Nisonger Center - UCEDD
Executive Committee 2/28/11

Attending: Dr. Tassé, Dr. Ratliff-Schaub, Dr. Rabidoux, Dr. Aman, Dr. Izzo, Maureen Meck, Jessica Backer
Meeting convened at 12:04 p.m. - 357B McCampbell Hall

Agenda

Discussion: 65 min.

• Strategic Planning – Leadership Retreat Prep
• Administrator Position Description/Overlap
• Research Funding Requests

Informational: 10 min.

Mission-Area UPDATES: 15 min.

-Education/Training (Rabidoux)
-Service (Ratliff-Schaub)
-Research (Aman)
Minutes

Discussion:

- **Strategic Planning – Leadership Retreat Prep.**
  
  - Review of handout.
  - Goal of Retreat is to receive input from those who will be implementing Strategic Plan and provide one last opportunity to ‘tweak’
    - Identify timeline and person(s) responsible (not funding/resource allocation).
    - Finalize document and identify firm timeline and accountability for the next 5 years.
  - EI/ECE Objective
    - should be comprehensive across the center and isn’t specific to the classroom.
    - 3 goals listed by research, training, service and technical assistance.
    - Create/maintain database component added (specific to classrooms).
    - Should the EI/ECE database be separate from the research database?
  - Dissemination, training, technical assistance and research should be included within each goal and tactics identified. Duplication is ok.
  - AGENDA:
    - Email document and agenda Wednesday to allow for review prior to the meeting.
    - Break out into 4 groups and assign members based on objectives; assign roles/tasks.
    - First ½ of the day will be spent in ‘working’ teams, 2nd ½ will be large group discussion and presentation/review of edits from morning session – identify collaborations and responsibility.
    - To develop a more ‘operational’ plan and identify ‘action’ items.
    - 4 laptop ‘stations’ – groups rotating to each; 4 separate flash drives.
    - Follow up at a Leadership or All Staff Meeting (ie. clickers) to prioritize?
    - Once responsibilities are added to the Strategic Plan, those same responsibilities should be added accordingly to the respective faculty/staff P3’s.
  - Dual Diagnosis goal – should we include succession planning?
    - Succession planning is separate but related to Strategic Planning, should not necessarily be included in the document or be as specific.
• **Administrator Position Description/Overlap**

  o Cannot be the requestor and approver; must maintain separation of duties per University Policy.
  o Maureen will identify tasks that are in conflict prior to the next meeting; these items need to be moved to shared services or grants manager.

• **Research Funding Requests**

  o Received requests from:

<table>
<thead>
<tr>
<th>REQUESTED:</th>
<th>APPROVED:</th>
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<tbody>
<tr>
<td>Betsey Stratis $1000/Master’s Research</td>
<td>$500</td>
</tr>
<tr>
<td>Sabrina Grondhuis $375/IMFAR</td>
<td></td>
</tr>
<tr>
<td>Whitney Brooks $494.50/IMFAR</td>
<td>$250</td>
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<tr>
<td>Cristan Farmer $425/IMFAR</td>
<td></td>
</tr>
<tr>
<td>Daisha Seyfer $250/APA (Williams Syndrome)</td>
<td>$250</td>
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<tr>
<td>Monali Chowdhury $960/Dissertation Research</td>
<td>$500</td>
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  TOTAL: $3504.50 $1500.00

  o Marc will send emails to recipients announcing award with instructions to contact Maureen to receive funds.
  o Funds may also be available from ODMH for those who were not awarded funding, or may need additional funding.
  o Psychology department offers an alumni award for dissertation research – 50/50 up to $2,000. No funds available for Master’s level research.

**Informational:**

• **HR Update**

  o Request for retention of information.
  o HR shared services will be attending the April Leadership Meeting. We should ask about HR policy as it relates to retention of electronic information for HR matters.

• **Ingram ASD Center** - Oversight/Steering Committee identified. Dr. Tassé has been appointed to the Steering Committee.

• **Lederick Horne 3/1/11: #243 Presentation**

• **Dr. Bohaty’s visit 2/23;** Dental Program Review – will be sending a report this week.
Mission-Area UPDATES:

- **Education/Training:**
  
  - *June 21/22 – Autism Institute;* Kathryn Lord will be presenting.

- **Service:**
  
  - Clinical Providers must be credentialed. Karen will coordinate with Johnnie Mills to confirm that Dr. Ramadan’s credentialing has been completed. Dr. Johnson has been asked to complete the credentialing paperwork.

- **Research:**
  
  - *IDD Research Center* - making progress.
  - *Dual Diagnosis Database* – very basic.

*Next meeting (3/14):* PRIORITY: Administrator Position Description/Overlap.

*Meeting was adjourned at 1:55 p.m.*

*Minutes respectfully submitted by Tamara J. Hager*