

**North Central State College**  
**Board of Trustees' Meeting**  
**February 25, 2004**  
**Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:00 pm

**II. ROLL CALL**

**The Recorder called the roll.**

**Present:** Dr. Lucille Ford  
Dr. Omar Guimaraes  
Mrs. Edith Humphrey  
Dr. Linda Kafer  
Mr. Robert Konstam  
Dr. Mehdi Ressallat  
Mr. Matthew Smith  
Mr. Nathan Ujvari

**III. INTRODUCTION OF GUESTS**

Dr. Abrams introduced Mr. Richard Kollhoff, on-coming Board Member, Ms. Carol Easley, Dean of Business Division and Ms. Beth Price, Director of the Child Development Center representing the College Administrative Cabinet, Ms. Sharon Miller representing the Staff Caucus, and Mr. Jim Olive representing the Faculty Caucus.

**IV. APPROVAL OF MINUTES**

The Chair called for questions or comments regarding the minutes of the January 28, 2004 meeting minutes

**ACTION TAKEN:** Mr. Smith moved for approval of minutes as submitted. Mrs. Humphrey seconded the motion, and the motion carried unanimously.

**V. TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending January 31, 2004. He stated that revenues for the month totaled \$666,576. Expenditures were \$1,238,597 leaving a deficit of \$572,020. Year-to-date revenues totaled \$10,536,614. Year-to-date expenditures totaled \$8,444,645 leaving an excess of \$2,091,969. The StarOhio month-end balance is \$1,488,316.

**ACTION TAKEN:** Mr. Konstam moved for approval of the Treasurer's Report for the month ending January 31, 2004. Mr. Smith seconded the motion, and the motion carried unanimously.

## **VI. OLD BUSINESS**

### **Gardner Shaw/Transition Team – Dr. Ronald Abrams**

Dr. Abrams reported that the Transition Team will be meeting next Tuesday to begin winding up their activities and putting their final recommendations together to pass to the Congress. Jim Olive made a few brief comments about the tasks of both Caucuses. Mrs. Humphrey conveyed the Board's approval and appreciation for their work.

## **VII. NEW BUSINESS**

### **A. Personnel Report**

#### **1. Consideration of Approval of Status Changes – R-2004-05 – Bill Miller**

### ***CONSIDERATION OF APPROVAL OF STATUS CHANGES R-2004-05***

### ***STATUS CHANGES***

***BE IT RESOLVED:*** by the Board of Trustees that the following faculty member be awarded a status change and employment agreement at the salary and dates stipulated below:

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

***Brian Forbes, Instructor/Workforce and Community Development***

***SALARY: \$19,444.00 prorated from \$38,888.00 for an academic year***

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

***BEGINNING FEBRUARY 16, 2004 AND ENDING JUNE 30, 2004***

***Teresa Greene, Outreach Coordinator***

***SALARY: \$10,500.03 prorated from \$28,000.00 for a fiscal year***

**EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION  
R-2004-05**

*Brian Forbes, Instructor for Workforce and Community Development, moved from adjunct to a full-time instructor status to cover the military absence of Robert Green.*

*Teresa Greene, formerly Administrative Specialist/President's Office, was selected as Outreach Coordinator working in conjunction with the Workforce Development Division, the One-Stop Partnership, and related agencies to conduct student-recruiting activities for non-traditional and economically disadvantaged student populations.*

**ACTION TAKEN:** Dr. Guimaraes moved for approval of resolution R-2004-05. Mr. Konstam seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty - R-2004-06 – Mr. Mark Collins**

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

**R-2004-06**

**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 FIRST-YEAR CONTRACT**

Robin Kloepfer

**PROBATIONARY SECOND-YEAR CONTRACTS**

Lynn Damberger

Teri Kofod

Esther Moore

**PROBATIONARY THIRD-YEAR CONTRACTS**

Dorie Ford  
Dale Fortney  
Joyce Hunt  
Paul McGathey  
Gary Wood

**NON-PROBATIONARY THREE-YEAR CONTRACTS  
(First Year of a Three-Year Contract)  
2004-2007**

Matthew Cupach  
Don Dicke  
Patricia Herb  
James Olive  
Penny Snyder

**ACTION TAKEN:** Mrs. Humphrey moved for approval of resolution R-2004-06. Dr. Ford seconded the motion and the motion carried unanimously.

**C. Winter Quarter Part-time Agreements – Mr. Mark Collins**

Mr. Collins presented the Part-time Agreements to the Board and pointed out that they were for information therefore, no Board action was required. Dr. Ford asked if we were taking steps to control faculty overload hours. Mr. Collins stated that we were however, certain situations make it necessary to engage in more faculty overload than is desired.

**D. Consideration of Approval of 2003-2004 Operating Budget Amendment #1  
– R-2004-07 – Mr. Bill Miller**

**CONSIDERATION OF APPROVAL OF 2003-2004  
OPERATING BUDGET AMENDMENT #1**

**R-2004-07**

**WHEREAS:** *North Central State College has reviewed its 2003-2004 Operating Budget revised revenue and expenditure projections, and*

**WHEREAS:** *based upon this review, North Central State College needs to amend its 2003-2004 Operating Budget, and*

**WHEREAS:** *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2003-2004 Operating Budget Amendment #1, and*

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

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that the 2003-2004 Operating Budget Amendment #1 of the College is hereby adopted as presented.*

**ACTION TAKEN:** Dr. Guimaraes moved for approval of resolution R-2004-07. Mr. Konstam seconded the motion and the motion carried unanimously.

**E. Consideration of Approval of Ethics Policy**  
– **R-2004-08** – *Mr. Bill Miller*

**CONSIDERATION OF APPROVAL OF ETHICS POLICY**

**R-2004-08**

**WHEREAS:** *Board members and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts, and*

**WHEREAS:** *the Ohio Ethics Commission require that all state government agencies conduct business in accordance with the strictest ethical guidelines, and*

**WEREAS:** *North Central State College must ensure that Board members and employees understand these ethical guidelines.*

**NOW, THEREFORE, BE IT RESOLVED:** *that the Board of Trustees of North Central State College approve the North Central State College Ethics Policy.*

**ACTION TAKEN:** Mr. Konstam moved for approval of resolution R-2004-08. Mr. Smith seconded the motion and the motion carried unanimously.

**F. Consideration of Approval of Board-President Relationship Policies 3.1, 3.2, 3.3, and 3.4 - R-2004-04 – Dr Ronald Abrams**

**CONSIDERATION OF APPROVAL  
OF  
GOVERNANCE PROCESS POLICIES 3.1, 3.2, 3.3, and 3.4**

**R-2004-04**

***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 3.1, 3.2, 3.3, and 3.4.*

**ACTION TAKEN:** After some discussion, Chair stated that it might be more effective to discuss each policy independently then, move for approval collectively. All Board members agreed. After some lengthy discussion and analysis of the content and wording of each policy, Mrs. Humphrey moved for approval of resolution R-2004-04 “AS AMENDED”. Mr. Konstam seconded the motion and the motion carried unanimously.

**G. Discussion of Governance Process Policy 2.9 (Board Annual Calendar)**  
– Dr. Ronald Abrams

Dr. Abrams explained the extent of the Annual Calendar and that it should contain such items as the President’s evaluation, Nomination Committee activities, and other cyclical events and tasks. Mr. Miller also pointed out that one of the key issues would be where the calendar is posted and suggested placing a “Trustee” link on the College website.

**H. Discussion of Executive Limitations Policies 4.1, 4.2, 4.3, 4.4, and 4.9**  
- Dr. Ronald Abrams

Dr. Abrams presented the policies for discussion. Chair pointed out that many of the remaining policies were going to require much more detailed analysis and structuring and encouraged the Board to give the policies currently before the Board careful consideration prior to next meeting’s discussion and approval.

**I. Regional Trustee Meeting – *Mr. Matt Smith & Mrs. Edie Humphrey***

Mr. Smith reported that there was representation from four colleges in attendance. The speaker discussed strategies of the State, outlined the Commission's objectives, and asked for discussion on how to achieve these objectives.

**J. Recognition for Support of Technical Education and Collaborative Learning Activities – R-2004-09 - *Dr. Ronald Abrams***

**RECOGNITION FOR SUPPORT OF TECHNICAL EDUCATION  
AND  
COLLABORATIVE LEARNING ACTIVITIES**

**R-2004-09**

**WHEREAS:** Donald Plotts has devoted his professional career to the advancement of technical education, and

**WHEREAS:** As superintendent of the Pioneer Career and Technology Center he has engaged in collaborative activities to enhance and expand the learning opportunities available to the constituents of his educational facility.

**NOW, THEREFORE BE IT RESOLVED:** By the Board of Trustees of North Central State College that Donald Plotts be recognized for his years of commitment to technical education and for his spirit of cooperation and collaboration in expanding educational opportunities for the citizens of north central Ohio.

**ACTION TAKEN:** Dr. Ford moved for approval of resolution R-2004-09. Mr. Smith seconded the motion and the motion carried unanimously.

**VIII. BOARD CHAIR'S REPORT**

Dr. Kafer called for receiving more of the Board's reports in writing so that more of the Board's actual meeting time could be dedicated to spirited discussion of the upcoming Policy Governance policy issues. She reminded Board members about the deadline for submitting Financial Disclosures and asked Dr. Abrams for evaluation materials for next meeting.

**IX. PRESIDENT'S REPORT**

**1. State Funding Outlook** – Dr. Abrams reported that the potential rescission of sales tax has lessened but would likely still result in a 10-12% budget cut in state appropriation. There has also been some rumors about further budget cuts this year due to State revenues failing to meet projections.

**2. On-line Registration**– Dr. Abrams reported that on-line registration for spring quarter has gotten underway and has exceeded all expectations. No unfavorable comments to date.

**3. Co-located Campus Study** – Dr. Abrams reported that local meetings on the study will begin on March 4<sup>th</sup> and that Board Member, Bob Konstam is representing the NC State Board of Trustees.

**4. 35<sup>th</sup> Anniversary** – Dr. Abrams announced that the College is constructing a plan for recognizing the College’s 35<sup>th</sup> Anniversary.

**5. BOT Calendar of Events** – Dr. Abrams announced that the 2<sup>nd</sup> Annual Entrepreneurial Hall of Fame will be held on May 7<sup>th</sup>. The spring Commencement Exercises will be held on June 11<sup>th</sup>, and the Board Appreciation Dinner is scheduled for April 23<sup>rd</sup> in the Kehoe Center.

**6. Phi Theta Kappa Scholarship** – Dr. Abrams announced that student Sandra Mahl has been identified as a distinguished Guistwhite Scholar. Sandra was one of only 15 students that were selected from 700 to receive this distinction. The award carries scholarship monies toward her baccalaureate degree. Sandra was also named to the All-Ohio Academic Team, Second Team. This year we had both of our student competitors achieve 2<sup>nd</sup> team status. This represents our best finish in that competition to date.

## **X. EXECUTIVE SESSION**

Dr. Kafer called for an Executive Session at 8:51 p.m. to discuss Personnel Matters with no action to follow. Mr. Matt Smith 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. Omar Guimaraes – “yes”  
Mrs. Edith Humphrey – “yes”  
Dr. Linda Kafer – “yes”  
Mr. Robert Konstam – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Matt Smith – “yes”  
Mr. Nathan Ujvari – “yes”

Upon a motion made by Dr. Mehdi Ressallat seconded by Mr. Matt Smith to end the Executive Session at 9:07 p.m. and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously.

Dr. Lucille Ford – “yes”  
Dr. Omar Guimaraes – “yes”  
Mrs. Edith Humphrey – “yes”



Dr. Linda Kafer – “yes”  
Mr. Robert Konstam – “yes”  
Dr. Mehdi Ressallat – “yes”  
Mr. Matt Smith – “yes”  
Mr. Nathan Ujvari – “yes”

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

**XI. TIME AND PLACE OF NEXT MEETING**

The next meeting of the Board of Trustees is scheduled for Wednesday, March 24, 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 Dr. Ford to adjourn the meeting at 9:09 p.m. The motion was seconded by Mrs. Humphrey and carried unanimously.

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Respectively submitted:  
Stephen R. Williams

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Dr. Linda Kafer, Chairperson