Meeting convened at 9:35 a.m. – 357G McCampbell Hall

Agenda

**Informational:** 10 min.

- Nisonger Magnets and Letter to former trainees

**Mission-Area UPDATES:** 15 min.

- Education/Training (Witwer)
- Service (Ratliff-Schaub)
- Research (Tassé)

**Discussion:** 65 min.

- 3/18 Executive Cabinet Presentation & Neuroscience Signature Programs
- WMC FY2014 Budget
- Nisonger FY2014 budget – GF & AIDD/UCEDD; sequestration
- HR Issue
- Review of ECE Administrative Support Structure
- Patient File Room
- Strategic Planning Priority Area Meetings; May 6th Retreat Prep
- New Logo – Business Card Standards
Minutes

Informational:

• Magnets, Letters – give one to CAC, LEND Advisory group – 20.
• April 19th AIDD Continuation Application is due.
• Disability Policy Seminar (3 trainees attending);
• 5/1: Patricia Navas will be here, from Spain, U of Salamanca working with Marc.
• Submitted LEND continuation report.
• Marc is participating in grant reviews; Karen Edwards is stepping down, U of Cincinnati UCEDD.

Mission Area Updates:

Education/Training:

• 3 students are coming, Psych will reimburse $500 for travel expenses; Mission area fund is depleted.
  o Supreme Court of Ohio Contact; Informational workshops for adult probation officers, want a speaker to come talk about Autism. We should ask Jeff Siegel; Leslie could participate with Jeff. University of Toledo Center for Excellence – Sharon Moyer may have some expertise if we could use some resources, informational materials.

Service:

• Rachel is back!
• Transitions space request; requesting use of clinical space. Offered #170.
• Update on room utilization at the next Executive Committee – F/U at next EC.

Research:

• IRB approval for Research registry, Mike is available for assistance, Rachel is CITI trained and can hand out forms, add Ann Robinson.
• Rachel will enter clinic data for Andrea’s project.
• Research Fund Requests sent out, deadline April 30th.

Discussion:

• Executive Cabinet Presentation; Nisonger Center will become part of the Neuroscience Signature programs. Marc will follow-up with Dr. Gabbe next week on the implications for the Center.
• Medical Center Budget: 676,000 in FY13, anticipating a potential cut of 15%; means we need to drop to $574,500 beginning July 1 in General Funds. $101,000 + $28,000 from ADD = $130,000 reduction in budget this year from last.
We will absorb cuts by not replacing Pat Cloppert, eliminating biostats MOU, reducing Faculty Annual support from $4,000 to $3,000, etc.

- **HR issue.** Director and EC will provide more oversight of Program Directors in HR matters around PIP, P3s, and other personnel relations.
  - **At next Leadership Meeting,** if you feel that an employee isn’t meeting expectations, may need to consider a PIP, and consult with Karel/Marc.

- **Review of ECE Administrative Support Structure;** Kathy shouldn’t be spending more than 20% time on day-to-day operations. Dan Biers, Associate Director of Wisconsin Madison (he does budget and oversight), will provide consultation for ECE Admin support.

- **Strategic Planning Retreat:**
  - **Agenda 5/6:**
    - Overview, budget, services, revenue (similar to annual report – show charts of progression on ‘benchmarks’ ie. performance metrics (grant $$, clinic revenue, publications);
    - Facilitators present to the larger group; cross off items in advance (additional track changes review);
  - Marc wants to keep items accomplished on the strategic plan; can we separate it into a category of ‘accomplishments’. Resources should stay at the Executive Committee.
  - 30 minutes to present and 30 minutes to discuss/exchange; Next Executive Committee 4/22. EC will work on a template to provide to facilitators who will have 2 weeks to prepare.

- **New Logo - Business Cards:** Center pays for faculty (Program Directors); use up current cards. When you reorder we need to all be using the same template.

- **No IHIS update.** Meeting April 19th.

Meeting was adjourned at 11:05 a.m.

Minutes respectfully submitted by Tamara Hager