

**North Central State College  
Board of Trustees' Meeting  
September 25, 2002  
Minutes**

**I. CALL TO ORDER**

The Chairperson called the meeting to order at 7:00 p.m.

**II. ROLL CALL**

**The Secretary called the roll.**

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

**Absent:** Mr. Preston  
Mr. Wiseman

**III. INTRODUCTION OF GUESTS**

There were no guests in attendance for this meeting.

**IV. APPROVAL OF MINUTES**

The Chairperson called for questions or comments regarding the minutes of the August 28, 2002 meeting. Hearing none, the Chairperson called for a motion to approve to approve the minutes as submitted. Mrs. Humphrey moved to approve the August 28, 2002, minutes seconded by Dr. Ford. The motion carried unanimously.

**V. TREASURER'S REPORT**

Mr. Miller presented the Treasurer's Report for the periods ending July 31, 2002, and August 31, 2002. He stated that revenues for July totaled \$1,384,385. Expenditures were \$956,917 leaving an excess in July of \$427,468. Revenues for August totaled \$3,069,077. Expenditures were \$1,112,144 leaving an excess in August of \$1,956,933. Year-to-date revenues are \$4,453,462. Year-to-date expenditures are \$2,069,061 leaving an excess of \$2,384,401. Mr. Miller noted that the Child Development Center Revenue line item for year-to-date figures did not include the \$39,331 that was posted in early September. He also noted that Expenditure increases were from two primary areas. Tuition Reimbursement had an increase of \$10,000 and the first half of the insurance premium increased \$58,592. Mr. Miller stated that the Beginning Budget column

represents the budget as it was approved by the Board. He would like to come back with Budget Amendment #1 at either the October meeting. He also stated that pending final state subsidy calculations and internal considerations, it will probably be necessary to do another amendment in January or February of 2003. The StarOhio month end balance is \$1,398,236.

**ACTION TAKEN:** Mr. Kehoe moved approval of the Treasurer's Report. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

## **VI. OLD BUSINESS**

There was no old business to discuss at this time.

## **VII. NEW BUSINESS**

**A.** Mr. Collins presented the Fall Quarter Preliminary Enrollment Report. He stated that enrollment is up dramatically and the figures listed are a comparison of the first day of fall quarter this year compared to the first day of fall quarter last year. Total enrollment is up 15.4%. Full-time enrollment is up 18% and part-time enrollment is up 14.3%. Day enrollment is up 45.9% and evening enrollment is down 17.3%. Mr. Collins stated that is not quite sure of why there was such a dramatic shift in the day and evening enrollment. The male population is up 7% and the female population is up 19.8%. New student enrollment is up 12.7% and returning student enrollment is down 22%. Continuing enrollment is up 25.7% and FTE is up 14.5%.

### **B. Personnel Report**

- Mr. Miller presented Resolution R-2002-36 - Consideration of Approval of College Personnel.

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

***R-2002-36***

#### **NEW HIRES**

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

*BEGINNING SEPTEMBER 16, 2002*  
*Lynn P. Dech, Early Childhood Specialist II*  
*SALARY: \$1,560.25 per month based on 12 months*

**ACTION TAKEN:** Dr. Ford moved approval of Resolution R-2002-36. Dr. Ressallat seconded the motion, and the motion carried unanimously.

- Mr. Miller presented Resolution R-2002-37 - Consideration of Approval of College Personnel Professional Growth Recognition.

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

***R-2002-37***

***WHEREAS:*** *Laura E. Campbell, Early Childhood Specialist III, has supplied documentation of the completion of a Bachelor's Degree in Health Services Administration, and*

***WHEREAS:*** *China J. Willis, Student Services Clerk. has supplied documentation of the completion of an Associate's Degree in Technical Studies,*

***THEREFORE, BE IT RESOLVED:*** *by the Board of Trustees that Laura E. Campbell be awarded an increase of \$1,218.00 to base salary from \$18,344.00 to \$19,562.00, effective September 16, 2002 in recognition of the completion of an Bachelor's Degree in Health Sciences 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 Chana J. Willis be awarded an increase of \$1,218.00 to base salary from \$20,564.00 to \$21,782.00, effective September 16, 2002, in recognition of the completion of an Associate's Degree in Technical Studies in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

**ACTION TAKEN:** Mr. Kehoe moved approval of R-2002-37. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

- Mr. Miller presented Resolution R-2002-38 - Consideration of Approval of Status Changes. Mr. Miller stated that the position listed were not new positions they are changes in grades. The Board discussed the College's pay grades and how those grades are determined.

**CONSIDERATION OF APPROVAL OF  
STATUS CHANGES**

**R-2002-38**

**STATUS CHANGES**

**BE IT RESOLVED:** *by the Board of Trustees that the following Child Development Center staff are hereby awarded a status change at the prescribed salary and the dates stipulated below:*

*BEGINNING SEPTEMBER 1, 2002 AND ENDING JUNE 30, 2003  
Juliana Weber, Child Development Specialist  
SALARY: \$20,833.40 prorated from \$25,000.00 for a fiscal year*

**BE IT FURTHER RESOLVED:** *by the Board of Trustees that Heather Richmond be awarded a salary adjustment at the date and salary stipulated below:*

*BEGINNING JULY 1, 2002  
Heather J. Richmond, Child Care Specialist  
SALARY: \$1,333.84 per month based on 12 months*

**BE IT FURTHER RESOLVED:** *by the Board of Trustees that Sue Stevens be awarded a status grade change at the date and salary stipulated below:*

*BEGINNING SEPTEMBER 1, 2002  
Sue Stevens, Administrative Specialist/Student Success Center  
SALARY: \$1,647.50 per month based on 12 months*

**ACTION TAKEN:** Mrs. Humphrey moved approval of R-2002-38. Dr. Ford seconded the motion, and the motion carried unanimously.

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

**SEPARATION REPORT**

*EFFECTIVE SEPTEMBER 13, 2002  
Kim Tice, Director of Child Development Center  
RESIGNED: Kim accepted a position outside the College.*

- C. Fallerius Renovation Update** - Mr. Harkness distributed drawings of the plans to renovate the Fallerius building. He gave a brief report of the changes to be made in the Technical building. He also stated that bidding on the project will take place in November with the work beginning in February and expected completion of September.
- D. Nominating Report** - Dr. Ford recommended Jim Weiss who owns his own pharmacy in Ashland. She stated that he is a fine business man who is very active in the community. The President stated that he will ask Mr. Weiss for his resume and that Mr. Preston supports the nomination of Mr. Weiss. Dr. Ford added that Mr. Weiss was deeply honored to be asked to participate on the Board of Trustees.

**ACTION TAKEN:** Mr. Kehoe made a motion to nominate Mr. Weiss to the Board. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

The Board went on to discuss the possibility of a previously mentioned candidate for the Board. This individual had a conflict with the College's board meetings.

**ACTION TAKEN:** Dr. Ressallat made a motion to move the Board meetings from the fourth Wednesday of the month to the third Wednesday of the month contingent upon Mr. Gorman accepting the position on the Board and contingent on the approval of Mr. Preston and Mr. Wiseman moving the dates. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

**ACTION TAKEN:** Mrs. Humphrey made a motion to nominate Mr. Gorman to the Board. Dr. Ressallat seconded the motion, and the motion carried unanimously.

## **VIII. BOARD CHAIR'S REPORT**

Dr. Kafer informed the Board that the Board Retreat will be on November 9. Sue Stratton is scheduled to come in and lead the session. A place has not been determined yet. If the appointments are finalized with the Governor's office, the new members will be asked to attend the retreat. Dr. Kafer stated that notice will be given as to the location of the Board retreat and also a more definite time frame. Dr. Abrams will check into using the Kehoe Center and he will also check with Ms. Stratton for her recommendations.

## **IX. PRESIDENT'S REPORT**

**Letter to the Editor** - Mr. Collins distributed copies of a letter an individual had written to the News Journal regarding NC State. Mr. Collins gave some background information

that lead to the students' letter. The student failed to follow through with the procedure. He also went on to explain the policy regarding second degrees. An appeal process is available but the student did not want to proceed with the process. The College will not respond with a letter to the editor. Mark also mentioned that the College received notification that the Educational Assistant Program has been approved by the Board of Regents and has been approved by the Ohio Department of Education and is the first program recognized to meet paraprofessional licensure requirements. The program is now a model for the licensure criteria in the state.

**Employee Appreciation Dinner** - Dr. Abrams reminded the Board that the Employee Appreciation Dinner will be held on October 5 at the Holiday Inn.

**Small Business Development Center** - Dr. Abrams stated that two years ago when we took on this operation the College would accept contingent upon no additional cost to the College. The program operated on the Federal fiscal year which begins on October 1. The College submitted a budget proposal and it was sent back requesting the College supplement the budget and additional \$16,000. The College has decided to not renew the proposal.

**State Funding Picture** - Dr. Abrams informed the Board that he keeps hearing that the state tax revenue continues to fall short and there could possibly be another 4% budget cut.

**Funding Guarantee** - Dr. Abrams informed the Board that the Protective Funding Clause was established to help institutions having enrollment problems to keep their funding from following below a certain level. The University President's have come up with a proposal that boils down to taking \$2 Million out of the two-year college sector. He also stated that the Governor has appointed three new members to the Board of Regents. One of those individuals is Donna Alvarado who has been a very strong voice for the two-year college's. She has been appointed for a nine-year term.

**Kee Hall Renovation** - Dr. Abrams informed the Board that the first group of people moved into Kee Hall a couple of weeks ago. The rest of the departments will move this weekend. He also stated that at the beginning of October's meeting the Board will take a brief tour of Kee Hall.

**Assistant to the President Vacancy** - Dr. Abrams informed the Board that Marsha Danhoff will be returning to the College as the Assistant to the President. Her first day will be October 14.

**Other** - Dr. Abrams stated that on Friday he received written verification that we will be receiving equipment for the Integrated Systems Technology. The College will be 1 of 4 training sites in the state and 1 of 8 in the country.

Massage Therapy received a two-year accreditation, which is the maximum number of years to received accreditation.

Respiratory Therapy received a five year extension on their accreditation, which also the maximum.

The LPN program had a 100% pass rate on exams for state licensing.

Dr. Abrams informed the Board that some employees are having personal items delivered to the College instead of to their home. The individuals will be notified that in the future, the items need to be shipped to their home.

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

Wednesday, October 23, 2002, at 7:00 p.m. in Room 168 of the Fallerius Technical Education 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 Mrs. Humphrey, seconded by Dr. Ford to adjourn the meeting at 8:34 p.m. The motion carried unanimously.

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Respectively submitted:  
Lisa A. Kitts, Secretary

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Dr. Linda L. Kafer, Chair