

**North Central State College**  
**Board of Trustees' Meeting**  
**June 25, 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. James Weiss  
Mr. Robert Konstam  
Dr. Mehdi Ressallat  
Mr. Matthew Smith  
Mrs. Edith Humphrey

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Terry Coleman, Co-Chair of the Transition Team representing Faculty. Dr. Abrams also recognized WMFD-TV channel 68 news team representatives.

**IV. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the May 28, 2003 meetings. Mr. Smith indicated the minutes did not make mention of the e-mailing or faxing of the Policy Governance information that was to be sent to him and Mr. Konstam. The Secretary will make the change.

**ACTION TAKEN:** Dr. Kafer moved approval of the May 28, 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 May 31, 2003. He stated that revenues for the month totaled \$668,723. Expenditures were \$1,451,803 leaving a deficit of \$783,080. Year-to-date revenues totaled \$15,595,028. Year-to-date expenditures totaled \$13,864,176 leaving an excess of \$1,730,851. The StarOhio month-end balance is \$1,381,174

**ACTION TAKEN:** Mr. Konstam moved approval of the Treasurer's Report for the month ending May 31, 2003. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

## **VI. OLD BUSINESS**

**Gardner Shaw Report Updates** – Dr. Kafer started out by thanking Terry Coleman for his attendance on this evening. Dr. Kafer informed the Board that she attended the May 22, 2003 Transition Team Meeting. The feedback she received from this meeting was very positive and had an excellent turnout. She relayed to the Board some concerns that filtered out of the meeting that need addressed.

The Transition Team wanted to know how the Board perceives their role. They also felt that a representative is needed to attend future meetings. Some members wanted assurance that all the recommendations of the Gardner Shaw report will be addressed and their efforts are not wasted.

Terry Coleman stated that the Transition Team would like to have something in place by Fall Quarter for the new College Senate to take on and would like some input on these issues to take back to the next meeting.

Dr. Kafer felt that the Board should give the Transition Team some reassurance of the process, and the Board should attend some of the meetings.

Dr. Kafer reviewed several points to Board members to present to Transition Team for guidance the Board concurred. Dr. Kafer will prepare a memo to be presented to the Transition Team.

## **VII. NEW BUSINESS**

### **A. Summer Quarter Preliminary Enrollment Report – *Mr. Mark Collins***

Mr. Collins reported that summer paid enrollment is up 4%. FTE is also up by 9.5% from last year. Total head count is up 3% to 4%

### **B. Personnel Report**

- Mr. Miller presented Resolution R-2003-21- Consideration of Approval of College Personnel Status Changes

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

***R-2003-21***

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

*Georgann Frietchen, Academic Advisor/Student Success Center, Part-Time  
SALARY: \$1,170.00 prorated from \$14,040.00 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 JUNE 1, 2003*

*Dennis Davis, Academic Advisor/Student Success Center, Part-Time Hourly  
SALARY: \$13.50 per hour*

#### ***EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION R-2003-21***

*Georgann Frietchen was moved from an hourly part-time status to a permanent part-time contract status.*

*Dennis Davis was moved from a permanent part-time contract status to a part-time hourly status.*

**ACTION TAKEN:** Mr. Weiss moved approval of Resolution R-2003-21. Mr. Smith seconded the motion, and the motion carried unanimously.

- Mr. Miller presented Resolution R-2003-22- Consideration of Approval of College Personnel Professional Growth Recognition

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

##### ***R-2003-22***

**WHEREAS:** *Rose Hughes, Coordinator/Continuing Education, has supplied documentation of the completion of a Master's Degree, Organizational Management, and*

**WHEREAS:** *Crystal Escalera, Tech Prep College Recruiter, has supplied documentation of the completion of a Bachelor of Science, Addictions.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that Rose Hughes be awarded an increase of \$2,436.00 to base salary from \$30,298.00 to \$32,734.00, effective June 1, 2003, in recognition of the completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

***THEREFORE, BE IT FURTHER RESOLVED:*** by the Board of Trustees that Crystal Escalera be awarded an increase of \$1,218.00 to base salary from \$25,732.00 to \$26,950.00, effective June 15, 2003, in recognition of the completion of a Bachelor's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."

**ACTION TAKEN:** Mr. Weiss moved approval of Resolution R-2003-22. 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**

*EFFECTIVE JUNE 6, 2003*

*Marsha Danhoff, Executive Assistant to the President*  
**RESIGNED:** Accepted a position outside the College.

*EFFECTIVE JUNE 13, 2003*

*Antoinette Carr, Professor, Early Childhood Education*  
**RESIGNED:** Relocating.

*EFFECTIVE JUNE 13, 2003*

*Jennifer Howe, Associate Professor, Business Management*  
**RESIGNED:** Relocating.

*EFFECTIVE JUNE 13, 2003*

*Janice Howman, Assistant Professor, Physical Therapist Assistant*  
**RESIGNED:** Accepted a position outside the College.

*EFFECTIVE JUNE 30, 2003*

*Carol Jackson, Sr. Administrative Assistant, Continuing Ed/Community Outreach*  
**RETIRED:** Carol served the College for 26 years.

### **C. Consideration of Approval of 2003-2004 Operating Budget**

- Dr. Abrams presented Resolution R-2003-23 - Consideration of Approval of 2003-2004 Operating Budget

### **CONSIDERATION OF APPROVAL OF 2003-2004 OPERATING BUDGET**

**R-2003-23**

**WHEREAS:** *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2003-2004 Operating Budget, and*

**WHEREAS:** *the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that the 2003-2004 Operating Budget of the College is hereby adopted as presented.*

**ACTION TAKEN:** Mr. Weiss moved approval of Resolution 2003-23. Mr. Smith seconded the motion, and the motion carried unanimously.

**D. Consideration of Approval of College Personnel Employment Contracts**

- Mr. Bill Miller presented R-2003-24 – Consideration of Approval of Personnel Employment Contracts

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

**R-2003-24**

**BE IT RESOLVED:** *by the Board of Trustees that the following College faculty and staff are hereby awarded employment agreements at the salary and dates stipulated in accordance with the previously approved 2003-2004 budget under Resolution 2003-23*

**ACTION TAKEN:** Mr. Weiss moved approval of Resolution 2003-24. Mrs. Humphrey seconded the motion and the motion carried unanimously.

**E. Consideration of Approval of Governance Commitment Policies 2.1 & 2.2**

- Dr. Ronald Abrams presented R-2003-25 – Consideration of Approval of Governance Commitment Policies 2.1 & 2.2

**CONSIDERATION OF APPROVAL  
OF  
GOVERNANCE COMMITMENT POLICIES 2.1 & 2.2**

**R-2003-25**

**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 2.1 & 2.2. (***See Attached***)

**ACTION TAKEN:** Mr. Konstam moved approval of Resolution 2003-25. Mr. Smith seconded the motion, and the motion carried unanimously.

**F. Policy Governance Phase II – discussion**

- The Board discussed the next two policies.

**G. Consideration of Approval to accept Board Resignations**

- Dr. Abrams presented Resolution R-2003-26, R-2003-27, R-2003-28 Consideration of Approval to accept Board Resignations
- R-2003-27, R-2003-28- Consideration of Approval to accept Board Resignations

***CONSIDERATION OF APPROVAL OF  
SERVICE TO COLLEGE***

***JAMES W. KEHOE***

***R-2003-26***

*WHEREAS: James W. Kehoe has been a member of the Board of Trustees of North Central State College for a period of thirty years, during which time he has served selflessly as an active and vital participant in the governance of the College, and*

*WHEREAS: through the leadership he provided to the Board of Trustees, not only as its longest serving member but also during several terms as Board Chair, the College has successfully undertaken numerous challenges resulting in an institutional name change, record student enrollments, expanded program offerings, additional physical facilities and a refinement of institutional mission, and*

*WHEREAS: Mr. Kehoe has indicated his need to relinquish his responsibilities as a Trustee and has submitted his resignation.*

***NOW, THEREFORE, BE IT RESOLVED:*** by the Board of Trustees of North Central State College that Mr. Kehoe is recognized for his years of outstanding, dedicated service, not only to the Board of Trustees, but also to the students, faculty, and staff of North Central State College, as well as to the citizens of North Central Ohio.

***CONSIDERATION OF APPROVAL OF  
SERVICE TO COLLEGE***

**RUSSELL B. WISEMAN**

**R-2003-27**

*WHEREAS: Russell B. Wiseman has been a member of the Board of Trustees of North Central State College for a period of twelve years, during which time he has served selflessly as an active and vital participant in the governance of the College, and*

*WHEREAS: through the leadership he provided to the Board of Trustees, not only as a member but also during a term as Board Chair, the College has successfully undertaken numerous challenges resulting in an institutional name change, record student enrollments, expanded program offerings, additional physical facilities and a refinement of institutional mission, and*

*WHEREAS: Mr. Wiseman has indicated his need to relinquish his responsibilities as a Trustee and has submitted his resignation.*

*NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees of North Central State College that Mr. Wiseman is recognized for his years of outstanding, dedicated service, not only to the Board of Trustees, but also to the students, faculty, and staff of North Central State College, as well as to the citizens of North Central Ohio.*

**CONSIDERATION OF APPROVAL OF  
SERVICE TO COLLEGE**

**MARSHA K. DANHOFF**

**R-2003-28**

*WHEREAS: Marsha K. Danhoff has served the North Central State College Board of Trustees as Secretary, and*

*WHEREAS: Ms. Danhoff has indicated her need to relinquish her position as board secretary and has submitted her resignation.*

*NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees of North Central State College that Ms. Danhoff be recognized for her outstanding and dedicated service not only to the Board of Trustees but to the entire North Central State College community.*

**ACTION TAKEN:** Mr. Smith moved approval of Resolutions R-2003-26, R-2003-27, R-2003-28. Mr. Konstam seconded the motion, and the motion carried unanimously.

**VIII. BOARD CHAIR'S REPORT**

**Nominating Committees-** Dr. Kafer discussed with the Board putting together a nominating committee for new Board members, both local and surrounding counties. Mr. Smith agreed to explore candidates from Crawford County. Dr. Ressallat will explore Richland County and possibly the Shelby area also. Dr. Kafer stated that there are very good prospects in each area.

**Graduation** –Dr. Kafer commented on how well the graduation turned out, she commended everyone involved for a job well done.

## **IX. PRESIDENT’S REPORT**

**Kehoe Building Update** – Dr. Abrams reported to the Board that the Kehoe renovations are on schedule. In addition to that, General Motors Manager, Mr. John Donahoe, is asking us to make space for two large presses, which adds up to an extra 4000 square feet. A capital funding request is being developed to fund the project.

**Board of Regents Retreat – Summary Report**– Dr. Abrams distributed to the Board copies of the Board of Regents summary report.

**Rock –N- Ribs**-Dr. Abrams reminded the Board that the Rib Cook Off will be held July 11 thru the 13. The VIP event will be on Friday the 11.

**Shared Services**– Dr. Abrams reported that OSU is in the process of purchasing the Residential Student Housing by July 1, 2003.

**Other-** Dr. Abrams informed the Board that Cheryl Hacker from the Attorney General’s Office will be attending the September Board meeting.

Dr. Abrams also shared with the Board a letter from Dennis Allison who attended the Graduation Ceremony. Mr. Allison shared his wonderful experience with his congregation about the atmosphere at the NC State graduation.

## **X. EXECUTIVE SESSSION – to discuss personnel matter**

Dr. Kafer called for an Executive Session at 10:05 pm to discuss Personnel Matters. Dr. Ford 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”  
Dr. Linda Kafer – “yes”  
Mr. Robert Konstam – “yes”  
Mr. James Weiss – “yes”  
Mr. Matt Smith – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mrs. Edie Humphrey – “yes”



A motion was made by Dr. Ford seconded by Mr. Smith to end the Executive Session at 10:15 pm and to reconvene the regular Board meeting. The motion was approved unanimously.

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

The regular meeting of the North Central State College Board of Trustees was declared reconvened 10:15 p.m.

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

The next meeting of the Board of Trustees is scheduled for Wednesday, August 27, 2003, at 7:00 p.m. in Room 168???? of the Fallerius Technical Education Center

#### **VIII. ADJOURNMENT**

The Chair called for any additional business requiring Board Action.

**ACTION TAKEN:** As there was no further business requiring Board action, Dr. Kafer adjourned the meeting at 10:20 p.m.

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Respectively submitted:  
Teresa J. Greene

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Dr. Linda Kafer, Chairperson