

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

I. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

II. ROLL CALL

The Recorder called the roll.

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

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Carol Easley and Brooke Henwood representing the Administrative Cabinet, Sharon Miller representing the Staff Caucus, Terry Coleman and Jim Olive representing the Faculty Caucus, and Peg Moir, Lew Milner, Betty Wells, and Bob Zettler representing the President's Staff.

IV. APPROVAL OF MINUTES

The Chair called for questions or comments regarding the minutes of the June 23, 2004 meeting minutes.

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

V. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending June 30, 2004. He stated that revenues for the month totaled \$803,590. Expenditures were \$1,633,409 leaving a deficit of \$829,819. Year-to-date revenues totaled \$16,618,955. Year-to-date expenditures totaled \$15,783,399 leaving an excess of \$835,556. The Star Ohio month-end balance is \$1,494,473. Mr. Miller also explained indirect cost allocations.

ACTION TAKEN: Mr. Smith moved for approval of the Treasurer's Report for the period ending June 30, 2004. Mr. Ujvari seconded the motion and the motion carried unanimously.

Mr. Bill Miller presented the Treasurer's Report for the period ending July 31, 2004. He stated that revenues for the month totaled \$3,250,229. Expenditures were \$1,066,446 leaving an excess of \$2,183,783. Year-to-date revenues totaled \$3,250,229. Year-to-date expenditures totaled \$1,066,446, leaving an excess of \$2,183,783. The Star Ohio month-end balance is \$1,495,995.

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

AUDIT UPDATE: Mr. Miller reported that the auditors had completed their audit of Financial Aid and are now auditing the Child Development Center. Mr. Miller commended his Controller and her staff on a job well done.

VI. OLD BUSINESS

There was no old business to discuss.

VII. NEW BUSINESS

A. Personnel Report

1. Consideration of Approval of Employment of College Personnel

-R-2004-26 - Mr. Bill Miller

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

R-2004-26

NEW HIRES

BE IT RESOLVED: *by the Board of Trustees that the following professional staff member is hereby awarded an employment agreement at the salary and dates stipulated below:*

BEGINNING AUGUST 17, 2004 AND ENDING JUNE 5, 2005

Diane Enama, Early Literacy Specialist, \$32,931.34 prorated from \$41,000.00 for a fiscal year

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-26

Diane Enama fills a new early literacy grant funded position.

ACTION TAKEN: Ms. Humphrey moved for approval of resolution R-2004-26. Mr. Kollhoff seconded the motion and the motion carried unanimously.

2. Consideration of Approval of College Personnel Professional Growth
-R-2004-27- Mr. Bill Miller

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

R-2004-27

WHEREAS: *Lynn E. Damberger has supplied documentation that she has completed her Master's Degree.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that Lynn E. Damberger be awarded an increase of \$1,034.00 to base salary from \$33,831.00 to \$34,865.00, effective July 15, 2004, in recognition of the completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

WHEREAS: *Robert A. Slabodnick, Assistant Professor/Respiratory Therapy, has supplied documentation that he has completed a Neonatal/Pediatric Respiratory Care advanced certificate.*

THEREFORE, BE IT FURTHER RESOLVED: *that Robert A. Slabodnick, Assistant Professor/Respiratory Therapy be awarded an increase equal to .50 point on faculty scale or \$674.66 to base salary in accordance with professional growth specifications for completion of a qualified certificate.*

ACTION TAKEN: *Mr. Konstam moved for approval of resolution R-2004-27. Mr. Smith seconded the motion and the motion carried unanimously.*

3. Consideration of Approval of Personnel Status Change
-R-2004-28- Dr. Ronald Abrams

**CONSIDERATION OF APPROVAL OF
STATUS CHANGES**

**R-2004-28
STATUS CHANGES**

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

BEGINNING SEPTEMBER 16, 2004 AND ENDING JUNE 13, 2005

*Elizabeth A. Franz, Associate Professor, Arts & Sciences, 9-month
SALARY: \$45,709.00 for an academic year*

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

BEGINNING AUGUST 1, 2004 AND ENDING JUNE 30, 2005

*James B. McCormack, Assistant Vice President for Administrative Services
SALARY: \$78,391.50 prorated from \$85,518.00 for a fiscal year*

*William C. Miller, Jr., Chief Operating Officer/Vice President Business & Administrative Services
SALARY: \$87,678.25 prorated from \$95,649.00 for a fiscal year*

*Margaret A. Moir, Chief Student Services Officer
SALARY: \$63,869.66 prorated from \$69,676.00 for a fiscal year*

*Betty E. Wells, Chief Development Officer/Vice President Institutional Advancement
SALARY: \$78,833.33 prorated from \$86,000.00 for a fiscal year.*

EXPLANATIONS OF STATUS CHANGES FOR RESOLUTION R-2004-28

All status changes above were a result of the Gardner Shaw recommended procedures for restructuring of the institution.

ACTION TAKEN: Dr. Abrams presented resolution R-2004-28 to the Board for consideration of approval. Dr. Ressallat moved to table the resolution until the conclusion of executive session and Ms. Humphrey seconded the motion. Upon conclusion of executive session, Dr. Ressallat moved to take resolution R-2004-28 from the table. Mr. Kollhoff moved for approval and Mr. Smith seconded the motion. The Chair called for debate on the issue. Hearing no debate on the issue, the Chair called for a vote and the motion carried unanimously.

4. Part Time Agreements- Mr. Bill Miller

Mr. Miller presented the Spring and Summer Quarter part-time agreements.

5. Separations Report- Mr. Bill Miller

Mr. Miller presented the separations report.

B. FY 2004 Travel Report- Mr. Bill Miller

Mr. Miller gave the six-month report for 2004 fiscal year travel expenses.

C. FY 2004 Professional Development Travel Report- Mr. Bill Miller

Mr. Miller presented the six-month report for the 2004 fiscal year professional development travel expenses.

D. Consideration of Approval of Emeritus Status for Dr. Michael Williams
R-2004-29- *Dr. Ronald Abrams*

**CONSIDERATION OF APPROVAL
OF DESIGNATION OF EMERITUS STATUS FOR
DR. MICHAEL R. WILLIAMS**

R-2004-29

WHEREAS: *in accordance with Board Resolution R-1998-20, qualifying retiring faculty members may be recommended by the Administration for Emeritus Status, and,*

WHEREAS: *Dr. Michael R. Williams, who after 16 years retired as a Professor of Human Services, has met the required criteria, and*

WHEREAS: *Dr. Michael R. Williams has been recommended for Emeritus Status by his Dean and this recommendation is endorsed by the Interim, Vice President for Learning.*

NOW, THEREFORE BE IT RESOLVED: *by the Board of Trustees, that Dr. Michael R. Williams be granted Emeritus Status*

ACTION TAKEN: *Mr. Kollhoff moved for approval of resolution R-2004-29. Mr. Guimaraes seconded the motion and the motion carried unanimously.*

**E. Consideration of Approval of Amendment to Governance Process Policy 2.4-
Board Operations- R-2004-30- *Mr. Bill Miller***

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO
GOVERNANCE PROCESS POLICY 2.4**

R-2004-30

WHEREAS: *the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business,*

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 this amendment to Governance Process Policy 2.4.*

Action Taken: *Mr. Kollhoff moved for approval of resolution R-2004-30 and Mr. Smith seconded the motion. After some debate, Mr. Ujvari moved to amend the references “public comments” in the first sentence of paragraph six to read “open comments,” the reference to “citizens” in sentence three to read “individuals,” and to strike sentence two regarding the definition of public, in its*

entirety. Mrs. Humphrey seconded the motion to amend and it passed unanimously. Dr. Ford moved to modify paragraph six to include the expectation for faculty and staff to avail themselves of their constitutional process before seeking open comments. Dr. Guimaraes seconded the motion and the motion passed unanimously. The Chair moved to postpone further action until next meeting when changes approved thus far could be incorporated into the policy and re-read for clarity. The Board expressed its desire for appropriate, open, communication and asked that the message be carried forth to all employees of the College.

F. Consideration of Approval of Governance Process Policy 2.41- Consent

Agenda- R-2004-31- *Mr. Bill Miller*

**CONSIDERATION OF APPROVAL
OF
GOVERNANCE PROCESS POLICY 2.41**

R-2004-31

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 2.41.*

Action Taken: The Chair called for discussion on resolution R-2004-31 but moved that the question on the resolution be postponed until next meeting.

G. Shared Services Consultation Committee Report- *Mr. Richard Kollhoff*

Mr. Kollhoff gave a report of the Shared Services Consultation Committee meeting. At the meeting there were three representatives from Ohio State University Mansfield and two representatives from North Central State College. The two representatives from North Central State college were Dr. Ronald Abrams and Mr. Richard Kollhoff . The management of the Physical Activities Center (PAC) was discussed and a transfer of operational responsibility from North Central State College to Ohio State University Mansfield is being considered. Dr. Abrams explained the requirement of a periodic review of the Shared Services Agreement. The Shared Services Consultation Committee reviewed the Co-located Campus study. Performance standards for Shared Services activities were also discussed and at this point in time neither school felt they needed to be monitored.

VIII. BOARD CHAIRPERSON REPORT- *Dr. Linda Kafer*

A. Board Self Evaluation

Dr. Kafer discussed the board self-evaluation requirement. Currently, the self-evaluation process is scheduled to be conducted in September however; Dr. Kafer felt the Board might be rushed into a process they are not adequately prepared for. It may take some time to put an effective self-evaluation process together. She thought the Board needed to take time this year to step back and evaluate the process and plan to conduct the evaluation next year. Mr. Smith indicated that he had found an orientation process for new trustees. Dr. Abrams added that the Board of Regents has programs available as well. Dr. Kafer announced that the Board could expect to spend a good deal of time discussing and developing the process at the September meeting.

B. Nominating Committee

Dr. Kafer asked for an update of the upcoming tasks for this year's Nominating Committee. Dr. Abrams stated that there are three terms due in January. 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.

C. Ohio Association of Community Colleges (OACC) Visit

Dr. Kafer announced that the Board has received a letter from the OACC indicating that they want to visit NC State and attend a future Board meeting.

IX. PRESIDENT'S REPORT

A. Summer Enrollment

Dr. Abrams announced that FTE is up half a percent, and headcount is up three percent.

B. Tech Prep and FIPSE Grants

Dr. Abrams reported that the TechPrep grant to be used for the CollegeNow program was approved for \$150,000 and the FIPSE grant was approved for \$410,000 to be spread over a period of three years.

C. Restructuring- Status Report

Dr. Abrams announced the Interview Committee for the VP of Learning position and their recent meeting with the Consultant from the AACC. The Consultant is doing the recruiting and is due to report back on November 11. Interviews with potential candidates are due to begin in early December.

D. Starting Salaries of Graduates

Dr. Abrams distributed a handout on starting salary comparisons of 2003 graduates with various levels of degrees. The handout suggested that in the short-term the 2-year degree out performed the 4-year degree in immediate return on investment.

E. Other

Dr. Abrams updated the Board on the \$560,000 grant for the Tool and Die expansion project at the Kehoe Center.

Dr. Abrams updated the Board on the student services process-mapping project.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 9:15 p.m. Mr. Konstam made a motion and it was seconded by Mr. Smith 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- “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 Mr. Smith seconded by Mr. Kollhoff to end the Executive Session at 10:51 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- “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.

Dr. Ressallat moved to take resolution R-2004-28 from the table. Mr. Kollhoff moved for approval and Mr. Smith seconded the motion. The Chair called for debate on the question. Hearing no debate on the question, the Chair called for a vote and the motion carried unanimously.

XI. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, September 22, 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 10:53 p.m., the motion carried unanimously.

Respectively submitted:
Stephen R. Williams

Dr. Linda Kafer, Chairperson