

**North Central State College  
Board of Trustees' Meeting  
December 3, 2003  
Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:08 pm

**II. ROLL CALL**

**The Secretary called the roll.**

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

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Terry Coleman, Co-Chair of the Transition Team representing Faculty, Scott Varney presenting the Auditor's Report, and Steve Williams the newly appointed Executive Assistant to the President.

**IV. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the October 31, 2003 meeting.

**ACTION TAKEN:** Dr. Kafer moved for approval of the October 31, 2003 minutes. Mr. Smith seconded the motion, and the motion carried unanimously.

**V. AUDITOR'S REPORT**

Mr. Scott Varney distributed copies of the Unofficial Auditor's Report for the fiscal year ended June 30, 2003 to all Board members. Mr. Varney began by describing the audit process. He listed the programs that this audit concentrated on and described the responsibilities of his firm to the auditing process. He further presented the specific reports and schedules. Mr. Varney emphasized that the "Management Discussion Analysis" portion of the report was worth reading in some detail. He concluded by reporting that the audit had no findings, no audit adjustments, no disagreements with management, and no difficulties. The Board thanked Varney for his report.

## **TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending October 31, 2003. He stated that revenues for the month totaled \$865,192. Expenditures were \$1,360,350 leaving an excess of \$495,158. Year –to- date revenues totaled \$6,279,271. Year –to – date expenditures totaled \$4,552,215 leaving an excess of \$1,727,056. The StarOhio month- end balance is \$485,851.

**ACTION TAKEN:** Mr. Weiss moved for approval of the Treasurer's Report for the month ending October 31, 2003. Dr. Ford seconded the motion, and the motion carried unanimously.

## **VI. OLD BUSINESS**

**Gardner Shaw/ Transition Team** – Dr. Abrams recapped the progress of the Transition Team toward the Gardner Shaw recommendations. Terry Coleman provided a detailed update. Coleman reported that they have been successful in accomplishing two major issues by establishing the Faculty/Staff Senate and by drafting a constitution from which to derive their authority. He reported that the faculty is in the process of electing their caucus members and some departments/areas are done. The Transition Team will be meeting with the Caucuses on December 11<sup>th</sup> to discuss their role and responsibilities. Coleman also emphasized the importance of the Senate being active.

## **VII. NEW BUSINESS**

- A. OACC Website – Trustee Education** – Dr. Ronald Abrams  
Dr. Abrams explained the Trustee Education requirement and directed the Board to the OACC website pointing out its value as a training resource. He demonstrated the ease of access to the training materials with a brief on-line tour of the website.
- B. Consideration of Recognition of Constitution of Faculty/Staff Congress –  
R-2003-35 -Dr. Ronald Abrams**

**CONSIDERATION OF APPROVAL  
OF  
RECOGNITION OF THE NORTH CENTRAL STATE COLLEGE  
FACULTY/STAFF CONGRESS CONSTITUTION**

**R-2003-35**

**WHEREAS:** *the Board of Trustees of North Central State College has been supportive of the formulation of a faculty/staff organization committed to providing recommendations to the President, on issues of mutual concern, and*

**WHEREAS:** *efforts to construct such an organization have come to fruition.*

**NOW, THEREFORE BE IT RESOLVED:** *that the Board or Trustees hereby recognizes the adoption, by faculty and staff, of a constitution establishing the North Central State College Faculty/Staff Congress.*

**ACTION TAKEN:** Mrs. Humphrey moved for approval of Resolution R-2003-35. Dr. Ford seconded the motion, and the motion carried unanimously.

### **C. Personnel Report**

- Mr. Miller presented Resolution R-2003-36- Consideration of Approval of Status Changes

#### **CONSIDERATION OF APPROVAL OF STATUS CHANGES**

**R-2003-36**

#### **STATUS CHANGES**

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

*BEGINNING NOVEMBER 1, 2003 AND ENDING JUNE 30, 2003*

*Stephen Williams, Executive Administrative Assistant/Recorder to the Board of Trustees*

*SALARY: \$26,666.72 prorated from \$40,000.00 for a fiscal year*

#### **EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION R-2003-36**

*Stephen Williams moved from Coordinator of Physical Activities to Executive Administrative Assistant to the President/Recorder to Board of Trustees.*

**ACTION TAKEN:** Dr. Rensallat moved to amend that portion of Mr. Williams's title relating to "Secretary to the Board of Trustees" to read "Recorder to the Board of Trustees." Mrs. Humphrey moved for approval of Resolution R-2003-36 as amended. Dr. Ford seconded the motion, and the motion carried unanimously.

**CONSIDERATION OF APPROVAL OF NEW OUTREACH COORDINATOR  
POSITION**

**R-2003-37**

**WHEREAS:** *the functions and additional responsibilities of the Workforce and Community Development Department have significantly changed; and*

**WHEREAS:** *due to an increase in new and additional responsibilities as a result of the transition of the Ohio Department of Jobs and Family Services, One-Stop Partnership; and*

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

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that an additional full-time position, Outreach Coordinator, be approved for the Workforce and Community Development Division.*

**ACTION TAKEN:** Mr. Smith moved approval of Resolution R-2003-37. Mr. Weiss 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: NOVEMBER/DECEMBER 2003**

**EFFECTIVE NOVEMBER 7, 2003**

*John Harkness, Special Assistant to the President*

**RETIRED:** *John served the College as Special Assistant to the President for three years and previously served on the Foundation Board of Trustees.*

**EFFECTIVE DECEMBER 5, 2003**

*Jerilyn Friedmann, Director of Grants*

**RESIGNED:** *Jerilyn will be relocating.*

**CONSIDERATION OF APPROVAL OF RECORDER TO THE BOARD**

**R-2003-38**

**WHEREAS:** *Stephen R. Williams has been appointed as Executive Administrative Assistant to the President of North Central State college; and*

**WHEREAS:** *it is imperative that accurate minutes of the Board of Trustees of North Central State college be duly recorded and maintained by the Secretary of the Board.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees Stephen R. Williams be named North Central State College Recorder to the Board effective December 4, 2003*

**ACTION TAKEN:** Mr. Weiss moved for approval of Resolution R-2003-38 as amended. Mr. Smith seconded the motion, and the motion carried unanimously.

Dr. Kafer addressed the need to have a Board member serve as **Secretary of the Board** for official matters. Mr. Weiss moved for Dr. Ressallat to serve in that capacity. Mr. Smith seconded the motion and with no objection expressed by Dr. Ressallat, the motion carried unanimously.

**E. Consideration of Approval of Governance Process Policies 2.6, 2.7, and 2.8  
R-2003-39 - Dr. Ronald Abrams**

**CONSIDERATION OF APPROVAL OF  
GOVERNANCE PROCESS POLICIES 2.6, 2.7, AND 2.8**

**R-2003-39**

**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 2.6, 2.7, and 2.8.*

**ACTION TAKEN:** Dr Kafer asked for discussion on whether the Board felt that the portion of Policy No. 2.6 referring to the maximum term of the Chairperson should be amended to reflect two consecutive years instead of three consecutive years and if Item 4. of Policy No. 2.8 referring to “Presidential Performance” should read “on an annual basis” vice “at the May Board meeting.” After some discussion, Mr. Konstam moved for approval of Resolution R-2003-39, as amended. Mr. Weiss seconded the motion, and the motion carried unanimously.

**F. Board – President Relationship Policies 3.1, 3.2, 3.3, and 3.4 - Dr. Ronald Abrams**

Dr. Abrams presented information regarding the Governance Policies 3.1, 3.2, 3.3, and 3.4 but indicated that no action needed to be taken on them at this time. Dr. Kafer then outlined the process for conducting the President’s evaluation and indicated that it should be done after the first of the year 2004. Mr. Konstam asked for documents of last year’s evaluation for review by new board members. Dr. Kafer further confirmed that Mrs. Humphrey would be responsible for conducting the President’s evaluation this year. Dr. Abrams distributed his goals for the coming period.

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

**1. New Appointments** - Mr. Smith reported that three interviews had been conducted and that the Nomination Committee would like to submit two new appointments for the Board’s approval. Mr. Smith presented **Dr. Omar F.S. Guimaraes** of Shelby (a local appointment) and **Mr. Nathan D. Ujvari** of Galion (a local appointment), for approval. Mrs. Humphrey moved that both recommended appointees be approved. Mr. Konstam seconded the motion, and the motion carried unanimously.

**2. Reappointments** - Mr. Smith then presented a recommendation for the **reappointment of Dr. Linda Kafer** for another term of service and moved for approval. Mr. Konstam seconded the motion, and the motion carried unanimously.

## **VIII. BOARD CHAIR’S REPORT**

**OACC Fall Conference-** Dr. Kafer recapped the OACC Fall Conference reporting that of the approximately 100 people in attendance; about 60 of them were from two-year colleges. There were twenty-three various colleges represented. The focus of the conference was the role & responsibility of two-year colleges in addressing the shortages in teachers. There were good reports on the Educational Assistant Program. The conference also addressed the responsibilities of the Board of Trustees.

**2004 Board Meeting Calendar-** Dr. Kafer asked for discussion on the 2004 Board Meeting Calendar. Dr. Abrams brought up the need for the Board to do some basic strategic planning by next summer. A more detailed strategic plan can be developed from that. Dr. Kafer expressed the need for the Board to develop a working calendar to help plan for and prioritize objectives.

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

**1. Co- Located Campus Study** – Dr. Abrams explained the perceived purpose of the Co-Located Campus Study and reviewed the groups involved and some of the key players. He explained that Ms. Suzanne Davis will chair the local committee and asked for the participation of one Board member. Mr. Bob Konstam agreed to serve as the Trustee Ex-officio in this matter. Dr. Abrams thanked Mr. Konstam for his participation and further explained that Ms. Davis stated that she wants to conduct her portion of the study via the interaction of various focus groups. Dr. Abrams further pointed out that this issue was really bringing the course articulation issue to light and encouraging institutions to work on finding a remedy.

**2. Scholarship Issues**– Dr. Abrams presented the argument that many institutions are making about the various state and federal scholarship awards being predominately merit based and that there needs to be a shift in the focus of these awards. He stated that the Governor asked for a study to be conducted to uncover and address the issues in this matter.

**3. Kehoe Capital Funding Proposal** – Dr. Abrams presented the collaborative effort between North Central State College and General Motors that led to the submission of the Kehoe Capital Funding Proposal. He further relayed the sequence of events that culminated in the reversal of funding approval by the Ohio Board of Regents. Dr. Abrams went on to inform the Board of some alternative means of funding that are being pursued for the project.

**4. Ethics Training** – Dr. Abrams recapped the Governor's mandated training for Governor appointed Board members. He informed the Board members that more details about the mandated training would be forth coming.

**5. Employee Appreciation Dinner and Open House**– Dr. Abrams reminded Board members and covered some of the details of the appreciation dinner and the open house and encouraged their attendance.

**6. Other** – Dr. Abrams informed the Board that Attorney John Siegenthaler is retiring from his law practice and that Dave Carto would be picking up his clientele.

## **X. EXECUTIVE SESSION**

Dr. Kafer called for an Executive Session at 9:18 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 9:57 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, January 28, 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 Mr. Smith to adjourn the meeting at 9:59 p.m. The motion was seconded by Mr. Konstam and carried unanimously.

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Respectively submitted:  
Teresa J. Greene

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Dr. Linda Kafer, Chairperson