Nisonger Center - UCEDD
Executive Committee 8/8/11

Attending: Dr. Tassé, Dr. Rabidoux, Dr. Ratliff-Schaub, Dr. Izzo, Dr. Aman, Karel Smith
Meeting convened at 9:35 a.m. - 357B McCampbell Hall

Agenda

Discussion: 65 min.

- 2011-2012 Budget and Budget cuts
- Administrative Support
- Prioritization of the Strategic Plan

Mission-Area UPDATES: 15 min.

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

Informational: 10 min.

- HR Updates (ECE/Psychiatrist)
- Events: Nisonger All-Staff Picnic (8/19)
  - Diana Boggs’ Retirement (9/31)
  - Community Star Awards (10/5)
Minutes

Discussion:

- **2011-2012 Budget and budget cuts:**
  - OSUMC cut of 15% to general funds. Main campus is 5-6%.
  - $732,237 last year reduced to $622,401.45 (loss of $109,000). 2% increase for Faculty/Staff is allowable based on Maureen’s numbers (that included a 2% increase). This means we won’t need to layoff or reduce effort in FY12.
  - Faculty are supported 15% ADD and 35% by general funds. LEND will pick up some of Andrea’s time, Susan’s time, Steve’s time (and includes Kathy Lawton).... This will help offset some costs from General Funds.
  - All Nisonger Faculty as of one year ago were listed as A & P; Margo/Paula are still at the higher A & P benefit rate – need to check with Psychiatry. All Faculty are now listed as Faculty first, so the benefit rate is reduced by approximately 8%.
  - Final budget deadlines have yet to be determined.
  - Will still be reducing student’s time, supplies, paper/copier costs.
  - Want to keep a ‘buffer’ for any emergency costs – 10% of $622,401 would be ideal. May have to use the Center Reserve for some expenses. Our Center Reserve is at about $600,000, and is cash available upon Marc’s approval.
  - $9500.00 will still be allocated for Mission Area Support; Program Operations Budget still approved for $4000 per FTE. (Could use $4000 POB for paper costs).
  - 2 policies, program surplus sharing, 25% stays in program – 75% goes into the Reserve. CBSS, ABSS, Dual Dx., Transitions, etc. Some programs have ended in a deficit (none this year). Salary Recovery for Faculty who bring in more than 50% of their salary – bonus is from 1% to 10% of annual salary. Marc will be working with Lorri – emails will go out this week and it should show up on October pay.
  - $12,000 budgeted for phones in FY12, large one time expense (approximately $25,000) for phones (as part of the MedCenter expansion project/McCampbell Hall renovation); would come from Center Reserve.

- **Administrative Support:**
  - MOU with DHLRI is completed (Karel Smith, Lorri Fowler, Lori Arnold – Admin/Finance); MOU with Prior is almost finalized (Julie Cook, Vicki Moore – HR).
• **Strategic Plan:** Timeline/Responsibility for goals objectives and anticipated date of completion.
  o ECE
    ▪ Database – ½ in place this year, to be completed next year. (Kathy/Mike).
    ▪ Registry will be happening this year.
  o Transitions:
    ▪ Could partner with LEND to partially fund postdocs. Can we partner with other disciplines?
  o Health:
    ▪ Added strategy 3.1.5., 3.2.1.
  o Email changes to Tamara. Mike will have his by the next EC meeting, 8/22 (will discuss table of performance evaluation).
  o What are the criteria for prioritizing the goals/strategies? Our priorities may change from year to year…. So it may not be a good idea to write it within the document. Priorities will determine how we allocate resources, money etc.
    ▪ ie. age, turnover, space, capacity to generate funding?

• **Informational:**
  o LEND grant funded.
  o ADD Annual Report for FY2011 – hard copies distributed.
  o Kathy Lawton starts 8/22; Hellings – P & T still reviewing portfolio. We’ve requested tenured Associate Professor.
  o Diego will not be taking the Director position of the Dental Program, he will continue as interim until a replacement is found.
  o We may recruit a Program Director if we’re unable to find a Dentist.
  o All-Staff Picnic 8/19.
  o Diana Boggs retiring 9/31. We may not want to replace Diana with another office assistant – consolidating all clinic appointments/reception etc.
  o 10/5 – Community Star Awards.
  o Kathy Shelby – state director of special ed passed away on Sunday unexpectedly. VP of State Director Association. Margo will update on when services are announced.

*Meeting was adjourned at 11:07 a.m.*
*Minutes respectfully submitted by Tamara J. Hager*