

**North Central State College**  
**Board of Trustees' Meeting**  
**October 22, 2003**  
**Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:05 pm

**II. ROLL CALL**

**The Secretary called the roll.**

**Present:** Dr. Lucille Ford  
Dr. Linda Kafer  
Mr. Robert Konstam  
Mr. Matthew Smith  
Mrs. Edith Humphrey  
Mr. James Weiss  
Dr. Mehdi Ressallat

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Terry Coleman, Co-Chair of the Transition Team representing Faculty.

**IV. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the September 24, 2003 meeting.

**ACTION TAKEN:** Dr. Kafer moved approval of the September 24, 2003 minutes. Mr. Konstam seconded the motion, and the motion carried unanimously.

**V. TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending September 30, 2003. He stated that revenues for the month totaled \$739,227. Expenditures were \$1,071,277 leaving an excess of \$332,050. Year -to- date revenues totaled \$5,413,922. Year -to - date expenditures totaled \$3,191,866 leaving an excess of \$2,222,056. The StarOhio month- end balance is \$885,276.

Bill informed the Board that the Auditors finished onsite reviews yesterday, and will give a presentation to the Board at the next Board meeting.

**ACTION TAKEN:** Mr. Weiss moved approval of the Treasurer's Report for the month ending September 30, 2003. Mr. Smith seconded the motion, and the motion carried unanimously.

## **VI. OLD BUSINESS**

**Gardner Shaw/ Transition Team** – Dr. Abrams discussed the October 13 retreat with the Board. He stated a proposed model of a Faculty and Staff senate was presented. The committee has also drafted a example constitution. Dr. Abrams opened the floor for any additional comments from the Board. Matt Smith stated that he attended the Faculty session only. He felt that overall the session was very informative. Mr. Konstam gave kudos to Matt Smith for describing the role and mission of the Board to Staff and Faculty. The Board further discussed morale, respect and communication with staff and faculty verses administration. Terry distributed copies of the current e-mails that have circulated through the campus. Dr. Kafer stated that the Board is very supportive of the Transition Teams' accomplishments. The Board agrees that they have done a stellar job. Dr. Kafer stated that she will be attended the next retreat and encourages the Board to attend. The Board concurred that the passing of the Staff and Faculty senate would be a plus for the organization of the college as a whole.

## **VII. NEW BUSINESS**

### **A. Part- Time Agreements** – Mr. Mark Collins

Mr. Collins presented the Part-Time agreements. He stated that this is an information item only and Board action is not needed.

### **B. Final Fall Quarter Enrollment Report** – *Mr. Mark Collins*

Mr. Collins informed the Board that head count for fall quarter is down 5.7% compared to Fall '02, and that full-time and part-time enrollments are down 3.3% and 6.8 % respectively. Mark informed the Board that the FTE was down 2.6%. He also reported on enrollment by county, gender and martial status. These comparisons were, on a percentage bases, consistent with data reported for the past several years.

### **C. Personnel Report**

- Mr. Miller presented Resolution R-2003-32- Consideration of Approval of Status Changes

**CONSIDERATION OF APPROVAL OF  
STATUS CHANGES**

**R-2003-32**

**STATUS CHANGES**

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

*BEGINNING SEPTEMBER 18, 2003 AND ENDING JUNE 30, 2004*

*Rose Hughes, Instructor/Evening/Weekend Coordinator*

*SALARY: \$32,273.85 prorated from \$40,827.00 for a fiscal year*

**BE IT FURTHER RESOLVED:** *by the Board of Trustees that the following professional staff member is hereby awarded a status change at the salary and date stipulated below:*

*BEGINNING SEPTEMBER 18, 2003 AND ENDING JUNE 30, 2004*

*Sharon Miller, Instructor/Center for Organizational Excellence Coordinator*

*SALARY: \$36,218.07 prorated from \$46,191.00 for a fiscal year*

**EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION R-2003-32**

*Rose Hughes was moved from full-time Coordinator of Continuing Education to half-time faculty, Academic Business Division/half-time Evening Weekend Coordinator.*

*Sharon Miller was moved from full-time Instructor to half-time faculty, Academic Business Division/half-time Coordinator for Organizational Excellence.*

**ACTION TAKEN:** Mrs. Humphrey moved approval of Resolution R-2003-33. Dr. Ford seconded the motion, and the motion carried unanimously.

**SEPERATIONS REPORT**

Mr. Miller referred the members to the separation report as an informational item.

**SEPARATION REPORT**

**SEPARATIONS: SEPTEMBER 2003**

*EFFECTIVE SEPTEMBER 15, 2003*

*Laurie Keller, Associate Professor, Business Division*

**RESIGNED:** *Laurie resigned due to family needs.*

**D. Consideration of Approval of Additional Custodial Positions in Facilities  
Department R-2003-33 – Mr. Bill Miller**

**CONSIDERATION OF APPROVAL OF ADDITIONAL CUSTODIAL POSITIONS IN  
FACILITIES DEPARTMENT**

**R-2003-33**

*WHEREAS: the functions and additional responsibilities of the Facilities Department have significantly changed; and*

*WHEREAS: due to the increase in custodial responsibilities as a result of the transition of Kee Hall, additional Child Development Center requirements, and additional space utilization at the Fallerius building and the Kehoe Center; and*

*WHEREAS: current custodial staffing is insufficient to fulfill the additional responsibilities.*

*NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees that two additional full-time custodial positions be approved for the Facilities Department.*

**ACTION TAKEN:** Mr. Konstam moved for approval of Resolution R-2003-33. Mr. Weiss seconded the motion, and the motion carried unanimously.

**E. Consideration of Approval of Fiscal Management Policies 4.5, 4.6, 4.7 & 4.8  
R-2003-34 - Dr. Ronald Abrams**

**CONSIDERATION OF APPROVAL  
OF  
FISCAL MANAGEMENT POLICIES 4.5, 4.6, 4.7& 4.8  
R-2003-34**

***WHEREAS:** the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business, and*

***WHEREAS:** the Board of Trustees has begun the process of establishing policies to direct the governance process.*

***NOW, THEREFORE BE IT RESOLVED:** that the Board of Trustees hereby approve Governance Commitment Policies 4.5, 4.6, & 4.7. (**See Attached**)*

**ACTION TAKEN:** Dr. Ford moved for approval of Resolution of Fiscal Management Policies 4.5, 4.6, 4.7 & 4.8 R-2003-34. Mr. Smith seconded the motion, and the motion carried unanimously.

**F. Nominating Committee Report - Mr. Matt Smith**

Mr. Smith reported that the candidates are very interested in interviewing. Dr. Ressallatt will also be following up with another interested candidate. He informed the Board that the interviewing process will begin in November. Mr. Smith will forward information to the Interim Board secretary to compile some dates and times to schedule interviews. Dr. Kafer thanked Matt, the Board concurred.

**VIII. BOARD CHAIR’S REPORT**

**OACC Fall Conference-** Dr. Kafer encouraged the Board to attend the OACC conference. She also reminded the Board that accommodation & registration will be taken care of. The date of these conferences is on October 29 & 30 please let Dr. Abrams know if you are interested in attending.

**Foundation Membership-** Dr. Kafer informed the board of the vacancies of the Foundation Board. Dr. Kafer explained to the Board members the term of office, and meeting dates. She stated that Matt Smith has agreed to join the NC State Foundation Board. Dr. Kafer thanked Matt for his willingness to serve.

**IX. PRESIDENT’S REPORT**

**Co- Located Campus Study –** Dr. Abrams reported to the Board that The Ohio Board of Regents is conducting a study dealing with community service of the Co- Located Campuses. There will be a meeting this Friday in Columbus. He also noted that OSU and NC State are to nominate 3 to 5 community leaders to take part in this process, and for the Board to be thinking about and suggest names that we could jointly agree with.

**Pioneer Endorsement Request**– Dr. Abrams informed the Board that Pioneer is interested in his endorsement on their school levy, which would include his signature, and press coverage. The supt. of Pioneer, Don Plotts, has personally solicited him for this endorsement. The Board discussed and concurred that Dr. Abrams has their support in his decision.

## **X. EXECUTIVE SESSION**

Dr. Kafer called for an Executive Session at 9:30 p.m. to discuss Personnel Matters with no action to follow. Mr. Robert Konstam made a motion seconded by Mrs. Humphrey to adjourn to Executive Session. A roll call vote on the motion was approved unanimously.

Dr. Lucille Ford – “yes”  
Mrs. Edith Humphrey – “yes”  
Dr. Linda Kafer – “yes”  
Mr. Matt Smith – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Robert Konstam – “yes”  
Mr. James Weiss – “yes”

Upon a motion made by Mr. Matt Smith seconded by Mrs. Edith Humphrey to end the Executive Session at 9:45 p.m. and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously.

Dr. Lucille Ford – “yes”  
Mrs. Edith Humphrey – “yes”  
Dr. Linda Kafer – “yes”  
Mr. Matt Smith – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Robert Konstam – “yes”  
Mr. James Weiss – “yes”

The regular meeting of the North Central State College Board of Trustees was declared reconvened.

## **XI. TIME AND PLACE OF NEXT MEETING**

The next meeting of the Board of Trustees is scheduled for Wednesday, December 3, 2003, at 7:00 p.m. in the Board Room of the Fallerius Technical Education Center

## **XII. ADJOURNMENT**

The chair called for any additional business requiring Board Action.

**ACTION TAKEN:** As there was no further business requiring Board consideration, a motion was made by Dr. Ford, seconded by Mr. Konstam to adjourn the meeting at 9:48 p.m. The motion carried unanimously.

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Respectively submitted:  
Teresa J. Greene

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Dr. Linda Kafer, Chairperson