North Central State College  
Board of Trustees’ Meeting  
January 13, 2010

I. CALL TO ORDER

The Chair, Mr. Nathan Ujvari called the meeting to order at 7:05 p.m. in the Fallerius Technical Education Center Board of Trustees conference room. At that time he asked all to rise and join him in reciting the pledge of allegiance followed by a moment of silence. Upon conclusion, he read aloud the Mission Statement for North Central State College.

II. ROLL CALL

The Recorder, Mr. Stephen Williams called the roll.

Present:
Mrs. Edith Humphrey  
Dr. Mehdi Ressallat  
Mr. Matt Smith  
Mr. Steven Stone  
Mr. Nathan Ujvari  
Dr. Ronald Walker

III. INTRODUCTION OF GUESTS

President Donald Plotts introduced Ms. Chriss Harris, Mr. Brad McCormack, Ms. Peg Moir, Dr. Karen Reed, and Ms. Betty Wells, representing the President’s Staff; Ms. Margaret Puckett representing the Faculty Caucus; Ms. Beth Franz, and Ms. Pat Herb representing the NSC Faculty Association-AAUP; Ms. Roberta Moore representing the Staff Caucus and Dean, Ken McCreight representing the Manager’s Advisory Council. Ms. Lori McKee was present in response to the annual Auditor’s report and Mr. Brad Peffley was present to give a report on the College Foundation.

IV. Mr. Mike Balestra and Ms. Amanda Harr presented the annual audit report for both the College and the Foundation for the period July 1, 2008 through June 30, 2009. Mr. Balestra reported that the audits were completed and both audits have been approved by the state. Both the College report and the Foundation report contain no audit adjustments and no material adjustments. Ms. Roush reported that everyone involved in the audit conducted themselves very professionally and were very accommodating. Mr. Nathan Ujvari thanked Mr. Balestra and Ms. Amanda Harr for all their team’s work with the College audit and on behalf of the Board of Trustees conveyed his appreciation to Mr. Brad McCormack, Ms. Lori McKee and their entire team for all their work in achieving such an outstanding report for the College. The Board Chair, Mr. Nathan Ujvari, conveyed his congratulations on behalf of the entire Board of Trustees for another clean audit.
V. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:15 p.m. Dr. Ronald Walker made a motion and it was seconded by Ms. Edith Humphrey to adjourn to Executive Session to discuss personnel matters specifically the appointment of a public official. A roll call vote on the motion was approved unanimously by all members present.

Mrs. Edith Humphrey- “yes”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “yes”
Mr. Steve Stone- “yes”
Mr. Nathan Ujvari- “yes”
Dr. Ronald Walker- “yes”

Upon a motion made by Dr. Ronald Walker seconded by Mr. Steve Stone to end the Executive Session at 8:25 p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Mrs. Edith Humphrey- “yes”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “yes”
Mr. Steve Stone- “yes”
Mr. Nathan Ujvari- “yes”
Dr. Ronald Walker- “yes”

VI. NOMINATION COMMITTEE RECOMMENDATION

On behalf of the nomination committee, Mr. Steve Stone presented the following motion for approval: that Ms. Edith Humphrey be approved for reappointment to another term and that Dr. Dwight McElfresh, from Ashland County, be approved to fill the locally appointed position vacated by Dr. Omar Guimaraes. Dr. Ronald Walker seconded the motion and the motion passed unanimously.

VII. OATH OF OFFICE

The Board Recorder administered the oath of office to Ms. Edith B. Humphrey on the occasion of her reappointment to the North Central State College Board of Trustees.

VIII. TREASURER’S REPORT

Mr. Brad McCormack presented the Treasurer’s Report for the period ending November 30, 2009. He stated that revenues for the month totaled $3,400,398. Expenditures were $1,554,568 leaving an excess of $1,845,830. Year-to-date revenues totaled $10,681,984. Year-to-date expenditures totaled $6,855,572 leaving an excess of $3,826,413. The Star Ohio month-end balance for November 2009 is $2,511,669. Mr. Brad McCormack noted that e-follet commissions were higher due to enrollment. He also pointed out some of the
effects due to PSEO enrollment being up this quarter. Mr. Nathan Ujvari inquired if expenditures on fringes are up? Mr. Brad McCormack pointed out that due to the enrollment incline the use of adjunct has kept these costs down.

**ACTION TAKEN:** Mr. Steve Stone moved for approval of the Treasurer’s Report for the period ending November 30, 2009. Mr. Steve Stone seconded the motion and the motion carried unanimously.

Mr. Brad McCormack presented the Treasurer’s Report for the period ending December 31, 2009. He stated that revenues for the month totaled $1,430,434. Expenditures were $1,666,517 leaving a deficit of $23,083. Year-to-date revenues totaled $12,112,419. Year-to-date expenditures totaled $8,522,089 leaving an excess of $3,590,330. The Star Ohio month-end balance for December 2009 is $2,512,134. Mr. Brad McCormack noted that state share of instruction (SSI) allocations through stimulus monies are in and we have the final numbers on the enrollment portion compared to other colleges and stand to witness a reduction in funding of $10,000. Under revenue, tuition is strong while the CDC is weak due to a change in Early Literacy Incentive (ELI) funding. Workforce training is weak as we wait for workforce monies to come in.

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending December 31, 2009. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

**ANNUAL HEALTH INSURANCE RENEWAL UPDATE**

Mr. Brad McCormack presented an update on the annual renewal process noting that health insurance represented approximately eleven percent of our annual budget so any amount of savings we can negotiate is a significant savings. He explained that we have had a good year regarding our claim to premium rate and are currently in the process of seeking quotes from the major providers. While the renewal trend currently is around twelve percent increase the committee is working on some other options as well in trying to get the rate as low as possible and still maintain the coverage we are accustomed to.

**V. CONSENT AGENDA**

The Chair presented the Consent Agenda. Mr. Matthew Smith noted a minor correction to the minutes for December 2, 2009. On a motion by Mr. Matthew Smith and seconded by Mr. Steve Stone and passing unanimously, the following items were approved:

A. Approval of minutes for December 2, 2009

B. Approval of minutes for December 12, 2009 “Special Meeting”

C. Consideration of Approval of Status Changes – R-2010-01

**CONSIDERATION OF APPROVAL OF STATUS CHANGES**
R-2010-01

STATUS CHANGES

BE IT RESOLVED: by the Board of Trustees that the following professional staff member is hereby awarded a status change.

BEGINNING JANUARY 11, 2010
Cindy Kuelling, Financial Aid Advisor
SALARY: $33,181.82 for a fiscal year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following faculty member is hereby awarded a status change.

BEGINNING JANUARY 4, 2010
Deb Hysell, Chair, English/Developmental Reading/Developmental Writing
SALARY: $43,458.79 based on 9-month faculty/12-month chair

Explanation of Status Change:
Change for Cindy Kuelling is due to elimination of Financial Aid Technician position and restructuring of Financial Aid Office.

Deb Hysell replaces the Education Chair position.

D. Consideration of Approval of Employment of College Personnel – R-2010-02

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2010-02

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following 9-month faculty members are hereby awarded employment agreements at the salary and dates stipulated below:

BEGINNING JANUARY 4, 2010
Jack Starkey, Respiratory Care Faculty
SALARY: $33,086

BEGINNING JANUARY 4, 2010
Anne Bradley, Physical Therapist Assistant Faculty
SALARY: $34,700

BE IT FURTHER RESOLVED: by the Board of Trustees that the following classified staff member is hereby awarded the prescribed salary as stipulated below:

BEGINNING DECEMBER 1, 2009
EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2010-02
Jack Starky replaces Bethany King.
Ann Bradley replaces Esther Moore.
John Bessick replaces Michael Kennard.

E. Consideration of Approval of College Personnel Professional Growth Recognition – R-2010-03

CONSIDERATION OF APPROVAL OF COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION

R-2010-03

WHEREAS: Robert Green has supplied documentation that he has completed 60% of a Master’s Degree.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that $1,560.09 be added to base salary of $46,190.53 to $47,750.62 effective, September 6, 2009, in recognition of 60% completion of a Master’s degree in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

WHEREAS: Monica Durham has supplied documentation that she has completed a Master’s Degree.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that $1,560.09 be paid in lump sum as she is at maximum salary range, November 19, 2009, in recognition of completion of a Master’s degree in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

F. Consideration of Approval of Three-Year Contracts for Non-Probationary Faculty – R-2010-04

CONSIDERATION OF APPROVAL OF THREE-YEAR CONTRACTS FOR NON-PROBATIONARY FACULTY

R-2010-04

BE IT RESOLVED: by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty who have been fully evaluated and are recommended without reservation for renewal of contracts for the period stated below:

2010-2013

Matthew Cupach
VI. REGULAR AGENDA

A. Consideration of Approval of Service to College of Dr. E. Pat Hightower
   – R-2010-05 – Mr. Nathan Ujvari

CONSIDERATION OF APPROVAL OF SERVICE TO COLLEGE

DR. E. PAT HIGHTOWER

R-2010-05

WHEREAS: Dr. E. Pat Hightower has been a member of the Board of Trustees of North Central State College for a period of four years, during which time she has served selflessly as an active and vital participant in the governance of the College, and

WHEREAS: through her contributions as a member of the Board of Trustees, the College has successfully undertaken numerous challenges resulting in the selection of a new College President, record student enrollments, expanded program offerings, additional physical facilities and a refinement of the institutional governance process, and

WHEREAS: Dr. Hightower has indicated her need to relinquish her responsibilities as a Trustee and has submitted her resignation.

NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees of North Central State College that Dr. E. Pat Hightower is recognized for her years of outstanding, dedicated service, not only to the Board of Trustees, but also to the students, faculty, and staff of North Central State College, as well as to the citizens of North Central Ohio.
ACTION TAKEN: Mr. Steve Stone moved for approval of resolution R-2010-05
Consideration of Approval of Service to the College for Dr. E. Pat Hightower. Ms. Edith
Humphrey seconded the motion and the motion was approved unanimously.

B. Board Orientation Activity: 2010 PAC Initiative #3 – Workforce Development
– Mr. Ken McCreight

Mr. Ken McCreight presented Planning Advisory Council Initiative #3 – Workforce
Development.
Highlights included:
- Create a total of 4 short term stackable certificates, including at least one each in
  Health & Human Service and Business, other areas would be Mechatronics, and
  CNC / SPC options
- Identify and conduct a series of workshops on key problem areas as part of the
  Entrepreneur Program. Social networking on-line, mini lectures, without
duplicating SCORE or SBA initiatives.
- Establish a resource center and noncredit program to provide employability tools
  and skills. Teaming up with industry to create an employment resource center at
  the Kehoe Center for Advanced Learning.
- Establish and link to the resource center a Ready to Work Program to meet the
  needs of local displaced workers
- Create a NCSC Ready Response Team to manage and streamline enrollment,
  recruitment, and training for dislocated workers.
- Research and invest in alternative energy/green classes that would address future
  employment needs

C. Annual Executive Emergency Succession Statement – Mr. Donald Plotts
(Process Governance Policy 4.9)

Mr. Donald Plotts announced to the Board that Mr. J. Brad McCormack, Vice
President for Business and Finance and Treasurer to the Board shall fill the duties
of President should he be unable to do so and Dr. Karen Reed, Vice President for
Learning shall serve as the alternate if Mr. McCormack is unable to assume
leadership of the College.

D. OSU-Mansfield Board Meeting (December 4, 2009) – Dr. Mehdi Ressallat

Dr. Mehdi Ressallat recapped the December 4, 2009 meeting of the Ohio State
University at Mansfield Board of Trustees. Highlights included:
- Engineering Technology classes coming to OSU-M
- An increase in advertising throughout the state to make branch campus
  students feel more like Buckeyes.
- Shared Services concern for use of energy and the need for conservation.
- Activity Center whether students should have to pay a fee.
• OSU-M has a student representative serving on their board as a non-voting member. Dr. Ressallat breeched the idea of North Central State College adopting this idea by appointing a student trustee.
• Winter University – two days in Florida (carries a social value).

E. Board Retreat (December 12, 2009) College Owners Panel Discussion

Mr. Nathan Ujvari and President Donald Plotts recapped the highlights of the College Owner Panel Discussion. President Plotts distributed a DVD copy of the discussion so that board members may reflect on the discussion as they look forward to End Policy development in the coming weeks.

IX. BOARD CHAIRPERSON REPORT- Mr. Nathan Ujvari

A. Chancellor’s Trustee Videoconference (January 7, 2010)

Mr. Nathan Ujvari called on Mr. Matthew Smith for a recap of the Chancellor’s videoconference. Mr. Smith presented highlights including:

- Construction Reform
- Cooperative Education and Internships funded through monies from gambling licenses.
- Lumina grant for recognition of efficiencies
- U of T equity investment in text transfer

B. Policy Governance Workshops

Mr. Nathan reminded that Board that the policy development workshops with Miriam Carver are scheduled for March 18 – 20. Ms. Carver will conduct an introductory/refresher training session on March 17th for new trustees or other trustees who would like a refresher on the Carver Model of policy governance. There will be a reception dinner on the evening of the 17th for Ms. Carver to get acquainted with both new trustees and current trustees. Mr. Nathan Ujvari explained the importance in all trustees participating in these activities as End Policy development will set the stage for the college’s future.

C. College Institutional Memberships

Mr. Nathan Ujvari explained the importance of Trustees being involved in a variety of civic and social activities in their communities in order to get better in touch with the needs and wants of the college ownership. Mr. Ujvari called on President Plotts to introduce the college institutional memberships. President Plotts referred the Trustees to page 24 of their board package and explained that these are the area activities in which the college has a membership as an institution and the trustees could take advantage of that membership as institutional representatives. These may give the trustees some additional tools needed to gauge the voice of the community regarding the service and directions the college should be taking to best serve the community’s needs.
D. ACCT Governance Leadership Institute (March 4-6, Tempe, AZ)

Mr. Nathan Ujvari announced the ACCT Governance Leadership Institute being held in Tempe, Arizona March 4-6 and encouraged trustees to consider these events as potential professional development activities. As the deadline for registration draws near, it is important to make Mr. Steve Williams, Board Recorder, aware if you are interested in attending so that registrations and other accommodations can be made prior to the established deadlines.

E. Link & Learn with Gorman-Rupp Company (March 24, 2010)

Mr. Nathan Ujvari reminded the Board that the March 24th board meeting would be held at Gorman-Rupp Company as part of the Link & Learn program in getting the Board better acquainted with the community.

F. Other (Board Activities Calendar)

The Board noted the need to review the Board Activity calendar in order to set it for planned activities for the coming year. Mr. Nathan Ujvari directed that the Board Activities Calendar be placed on the agenda for next month so the Board could take it for action at the February and March meetings.

X. PRESIDENT’S REPORT – Mr. Donald Plotts

A. Foundation Update – Mr. Brad Peffley

Mr. Plotts called on Mr. Brad Peffley, for an update from the College Foundation. Mr. Peffley reported that the Foundation had just received five hundred thousand dollars from the Richland County Foundation toward the College capital campaign which puts the total to over three million dollars. He conveyed his gratitude to Richland County Foundation for their continued support of the College and the Foundation. President Plotts echoed these sentiments toward the Richland County Foundation and their support of the College and its students. President Plotts added that the Fallerius renovation project was underway. The architects have worked in the results of the student surveys and are now planning a number of focus groups with faculty, staff, and the community to seek additional input. It will be important to not only get input from the Trustees but that this project is seen as important through their participation and support.

B. Semester Conversion – Dr. Karen Reed

Mr. Donald Plotts called on Dr. Karen Reed for an update on the Semester Conversion process. Dr. Reed reported that she has developed a conversion office that will be headed by Ms. Gina Kamwithi to help keep the college community informed and the conversion teams on task and will report directly to the Vice President for Learning. The curriculum committee is developing rules of engagement as well as reviewing the course numbering system. Dr. Paul Sukys has successfully converted all his courses to a semester basis and is currently collecting feedback that may help the rest of the college through the curriculum conversion process.
C. Adjunct Faculty Appreciation Dinner (April 16, 2010)

Mr. Donald Plotts announced that the dinner to show our appreciation for our adjunct faculty will be held on the evening of Friday, April 16th at the Kehoe Center. All Trustees are invited and should receive an invitation to attend in the near future. Please plan to attend to show our support and appreciation for our adjunct faculty and all their contributions to the success of North Central State College.

D. State Budget Passage

Mr. Donald Plotts explained some of the challenges faced at the state level in passing the budget but reported that still with all the conflicts the legislature was able to come together over the holidays to approve a budget bill. Still, their work on state budget bill issues will continue.

E. New Trustee Local Workshop

Mr. Donald Plotts explained the objectives and content of the New Trustee Local Workshop to better acclimate new trustees and refresh existing to the vast information, resources, and issues facing the Board of Trustees as they endeavor to chart the destiny of the institution. Following board discussion of current timing and upcoming training workshops, the board asked to hold off on the new trustee workshop for now until the board was back to full strength and in a better position to benefit from the information and group interaction.

F. Third Frontier Funding

Mr. Donald Plotts referred to material distributed under a separate cover regarding Third Frontier Funding. Mr. Matthew Smith pointed out the operative date of May 4th. President Plotts explained that the funding represented one point six billion dollars over ten years. Each of twelve economic development regions would receive ten million dollars for a regional innovation center. These centers would work to develop world class industries that the region is best known for in order to take further advantage of their particular expertise. President Plotts pointed out that President Gee of The Ohio State University has expressed his interest in partnering with North Central State College in this endeavor.

G. Dates out of the office

Mr. Donald Plotts informed the Board that he would be attending the mandatory Developmental Education Initiative meeting in conjunction with the Achieving the Dream Strategy Institute in Charlotte, North Caroline from February 2nd through the 5th. He also has plans to participate in the Ecomomic Summit from February 22 through 24 in Columbus, Ohio.
XI. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 13, 2010 at 7:00 p.m. in the Fallerius Technical Education Building (Room 149).

XII. ADJOURNMENT

The Chair called for any additional business requiring Board action.

Dr. Mehdi Ressallat indicated that he would like to entertain a future resolution to appoint a Student Trustee to the Board of Trustees. The Board Chair acknowledged the suggestion for future consideration.

The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board’s consideration, a motion was made by Dr. Mehdi Ressallat and seconded by Mr. Matthew Smith to adjourn the meeting at 9:32 p.m. and the motion carried unanimously.

Respectively submitted:

________________________________________  ______________________________________
Mr. Stephen R. Williams, Recorder             Mr. Nathan D. Ujvari, Chair