Nisonger Center - UCEDD
Executive Committee 5/23/11

Attending: Dr. Tassé, Dr. Ratliff-Schaub, Dr. Aman, Dr. Izzo, Maureen Meck
Meeting convened at 9:32 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.

- Strategic Plan (30-45 min.)
- POB Discussion
- Renovations – McCampbell Hall (update 10-15 mins.)
- Leadership Meeting – redefined (10-15 mins.)
- Associate Member – Nisonger Designation (5 mins.)
Minutes

Informational:

- **Shared Service Update**: Shared Services for Procurement/Travel is currently on hold; still moving forward with Administrator and current HR responsibilities.
  - **Karel Smith** is a financial analyst at DHLRI (approx. 60 Faculty); will be providing 25% time to Nisonger Center for Administrator portion of financial planning/budgets; will not process MOUs.
  - Lorri Fowler suggested we still may need an Administrator level person for a few additional items.
  - EC agrees that there is a need for a physical person here and a presence in Administration.
- **Town Hall Meeting** tomorrow with Directors/Administrators and Dr. Gabbe; may be sharing most current budget information. Should have an indication of benefit rates and/or salary increases and hopefully what the likely cut will be to our general funds.
- **CAC Meeting Friday was great** – very conversational. Employer Recognition Ceremony went well. Dr. Gabbe spoke; Brown, Portman and Austria staffers attended. Impressive that Carolyn Knight, Karen Edwards and John Martin are on CAC. Marc will extend an invitation to Mike Kirkman to join.
- **Marc met with Carolyn, Karen and Mike** regarding collaborative efforts; will be assisting us with 5 year plan/needs assessment. Required to be engaged in one of 8 priority areas... we are involved in several. No involvement in housing/transportation. CAC members should understand that it’s ok that we aren’t involved – we aren’t expected to pursue all 8 areas by ADD. Should recruit new CAC members around Early Intervention; discussion for next Leadership Meeting. Dispatch article on Sunday re: sub-minimum wage.
- **TOPS Program retreat**, OU, Xavier and University of Toledo. Dr. Gee invited to join choose ohio first scholarship employees June 1st for dinner and keynote address by Mary Uhas; EC invited to attend to see NSF students who are receiving scholarships - Younkins Center.

Mission-Area UPDATES:

- **Education/Training**:
  - Still waiting for LEND update – CAAI should be reauthorized before it sunsets. Sub-contracts may be impacted; include Karen/Helen. Not sure how other contract impacts should be notified?? The Center may have to pick up people on the LEND grant if there is no update before July 1. Trainees have been told that funding would not start until September – no trainees over the summer this year. Karen/Marc/Paula should sit down and think of a plan B. Karen will contact Kim Musheno for additional clarification and/or updates.
• **Clinical Services:**
  - No patients yet scheduled for July; clinic will still operate normally if we have no trainees, but may not continue if we can’t pay faculty/staff.

• **Research:**
  - Registry moving along, no report yet from Ella on the # received.
  - Ingram application finished yesterday – to be put together today. In need of a meeting planner.
  - Ashley can help set up an initial budget – but not pre-award support.
  - Special Projects - $50,000/year and up; travel is implicit and justifiable – Mike will email Rene. 6 pages single spaced.

**Discussion:**

• **Strategic Plan:**
  - EC discussed several revisions and updates to 4 Strategic Objective areas.
  - Tamara will make revisions to final document and send to Marc per today’s discussions.

• **POB Discussion:**

  Review of Training POB proposal – document provided by Paula.

**Training Mission Area Funding Guidelines**

1. Requests should relate to Nisonger training/community education and be congruent with the mission, vision, and values of the Center.
2. Alternative funding sources (academic department/college or grant) should be pursued when as primary funding source.
3. External order request form should be completed and submitted
   - Annual budget requested = $4000

Research – review of Mike’s document.

- POB allocated to pay for a student to enter and maintain electronic registry and databases for ECE (extensive); dual diagnosis (light); and family directed clinic (moderate).

- Current POB’s remain; mission area POB’s are additional.

Leadership attendance; change designation of attendees to Nisonger Faculty Meeting for Faculty only. Discussion to continue at the next meeting.
Next meeting: IHIS Training (from 5/9 EC) and MedCenter Expansion udpate.

Meeting was adjourned at 11:25 a.m.
Minutes respectfully submitted by Tamara J. Hager