

**North Central State College  
Board of Trustees' Meeting  
December 7, 2016**

**I. CALL TO ORDER**

The Chair, Ms. Linda Nelson called the meeting to order at 5:30 p.m. in the Gorman Room (165) of the Fallerius Technical Education Center. At that time, she asked all to rise and join her in reciting the pledge of allegiance followed by her reading of the Global ENDS Policy (*Mission Statement*) for North Central State College.

**II. ROLL CALL**

The Recorder, Mr. Stephen Williams called the roll.

**Present:**

Mr. Mark Masters  
Dr. Dwight McElfresh  
Mr. Roger Miller (6:00pm)  
Ms. Elisabeth Morando  
Ms. Pamela Mowry  
Ms. Linda Nelson  
Ms. Janet Pry  
Mr. Matthew Smith  
Mr. Steven Stone

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Mr. Koffi Akakpo, CFO; Dr. Karen Reed, CAO; Ms. Margaret Puckett was present representing the Faculty; Ms. Archie Miller and Mr. Victor Barnett were present representing Student Leadership; Mr. Dean Schaad, Director of Facilities was present; Mr. Dave Daniels was present representing The Ohio State University Mansfield Advisory Board; and Mr. Chuck Boehm was present on behalf of Plattenberg Certified Public Accountants.

**IV. FOCUS OF THE MEETING – Mrs. Linda Nelson**

Ms. Linda Nelson explained that the primary foci of tonight's meeting include: the annual report from the auditors on the College finances, a report from the students and our College Foundation. We will consider resolutions for Emeritus Status and Appointing an Architect for the Kehoe project and will discuss recent and upcoming activities. There will also be an Executive Session.

**V. AUDITOR'S REPORT – Plattenburg & Associates, Inc.**

Mr. Boehm explained the audit process and schedule they followed for this year's audit. Mr. Boehm reported that this year's audit was a clean audit with no material weaknesses with Internal Controls. The Schedule of Awards in the Financial Aid area likewise had no findings for this report. Findings from last year had been corrected for this year which classifies the institution as a low-risk.

Mr. Chuck Boehm thanked the Accounting offices and specifically Ms. Lori McKee for the preparation, cooperation, and professionalism they demonstrated throughout this audit process noting that Mr. Koffi Akakpo and Ms. Lori McKee and their staff did a great job!

## **VI. PRESIDENT'S REPORT – *Dr. Dorey Diab***

### **A. Phi Theta Kappa (PTK) and Sigma Alpha Pi (SAP) Updates**

Dr. Dorey Diab introduced PTK President, Ms. Archie Miller and PTK Vice President, Mr. Victor Barnett. Ms. Miller's report was as follows:

#### Phi Theta Kappa-

1. The Chapter has sent out 1000 invitation letters to eligible students to join our organization.
2. The Chapter has kicked off the "stuff a stocking" event. The goal is to fill 250 stockings and donate them to Toy Time.
3. Planning is underway for the state conference in April as we are hosting the event here at NC State. We will have about 200 Phi Theta Kappa participants from all over the state of Ohio here for the conference.
4. The Chapter held a culture fair last week. There were over 200 people in attendance. It was a great event. Our event banner is hanging in the hallway of Fallerius.

#### Sigma Alpha Pi-

1. This year's Feast of Love event was a real success! We delivered 100 meals for Thanksgiving and provided the food for 75 meals to Mansfield Senior HS families.
2. The Airmen of the 179<sup>th</sup> Airlift Wing donated food for 75 families for Feast of Love.
3. This term, we held 4 video broadcasts, 3 orientations, and 3 leadership trainings for our members. We will begin recruiting new members in January.

### **B. North Central State College Foundation Development and Update – *Mr. Scott Heimann, Executive Director of the College Foundation***

Dr. Dorey Diab presented the Foundation Report prepared by Mr. Scott Heimann:

## Special Events

**The 17<sup>th</sup> Annual Scholarship Recipient and Donor Appreciation Luncheon**, was held on Friday, October 28th. 102 attendees enjoyed hearing two student scholarship speakers talk about their personal educational experiences and their appreciation of the scholarships that they received. Cheryl Carter, MIMA board member and advocate for scholarships, spoke about the importance of giving to scholarship funds and why MIMA set up a scholarship at NCSC.

**Crawford Success Center One Year Anniversary Celebration** was held on Wednesday, November 2<sup>nd</sup>. Dr. Dorey Diab, Erin Stine (CSC Center Director), students, and faculty welcomed benefactors and community supporters to hear about the first year of the CSC, and the Center's goal moving forward. The evening was highlighted by student testimonials of the impact the CSC has made on them personally.

**The North Central Ohio Hall of Excellence** is accepting nominations for the 2017 event which will be held in late April or early May, depending on speaker availability.

## Emerald Club

As of November 30, 2016: \$92,557

- Unrestricted = \$33,286
- Restricted (scholarships, Necessities Fund, Innovation Fund) = \$58, 171
- Scholarship Luncheon donation = \$100
- Hall of Excellence Table purchase = \$1,000

## General Announcements

- A new \$100,000 pledge was recently signed in support of the Crawford Success Center. CSC Campaign Update:
  - Outstanding Pledges: \$252,000
  - Currently in account: \$147,000
  - Four-Year Annual Fund Goal: \$100,000 (\$25,000 average annually)
  - Fundraising Gap (including 10% pledge yield): \$73,000
    - Gap is based on four year expected operational cost vs pledges, annual fund, and account.
- The NCSC Foundation raised \$6,475 directly from **Richland Gives** which was the 2<sup>nd</sup> highest amount in the county for large nonprofits. The Richland County Foundation will also be contributing a \$1,000 grant for being one of the first 40 organizations to raise \$1,000 online and an additional \$500 for finishing in 2<sup>nd</sup> place. This is all in addition to the match from NCSC alumnus, Chuck Hahn.
- Through the first quarter of FY2017, the NCSC Foundation is a net \$74,920 ahead in terms of a profit/loss statement compared to first quarter of FY2016.
- **Thanksgiving cards** were mailed to alumni, donors, and friends.

### **C. Other (OACC Work in Progress)**

Dr. Dorey Diab shared information on some OACC legislative work that is currently in progress. Highlights included:

1. Consideration of the appointment process for college trustees at co-located campuses— at this time the trustee appointment process discussion is no longer up for discussion.
2. The Gun Bill is expected to pass to allow guns with exception for higher education institutions that will leave it up to the board to decide. Most colleges are not interested in making any change to current policies that prevent guns inside buildings.

Discussion: Trustee Masters asked about active shooter training at our College. President Diab explained current training taking place at college meetings. Future progress will include table-top training and drills.

## **VII. REQUIRED APPROVALS AGENDA**

### **CONSENT AGENDA**

The Chair presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Mr. Matthew Smith and seconded by Ms. Elisabeth Morando and passing unanimously, the following items were approved:

#### **A. Approval of Minutes for October 19, 2016 “Regular Meeting”**

#### **B. Consideration of Approval of Employment of College Personnel – R-2016-36**

### ***CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL***

***R-2016-36***

#### **NEW HIRES**

***BE IT RESOLVED:*** by the Board of Trustees that the following staff members are hereby employed at the salary and dates stipulated below:

#### ***BEGINNING OCTOBER 24, 2016***

*Mary Price, Part-Time Teacher Assistant*

*SALARY: \$9.24/hr*

#### ***BEGINNING OCTOBER 24, 2016***

*James Benjamin, Part-Time Custodian*

*SALARY: \$10.00/hr*

**BEGINNING OCTOBER 24, 2016**

*Brett Perdue, Part-Time Custodian*

*SALARY: \$10.00/hr*

**BEGINNING NOVEMBER 7, 2016**

*Kevin Kline, Assistant Director, Facilities Management*

*SALARY: \$40,000/yr*

**BEGINNING NOVEMBER 14, 2016**

*Margaret Traynor, Copywriter/Social Media Specialist*

*Bachelor of Arts in Telecommunications/Youngstown State University*

*SALARY: \$40,000/yr*

**BEGINNING NOVEMBER 14, 2016**

*James Cofer, Part-Time Vehicle Operator*

*SALARY: \$13.00/hr*

**BEGINNING JANUARY 5, 2017**

*Melinda Roepke, Assistant Dean/Directre of Nursing*

*Masters of Science in Nursing at Walsh University*

*SALARY: \$70,000/yr*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2016-36**

*Mary Price moved from Teacher Assistant Sub to part-time Teacher Assistant.*

*James Benjamin and Brett Perdue were hired to replace Kevin King and Eboni Rembert as part-time custodians.*

*Kevin Kline was hired as Assistant Director of Facilities Management.*

*Margaret Traynor was hired as Copywriter/Social Medial Specialist to combine the promotional activities of both NCSC and/or OSU-M.*

*James Cofer was hired as Vehicle Operator to drive the mobile training unit.*

*Melinda Roepke was hired as Assistant Dean/Director of Nursing to replace Kelly Gray.*

**TAKE FROM THE TABLE**

**C. Consideration of Approval to “Take from the Table” Resolution R-2016-35**

**Approval of Emeritus Status for Mr. James Hull** (*tabled 10/19/2016*)

– *Ms. Linda Nelson*

**ACTION TAKEN:** Dr. Dwight McElfresh moved for resolution R-2016-35 to be taken from the table for consideration of approval. Ms. Janet Pry seconded the motion and the motion carried unanimously

**D. Consideration of Approval of Designation of Emeritus Status for Mr. James L.**

**Hull** – *R-2016-35*

**CONSIDERATION OF APPROVAL OF DESIGNATION OF EMERITUS STATUS FOR  
MR. JAMES L. HULL**

**R-2016-35**

**WHEREAS:** *in accordance with Board Resolution R-1998-20, and the NCState – NCFA-AAUP Collective Bargaining Agreement dated August 27, 2014, qualified retiring faculty members may be recommended for the designation of Emeritus status, and*

**WHEREAS:** *Mr. James Hull, who after 24 years retired as an Associate Professor/Dean, Health Sciences Division, has met all qualifications, and*

**WHEREAS:** *Mr. James Hull has requested consideration for Emeritus status, has been approved by the regular bargaining unit faculty of his division and is endorsed by the Vice President, Academic and Student Services and the President’s Staff.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees, that Mr. James L. Hull is granted Emeritus Status.*

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of Designation of Emeritus Status for Mr. James L. Hull. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**REGULAR AGENDA**

**E. Consideration of Approval to Appoint an Architect for the Planning Design Services of the James W. Kehoe Infrastructure Project – R-2016-37**

**CONSIDERATION OF APPROVAL TO APPOINT AN  
ARCHITECT FOR THE PLANNING DESIGN SERVICES OF THE JAMES W. KEHOE  
CENTER INFRASTRUCTURE PROJECT**

**R-2016-37**

**WHEREAS:** *the State of Ohio Appropriated Funds for Capital renovation projects for North Central State College, and*

**WHEREAS:** *the State of Ohio Appropriated funds in Senate Bill 310 for the renovation of the Kehoe Center Infrastructure Project in the amount of \$1,195,000.00, and*

**WHEREAS:** *the James W. Kehoe Center is in dire need of renovation due to various leaks throughout the building, and*

**WHEREAS:** *the renovation will consist of the Kehoe Center cooling tower which is in dire need of modifications due to leaks within the cooling tower, and*

**WHEREAS:** *the Architectural Committee unanimously recommends the architectural firm of ES Architecture and Development Inc., and*

**WHEREAS:** *this recommendation is in compliance with the bidding process under Section 3357.16 of the Ohio Revised Code.*

**NOW, THEREFORE BE IT RESOLVED:** *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded in an amount not to exceed One Hundred Two Thousand Eighty-Nine Dollars (\$102,089.00) to the following:*

*ES Architecture and Development Inc.  
6077 Frantz Road, Suite 201  
Dublin Ohio 43017*

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2016-37. Mr. Mark Masters seconded the motion and the motion carried unanimously.

#### **F. Treasurer's Report for October 31, 2016 – Mr. Koffi Akakpo**

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending October 31, 2016. He stated that revenues for the month totaled \$757,852. Expenditures were \$1,068,054 leaving a deficit of \$310,201. Year-to-date revenues totaled \$8,375,342. Year-to-date expenditures totaled \$4,604,519 leaving an excess of \$3,770,822. The Star Ohio month-end balance for October 2016 is \$1,024,066. Mr. Akakpo described the trends that are demonstrated by the new Tracking of Monthly Cash Flow feature as well as the dashboard indicators. Mr. Akakpo had no further special notes for this report.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of the Treasurer's Report for the period ending October 31, 2016. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

#### **VIII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT**

Board Chair, Ms. Linda Nelson introduced Mr. Dave Daniels of the OSU-M Advisory Board and gave him the floor for some remarks. Highlights from Mr. Daniels' update included:

- The OSUM Board appreciated the discussion and fellowship that took place at the NCSC/OSUM Joint Board meeting and are thankful that the two institutions are able to come together in this way.
- The OSUM Board discussed the details of the latest Shared Services Agreement.

- OSUM will have some additional announcements to share next week.

Ms. Linda Nelson also attended the November 17<sup>th</sup> meeting of the OSUM Board and had these highlights to share:

- The OSU Provost will make a visit to Mansfield in the spring
- There was a report on the process/progress for selecting a new student trustee
- There was discussion on HB391 regarding co-located campuses and the strong relationship on our campus by attending each other's Board meetings may become a model for others co-located campuses across Ohio.
- OSUM student enrollment is currently at 1,160
- Students are working on raising funds to erect a bronze statue of Brutus on campus
- Students would like to see a study conducted on Dietary Options and Celiac Disease.
- This year's Leader Richland activity will focus on STEM for Girls
- There was a report on the Strategic Planning meeting held with Senator Obhof
- Our shared services formula model may become a model for all Ohio co-located campuses
- There was a Title IX discussion with reports of sexual harassment from 63% of females and 7% of males surveyed in a national survey.

## IX. POLICY GOVERNANCE

### A. Discussion of Agenda Planning

Ms. Linda Nelson recapped the **Owner Connections** activities and called for recent activities to share. Mr. Steve Stone shared the resurgence of the Welcome Johnny and Jane Home Listening Tour and reported that Mr. Tom Kluding of Tech Prep was serving as a representative on the steering committee. Ms. Elisabeth Morando shared that Dr. Greg Timberlake provided a college visit of CollegeNow for their (2) daughters and wanted to convey a kudos to Ms. Darcy Karns of College Now Engineering. Mr. Matthew Smith shared that he attended the City of Shelby's State of the City with Dr. Greg Timberlake where the Utility Director approved not metering up to 100 KW. Mr. Matthew Smith also shared a discussion with Shilling Drafting in Galion (Screen Printing company) who shared that their training needs are administration and executive and front office training.

### C. Board Policy Governance Training (IAW 02.70) – Ms. Linda Nelson

1. Policy Governance Rehearsal Scenarios –PolGov training includes a guided discussion/rehearsal of potential scenarios that trustees might expect to encounter in order to further enrich the board's understanding of the principles of the Carver Policy Governance Model and to take their confidence in application to the next level. Ms. Pamela Mowry led the rehearsal exercise for scenario 5.4 that asks

*“Should Board Members with Expertise Oversee Programs?” In the scenario, a board member has expertise in a program area where the CEO has announced a new initiative. The board member conveys a request to the board that she be given oversight responsibility so that her expertise won’t be wasted. How should the board respond to this request?*

2. Policy Governance Policy Review – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. The guided discussion and review of policy governance policies 4.6, 4.7 and 4.8 was led by Ms. Linda Nelson.

**X. BOARD CHAIRPERSON REPORT- Ms. Linda Nelson**

**A. Follow-up to the Foundation Scholarship Luncheon & Program**

Ms. Linda Nelson called for a recap of the activity. Several Trustees responded that the student testimonials were great!

**B. Follow-up to the Crawford Success Center One-Year Celebration**

Ms. Linda Nelson called for a recap of the activity. Trustees commented that the student testimonials were great and demonstrated the value of the center. Overall, it was a nice event and was well attended by a nice crowd.

**C. Chancellor’s Annual Trustee Conference**

Ms. Linda Nelson called for a recap of the activity. Dr. Dwight McElfresh commented that it seemed like the conference was solely focused on one topic, Performance-based Funding. It suggested that while everyone will be forced into the same pot for funding, some may not be ready. There was also discussion of Competency-based Education. President Dorey Diab added that these are the topics that the State is supporting as well as open education resources for textbooks.

**F. Employee Appreciation/Awards Banquet**

Ms. Linda Nelson called for a recap of the activity. Trustees noted that the attendance seemed low and was a bit awkward that those receiving awards were not present. Otherwise, it was a nice event and all those present seemed to be interacting with each other and having a good time.

**G. Joint OSU-M/NCSC Board Gathering (December 15<sup>th</sup> 6:00pm-7:30pm)**

Ms. Linda Nelson reminded Trustees of the joint OSU-M and NCSC Board Gathering that will take place on December 15 from 6:00pm to 7:30pm in the OSU-M Board Room in Eisenhower Hall.

## **H. Other**

Ms. Linda Nelson called for other activities that Trustees wished to discuss. Mr. Matthew Smith presented a couple of recent articles that the Board may find value in:

1. “Colleges Hit as Mumps Cases Almost Triple.” He pointed out that reports are that vaccines are available, yet the spread of Mumps is reported to be at an increase this year over last year.
2. “High School Graduate Rates Expected to Fall.” Mr. Smith quoted the article to say, “The sharp decline in births during the Great Recession will result in a drop in the number of students graduating from U.S. high schools starting around 2024.” The article further asks how will institutions of higher education be challenged to meet future enrollment goals in light of this expectation?

## **XI. EXECUTIVE SESSION**

The Chair called for an Executive Session at 6:56 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Janet Pry to adjourn to Executive Session to prepare a collective bargaining strategy. Ms. Nelson explained that there may be further business following the executive session. A roll call vote on the motion was approved unanimously by all members present.

Mr. Mark Masters – “yes”  
Dr. Dwight McElfresh – “yes”  
Mr. Roger Miller – “yes”  
Mrs. Elisabeth Morando – “yes”  
Mrs. Pamela Mowry – “yes”  
Mrs. Linda Nelson – “yes”  
Mrs. Janet Pry – “yes”  
Mr. Matt Smith – “yes”  
Mr. Steve Stone – “yes”

At 7:56 p.m., the Chair, Ms. Linda Nelson declared the Executive Session concluded and the Regular Session resumed.

## **REGULAR SESSION RESUMED**

### **G. Consideration of Approval to Appoint a Board Spokesperson in Matters of Collective Bargaining.**

**ACTION TAKEN:** Ms. Linda Nelson moved to delegate Dr. Dwight McElfresh to serve as the spokesperson on behalf of the Board of Trustees in matters of Collective Bargaining communication. Ms. Janet Pry seconded the motion and the motion carried unanimously.

**H. Consideration of Approval of Supplemental Compensation for Employees of North Central State College – R-2016-38 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL OF  
SUPPLEMENTAL COMPENSATION FOR EMPLOYEES OF  
NORTH CENTRAL STATE COLLEGE**

**R-2016-38**

**WHEREAS:** *it is the desire of the Board of Trustees and the President to provide the hard-working and dedicated employees of North Central State College a one-time compensation stipend as a token of appreciation for their extra efforts during these challenging times, and*

**WHEREAS:** *this compensation stipend shall be based on employee status whereby all full-time faculty and staff who were paid between payrolls dated 9/9/16 and 12/2/16 will receive a one-time stipend of \$100; all part-time staff and adjunct faculty who were paid between payrolls dated 9/9/16 and 12/2/16 will receive a one-time stipend of \$50; and*

**WHEREAS:** *funding for such additional compensation is the result of pain-staking efforts by all employees to establish operational efficiencies and cost saving practices while striving to maintain steady enrollment.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees of North Central State College that the proposed employee one-time compensation stipend is approved.*

**BE IT FURTHER RESOLVED:** *that the Board of Trustees of North Central State College wishes to express its sincere appreciation to all College employees for personal resolve in helping the College achieve its mission of service to this north central Ohio region.*

**ACTION TAKEN:** Ms. Pamela Mowry moved for approval of resolution R-2016-38 Consideration of Approval of Supplemental Compensation for Employees of North Central State College. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

**XII. MEETING EVALUATION – Ms. Linda Nelson**

Mrs. Linda Nelson called for discussion of today’s meeting. Trustees expressed their pleasure for having full Trustee attendance. Trustees expressed their appreciation for a clean audit and that the meeting once again remained focused on the business of the agenda.

**XIII. TIME AND PLACE OF NEXT MEETING**

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 18, 2017 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

**XIV. ADJOURNMENT**

The Chair called for any additional business requiring Board action.

**ACTION TAKEN:** As there was no further business requiring the Board's consideration, the Board Chair, Ms. Linda Nelson declared the meeting adjourned 8:05 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Linda Nelson, Board Chair