

**North Central State College**  
**Board of Trustees' Meeting**  
**January 21, 2009**

**I. CALL TO ORDER**

The Chair, Mr. Matthew Smith called the meeting to order at 7:17 p.m.

**II. ROLL CALL**

The Recorder, Mr. Stephen Williams called the roll.

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

**Absent:** Dr. Pat Hightower

**III. INTRODUCTION OF GUESTS**

Mr. Donald Plotts introduced Ms. Chriss Harris, Mr. Brad McCormack, and Ms. Peg Moir, representing the President's Staff; Mr. Brad Hays and Ms. Pat Herb representing the Faculty Caucus; Ms. Lori McKee and Dean Ken McCreight representing the Managers Advisory Council, and Mr. Dave Carto representing the OSU-M Board of Trustees. Mr. Michael Lester and Ms. Robin Rousch were on hand to present the College's annual audit results and Mr. Arch McMillan of (WMFD-TV63), was present on behalf of the media.

**IV. COLLEGE MISSION STATEMENT**

Mr. Matthew Smith read the Mission Statement for North Central State College.

**V. OATH OF OFFICE**

The Board Recorder administered the oath of office to Dr. Mehdi Ressallat on the occasion of his reappointment to the North Central State College Board of Trustees.

**VI. NOMINATION COMMITTEE'S RECOMMENDATION**

Ms. Edith Humphrey, Chair of the Nomination Committee, moved for approval of the recommendation of the nomination committee to install Mr. Nathan D. Ujvari as the new

Chairmen of the Board and to reappoint Dr. Mehdi Ressallat as the Secretary of the Board. Mr. Steve Stone seconded the motion and the motion passed unanimously.

## **VII. INSTALLATION OF OFFICERS**

The Board Recorder administered the oath of office to Mr. Nathan Ujvari and Dr. Mehdi Ressallat upon the assumption of their respective offices. Mr. Nathan Ujvari thanked Mr. Matthew Smith for his exceptional leadership over the past two years while serving as Board Chair and presented him with a plaque signifying his accomplishment.

## **VIII. AUDITOR'S REPORT**

Ms. Robyn Roush presented the annual audit report for both the College and the Foundation for the period July 1, 2007 through June 30, 2008. She reported that the audits were completed on December 17, 2008. While the College audit has been approved, the Foundation audit is still pending final approval and therefore is not an officially approved report at this time. The College report contains no audit adjustments and no material adjustments. Three independent auditor reports were conducted: an unqualified opinion, an internal control report, and a major federal program report with no major findings. One management letter with minor comments was issued. This report is available on the Auditor of Ohio's website. Ms. Roush reported that everyone involved in the audit conducted themselves very professionally and were very accommodating. Mr. Nathan Ujvari thanked Ms. Roush and Mr. Lester for all their team's work with the College audit and on behalf of the Board of Trustees conveyed his kudos to Mr. Brad McCormack, Ms. Lori McKee and their entire team for all their work in achieving such an outstanding report for the College. On behalf of the Board of Trustees, Mr. Ujvari directed that letters of appreciation be presented Ms. Lori McKee and her team as appropriate. Mr. Brad McCormack pointed out that the College will be required to put out a Request for Proposal (RFP) for the auditing function next year due to limitations requirements.

## **IX. TREASURER'S REPORT**

Mr. Brad McCormack presented the Treasurer's Report for the period ending November 30, 2008. He stated that revenues for the month totaled \$3,379,852. Expenditures were \$1,459,128 leaving a excess of \$1,920,723. Year-to-date revenues totaled \$10,373,364. Year-to-date expenditures totaled \$6,790,132 leaving an excess of \$3,53,231. The Star Ohio month-end balance for November 2008 is \$2,602,111. Mr. Brad McCormack noted that the access challenge fund dip was due to budget cuts. Workforce and Community Development reflects activity from the Training Workers to Advance (TWA) grant and other processing involving advances in the Jobs and Family Services grant as well as payments to other training providers. The shared campus expense reflects the increase in electric rolled over from last year. Mr. Matthew Smith asked a payroll question regarding two pay periods versus three pay periods in the monthly cycle. Mr. McCormack addressed. Mr. Nathan Ujvari asked about equipment expenditures. Mr. McCormack explained that they reflected purchases in lab equipment (i.e. computers and monitors)

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending November 30, 2008. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

Mr. Brad McCormack provided a health insurance update. He explained the his office had begun the renewal process that will take effect on March 1<sup>st</sup>. Last year we experienced a seventeen percent increase. This year they have engaged the services of a consulting firm. Currently, we are looking favorably in that while the trend is showing about a 10.3% increase, we are currently looking only about a half percent increase. President Plotts further explained that the college is looking into developing a wellness plan to help further reduce costs.

## **X. CONSENT AGENDA**

The Chair presented the Consent Agenda. On a motion by Dr. Omar Guimaraes, seconded by Dr. Mehdi Ressallat and passing unanimously, the following items were approved:

**A. Approval of minutes of December 3, 2008 (as amended)**

**B. Approval of minutes of December 17, 2008**

**C. Consideration of Approval of Status Changes – R-2009-01**

### ***CONSIDERATION OF APPROVAL OF STATUS CHANGES***

***R-2009-01***

***Chapter 1***

***Chapter 2 STATUS CHANGES***

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

***BEGINNING JANUARY 5, 2009***

*Penny Snyder, Academic Chair, Public Service*

*SALARY: \$4,000.00, prorated from \$8,000.00 per fiscal year*

***EXPLANATION OF STATUS CHANGE FOR RESOLUTION R-2009-01***

*Penny Snyder replaces Anne Vinson.*

**D. Consideration of Approval of Employment of College Personnel - R-2009-02**

### ***CONSIDERATION OF APPROVAL OF Chapter 3 EMPLOYMENT OF COLLEGE PERSONNEL***

***R-2009-02***

NEW HIRES

**BE IT RESOLVED:** by the Board of Trustees that the following permanent part-time staff member is hereby awarded the prescribed salary at the beginning date stipulated below.

**BEGINNING DECEMBER 22, 2008**

*Shawnee Carroll, Kitchen Assistant*

**SALARY:** \$8.00/hr. based on 25 hours per week

**EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2009-02**

*Shawnee Carroll replaces Trudy Hamilton.*

**E. Consideration of Approval of Personnel Professional Growth Recognition  
– R-2009-03**

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION**

**R-2009-03**

**WHEREAS:** Carol Cariglio-Wolfe has supplied documentation that she has completed a Master's Degree.

**THEREFORE, BE IT RESOLVED:** by the Board of Trustees that \$1,060 be added to base salary of \$40,233.00 to \$41,293.00, effective December 1, 2008, in recognition of completion of a Master's degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

**WHEREAS:** Michelle Denny has supplied documentation that she has completed 60% of a Master's Degree.

**THEREFORE, BE IT FURTHER<sup>9</sup> RESOLVED:** by the Board of Trustees that \$1,060.00 be added to base salary of \$38,136.00 to \$39,196.00, effective December 1, 2008, in recognition of 60% 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-2009-04**

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

**R-2009-04**

**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:

**2009-2012**

Joe Badamy  
Teri Brannum  
Lynn Damberger  
Kelly Gray  
Molly Hockenberry  
Jay Jacquet  
Ellen Johnson  
Jean Jones  
Ross Justice  
Rick Karsmizki  
Pearl Keib  
Robert Lewis  
Lew Milner  
Carmen Morrison  
Tom Nichols  
Randy Storms  
Jeff Taylor  
Teresa VanDorn  
Amy Welsh

**XI. REGULAR AGENDA**

**A. Board Orientation Activity: Policy Governance Training – *Mr. Donald Plotts***

Mr. Don Plotts explained that as the Board has directed the Board Recorder, Mr. Steve Williams, to acquire the necessary training and insight to help guide the Board through the maintenance and refinement of the policy governance process. It is also the Board's desire that Mr. Williams facilitate bringing further training and insights back to the Board. Mr. Plotts introduced Mr. Steve Williams to provide an update into his efforts toward fulfilling this charge. Mr Williams reported that he has secured the requisite training from a reputable organization that will occur March 13-14 of 2009. He has began preliminary study into the policy governance model in preparation for this upcoming training. Mr. Williams indicated that in this spirit of this task it may be prudent to familiarize new Board members and remind long-standing Board members of some of the basic principles of the model. To that end, Carver Guide 1 *Basic Principles of Policy Governance* has been included in this month's board package for the board to study/review to help gain a better understanding and in preparation for future discussion.

**B. Annual Executive Emergency Succession Statement – *Mr. Donald Plotts*  
(Policy 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 Ms. Margaret (Peg) Moir, Vice President for Learning Support and Retention Services shall serve as the alternate if Mr. McCormack is unable to assume leadership of the College.

**C. Governor's Budget Reduction Announcement (December 18) – Mr. Brad McCormack**

Mr. Brad McCormack reported that the state was about to undergo their third round of budget cuts to a total of 1.9 billion dollars. Previously the state office of budget and Management had projected a 750 thousand to one point nine billion dollar shortfall. This latest round of budget cuts bringing the total to 1.9 billion represents OBM's worst case scenario. Still, the state has held true to its notion that education is the catalyst of economic recovery by holding the college state share of instruction harmless for this fiscal year. Mr. McCormack explained that with regards to expenses and enrollment the college is looking good fiscally this year. Next fiscal year there are no guarantees as it will present the biggest challenge. Mr. Donald Plotts talked about his plan in looking to brainstorming during department meetings to come up with ideas toward tackling the upcoming budgeting dilemma.

**D. Incorporation of the Pledge of Allegiance and/or Moment of Silence to "Call to Order" – Mr. Nathan Ujvari**

Mr. Nathan Ujvari presented the idea of incorporating the Pledge of Allegiance and a moment of silence into the call to order portion of the meeting, and called for discussion. After a brief discussion the Board expressed no objection to the additions.

**E. Addition of Regular Foundation Report from the Foundation Board President or Executive Director – Mr. Nathan Ujvari**

Mr. Nathan Ujvari presented the idea of incorporating a regular report from the Foundation Board President or the Executive Director at each regular meeting of the Board of Trustees. Ms. Chriss Harris explained that the Foundation financial report was only generated quarterly and matched the frequency of the Foundation Board meetings. Mr. Brad McCormack indicated that he would include a financial report on the Foundation each quarter that the report was generated however, Mr. Don Plotts indicated that the Foundation Board President and/or the Executive Director shall provide an activity update at each regular meeting. The board signified their approval and aired no objection or further guidance.

**F. OSU-M Board Meeting Schedule– Mr. Matthew Smith**

Mr. Matthew Smith reported that he had attended the December 5<sup>th</sup> meeting of the OSU-M Board of Trustees. At this meeting, House Bill 251 requirement was presented. Other topics included: discussion of deans, student government, campus security, nominations, Friday taste of College, and the Chancellor's Trustees video conference.

**G. Nominating Committee Report – Ms. Edith Humphrey**

Ms. Edith Humphrey announced that Ms. Lydia Reid, former Mayor of Mansfield and Mr. Ron Davis, President of the local AFL-CIO have applied for the vacant governor-appointed position on the Board of Trustees. We are awaiting the Governor's official appointment at this time. Ms. Humphrey announced that because Dr. Ronald Walker has declined the nomination to fill the office of Vice Chair, the committee must conduct further discussions with potential candidates to fill the position. These discussions will occur in the coming weeks and the committee will bring forward a recommendation for the February meeting.

**H. Board of Trustees & Staff Pictures – *Mr. Donald Plotts***

Mr. Donald Plotts announced to the Board that because of all the new additions to the Board, he has arranged for current portraits of Board members to be taken prior to the February meeting at the James W. Kehoe Center for Advanced Learning in Shelby. The photographer will be in place and ready to shoot portraits beginning at 6:00pm. All Board members should try to attend or make arrangements to take advantage of this opportunity.

**XII. BOARD CHAIRPERSON REPORT- *Mr. Matthew Smith***

**A. Trustees Video Conference (December 9<sup>th</sup> 10:00 a.m. – 12:00 p.m. in 225 Riedl Hall)**

Mr. Matthew Smith provided a recap of the highlights of the Chancellor's Video Conference with college trustees and its focus on the University System of Ohio.

**B. OACC Awards due January 30, 2009**

Mr. Nathan Ujvari announced that nominations for the OACC Excellence Awards for the spring conference were due by January 30, 2009. If anyone had any nominees for consideration they should bring them to the board recorded at the conclusion of today's meeting

**C. Community College National Legislative Summit (February 9<sup>th</sup>-11<sup>th</sup>, 2009)**

Mr. Nathan Ujvari announced that Mr. Matthew Smith would be attending the 2009 Community College National Legislative Summit on behalf of the College Board of Trustees. Some of the messages that Mr. Smith would be carrying to Washington, D.C. included: the impact of federal dollars on our campus through Pell Grants, the importance of national legislative team to Ohio. Mr. Nathan Ujvari discussed the benefit in participation in these events as a group and suggested that board members look at the regional meeting as potentially an opportunity to participate as a group. Information on upcoming events was distributed to the Board for future consideration.

**D. Social Event for BOT, President's Staff and Deans**

Mr. Nathan Ujvari presented the idea of putting together a social event for the Board, the President's Staff and the Academic Deans to get better acquainted.

**E. Link and Learn**

Mr. Nathan Ujvari introduced the idea of link and learn as an opportunity for the Board to connect with community organizations/industries by soliciting them to host periodic meetings and provide the board with tours and presentations on their places of business. This would help the Board increase its community involvement.

**F. Capital Campaign**

Mr. Matthew Smith asked for the support of the entire board in attaining one hundred percent participation in the capital campaign. He further reported that the campaign will half way through their platinum phase by the middle of February. The public kickoff will get underway the first week of March and the Shelby campaign will get underway on March 10<sup>th</sup>. Currently, the campaign is at 28% of its goal.

**XIII. PRESIDENT’S REPORT – *Mr. Donald Plotts***

**A. Enrollment Report**

Mr. Don Plotts reported that student headcount for winter quarter was currently at 3.5% and Full-time Equivalency was at 5.5%.

**B. Workforce Director Resignation/Action Plan**

Mr. Don Plotts explained that our Workforce Director, Ms. Ellen Heinz, had resigned to take on a position as the Economic Development Director in Norwalk, Ohio. Because of our reimbursement from Ohio Skills Bank, we are in the process of looking for a new workforce director but may have to look for an interim to fill this slot until we get the opportunity to find the right fit for this vital position.

**C. CCI Coach Executive Program**

Mr. Don Plotts expressed his appreciation for the opportunity to attend the orientation meeting in Greensboro, North Carolina. The program is sponsored by the University of Toronto through the Creative Center for Leadership is geared toward senior administrators coaching their junior administrators.

**D. OACC’s Collective Response to the Governor**

Mr. Don Plotts directed the Board to the pages beginning on page 60 that was the OACC’s collective response to the Governor. He briefly highlighted the commonalities and explained that this was the culmination of the material the Board asked Mr. Brad McCormack to assemble on behalf of the Board and send to the OACC last month.

**E. Follow-up Meeting with Vice Chancellor Paolo Demaria regarding “Next Steps” in Consultation.**



Mr. Don Plotts recapped the highlights of the follow-up meeting. The meeting really put forth some realistic numbers. They discussed strategies to enhance the Community College System. Other topics included: OSU-M collaborations and cooperation, PSEO financial difficulties, collaborative marketing.

## **F. Capital Projects**

Mr. Don Plotts announced that there are many projects underway and many that will be in the near future. He asked Mr. Brad McCormack to recap some of the more prominent capital projects.

Fallerius – HB251: HVAC-monitoring, ADA compliance in the restrooms, key card security, completion: June 1<sup>st</sup>  
Health Science – moisture issues, 40-Roof, 50-Masonry, 60-Louvering  
Kehoe Center – Boilers and Chillers and HVAC  
Paving/Concrete Repair – Lots 9&10, Kehoe, Eisenhower steps, Entry signage on Lex-Springmill completion: late fall  
Fallerius – Addition – RFQ - \$150,000  
Kehoe – Banquet Center - \$150,000

Dr. Ressallat asked if remodeling plans were/could include rewiring to accept the installation of a remote generator. Mr. Brad McCormack addressed.

## **G. Upcoming meeting with the Chancellor regarding the NC State Foundation**

Mr. Donald Plotts recapped the highlights of his meeting with Chancellor Fingerhutt accompanied by Ms. Chriss Harris. In their ask of the Chancellor, they outlined the funding pertinent to the development of additional smart classrooms, and the Entrepreneurship program. Mr. Plotts explained the trips to Springfield and Lorain for program development discovery, Ross Justice is to take charge of the development of this program, the program will include eight scholarships as well as an opportunity for a student incubator.

## **H. Campus Policeman**

Mr. Donald Plotts provided an update on the hiring of a campus policeman. He indicated that the project was moving forward but has been put on hold pending identification of the budget constraints.

## **I. President's February Upcoming Meetings**

Mr. Donald Plotts reported that he would be attending the AQIP Strategy Forum in Chicago, IL from February 4<sup>th</sup> to 6<sup>th</sup> and the Achieving the Dream Strategy Institution in San Francisco from February 17 to 20.

## **J. Statewide Faculty Symposium (March 5<sup>th</sup> – 6<sup>th</sup>)**

Mr. Donald Plotts explained that the college has been solicited to send six faculty members to the statewide faculty symposium but can send up to a maximum of eight. At

this time Phil Martin, Margaret Puckett, and Mr. Brad Hays are slated to go. One of the topics to be addressed is the writing of textbooks for the state.

**K. Entrepreneurship Program Development Update**

Mr. Donald Plotts discussed the work that has been done so far in pursuing the development of an Entrepreneurship program that encircles a variety of programs.

**L. Other**

Mr. Donald Plotts offered discussion of a Chairman's Plaque to recognize all the past Chairmen and Chairwomen who have served the college since it was formed over 40 years ago.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, March 25, 2009 at 7:00 p.m. in the Fallerius Technical Education Center (149-F).

**XV. ADJOURNMENT**

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 Mr. Matthew Smith and seconded by Mr. Steve Stone to adjourn the meeting at 9:04 p.m. and the motion carried unanimously.

Respectively submitted:

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Mr. Stephen R. Williams, Recorder

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Mr. Nathan D. Ujvari, Chair