

**North Central State College  
Board of Trustees' Meeting  
January 28, 2004  
Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:02 pm

**II. ROLL CALL**

**The Secretary called the roll.**

<b>Present:</b>	Dr. Lucille Ford Dr. Linda Kafer Mrs. Edith Humphrey Mr. Matthew Smith
<b>Absent:</b>	Mr. Robert Konstam Dr. Mehdi Ressallat

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Dr. Dale Doty, Chair of Engineering Division and Ms. Carol Easley, Dean of Business Division representing the College Administrative Cabinet. Mr. Smith introduced and welcomed new members to the North Central State College Board of Trustees: Dr. Omar Guimaraes, OB-GYN at Med Central Hospitals of Mansfield and Shelby and Mr. Nathan Ujvari, of Richland Trust Company in Mansfield. He also introduced Mr. Richard Kollhoff of FirstMerit Bank in Ashland as a Board member nominee.

**IV. OATH OF OFFICE**

The Recorder, Stephen Williams, administered the Oath of Office to Dr. Omar Guimaraes and Mr. Nathan Ujvari.

**V. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the December 3, 2003 meeting.

**ACTION TAKEN:** Mr. Smith offered some editorial corrections and moved for approval of minutes as amended. Dr. Ford seconded the motion, and the motion carried unanimously.

## **VI. TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending December 31, 2003. He stated that revenues for the month totaled \$953,056. Expenditures were \$1,234,028 leaving a deficit of \$280,972. Year -to- date revenues totaled \$9,870,038. Year -to - date expenditures totaled \$7,183,810 leaving an excess of \$2,686,228. The StarOhio month- end balance is \$1,487,042.

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

## **TRAVEL EXPENSE REPORT**

Mr. Bill Miller presented the Travel Expense Report for the period July 1, 2003 through December 31, 2003. Mr. Miller explained the account structure for new Board members and concluded by stating that this is an information item and requires no action.

## **PROFESSIONAL DEVELOPMENT TRAVEL EXPENSE REPORT**

Mr. Bill Miller presented the Professional Development Travel Expense Report for the period July 1, 2003 through December 31, 2003 and explained that it is also an information item and requires no action.

## **VI. OLD BUSINESS**

### **Transition Team/Faculty-Staff Congress Update – Dr. Ronald Abrams**

Dr. Abrams provided the Board with an update on the progress of the Faculty-Staff Congress. He stated that they were still in the progress of getting up and running but there were some concerns about where the mid-level managers fit into the picture. He explained that the Administrative Cabinet was formed to give this group a voice as well. Dr. Abrams pointed out that Ms. Carol Easley and Dr. Dale Doty were in attendance tonight representing the Administrative Cabinet. He went on to explain that the Transition Team is going to resolve their work by identifying some key issues and turn them over to the Faculty-Staff Congress. Ms. Carol Easley reported the status of the Administrative Cabinet. Dr. Kafer reiterated that the initial charge of the various representative bodies was that of an

input vehicle. Dr. Ford reaffirmed the idea of getting input from the whole College to the Board of Trustees.

## **VII. NEW BUSINESS**

### **A. Personnel Report**

#### **1. Consideration of Approval of Status Changes – R-2004-01 – *Bill Miller***

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

#### ***R-2004-01***

### ***STATUS CHANGES***

***BE IT RESOLVED:*** *by the Board of Trustees that the following non-academic professional staff member is hereby awarded a status change and employment agreement at the salary and dates stipulated below:*

*BEGINNING JANUARY 5, 2004 AND ENDING JUNE 30, 2004*

*Bobby Matney, Programmer/Analyst*

*SALARY: \$21,174.28 prorated from \$43,000.00 for a fiscal year*

### ***EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION***

#### ***R-2004-01***

*Bobby Matney moved from a 9-month Computer Information Systems Faculty position to the staff position of Programmer/Analyst. This position replaces the former positions of Chuck Phillips, who retired, and Karen Bachelder, who resigned.*

**ACTION TAKEN:** Ms. Humphrey moved for approval of resolution R-2004-01. Dr. Ford seconded the motion and the motion carried unanimously.

**2. Consideration of Approval of Employment of College Personnel**  
**R-2004-02 – Mr. Bill Miller**

**CONSIDERATION OF APPROVAL OF  
EMPLOYMENT OF COLLEGE PERSONNEL  
R-2004-02  
NEW HIRES**

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

***BEGINNING JANUARY 5, 2004 AND ENDING JUNE 14, 2004***

*Deborah Hysell, Lecturer/English, Arts & Sciences*

*SALARY: \$23,101.34 prorated from \$34,652.00 for a 9-month academic year*

***BEGINNING JANUARY 5, 2004 AND ENDING JUNE 14, 2004***

*Patrick D. Kent, Lecturer/Mathematics, Arts & Sciences*

*SALARY: \$24,450.66 prorated from \$36,676.00 for a 9-month academic 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 DECEMBER 29, 2004***

*William Sweeney, Custodian, Kehoe Center*

*SALARY: \$1,516.66 per month based on 12 months*

***BEGINNING DECEMBER 15, 2003***

*Connie Woodard, Custodian, Main Campus/Kehoe Center*

*SALARY: \$1,516.66 per month based on 12 months*

***EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-02***

*Deborah Hysell fills a new budget approved position as Lecturer of English in the Arts & Sciences Division.*

*Patrick D. Kent fills a new budget approved position as Lecturer of Mathematics in the Arts & Sciences Division.*

*William Sweeney fills a new budget approved position as Custodian for the Kehoe Center.*

*Connie Woodard fills a new budget approved position as Custodian for Main Campus/Kehoe Center.*

**ACTION TAKEN:** Mr. Smith moved for approval of resolution R-2004-02. Dr. Ford seconded the motion and the motion carried unanimously.

**3. Part-time Agreements – Mr. Bill Miller**

Mr. Miller introduced the Part-time Agreements to the Board and pointed out that they were for information therefore, no Board action was required

**4. Consideration of Approval of Contracts for Non-Probationary Faculty  
R-2004-03 – Mr. Mark Collins**

**CONSIDERATION OF APPROVAL OF CONTRACTS FOR  
NON-PROBATIONARY FACULTY  
(First year of a Three-Year Contract)**

**R-2004-03**

**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:

**2004-2007**

Maurice Devolder  
Lenny Eaken  
John Falls  
Cynthia Freeman  
Denise Hendershott  
James Hull  
Daniel Kraska  
Jennifer Lynn  
Philip Martin

Lisa Music  
Katherine Peresie  
Janice Ramsdell  
Robert Slabodnick  
David Taylor  
Sam Wade  
Darlyn Weikel

**ACTION TAKEN:** Ms. Humphrey moved for approval of resolution R-2004-02. Mr. Smith seconded the motion and the motion carried unanimously.

**B. Health Insurance Update – *Mr. Bill Miller***

Mr. Miller distributed a handout and provided an update of the College Health Insurance Plan. He introduced the Insurance Committee and stated that they will be seeking new evaluations and recommendations.

**C. Auditor’s Report – Management Analysis – *Mr. Bill Miller***

Mr. Miller distributed the official Auditor’s Report to the Board members and encouraged them to review the “Management Discussion and Analysis” on pages 8 and 9 and the “Notes to Financial Statements” on pages 21-27.

**D. State Contracting Policy - *Mr. Bill Miller***

Mr. Miller distributed a handout on the State Contracting Policy. He outlined the circumstances and relationships that are prohibited in the policy and reviewed a sample of the contract language that will be required for compliance. Mr. Miller also discussed the requirement for web verification of potential agents prior to entering into a contract with them. Some other implications of the policy were discussed.

**E. Winter Quarter Enrollment Report – *Mr. Mark Collins***

Mr. Collins distributed a handout and presented an analysis of the winter quarter enrollment data. He explained that the new COCO system enables the College to track enrollment data with more detail than has been previously possible. He reported that Headcount was up one and one tenth of a percent and Full-Time Equivalencies was up six and one tenth of a percent over the previous year. He went on to present some additional data analysis that the new system made possible.

**F. Nominating Committee Report - Mr. Matt Smith**

Mr. Smith reported that the Nomination Committee would like to submit a new appointment for the Board’s approval. Mr. Smith presented **Mr. Richard Kollhoff** to the Board as a Governor appointment and moved for his approval. Dr. Ford seconded the motion, and the motion carried unanimously.

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

Dr. Kafer reported that the Governor's office has requested Board representation at a Higher Education and the Economy Committee meeting to be held at the University of Akron on February 10, 2004 at 7:30 a.m. and asked for interested Board members to serve. Mr. Smith, Mrs. Humphrey, Mr. Ujvari, and Mr. Kollhoff came forward to serve on the Board's behalf. Mr. Williams stated that he would make the necessary notifications.

## **VII. PRESIDENT'S REPORT**

**1. Co- Located Campus Study** – Dr. Abrams distributed a handout and recapped the purpose and direction of the study.

**2. Ethics Policy**– Dr. Abrams explained the Governor's mandated ethics workshops for Board members and distributed a handout of the Board of Trustees' Ethics Policy for Board review in preparation for next meeting.

**3. Sale Tax Issue** – Dr. Abrams outlined the Secretary of State's proposal for a reduction in state sales tax. He explained how the cut will effect the state budget and its impact on higher education.

**4. Homeland Security Issue** – Dr. Abrams announced that the College's Kehoe Center has been approached and agreed to serve as one of the state-wide sites for a terrorism attack response simulation. The event will take place on Wednesday, April 21, 2004 from 9:00a.m. to about 12:00p.m.

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

The next meeting of the Board of Trustees is scheduled for Wednesday, February 25, 2004, at 7:00 p.m. in the Board Room 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 consideration, a motion was made by Mr. Ujvari to adjourn the meeting at 8:35 p.m. The motion was seconded by Dr. Ford and carried unanimously.

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Respectively submitted:  
Stephen R. Williams

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Dr. Linda Kafer, Chairperson