Nisonger Center - UCEDD
Executive Committee 12/13/10

Attending: Dr. Tassé, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Rabidoux, Dr. Aman, Maureen Meck
Meeting convened at 9:31 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 – follow-up
- Development Strategy for Center & Leigh Briggs
- McCampbell Hall moves – update
- Indirects and allowable costs (handout)
- Strategic Plan – update
Minutes

Informational:

- George Jesien called – confirming that Nisonger will host the self advocacy summit in April/May. Developing state teams of self advocates…. Nisonger will be asked to host/lead our self advocates. P & A, DD Council, Cincinnati UCEDD...
  - Committee: Tom Fish, Carmen Shelton, Pat Cloppert.
  - Sharon Lewis will attend. The 5 sites will be: LA, Atlanta, Columbus, Providence, St-Louis.
  - Invitation only. < 100 invitees.
- LAD – April 26th.
- Nisonger Center Holiday Cards – 3rd floor mailboxes to faculty/staff/students, donors and CAC members. How many more donors do we have from last year? Did we have an increase in funding?
  - ECE Holiday Cards - available to purchase in ECE; hope to create year round artwork for an eventual annual Nisonger calendar.
  - Tamara will send out additional cards (Amanda Gibbs, Dr. Gabbe etc.)
- 12/17-Craig Erickson presentation.
- Social Media Presentation – Wednesday 12-1. Do we still need the Newsletter if we utilize frequent updates on FB etc? Could also be good subject recruitment??
- 12/22-1/3 Marc will be gone; cancel 12/27 Executive Committee... Marc will be available via email for urgent needs.
- Shriver event in Cincinnati.
- CORE – webinar Feb 2nd, w/NASD to review NCI data (Marc/Susan will host). Laiken/Mosely will be speaking.

Mission Area Updates:

- Education/Training:
  - LAD April 26th?
  - Autism Institute Date (end of June). ASAN.
  - One LEND Trainee resigned from the program.
- Service:
  - Meeting with county board re: adolescents who are turning 18.
  - We are not moving forward with Worthington Hills Contract.
- Research:
  - Dual Diagnosis Research database meeting still to be scheduled.
  - Will present at the next Leadership meeting - icebreaker suggestion for a ‘friendlier’ opener... on the introduction letter.
Clinical Trials will use the form without the introductory letter. Mike will distribute both forms to Program Directors and leave it up to each program to decide.

The final revised forms will be shared with Sherry for her review prior to final distribution and implementation.

**Administration succession planning:**

- Nisonger Center priorities – Discussion:
  - Manage oversee center financials budget, supplies, ordering, travel, HR, building coordination, IT
  - Tasks; updating project budgets (monthly/quarterly); simplification of budget reports... assist with budget planning and monitoring, development of new projects (pre/post award assistance).
  - Purchasing; monthly follow up on purchases... if someone overrules an order, program needs to be notified.
  - Travel: continuous management. (No more prepay on ADD grant or general funds to avoid surcharges).
  - HR: Assist with position development, recruiting and follow up.... salary/benefit rate support; JED’s/PET’s; onboarding.
  - Co-lead with HR interventions (employee relations support); keeping the center informed of policy changes.
  - Hires handled by HR, once they’re hired, should move to Administrative position b/c it involves budgets etc.

- Other important considerations:
  - Job description ‘example’ from OSP (computer science and engineering): supplies, expenditures, etc. done by ‘grants manager’ – A & P 64; personnel appointments, cost-sharing, release time, JED’s.
  - Can we share resources? What is the size of their organization? 1 person manages about 30 PI’s for a total of $20 million. Our needs may be 1/3 of that.
  - How many people does 1.0 FTE HRP manage.
  - Shared Services model.
  - Shadow System is preferred.
  - Clinical knowledge and non-grant contracts.
  - A & P would be better than CCS.

**Development Strategy for Center and Leigh Briggs:**

- Limited access to Leigh Briggs and strategy to decide as a group on his priorities. All requests should be directed through Marc. What are our priorities? Do we want our donors to be focused on something specific (i.e., 4 Strategic Goals)?
**McCampbell Hall moves:**

- space assigned to demonstrate (handout)
  - 2nd floor – If we combine 309/243, we only have one meeting space. We may make a clinical decision to end T&TL
  - 3rd floor – Nursing station (201); what are the costs incurred in moving? For physical exam, blood draws, supplies etc.
- We will be sharing the revision with them on Thursday this week; and asking for additional help in design (door placement etc.).
- Keeping room 186.
- Shared use of clinic/research spaces for additional purposes is agreed.
- Maintain integrity of ‘clinic’ space… soundproof walls etc.

**Indirects and allowable costs (handout):**

- We provide the same Center support for programs regardless of level of F&A being received from funder. Marc will be talking with Clay Marsh (OSUMC Senior VP of Research). How is the medical center going to monitor? We should continue to approve supply requests provided the line of expenditure has been written-in and approved by SPO/Granting agency and that the grant is not ‘overspent’ in the budget for supplies.

**Strategic Plan – update:**

- Jessica Backer will be assisting us with our Center Strategic Planning Retreat. Date to be confirmed. Tamara will be sending out a Doodle to the Leadership.

*Meeting was adjourned at 11:13 a.m.*

*Minutes respectfully submitted by Tamara J. Hager*