Nisonger Center - UCEDD
Executive Committee 11/22/10

Attending: Dr. Tassé, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Rabidoux
Meeting convened at 9:30 a.m. - 357B McCampbell Hall

Agenda

- **Informational:** 10 min.

- **Mission-Area UPDATES:** 15 min.
  - Education/Training (Rabidoux)
  - Service (Ratliff-Schaub)
  - Research (Aman)

- **Discussion:** 65 min.
  - Administration succession planning:
    - Kim Oyer (last day @ Nisonger 11/30/10)
    - Maureen Meck’s retirement (6/30/11)
  - McCampbell Hall moves (follow-up)
  - Search Updates (ECE/Psychiatrist/Dental)
  - Blue Skies box at an upcoming basketball game
  - EC Meeting schedule
Minutes

Informational:

- **Diego Solis will be interim Director** beginning 1/3/10 and will be attending Leadership meetings.
- **Goodwill art exhibit postponed** due to construction.
- Rehabilitation services grant funded - $200K. No Center match required.
- **Tim Shriver** will be presenting December 6th in Cincinnati. Margo, Paula, Karen will be attending.

Mission Area Updates:

- **Education/Training:**
  - Autism institute invitee (Bellini) will not be able to attend. Next person (Dawson) has been invited. Atwood would cost approximately $10,000. Gearhart is next in line, decision to be made by the first of the year.
  - Trainees need to have a pre-employment physical (new guidelines); can be scheduled through employee health.
- **Service:**
  - Andrea passed her oral exam and is now licensed.
- **Research:**
  - Dual Dx. Database discussion.
  - Research registry (Laura Justice email reference – ‘softer’ language).
    - Mike will receive an update from Ella on who is submitting etc.
    - Presenting the form at the beginning makes the most sense.

Discussion:

- **Administration Succession Planning:**
  - Kim Oyer – November 30th – last day.
  - Consider 3 options:
    - Replace Kim immediately?
    - Hire a temporary; until a decision is made?
    - Shared resources with OSUMC?
      - OSUMC IT, OSUP = not ‘great’ shared service experiences thus far.
  - CONSIDERATIONS:
    - What is Kim’s current % of time handling HR?
    - Preaward/Postaward management (overruns, JED’s, PET’s missed etc.) is needed.
- Create a potential job description to see if this is appropriate for one person etc. based on current Administrative responsibility.
- 3 high-priority items that should remain at Nisonger (not shared services) = Contracts/Timesheets/HR....
- Separation of Duties must be maintained.
- A savings now may provide an opportunity to hire Maureen’s replacement 4 to 6 weeks before her retirement
- Shadow system: a separate record of expenditures when purchases/invoices are placed against a program/OSURF fund.
- Contract services with someone temporarily? What about a grants manager?

**FOLLOW UP:**
- All EC Members will craft their own job description based on priority strengths for the next Administrator to be to be discussed at the next EC.

**McCampbell Hall moves:**
- At the 11/18 meeting, Marc/Tamara provided the 2nd Floor/3rd Floor gym proposal in addition to #279, #251, #235 and #243 renovations. Will provide an update as we progress.

**Search Updates:**
- ECE Director Interviews will begin in the Winter.
- Child Psychiatrist: 2 candidates returning for a 2nd visit in December.

**Blue Skies box:**
- Development fund via Leigh Briggs for postsecondary initiative ($16,000 to date). Schiff and other philanthropic friends to attend? Should Nisonger participate to include other additional potential Nisonger donors? Capacity of 20.
- Margo is meeting with Leigh @ 8:30 Wednesday; others are invited to attend.
- Questions to be asked:
  - what are the parameters for utilizing the box?
  - what are other suggestions for thanking donors?

**EC Meeting Schedule:**
- Due to a conflict in Mike’s Winter schedule, new meeting times are 12:00 to 1:30 on the 2nd and 4th Monday of the month – will resume normal schedule (9:30 – 11:00) in the Spring. Tamara will send the meeting request for Winter EC schedule to all members.

*Meeting was adjourned at 11:10 a.m.*
*Minutes respectfully submitted by Tamara J. Hager*