

North Central State College
Board of Trustees' Meeting
February 25, 2009

I. CALL TO ORDER

The Chair, Mr. Nathan Ujvari called the meeting to order at 7:04 p.m. At that time he asked all to rise and join him in reciting the pledge of allegiance followed by a moment of silence to reflect. Upon conclusion, he asked all to take their seats while he read aloud the Mission Statement for North Central State College.

II. ROLL CALL

The Recorder, Mr. Stephen Williams called the roll.

Present: Mr. Ron Davis
Dr. Pat Hightower
Dr. Omar Guimaraes
Mr. Matt Smith
Mr. Steven Stone
Mr. Nathan Ujvari

Absent: Mrs. Edith Humphrey
Dr. Mehdi Ressallat
Dr. Ronald Walker

III. INTRODUCTION OF GUESTS

Mr. Donald Plotts introduced Ms. Chriss Harris, Mr. Brad McCormack, Ms. Peg Moir and Ms. Betty Wells, 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; Ms Beth Franz and Mr. Joe Badamy representing the NCSFA-AAUP; Ms. Kate Peresie was present to make a presentation to the Board; and Mr. Arch McMillan of (WMFD-TV63), was present on behalf of the media. Mr. Donald Plotts introduced the newly, governor appointed Board member, Mr. Ron Davis who had already been sworn into office through the appointment process with the Governor's Office. All issued their greetings and welcome to Mr. Ron Davis.

IV. NOMINATION COMMITTEE'S RECOMMENDATION

The Board Recorder, Mr. Stephen Williams relayed the verbal recommendation of Mr. Steven Stone for the office of Vice Chair of the North Central State College Board of Trustees from Nomination Committee Chair, Ms. Edith Humphrey. Mr. Matthew Smith moved for approval of Ms. Humphrey's recommendation. Dr. Pat Hightower seconded the motion and the motion passed unanimously.

V. INSTALLATION OF OFFICERS

The Board Recorder administered the oath of office to Mr. Steven Stone upon assumption of his office of Vice Chair of the North Central State College Board of Trustees.

VI. TREASURER'S REPORT

Mr. Brad McCormack presented the Treasurer's Report for the period ending December 31, 2008. He stated that revenues for the month totaled \$1,341,051. Expenditures were \$1,721,421 leaving a deficit of \$380,370. Year-to-date revenues totaled \$11,714,414. Year-to-date expenditures totaled \$8,509,977 leaving an excess of \$3,204,437. The Star Ohio month-end balance for December 2008 is \$2,605,230. Mr. Brad McCormack noted that expenditures under new equipment was for the purchase of (20) new computers and monitors in November. This month included the purchase of (2) used police cruisers to be used for training students in criminal justice and the police academy. Under All Other Expenses is the second half professional liability insurance, bad debt expense and PSEO tuition from the previous year.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending December 31, 2008. Mr. Steven Stone seconded the motion and the motion carried unanimously.

Mr. Brad McCormack presented the Treasurer's Report for the period ending January 30, 2009. He stated that revenues for the month totaled \$703,622. Expenditures were \$1,473,460 leaving a deficit of \$769,838. Year-to-date revenues totaled \$12,418,036. Year-to-date expenditures totaled \$9,983,437 leaving an excess of \$2,434,599. The Star Ohio month-end balance for January 2009 is \$2,606,779. Mr. Brad McCormack noted that the increase in payroll and fringe benefits were a result of the collective bargaining pay adjustments that were retro active. Mr. Nathan Ujvari asked about the deficit in the corporate line item. McCormack responded by explaining how the grant monies are kept track of for grant training.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending January 30, 2009. Dr. Omar Guimaraes seconded the motion and the motion carried unanimously.

Mr. Brad McCormack presented the Foundation Quarterly Report for the period ending December 31, 2008. He explained that the Foundation report is only approved on a quarterly basis and will be presented to this Board each month following its approval. Mr. McCormack explained some of the differences between the Board's report and the Foundation's report. Today's report is the Foundation's second quarter report that was already approved by the Foundation Board at their last meeting and does not require the approval of this Board. The report is submitted here for information. Mr. McCormack reviewed the report and explained the three categories: 1. Restricted Funds, 2. Temporarily Restricted Funds, and 3. Unrestricted Funds. He called the Board's attention to non-operating income and expenses. He stated that total operating income for the period totaled \$1,039,041. Total operating expenses for the period totaled \$284,569. Total operating income totaled \$754,472. Net non-operating expenses totaled \$ 377,415

leaving a net income of \$377, 057. No action was taken as the report does not require Board approval.

Mr. Brad McCormack presented the results of the Foundation's annual audit. Following the report Mr. Matthew Smith asked about the balance of funds held by the Richland County Foundation. Mr. McCormack explained that these particular funds are held at the Richland County Foundation as agency endowments.

VII. CONSENT AGENDA

The Chair presented the Consent Agenda. On a motion by Mr. Matthew Smith, seconded by Mr. Steve Stone and passing unanimously, the following items were approved:

A. Approval of minutes of January 21, 2009

B. Consideration of Approval of Employment of College Personnel - R-2009-05

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2009-05

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following professional staff member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING JANUARY 26, 2009 AND ENDING JUNE 27, 2009

Wendy Cagle, Early Language and Literacy Specialist

SALARY: \$16,923.06, prorated from \$40,000.00 for a fiscal year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following 12-month faculty member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING JANUARY 15, 2009 AND ENDING JUNE 15, 2009

Ann Davies, Occupational Therapy Assistant Faculty/Program Director

SALARY: \$21,441.20, prorated from \$52,100.00 for a fiscal year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following classified staff members are hereby awarded the prescribed salary at the beginning dates stipulated below:

BEGINNING FEBRUARY 2, 2009

Heather Addington, Preschool Early Childhood Specialist

SALARY: \$9.98/hr.

Nyshia Brooks, Office Assistant, Technology & Workforce Development

SALARY: \$10.43/hr.

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2009-05

Wendy Cagle replaces Diane Enama.

Ann Davies fills the Director position for the new Occupational Therapy Assistant Program.

Heather Addington replaces Beth Ebeling.

Nyshia Brooks replaces Melissa Lacey.

C. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2009-06

**CONSIDERATION OF APPROVAL OF CONTRACTS
FOR PROBATIONARY
AND NON-PROBATIONARY FACULTY**

R-2009-06

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

**PROBATIONARY FIRST-YEAR CONTRACT
(2009-2010)
Ann Davies**

**PROBATIONARY SECOND-YEAR CONTRACT
(2009-2010)
Christina Barker
James Beck
Michelle Denny
Jeffrey Janssens
Jennifer Phenicie
Michelle Slattery
William Doug Urban**

**PROBATIONARY THIRD-YEAR CONTRACT
(2009-2010)
Nicole Martin
Carol Wolfe**

**THREE-YEAR NON-PROBATIONARY CONTRACT
(First Year of a Three-Year Contract)
(2009-2012)
Erica Boyd
Lou Ellen Huff**

VIII. REGULAR AGENDA

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

Mr. Don Plotts reminded the Board that it 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. 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 2 *Your Roles and Responsibilities as a Board Member* has been included in this month's board package for the board to study/review to help gain a better understanding of the model and prepare for future discussion.

B. Consideration of Approval to Rescind Resolution R-2008-39 College Retirement Plan 403(b) Policy – *R-2009-07 – Mr. Brad McCormack*

CONSIDERATION OF APPROVAL TO RESCIND THE 2008 BOARD OF TRUSTEE RESOLUTION TO ADOPT THE NORTH CENTRAL STATE COLLEGE 403(b) PLAN AND TO AUTHORIZE THE VICE PRESIDENT FOR BUSINESS AND ADMINISTRATIVE SERVICES TO ADOPT THE PLAN IN 2009 AND TO EFFECTUATE FULL COMPLIANCE THEREOF.

R-2009-07

WHEREAS: North Central State College (the "College") currently offers employees an opportunity to voluntarily contribute to a tax deferred 403(b) plan, and;

WHEREAS: the Internal Revenue Service ("IRS") issued final regulations under Internal Revenue Code Section 403(b) on July 26, 2007 (the "Final Regulations"), requiring the College to adopt a 403(b) plan document (the "403(b) Plan") by December 31, 2008, and;

WHEREAS: accordingly, on October 22, 2008 by Resolution No. R-2008-39 (the "2008 Resolution"), the Board of Trustees of North Central State College delegated authority to the College's Vice President for Business and Administrative Services to adopt a 403(b) Plan document, and;

WHEREAS: the 2008 Resolution indicated that the written 403(b) Plan document must be adopted on or before January 1, 2009 in order to comply with the Final Regulations, and;

WHEREAS: the IRS did not complete its 403(b) plan guidance on the Final Regulations by year end 2008 and extended the deadline for adoption of a final 403(b) Plan document until December 31, 2009.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of North Central State College that the 2008 Resolution (R-2008-39) to adopt a 403(b) Plan document is rescinded in its entirety.

BE IT FURTHER RESOLVED that the College's Vice President for Business and Administrative Services is authorized and empowered by the Board to adopt the 403(b) Plan document and is further empowered to make such administrative changes to the 403(b) Plan document as are required to effect compliance with the Final Regulations.

BE IT FURTHER RESOLVED that The College's Vice President for Business and Administrative Services has the authority to sign the final 403(b) Plan document on behalf of this Board at any time on or before December 31, 2009, with such 403(b) Plan document to be retroactively effective to January 1, 2009, with the corresponding full weight and effect.

BE IT FURTHER RESOLVED that All formal actions of this Board of Trustees relating to the enactment of this Resolution were taken and adopted in open meetings, and all deliberations of this Board or any of its committees which resulted in such formal actions, were in full compliance with the law.

Mr. Brad McCormack explained the circumstances for the need to rescind the past resolution due to the modification of the deadline date.

ACTION TAKEN: Dr. Omar Guimaraes moved for approval of resolution R-2009-07 Consideration of Approval to Rescind Resolution R-2008-39 Retirement Plan 403(b) Policy. Dr. Pat Hightower seconded the motion and the motion carried unanimously.

C. Consideration of Approval of Star Consultants Incorporated Contract for the Pavement and Concrete Repair Project – R-2009-08 – Mr. Brad McCormack

**CONSIDERATION OF APPROVAL TO APPOINT AN
ARCHITECT FOR THE PLANNING OF THE CAMPUS ROADWAY PAVING AND
CONCRETE REPAIR PROJECT**

R-2009-08

WHEREAS: *the State of Ohio Appropriates Funds for basic renovations projects for North Central State College, and;*

WHEREAS: *the Roadways, sidewalks, and concrete steps are in dire need of repair, and;*

WHEREAS: *The paving project will be funded jointly with OSU Mansfield, and;*

WHEREAS: *the State Architects Office will be administering the project, and;*

WHEREAS: *the Architectural Committee unanimously recommends the architectural firm of Star Consultants Inc.*

NOW, THEREFORE BE IT RESOLVED: *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to Star Consultants Inc. in the amount not to exceed One Hundred Fifty Five Thousand Two Hundred Eighty Four Dollars and Forty Four Cents (\$155,284.44) and State Architect*

Fees not to exceed Forty Three Thousand Eight Hundred Thirty Dollars and Thirty Five Cents. (\$43,830.35).

*Star Consultants Inc.
1910 Bethel Road
Columbus, Ohio 43220*

*State Architect's Office
4200 Surface Road
Columbus, Ohio 43228*

Mr. Brad McCormack presented the resolution and reviewed the bid process.

ACTION TAKEN: Mr. Steve Stone moved for approval of Resolution R-2009-08 Consideration of Approval of Star consultants Incorporated Contract for the Pavement and Concrete Repair Project. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

D. OSU-M Board Meeting– *Mr. Steve Stone*

Mr. Steve Stone reported that he had attended the January 16th meeting of the OSU-M Board of Trustees. This meeting was made brief because of the weather and in fact the tour of the new cyber café was cancelled. There was discussion of the celebration for Seniors to Sophomores program, the video conference held with the Chancellor held in December and the plans that were submitted to the Governor's office. Mr. Matthew Smith suggested arranging a tour to take the NC State Board of Trustees over to see the cyber café.

IX. BOARD CHAIRPERSON REPORT- *Mr. Nathan Ujvari*

A. Trustees Video Conference (March 5th 2:00 p.m. – 4:00 p.m. in 225 Riedl Hall)

Mr. Nathan Ujvari reminded the Board of the upcoming video conference with the Chancellor. Mr. Stephen Williams added that on pages 46-48 of the board package was further information for registering for one of the active hubs, viewing the streaming video from here on campus with the OSU-M Board members, or viewing the streaming video from any internet connection. He also pointed out that these conference have been archived so Trustees may refer back to past conferences to see/recall what has been discussed previously.

B. Community College Legislative Summit

Mr. Nathan Ujvari asked Mr. Matthew Smith for a recap of his trip to the Community College Legislative Summit in Washington, D.C. Mr. Smith reported that he attended group caucus sessions with both Senators Sherrod Brown and George Voinovich. He also met and spent some time with Senator Jim Jordan. The groups shared views of what lies

ahead. They further recapped the Pell Grant increases, state fiscal stabilization funds, tax credits and other programs designed to assist Ohioans.

C. Bi-annual Ethics Training Requirement

Mr. Nathan Ujvari reminded the Board of the bi-annual ethics training requirement. Mr. Steve Williams explained that each Board member is required to attend ethics training every two years. Those who attended in 2007 are required to attend one of the sessions scheduled for 2009. The Board asked Mr. Williams to put together a system for tracking Trustee attendance so that each trustee may know when they are due for the required training.

D. Financial Disclosure Statements

Mr. Nathan Ujvari reminded the Board that Financial Disclosure Statements are due to the Ohio Ethics Commission by April 15, 2009. Mr. Steve Williams explained that trustees may submit them to him for transmittal as a group to the OEC or trustees may submit them directly to the OEC. Either way, please let him know that they have been submitted so that our compliance can be tracked and late fines can be avoided. He also explained that the College is required to submit the filing fees on the Board's behalf so please do not include any payment as he will submit a mass payment of filing fees for the entire College.

E. Letters of Appreciation

Mr. Nathan Ujvari recalled the January Board meeting and the outstanding results presented with the annual College audit that was due in large part to the professionalism and attention to detail from Mr. Brad McCormack, VP of Business and Administrative Services and Ms. Lori McKee, Controller. In order to show the Board's appreciation for their tireless efforts he presented both with a certificate of appreciation and issued both a sincere thank you on behalf of the Board of Trustees.

F. Subcommittee to Review Board Policies/Rules and Regulations

Mr. Nathan Ujvari explained that recently he had noted that the date on the Board's Policies/Rules and Regulations indicated that they had not been reviewed for updates in quite some time. He asked that subcommittee be formed to review these documents for recommended updates/revisions and brought back before the Board for consideration. Mr. Matthew Smith and Dr. Omar Guimaraes agreed to join Mr. Ujvari on that subcommittee along with Mr. Brad McCormack and Mr. Steve Williams. Mr. Ujvari asked that the necessary meetings be conducted so the recommendations may be submitted back to the Board for consideration of approval at the April 2009 meeting.

G. Working Event Date

Mr. Nathan Ujvari moved that further discussion of a date for a working event with the Staff and Deans be tabled until some time in the future when such activity might be better suited.

H. Link and Learn

Mr. Nathan Ujvari re-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. He solicited the Board for any ideas for locations they may currently have and encouraged them to consider locations for future considerations on an ongoing basis.

I. Letter of Engagement from the Ohio Board of Regents

Mr. Nathan Ujvari presented a letter he received from the Ohio Board of Regents asking for input regarding helping to develop a plan for better engaging the various numbers of trustees on the Boards of Ohio's higher education institutions. Mr. Ujvari indicated that this was a prestigious opportunity for us to be invited to such a gathering however, he would personally be unable to attend and solicited some other trustee to attend to represent the NC State Board of Trustees. Hearing no immediate response he asked all to consider the opportunity and let him know as soon as possible if any were able to attend.

J. Volunteering Opportunities for Trustees

Mr. Nathan Ujvari explained that he had had some discussion with the President and Ms. Betty Wells on assembling a listing of potential opportunities for Trustees to volunteer on campus and throughout the community on behalf of their relationship as college trustees. As this listing was distributed to the trustees, he asked that each trustee review the listing and look for activities where they might get involved or otherwise increase their connection with the College community as well as the surrounding community.

K. Upcoming Events

Mr. Nathan Ujvari reminded the Board of the Adjunct Appreciation Dinner being held on March 7th. All Trustees were invited and encouraged to attend, please let Steve know if you plan to come but have not yet submitted an RSVP to Ms. Stephanie Kreisher.

Mr. Nathan Ujvari asked trustees to also consider dates for the annual Board of Trustees Appreciation Dinner that would likely be held in the Kehoe Center in Shelby this year.

X. PRESIDENT'S REPORT – *Mr. Donald Plotts*

A. Foundation Update – *Mr. Brad Peffley*

President Plotts introduced Foundation Chair, Mr. Brad Peffley, and explained that Mr. Peffley would become a regular part of future agendas as he provides the Board with information and updates from the North Central State College Foundation Board. Mr. Peffley reported that the Opening Doors Capital Campaign will formally kick-off on March 4th at 11:30am with a visit from the Chancellor Eric Fingerhut, all were invited to attend. He reported that there would be an information breakfast for the Shelby area on March 10th at 7:30am. The current status puts the Foundation at 30% of goal going into

the formal, public phase of the campaign. Co-Chairs Rick Taylor and Matt Smith deserve much credit for their efforts and accomplishments in this campaign.

Mr. Peffley reported that the Alumni Association was formally formed in fall of 2007 and is at nearly 70 members already and has since formed an Alumni Endowment Fund. He further reported on the Terry Coleman Endowment, the College's 40th Anniversary, Rock-n-Ribs taking place on July 17 – 18 with the total cost of the entertainment already covered, the Entrepreneurial Hall of Fame scheduled for April 24th, and the Graduate Picnic scheduled for June 11th.

Ms. Chriss Harris, Executive Director of the Foundation added discussion of the Opening Doors Campaign naming rights, reported that the President's Staff and Foundation Staff contributions were both at 100%, explained the importance to additional fund pursuits that all governing/administration groups were at 100% participation, and asked for contributions from the Board of Trustees for those who have not yet contributed.

B. Enrollment Report

Mr. Don Plotts reported that student headcount for spring quarter was currently at 4.5% and Full-time Equivalency was at 9%. He cautioned that while this was still very early in the registration process, these numbers show a positive trend and offer optimism going into the spring quarter.

C. AQIP Strategy Forum Update

Mr. Don Plotts explained the recent AQIP Strategy Forum that members of the College attended and asked Ms Kate Peresie to provide some additional information to the Board. Ms. Peresie distributed an update sheet that outlined some of the highlights of the Strategy Forum and how some of the results of the College being involved might positively impact the College and the AQIP process.

D. Achieving the Dream Strategy Institute

Mr. Don Plotts explained the recent Achieving the Dream Strategy Institute that he and a team from the College attended and he asked Ms. Peg Moir to tell the Board more about the activity. Ms Peg Moir began by reviewing team members and recapped the basics of the Achieving the Dream initiative. She talked about the video that was put together by the College specifically for presentation at this event. She reported that the group learned more about potential funding opportunities through the Gates Foundation Grant. She explained that there were 37 other Achieving the Dream colleges competing for these grants and their developmental education focus has specific appeal and utility for our college. Fifteen colleges will be selected to receive a share of some \$743,000 available in the grant. Many Achieving the Dream Colleges are making good progress however, continued participation will come at a cost between five thousand and ten thousand dollars to continue. On behalf of the Achieving the Dream Core Team, Ms. Moir issued a thank you and conveyed her sincere appreciation for all the Board's support of the Achieving the Dream initiative.

E. Visit from Achieving the Dream Coaches

Mr. Don Plotts informed the Board that Dr. Eileen Baccus and Ms. Jackie Stirn would be paying a visit to the College in March to provide the Board with an update on the College's progress with Achieving the Dream and to work with staff on specific, targeted issues and initiatives. There will be a dinner social held beginning at 5:00pm at the Westbrook Country Club prior to the Board meeting. At the Board meeting Dr. Baccus and Ms. Stirn will officially give their update and report to the Board. All who are able are strongly encouraged to attend the dinner social at 5:00pm.

F. Departmental Meetings

Mr. Don Plotts reported that he and Mr. Brad McCormack had recently concluded their meetings with all the departments of the college to solicit ideas toward improving efficiencies, savings, and revenues. He further explained how that information was to be collected, assembled and used for the betterment of the college in these trying economic times.

G. Planning Advisory Council Responses.

Mr. Don Plotts explained the Planning Advisory Council's attempts at responding to the Board's new additions to the Board Goals and asked Mr. Ken Ekegren to provide the details to the responses. Mr. Ekegren distributed and reviewed the responses pointing out some key highlights that addressed some targeted goals. Upon conclusion of the presentation, Board member, Mr. Matthew Smith, announced that he certainly appreciated all the work that was done in assembling these well thought out responses. Mr. Ken Ekegren further reviewed some examples of the other action plans that were considered.

H. Other

Mr. Don Plotts directed the Board's attention to page 54 of their board packet to a listing of proposed "NEW" degree offerings. He reviewed each degree offering and presented highlights. Mr. Plotts announced our recent approval of the Associate in Arts and Associate in Science degrees and how they would affect our partnerships with Ohio State University Mansfield and the Med Central College of Nursing.

XI. 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).

XII. 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 Dr. Pat Hightower and seconded by Mr. Matthew Smith to adjourn the meeting at 9:05 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Mr. Nathan D. Ujvari, Chair