>  <b>GUESTS:</b>	
TOPIC	DISCUSSION	ACTION	
<b>Approval of Minutes</b>	Minutes for April 8, April 15, April 29 and July 8 were submitted for approval.	Minutes were approved as amended.	
<b>Vice-President for Institutional Advancement (Betty Wells)</b> <i>Department Update</i>	Wells distributed the fall enrollment report, discussed "Registrations Rocks," and announced that the fall marketing campaign kicks in this week. Wells explained the marketing mix and distributed a cost sheet for how it shared the marketing distribution with all the media. She discussed the funding for marketing and talked about modest gains in minority enrollment. There has been a focus placed on the incentive grant in response to gas, the outreach centers, and online registration.	Information Item	
<i>Plasma Screens</i>	Wells provided an update on the plasma screen message boards for information and promotions across campus. McCormack stated that we still need to take the project to Shared Services in order to get OSU-M to split the cost.	Information Item	
<i>United Way Campaign</i>	Wells announced that we need to appoint a faculty representative and a staff representative to chair the College United Way Campaign. The Staff agreed that this appointment should be referred to the Faculty and Staff Caucuses for appointment. Once appointed, the names need to be passed on to Kathy Moore from the United Way at 419-525-2816	Information Item	
<b>Vice President for Learning Support and Retention (Peg Moir)</b> <i>Adult Learners</i>	Moir reported on an adult learners retention and recruitment seminar she recently attended. She discussed and highlighted key points of the presentation. Plotts pointed out that lack of confidence is key with this group and we really need to address this issue with them.	Information Item	
<i>AtD Letter</i>	Moir reviewed a letter she just received from MDC, managing partner for Achieving the Dream. The letter was a follow up to our FY08 progress report. The services of Ms. Jackie Stirns and Dr. Eileen Baccus were	Information Item	

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	approved for FY09 however; this will be their last year. The Core Team asked the Math department to outline their strategies for the upcoming year. With MTH 103 established as a core competency for all students there is a renewed focus on developmental mathematics.	
<i>Council of Deans Minutes</i>	Moir expressed a concern that it appeared that the Council of Deans was making decisions that affect other areas without first discussing matters with those areas. Plotts indicated that he would bring this to their attention and ensure that such decisions include appropriate discussions with the departments affected.	ACTION: Plotts to address the Council of Deans
<b>Vice President for Business and Administrative Services (Brad McCormack)</b> Shared Services	McCormack informed the Staff of a few topics on which he needed some feedback for further discussion. He called for Staff input on selected Shared Services topics, the Campus Life Center and the Richland County Transit (RCT). He explained that Kathy Adams of the RCT would be at their next meeting talking about additional routes coming to campus. We also need to discuss transportation between main campus and the Kehoe Center.	Information Item
<i>Jim Turner update</i>	McCormack provided an update on the Jim Turner's medical recovery.	Information Item
<i>Doris Smith</i>	McCormack announced Doris Smith's retirement and pointed out that this Friday would be her last day.	Information Item
<i>Insurance Renewals</i>	McCormack provided an update on the annual insurance renewals including provisions for bonding and cyber security.	Information Item
<i>Fiscal Closeouts</i>	McCormack provided an update on the fiscal closeout status and results	Information Item
<i>Rental Space at the Kehoe Center</i>	McCormack informed the Staff that we have been approached by the Crossroads Church for renting space at the Kehoe Center for up to 100 people in the near future. He also announced that Mr. Herm Stine of the Regional Economic Development office would be establishing their office at the Kehoe Center around the first of August.	Information Item
<i>Faculty Negotiations</i>	McCormack provided an update on the faculty negotiations process.	Information Item

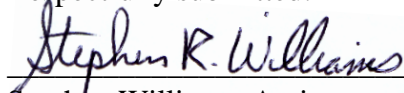
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<b>Executive Director of the Foundation (Chriss Harris)</b> <i>Focus Groups</i>	Harris announced that she would like to sit in on any upcoming student/parent focus groups.	Information Item
<i>Downtown Online Center</i>	Harris announced that she had been approached by a space benefactor for space available for a downtown online center if the College is interested. We need to discuss the need of the community for such a center for NC State and/or OSU-M. Harris indicated that she would put together a discussion group to explore the prospects.	ACTION: Harris to put together a discussion group for a downtown online center.
<i>Scholarship Distributions</i>	Harris announced that to date the College Foundation has distributed \$71 thousand dollars to 81 students.	Information Item
<i>Veterans Fund</i>	Harris announced that a part of the Capital Campaign monies will go toward funding a Veterans component from the necessities fund.	Information Item
<i>Innovation Fund</i>	Harris reported that the Innovation Fund drive raised \$80 thousand dollars for the fund with over forty percent participation.	Information Item
<i>Rock'ncstate</i>	Harris recapped the rock'ncstate event.	Information Item
<b>Interim President (Don Plotts)</b> <i>University System Response</i>	Plotts reported that according to the OACC's response to the new University System of Ohio we really fit in well to this response. We will discuss this fit in more detail at an upcoming PS meeting.	Information Item
<i>ArtSpace</i>	Plotts explained that he and Dr. Evelyn Freeman of OSU-M have been approached for funding toward a downtown art space. A feasibility study has been put together and is moving forward. They will jointly contribute \$500 from NC State and OSU-M to bring artists to the downtown area. There will be further discussion of the prospects this project might bring in as well as other possible tie ins.	Information Item
<i>VPL Search</i>	Plotts provided an update on the Vice President of Learning search. He asked Williams to compose a list of Deans from other Ohio two-year colleges for solicitation.	ACTION: Williams to compose list of Deans
<i>Ohio Skills Bank</i>	Plotts announced that NC State's appointment as Coordinators of the Ohio Skills Bank is official. Mr. Herm Stine will be moving his regional economic development office to the Kehoe Center and is looking to fill a OSB coordinator position. Ellen Heinz will handle training for the OSB Coordinator regarding work with area employers.	Information Item

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<i>Upcoming Seminar</i>	Plotts distributed an announcement for an upcoming seminar conducted by the Council of Two-Year Colleges and asked if anyone from the President's Staff had interest in attending.	Information Item
<i>Kalamazoo Promise</i>	Plotts distributed material toward achieving a Kalamazoo type of promise for an area scholarship and called for discussion.	Information Item
<i>Miscellaneous Correspondence</i>	Plotts distributed miscellaneous correspondence for discussion and consideration.	Information Item
<i>HLC Review</i>	Plotts discussed our preparation progress toward a Higher Learning Commission review for the Associate in Arts Degree.	Information Item
<i>OACN Grant</i>	Plotts announced that OACN was providing a grant to promote candidates favorable to community colleges. He discussed other State political/governmental issues. Plotts recapped State discussions toward making all Boards of Trustees become Governor appointees.	Information Item
<i>OACC Fall Conference</i>	Plotts announced that the OACC Fall Conference would be held in Deer Creek on the 23-24 of October.	Information Item
<b>Adjournment:</b>	The meeting was adjourned at:	10:57a.m.

Respectfully submitted:



Stephen Williams, Assistant to the President