

North Central State College
Board of Trustees' Meeting
April 23, 2003
Minutes

I. CALL TO ORDER

The Chairman called the meeting to order at 7:00 pm

II. ROLL CALL

The Secretary called the roll.

Present: Dr. Lucille Ford
Ms. Edie Humphrey
Dr. Linda Kafer
Mr. James Kehoe
Mr. Robert Konstam
Dr. Mehdi Ressallat
Mr. Matthew Smith
Mr. James Weiss
Mr. Russell Wiseman

III. INTRODUCTION OF GUESTS - no guests.

IV. APPROVAL OF MINUTES

The Chair called for questions or comments regarding the minutes of the March 26, 2003 meeting. Edie Humphrey reported that she did not attend the March 26th meeting and is recorded as being present. The Chair declared the minutes approved with the noted correction.

V. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending March 31, 2003. He stated that revenues for the month totaled \$1,105,735. Expenditures were \$1,348,260 leaving a deficit of \$242,525. Year-to-date revenues totaled \$14,296,106. Year-to-date expenditures totaled \$11,130,048 leaving an excess of \$3,166,058. The StarOhio month-end balance is \$1,877,507. Mr. Miller reminded the Board that student fee revenue will begin to decline with the close of the fiscal year as will the state share of instruction.

ACTION TAKEN: Ms. Edith Humphrey moved approval of the Treasurer's Report for the month ending March 31, 2003. Dr. Lucille Ford seconded the motion and the motion carried unanimously.

To better familiarize themselves, Dr. Abrams suggested that Mr. Weiss and Mr. Konstam meet with Bill Miller to review the college budget.

VI. OLD BUSINESS

Policy Governance – Dr. Kafer explained, particularly to the new members, the Policy Governance Model presented at their March retreat. She communicated that the process will be a lengthy one providing a more identified and clarified role of the Board. She shared that she spoke to Lister Smithers, Board Chair at Clark State Community College, who shared with her that the process took about 2 years and he highly recommended it. He commented that he is willing to work with our Board as the process begins. Mr. Smithers shared that it required time and numerous retreats. Dr. Kafer asked the following: (1) are the members committed to moving forward and (2) can we commit to a time frame? Linda distributed the copies from the retreat outlining the process referring specifically to 2.1-Governance Commitment. The Board discussed the Governance Model and available resource materials. The President referenced a number of available resources and suggested we look at the Clark State policies as a starting point. Dr. Kafer shared that Clark State opted to appoint committees of the Board, which is not part of the Carver model but they felt beneficial. Matt Smith shared that the Board is now complete and this Governance Model would be a good beginning point.

ACTION TAKEN: Mr. Matt Smith made a motion to proceed with the Policy Governance Model that could then be adopted by the Board of Trustees as outlined by the Carver Model. The motion was second by Ms. Edie Humphrey and carried unanimously.

ACTION TAKEN: In addition, Ms. Edie Humphrey made a motion to aim for an 18-month development and completion target. The motion was second by Mr. James Kehoe and carried unanimously.

The Board members then discussed using the regular Board meetings as work sessions and, on occasion, beginning early.

VII. NEW BUSINESS

A. Spring Quarter Enrollment Report

In the absence of Mark Collins, Dr. Abrams reported that although the numbers are not final, Spring enrollment is up by 1.6%. The FTE number is up 6.2% which is the critical number. The continuous enrollment numbers are up, which is a direct reflection of our retention efforts.

B. Personnel Report

- Mr. Bill Miller presented Resolution R-2003-11 - Consideration of Approval of Employment of College Personnel.

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

R-2003-11

NEW HIRES

BE IT RESOLVED: *by the Board of Trustees that the following Workforce and Community Development Instructor(s) are hereby awarded an employment agreement at the salary and dates stipulated below:*

BEGINNING MARCH 31, 2003 AND ENDING JUNE 16, 2003

*Tom Peyton, Tool & Die Instructor, Workforce and Community Development
SALARY: \$10,137.00 prorated from \$30,411.00 for a fiscal year*

EXPLANATION OF NEW HIRE(S) FOR RESOLUTION R-2003-11

Tom Peyton, Tool & Die Instructor, Workforce and Community Development, fills an approved position.

ACTION TAKEN: Mr. Matt Smith moved approval of Resolution R-2003-11. Mr. Robert Konstam seconded the motion, and the motion carried unanimously.

C. Consideration of Approval of Status Change

- 1 Mr. Bill Miller presented Resolution R-2003-12 - Consideration of Approval of College Personnel Professional Growth Recognition

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

R-2003-12

WHEREAS: *Vickie J. Kissel, Help Desk Specialist, has supplied documentation of the completion of an Associate's Degree in Technical Studies.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that Vickie J. Kissel be awarded a \$1,218.00 increase to base salary from \$24,785 to \$26,003, effective April 15, 2003, in recognition of the completion of an Associate's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth*

ACTION TAKEN: Dr. Lucille Ford moved approval of Resolution R-2003-12. Ms. Edie Humphrey seconded the motion, and the motion carried unanimously.

D. Consideration of Approval of Tuition Increase

1 Mr. Bill Miller presented R-2003-13 – Consideration of Approval of Tuition Increase

Mr. Miller reported that this represents a 5.9% increase following the guidelines of the Governor. Mr. Miller distributed comparison information and the members discussed the pros and cons regarding the tuition increase, both directly and indirectly, and how that effects the students.

CONSIDERATION OF APPROVAL OF TUITION INCREASE R-2003-13

WHEREAS: the Board of Trustees of North Central State College is committed to providing access to a high-quality and affordable education, and

WHEREAS: revenue projections based on current resources will not likely keep pace with the expenditures required of the College to ensure quality programming.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees hereby authorize a \$3.70 (5.9%) per credit hour increase in instructional and general fees for the 2003-2004 academic year, commencing Summer Quarter, 2003.

ACTION TAKEN: Mr. Matthew Smith moved approval of Resolution R-2003-13. Dr. Lucille Ford second the motion and the motion carried unanimously.

E. Consideration of Approval to Increase Contact Hour Fee

1 Mr. Bill Miller presented Resolution 2003-14 – Consideration of Approval to Increase Contact Hour Fee

Mr. Miller explained the contact hour fee vs. credit hour fee to the Board. He explained that we are attempting to bring the contact hour fee to approximately one half of the credit hour rate. He added that this Resolution would help close that gap. Board members expressed their concern about an additional increase. The technologies most impacted by the contact hour increase are: Health, CIS, and Engineering. Dr. Abrams explained that the demand for the health care programs is high and the graduates are also in demand, with relatively high salaries. The board discussion concluded.

CONSIDERATION OF APPROVAL TO INCREASE CONTACT HOUR FEE R-2003-14

WHEREAS: the Board of Trustees of North Central State College is committed to providing access to a high-quality and affordable education, and

***WHEREAS:** the college charges a contact hour fee where the contact hours exceed the credit hours for a course, and*

***WHEREAS:** the contact hour fee was designed to partially subsidize the extra costs of high cost, high contact hour programs, and*

***WHEREAS:** the current contact hour fee results in a continually widening gap between revenue generated by certain courses and their cost.*

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees hereby authorize a \$10.00 increase in the contact hour fee, commencing Summer Quarter, 2003.

ACTION TAKEN: Mr. Matt Smith moved approval of Resolution 2003-14. Mr. James Weiss second the motion and at motion carried unanimously.

F. Consideration of Approval to Modify Miscellaneous Student Fees

1 Mr. Miller presented Resolution 2003-15 – Consideration of Approval to Modify Miscellaneous Student Fees.

Mr. Miller explained that after evaluating late registrations, late fees, and late payments he is proposing this Resolution to help reduce expenses related to these charges. It will simply offset costs rather than significantly increase revenue.

CONSIDERATION OF APPROVAL TO MODIFY MISCELLANIOUS STUDENT FEES R-2003-15

***WHEREAS:** the Board of Trustees of North Central State College is committed to providing access to a high-quality and affordable education, and*

***WHEREAS:** the College charges student fees as indicated below, and*

***WHEREAS:** these student fees have not been adjusted in at least five (5) years, and*

***WHEREAS:** the College is continuing to incur increasing collection costs in regard to outstanding accounts.*

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees hereby authorize the approval of student fees as proposed below commencing Summer Quarter, 2003.

Miscellaneous Student Fees:

<i>FEE</i>	<i>CURRENT</i>	<i>PROPOSED</i>
<i>Deferred Payment Plan</i>	<i>\$10.00</i>	<i>\$15.00</i>
<i>Late Payment</i>	<i>20.00</i>	<i>15.00</i>
<i>Late Registration</i>	<i>0.00</i>	<i>10.00</i>
<i>Re-registration</i>	<i>0.00</i>	<i>25.00</i>
<i>Non-payment (Quarter End)</i>	<i>0.00</i>	<i>50.00</i>

ACTION TAKEN: Mr. Robert Konstam moved approval of Resolution 2003-15. Mr. Matt Smith second the motion and at motion carried unanimously.

G. Consideration of Approval to Revise Bidding Procedures Policy

1 Mr. Miller presented Resolution 2003-16 – Consideration of Approval to Revise Bidding Procedures Policy

Mr. Miller referred to the bidding explanation in the Board packet and explained that the changes he is proposing are an attempt to bring NC State procedures closer to those of other state educational entities. Dr. Abrams and Mr. Miller explained the internal processes for purchasing specifically regarding internal controls. He added that the \$50K will no doubt change on a biennium basis. The Board asked for re-assurance regarding the dollar amount and the statutory limit. Mr. Miller stated that he would double check the figure. The Board members unanimously decided to “table” this resolution until Mr. Miller confers with the Attorney Generals office.

H. Consideration of Approval of Construction Bid

1 Mr. Miller presented Resolution 2003-17 – Consideration of Approval of Construction Bid

Mr. Miller stated that the funds for the renovation to the CDC will be Federal Funds including architectural fees. This renovation is a result of the CDC Federal Review.

**CONSIDERATION OF APPROVAL OF CONSTRUCTION BID
R2003-17**

WHEREAS: The College desires to renovate space in the Child Development Center, and

WHEREAS: sealed bids were received by the College at noon, Thursday, 17 April 2003, and

WHEREAS: the combined low bids plus selected bid alternates are within the College's budget, and have been recommended by Moody/Nolan, the architect on the project, and

WHEREAS: funding for the project is available through the Early Head Start Grant program,

NOW, THEREFORE, BE IT RESOLVED: the Board of Trustees of North Central State College awards contracts to the following Contractors for Child Development Center renovations:

GENERAL CONTRACT:	\$ 95,976.00
<i>Ludwig Zahn Construction Co.</i>	
<i>317 Oxford Ave.</i>	
<i>Mansfield, Ohio 44906</i>	

HVAC CONTRACT:	\$ 12,060.00
<i>Standard Plumbing & Heating Co.</i>	
<i>194 S. Illinois P.O. Box 2280</i>	
<i>Mansfield, Ohio 44905</i>	

PLUMBING CONTRACT:	\$ 10,500.00
<i>Jeff Luttrell Contracting</i>	
<i>10 Crall Road</i>	
<i>Mansfield, Ohio 44903-9514</i>	

ELECTRICAL CONTRACT:	\$ 21,700.46
<i>Alpine Electric, Inc.</i>	
<i>57 East Sixth Street</i>	
<i>Mansfield, Ohio 44902</i>	

CONTINGENCY AMOUNT:	\$ 21,000.00
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Grand Total, Contract Awards / Contingency	\$ 161,236.46
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ACTION TAKEN: Mr. Matt Smith moved approval of Resolution 2003-17. Ms. Edith Humphrey second the motion and at motion carried unanimously.

VIII. BOARD CHAIR'S REPORT

ACCT Nominations – Dr. Kafer distributed and asked the Board to review the ACCT Annual Association Awards and to make their recommendations before June 2, 2003. Dr. Abrams asked that Board members forward their recommendations to Marsha so the preparation/documentation can begin. Dr. Linda Kafer suggested that we consider nominating Maury Devolder for development of the Teaching Assistant program.

Other – Dr. Linda Kafer shared that she attended a luncheon with Dale Doty, and Bob Zettler regarding the Skills Max Assessment. She expressed her support and enthusiasm about the assessment. Bob Zettler reported that the results are staggering and impressive as we begin to identify our future workforce. Dr. Kafer distributed the handout for Board members to review.

IX. PRESIDENT'S REPORT

Phi Theta Kappa Achievements – Dr. Abrams reported that Sandy Mahl became the Division I Vice President of Phi Theta Kappa at the recent conference in California. There were over 500 chapters present and the NC State chapter was in the top 100. He added that Diane Hipsher was recognized as one of the outstanding Advisors in the country.

Budget Challenges – Dr. Abrams shared that the House presented their budget proposal and it is now in the hands of the Senate. He reported that those hearings are scheduled for the first part of May. The Governor proposed 3% for the first year of the biennium and 2% for the second year. The guarantee was eliminated which was beneficial to us. He added that our allocation could go up as much as 7%. This, of course, has to pass the Senate. If the Senate does not pass the budget, we will no doubt have to deal with a decrease. Dr. Abrams stated that the capital component was eliminated which will cost us \$215K which we have committed. The tuition fee cap is 6% and a moratorium was placed on all new programs. The budget proposal also includes college transfer credit capability with permanent law language. A new community college was added in Warren County. The President then informed the Board that the bill also contains a request to study the feasibility of merging the 2 year co-located campuses under one administration looking above the Dean level and above positions. The study must be completed by May 2004. Dr. Abrams closed by advising the Board that he would keep them informed.

Special Meetings/Events – Dr. Abrams reviewed the upcoming activities with the Board as follows:

- May 2, 2003 – Kee Hall Dedication
- May 2, 2003 – Entrepreneurial Hall of Fame
- May 7, 2003 – Special Board Meeting
- May 9, 2003 – Board of Trustees Dinner

OTHER

Dr. Abrams reported that we received notification from the Ohio Department of Education informing us that we will receive \$25K this year and \$75K next year for an Engineering Academy.

He informed the Board that Diane Hipsher, PTK Advisor, and Janet Boeckman, Director of Nursing will receive the TWIN Award.

Dr. Abrams informed the Board that we are further developing the College Web pages and a portion of that will be for the Board of Trustees. He asked members

to indicate how much information they would like placed on the Web. The members agreed to discuss further at the next meeting.

X. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday 28, 2003, at 7:00 p.m. in Room 168 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 action, a motion was made by Dr. Lucille Ford, seconded by Mr. Russell Wiseman to adjourn the meeting at 9:40 p.m. The motion carried unanimously.

Respectively submitted:
Marsha K. Danhoff

Dr. Linda Kafer, Chairperson