

**North Central State College  
Standing Committee Meetings & Memberships, 2018-2019**

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

Meeting Info: Monthly, every 4<sup>th</sup> Tuesday (typically the day before BOT Meeting) at 8:30am in 164-F

Admin: **Steve Williams**

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

Members:

2. Vice presidents (2): (**Koffi Akakpo, Karen Reed**)
3. Controller: (**Lori McKee**);
4. Foundation executive director: (**Chris Copper**)
5. Academic and student services deans (4); (**Thomas Mansperger, Deb Hysell, Kelly Gray, Greg Timberlake**)
6. 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, (**Thomas Mansperger**)
  - b. student success, (**Karen Reed**)
  - c. curriculum, (**Gina Kamwithi**)
  - d. institutional services and program review, (**Greg Timberlake**)
  - e. assessment, (**Gina Kamwithi**)
  - f. fiscal and physical resources, (**Koffi Akakpo**)
  - g. information technology services, (**Major Price**)
7. Director of HR: (**Doug Hanuscin**);
8. Director of IT services: (**Major Price**);
9. Executive Director of Institutional Effectiveness: (**Tom Prendergast**);
10. Director of Marketing and Public Relations: (**Keith Stoner**)
11. Director of Grants: (**Sam Renfroe**)
12. Workforce development: (**Greg Timberlake**);
13. Accreditation liaison: (**Gina Kamwithi**);
14. Facilities manager: (**Dean Schaad**);
15. (1) faculty (chosen in collaboration with faculty caucus): (**Margaret Puckett**),
16. Adjunct faculty liaison: (**Donna Niederkohr**),
17. (1) staff (chosen in collaboration with staff caucus): (**Eric Grove**),
18. (1) student (chosen in collaboration with SGA, PTK, TRIO, Veterans and other student organizations...): (**Kasandra Church**).

**STUDENT ACCESS & STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE**

Meeting Info: Bi-Weekly, Tuesdays, 1:30pm-3:00pm, 165-F

Admin: **Lori Zeigler**

Chair: Dean of Student Services: (**Thomas Mansperger**). The chair would also be on the success committee.

Members:

1. Dean of student services: (**Thomas Mansperger**),
2. (1) academic dean representing the Academic Council: (**Greg Timberlake**)
3. (1) director/rep from each of the student services departments
  - a. Advising/Career Services (**Paula Waldruff**),
  - b. Registrar: (**Brad Dunmire**),
  - c. Solutions/TRIO: (**Barb Keener**),
4. Director of marketing: (**Keith Stoner**),
5. Director of IR, (**Tom Prendergast**)
6. Assistant Director of financial aid: (**Amanda Kaltenbaugh**),
7. Controller: (**Lori McKee**),
8. College Credit Plus (CCP) representative: (**Caree Bash**),
9. (1) faculty representative from each of the three academic divisions of Caucus (*now that access and success are divided into traditional and non-traditional students we will have one faculty member assigned to each*)
  - a. Traditional Students: Business and Technology: (**Lynn Damberger**)
  - b. Non-traditional Students: Liberal Arts: (**Margaret Puckett**)
  - c. Health Sciences: (**Dawn Fagan**),
10. Chair of student success & completion committee: (**Karen Reed**),
11. Outreach Representatives: (**Cheryl Cates, Amanda Sheets**)

## **STUDENT SUCCESS & COMPLETION COMMITTEE**

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

Admin: **Aubrey Place**

1. Chair: CAO: (**Karen Reed**). The chair would also be on the access committee.

Members:

2. (1) Academic Dean: (**Deb Hysell**)
3. All assistant deans: (**Deb Hysell, Dan Wagner, Melinda Roepke**)
4. Dean of student services and enrollment: (**Thomas Mansperger**), chair of Student Access committee,
5. Director of Student Success and Transition Services: (**Monica Durham**)
6. Adjunct: (**Donna Niederhohr**),
7. Dual enrollment representative: (**Darcy Carns**),
8. (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 and Technology: ( )
  - b. Liberal Arts: (**Pam Robison**)
  - c. Health Science: (**Jason Tucker**)

9. First Year Experience (FYE) course coordinator: (**Margaret Puckett**),
10. Solutions/Tutoring/TRIO: (**Barb Keener**),
11. TRIO: (**Brandon Gaddy**),
12. IR director: (**Tom Prendergast**),
13. President's Office: (**Steve Williams**)
14. Financial Aid Director: (**Jim Phinney**),
15. A representative of the Student Government Association (SGA): ( ).
16. Academic Services/Curriculum (Gina Kamwithi or Lori Zeigler)

## **CURRICULUM COMMITTEE**

Meeting Info: Fridays 1:30pm – 3:30pm

Admin: Lori Zeigler

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: (**Karen Reed**),
3. (1) academic dean, (**Kelly Gray**)
4. Registrar: (**Mark Monnes**),
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: (**Jessi Payne**) & (**Ross Justice**)
  - b. Liberal Arts: (**Margaret Puckett**) & (**Christine Shearer**)
  - c. Health Science: (**Katie Danielson**) & (**Sara Woodruff**)
6. (1) adjunct representative: (**Ron Pagano**),
7. Academic service director: (**Gina Kamwithi**)
8. Director of Student Success and Transition Services: (**Monica Durham**)
9. Controller: (**Lori McKee**)

## **INSTITUTIONAL SERVICE & PROGRAM REVIEW COMMITTEE**

Meeting Info: Two Fridays each month, 10:30am 12:30 pm, 165-F

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

Members:

2. (1) academic dean: (**Greg Timberlake**),
3. Dean of student services: (**Thomas Mansperger**),
4. (1) faculty rep from each of the three academic divisions
  - a. Business, Industry, and Technology: (**Jen Adkins**)

- b. Liberal Arts: (**Sara Rollo**)
- c. Health Sciences: (**Dorie Ford**)
- 5. IR director: (**Tom Prendergast**),
- 6. Accreditation liaison: (**Gina Kamwithi**),
- 7. Controller: (**Lori McKee**)
- 8. Director of Marketing: (**Keith Stoner**).
- 9. Development/Grants: (**Sam Renfroe**)

## **ASSESSMENT COMMITTEE**

Meeting Info: As needed/required, Fridays, 12:00pm – 1:30pm, room 164-F

Admin: Lori Zeigler

Website: <https://sharept.ncstatecollege.edu/committees/1/assessment-committee/SitePages/Home.aspx>

Chair: chair and vice-chair, (two faculty members): (**Justin Tickhill**) & (**pending selection**) (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: (**Karen Reed**),
- 3. (1) academic dean and/or assistant dean: (**Deb Hysell**)
- 4. (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: (**Chris Barker**) (BUSM), (**Jen Adkins**) (ACCT)
  - b. Liberal Arts: (**Beth Franz**) (English), (**Christine Lynch**) (Human Services)
  - c. Health Science: (**Justin Tickhill**) (Biology), (**Ellen Johnson**) (Radiology)
- 5. Academic services director: (**Gina Kamwithi**).

## **FISCAL & PHYSICAL RESOURCES COMMITTEE**

Meeting Info: Last Thursday of the Month, 3:00pm-4:00pm in 165-F

Website:

- 1. Chair: CFO (**Koffi Akakpo**)

Members:

- 2. (1) academic dean and/or assistant dean: (**Kelly Gray**)
- 3. Controller: (**Lori McKee**),
- 4. Grant director: (**Sam Renfroe**)
- 5. Foundation representative: (**Chris Copper**),
- 6. (1) faculty representative in collaboration with faculty caucus, (**Jeff Taylor**)

7. (1) staff representative in collaboration with staff caucus, (**Eric Grove**)
8. Manager of facilities: (**Dean Schaad**).

## **INFORMATION TECHNOLOGY SERVICES COMMITTEE**

Meeting Info: (Schedule pending first meeting on Fridays @ 11:00am in 164-F)

Website: <https://sharept.ncstatecollege.edu/committees/1/information-technology/SitePages/Home.aspx>

1. Chair: director of IT: (**Major Price**)

### 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**) (CIS)
  - b. Liberal Arts: (**Pat Herb**) (ENG),
  - c. Health Sciences: (**Katie Danielson**) (LPN)
4. (1) student representative: (**Vacant**),
5. (1) academic dean or assistant dean: (**Deb Hysell**)
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: (**Dean Schaad**) (Facilities)

## **SYSTEMS AND ANALYTICS COMMITTEE** (*Added 04/09/2018*)

Charge: 1. Take a deep dive into the data analytics to enhance the strategic goals of student access and success and implementation of the integrated pathways of academic and student services. 2. Ensure that the enterprise systems, programming, and software applications are aligned and utilized college-wide. 3. Provide professional development and training related to the above topics.

Chair: (2) Co-Chairs, (Executive Director of Institutional Effectiveness, Analytics, and Planning) (**Tom Prendergast**) & (Assistant Director of Information and System Technology) (**Sheila Campbell**)

### Members:

3. Canvas Admin, (**Michael Welker**)
4. Admissions Data Specialist, (**Cathy Craig**)
5. Programmer/Analyst, (**Ted Mecurio**)
6. Cyber Security Faculty Member (**Mohamed Ghonimy**)
7. Student Success Center: (**Monica Durham**)

## **CUSTOMER SERVICES COMMITTEE** (Added: 7/24/18)

Meeting Info: (Schedule pending first meeting on ~~Fridays @ 11:00am in 164 F~~)

Website:

1. Chair: Director of Financial Aid: (**Jim Phinney**)

Members:

2. Liberal Arts: (**Kimberly Lybarger**)
3. BIT: (**Linda Nicol**)
4. Health Sciences: (**Betty Hager**)
5. Student Success Center: (**Monica Durham**)
6. Human Resources: (**Doug Hanuscin**)
7. Outreach: (**Amanda Sheets**)

## **E-LEARNING & INNOVATION (eLi) STEERING COMMITTEE**

Meeting Info: Time/Day: Determined at Start of each term, Venue: Zoom (Online)

Website: <https://sharept.ncstatecollege.edu/committees/1/elisc/SitePages/Home.aspx>

1. Chair: Coordinator, e-Learning & Innovation (eLi) Dept: (**Michael Welker**)

Members:

2. Adjunct Liaison: (**Donna Niederkohr**)
3. Two FT faculty & 1 Adjunct representative from each of the three academic divisions,
  - a. BIT: (), (**Carmen Morrison**), Adjunct: (**Susanne Carmack**)
  - b. Liberal Arts: (**Christine Shearer**), (**Michelle Slattery**), Adjunct: (**Pamela Henney**)
  - c. Health Sciences: (**Vickie Rose**), (**Nicole Koch**) Adjunct: (**Patricia Ratliff**)
4. (1) academic dean or assistant dean: (**Deb Hysell**)
5. (1) representative from student services: (**Rose Hughes**)

## **DIVERSITY AND SOCIAL JUSTICE COMMITTEE**

Charge: enhance global, cultural and diversity awareness and competence for employees and students, and support the work of the international office. Committed to fostering an educational system that values the development of human potential, cultural and ethnic diversity and understanding that provides for the preparation of students for a full and meaningful participation in a changing world and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, sex, age, religion, sexual orientation, color, national origin, veteran status or disability.” The charge also includes

recommending policy to administration to positively impact diversity and social justice issues on campus.

Chair: Director Outreach Services (Cheryl Cates)

Members:

- A. Director, Outreach Services (**Cheryl Cates**)
- B. Academic Dean (**Deb Hysell**)
- C. TRIO/Student Support/Staff Representative (**Brandon Gaddy**)
- D. faculty reps from each division, reps from staff, students and community.
  - a. BIT: (**Lynn Jones**)
  - b. Liberal Arts: (**Margaret Puckett, Molly McCue, Michelle Slattery**)
  - c. Health Sciences: (**Lisa Music**)
  - d. Liberal Arts (Staff Rep.): (**Kimberly Lybarger**)
  - e. Student Support Services: (**Barb Keener**)
- E. Human Resources: (**Doug Hanuscin**)
- F. Student Representative: (Vacant)
- G. President: (**Dorey Diab**)

**CAMPUS EMERGENCY RESPONSE TEAM (CERT)**

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

Chair: Dean of Students and includes the deans, 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

Members:

Emergency Director/Manager:	President of College or designee
Emergency Fiscal Officer	V.P. of Business, Administrative & Student Services
Emergency Academic Officer	V.P. of Academic Services
Emergency Coordinator/Safety:	Director of Public Safety
Emergency Coordinator/Facilities:	Director of Facilities
Public Information Officer:	Director of Marketing & Public Relations
Assistant Emergency Coordinator:	Assistant Director of Facilities
Personnel Officer:	Director of Human Resources
Information Technology:	Director of IT
Crisis Budgeting:	Controller
Student Coordinator:	Dean of Students and Enrollment Management
Dean	Dean of BIT
Dean	Dean of Health Sciences
Dean	Dean of Liberal Arts

## **FACULTY CAUCUS**

Meeting Info:

1. Facilitator: faculty member: **Margaret Puckett**

Members: faculty

2. Adjunct Liaison: **Donna Niederkohr**
  - a. At-Large: **Tom Shields & James Predovich**
3. Business, Industry, and Technology:
  - a. Industry: **Jonathan DeWitt**
  - b. Technology: **Lynn Damberger**
4. Liberal Arts:
  - a. English, Dev Ed, FYE: **Margaret Puckett**
  - b. Math: **Sara Rollo**
  - c. Humanities/Social Sciences: **Dan McCool**
5. Health Sciences
  - a. Allied Health: **Cindy Cornell**
  - b. Nursing: **Tonya Stanger**
6. At-Large Full-Time Faculty: **Lou E. Huff**

## **STAFF CAUCUS**

Charge: staff business

Facilitator: Eric Grove

Co-Facilitator: Lori Zeigler

Members:

Student Success Center – Eric Grove  
BIT/Kehoe - Brandel Boyd  
Kee Hall - Pam Barrett  
EPPS - Christie Bowie  
Health Sciences – Brandon Stover

Academic Services - Lori Zeigler  
Liberal Arts/Fallerius - Brian Wirick  
Child Development Center - Rita Moore

## **ADJUNCT ADVISORY COMMITTEE**

Charge: adjunct business

Chair: adjunct faculty

Members: adjuncts

## **MANAGEMENT ADVISORY COUNCIL**

Charge: middle management issues

Chair: Doug Hanuscin



Members:

Campbell, Sheila	Kaltenbaugh, Amanda	Price, Major	Wagner, Dan
Cates, Cheryl	Kamwithi, Gina	Renfro, Sam	Walker, Bev
Copper, Chris	Keener, Barb	Roepke, Melinda	Washington, Kim
Durham, Monica	Mansperger, Tom	Schaad, Dean	
Gray, Kelly	McKee, Lori	Schaad, Michele	
Hanuscin, Doug	Monnes, Mark	Sheets, Amanda	
Hess, Linda	Phinney, Jim	Stoner, Keith	
Hysell, Deb	Prendergast, Tom	Timberlake, Greg	

**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: Deb Hysell)
3. Refund Committee – Chair: Mark Monnes
4. Satisfactory Academic Progress for Financial Aid Committee – Chair: Jim Phinney
5. In-service Planning & Professional Development Committee – Chair: Doug Hanuscin
6. Faculty Performance Appraisal Committee – Chair Michelle Slattery
7. IRB group – Chair: Gina Kamwithi
8. Outstanding Faculty Selection Committee
9. Outstanding Adjunct Faculty Selection Committee
10. Outstanding Staff Selection Committee
11. Insurance Committee – Chair: Doug Hanuscin
12. Wellness Committee – Chair: Doug Hanuscin
13. Honors Council – Chair: Kimberly Lybarger, Kathy Stevick, Janny Naumann

**Shared Services Committees**

1. Shared Services Committee – Co-Chairs: Dorey Diab & Norman Jones
2. Bromfield Information Commons Committee – Chair: Vanessa Kraps
3. Safety Committee – Chair: Dave Smith  
Meets: (1) Friday each Month 8:30 a.m. in 086-Fallerius  
NCSC Members:
  - Director of Facilities – Dean Schaad
  - BIT Faculty – Doug Kranch
  - Health Faculty – Sharon Conley
  - Liberal Arts Faculty – Margaret Puckett
4. Behavioral Intervention Team/Crisis Assessment Team (BIT/CAT)
  - a. College Judicial Committee
  - b. (BIT/CAT) Charge: work on threat assessments and coordination of behavioral concerns on campus  
Chair: Dean of Students and includes the deans, 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

### **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 on the college internal portal after they are approved by the committee. Minutes will be kept for two years, 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.