

**North Central State College
Board of Trustees' Meeting
August 28, 2002
Minutes**

I. CALL TO ORDER

The Chairman called the meeting to order at 7:04 p.m.

II. ROLL CALL

The Secretary called the roll.

Present: Dr. Ford
Mrs. Humphrey
Dr. Kafer
Mr. Kehoe
Mr. Preston
Dr. Ressallat

Absent: Mr. Wiseman

III. INTRODUCTION OF GUESTS

Mr. Preston recognized and welcomed David Carto and Doug Hanuscin to the meeting.

IV. EXECUTIVE SESSION

Dr. Kafer made a motion to go into Executive Session to discuss a personnel matter. Mrs. Humphrey seconded the motion to adjourn to Executive Session at 7:06 p.m., and a roll call vote on the motion was approved unanimously.

Dr. Ford - "aye"	Mr. Preston - "aye"
Mrs. Humphrey - "aye"	Dr. Ressallat - "aye"
Dr. Kafer - "aye"	Mr. Wiseman - absent
Mr. Kehoe - "aye"	

Upon a motion made by Dr. Kafer, seconded by Mrs. Humphrey at 8:00 p.m. to terminate the Executive Session and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously.

Dr. Ford - "aye"	Mr. Preston - "aye"
Mrs. Humphrey - "aye"	Dr. Ressallat - "aye"
Dr. Kafer - "aye"	Mr. Wiseman - absent
Mr. Kehoe - "aye"	

The regular meeting of the North Central State College Board of Trustees was declared reconvened at 8:00 p.m.

Dr. Ford made a motion to continue with the litigation and to not settle the Kathy Emmer case discussed in Executive Session. Dr. Ressallat seconded the motion, and the motion carried unanimously.

V. APPROVAL OF MINUTES

The Chairman called for questions or comments regarding the minutes of the June 26, 2002, meeting. Hearing none, the Chairman called for a motion to approve the minutes. Mr. Kehoe moved to approve the June 26, 2002, minutes seconded by Mrs. Humphrey. The motion carried unanimously.

VI. TREASURER'S REPORT

Mr. Miller presented the Treasurer's Report for the period ending June 30, 2002. He added that he will present the July and August Treasurer's Report at the September meeting. Revenues for the month totaled \$920,702. Expenditures for the month totaled \$1,402,606 leaving a deficit of \$481,904. Year-to-date revenues are \$14,916,612. Year-to-date expenditures are \$14,647,353 leaving an excess of \$269,259. Mr. Miller stated that the excess amount is a projected, unaudited amount. He also added that the original excess projected was \$280,772. In light of FY 2002 state subsidy reduction of over \$500,000 and increase in costs of shared services of nearly \$100,000 he was very pleased with the projected excess. Mr. Miller distributed a handout of the shared services final billing. The StarOhio balance as of June 30, 2002, is \$1,394,044. Unaudited statement of changes in fund balances, statement of current funds, revenues, expenditures and other changes were distributed. Mr. Miller also reviewed the current projected fund balance for the Fiscal Year ended 2002. Beginning balance was \$1,067,911, FY 2002 increase projected to be \$269,259, yielding a FY 2002 projected ending balance of \$1,337,170.

ACTION TAKEN: Mrs. Humphrey moved approval of the Treasurer's Report for the month ending June 30, 2002. Dr. Kafer seconded the motion and the motion carried unanimously.

VII. OLD BUSINESS

Matthew Smith Nomination - At the last meeting the Board decided to pursue Matt Smith which was followed up with a mail in ballot. An issue has come up since then. The Governor's office indicated that the two nominations received were Democrats who are taking the place of Republican Governor nominees. Both Mr. Preston and Dr. Ford will pursue other individuals.

VIII. NEW BUSINESS

- A. Summer Quarter Part-Time Agreements** - Mr. Collins presented the summer quarter part-time agreements. He stated that this is an informational item only and Board action is not needed.
- B. FY 2002 Travel Report** - Mr. Miller presented the FY 2002 Travel Report. He stated that the first page of the report is by department. The second page is the President's office. The report is an informational item only and Board action is not needed.
- C. FY 2002 Grant Funds Report** - Mr. Miller stated that this report is given every six months for informational purposes. The report is for the FY ending 2002.
- D. Personnel Report**
- Mr. Miller presented Resolution R-2002-31 - Consideration of Approval of Employment of College Personnel.

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2002-31

NEW HIRES

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

BEGINNING JULY 9, 2002 AND ENDING JUNE 30, 2003

*Lisa Wells, Evening/Weekend Intake Representative/CAS Coordinator/Student Development Center/Continuing Education & Community Outreach
SALARY: \$27,156.73 prorated from \$27,780.00 for a fiscal year*

BEGINNING AUGUST 12, 2002 AND ENDING JUNE 30, 2003

*Nikia Collins, Student Development Specialist/Student Development Center
SALARY: \$26,384.56 prorated from \$30,000.00 for a fiscal year*

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

BEGINNING SEPTEMBER 19, 2002 AND ENDING JUNE 16, 2003

*Dale Fortney, Assistant Professor of Criminal Justice
SALARY: \$31,872.00 for a fiscal year*

*Paul McGathey, Associate Professor of Drafting and Design
SALARY: \$32,042.00 for a fiscal year*

*Gary Wood, Associate Professor of Physics
SALARY: \$33,333.00 for a fiscal year*

ACTION TAKEN: Dr. Kafer moved approval of R-2002-31. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

- Mr. Miller presented Resolution R-2002-32 - Consideration of Approval of Status Changes. Mr. Miller gave brief descriptions of both positions listed.

**CONSIDERATION OF APPROVAL OF
STATUS CHANGES**

R-2002-32

STATUS CHANGES

***BE IT RESOLVED:** by the Board of Trustees that Terry Sexton be awarded a status change from Maintenance Assistant II, Mansfield/Richland Incubator to Maintenance Assistant I, Main Campus at the date and salary stipulated below:*

BEGINNING JULY 1, 2002

*Terry Sexton, Maintenance Assistant I/Main Campus - Business
Services/Facilities Department
SALARY: \$1,836.50 per month based on 12 months*

***BE IT FURTHER RESOLVED:** by the Board of Trustees that Lisa Kitts be awarded a status change from Assistant to the President to Institutional Research Specialist at the date and salary stipulated below:*

BEGINNING AUGUST 16, 2002 AND ENDING JUNE 30, 2003

*Lisa Kitts, Institutional Research Specialist/Business Services Division
SALARY: \$25,374.93 prorated from \$29,000.00 for a fiscal year*

ACTION TAKEN: Dr. Ford moved approval of Resolution R-2002-32. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

Mr. Miller presented Resolution R-2002-33 - Consideration of Approval of College Personnel Professional Growth Recognition.

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

R-2002-33

WHEREAS: *Jill D. King, Accounting Clerk II/Cashier, has supplied documentation of the completion of an Associate's Degree in Business Administration, and*

WHEREAS: *Judith E. Friend, Senior Administrative Assistant, has supplied documentation of the completion of a Bachelor's Degree in Business Administration, and*

WHEREAS: *Kimberly L. Lybarger, Administrative Assistant, has supplied documentation of the completion of an Associate's Degree in Business Administration, and*

WHEREAS: *Amy A. Reese, Early Childhood Specialist III, has supplied documentation of the completion of an Associate's Degree in Early Childhood Education.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that Jill D. King be awarded an increase of \$1,218.00 to base salary from \$26,224.00 to \$27,442.00, effective July 1, 2002, in recognition of the completion of an Associate's Degree in Business Administration in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that Judith E. Friend be awarded an increase of \$1,218.00 to base salary from \$30,470.00 to \$31,688.00, effective July 1, 2002, in recognition of the completion of a Bachelor's Degree in Business Administration in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that Kimberly L. Lybarger be awarded an increase of \$1,218.00 to base salary from \$25,247.00 to \$26,465.00 effective July 1, 2002 in recognition of the completion of an Associate's Degree in Business Administration in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that Amy A. Reese be awarded an increase of \$1,218.00 to base salary from \$17,890.00 to \$19,108.00 effective July 1, 2002 in recognition of the completion of an Associate's Degree in Early Childhood Education in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."

ACTION TAKEN: Dr. Kafer moved approval of R-2002-33. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

- **Separations Report** - Mr. Miller presented the Separations Report. He stated that this is an informational item regarding individuals who have left the College since the last Board meeting.

SEPARATIONS REPORT

EFFECTIVE AUGUST 8, 2002

Ginger Beady, Administrative Assistant/Workforce & Community Services/Engineering

RESIGNED: *Ginger is relocating to South Carolina.*

EFFECTIVE AUGUST 9, 2002

Tara Williams, Early Childhood Specialist

RESIGNED: *Tara resigned to raise her family.*

EFFECTIVE AUGUST 18, 2002

Cynthia Hartman, Associate Professor/Associate Degree Nursing

RESIGNED: *Cynthia has accepted another position that is closer to her home.*

EFFECTIVE AUGUST 28, 2002

Lisa Wells, Evening/Weekend Intake Representative/CAS Coordinator

RESIGNED: *Lisa has accepted an opportunity to further her education.*

- E. Kehoe Center Renovation Update** - Mr. Harkness distributed copies of the status report and plans for Phase II renovations of the Kehoe Center. Mr. Harkness went on to discuss the drawings with the Board. Mr. Harkness also mentioned that specs for the renovations will go to bid in September with a bid

awarded in October with a projected completion time of April. He also mentioned the existing partnerships and the potential partnerships.

- F.** Mr. Miller presented Resolution R-2002-34 - Consideration of Approval to Finance the Renovation of Additional Space at the Kehoe Center. Mr. Miller stated that per the banks resolution a roll call vote is to be taken. Dr. Resallat moved to conduct a roll call vote on Resolution 2002-34, seconded by Mr. Kehoe.

Dr. Lucille Ford - "yes"

Mrs. Humphrey - "yes"

Dr. Kafer - "yes"

Mr. Kehoe - "yes"

Mr. Preston - "yes"

Dr. Resallat - "yes"

Mr. Wiseman - absent

The resolution passed unanimously.

- G.** Mr. Miller presented Resolution R-2002-35 - Consideration of Approval of Reimbursement Resolution of North Central State College. Mr. Miller stated that this resolution will allow the College to withdraw funds as we go through the renovation process instead of receiving the money in a lump sum up front.

***CONSIDERATION OF APPROVAL OF REIMBURSEMENT
RESOLUTION OF NORTH CENTRAL STATE COLLEGE***

***DECLARATION OF OFFICIAL INTENT OF ISSUER
TO REIMBURSE CERTAIN CAPITAL EXPENDITURES
FROM NOTE PROCEEDS***

R-2002-35

WHEREAS: North Central State College (the "Issuer") intends to acquire certain facilities and other property as more particularly described as real property (hereinafter, the "Property") located in Shelby, Richland County, Ohio consisting of an office building with an address of 175 Mansfield Avenue, Shelby, Ohio, and surrounding land consisting of approximately thirty-three and one half (33 1/2) acres, and

WHEREAS: the Issuer may pay certain capital expenditures in connection with the Property prior to its receipt of note proceeds ("Note Proceeds") for such expenditures, and

WHEREAS: the Issuer reasonably anticipates that it will make expenditures with respect to the Property in an amount not expected to exceed the Anticipated Property Cost of ***\$1,100,000.00*** for which the Issuer may or expects to issue one or more Notes, and

WHEREAS: *the Treasury Department and Internal Revenue Service Regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital.*

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees of North Central State College ("Governing Body") as follows:*

Section 1 *The Governing Body of Issuer finds and determines that the foregoing recitals are true and correct.*

Section 2 *The Resolution is adopted by the Governing Body of Issuer for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This Resolution does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.*

Section 3 *The Governing Body of Issuer expects the Issuer will pay certain capital expenditures in connection with the Property prior to the receipt of the Note Proceeds for the Property.*

Section 4 *The Governing Body of Issuer hereby declares the Issuer's Official intent to use the Note Proceeds to reimburse itself for Property expenditures.*

Section 5 *This Resolution shall take effect from and after its adoption.*

ADOPTED AND APPROVED ON: _____, 2002

The undersigned Secretary/Clerk of the above-named Issuer hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Issuer, that the foregoing resolutions were duly adopted by said Governing Body of the Issuer at a meeting of said Governing body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

Signature of Secretary/Clerk of Issuer

Print Name: _____

Official Title: _____

Date: _____

ACTION TAKEN: Dr. Ford moved approval of Resolution R-2002-35.
Mr. Kehoe seconded the motion, and the motion carried unanimously.

IX. BOARD CHAIRMAN'S REPORT

The Chairman had nothing to report at this time.

X. PRESIDENT'S REPORT

Fall Enrollment - Registrations are up 7%. There are 3,015 students registered. The quarter is starting a week later than we normally would start.

CoCo Conversion - Dr. Abrams asked Mr. Miller to make a few comments. Mr. Miller stated that the first programs and systems were implemented July 1. Everything is going quite well. The plan right now is to begin integrating the other components to the system. Adding the web piece next spring would allow students to register for classes on line. Mr. Miller commended Brad McCormack and the I.T. Department for the successful conversion.

Kee Hall Renovation - The renovations are almost complete. A partial move is scheduled for September 6 & 7. The rest of the areas will be moved after classes start.

Other - Dr. Abrams stated that he received a letter from the Department of Education Office of Civil Rights stating that we are in full compliance. He also mentioned that the L.P.N. students passes licensing at a 97% rate.

XI. TIME AND PLACE OF NEXT MEETING

Wednesday, September 25, 2002, at 7:00 p.m. in Room 168 of the Fallerius Technical Education Center.

XII. ADJOURNMENT

The Chairperson called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business for Board consideration, a motion was made by Dr. Ford, seconded by Mrs. Humphrey to adjourn the meeting at 9:17 p.m. The motion carried unanimously.

Respectively submitted:
Lisa A. Kitts, Secretary

Dr. Linda L. Kafer, Chairman