

North Central State College
Board of Trustees' Meeting
September 22, 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. Lucille Ford
Mrs. Edith Humphrey
Dr. Linda Kafer
Mr. Richard Kollhoff
Mr. Bob Konstam
Mr. Nathan Ujvari

Absent: Dr. Omar Guimaraes
Dr. Mehdi Ressallat
Mr. Matt Smith

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Doug Hanuscin and Brooke Henwood representing the Administrative Cabinet, Sharon Miller representing the Staff Caucus, Teri Kofod representing the Faculty Caucus, and Lew Milner, Peg Moir, and Bob Zettler representing the President's Staff.

IV. APPROVAL OF MINUTES

The Chair called for questions or comments regarding the minutes of the August 25, 2004 meeting minutes.

ACTION TAKEN: Dr. Ford 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 August 31, 2004. He stated that revenues for the month totaled \$1,905,179. Expenditures were \$1,126,855 leaving an excess of \$778,324. Year-to-date revenues totaled \$5,155,408. Year-to-date expenditures totaled \$2,193,301 leaving an excess of \$2,962,107. The Star Ohio month-end balance is \$1,497,705. .

ACTION TAKEN: Mr. Ujvari moved for approval of the Treasurer's Report for the period ending August 31, 2004. Mrs. Humphrey seconded the motion and the motion carried unanimously.

VI. NEW BUSINESS

A. Personnel Report

1. Consideration of Approval of Employment of College Personnel

-R-2004-32 - Mr. Bill Miller

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

R-2004-32

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 beginning date stipulated below.*

BEGINNING SEPTEMBER 7, 2004

Melissa Maglott, Early Childhood Specialist IV

SALARY: \$1,632.66 per month based on 12 months

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-32

Melissa Maglott fills the vacancy resulting from Kriston Moore's resignation.

ACTION TAKEN: Ms. Humphrey moved for approval of resolution R-2004-32. Mr. Kollhoff seconded the motion and the motion carried unanimously.

2. Consideration of Approval of College Personnel Professional Growth

-R-2004-33- Mr. Bill Miller

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

R-2004-33

WHEREAS: *James L. Olive has supplied documentation that he has completed his Master's Degree.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that James L. Olive be awarded an increase of \$2,068.00 to base salary from \$30,753.00 to \$32,821.00, effective September 16, 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."*

ACTION TAKEN: Mrs. Humphrey moved for approval of resolution R-2004-33. Mr. Konstam seconded the motion and the motion carried unanimously.

- 3. Separations Report- Mr. Bill Miller**
Mr. Miller presented the separations report.

- B. Consideration of Approval of Fair Labor Standards & Wage Payment Act Policy-R-2004-34- Mr. Bill Miller**

**CONSIDERATION OF APPROVAL OF
FAIR LABOR STANDARDS AND WAGE PAYMENT ACT**

R-2004-34

WHEREAS: Safe Harbor FLSA Regulation states (1) if an employer has a clearly communicated policy prohibiting improper deductions and including a complaint mechanism, (2) reimburses employees for any improper deductions, and (3) makes a good faith commitment to comply in the future, the employer will not lose the exemption for any employees unless the employer willfully violates the policy by continuing the improper deductions after receiving employee complaints.

THEREFORE, BE IT RESOLVED by the Board of Trustees that the following Fair Labor Standards and Wage Payment Act policy be effective August 23, 2004.

FAIR LABOR STANDARDS AND WAGE PAYMENT ACT

It is the policy of North Central State College to comply with all applicable state and federal laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Ohio Minimum Wage Law. North Central State College will not make pay deductions that violate either federal or state laws.

Any employee who believes that North Central State College made an inappropriate deduction or failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Director of Human Resources. Within 15 business days of receiving the complaint, the Director of Human Resources will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process, which also may be available to employees.

ACTION TAKEN: Mr. Konstam moved for approval of resolution R-2004-34.
Mr. Kollhoff seconded the motion and the motion carried unanimously.

- C. 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. Konstam moved for approval of resolution R-2004-30. Dr. Ford seconded the motion and the motion carried unanimously.

**D. 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: Mr. Kollhoff moved for approval of resolution R-2004-31. Mrs. Humphrey seconded the motion and the motion carried unanimously.

**E. Discussion of Governance Process Policy 4.9- Emergency Executive Succession-
*Dr. Ronald Abrams***

Dr. Ronald Abrams presented Governance Process Policy 4.9 – Emergency Executive Succession to the Board. There was no further discussion on the policy.

F. Nominating Committee Report- *Dr. Mehdi Ressallat*

Dr. Mehdi Ressallat was not present. There was no report.

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

Chair called for discussion on establishing the criteria for the Board's Self-Evaluation process. She suggested a leadership/team approach and stated that the Board must decide whether to do a formal or informal survey as part of the process. The survey would ask such things as: time spent on Board duties and how well individual members think the Board is functioning as a group. Mr. Bob Konstam suggested doing the survey to use as a discussion piece. He also indicated that he thought the board self-evaluation should be tied to the President's evaluation. To accommodate this process, the board self-evaluation process should be in place by next June, the Board self-evaluation would be conducted during August, and the President's performance evaluation would be conducted in December. These activities would fall into place on the Board Calendar since the annual audit report will be done in December and the first report will not likely be released until January. Chair asked that the Board Annual Calendar be made to reflect these changes. Dr. Lucille Ford suggested that a sub-committee be put together to formulate an evaluation process recommendation and present it to the rest of the Board for consideration. Chair called for sub-committee members and Mr. Nathan Ujvari, Mr. Bob Konstam, and Mrs. Edie Humphrey responded.

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

Dr. Linda Kafer informed the Board of the upcoming Attorney General Legal Issues Symposium. Dr. Ford suggested that at least one person go to represent the Board but all who are interested are welcome to attend. Mr. Kollhoff, Mrs. Humphrey, and Mr. Hanuscin indicated their interest in attending.

Dr. Linda Kafer informed the Board that on October 20 & 21 the OACC meeting is being held in Cincinnati, OH. The Board received a letter from Terry Thomas asking for considerations of candidates who would qualify for any of the OACC's Excellence Awards.

VIII. PRESIDENT'S REPORT

A. Fall Enrollment

Dr. Ronald Abrams reported that fall headcount was up one percent and fall FTE's were up one percent as well. He reported that PSEO enrollments were up twenty-five percent.

B. State Budget Update

1. Dr. Abrams reported that information he received suggested that capital budget development is not likely to be dealt with until after the elections. We should expect a cut from the amount previously indicated.
2. Dr. Abrams reported that the information further suggests that the operations budget is expected to be flat and that there was some discussion on cuts at the state level.

IX. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:55 p.m. Dr. Ford made a motion and it was seconded by Mrs. Humphrey 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- "not present"
Mrs. Edith Humphrey- "yes"
Dr. Linda Kafer- "yes"
Mr. Richard Kollhoff- "yes"
Mr. Robert Konstam- "yes"
Dr. Mehdi Ressallat- "not present"
Mr. Matt Smith- "not present"
Mr. Nathan Ujvari- "yes"

Upon a motion made by Mr. Kollhoff seconded by Mrs. Humphrey to end the Executive Session at 9:25 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- "not present"
Mrs. Edith Humphrey- "yes"
Dr. Linda Kafer- "yes"
Mr. Richard Kollhoff- "yes"
Mr. Robert Konstam- "yes"
Dr. Mehdi Ressallat- "not present"
Mr. Matt Smith- "not present"
Mr. Nathan Ujvari- "yes"

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

X. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, October 13, 2004 at 7:00 P.M. in the Board Room of Fallerius Technical Education Center.

XI. 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 Mrs. Humphrey and seconded by Mr. Ujvari to adjourn the meeting at 9:26 p.m. and the motion carried unanimously.

Respectively submitted:
Stephen R. Williams

Dr. Linda Kafer, Chairperson