

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

I. CALL TO ORDER

The Chair called the meeting to order at 7:05 pm

II. ROLL CALL

The Recorder called the roll.

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

Absent: Dr. Lucille Ford

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Bruce Sliney and Ms. Beth Price 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 March 24, 2004 meeting minutes.

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

V. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending March 31, 2004. He stated that revenues for the month totaled \$1,176,461. Expenditures were \$1,463,504 leaving a deficit of \$287,043. Year-to-date revenues totaled \$14,293,780. Year-to-date expenditures totaled \$11,305,609 leaving an excess of \$2,988,172. The StarOhio month-end balance is \$1,490,731.

ACTION TAKEN: Mr. Konstam moved for approval of the Treasurer's Report for the period ending March 31, 2004. Mr. Kollhoff seconded the motion, and the motion carried unanimously.

VI. OLD BUSINESS

Co-located Campus Study – Dr. Ronald Abrams & Mr. Bob Konstam

Mr. Konstam reported that the committee felt that the community does not fully understand the two colleges. Although the College has had the Transfer Module in place for quite some time, more work in educating the students about its benefits and versatility is needed. Dr. Abrams distributed the Co-located Campus study results, and reported that the Board of Regents is likely to ask the Legislature for more time to assess the results before presenting them. He added that the committee recognized the need for discussion on how to get the results of the Co-located Campus Study out to the community. Dr. Abrams expressed the need for discussion of the new transfer module configuration across the State to make it more universal to all colleges and universities.

VII. NEW BUSINESS

A. Personnel Report

1. Consideration of Approval of Employment of College Personnel – R-2004-12 – Bill Miller

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2004-12 NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following 9-month faculty member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING FEBRUARY 16, 2004 AND ENDING JUNE 14, 2004
Robyn L. Kloepfer, Instructor, Physical Therapist Assistant Program
SALARY: \$16,800.93 prorated from \$34,652.00 for an 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 APRIL 26, 2004
Deanna Strauss, Administrative Specialist, President's Office
SALARY: \$1,730.00 per month based on 12 months

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-12

Robyn Kloepfer replaces Janice Howman, who resigned.

Deanna Strauss replaced Teresa Greene, who has accepted the Outreach Coordinator position.

ACTION TAKEN: Dr. Guimaraes moved for approval of resolution R-2004-12. Mrs. Humphrey seconded the motion and the motion carried unanimously.

B. Consideration of Approval of Contracts for Faculty Lecturer Positions
-R-2004-13-Mr. Mark Collins

**CONSIDERATION OF APPROVAL OF CONTRACTS
FOR FACULTY LECTURER POSITIONS**

R-2004-13

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:

**ONE-YEAR LECTURER CONTRACT
(2004-2005)**

Deborah Hysell
Patrick Kent

ACTION TAKEN: After discussion of Consideration of Approval of Contracts for Faculty Lecturer Positions, Mr. Smith moved that Resolution R-2004-13 be approved. Mr. Ujvari seconded the motion and the motion carried unanimously.

C. Spring Part-time Agreement Report- Mr. Mark Collins

Mr. Mark Collins presented the Spring Part-Time Report. The report was presented for information only as no Board action was required. After some discussion the Board asked that future reports contain an asterisks (*) on all full-time faculty who are teaching overload to distinguish them from adjunct faculty.

D. Spring Quarter Enrollment Report- Mr. Mark Collins

Mr. Mark Collins presented the enrollment and enrollment comparison reports. He explained that the new enrollment tracking software enables the College to track enrollment in a number of categories that had not been tracked the same before. Mr. Collins reported that Full-time enrollment for spring quarter was up 1.9% over last year, Part-time enrollment was up 2% and total enrollment was up 2% over last year.

E. Consideration of Approval of Governance Process Policy 2.9 (Bd Calendar)
-R-2004-14- Dr. Linda Kafer

**CONSIDERATION OF APPROVAL OF
GOVERNANCE PROCESS POLICY 2.9
(BOARD ANNUAL CALENDAR)**

R-2004-14

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 approves Governance Process Policy 2.9*

ACTION TAKEN: *After discussion of R-2004-14, Governance Process Policy 2.9 (Board Calendar), Mrs. Humphrey moved that it be approved as written. Mr. Konstam seconded the motion and the motion carried unanimously.*

F. Consideration of Approval of Executive Limitations Policies 4.1, 4.2, 4.3, and 4.4. –
Dr. Ronald Abrams. R-2004-11

**CONSIDERATION OF APPROVAL OF
GOVERNANCE PROCESS POLICIES 4.1, 4.2, 4.3, and 4.4**

R-2004-11

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 approves Executive Limitations Policies 4.1, 4.2, 4.3, and 4.4.*

ACTION TAKEN: *After discussion of each of the policies that comprise R-2004-11, Executive Limitations Policies 4.1, 4.2, 4.3, and 4.4, Dr. Guimaraes moved that R-2004-11 be approved as written. Mr. Kollhoff seconded the motion, and it the motion was carried unanimously.*

G. Discussion of Executive Limitations Policy 4.9 (Emergency Executive Succession)
- Dr. Ronald Abrams

Dr. Abrams introduced Executive Limitations Policy 4.9 and stated that most colleges do not have this as part of their policy for executive succession. He also expressed that perhaps there should be a plan to address other key positions as well. After some discussion on the policy the Board indicated the desire to move forward with the Succession Policy. Dr. Abrams indicated that he will prepare a policy and plan to present at a future Board meeting.

H. Consideration of Approval of Tuition Increase (6.0%)- Mr. Bill Miller- R-2004-15

CONSIDERATION OF APPROVAL OF TUITION INCREASE

R-2004-15

WHEREAS: *the Board of Trustees of North Central State College is committed to providing access to a high-quality and affordable education, and*

WHEREAS: *revenue projections based on current resources will not likely keep pace with the expenditures required of the College to ensure quality programming.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby authorizes a \$4.00 (6%) per credit hour increase in instructional and general fees for the 2004-2005 academic year, commencing Summer Quarter 2004.*

ACTION TAKEN: Mr. Kollhoff moved for approval of Tuition Increase (6.0%). Dr. Guimaraes seconded the motion, and the motion was carried unanimously.

I. Consideration of Approval of Tuition Increase (3.9%)- R-2004-16 - Mr. Bill Miller

CONSIDERATION OF APPROVAL OF TUITION INCREASE

R-2004-16

WHEREAS: *the Board of Trustees of North Central State College is committed to providing access to a high-quality and affordable education, and*

WHEREAS: *AM. SUB H.B. 95 authorizes colleges to increase fees to provide scholarships to low-income students, and to provide additional or improved technology services to students, and*

WHEREAS: *the College will restrict this increase to ensure low-income student access and quality technology enhancement.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby authorizes a \$2.60 (3.9%) per credit hour increase in instructional and general fees for the 2004-2005 academic year, commencing Summer Quarter, 2004.*

ACTION TAKEN: Mr. Bill Miller presented some supplemental materials to explain the increase and demonstrate the NC State position relative to some other institutions. After some discussion, Mr. Kollhoff moved for approval of Tuition Increase (3.9%). Mr. Konstam seconded the motion, and the motion was carried unanimously.

VIII. BOARD CHAIR'S REPORT

Dr. Kafer expressed the need for the Board to conduct a planning retreat. After some discussion, the Board established Wednesday, June 2, 2004 at 6:00 P.M. in the Kehoe Center Conference Room for the Board's planning retreat.

Dr. Kafer offered the Board's thanks for the Board Appreciation Dinner on April 23, 2004.

IX. PRESIDENT'S REPORT - *Dr. Abrams*

- A. **Transition Team Report** - Dr. Abrams announced that the due date for the response from the Faculty/Staff Caucus and the Administrative Cabinet is June 1st.
- B. **Board of Regents- Placement & Salary Report** - Dr. Abrams announced that according to the Board of Regents, first year Associate degree graduates were making an average of \$743 more than first year Bachelor's degree graduates.
- C. **Tool & Die Training Center** – Dr. Abrams announced that the County Commissioners are exploring ways to provide the necessary funding to NCState for the Tool & Die Training Center.
- D. **Student Record Audit** – Dr. Abrams shared with the Board a Letter from Chancellor Chu regarding the outstanding performance during the recent Student Records Audit.
- E. **Phi Theta Kappa** – Dr. Abrams announced the latest awards presented to NC State's Beta Theta Eta Chapter of Phi Theta Kappa at both Regional and International awards presentations. Beta Theta Eta received 5 regional awards at the presentation in March and 7 international awards at the presentation in April. Both the College and the program received state and national recognition for their accomplishments.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:46 p.m. to discuss the President's Evaluation with no action to follow. Mr. Bob Konstam made a motion, seconded by Mr. Nathan Ujvari to adjourn to Executive Session. A roll call vote on the motion was approved unanimously.

Dr. Lucille Ford – “not present”
Dr. Omar Guimaraes – “yes”
Mrs. Edith Humphrey – “yes”
Dr. Linda Kafer – “yes”
Mr. Richard Kollhoff – “yes”
Mr. Robert Konstam – “yes”
Dr. Mehdi Ressallat – “yes”
Mr. Matt Smith – “yes”

Mr. Nathan Ujvari – “yes”

Upon a motion made by Mrs. Edith Humphrey, seconded by Dr. Omar Guimaraes to end the Executive Session at 11:08 P.M. and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously.

Dr. Lucille Ford – “not present”

Dr. Omar Guimaraes – “yes”

Mrs. Edith Humphrey – “yes”

Dr. Linda Kafer – “yes”

Mr. Richard Kollhoff – “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, April 28, 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. Guimaraes to adjourn the meeting at 11:09 p.m. The motion was seconded by Mrs. Humphrey and carried unanimously.

Respectively submitted:
Stephen R. Williams

Dr. Linda Kafer, Chairperson