

**North Central State College  
Board of Trustees' Meeting  
December 1, 2004  
Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:04 p.m.

**II. ROLL CALL**

**The Recorder called the roll.**

**Present:** Dr. Lucille Ford  
Dr. Omar Guimaraes  
Mrs. Edith Humphrey  
Dr. Linda Kafer  
Mr. Bob Konstam  
Mr. Matt Smith \*  
Mr. Nathan Ujvari

**Absent:** Mr. Richard Kollhoff  
Dr. Mehdi Ressallat

\* Arrived after roll was called.

**III. INTRODUCTION OF GUESTS**

Dr. Ronald Abrams introduced Dr. Pete Grant and Doug Hanuscin representing the Management Advisory Group, Jim Olive representing the Faculty Caucus, and Kate Peresie to present AQIP.

**IV. COLLEGE MISSION STATEMENT**

The Chair read the Mission Statement for North Central State College.

**V. TREASURER'S REPORT**

Mr. Bill Miller presented the Treasurer's Report for the period ending October 31, 2004. He stated that revenues for the month totaled \$650,711. Expenditures were \$1,457,773 leaving a deficit of \$807,062. Year-to-date revenues totaled \$6,445,313. Year-to-date expenditures totaled \$4,901,114 leaving an excess of \$1,544,199. The Star Ohio month-end balance is \$1,501,517.

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

Mr. Miller provided an update on the Audit Report stating the on-site work will be completed by December 12<sup>th</sup>. The report is due to the State by January 1<sup>st</sup> and will be presented to the Board of Trustees at their February meeting.

## **VI. CONSENT AGENDA**

The Chair presented the Consent Agenda. On a motion by Mr. Konstam seconded by Mrs. Humphrey and passed unanimously, the following items were approved:

### **A. Minutes from October 13, 2004**

### **B. Consideration of Approval of Employment of College Personnel -R-2004-40**

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

##### ***R-2004-40 NEW HIRES***

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

***BEGINNING NOVEMBER 16, 2004 AND ENDING JUNE 30, 2005***

***Tara Bailey, Student Accounts Specialist***

***SALARY: \$14,831.25 prorated from \$23,730.00 for a fiscal year***

#### ***EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2004-40***

***Tara Bailey replaces Lori McKee, who moved to the Controller position.***

### **C. Consideration of Approval of Status Changes – R-2004-41**

#### ***CONSIDERATION OF APPROVAL OF STATUS CHANGES***

##### ***R-2004-41***

## **STATUS CHANGES**

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

*BEGINNING NOVEMBER 1, 2004 AND ENDING JUNE 30, 2005*

*Lori McKee, Controller*

*SALARY: \$34,000.00 prorated from \$51,000.00 for a fiscal year*

**BE IT FURTHER RESOLVED:** *by the Board of Trustees that the following staff member is hereby awarded a status change at the date stipulated below:*

*BEGINNING NOVEMBER 8, 2004*

*Lisa Reip, Cashier*

*SALARY: no change*

### **D. Consideration of Approval of College Personnel Professional Growth**

*-R-2004-42-*

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

**R-2004-42**

**WHEREAS:** *J. Brad McCormack has supplied documentation that he has completed 60% his Master's Degree.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that J. Brad McCormack be awarded an increase of \$1,293.00 to base salary from, \$85,518.00 to \$86,811.00, effective November 1, 2004, in recognition of 60 % completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

## **VII. REGULAR AGENDA**

### **A. Academic Quality Improvement Program – Criteria for Accreditation**

Dr. Ronald Abrams introduced Ms. Kate Peresie to lead discussion and provide further insight into the Academic Quality Improvement Program (AQIP). Ms. Peresie presented some history on the accreditation process and provided some insight on the AQIP criteria for accreditation. She provided an update on the progress of the College towards its approval to participate in the program as well as an overview of the 2004-2005 AQIP Timelines and Deadlines.

### **B. Discussion of Governance Process Policy 1.1 – Board Goals**

Dr. Ronald Abrams presented the Governance Process Policy 1.1 Board Goals for further discussion. Chair suggested having the Board charge the administration with evaluating the policy statements as they pertain to NC State. She asked that they bring back a recommendation of which items are we already doing, what items could be done relatively easily, and which items will present some challenges and/or take some time. Chair suggested that from these recommendations the Board could better determine the direction to follow. Dr. Abrams suggested rolling in the nine AQIP criteria if appropriate. It was pointed out that policy 1.1 addresses both the emphasis on the individual and the benefit of workforce in the community. Mr. Smith added that consideration could be made to include measurements and problem solving.

### **C. Discussion of Governance Process Policy 1.3 – Community Impact**

Dr. Ronald Abrams suggested that since Governance Process Policy 1.1 was to be further reviewed that further discussion of Governance Process Policy 1.3 should be deferred at this time.

### **D. Nominating Committee Report**

Chair relayed the Nominating Committee Report to the Board in Dr. Ressallat's absence. She reported that the committee recommends Mrs. Edith Humphrey to assume the position of Board Chair, Mr. Matt Smith to assume the position of Vice Chair, and Dr. Ressallat to continue his position as Secretary of the Board.

**ACTION TAKEN:** Mr. Konstam moved for approval of the Committee's recommendation of Board Officers. Mr. Ujvari seconded the motion and the motion carried unanimously.

Chair reminded the Board that all terms of office are for a period of two years and that newly elected officers will be installed at the January meeting.

## **E. Board Self Evaluation**

Mrs. Edith Humphrey informed the Board of the progress their committee was making and indicated that the committee is composing a working survey to be used to develop the preliminary evaluation. The committee expects the survey to be out to BOT members in May, collected by June, and available for review at the 2005 retreat. Mr. Ujvari discussed survey confidentiality and College feedback as topics for further discussion relative to collecting information for the evaluation process.

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

Chair reviewed several upcoming activities and recapped the Board participation: Employee Appreciation Dinner; Governor's Office Board Training to be attended by Mrs. Humphrey and Mr. Kollhoff; Attorney General's Legal Issues Symposium to be attended by Mrs. Humphrey, Mr. Smith, and Mr. Ujvari; the President's Christmas Open House; the Governor's meeting to be attended by Dr. Kafer, Mrs. Humphrey, and Dr. Abrams.

## **IX. PRESIDENT'S REPORT**

### **A. Restructuring – Process Mapping**

President explained that Institutional Advancement and Student Services identified the existence of gaps and overlaps in services to students. He reported that Ms. Betty Wells and Ms. Peg Moir are presenting a plan to staff next week and will be putting the plan into action throughout January. The Vice President for Learning search has brought five candidates to the college throughout the week. The Interview Committee will recommend three candidates to present to the president and he then will invite one or more to come back for further consideration.

### **B. Budget Revision**

President announced that he would be presenting a budget revision at the next BOT meeting in January. He briefly discussed some of the revisions and their rationale.

### **C. Productivity Report**

President informed the Board of a questionnaire put out by the Ohio Board of Regents for the College to respond to. He suggested that once completed the report might be helpful in developing the Board's ends statements.

### **D. Kehoe Expansion**

President reported that the Architects involved in the expansion project are finishing up their drawing proposals.

#### **E. Scholastic Showdown**

President reported that during November and December, WMFD covered a high school academic competition. The program was part of the Visioning Project. The College sponsored the first round and there is talk of doing it again in January. Final competition will be in the Kehoe Center.

#### **F. Post Secondary Enrollment Program – Funding Issues**

President provided an update on the problem with state funding for PSEO in private institutions. He reported that the problem seems to be resolved for the remainder of this year.

### **X. EXECUTIVE SESSION**

The Chair called for an Executive Session at 8:12 p.m. Mr. Konstam made a motion and it was seconded by Mrs. Humphrey to adjourn to Executive Session to discuss personnel matters affecting specific personnel. 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- “not present”  
Mr. Robert Konstam- “yes”  
Dr. Mehdi Ressallat- “not present”  
Mr. Matt Smith- “yes”  
Mr. Nathan Ujvari- “yes”

Upon a motion made by Dr. Guimaraes seconded by Mr. Ujvari to end the Executive Session at 8:15 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- “not present”  
Mr. Robert Konstam- “yes”  
Dr. Mehdi Ressallat- “not present”  
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, January 26, 2005 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 Mrs. Humphrey and seconded by Dr. Guimaraes to adjourn the meeting at 8:17 p.m. and the motion carried unanimously.

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Respectively submitted:  
Stephen R. Williams

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Dr. Linda Kafer, Chairperson