North Central State College  
Staff Caucus Minutes  
March 11, 2010  
9:15-11:15 a.m.  
Room 211 Health Science

FACILITATOR: Michael Cole  
ASSISTANT FACILITATOR: Terry Sexton  
COORDINATOR: Rhonda Reeder

STAFF CAUCUS MEMBERS PRESENT: Michael Cole, Susan Householder, Sharon Gearheart, Cindy Kuelling, Rita Moore, Roberta Moore, Rhonda Reeder, Terry Sexton, Bob Shambaugh and Jared Welsh

ABSENT STAFF CAUCUS MEMBERS: Deb Huguenin

STAFF CAUCUS PROXY: Carol Allen for Deb Huguenin

GUESTS: Veronica Hanners, Ken McCreight, Linda Perry, Dr. Karen Reed, and Steve Williams

CALL TO ORDER: Michael Cole called meeting to order.

APPROVAL OF THE MINUTES: Susan Householder motioned to approve meeting minutes from February 11, 2010. Terry Sexton seconded. Motion carried.

GUEST SPEAKERS:

1. **Steve Williams** reported on the progress of the *policies and procedures* that he has been working on. He is revamping our entire formatting system of location to improve functionality. Steve looked at other institutions websites first to get ideas and “borrowed” pieces and then created a numbering system for NCSC. Steve explained the breakdown of this new structure and how the numbers are designated. A link to these can be found on our website and Don Plotts is pushing to have these as “workable” documents by the end of May. Steve said that Miriam Carver is currently working with the Board of Trustee’s on the policies for the college as a whole (not individual policies).

2. **Dr. Karen Reed** spoke about the Initiative #4 of Academic Quality. She feels that everyone is responsible for academic quality. Discussion followed on *Action Projects, New Program Developments, and the Steering Committee* for semester conversion. Dr. Reed explained each of these areas in greater detail and answered various questions from group. NCSC has been proceeding ahead of schedule on our semester conversion and with a deadline of August 2012; we must continue to keep on task. Gina Kamwithi has been brought in to manage the Steering Committee for this reason. Gina has begun sending out newsletters to everyone with information regarding this process. She will also set up training for all the “front line people” so that they have the correct information to answer questions.

   Dr. Reed also announced to group that NCSC will have an accreditation performed sometime either at the end of Fall quarter 2010 or beginning of Winter quarter 2011. Karen doesn’t foresee any problems but emphasized that this is very important for our college. Kate Peresie has been assigned with this specific task and it is her duty to keep the college on task.

   Dr. Reed announced that NCSC has hired Gregory Timberlake as the new Dean for the Business, Liberal Arts, and Education division beginning on April 5th. A reception for him will be held some time that week. Time and place will be announced.

3. **Ken McCreight** presented on Avatar for teaching to students. Ken began working with Avatar six (6) years ago and he explained how this benefits all the different types of learners. Due to the large amount of students who work and go to college, the social media teaching is a very good tool. Ken continued with discussion and addressed various questions from group.
OLD BUSINESS:

- **Board of Trustee Meetings**
  Cindy Kuelling will cover the Board of Trustees meeting in March. Deb Huguenin will not be able to attend in April as previously planned so Michael Cole asked anyone who would be willing to cover this please let Michael know.

- **Proposals**
  Michael Cole and Terry Sexton presented the three Proposals (Bereavement Policy, Hiring Procedure and Outstanding Staff Member award) to Don Plotts on March 08, 2010 for review. Don Plotts stated that he wants to review and send to MAC and President’s Staff for review.

- **Constitution**
  Margaret Puckett presented the Constitution to Don Plotts for review.

- **Sickness and Disability Policy**
  Sickness and Disability Policy is still being reviewed by the Staff Caucus. Michael Cole said if anyone had questions or issues that they should talk to Doug Hanuscin in HR until this has been resolved.

NEW BUSINESS:

- **Resignation Announcement**
  Terry Miller resigned from the Staff Caucus as of March 07, 2010. Michael Cole motioned to accept the resignation and Rita Moore seconded the motion. Motion carried.

- **Tobacco Free (Buildings/Campus)**
  Discussion on “smokers and chewers” and what options the college has on this issue. Discussion followed with a lot of input from group on how to approach, what other options could be offered, and who to talk to and discuss this problem. Michael will address this topic again at the next meeting with more information.

- **Bylaws to the Constitution**
  Michael asked group to look over the constitution and bring back ideas for by-laws additions to the next meeting.

- **Security Cameras (Fallerius, Kee Hall and Kehoe Center)**
  Just a FYI there are security cameras in buildings.

- **Classrooms in Fallerius**
  Michael announced that the ongoing issue of unlocked/locked doors in Fallerius has now been resolved and was decided that all of the computer labs will be kept locked.

ADJOURN

Michael Cole motioned to adjourn and Terry Sexton seconded. Motion carried.


Respectfully submitted by:

- Michael Cole, Facilitator
- Terry Sexton, Assistant Facilitator
- Rhonda Reeder, Coordinator