

North Central State College
Board of Trustees' Meeting
January 22, 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
Dr. Mehdi Ressallat
Mr. Matthew Smith
Mr. Russell Wiseman

III. INTRODUCTION OF GUESTS

Dr. Abrams introduced and welcomed a new member to the North Central State College Board of Trustees: Mr. Matthew Smith, Chairman of the Board at PECO II in Galion, Ohio.

IV. OATH OF OFFICE

The secretary, Marsha Danhoff, administered the Oath of Office to Mr. Matthew Smith.

V. APPROVAL OF MINUTES

The Chair called for questions or comments regarding the minutes of the December 4, 2002 meeting. Hearing none, she called for a motion to approve the minutes as submitted. Ms. Edith Humphrey moved to approved the December minutes seconded by Dr. Lucille Ford. The Chair declared the minutes approved as submitted.

VI. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending December 31, 2002. He stated that revenues for the month totaled \$963,824. Expenditures were \$1,304,292 leaving a deficit of \$340,468. Year-to-date revenues totaled \$9,462,031. Year-to-date expenditures totaled \$7,094,340 leaving an excess of \$2,367,691. The StarOhio month-end balance is \$2,509,036.

ACTION TAKEN: Mr. James Kehoe moved approval of the Treasurer's Report for the month ending December 31, 2002. Mr. Russ Wiseman seconded the motion and the motion carried unanimously.

RESTRICTED FUNDS ANALYSIS

Mr. Miller presented the Restricted Funds Analysis for fiscal year 2003 as an informational item for the Board. He commented that the report shows the grant funds for fiscal year 2003. Mr. Miller pointed out that the IST grant is not shown on the report because it is a "pass through".

TRAVEL EXPENSE REPORT

Mr. Miller presented the Travel Expense Report for July 1, 2002 through December 31, 2002. He commented that the report is broken down by department with the President's office shown separately. Mr. Miller concluded by stating that this is an informational item and does not require action.

VII. OLD BUSINESS

Chair, Dr. Linda Kafer reminded the board about the upcoming board retreat scheduled for March 1, 2003. She added the tentative agenda includes a presentation by Sue Stratton regarding board Governance and in the afternoon Dr. Abrams will provide information and discussion regarding strategic planning. Dr. Abrams commented that he will present proposed goals to the Board for review at the meeting. Members marked their calendars.

IX. NEW BUSINESS

A. Personnel Report

- Mr. Bill Miller presented Resolution R-2003-01 - Consideration of Approval of Employment of College Personnel.

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL R-2003-01

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 JANUARY 1, 2003 AND ENDING JUNE 30, 2003

*Beth Price, Director/Child Development Center
SALARY: \$25,000.00 prorated from \$50,000.00 for a fiscal year*

BEGINNING JANUARY 6, 2003 AND ENDING JUNE 30, 2003

*Sheila Campbell, Program Design Specialist/Child Development Center
SALARY: \$12,227.57 prorated from \$25,000.00 for a fiscal year*

BEGINNING JANUARY 23, 2003 AND ENDING JUNE 30, 2003

Eric Despain, PC/Audio Visual Technician

SALARY: \$13,307.66 prorated from \$30,000.00 for a fiscal year

BE IT FURTHER RESOLVED: *by the Board of Trustees that the following faculty are hereby awarded an employment agreement at the salary and dates stipulated below:*

BEGINNING DECEMBER 1, 2002 AND ENDING JUNE 30, 2003

Robert Green, Integrated Systems Technology Instructor

SALARY: \$20,754.30 prorated from \$35,578.75 per 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 JANUARY 6, 2003

Heather Phillips, Administrative Specialist/Student Success Center

SALARY: \$1,647.50 per month based on 12 months

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

BEGINNING JANUARY 3, 2003

Tammy Linn Danner, Child Health Specialist/Child Development Center

SALARY: \$1,571.00 per month based on 12 months

BEGINNING JANUARY 9, 2003

Shirley Palmeteer, Cook/Child Development Center (PT)

SALARY: \$6.74 per hour

ACTION TAKEN: Mr. Russ Wiseman moved approval of Resolution R-2003-01. Mr. James Kehoe seconded the motion and the motion carried unanimously.

- 1 Mr. Bill Miller presented the part time agreements for Faculty for Fall Quarter as an information item. He mentioned that the employee listed was omitted from the prior month's report because his employment crossed two quarters; Fall and Winter. No action required.
- 1 Mr. Mark Collins presented Resolution 2003-02 – Consideration of Approval of Contracts for Non-Probationary Faculty.

**CONSIDERATION OF APPROVAL OF
CONTRACTS FOR NON-PROBATIONARY FACULTY
R-2003-02**

(First year of a Three Year Contract)

BE IT RESOLVED: *by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty who have been fully evaluated and are recommended without reservation for renewal of contracts for the period stated below:*

2003 – 2006

*Joseph Badamy
Laurie Carlisle-Keller
Terry Coleman
Kelly Gray
Janice Howman
Marilyn Humeston
Ellen Johnson
Jean Jones
Ross Justice*

*Carolyn Kaple
Pearl Keib
Robert Lewis
Thomas Nichols
Joseph Sminchak
Jeffrey Taylor
Teresa VanDorn
Michael Williams*

ACTION TAKEN: Ms. Edith Humphrey moved approval of Resolution R-2003-02. Mr. Russ Wiseman seconded the motion, and the motion carried unanimously.

1 Health Insurance Update – Mr. Bill Miller reported that the health insurance rate will increase by 13% as he reported at the last board meeting. He added that he is reviewing ways to hold insurance costs down. He indicated that we are exploring an insurance buy out option for employees. He stated that employees would be offered the option to **NOT** participate in the health care benefit in return for an annual \$1500 benefit paid equally over each pay period. He pointed out the negative and positive aspects of the proposal stating that there is potential for positive significant savings. He suggested that , during the budget process, a survey of the employees be taken to determine the benefit. The board members concurred and asked Mr. Miller to begin the data collecting.

1 Winter Quarter Enrollment Report – Mr. Collins presented the Winter Quarter enrollment report stating that the numbers being reported are 14th day numbers and will be adjusted throughout the term. He reported that full time enrollment is up 7.3% and part time enrollment is up 4.9% with an overall increase of 5.7%. The breakdown of day and evening shows a significant shift from evening to day. Mr. Collins added that we continue to monitor this shift to determined the reason. He continued by commenting that FTE for the quarter is up by 6.4%. Reviewing the percentage breakdown of student enrollment by special category shows that we remain primarily a female campus, with students attending more day classes and enrolled primarily on a part time basis. Mr. Collins concluded by showing the enrollment by counties.

1 Mr. Bill Miller presented resolution 2003 - 03 stating that the bids came in lower than anticipated which will give us the opportunity to complete some of the alternate renovation in the Fallerius building.

**CONSIDERATION OF APPROVAL
OF CONSTRUCTION BIDS
R-2003-03**

WHEREAS: The College desires to renovate space in the Fallerius Technical Education Center, and

WHEREAS: sealed bids were received by the College at noon, Tuesday, 14 January 2003, and

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

WHEREAS: funding for the project is available through the State capital program,

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

<i>GENERAL CONTRACT:</i>	<i>\$358,178</i>
<i>Stanley Miller</i>	
<i>2250 Howenstine Drive, SE</i>	
<i>East Sparta OH 44626</i>	

<i>HVAC/P Combined CONTRACT:</i>	
<i>Standard Plumbing and Heating</i>	<i>\$162,680</i>
<i>194 S. Illinois Avenue</i>	
<i>Mansfield OH 44905</i>	

<i>ELECTRICAL CONTRACT:</i>	
<i>Spring Electrical</i>	<i>\$283,590</i>
<i>1500 E. Lindaire Lane</i>	
<i>Mansfield OH 44906</i>	

<i>Grand Total, Contract Awards</i>	<i>\$804,448</i>
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ACTION TAKEN: Dr. Lucille Ford moved approval of Resolution R-2003-03. Mr. Russ Wiseman seconded the motion, and the motion carried unanimously.

IX. BOARD CHAIR'S REPORT

Dr. Linda Kafer reminded board members about the New Trustee Institute presented by the Ohio Board of Regents and the Governor's Office and encouraged members to register if they have not already done so.

Dr. Kafer informed the members that we have received word from the Mansfield City School Board that Dr. Lucille Ford and Dr. Mehdi Ressallat have been approved for another term. She added that we have not received word from the Governor's office regarding the re-appointment of Ms. Edie Humphrey and the new appointments; Mr. Robert Konstam and Mr. James Weiss.

The Chair concluded her report by complimenting Dr. Abrams and his staff for the reception with the Ohio Board of Regents. Dr. Kafer, as well as other members of the board, found the interaction to be both positive and informative.

X. PRESIDENT'S REPORT

Outstanding Loan – Dr. Abrams reported that the Phillips loan was completed and all deeds are in order including the two acre plot.

State Budget Update – Dr. Abrams reported that the State of the State address was presented today and if the tax increases being proposed are approved higher education and K-12 will be exempt from further cuts this year. If the Governor does *not* get his full tax package, we could experience an additional 2% cut this year. He added that we have this year covered if we incur the additional cut but that he is concerned about next year. Dr. Abrams shared that we will be bringing a revised budget to the board in the near future. Concluding, Dr. Abrams added that we are fortunate that enrollment has been on the rise, otherwise, the reductions would be much more difficult.

Enskat Property Sale – Dr. Abrams reported that the sale and the closing on the Enskat property has been completed. The purchase price was \$400K which, given today's market, we believe is a fair market price. He commented that our net profit was \$275K which will be used for the Kehoe Center renovation.

Surplus Equipment Auction – The President reported that surplus equipment from the Enskat Center and the Kehoe Center was auctioned and generated \$15K in revenue.

Internal Environmental Assessment – Dr. Abrams informed the members that the consultants from Gardner/Shaw will be here the first week of February to conduct the focus groups for the Internal Assessment. The group will also be using a standardized survey instrument that will be sent away for tabulation. The consultants will evaluate and make recommendations by March 1, 2003. He added that we will be able to use the results of this instrument as we develop our strategic plan.

David R. Pierce Technology Award - Dr. Abrams reported that the American Association of Community Colleges to give recognition to David R. Pierce have designed a technology award, underwritten by Microsoft, for two outstanding faculty. The selected faculty will receive \$5K from Microsoft. He reminded the members that we nominated Ken Ekegren for this year's award. There were 109 applicants that were cut to 50. The 50 were then cut to 12 and the 12 to 2. Although Ken was not one of the two finalists, the selection committee was so impressed with Ken's accomplishments that they approached Microsoft seeking another award. Dr. Abrams shared that Microsoft created two Honorary awards, one of which will be given to Ken Ekegren.

Ken will receive \$1500 from Microsoft as well as national recognition. Dr. Abrams concluded by commenting that tremendous credit goes to Ken for all his hard work and dedication.

Other – Dr. Abrams thanked the board members for their participation in the Ohio Board of Regents visit. He felt that the visit was positive for both the Regents and their staff members. Dr. Abrams distributed a marketing piece that was distributed to the OACC President’s and the OBR members. He also included a copy of his presentation. He shared that Chancellor Chu expressed how impressed they were with the activity taking place at NC State College.

Dr. Abrams also shared the Board of Regents Performance Report and distributed copies of the Executive Summary for the board to review. He will also provide a synopsis of the entire report.

XI. EXECUTIVE SESSION

Dr. Linda Kafer called for an Executive Session at 8:10 pm to discuss Personnel Matters with no action to follow. Ms. Edith Humphrey made a motion seconded by Mr. Russ Wiseman to adjourned to Executive Session. A roll call vote on the motion was approved unanimously

Dr. Lucille Ford – “yes”
Mrs. .Humphrey – “yes”
Dr. Linda Kafer – “yes”
Mr. James Kehoe – “yes”
Mr. James Smith – “yes”
Dr. Mehdi Ressallat – “yes”
Mr. Russ Wiseman – “yes”

Upon a motion made by Dr. Lucille Ford seconded by Ms. Edie Humphrey to end the Executive Session at 8:15 pm and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously.

Dr. Lucille Ford – “yes”
Mrs. .Humphrey – “yes”
Dr. Linda Kafer – “yes”
Mr. James Kehoe – “yes”
Mr. James Smith – “yes”
Dr. Mehdi Ressallat – “yes”
Mr. Russ Wiseman – “yes”

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

XII. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, February 26, 2002, at 7:00 p.m. in Room 168 of the Fallerius Technical Education Center.

XIII. 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. Mehdi Ressallat, seconded by Dr. Lucille Ford to adjourn the meeting at 8:20 pm. The motion carried unanimously.

Respectively submitted:
Marsha K. Danhoff

Dr. Linda Kafer, Chairperson