

North Central State College
3357:13-12-07 Standing Committee Meetings & Memberships, 2023-2024

PRESIDENT’S CABINET – MISSION, STRATEGIC PLANNING & QUALITY IMPROVEMENT

Meeting Info: Monthly, every 4th Tuesday at 8:30am in 164-F

Admin: **Steve Williams**

Link to Committee Website: None Established

1. Chair: president – (**Dorey Diab**)

Members:

1. Vice presidents (4): (**Kelly Gray, Tom Prendergast, Lori McKee, Chris Copper**)
 - a. Kelly Gray, Chief Academic Officer,
 - b. Tom Prendergast, Chief Student Services Officer/Institutional Effectiveness
 - c. Lori McKee, Chief Finance Officer
 - d. Chris Copper, Chief Development Officer (Development/Foundation/Grants)
2. Deans (4); (**Steve Haynes, Leesa Cox, Dan Wagner, Toni Johnson**)
 - a. Steve Haynes, Dean, Liberal Arts
 - b. Leesa Cox, Dean, Health Sciences
 - c. Dan Wagner, Dean, Business, Industry, and Technology
 - d. Toni Johnson, Dean, Academic Services
3. One representative from each standing committee (can be from the president’s staff, deans or assistant deans chairing or serving on the committees of:
 - a. student access, (**Tom Prendergast**)
 - b. student success, (**Kelly Gray**)
 - c. curriculum, (**Toni Johnson**)
 - d. institutional services and program review, (**Dan Wagner**)
 - e. assessment, (**Gina Kamwithi**)
 - f. fiscal and physical resources, (**Lori McKee**)
 - g. information technology services, (**Tim Hawes**)
 - h. diversity, equity, and inclusion: (**Toni Johnson**)
 - i. transfer (**Steve Haynes**)
4. Executive Director of HR: (**Doug Hanuscin**);
5. Director of IT services: (**Tim Hawes**);
6. Director, Institutional Research (as needed): (**Penelope Parmer**);
7. Director of Child Development Center: (**Wendy Thompson**);
8. Executive Director of Marketing and Public Relations: (**Keith Stoner**)
9. Workforce Development: (**Chris Copper**);
10. Accreditation liaison: (**Gina Kamwithi**);
11. Facilities Coordinator: (**Anthony Johnston**);
12. (1) faculty (chosen in collaboration with faculty caucus): (**Sara Rollo**),
13. Adjunct faculty liaison: (**Patricia Ratliff or Representative**),

14. (1) staff (chosen in collaboration with staff caucus): (**Brandon Stover**),
15. Student Access and Success: (**Laurie Jackson & Monica Durham**)
16. (1) student (chosen in collaboration with SGA, PTK, TRIO, Veterans and other student organizations...): (**Vacant**).

STUDENT ACCESS & STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE

Meeting Info: Bi-Weekly, 1st and 3rd Thursday, 8:30am-9:30am, 165-F

Admin: **Tiffany Detillion**

Link to Committee Website: ([click here](#))

Chair: VP of Student Services: (**Tom Prendergast**).

Members:

1. Director of Admissions: (**Laurie Jackson**),
2. (3) academic deans: (**Dan Wagner, Leesa Cox, Steve Haynes**)
3. (1) director/rep from each of the student services departments
 - a. Advising: (**Monica Durham**)
 - b. Solutions/TRIO: (**Barb Keener**),
4. Executive Director of marketing: (**Keith Stoner**),
5. Director of financial aid: (**Amanda Kaltenbaugh**),
6. College Credit Plus (CCP) representative: (**Caree Bash**),
7. (1) faculty representative for all academic divisions: (**Vacant** (fall) **Randee Frangella** (spring))
8. Outreach Representative: (**Nathan Harvey**)

STUDENT SUCCESS & COMPLETION COMMITTEE

Meeting Info: 1st and 3rd, Tuesdays, 3:00pm-4:00pm, 165-F

Admin: **Aubrey Place**

Link to Committee Website: ([click here](#))

1. Chair: CAO: (**Kelly Gray**).

Members:

1. (1) Academic Dean: (**Toni Johnson**)
2. All assistant deans: **BIT (Vince Palombo)**, **Health Science (Heidi Kreglow)**, **Liberal Arts (Vacant)** (**Steve Haynes** until vacancy is filled)
3. Director of Student Success and Transition Services: (**Monica Durham**)
4. Adjunct: (**Vacant** or Representative),

5. Dual enrollment representative: (**Darcy Tenney**),
6. (1) faculty representative from each of the three academic divisions (the caucus facilitator being one of those if not included elsewhere in the committee)
 - a. Business, Industry and Technology: (**Brandel Boyd**)
 - b. Liberal Arts: (**Pam Robison**)
 - c. Health Science: (**Dorie Ford**)
7. First Year Experience (FYE) course coordinator: (**James Predovich**),
8. Solutions/Tutoring/TRIO: (**Barb Keener**),
9. Institutional Effectiveness: (**Penelope Parmer**-as needed)
10. President's Office: (**Steve Williams**)
11. Financial Aid Director: (**Amanda Kaltenbaugh**),
12. A representative of the Student Government Association (SGA): (**Vacant**)
13. Academic Services/Curriculum (**Toni Johnson**)

CURRICULUM COMMITTEE

Meeting Info: Fridays (1st and 3rd Fridays of each month) 1:30pm – 3:30pm

Admin: Jenna Saylor

Link to Committee Website: ([click here](#))

1. Chair: chair and vice-chair, (two faculty members). (Both faculty members serving as chair and vice-chair are to be chosen for membership as well as their respective office by the faculty based on the faculty members' ability to best carryout the duties of the office they are elected to fill.) (**Katie Danielson, Chair**) & (**Ross Justice, Vice Chair**)

Members:

2. Chief Academic Officer: (**Kelly Gray**),
3. (1) academic dean: (**Toni Johnson**)
4. Registrar: (**Vacant**),
5. (2) faculty representatives from each of the three academic divisions (4 faculty members altogether beyond the chair and vice chair)
 - a. Business, Industry, and Technology: (**Mohamed Ghonimy**) & (**Ross Justice**)
 - b. Liberal Arts: (**Christine Shearer**) & (**Vacant**)
 - c. Health Science: (**Katie Danielson**) & (**Lisa Music**)
6. (1) adjunct representative: (**Vacant**),
7. Academic Support Services: (**Gina Kamwithi**)
8. Director of Student Success and Transition Services: (**Monica Durham**)
9. Business Services: (**Lisa Barrick** as needed for course fees)

INSTITUTIONAL SERVICE & PROGRAM REVIEW COMMITTEE

Meeting Info: Two Fridays each month, 8:30am - 10:30 am, 165-F

Admin: Vickie Kissel

Link to Committee Website: ([click here](#))

1. Chair: Chair and a vice-chair (a faculty and a dean): (**Sara Rollo**) & (**Dan Wagner**),

Members:

2. (1) academic dean: (**Dan Wagner**),
3. Director of Admissions (**Laurie Jackson**),
4. (1 or 2) faculty reps from each of the three academic divisions
 - a. Business, Industry, and Technology: (**Mike Beebe**)
 - b. Liberal Arts: (**Sara Rollo**)
 - c. Health Sciences: (**Travis Green, Dorie Ford**),
6. Institutional Research: (**Penelope Parmer**),
7. Accreditation Liaison Officer: (**Gina Kamwithi**),
8. Business Services: (**Michele Schaad**)
9. Marketing: (**Keith Stoner**).
10. Development/Grants: (**Chris Copper** or representative)
11. Standing Invitation for President, Vice Presidents, Deans, and Assistant Deans
12. A representative from the Advisory Committee of Program being reviewed (by invitation)
13. A Student/Alumni Representative from Program being reviewed (by invitation)

ASSESSMENT COMMITTEE

Meeting Info: Fridays, (1st and 3rd Fridays of each month as needed) 12:00pm – 1:30pm, room 164-F

Admin: Amy Burns

Link to Committee Website: ([click here](#))

Chair: chair and vice-chair, (two faculty members): (**Justin Tickhill**) & (**Vacant**)
(both faculty members serving as chair and vice-chair are to be chosen for membership as well as their respective office by the faculty based on the faculty members' ability to best carryout the duties of the office they are elected to fill.):

Members:

2. CAO: (**Kelly Gray**),
3. (1) academic dean: (**Steve Haynes**)
4. (1) Co-curricular representative (as needed): (**Barb Keener & Kimberly Lybarger**)
5. (1) Career Services/Workforce & Internships representative (as needed): (**Vacant**)
6. (1) faculty representatives from each of the three academic divisions
 - a. Business, Industry, and Technology: (**Wesley Adams**) (Physics),
 - b. Liberal Arts: (**Tom Shields**)
 - c. Health Science: (**Justin Tickhill**) (Biology), (**Kelly Cominsky**) (Nursing)
7. Academic Support Services: (**Gina Kamwithi**).

FISCAL & PHYSICAL RESOURCES COMMITTEE

Meeting Info: Fourth Wednesday of the Month, 1:30pm – 2:30pm in 165-F

Admin: (**Vacant**)

Link to Committee Website: None Established

1. Chair: CFO (**Lori McKee**)

Members:

2. (3) Academic deans and/or assistant deans: (**Leesa Cox, Dan Wagner, Steve Haynes**)
3. Grant Coordinator: (**Chris Copper**)
4. Foundation representative: (**Chris Copper**),
5. (1) faculty representative in collaboration with faculty caucus, (**Tonya Stanger**)
6. (1) staff representative in collaboration with staff caucus, (**Brandon Stover**)
7. Coordinator of facilities: (**Anthony Johnston**)
8. Director of IT: (**Tim Hawes**)
9. Institutional Research (**Penelope Parmer**) (as needed)

INFORMATION TECHNOLOGY SERVICES COMMITTEE

Meeting Info: First Fridays @ 10:00am via Zoom

Admin: **Tim Hawes**

Link to Committee Website: ([click here](#))

1. Chair: Director of IT: (**Tim Hawes**)

Members:

2. Coordinator, distance learning: (**Michael Welker**),
3. (1) faculty representative from each of the three academic divisions (especially information technology program),
 - a. Business, Industry, and Technology: (**Carmen Morrison**) (CISS)
 - b. Liberal Arts: (**Pat Herb**) (ENGL),
 - c. Health Sciences: (**Jaydip DasGupta**) (BIOL)
4. (1) student representative: (**Vacant**) (BIT), (ITEC student preference)
5. (1) academic dean or assistant dean): (**Vince Palombo**)
6. (1) representative from student services or TRiO: (**Cathy Craig**)
7. (1) representative from web services: (**Keith Stoner**) (Webmaster),
8. (1) representative from the business office: (**Michele Schaad**)
9. Chief Finance Officer: (**Lori McKee**)

CUSTOMER SERVICES COMMITTEE

Meeting Info: (Schedule pending)

Admin: Keith Stoner

Website: None established

1. Chair: Executive Director of Marketing (**Keith Stoner**)

Members:

2. Liberal Arts: (**Kimberly Lybarger**)
3. BIT: (**Vickie Kissel**)
4. Health Sciences: (**Amy Burns**)
5. Faculty Caucus Representative (**Donna Niederkohr**)
6. Staff Caucus Representative: (**Brandon Stover**)
7. Student Success Center: (**Monica Durham**)
8. Director of Admissions: (**Laurie Jackson**)
9. Director of Tutoring, TRiO: (**Barb Keener** or designee)
10. Human Resources: (**Doug Hanuscin**)
11. Financial Aid: (**Anthony Leprotti**)
12. Career Services: (**Vacant**)
13. Student Representative: (**Vacant**)
14. Development Office (Foundation & Events): (**Leah Bisel**)
15. Cashier's Office Representative: (**Lisa Barrick**)

PROFESSIONAL DEVELOPMENT COMMITTEE

Meeting Info: Variable (To be Determined)

Admin: (**Vacant**)

Website: None established

1. Chair: (**Doug Hanuscin**)

Members:

2. President: (**Dorey Diab**)
3. (1) FT faculty from each of the three academic divisions,
 - a. BIT: (**Morgan Baker**),
 - b. Liberal Arts: (**Dan McCool & Sara Rollo**)
 - c. Health Sciences: (**Heidi Chambers**)
4. Vice President of Academic Services (**Kelly Gray**)
5. DEI: (**Toni Johnson**)
6. Development Office: (**Chris Copper**)

7. MAC Representative: (**Monica Durham, Michele Schaad, Keith Stoner**)
8. Staff Representative: (**Brandon Stover, Aubrey Place, Lisa Barrick**)
9. Microsoft Office Training Representative: (**Carmen Morrison**)

CENTER FOR TEACHING EXCELLENCE STEERING COMMITTEE

Meeting Info: Time/Day: 1st Fridays, 9:00 am – 10:30 am. Venue: Zoom (Online)

Link to Committee Website: ([click here](#))

1. Chair: Coordinator, Center for Teaching Excellence: (**Michael Welker**)

Members:

2. Adjunct Liaison: (**Patricia Ratliff**)
3. Two FT faculty & one Adjunct representative from each of the three academic divisions,
 - a. BIT: (**Brian Baldrige**), (**Carmen Morrison**),
Adjunct: (**Vacant**)
 - b. Liberal Arts: (**Christine Shearer**), (**Michelle Slattery**),
Adjunct: (**Vacant**)
 - c. Health Sciences: (**Laura Testrake**), (**Vacant**),
Adjunct: (**Patricia Ratliff**)
4. (1) academic dean or assistant dean: (**Toni Johnson**)
5. (1) representative from student services: (**Monica Durham**)
6. (1) Student Representative: (**Vacant**)
7. Open Educational Resource (OER): (**Vacant**)

DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITTEE

Chair: Dean, Academic Services: (**Toni Johnson**)

Admin: (**Sandy Hoffman**)

Link to Committee Website: ([click here](#))

Members:

- A. Academic Deans (**Melinda Roepke**) (**Steve Haynes**)
- B. Assistant Dean: (**Vacant**)
- C. faculty reps from each division, reps from staff, students and community.
 - a. BIT: (**Sneha Vanga**)
 - b. Liberal Arts: (**David Koepke**, **Michelle Slattery**)
 - c. Health Sciences: (**Anna Plank**)
 - d. Staff Representative: (**Vacant**)

- e. Student Support Services: **(Barb Keener)**
- f. Adjunct: **(Vacant)**
- D. Human Resources: **(Doug Hanuscin)**
- E. Student Representative: **(Vacant)**
- F. President: **(Dorey Diab)**
- G. **Workforce:** **(Randy Blankenship)**
- H. Community Partner: **(Vacant)**

GRANT & WORKFORCE ADVANCEMENT COMMITTEE

Chairs: Grant Coordinator **(Chris Copper & Hannah White)**

Link to Committee Website: None established

Members:

- A. Vice President College Foundation **(Chris Copper)**
- B. Manager Workforce Development **(Randy Blankenship)**
- C. President's Staff **(Dorey Diab, Kelly Gray, Lori McKee, Tom Prendergast, Chris Copper)**
- D. Grant Finance Coordinator: **(Michele Schaad)**
- E. Key personnel (as needed) (Deans, Facilities, IT, Trio, etc.)

TRANSFER COUNCIL

Chair: Dean of Liberal Arts **(Steve Haynes)**

Admin: **(Jenna Saylor)**

Link to Committee Website: None established

Members:

- A. chief academic officer **(Kelly Gray)**;
- B. deans/assistant deans,
 - 1. Business and Technology **(Dan Wagner or Vince Palombo)**
 - 2. Health Sciences **(Leesa Cox)**
 - 3. Liberal Arts **(Steve Haynes)**;
- C. academic liaisons of all three academic divisions
 - 1. Business and Technology **(Jeremy Swank)**
 - 2. Health Sciences **(Brandon Stover)**, *optional*
 - 3. Liberal Arts **(Brian Wirick)**;
- E Director of Student Success and Retention **(Monica Durham)**;
- F. Career Pathway coordinator **(Vacant)**;
- G. College-NOW program director **(Darcy Tenney)**;
- H. executive director of Marketing, Public Relations, and Creative Services **(Keith Stoner)**.
- I. Registrar: **(Vacant)**

- J. Student Services: **(Tom Prendergast)**
- K. Advisor: **(Lindsey Adams)**
- L. CCP Advisor **(Scott George)**

Policies and procedures to address:

1. Policies, processes and procedures related to transfer

HONORS COUNCIL

Dean of Liberal Arts & Honors College **(Steve Haynes)**

Members:

- Advisor of the Honors College **(Kimberly Lybarger)**
- Advisor Psi Beta **(Laura Jordan-Brown)**
- Advisor, PTK & Sigma Alpha Pi **(Barb Keener)**
- Dean of Business, Industry & Technology **(Dan Wagner)**
- Dean of Health Sciences **(Leesa Cox)**
- Community Representative **(Barbara Scott)**
- Academic Liaison, **(Brandon Stover)**
- Student Representative **(Alex Berry)**
- Vice President for Advancement **(Christine Copper)**
- Liberal Arts Faculty **(Dan McCool)**
- Health Sciences Faculty **(Ranee Frangella)**
- BIT Faculty **(Donna Kittle)**
- Registrar **(Vacant)**
- Operations Manager Crawford Success Center **(Nathan Harvey)**
- CCP Academic Advisor **(Scott George)**

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

Charge: Work on threat assessments and coordination of behavioral concerns on campus

Chair: Executive Director of Public Relations **(Keith Stoner)**

Members:

- | | |
|----------------------------------|--|
| Emergency Director/Manager: | President of College or designee (Dorey Diab) |
| Emergency Fiscal Officer | V.P. of Business Services (Lori McKee) |
| Emergency Academic Officer | V.P. of Academic Services (Kelly Gray) |
| Emergency Coordinator/Students | V.P. of Student Services (Tom Prendergast) |
| Emergency Coordinator/Safety: | Director of Public Safety (Sgt. Don Wallis) |
| Public Information Officer: | Exec. Dir. of Marketing/Public Relations (Keith Stoner) |
| Assistant Emergency Coordinator: | Facilities Coordinator (Anthony Johnston) |
| Personnel Officer: | Executive Director of Human Resources (Doug Hanuscin) |
| Information Technology: | Director of IT (Tim Hawes) |

Dean
Dean
Dean
Manager CSC
Director, CDC
Others (as needed)

Dean of BIT (**Dan Wagner**)
Dean of Health Sciences (**Leesa Cox**)
Dean of Liberal Arts (**Steve Haynes**)
Manager, Crawford Success Center (**Nathan Harvey**)
Director, Child Development Center (**Wendy Thompson**)
Others may be asked to participate in planning for, or response to, specific emergencies or threats to NC State, or to meet the needs of our students, faculty and staff.

FACULTY CAUCUS

Meeting Info: Second and Fourth Thursdays at 3:30pm

Link to Committee Website: ([click here](#))

1. Facilitator: faculty member: **Sara Rollo** (fall / spring)
2. Co-Facilitator: faculty member: **Tonya Stanger** (fall/spring)
3. Coordinator: faculty member: **Dorie Ford** (summer, fall, spring)

Members: faculty

2. Adjunct Liaison: **Patricia Ratliff**
 - a. At-Large: **James Predovich**
3. Business, Industry, and Technology:
 - a. Industry: **Jonathan DeWitt**
 - b. Technology: **Mohamed Ghonimy**
4. Liberal Arts:
 - a. English, Dev Ed, FYE: **Tom Shields**
 - b. Math: **Sara Rollo**
 - c. Humanities/Social Sciences: **Dan McCool**
5. Health Sciences
 - a. Allied Health: **Dorie Ford**
 - b. Nursing: **Tonya Stanger**
6. At-Large Full-Time Faculty: **AnnMarie Adams**

STAFF CAUCUS

Charge: staff business
Facilitator: Brandon Stover
Assistant-Facilitator: Lisa Barrick
Coordinator: Amanda Windom

Link to Committee Website: ([click here](#))

Members:

Student Success Center – Justin Beeman
BIT/Kehoe – Vacant
Byron Kee – Vacant
Cashier’s Office – Lisa Barrick
Health Sciences – Brandon Stover

At-Large1 – Vacant
At-Large2 – Aubrey Place
Liberal Arts/Fallerius – Kimberly Lybarger
TRiO/SSS – Amanda Windom

MANAGEMENT ADVISORY COUNCIL

Charge: middle management issues
Chair: Doug Hanuscin
Meeting Info: Fourth Thursdays at 3:00pm
Link to Committee Website: None Established

Members:

Bash, Caree	Hawes, Tim	Keener, Barb	Wagner, Dan
Blankenship, Randy	Haynes, Steve	Kreglow, Heidi	
Campbell, Sheila	Penelope Parmer	Palombo, Vince	
Cox, Leesa	Jackson, Laurie	Roepke, Melinda	
Durham, Monica	Johnson, Toni	Sauder, Paige	
George, Scott	Johnston, Anthony	Schaad, Michele	
Hanuscin, Doug	Kaltenbaugh, Amanda	Stoner, Keith	
Harvey, Nathan	Kamwithi, Gina	Thompson, Wendy	

College Ad Hoc Committees

1. Bookstore Advisory Committee, meets (2) times per year 1. Before fall semester, then in January otherwise, as needed.
2. College Judicial Committee – (Chair: Kelly Gray)
3. Refund Committee – Chair: Vacant (Registrar)
4. Research Protocol Committee (IRB) – Chair: Gina Kamwithi
5. Faculty Rank Committee – Chair: Dorie Ford
6. Information System Users Group – Chair: Sheila Campbell
7. Academic Program Advisory Committee: Program Director/Coordinator

Shared Services Committees

1. Shared Services Committee – Co-Chairs: Dorey Diab & Eric Anderman
2. Behavioral Intervention Team/Crisis Assessment Team (BIT/CAT)

Charge: work on threat assessments and coordination of behavioral concerns on campus
Chair: OSU-M Assistant Dean of Students and includes the NCSC CAO, a rep from Student Services, a rep from New Directions, and campus police, and only those who ‘need to know’ to develop strategies to support students but provide a safe campus. It might be a shared services committee since campus safety and threat assessment could involve both sides of the parking lot (pending restructuring)

Key principles

1. Shared governance with input from College constituents.
2. Alignment of charge and activities with the goals of the strategic plan.
3. Establishment of a foundational infrastructure of policies and procedures for the College to fulfill its mission of student access and student success.

Meetings logistics

- Faculty and Staff representatives – current representatives may continue to serve on the committees they are already part of however; faculty & staff caucuses will each elect members to fill new vacancies.
- Depending on the strategic mission of the committee and the urgency of accomplishing its objectives, meeting frequency can take place once a month, once every two weeks, or weekly at a time that accommodates the members. If unable to decide on a meeting time, committees may establish a specific meeting time consistent throughout the year so interested faculty can choose not to teach during that time.
- As needed, committees can make assignments to members to work on in between meetings. Also, the committee may have subcommittees meet separately at other times to work on specific tasks.
- The committee will choose a recorder to take minutes. If no permanent minute-taker is agreed upon, then members of the committee will rotate in taking the minutes.
- Minutes should include major areas discussed in the meeting, decisions made, and action items with name of member responsible for these actions. Minutes will be posted in the standardized college internal portal (the SharePoint file storage area) after they are approved by the committee. Minutes will be kept and will be archived thereafter. Font recommended is Times New Roman, size 12.
- All meeting materials (agendas, minutes, and documents) will be distributed to members before the meeting, no later than two days in advance, to allow adequate time to review the documents.
- Committee members are responsible for notifying the chair in advance if they can't attend the meeting.
- Reports should be reviewed and approved by all committee members prior to releasing them to the public.

Professional Demeanor

- Members are expected to be civil and positive communicators, listening to one another, and discussing the ideas in a professional manner.
- Members are expected to seek input from the constituency they represent.
- Members are expected to publicly support the decision of the whole committee once that has been made.

Revised: September 27, 2023