

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

<b>DATE</b>	<b>CALLED TO ORDER BY</b>	<b>TIME</b>	<b>ADJOURNMENT</b>
September 30, 2008	Donald Plotts	9:00a.m.	10:02 a.m.
<b>PRESENT:</b> Don Plotts Chriss Harris Peg Moir Brad McCormack Steve Williams		<b>ABSENT:</b>  <b>EXCUSED:</b> Betty Wells  <b>GUESTS:</b>	
<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>	
<b>Approval of President's Staff Minutes</b>	Minutes for September 23rd were submitted for approval.	Minutes were approved as amended.	
<b>Approval of Council of Deans Minutes</b>	Minutes for the September 24 <sup>th</sup> Council of Deans meeting were submitted for approval.	Minutes were approved as submitted.	
<b>Vice President of Student Services and Retention (Peg Moir)</b> <i>Accountability Report</i>	Moir announced that she was working on the University System of Ohio Accountability Report along with Wells, Ekegren, Peresie, and Prendergast and provided an update on their progress. Moir distributed a draft of the matrix and explained that input would be solicited from existing college teams or committees. A one-page narrative must accompany the Accountability Report and Moir is preparing a draft document.	Information Item	
<b>Vice President of Business and Administrative Services (Brad McCormack)</b> <i>Faculty Union Negotiations</i>	McCormack provided an update on negotiations and explained that their workload and compensation proposal has been submitted for consideration. They are working to set one more face-to-face meeting before going into mediation.	Information Item	
<i>Current Litigation</i>	McCormack provided an update on student litigation issues and announced that the next meeting is scheduled for October 24 <sup>th</sup> .	Information Item	
<i>Fallerius Renovation</i>	McCormack distributed and reviewed the timeline for renovation for the Fallerius Technical Education Building.	Information Item	
<i>Efficiency Standards Report</i>	McCormack announced that the Efficiency Standards Report is due this week and asked that Staff let him know of additional items that can be claimed on the report. He reviewed some of the current savings issues.	Information Item	

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<p><b>Executive Director of the Foundation</b>  <b>(Chriss Harris)</b>  <i>"New" Student Incentive Grant</i></p>	<p>Harris announced the student incentive grant. She conveyed information from the Financial Aid Office that in its current state, the grant is too complex for students to actually take advantage of. McCormack discussed the issues.</p>	<p>Information Item</p>
<p><i>Capital Campaign</i></p>	<p>Harris explained the opportunity to illustrate our donors contributions through acknowledgement displays. He discussed two renderings that she had received from two different vendors and circulated them for review and further discussion.</p>	<p>Information Item</p>
<p><b>Interim President</b>  <b>(Don Plotts)</b>  <i>OACC Foundation</i></p>	<p>Plotts announced the recent OACC Foundation organization meeting and reviewed the highlights of the organization and the meeting. He distributed a folder of information on the proposed organization.</p>	<p>Information Item</p>
<p><i>NCO Focus Broadcast</i></p>	<p>Plotts explained a recent piece he did on the WMFD program, Focus, where he discussed the direction of NC State and announced that the college offers "hope for today...solutions for tomorrow.</p>	<p>Information Item</p>
<p><i>NVA</i></p>	<p>Plotts distributed information he received from the Visiting Nurses Association and called for discussion.</p>	<p>Information Item</p>
<p><i>HLC</i></p>	<p>Plotts distributed a letter of introduction from the new President of the Higher Learning Commission.</p>	<p>Information Item</p>
<p><i>AA Update</i></p>	<p>Plotts announced that with the passing of Terry Coleman much of the momentum with the AA degree was lost however, Drs. Paul Sukys, Mike Allen and Bruce Sliney are working to pick up where Terry left off and continue the work toward our approval for the Associate in Arts degree.</p>	<p>Information Item</p>
<p><i>Fall Quarter Start-up</i></p>	<p>Plotts recapped information he received regarding the fall quarter start-up and announced that he was very pleased with the accomplishments. He announced that faculty load sheets were finally finished and that the final enrollment for fall quarter will end up with an increase of 2.3%.</p>	<p>Information Item</p>
<p><i>Curriculum Committee</i></p>	<p>Plotts announced that Dr. Paul Sukys is stepping down from the committee so the committee will be looking for a new chair. There will be major work for the committee to address in the winter quarter so the leadership for the committee needs to be re-established soon.</p>	<p>Information Item</p>

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<i>Faculty Caucus</i>	Plotts announced that the Faculty Caucus has announced its leadership appointments for 2008-2009. He announced that Margaret Puckett will be serving the lead role as Facilitator. Plotts recapped the rest of the officers and new members to the caucus.	Information Item
<i>OACC Update</i>	Plotts announced the development of a statewide marketing plan through the OACC for those service areas with significant dead spaces. The marketing plan would call for non-competitive marketing materials in these areas that promote all overlapping institutions with the hope that members of these areas will select one of the institutions to pursue their higher education.	Information Item
<i>Flu Pandemic</i>	Plotts recapped some recent discussion he was part of regarding preparations for a potential flu pandemic. Plotts asked if the institution had developed such a response policy. The Staff thought it was something that Dr. Bushner was working on while she was here and perhaps Roberta Moore could provide some additional insight. McCormack indicated that he would look into it and report back to the group.	<b>ACTION:</b> McCormack to look into current work toward development of a Flu Pandemic Response Policy.
<i>Load Sheets</i>	Plotts discussed the perceived need for some training with department chairs on the development and completion of faculty load sheets. He reviewed some of the issues on reporting and accounting in the system that might make them come out correct and eliminate the need for additional notes and annotations. Plotts asked if we should have some training with Datatel personnel for the Chairs on how to work with load sheets and whether we should conduct that training now or in preparation for winter quarter? The staff discussed.	Information item
<i>Faculty Rank</i>	Plotts provided an update on faculty ranking and discussed the faculty schedule and re-arrangement request. McCormack informed the staff that summer was the start of the contract year and might be the most appropriate time to consider looking into such changes.	Information Item
<b>Adjournment:</b>	The meeting was adjourned at:	10:02 a.m.

Respectfully submitted:

  
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 Stephen Williams, Assistant to the President