

North Central State College
Board of Trustees' Meeting
June 23, 2004
Minutes

I. CALL TO ORDER

The Chair called the meeting to order at 7:03 P.M.

II. ROLL CALL

The Recorder called the roll.

Present: Dr. Lucille Ford
Dr. Omar Guimaraes
Mr. Richard Kollhoff
Dr. Linda Kafer
Dr. Mehdi Ressallat
Mr. Nathan Ujvari

Absent: Mrs. Edith Humphrey
Mr. Bob Konstam
Mr. Matt Smith

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Mr. Dean Schaad representing the College Administrative Cabinet and Ms. Sharon Miller representing the Staff Caucus.

IV. APPROVAL OF MINUTES

The Chair called for questions or comments regarding the minutes of the May 26, 2004 meeting minutes.

ACTION TAKEN: Mr. Ujvari moved for approval of minutes as submitted. Mr. Kollhoff 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 26, 2004. He stated that revenues for the month totaled \$901,714. Expenditures were \$1,485,120 leaving a deficit of \$580,405. Year-to-date revenues totaled \$15,815,365. Year-to-date expenditures totaled \$14,149,990 leaving an excess of \$1,665,375. The Star Ohio month-end balance is \$1,493,186. Mr. Miller introduced the new auditors and gave an update on the audit timeline.

ACTION TAKEN: Mr. Kollhoff moved for approval of the Treasurer's Report for the period ending May 26, 2004. Mr. Ujvari seconded the motion and the motion carried unanimously.

VI. OLD BUSINESS

A. Change Board Meeting Date- Dr. Ronald Abrams

The October 27th Board of Trustees meeting was rescheduled for October 13.

B. Board Appreciation

Dr. Abrams presented Dr. Ford with an award recognizing her five-years of service as a member of the North Central State College Board of Trustees.

VII. NEW BUSINESS

A. Personnel Report

1. Consideration of Approval of Employment of College Personnel

-R-2004-20 - Mr. Bill Miller

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

R-2004-20
NEW HIRES

BE IT RESOLVED: *by the Board of Trustees that the following Child Development Center staff member is hereby awarded the prescribed salary at the dates stipulated below:*

BEGINNING JUNE 14, 2004 AND ENDING SEPTEMBER 10, 2004
Krystal Willis, Temporary Full-Time Child Care Specialist
SALARY: \$6.50 per hour

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-20

Krystal Willis fills an approved additional temporary full-time position in the Child Development Center.

ACTION TAKEN: Dr. Guimaraes moved for approval of resolution R-2004-20. Mr. Kollhoff seconded the motion and the motion carried unanimously.

2. Consideration of Approval of College Personnel Professional Growth -R-2004-21- Mr. Bill Miller

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

R-2004-21

WHEREAS: *Rita R. Elliott, Child Care Specialist, Child Development Center, has completed her Associate's Degree in Business Management.*

THEREFORE, BE IT RESOLVED: by the Board of Trustees that Rita R. Elliott be awarded an increase of \$1,265.00 to base salary from \$14,916.00 to \$16,181.00, effective June 15, 2004 in recognition of the completion an Associate Degree in accordance with the policy adopted under resolution 1977-33 for “Professional Growth Recognition.”

ACTION TAKEN: Mr. Kollhoff moved for approval of resolution R-2004-21. Dr. Guimaraes seconded the motion and the motion carried unanimously.

3. Consideration of Approval of Contract for Probationary Faculty
-R-2004-22- Mr. Mark Collins

**CONSIDERATION OF APPROVAL OF CONTRACT
FOR PROBATIONARY FACULTY**

R-2004-22

BE IT RESOLVED: by the Board of Trustees that approval is hereby given to the administration of the college for the “memo of intent” to be issued to the following faculty who have been fully evaluated and recommended without reservation for contracts for the period stated below:

PROBATIONARY FIRST-YEAR CONTRACT

(2004-2005)

Kim Barber

Margaret Puckett

ACTION TAKEN: Dr. Ford moved for approval of resolution R-2004-22. Mr. Ujvari seconded the motion and the motion carried unanimously.

B. Separations Report

Mr. Miller presented the Separations report.

C. Summer Quarter Preliminary Enrollment Report- Mr. Mark Collins

Mr. Collins presented the summer quarter preliminary enrollment report.

D. Consideration of Approval of Policies

- R-2004-23-Mr. Bill Miller

CONSIDERATION OF APPROVAL OF POLICIES:

Travel Expense Reimbursement Policy

Property Use Policy

Expenditure of Public Funds for Food and Beverages

R-2004-23

WHEREAS: the North Central State College Board of Trustees wishes to establish good business practices and provide such direction to College employees, and

WHEREAS: *the College strives to periodically review current policy to reflect what the current market drives, and*

WHEREAS: *the College continues to emphasize to its faculty and staff the importance of their involvement with outreach activities and that our policies must be fair and equitable.*

NOW, THEREFORE BE IT RESOLVED: *that the Board of Trustees hereby approve the following proposed policies: Travel Expense Reimbursement policy, Property Use policy, and Expenditure of Public Funds for Food and Beverages policy.*

ACTION TAKEN: Mr. Kollhoff moved for approval of resolution R-2004-23. Mr. Ujvari seconded the motion and the motion carried unanimously.

E. Consideration of Approval of FY 2005 Budget
- R-2004-24 Dr. Ronald Abrams, Mr. Bill Miller

**CONSIDERATION OF APPROVAL OF
2004-2005 OPERATING BUDGET**

R-2004-24

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2004-2005 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 2004-2005 Operating Budget of the College is hereby adopted as presented.*

ACTION TAKEN: Mr. Ujvari moved for approval of resolution R-2004-24. Mr. Kollhoff seconded the motion and the motion carried unanimously.

F. Consideration of Approval of College Personnel Employment Contracts
R-2004-25- Mr. Bill Miller

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

R-2004-25

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 2004-2005 budget under Resolution 2004-24*

ACTION TAKEN: Mr. Ujvari moved for approval of resolution R-2004-25. Mr. Kollhoff seconded the motion and the motion carried unanimously.

G. Revision of Board Governance Policy 2.4- Board Operations and Addition of Board Governance Policy 2.41- Consent Agenda

Dr. Abrams provided information on the workings of the Consent Agenda. After some discussion, Dr. Ford recommended that the portion of the Policy dealing with “Procedures” be changed to read “Mandatory Procedures” and “Policy” to “Operational Policy”. The Board will discuss again and vote at the August meeting. If approved, the Consent Agenda will be in place for the September meeting.

VIII. BOARD CHAIRPERSON REPORT

A. Board Self Evaluation- *Dr. Linda Kafer*

The Chair distributed a handout on the Board Self Evaluation process and asked the Board to be ready to discuss at the August meeting. The Board Self Evaluation is due to be conducted by September.

B. Nominating Committee

The current terms of office for Trustees Mr. Matthew Smith, Mr. Robert Konstam, and Mr. Nathan Ujvari are up for renewal in 2005. Dr. Ressallat will serve as the Chair of the Nomination Committee.

IX. PRESIDENT’S REPORT

A. Board Web Page

Dr. Abrams presented a draft of the proposed Board of Trustees web page.

B. Shared Service Agreement- Campus Consultation Committee

Dr. Abrams informed the Board that the Shared Campus Consultation Committee was meeting on Wednesday June 30, 2004.

C. Grants

Dr. Abrams informed the Board of impending grants for the Engineering Academy and the Tool & Die Center.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:15 P.M. Mr. Kollhoff made a motion and it was seconded by Mr. Ujvari to adjourn to Executive Session to discuss the status of on-going litigation. A roll call vote on the motion was approved unanimously by all members present.

Dr. Lucille Ford- “yes”
Dr. Omar Guimaraes- “yes”
Mrs. Edith Humphrey- “not present”
Dr. Linda Kafer- “yes”
Mr. Richard Kollhoff- “yes”

Mr. Robert Konstam- “not present”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “not present”
Mr. Nathan Ujvari- “yes”

Upon a motion made by Mr. Konstam seconded by Dr. Ford to end the Executive Session at 8:35 P.M., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Dr. Lucille Ford- “yes”
Dr. Omar Guimaraes- “yes”
Mrs. Edith Humphrey- “not present”
Dr. Linda Kafer- “yes”
Mr. Richard Kollhoff- “yes”
Mr. Robert Konstam- “not present”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “not present”
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, August 25, 2004 at 7:00 P.M. in the Board Room of 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 the Board’s consideration; a motion was made by Dr. Guimaraes and seconded by Mr. Ujvari to adjourn the meeting at 8:36 p.m., the motion carried unanimously.

Respectively submitted:
Stephen R. Williams

Dr. Linda Kafer, Chairperson