

**North Central State College**  
**Board of Trustees' Meeting**  
**May 28, 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  
Dr. Linda Kafer  
Mr. James Kehoe  
Mr. Robert Konstam  
Dr. Mehdi Ressallat  
Mr. Matthew Smith  
Mr. Russell Wiseman

**Absent:** Ms. Edith Humphrey  
Mr. James Weiss

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Jim Olive, Business faculty, Rose Hughes, Co-Chair of the Transition Team representing the staff and Terry Coleman, Co-Chair of the Transition Team representing Faculty. Mr. Coleman gave a brief presentation to the board sharing that the newly configured "Transition Team" consists of a broad representation of the college. He commented that the team has charged themselves with responding to the first five recommendations of the Gardner Shaw report. Mr. Coleman further commented that the report specifically encourages the formation of a faculty/staff senate. He reported that a sub committee of the team was formed to research what other two year colleges have in place, and another sub committee will research the administrative portion of the recommendations. Mr. Coleman added that both committees will report back to the team and the team will forward information to the President. Terry commented that the board is welcome to attend the meetings and the Transition Team welcomes any and all input the board might provide. On behalf of the Board of Trustees, Dr. Linda Kafer thanked Mr. Coleman for his presentation.

**IV. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the April 23, 2003 and May 7, 2003 meetings. Mr. Matt Smith indicated that page 8 of the April 23, 2003 minutes should read \$75K instead of \$75. The Secretary will make the change.

**ACTION TAKEN:** Mr. Matt Smith moved approval of the April 23, 2003 and May 7, 2003 minutes. Dr. Lucille Ford seconded the motion and the motion carried unanimously.

## V. **TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending April 30, 2003. He stated that revenues for the month totaled \$605,702. Expenditures were \$1,280,154 leaving a deficit of \$674,452. Year-to-date revenues totaled \$14,923,788. Year-to-date expenditures totaled \$12,412,373 leaving an excess of \$2,511,414. The StarOhio month-end balance is \$1,879,348

**ACTION TAKEN:** Mr. Bob Konstam moved approval of the Treasurer's Report for the month ending April 30, 2003. Mr. Matt Smith seconded the motion and the motion carried unanimously.

## VI. **OLD BUSINESS**

**Policy Governance Discussion** – Dr. Linda Kafer referred members to the mailings they received several weeks ago regarding Basic Principles of Policy Governance and Clark State Community College Governance Commitment policy 2.1 and Board Governing Style policy 2.2. She commented that the board had earlier determined to move slowly and carefully through this new model and asked what their preference was tonight. Mr. Smith suggested that they dedicate a part of each meeting to take a look at each section and coinciding policy. Dr. Ford suggested that we set a defined portion of time at each meeting to discuss individual policies. She added that a valuable thing to think about is the “what for”, “for whom”, and “at what cost”, which is mentioned in the model. She also sought board input regarding the executive limitation portion of the model. Mr. Wiseman suggested that we look at the Clark State policy and adjust to meet our needs. Dr. Abrams commented that the model pertaining to Clark State and the Carver model go hand in hand. Dr. Abrams shared that the executive limitations set parameters for the President to work within keeping the board well informed. Mr. Konstam felt the model to be somewhat broad and questioned whether it gives enough direction. He agreed that the board does not and should not manage for the President. He also felt it might be better to look at Clark's policies and go from there. Dr. Abrams suggested that the board look at Clarks' complete set of policies for clarification. Dr. Abrams will e-mail or fax the Policy Governance information to Mr. Smith and Mr. Konstam for review. Mr. Wiseman commented that he felt it important to work with faculty and staff as he is concerned about the perception they may have regarding the board's role. Dr. Kafer asked members to review 2.1 and 2.2 and decide if they are ready to adopt these policies. Dr. Abrams suggested that we adjust the policies (2.1 and 2.2) of Clark State to fit NC State College and bring to the next meeting for approval. The members unanimously concurred.

## **VII. NEW BUSINESS**

### **A. Consideration of Approval to Revise Bidding Procedures Policy**

- Mr. Miller presented Resolution 2003-18 – Consideration of Approval to Revise Bidding Procedures Policy

Dr. Ressallat questioned the need to increase the dollar amounts for procuring materials. Bill Miller shared that other two year institutions raise these amount annually and we have not done so for at least 10 years. He added that this does not change our procedures for purchasing in any way. Mr. Konstam stated that he is comfortable with Mr. Miller’s explanation of internal procedures for purchasing, and raising the amounts will have no impact on the internal process.

**ACTION TAKEN:** Mr. Bob Konstam moved approval of Resolution 2003-18. Mr. Wiseman seconded the motion and the motion carried unanimously.

### **CONSIDERATION OF APPROVAL TO REVISE PROCUREMENT PROCEDURES POLICY R-2003-18**

***WHEREAS:** good business practice and the responsibility for proper and legal expenditure of public funds dictate that North Central State College follow a policy of competitive selection, and*

***WHEREAS:** the College has not updated its current policy to keep pace with changes approved by the Ohio Revised Code.*

***NOW, THEREFORE, BE IT RESOLVED:** by the Board of Trustees of North Central State College that the revised policy on “Competitive Selection” be hereby adopted, effective immediately.*

### **B. Spring Quarter Enrollment Report**

- Mr. Miller presented the Spring Quarter Part Time Agreements as an information item. No action required.

### **C. Consideration of Approval of the Nomination of Maurice Devolder for the William H. Meardy Faculty Award – Association of Community College Trustee**

- Dr. Abrams presented Resolution R-2003-19 - Consideration of Approval of the Nomination of Maurice Devolder for the William H. Meardy Faculty Award – Association of Community College Trustees. Dr. Abrams briefly reviewed the award and the process commenting that at a previous meeting it was suggested that we consider a nomination for Maurice Devolder for his work and dedication

on the Educational Assisting Program. He added that the Ohio Department of Education sees this as a model program. Dr. Ford commented that an update on the progress of the program would be welcomed.

**ACTION TAKEN:** Dr. Lucille Ford moved approval of Resolution 2003-19. Mr. Smith seconded the motion and the motion carried unanimously.

**CONSIDERATION OF APPROVAL OF THE NOMINATION OF MAURICE DEVOLDER FOR THE WILIAM MEARDY FACULTY AWARD  
R-2003-19**

***WHEREAS:** the Board of Trustees of North Central State College believe it is fitting and proper to recognize the outstanding efforts and accomplishments of individual faculty and staff when appropriate, and*

***WHEREAS:** such recognition for special service to the college can be bestowed through nomination for state, regional and national awards, as such opportunities arise.*

***NOW, THEREFORE BE IT RESOLVED:** by the Board of Trustees, that Maurice H. Devolder, Professor and Program Director of the Educational Assisting program is hereby nominated for the national "William H. Meardy Faculty Award" sponsored by the Association of Community College Trustees*

**D. Consideration of Approval of Contracts for Probationary and Non Probationary Faculty**

- Mr. Mark Collins presented R-2003-20 – Consideration of Approval of Contracts for Probationary and Non Probationary Faculty

**ACTION TAKEN:** Mr. Russell Wiseman moved approval of Resolution 2003-20. Mr. Kehoe seconded the motion and the motion carried unanimously.

**CONSIDERATION OF APPROVAL OF CONTRACTS  
FOR PROBATIONARY AND  
NON-PROBATIONARY FACULTY**

***R-2003-20***

***BE IT RESOLVED:** by the Board of Trustees that approval is hereby given to the administration of the College for the "memos of intent" to be issued to the following faculty who have been fully evaluated and recommended without reservation for renewal of contracts for the period stated below:*

### ***PROBATIONARY SECOND-YEAR CONTRACTS***

*Dorie Ford (2002)*  
*Dale Fortney (2002)*  
*Joyce Hunt (2003, mid-year)*

*Paul McGathey (2002)*  
*Gary Wood (2002)*

### ***PROBATIONARY THIRD-YEAR CONTRACTS***

*Matthew Cupach (2001)*  
*Donald Dicke (2001)*  
*Patricia Herb (2001)*

*James Olive (2001)*  
*Penny Snyder (2001)*

### ***NON-PROBATIONARY THREE-YEAR CONTRACTS*** ***(First Year of Three-Year Contract)*** ***2003-2006***

*Molly Hockenberry (2000)*  
*Carmen Morrison (2000)*  
*Bobby Matney (2000)*

*Edward Taylor (2000)*  
*Amy Welsh (2000)*

## **VIII. BOARD CHAIR'S REPORT**

- ✓ Dr. Kafer commended Betty Wells for the wonderful Hall of Fame dedication.
- ✓ Dr. Kafer expressed her thanks for the Board Appreciation dinner and the fine gifts the members received.
- ✓ Dr. Kafer shared that she attended the TWIN Awards Dinner on May 22, 2003 and was pleased to see that two NC State employees were recognized; Janet Boeckman and Diane Hipsher.

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

**2004 Budget Update** – Dr. Abrams reported to the board that the Senate is working on their version of the budget. The Conference Committee will meet on June 3<sup>rd</sup> with the hope that the budget will go to the Governor by the end of the month. He commented, if we plan to approve the budget as in years past, the challenge we will have is that we will not have a budget prepared for the June meeting which could mean that we will need a special meeting to actually approve the budget. Bill Miller commented that we may be able to send a draft to the board before the June meeting to review. The budget could then be approved at the June 25<sup>th</sup> meeting. Dr. Abrams shared that we will try to get information to the board prior to the June meeting and seek approval at that meeting. Mr. Miller shared that if members have questions, after receiving the budget, they should give him a call.

**Health Insurance** – Dr. Abrams reported that the result of an internal survey regarding health care buy outs for identified personnel strongly indicates that this would not be a cost benefit to the college.

**Economic Impact Study** – Dr. Abrams reported that Betty Wells designed a draft brochure that outlines the results of the economic impact NC State has on its' students and the local community. Betty is making some minor adjustments and the brochure will be available for those who want a copy. The report is also available if members would like to review. Dr. Ford asked if there were a condensed version and Dr. Abrams shared that there was. The information is quite noteworthy.

**Phi Theta Kappa** – Dr. Abrams reported that the Phi Theta Kappa chapter just had its 4<sup>th</sup> Induction ceremony bringing the member count to 600.

**Renovations** – Dr. Abrams reported that renovations of the Kehoe Center and the Fallerius are on target.

**Curriculum Committee** – Dr. Abrams expressed his congratulations to the curriculum committee who began a program evaluation related to the college's core values. He is pleased with the report and the detail of the comprehensive evaluation. Kudos to the committee. Dr. Ford suggested that we send a message from the board congratulating them on a job well done.

**Skills Max Center** – Dr. Abrams reported that the Skills Max Center received national recognition. He added that we will continue to seize opportunities to grow the Center.

**Conference in June** – Dr. Abrams shared a brochure regarding an upcoming conference sponsored by the Ohio Board of Regents and the Governor's office held on June 17<sup>th</sup> and 18<sup>th</sup>. He encouraged members to attend if possible.

**Graduation Ceremony** – The President reminded the board that graduation is June 13, 2003 beginning at 8:00 p.m. He distributed reserved seating tickets and encouraged those attending to be there by 7:45 p.m.

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

Dr. Linda Kafer called for an Executive Session at 8:25 pm to discuss Personnel Matters. Mr. Bob Konstam made a motion seconded by Dr. Lucille Ford to adjourned 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 Kehoe – “yes”  
Mr. Matt Smith – “yes”

Dr. Mehdi Ressallat – “yes”  
Mr. Russ Wiseman – “yes”

A motion was made by Dr. Lucille Ford seconded by Mr. Matt Smith to end the Executive Session at 8:35 pm and to reconvene the regular Board meeting. The motion was approved unanimously.

The regular meeting of the North Central State College Board of Trustees was declared reconvened 8:36 p.m.

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

The next meeting of the Board of Trustees is scheduled for Wednesday, June 25, 2003, at 7:00 p.m. in Room 168 of the Fallerius Technical Education Center

#### **VIII. ADJOURMENT**

The Chair called for any additional business requiring Board Action.

After review and discussion of the Gardner Shaw Report, The Board agreed that Dr. Kafer would meet with the Transition Team to communicate the Boards’ commitment to addressing the Gardner Shaw recommendations. Dr. Kafer would also reinforce the importance of the Transition Team and its roll in responding to the recommendations.

**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