

North Central State College
Board of Trustees' Meeting
August 27, 2003
Minutes

I. CALL TO ORDER

The Chairman 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

Absent: 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 June 25, 2003 meetings.

ACTION TAKEN: Dr. Kafer moved approval of the June 25, 2003 minutes. Mr. Smith seconded the motion, and the motion carried unanimously.

V. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending June 30, 2003 (end of Fiscal year report), and July 31, 2003. For the month of June revenues were \$804,561. Expenditures were \$1,783,104 leaving a deficit of \$978,543. Year to date revenues totaled \$ 16,400,671. expenditures were \$15,623,708 leaving a excess of \$776,963. Bill indicated that these amounts represent pre-audited amounts and that typically there will be some final audit adjustments at the completion of the fiscal year 2003 audit. The college and foundation audits will begin the week of September 1, 2003. The Star-Ohio balance as of June 30, 2003 was \$1,382,455.

For the month of July 2003 revenues totaled \$2,544,671. Expenditures totaled \$980, 459 yielding an excess of \$1,564,212. Bill noted that the revenues for the month do include summer quarter and fall quarter to date of report. Star-Ohio balance at the end of July was \$983,617.

ACTION TAKEN: Mr. Konstam moved approval of the Treasurer's Report for the month ending June 30, & July 31, 2003. Dr. Ford seconded the motion, and the motion carried unanimously.

VI. OLD BUSINESS

Gardner Shaw/ Transition Team – Dr. Kafer started out by thanking Terry Coleman for his attendance this evening.

Terry Coleman stated that the Transition Team is preparing for the Fall Quarter kick-off on September 18, 19 in hopes of drawing the whole college community together. Terry distributed to the Board a reorganization plan for NC State staff and faculty. The faculty portion was created by Paul Sukys, humanities/law faculty, which further explained job titles, mission, specifics and opportunity surveys per position. The staff portion was created by Nikia Fletcher, student development specialist. Her plan gave different levels of job description, specifics and mission.

These were all explained by Terry Coleman, Terry also made mention of different ideas that were brought up in past Transition Team meetings.

Mrs. Humphrey informed the Board that she was really impressed by the commitment and compassion that the focus group relayed. She also agreed with Terry that the facilitator, Sharon Miller, was excellent in keeping the group focused.

Dr. Kafer indicated to the Board that Mrs. Humphrey attended the July Transition Team meeting, and she attended the meeting in August. On September 11, Mr. Konstam will represent the Board, on September 25, Dr. Ford.

Dr. Ford expressed the importance of being linked to the faculty and staff in these sessions. The Board concurred that they will continue to attend these meetings once a month. Dr. Ford also made mention of creating a time line for budget planning for next year if said positions are approved.

Policy Governance – Dr. Kafer distributed the next phase of the Policy Governance Model. The Board discussed and agreed on a few changes, Bill Miller will make adjustments and distribute to the Board.

VII. NEW BUSINESS

A. Nominating Committee Report – *Mr. Matt Smith*

Mr. Smith distributed the first round Prospect list for the Board to review. Mr. Smith explained to the Board that their input is still needed. He informed staff that nominees were gathered through the Shelby, Galion and Crawford County Chambers of Commerce. Mr. Smith informed the Board that he had spoken with half of the prospects about their interest.

Mr. Smith asked Dr. Abrams for an information package that would include values, vision and mission for the college along with Board member responsibilities; Dr. Abrams stated that he would put something together. Dr. Abrams also made mention to Mr. Smith and Mr. Konstam that he is available if they need him. Dr. Kafer asked if anyone had heard from Dr. Ressallat? Mr. Smith informed staff that he has not responded at this time.

Mr. Smith related to the Board that he and Mr. Konstam will continue to network preliminary list of candidates.

Dr. Kafer stressed to the Board to bring nominations back to the next scheduled Board meeting, once we have approved prospects the next steps would be to review resumes and set up interviews. The Board concurred.

B. Summer Quarter Enrollment Report – *Mr. Mark Collins*

Mr. Collins informed the Board that enrollment is flat due to the construction some students did not want to drive to Shelby for classes. He also reminded the Board that the Electrical Lineman program is no longer offered which held 30 students. He felt that the flat enrollment is not a major issue at this time.

C. Summer Quarter Part-Time Agreements – *Mr. Mark Collins*

Mr. Collins presented the summer quarter part-time agreements. He stated that this is an informational item only and Board action is not needed.

D. Personnel Report

- Mr. Miller presented Resolution R-2003-29- Consideration of Approval of College Personnel

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2003-29

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

BEGINNING AUGUST 8, 2003

Catherine Craig, Computer Lab Facilitator, Student Success Center

SALARY: \$1,938.33 per month based on 12 months

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

BEGINNING JULY 7, 2003

Amanda Tash, Child Care Specialist, Child Development Center

SALARY: \$1,173.58 per month based on 12 months

BEGINNING JULY 21, 2003

Michelle Wolgamott, Early Childhood Specialist, III, Child Development Center

SALARY: \$1,584.16 per month based on 12 months

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2003-29

Catherine Craig, Computer Lab Facilitator, replaces Heather Phillips.

Amanda Tash, Child Care Specialist, replaces Heather Richmond.

Michelle Wolgamott, Early Childhood Specialist, III, replaces Amy Reese.

ACTION TAKEN: Mrs. Humphrey moved approval of Resolution R-2003-29. Mr. Smith 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: JULY 2003

EFFECTIVE JULY 25, 2003

Heather Phillips, Administrative Specialist, Student Success Center

RESIGNED: *Relocating.*

E. FY 2003 Travel Report – Mr. Bill Miller

Mr. Miller presented the Travel Report. He stated that this is an informational item only and Board action is not needed.

F. FY 2003 Restricted Funds Report – Mr. Bill Miller

Mr. Miller presented the Restricted Funds Report. He stated that this is an informational item only and Board action is not needed.

G. Consideration of Approval of Governance Commitment Policies 1.2, 2.3, 2.4 & 2.5

- Dr. Abrams presented Resolution R-2003-30 – Consideration of Approval of Governance Commitment Policies 1.2, 2.3, 2.4 & 2.5

**CONSIDERATION OF APPROVAL
OF
GOVERNANCE COMMITMENT POLICIES 1.2, 2.3, 2.4 & 2.5
R-2003-30**

***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 1.2, 2.3, 2.4 & 2.5. **(See Attached)

ACTION TAKEN: Dr. Ford moved approval of Resolution 2003-30. Mr. Smith seconded the motion, and the motion carried unanimously.

VIII. BOARD CHAIR’S REPORT

Dr. Kafer joined the Board in congratulating John Harkness on his retirement from the college. Dr. Kafer stated that John will be missed by the Board and the College. Dr. Abrams commended John on all his accomplishments with renovation projects and other duties and that he appreciated all his hard work. John thanked the Board for the opportunity of being apart of the NCSC family and informed the Board that he agreed to continue his involvement with the Foundation Board.

Dr. Kafer informed the Board that the new dean of OSU-M, Dr. Evelyn Freeman, will be attending their next scheduled Board meeting. The Board agreed to start the next Board meeting at 7:00 p.m. to make space for introduction.

Dr. Kafer also made mention of Diane Hipsher and the members of PTK who worked at the REHAB center on the United Way Day of Caring. She was very proud to have them there.

IX. PRESIDENT'S REPORT

COMBASE Meeting – Dr. Abrams reported to the Board that NCSC will be co-hosting along with TRI-C the national COMBASE conference in Cleveland. Dr. Abrams distributed to the Board a copy of the COMBASE brochure that was created by Keith Stoner, the Board concurred that he done an excellent job on this piece.

Other- Dr. Abrams informed the Board that NCSC radio station is now up and running. The station number is 95.7 FM it airs from 8:00 a.m. to 5:00 p.m.

Dr. Abrams reminded staff that Cheryl Hacker, from the Attorney Generals office will address the Board at next months meeting..

Dr. Abrams informed the Board that OSU will be purchasing the Campus Housing early next year. They also have plans to build a new Academic Building in front of route 39 entrance. Also Med-Central is talking about building on this campus to partner OSU these areas will be closely monitored he will keep the Board up to date.

X. TIME AND PLACE OF NEXT MEETING

Wednesday, September 24, 2003 at 7:00 p.m. in room 168 of the Fallerius Technical Educational Center.

XI. ADJOURNMENT

The Chairperson 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, seconded by Mrs. Humphrey to adjourn the meeting at 9:25 p.m. The motion carried unanimously.

Respectively submitted:
Teresa J. Greene

Dr. Linda Kafer, Chairperson