North Central State College
Staff Caucus Minutes
January 14, 2010
9:00 a.m. to 11:00 a.m., Room 128-KH

Facilitator: Michael Cole
Assistant Facilitator: Terry Sexton
Coordinator: Jared Walsh

Staff Caucus Members Present: Michael Cole, Susan Householder, Deb Huguenin, Roberta Moore, Terry Sexton, Bob Shambaugh, and Jared Welsh

Absent Staff Caucus Members: Kathy Emmer, Terry Miller, and Rita Moore

Staff Caucus Proxy: Tammy Danner for Rita Moore, and Nyshia Brooks for Terry Miller

Guests: Pam Barrett, Sheila Campbell, Sharon Gearheart, Veronica Hanners, Cindy Kuelling, Peg Moir, Linda Perry, Rhonda Reeder, Becky Stallard, and Tony Woodard

Call to order: Facilitator Michael Cole

Approval of the Minutes: Terry Sexton motioned to approve December 10th minutes, Jared Welsh seconded the motion. Motion carried

Staff Caucus Member had concerns regarding previous minutes; corrections have been made to October 8th minutes with the following.

- I would like to see something added as to why Terry Sexton was voted in. Terry Sexton was “re-instated” as a Staff Caucus Member. This will be added to the minutes of October 8th minutes.

  Plus, this comment was made

- I would like to see more detail in the minutes.

  Staff Caucus answer to the comment

- The Staff Caucus minutes were compared to other committee minutes, such as minutes from the Faculty Caucus. It appears that minutes from Staff Caucus has adequate information and detail.
Achieving the Dream #2 - Peg Moir

1. Why such an increase in development classes?
   - More students with current testing require more math and English classes. A given amount of students will need these classes to move on.
   - We are working on consistency with other post secondary institutions. Students have been away from math for example. They have learned they just might need a refresher course and will test out of the developmental classes.
   - All local superintendents say students learn math concepts. It’s been a long time without refresher courses the information has been forgotten and when they get here the compass test scores suffer.
   - All local high schools graduate students that need developmental classes.

2. Solutions
   - Part of Achieving the Dream. Adult Ed instructor on campus to work with the neediest developmental students. They work with students to help them test out of developmental classes. Many students have transitioned into regular classes.

3. Plato Lab
   - Developmental Math and English classes. A course system done through Plato software, would like to offer web base so that students can complete work from any computer with internet access.

Election of two Staff Caucus Members:

1. Nominees – Sharon Gearheart, Cindy Kuelling, and Rhonda Reeder
   - Ballots were passed to Staff Caucus members to vote for two of the three nominees. The two nominees that were voted in were Cindy Kuelling and Rhonda Reeder. Terry Sexton motioned to accept Cindy Kuelling and Rhonda Reeder as members; Robert Shambaugh seconded the motion. Motion carried.

Election of Coordinator:

- At the December meeting Jared Welsh announced that he was stepping down as Coordinator. Committee asked Rhonda Reeder if she would be Coordinator for the Staff Caucus; she accept the appointment. Terry Sexton motioned to accept Rhonda Reeder as Coordinator and Jared Welsh seconded the motion. Motion carried.
Old Business:

1. Attendance at Board of Trustees meetings 2010
   - The Staff Caucus members were asked if they would pick a date they could attend a Board meeting. The dates were provided at the meeting.

2. Professional Development - Michael Cole
   - Dr. Karen Reed will be putting together this team.

3. Hiring Policy
   - Deb Huguenin is to send the revised hiring policy to the Staff Caucus members to review.

4. List of Committees
   - Michael Cole is working on a list of all committees at North Central State College.

5. Constitution Revision Continuation:
   - Terry Sexton made a motion to table the Constitution until the next meeting; Susan Householder seconded the motion. Motion carried

Committee Reports:

1. PAC update – Sheila Campbell
   - Budget talks will resume in March. Brad McCormack is the one that heads up this committee.
   - University System of Ohio – uso.edu for the complete Strategic Plan/PAC will incorporate the USO accountability measures into the Strategic Initiatives.

2. Safety Committee – Terry Sexton
   - The last meeting they were waiting for the BWC report.
   - Updating policies and procedures for chemicals on campus.
   - OSU isn’t going to maintain the bike trail for the winter, due to the price of salt.
   - New work order system in place; Robert Shambaugh and Dean Schaad will enter work orders for now.
3. Board of Trustees Meeting January 13, 2010 – Roberta Moore

- Auditors Report
- Executive session for one hour and 15 minutes
- Pat Hightower resigned
- The entire agenda can be viewed in the President’s office. Just asked Steve Williams to review the Board of Trustee’s agenda.

New Business:

1. New Proposal – Staff Member of the Month

- Kimberly Lybarger (Outstanding Staff Award Committee) proposed that we look into Staff Member of the month. Michael Cole made a motion to table the proposal until the next meeting so the Caucus Members could look over the proposal, Jared Welsh seconded the motion. Motion carried.

2. Bereavement Policy Discussion

- The policy is vague and needs to be clarified. Cindy Kuelling and Nyshia Brooks to poll the staff on the Bereavement Policy.

Motion to adjourn:

Terry Sexton made the motion to adjourn the meeting and Deb Huguenin seconded the motion. Motion carried.

Next Meeting: February 11, 2010, Fallerius Room 149, 9:15 am to 11:15 am.

January 19, 2010
Respectfully Submitted: Michael Cole - Facilitator
Terry Sexton - Assistant Facilitator
Jared Welsh - Coordinator