

**North Central State College  
Board of Trustees' Meeting  
June 26, 2002  
Minutes**

**I. CALL TO ORDER**

The Chairman, Mr. Preston, called the meeting to order at 6:58 p.m.

**II. ROLL CALL**

**The Secretary called the roll.**

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

**III. INTRODUCTION OF GUESTS**

Mr. Preston recognized and welcomed the President's Staff and Dr. Fred Rafeld, a prospective board member, to the meeting.

**IV. APPROVAL OF MINUTES**

The Chairman called for questions or comments regarding the minutes of the May 29, 2002, meeting. Hearing none, the Chairman called for a motion to approve the minutes. Dr. Kafer moved to approve the May 29, 2002, minutes seconded by Dr. Ford. The motion carried unanimously.

**V. TREASURER'S REPORT**

Mr. Miller presented the Treasurer's Report for the period ending May 31, 2002. Revenues for the month totaled \$647,888. Expenditures for the month totaled \$1,449,008 leaving a deficit of \$801,120. Mr. Miller informed the Board the \$36,500 under the Advertising line item for expenditures represents a promotional video, News Journal advertising, and payment towards the screen truck for the rib cook-off. He also stated that the \$29,530 under the Equipment lease/purchase line item is the final Xerox bill. The Debt Service line item represents the one payment on an annual basis for the Child Development Center debt. Year-to-date revenues are \$13,852,720. Year-to-date expenditures are \$13,039,526 leaving an excess of \$813,194. The StarrOhio month-end balance is \$1,891,658.

**ACTION TAKEN:** Mr. Kehoe moved approval of the Treasurer's Report for the month ending May 31, 2002. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

## VI. OLD BUSINESS

**Shared Services Agreement** - Dr. Abrams presented Resolution R-2002-25 - Consideration of Approval of Shared Services Agreement.

**CONSIDERATION OF APPROVAL OF AGREEMENT BETWEEN  
THE OHIO STATE UNIVERSITY-MANSFIELD AND  
NORTH CENTRAL STATE COLLEGE**

**R-2002-25**

***WHEREAS:** The Ohio State University-Mansfield and North Central State College share certain facilities and services, and*

***WHEREAS:** in accordance with state policy, joint planning and cooperation shall characterize the relationships between the two institutions, and*

***WHEREAS:** said planning and cooperation shall support the institutions separate identities and separate missions, and*

***WHEREAS:** the original agreement dated August 7, 1969, and its subsequent revisions and amendments have been reviewed and updated to better reflect current needs and practices.*

***NOW, THEREFORE, BE IT RESOLVED:** that the "Agreement" be approved by the Board of Trustees as updated and recommended by the administrations of the Ohio State University-Mansfield and North Central State College.*

**ACTION TAKEN:** Mr. Wiseman moved approval of R-2002-25. Mr. Kehoe seconded the motion, and the motion carried unanimously.

**Kehoe Center** - Mr. Preston e-mailed the President regarding two acres of land on the south side of the parking lot at the Kehoe Center that had not yet been deeded over to the College. The Board discussed the acreage. Mr. Preston will meet with Attorney Siegenthaler to discuss the land.

## VII. NEW BUSINESS

- A.** Mr. Collins presented the Summer Quarter Enrollment Report. He stated that this is an informational item only and Board action is not required. Full-time

enrollment is down 9.6% and part-time enrollment is up 21.2%. Total enrollment is up 14.9%.

- B.** Mr. Miller presented Resolution R-2002-26 - Consideration of Approval of Designated Individuals at Title VI, Title IX, and 504 Coordinators. Mr. Miller stated that this resolution is a result of a visit by a compliance officer from the Ohio Department of Education's office of Civil Rights.

**CONSIDERATION OF APPROVAL OF DESIGNATED  
INDIVIDUALS AS TITLE VI, TITLE IX,  
AND 504 COORDINATOR**

**R-2002-26**

***WHEREAS:** the Ohio Department of Education, Office of Career-Technical and Adult Education has mandated that the College appoint, by Board action, at least one person to coordinate Title VI (prohibits discrimination based on race, color, or national origin in any program or activity receiving federal funds), Title IX (prohibits sex discrimination against any participant in an educational program or activity that receives federal funds) and Section 504 (prohibits the recipients of federal funds from discriminating against people based on their disability) efforts, and*

***WHEREAS:** such appointment will serve as resolution to on-site rights compliance review of February 12, 2002, Finding #2.*

***NOW, THEREFORE, BE IT RESOLVED:** by the Board of Trustees of North Central State College that Doug Hanuscin, Director of Human Resources, be officially appointed as Title VI and Title IX Coordinators.*

***BE IT FURTHER RESOLVED:** that Sandra Luckie, Coordinator of Specialized Supportive Services, is officially appointed as Section 504 Coordinator.*

**ACTION TAKEN:** Mrs. Humphrey moved approval of R-2002-26. Dr. Kafer seconded the motion, and the motion carried unanimously.

**C. Personnel Report**

- Mr. Miller presented Resolution R-2002-27 - Consideration of Approval of College Personnel Professional Growth Recognition.

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

**R-2002-27**

**WHEREAS:** *Jennifer L. Adkins, Instructor of Accounting, has supplied documentation of the completion of a Master of Business Administration.*

**THEREFORE, BE IT RESOLVED:** *by the North Central State College Board of Trustees that Jennifer L. Adkins be awarded a \$950.00 increase to base salary from \$30,617.00 to \$31,567.00 effective June 15, 2002, in recognition of the completion of a Master of Science Degree in Business Administration in accordance with the policy adopted under Resolution 1977-33 for “Professional Growth Recognition”.*

**ACTION TAKEN:** Dr. Ressallat moved approval of R-2002-27. Mr. Kehoe 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 JUNE 14, 2002*

*Addie Tackett, Assistant Professor/Radiological Sciences*

**RETIREMENT:** *Addie served the College for 30 years.*

*EFFECTIVE JUNE 14, 2002*

*Jarrod Schiffbauer, Physics Instructor/Arts & Sciences Division*

**RESIGNED:** *Jarrod will be relocating.*

*EFFECTIVE JUNE 30, 2002*

*Stephen Ragan, Director of Grants/Institutional Advancement Division*

**RESIGNED:** *Stephen accepted another position outside the College.*

- D.** Dr. Abrams presented Resolution R-2002-28 - Consideration of Approval of 2002-2003 Operating Budget. A Revenue by Source sheet was distributed to the Board members to demonstrate the changes made. On the Expenditure side an “Amount Revised” column was added. The Shared Services budget increased by \$100,000.

#### **CONSIDERATION OF APPROVAL OF 2002-2003 OPERATING BUDGET**

##### **R-2002-28**

**WHEREAS:** *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2002-2003 Operating Budget, and*

**WHEREAS:** *the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the board of Trustees that the 2002-2003 Operating Budget of the College is hereby adopted as presented.*

**ACTION TAKEN:** Dr. Ford moved approval of R-2002-28. Mr. Kehoe seconded the motion, and the motion carried unanimously.

- E.** Dr. Abrams presented Resolution R-2002-29 - Consideration of Approval of College Personnel Employment Contracts. Dr. Abrams informed the Board that all of the contracts were included in the Budget. The list includes a column with the employees 2001 salary and their 2002 salary. The 2002 salary includes a 2.5% salary increase. The individuals in bold print had position audits conducted and due to market studies had salary increase beyond the 2.5%.

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL EMPLOYMENT CONTRACTS**

**R-2002-29**

**BE IT RESOLVED:** *by the Board of Trustees that the following College faculty and staff are hereby awarded employment agreements at the salary and dates stipulated in accordance with the previously approved 2002-2003 budget under Resolution 2002-23.*

**ACTION TAKEN:** Dr. Kafer moved approval of R-2002-29. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

- F.** Mr. Miller presented Resolution R-2002-30 - Consideration of Approval of Personnel Status Changes. Mr. Miller informed the Board that the positions listed were evaluated and the following page lists the explanation for each change. They are listed on a separate resolution because these individuals are not contracted employees.

**CONSIDERATION OF APPROVAL OF  
PERSONNEL STATUS CHANGES**

**R-2002-30**

STATUS CHANGES

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

*BEGINNING JULY 1, 2002*

*Mary Rodriguez, Administrative Assistant/Institutional Advancement Division*

*SALARY: \$2,209.92 per month based on 12 months*

*Paul Garver, Lab Technician/Academic Business Division*

*SALARY: \$2,886.92 per month based on 12 months*

*Brian Baldrige, Instrumentation Technician/Engineering Division*

*SALARY: \$2,918.58 per month based on 12 months*

*Carla Newman, Student Services Clerk/Student Records Office*

*SALARY: \$1,647.50 per month based on 12 months*

*Chana Willis, Student Services Clerk/Student Records Office*

*SALARY: \$1,713.67 per month based on 12 months*

**ACTION TAKEN:** Mrs. Humphrey moved approval of R-2002-30. Mr. Kehoe seconded the motion and the motion carried unanimously.

- G. Board Retreat Planning** - Dr. Kafer informed the Board she and Dr. Abrams had met to discuss the goals of the Board retreat. Dr. Kafer stated she feels the best approach would be to conduct the retreat in two phases. The first phase would be to bring in someone to work with them on Board Development. The second phase would be developing policies and procedures and defining the Board's roles and responsibilities. Dr. Abrams will contact Mr. Tatum or Sue Stratton to see if either of them is available for the Board Development phase.
- H. Nominating Committee Report** - Mrs. Humphrey informed the Board that after consideration of a number of high-quality individuals, Matt Smith appeared to be our best candidate. Mrs. Humphrey will next talk with Matt Smith.

**VIII. BOARD CHAIRMAN'S REPORT**

Mr. Preston reminded the Board of the Board Training workshop in Port Clinton on July 25. Mr. Preston also inquired if there will be a grounds maintenance contract. John Harkness replied that negotiations were not complete.

## IX. PRESIDENT'S REPORT

**Kehoe Center Phase II** - Dr. Abrams informed the Board that the process has begun on the design work of additional areas for expansion. He also stated that at the last meeting, the Board had passed a resolution approving the College to begin work with Richland Bank on financing the expansion. When the time comes for final approval it will be in the form of two resolutions. One will be to approve the loan the second will be to reimburse ourselves from the loan.

He also stated that Congressman Oxley announced that \$1,000,000 will be released to us for an Integrated Systems Technology program. The College would receive the money for equipment and curriculum development to support the program.

**Kee Hall/Fallerius Renovations** - Dr. Abrams stated that Kee Hall renovations are running about three weeks ahead of schedule. Fallerius renovations are posing a challenge financially. Renovation figures are running from \$1.8 million to \$2 million and we only have \$1.2 million to work with.

**MIS Conversion** - On July 1 the new accounting and payroll software packages will be up and running.

**Change in Public Records & Public Meeting Law** - Dr. Abrams distributed a revised copy of the Public Records & Public Meeting Law. The changes are a result of the September 11 events.

**Slow Flight Institute** - Dr. Abrams informed the Board that he was approached by a gentleman, who has an interest in human powered flight, who is looking to establish an institute to house his research. Attorney Siegenthaler is working on paperwork for a trust.

**Student Engineering Project** - Dr. Abrams showed the Board members a videotape of a news report on Ken Ekegren's class engineering a backpack for a Mansfield boy who lost his arms. The class also developed a work bench for a gentleman who had been in a motorcycle accident.

**Other** - Dr. Abrams informed the Board that the main campus of Ohio State University is moving to be more selective of their incoming freshman. This will outline a new role for the regional campuses.

Dr. Abrams distributed a copy of a memo from the Chancellor regarding FY 2004-2005 higher education operating.

Dr. Abrams also informed the Board that last week the Child Development Center was notified that they had received NAEYC accreditation. The CDC is the only agency in Richland County to receive this accreditation. Only 7% of the programs nationally

receive this honor. Dr. Ford moved to approve that Dr. Abrams write a proclamation from the Board to the CDC. Mr. Kehoe seconded the motion, and the motion carried unanimously.

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

Wednesday, August 28, 2002, at 7:00 p.m. in Room 168 of the Fallerius Technical Educational Center.

**XI. 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. Kafer, seconded by Dr. Ford to adjourn the meeting at 8:50 p.m. The motion carried unanimously.

---

Respectively submitted:  
Lisa A. Kitts, Secretary

---

Mr. J. Bradford Preston, Chairman