Nisonger Center - UCEDD
Executive Committee 6/27/11

Attending: Dr. Tassé, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Aman, Maureen Meck
Meeting convened at 9:37 a.m. - 357B McCampbell Hall

Agenda

Discussion: 65 min.

- Revision to POB Policy
- Mission Area POB (to be called Mission Area Budget)
- Prioritization of the Strategic Plan
- Leadership Designation
- Administrative Support
- Research Registry
- EC Meeting Schedule Update

Mission-Area UPDATES: 15 min.

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

Informational: 10 min.
Minutes

Discussion:

• Revision to the POB Policy:

  o Annual Faculty Support:
    ▪ Annual Faculty Support will change to ‘Leadership Support’
    ▪ ie. A new Faculty recruit brings a colleague, not a member of Leadership. Recruit receives support but not the colleague.
    ▪ Will maintain an updated list of who is “Leadership” to ensure accuracy every year before July 1 and review FTE.
    ▪ Could be used to reimburse for licensing fees, travel, books etc.
    ▪ Add – FTE set as of July 1 (will not change throughout the year if FTE fluctuates).
    ▪ Program value assigned by fiscal officer (Karel).

  o Program Operations Budget:
    ▪ Only referencing programs with a budget; and how the surplus is handled at the end of the fiscal year.
    ▪ Faculty amount has been taken out and is now the Annual ‘Leadership’ support. (ie. ABSS) Change from “Central Fund” to “Center Reserve” fund.
    ▪ Change from “Administrator” to “Fiscal Officer”.

  o Mission Area Budgets:
    ▪ Assigned by Fiscal Officer
    ▪ Delete phrasing – “these funds should only be used after other funding sources are exhausted.”
    ▪ Policy can be revised as needed; based on experience.
    ▪ Allocations will be re-evaluated April 1.
    ▪ Database: Need someone for data entry/management – 2 hours/day? Database will be housed on shared drive.

• Prioritization of Strategic Plan:
  o Identify who is responsible, and shade in boxes for when it should be completed. Will discuss establishing a scorecard at a future EC meeting....
  o EC will take a stab at respective areas; report back at next EC.
  o Use Faculty titles as oppose to names.
Will include Executive Summary of external reviews involved in Marc’s search…. Marc will check with Jessica Backer.

- ie. Bohaty (Dental Program), and LEND ECE Taskforce Report.
- There has been no evaluation of our aspirational peers.
- Research info (Ashley) – include LEND and ADD Grant as our core grants; Teaching hours (Paula)
- Key priorities – if we could only do 3 things....; financial analysis (what do we need to achieve these objectives?) and implementation timeline (we’ll worry about these last); performance evaluation (how will we measure the attainment of these goals?).
- Lorri can assist with clinical care numbers? May need to pull info. from NIRS (Ashley can help).

**Leadership Designation:**

- Affiliated Faculty/Colleagues – quasi-colleague status; can come and participate but is not a part of Leadership.... Would be added to Leadership listserve and receive AUCD updates. (ie. LEND Faculty);
- What about honorific ‘Associate Faculty’ designation? Marc will craft designation and title; to be reviewed at next Executive Committee.
- Pat will continue as a parent Faculty (ex-officio), Vicki’s attendance is not necessary; Dr. Arnold is invited (emeritus) at Leadership Meetings.

**Research Registry:**

- Clinical trials – 25 completed forms received; Dual Dx. – 9; all others – 3 (ie. ECE, ABSS/CBSS, Dental).
- To be discussed at the next Leadership Meeting.

**Administrative Support/MOU:**

- Add titles, to be handed out at All-Staff/Leadership.
- Prior – HR services ($58,808/year) – will be reviewed at the end of the First Quarter with Jennifer Cork. Kim was 80% HR, Maureen was doing some HR, Ashley is now taking over grants/contracts (a portion of what Kim was doing) - $56,800 = $115,676/year. Currently $177,122 (Maureen and Kim); $172 (shared services and Ashley).
- Both will be reviewed quarterly. Downside is fragmentation and loss of personal familiarity.
- Karel Smith – hours, EC
- Karen – July 1, be here 2nd/4th Monday all day, and 1st/3rd through September in Westerville. Karen can be more flexible in September. Tamara will see if Karel can change her office hours (Weds – Monday) to accommodate Executive Committee Meetings.
• **Research Fund Request:**
  - Approved – Whitney Brooks, $655.74 (Marc will notify Whitney/Betsey and will copy Ella and Karel).

**Informational:**

- Several Ingram Applications submitted from Nisonger Center.
- ECE Director – unofficial offer has been made, will be meeting with Cheryl and Marc this week for specific planning for August 1 start date.
  - Cc: Lorri Fowler on info.
  - Will notify other candidates after candidate accepts and Dean approves.
- Candidate for Psychiatrist position; have received letters from P & T committee for external review, haven’t received everything. Needs to begin licensure/credentialing process through Nisonger.
- 3 signed MOUs with Psychiatry – Rabidoux, Izzo, (Faculty) letters of offer should be out soon, Spetie (replacing Ramadan over the summer until new Psychiatrist starts – September 30th).
- Paula spoke with MCH re:funding for Catherine Lord; we won’t lose it, once we get our NGA.

*Meeting was adjourned at 11:12 a.m.*

*Minutes respectfully submitted by Tamara J. Hager*