

**North Central State College
Board of Trustees' Meeting
October 23, 2002
Minutes**

I. CALL TO ORDER

The Chairman called the meeting to order at 7:03 p.m.

II. ROLL CALL

The Secretary called the roll.

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

Absent: Mrs. Humphrey

III. INTRODUCTION OF GUESTS

The Chairman welcomed the members of the President's Staff in attendance and he also welcomed Marsha Danhoff back to the College.

IV. TOUR OF KEE HALL

The President took the Board members on a brief tour of Kee Hall.

V. APPROVAL OF MINUTES

The Chairman called for questions or comments regarding the minutes of the September 30, 2002, meeting. Hearing none, the Chairman called for a motion to approved the minutes as submitted. Dr. Ford moved to approved the September 30, 2002, minutes seconded by Dr. Ressallat. The motion carried unanimously.

VI. TREASURER'S REPORT

Mr. Miller presented the Treasurer's Report for the period ending September 30, 2002. He stated that Revenues for the month totaled \$876,818. Expenditures were \$1,068,687 leaving a deficit of \$191,870. Year-to-date Revenues totaled \$5,330,280. Year-to-date Expenditures totaled \$3,137,749 leaving an excess of \$2,192,531. The StarOhio month-end balance is \$1,400,186.

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

VII. OLD BUSINESS

There was no old business to discuss at this time.

VIII. NEW BUSINESS

A. Final Fall Quarter Enrollment Report - Mr. Collins presented the Final Fall Quarter Enrollment Report. He stated that the reported is an informational item only and does not require Board action. Total headcount is up 14.3%, full time is up 17.9%, part time is up 12.8%, day enrollment is up 41.2%, and evening enrollment is down 16.9%. Continuing student enrollment is up 23.2%, new student enrollment is up 13.2% and returning student enrollment is -22.2%.

B. Fall Quarter Part-Time Agreements - Mr. Collins presented the Fall Quarter part-time agreements. He stated that this is an informational item only and Board action is not needed.

C. Personnel Report

- Mr. Miller presented Resolution R-2002-40 - Consideration of Approval of Employment of College Personnel.

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2002-40

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 OCTOBER 14, 2002 AND ENDING JUNE 30, 2003

***Marsha Danhoff, Executive Assistant to the President
SALARY: \$36,392.03 prorated from \$50,825.00 for a fiscal year***

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

BEGINNING SEPTEMBER 23, 2002

***Mary Heller, Administrative Specialist/Student Success Center
SALARY: \$1,647.50 per month based on 12 months***

ACTION TAKEN: Mr. Kehoe moved approval of Resolution R-2002-40. Dr. Kafer seconded the motion and the motion carried unanimously.

Mr. Miller presented Resolution R-2002-41 - Consideration of Personnel Employment Agreements. He stated that this Resolution deals specifically with SBDC employees from October 1 through December 31. As of December 31, 2002, NC State will no longer be the host for the Small Business Development Center. The following employment agreements were negotiated by the SBDC to give them time to find another host.

**CONSIDERATION OF APPROVAL OF
PERSONNEL EMPLOYMENT AGREEMENTS**

R-2002-41

EMPLOYMENT AGREEMENTS

BE IT RESOLVED: by the Board of Trustees that the following Small Business Development Center (SBDC) staff are hereby awarded an employment agreement at the prescribed salary and the dates stipulated below:

BEGINNING OCTOBER 1 AND ENDING DECEMBER 31, 2002

***Barbara Harmony, SBDC Senior Business Analyst/Counselor
SALARY: \$10,506.25 prorated from \$42,025.00 for a fiscal year***

***Paul Martin, Certified Business Analyst
SALARY: \$8,200.00 prorated from \$32,800.00 for a fiscal year***

***James Stoner, Director of SBDC
SALARY: \$11,557.00 prorated from \$46,228.00 for a fiscal year***

ACTION TAKEN: Dr. Kafer moved approval of Resolution R-2002-41. Mr. Kehoe seconded the motion, and the motion carried unanimously.

Mr. Miller presented Resolution R-2002-42 - Consideration of Approval of Status Changes. He stated that the status change for Sue Stevens who was previously in the Student Success Center. She will be filling the vacancy of the Administrative Assistant position for Workforce and Community Development.

Mr. Miller then went on to inform the Board of two separations that had come about since the Board packet had been distributed. The first separation dealt with a faculty member who was terminated. The individual was a second-year faculty member still on probation. The second separation was a custodial staff member who was terminated today for extensive absenteeism. This individual was written up on their 30, 60, and 90 day reviews.

**CONSIDERATION OF APPROVAL OF
STATUS CHANGES**

R-2002-42

STATUS CHANGES

BE IT RESOLVED: by the Board of Trustees that Sue Stevens be awarded a status change from Administrative Specialist/Student Success Center to Administrative Assistant/Workforce and Community Development/Engineering Department at the date and salary stipulated below:

BEGINNING OCTOBER 1, 2002

Sue Stevens, Administrative Assistant/Workforce and Community Development/Engineering Department

SALARY: \$1,845.83 per month based on 12 months

ACTION TAKEN: Mr. Kehoe moved approval of Resolution R-2002-42. Dr. Ford seconded the motion, and the motion carried unanimously.

- D.** Dr. Abrams presented Resolution R-2002-43 - Consideration of Approval of Board Secretary. He stated that this Resolution requires formal separate action to appoint Ms. Danhoff to the Board.

ACTION TAKEN: Dr. Ford moved approval of Resolution R-2002-42. Dr. Kafer seconded the motion, and the motion carried unanimously.

- E.** Mr. Miller presented Resolution R-2002-44 - Consideration of Approval of 2002-2003 Operating Budget Amendment #1.

**CONSIDERATION OF APPROVAL OF 2002-2003
OPERATING BUDGET AMENDMENT #1**

R-2002-44

WHEREAS: North Central State College has reviewed its 2002-2003 Operating Budget revised revenue and expenditure projections, and

***WHEREAS:** based upon this review, North Central State College needs to amend its 2002-2003 Operating Budget, and*

***WHEREAS:** the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2002-2003 Operating Budget Amendment #1, and*

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

***NOW, THEREFORE, BE IT RESOLVED:** by the Board of Trustees that the 2002-2003 Operating Budget Amendment #1 of the College is hereby adopted as presented.*

ACTION TAKEN: Dr. Ressallat moved approval of Resolution R-2002-44. Mr. Kehoe seconded the motion, and the motion carried unanimously.

IX. BOARD CHAIR'S REPORT

President's Annual Review - Mr. Preston informed the Board that he has asked Dr. Kafer to chair the President's Annual Review committee. She will be recruiting one other individual to assist her.

Nominating Report - Mr. Preston informed the Board that three terms will expire in January. Those individuals are Dr. Ford, Mrs. Humphrey, and Dr. Ressallat. He asked for volunteers to be on the nominating committee. Dr. Kafer volunteered to be the committee.

X. PRESIDENT'S REPORT

Consideration of Approval of Resolution R-2002-45 - In Memory of Thomas E. Ruggles Associate Professor/Electronic Engineering - Dr. Abrams distributed a copy of the Resolution and informed the Board that a fellow faculty member had been involved in a fatal accident last Friday. He stated that a memorial service will be held on campus at a later date and that Tom's family will be invited where Dr. Abrams will present them with a framed copy of the Resolution.

ACTION TAKEN: Dr. Kafer moved approval of Resolution R-2002-45. Dr. Ford seconded the motion, and the motion carried unanimously.

Integrated Systems Technology Center - At the last meeting Dr. Abrams announced that we would be receiving a grant through the Workforce Investment Act earmarked for equipment and training to create an Integrated Systems Technology program. We have received the equipment and a ribbon cutting will be planned at a later date.

November 9 Board Retreat - Dr. Kafer informed the Board that Sue Stratton will be on campus to facilitate the Board Retreat. She distributed a survey to each of the Board members to fill out and e-mail their responses back to Ms. Stratton for her to analyze. The retreat will be held at the Kehoe Center from 9 a.m. to 4 p.m.

Statue Dedication - Dr. Abrams informed the Board that the "David" statue dedication was held last Friday and went very well.

Other - Dr. Abrams stated that he received a phone call from the Board Regents requesting to hold their January meeting at the Kehoe Center. They would also like to combine that meeting with a retreat for the two-year college Presidents.

Dr. Abrams stated that he met with Lou Whitmire from the News Journal. He distributed copies of a report that she had forwarded to him.

Dr. Abrams distributed copies of the second volume of the "Round Forum" developed by a class taught by Paul Sukys.

XI. EXECUTIVE SESSION

Dr. Kafer called for an Executive Session to discuss a personnel matter. Upon a motion made by Dr. Kafer, seconded by Dr. Ford to adjourn to Executive Session at 9:03 p.m. to discuss a personnel matter, a roll call vote on the motion was approved unanimously

Dr. Ford – “aye”
Mrs. .Humphrey – “aye”
Dr. Kafer – “aye”
Mr. Kehoe – “aye”
Mr. Preston – “aye”
Dr. Ressallat – “aye”

Upon a motion made by Dr. Kafer, seconded by Dr. Ford at 9:55 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”
Mrs. .Humphrey – “aye”
Dr. Kafer – “aye”
Mr. Kehoe – “aye”
Mr. Preston – “aye”
Dr. Ressallat – “aye”

The regular meeting of the North Central State College Board of Trustees was declared reconvened at 9:55 p.m.

XII. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, December 4, 2002, at 7:00 p.m. in Room 168 of the Fallerius Technical Education Center.

XIII. ADJOURNMENT

The Chairman called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring Board action, a motion was made by Dr. Ford, seconded by Dr. Kafer to adjourn the meeting at 9:56 p.m. The motion carried unanimously.

Respectively submitted:
Lisa A. Kitts, Secretary

Dr. Linda Kafer, Chairperson