Nisonger Center – UCEDD
Leadership Meeting – 1/5/11

Attending: Dr. Izzo, Dr. Rabidoux, Dr. Fish, Dr. Benson, Dr. Martens, Dr. Witwer, Dr. Ratliff-Schaub, Dr. Lecavalier, Dr. Tassé, Dr. Henzel, Dr. Havercamp, Sara Thiessen, Pat Cloppert, Ella Cox

Meeting convened at 8:35 a.m. - #243 McCampbell Hall

Agenda

Please be prepared to discuss new information from each program area:

- new personnel – name, job title, responsibilities, brief background (ALL)
- new initiatives/projects (ALL)
- upcoming events (ALL)

Discussion:

- Travel Policy Update (Cox)
- HR Update/Administration support (Tassé)
- HR staff leaves/departures etc. (Tassé)
- Nisonger to host the Regional Self-Advocacy Summit (date TBD – Tassé)
- Indirects and non-allowable expenses (Tassé)
- McCampbell Hall moves/space changes – update (Tassé)

Mission-Area UPDATES:

- Education/Training (Paula)
- Service (Karen)
- Research (Mike)

General Information: (Tassé)
Minutes

New Personnel:

- **Eric Fosler-Lussier** – computer science and engineering professor, interested in assistive technology; has 2 sons with disabilities and will be here during his sabbatical. Wants to see everything that happens here; thru Winter and Spring quarter. He will be located in 285.

New projects:

- **OBR (Ohio Board of Regents)**; provides assistive technology and delivers it to students to enhance a successful college experience (Dr. Izzo).
- **Columbus Foundation Grant** – Adult storybook (Dr. Fish: $30,000).

Upcoming events:

- **1/11**: Ingram CC ASD Announcement (RSVP deadline extended to 1/6/11)
- **1/13**: CAAI (LEND meeting/award; Karen and Andrea will be attending – combating autism act).
- **1/14**: Ed’s retirement party; DVD/gift contribution
- **1/19**: All Staff Meeting
- **1/21**: CAC – 3:00 – 4:00; Amy Shuman will be the 2011 chair, email Arden if you plan on attending. Meetings are quarterly – all are invited to attend and/or present. Margo will send an email to Leadership with specifics.
- **1/25**: Alice Elliott “The Collector of Bedford St.” presentation @ Scott Hall – 4:00 p.m.
- **2/2**: CORE webinar NCI; UCEDDS to invite state DD partners to evaluate data and it’s legislative impacts etc. (28 states collecting data). More information to follow…. Margo is chair and will send info. to Paula to invite LEND trainees....
- **2/14**: DPS (Paul Jarvis from DD Council, LEND attending)

**TRAVEL Policy Update:**

- New University travel manual – effective December 1st. Slightly less restrictive – no longer required to have a leave form pre-authorized by supervisor, but required to have a business leave form submitted with travel request.
- Travel authorizations must be turned in at least 2 weeks in advance to allow processing time.
- Need to honor (redeem) frequent flier miles etc. with Univeristy business.
- Rental car: Motor pool – erequest or 100W; disadvantages are that cars are valid M-F and you must pay a minimum of 2 days.
- Mileage – can now be reimbursed for travel from residence at the rate of .51
- Per diem – 75% of the day for arrival and departure dates
Internal Nisonger Center Travel Policy will be updated and added to the Employee Resources website.

**Mission-Area UPDATES:**

- **Education/Training:**
  - LEND reapplication
  - LEND trainee in Public Health – biostats.

- **Service:**
  - Credentialing is still being processed; Sherry will be able to monitor billing/collection upon attending training and will be able to track on a case by case basis. Diana Boggs has attended registration training and will also be working on billing.

- **Research:**
  - Mike (not in attendance; Marc) – reduced reading level to 6th grade. Mike should be sending out the final version; with cover letter modifications.

**General Information:**

- **Faculty search update:**
  - Dental Director search coordinated by pediatric dentistry (Dr. Casamassimo). Dr. Diego Solis is the interim director as of January 3rd. Retained the services of Dr. Brenda Bohaty (Director of Dental Program in UMKC) to perform an external review of dental program on 2/22 - 2/23 and provide recommendations.
  - Psychiatrist – Dr. Craig Erickson; presentation 12/17…. Will be reviewing feedback forms. Dr. Jessica Hellings (other candidate) will return in the coming months for a second visit. Erickson is also being recruited by Johns-Hopkins. Goal is to have someone hired by August/September 2011. Search is coordinated by Dr. John Campo.
  - ECE Director – we have an “almost” signed MOU with College of Education; position posted in journals Nationally… should begin receiving applications. Dr. Gabbe has agreed to serve on the search committee…. other members include Drs. Tassé, Lecavalier, Wheaton, Goldstein, Case-Smith, Witwer, Rabidoux, and Izzo.

- **Research Funds for Trainees:**
  - $1500; next deadline will be February 28th, email to follow this week – post docs are also eligible.

- **Biostats update: Drs. Andridge/Lemeshow:**
  - ‘under’ employed. Available if needed... (we pay for one day a week). Call or email them directly with inquiries; students should go through Nisonger faculty and it should be Nisonger ‘mission’ related (ie. services to help initiate database(s) and set up data...
entry etc. as well as interpret data). Would be most beneficial if their time wasn’t spent ‘cleaning up’ data.

- **ADD Envisioning IT Summit:**
  - Pat Cloppert, Marge Barnheiser, Carmen Shelton and Marc Tassé attended; regarding Projects of National Significance and reapplication of the DD Act.
  - Information regarding the summits is available on the ADD website; transcripts and Day #2 discussions.

- **Ohio DD Council** – Strategic Planning in December; will be ‘focusing’ efforts – employment and community inclusion... almost no mention of focus on early intervention.

**HR Update:**

- Kim’s departure – will not be hiring a replacement for Kim right away; to identify responsibilities with Maureen’s retirement in June. EC has suggested moving towards more of a ‘grant manager’ to enhance PI support (ie, JEDs PETs, financial ‘budget’ monitoring). Kate Dillingham will be providing support as needed.
- Direct current HR/Budget inquiries to Maureen; Timekeeping issues to Ella, Contract invoicing to Tamara.
- Be cognizant of turnaround time and advise Marc of any service issues (within a reasonable amount of time).

**Faculty/Staff leaves/terminations:**

- Please let Administration know ASAP when faculty/staff/students take leave or are terminated so we can coordinate payroll/timekeeping and/or process terminations for phones, keys, space reallocation etc.

**Nisonger to host self-advocacy summit:**

- Commissioner Lewis will be present... more information to follow.
- LEND Trainee can provide assistance... and/or IDD/Psych Trainees; Social Work Trainees.
- 2-day event – dates yet TBD; <100 attendees by invitation only.

**F & A and non-allowable costs:**

- Email was sent out by Carol Whitacre (policy reminder) this past November.
• Marc met with Dr. Clay Marsh and discussed how this policy relates to Nisonger since we receive none of the F&A money… Clay is looking into it at the Medical Center; and offered some one-time money to offset some costs to the Center.
• If Federal grants through SPO are allowing the charges, we are in compliance. If expenses have not been approved previously for the grant… you may not ‘spend down’ a grant.
• One possibility is to write in submitted grants budget narrative that supplies will be purchased (justified by the scope of work); this may help protect you if you have a ‘spend down’ situation when a grant is ending.
• Keep in mind that Nisonger has a computer replacement program – computers replaced every 4 years and we use the POB as a source of funding for Program Directors to offset expenses of unallowable costs.

McCapplel Hall moves/space changes (Marc will email slides):

• Losing space on North end of the building (2nd floor); gaining space on the 3rd floor South, southeast side.
• Renovations to include Nisonger request for #243/#235 to be office space (not included in original budget);
• LEED Certification is being sought for McCapplel Hall?
• 1st floor – lose T & TL
• 2nd floor – North end lost; gymnasium renovation to include conference space; renovate locker rooms for T & TL.
• #243/#235 – 7 faculty offices; 6 remaining offices – this is a must to accommodate loss in space on 2nd and 3rd floor.
• 3rd floor – gym (shared clinical space); we gain MDA space (faculty/staff offices); gain Neurology space (faculty/staff offices).
• Wireless monitoring video in clinic rooms for training purposes. Computer review capability and ability to record segments.
• Sara expressed concern regarding the ECE School needs classes/buses etc. and signage etc.
• Be cognizant of people in the building as part of the project.
• Maintain current scheduling of space so project can schedule around our needs and we aren’t accommodating them – we will make sure that before we ‘lose’ space we have gained a similar ‘adequate’ space. (ie. #309, #243).
• Discussions for a pediatric and adult separated clinic waiting area.

Meeting adjourned at 10:00 a.m.
Minutes respectfully submitted by Tamara J. Hager