

North Central State College
Board of Trustees' Meeting
January 26, 2005
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
Dr. Omar Guimaraes
Mrs. Edith Humphrey
Dr. Linda Kafer
Dr. Mehdi Ressallat
Mr. Matt Smith
Mr. Nathan Ujvari

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Dale Doty representing the Manager's Advisory Council, Terry Coleman representing the Faculty Caucus, Kimberly Lybarger representing the Staff Caucus and Lew Milner, Peg Moir, and Bob Zettler representing the President's Staff. He also introduced Ms. Lou Whitmire of the News Journal.

IV. COLLEGE MISSION STATEMENT

Dr. Linda Kafer read the Mission Statement for North Central State College.

V. OATH OF OFFICE

The Recorder, Stephen Williams, administered the Oath of Office to Mr. Matthew Smith and Mr. Nathan Ujvari.

VI. INSTALLATION OF OFFICERS

The Recorder, Stephen Williams, administered the Oath of Office to Mrs. Edith Humphrey (Chair), Mr. Matthew Smith (Vice Chair), and Dr. Mehdi Ressallat (Secretary) of the Board. Dr. Linda Kafer turned over the duties of "Chair" to Mrs. Edith Humphrey. Mrs. Humphrey, on behalf of the College and the Board of Trustees, presented Dr. Kafer with a plaque and thanked her

for her dedication and leadership over the past two years.

VII. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending November 30, 2004. He stated that revenues for the month totaled \$3,103,769. Expenditures were \$1,339,320 leaving an excess of \$1,764,449. Year-to-date revenues totaled \$9,549,082. Year-to-date expenditures totaled \$6,240,434 leaving an excess of \$3,308,648. The Star Ohio month-end balance is \$1,503,616.

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

Mr. Bill Miller presented the Treasurer's Report for the period ending December 31, 2004. He stated that revenues for the month totaled \$1,028,349. Expenditures were \$1,404,238 leaving a deficit of \$375,890. Year-to-date revenues totaled \$10,577,431. Year-to-date expenditures totaled \$7,644,672 leaving an excess of \$2,932,759. The Star Ohio month-end balance is \$1,506,071.

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

Mr. Miller provided an update on the Audit Report stating the audit is finished and was reported as being acceptable and requiring no modifications. The Auditors will be attending the February Board of Trustees meeting to present the audit results to the Board.

VIII. CONSENT AGENDA

The Chair presented the Consent Agenda. On a motion by Dr. Ford seconded by Mr. Smith and passed unanimously, the following items were approved:

A. Minutes from December 1, 2004

B. Consideration of Approval of Status Changes -R-2005-01

***CONSIDERATION OF APPROVAL OF
STATUS CHANGES
R-2005-01***

STATUS CHANGES

BE IT RESOLVED: *by the Board of Trustees that the following classified employee is hereby awarded a status change at the salary and date stipulated below:*

BEGINNING JANUARY 1, 2005

Debra Huguenin, Student Services Assistant

SALARY: \$2,071.00 per month based on 12 months

BE IT FURTHER RESOLVED: *by the Board of Trustees that the following classified employee be awarded a status change at the salary and dates stipulated below:*

BEGINNING JANUARY 1, 2005 AND ENDING JUNE 30, 2005

Traci Lykins, Senior Administrative Assistant

SALARY: \$14,451.50 prorated from \$28,903.00 for a fiscal year

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

BEGINNING JANUARY 1, 2005 AND ENDING JUNE 30, 2005

Mary Rodriguez, Coordinator of Alumni and Employer Relations

SALARY: \$15,425.00 prorated from \$30,851.00 for a fiscal year

BE IT FURTHER 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 JANUARY 1, 2005 AND ENDING JUNE 30, 2005

Michele L. Barber, Accounting Manager

SALARY: \$19,614.50 prorated from \$39,229.00 for a fiscal year

BE IT FURTHER 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 JANUARY 1, 2005 AND ENDING JUNE 30, 2005
Troy Shutler, Career Exploration & Assessment Coordinator
SALARY: no change

BE IT FURTHER 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 JANUARY 1, 2005 AND ENDING JUNE 30, 2005
Nikia Fletcher, Director of Admissions/Enrollment Services
SALARY: \$20,900.00 prorated from \$41,800.00 for a fiscal year

BE IT FURTHER 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 JANUARY 1, 2005 AND ENDING JUNE 30, 2005
Beverly Walker, Director of Retention Services
SALARY: \$24,505.00 prorated from \$49,010.00 for a fiscal year

EXPLANATIONS OF STATUS CHANGED FOR RESOLUTION
R-2005-01

All of the above status changes are a result of restructuring of Resource Development, Student Services, and Controller's Office areas.

C. Consideration of Approval of Employment of College Personnel
– R-2005-02

CONSIDERATION OF APPROVAL OF
EMPLOYMENT OF COLLEGE PERSONNEL
R-2005-02

NEW HIRES

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

BEGINNING OCTOBER 1, 2004 AND ENDING JUNE 30, 2005

Barbara England, Instructor/Tutor, Kehoe Center

SALARY: \$24,000.00 based on 9 months

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

BEGINNING JANUARY 1, 2005 AND ENDING JUNE 30, 2005

Jay Jacquet, Interim Director of Engineering Technology and Workforce Development

SALARY: \$26,000.00 prorated from \$52,000.00 for a fiscal year.

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2005-02

Barbara England fills an instructor position at the Kehoe Center, providing instruction and tutoring for GM.

Jay Jaquet fills an interim position at the Kehoe Center replacing a position formerly held by Dale Doty.

D. Consideration of Approval of contracts for Non-Probationary Faculty -R-2005-03-

**CONSIDERATION OF APPROVAL OF CONTRACTS FOR
NON-PROBATIONARY FACULTY
(First Year of a Three-Year Contract)**

R-2005-03

BE IT RESOLVED: by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty who have been fully evaluated and are recommended without reservation for renewal of contracts for the period stated below:

2005-2008

Jennifer Adkins
Mike Allen
Richard Birk
Karen Danielson
William Despain
Ken Ekegren
Faye Grund

Vasantha Harinath
Brad Hays
Doug Kranch
Sue Robsel
Judith Sturgill
Paul Sukys
Anne Vinson

**E. Consideration of Approval of College Personnel Professional Growth
-R-2005-04-**

**CONSIDERATION OF APPROVAL OF
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION
R-2005-04**

WHEREAS: *Robert A. Slabodnick has supplied documentation that he has completed 60% of his Master of Education degree.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that Robert A. Slabodnick be awarded an increase of \$1,375.22 to base salary from \$58,589.00 to \$59,964.22, effective December 16, 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."*

WHEREAS: *Lori L. McKee has supplied documentation that she has completed 60% of her Master of Science in Management Programs degree.*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that Lorie L. McKee be awarded an increase of \$1,293.00 to base salary from \$51,000.00 to \$52,293.00, effective December 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."*

WHEREAS: *Terry L. Miller has supplied documentation that she has completed her Master of Business Administration degree.*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that Terry L. Miller be awarded an increase of \$1,325.00 to base salary from \$29,313.00 to \$31,138.00, effective January 16, 2005 in recognition of completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

WHEREAS: *Dale T. Fortney has supplied documentation that he has completed his Master of Science in Criminal Justice degree.*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that Dale T. Fortney be awarded an increase of \$1,060.00 to base salary from \$36,571.00 to \$37,631.00, effective January 15, 2005 in recognition of completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

WHEREAS: Anne L. Vinson has supplied documentation that he she completed her Master of Human Service Criminal Justice degree.

***THEREFORE, BE IT FURTHER RESOLVED:** by the Board of Trustees that Anne L. Vinson be awarded an increase of \$1,060.00 to base salary from \$34,982.00 to \$36, 042.00 effective January 16, 2005 in recognition of completion of a Master's Degree in accordance with the policy adopted under resolution 1977-33 for "Professional Growth Recognition."*

IX. REGULAR AGENDA

- A. Consideration of Approval of 2005 Budget Revision – R-2005-05**
– Dr. Ronald Abrams

**CONSIDERATION OF APPROVAL OF 2004-2005
OPERATING BUDGET AMENDMENT #1**

R-2005-05

WHEREAS: North Central State College has reviewed its 2004-2005 Operating Budget revenue and expenditure projections, and

WHEREAS: based upon this review, North Central State College needs to amend its 2004-2005 Operating Budget, and

WHERAS: the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2004-2005 Operating Budget Amendment #1, and

WHEREAS: the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget amendment.

***NOW, THEREFORE, BE IT RESOLVED:** by the Board of Trustees that the 2004-2005 Operating Budget Amendment #1 of the College is hereby adopted as presented.*

Dr. Ronald Abrams provided background information on the initial budget formulation and the contingencies that were built into the initial budget in response to some issues that were pertinent at the time, specifically the penny tax issue. He explained some other situations that make it necessary to revise the 2005 Budget. Dr. Abrams turned the floor over to Mr. Bill Miller to provided the Board with a detailed accounting of each of the proposed budget revision items.

ACTION TAKEN: Dr. Guimaraes moved for approval of the 2005 Budget Revision as presented. Mr. Smith seconded the motion and the motion carried unanimously.

B. Health Insurance Update – *Mr. Bill Miller*

Mr. Bill Miller reported that he had received final quotes from Anthem Blue Cross and Blue Shield as well as Medical Mutual. While our current carrier, Anthem indicated an increase in the cost by 14.2 percent; Medical Mutual quoted an increase of 7.6 percent. Additionally, the Anthem Directory of Providers contained 188 providers while the Medical Mutual Directory contained 266 providers. The vision plan will be VSP. The Medical Mutual Plan stands to save the College approximately \$107,000. The College Insurance Renewal Committee considered the issues of physician's preference, the cost savings, and the expanded Directory of Providers, in returning their recommendation to make the switch to Medical Mutual for the College's Medical Insurance Provider.

C. Discussion of Governance Process Policy 1.1 – Board Goals

Dr. Ronald Abrams reported on the progress of the draft of governance policy 1.1. He explained that while much of the policy followed the model, it made sense now to go back to our own institutional goals and tie them to the AQIP criteria. Dr. Abrams presented an AQIP matrix he had drafted to illustrate and assist in this task. Dr. Kafer asked the rest of the Board if they could think of any areas that had been omitted. She stated that the draft that Dr. Abrams had provided seemed more transparent and inclusive than the model. Dr. Ford suggested that the points be rearranged to more closely reflect their perceived priority. Mr. Smith suggested that there ought to be a statement regarding measurements toward attaining the goals. Terry Coleman added that AQIP is the measurement piece of this policy utilizing completion ranges. Dr. Ford suggested the policy identify goals toward Business and Industry, Non-Profit Organizations, and Public Organizations.

D. President's Evaluation

The Chair announced that she and Mr. Matt Smith would be doing the President's evaluation this time. Dr. Abrams indicated that he was in the process of putting together a package of information pertinent to his evaluation.

E. Emergency Executive Succession

Dr. Abrams explained that in accordance with Policy Governance Policy 4.9, each January the President is to outline his Emergency Executive Succession plan. Dr. Abrams announced that should he be unable or unavailable to continue his duties as President, in the interim, the role of President should be fulfilled by the Vice President for Business and Administrative Services. In the event that the Vice President for Business and Administrative Services is unable or unwilling to

fulfill those duties, Dr. Abrams recommends seeking the services of a retired President from the system to serve in the interim position.

F. Nominating Committee

Dr. Abrams announced that he had received a phone call from Mr. Bob Konstam on January 26th, officially tendering his resignation from the Board due to professional advice related to his being elected Judge. Chair asked for the formulation of a committee to seek nominations to replace the Governor appointed terms of Mr. Richard Kollhoff (term expires January 2007) and Mr. Robert Konstam's (term expires January 2008). Mr. Matt Smith signified that he would Chair the Nomination Committee and Dr. Mehdi Ressallat indicated that he would assist him.

X. BOARD CHAIRPERSON REPORT- Mrs. Edith Humphrey

The Chair reminded the Board that Financial Disclosure Statements for the Ohio Ethics Commission must be filed on or before April 15, 2005. The OACC Regional Networking meeting will be on March 11 and 12 and the Statewide Trustees Conference will be on May 16 and 17. All who are interested in attending any of these events should contact Steve Williams (Recorder) to make the necessary arrangements.

XI. PRESIDENT'S REPORT

A. Restructuring – Position Searches

The President updated the Board on phase 2 of the restructuring plan. He reported that during December, interviews were conducted for the Vice President for Learning position. From those interviews one candidate was considered acceptable and offered the position however, she declined the offer. The Interview Committee and the President's Staff decided that the search should be reopened. The new target for filling the VP for Learning position is by summer.

B. Winter Enrollment

The President reported that for winter quarter the Headcount was down about one percent from last year and Full-time Equivalency (FTE) was down about one percent as well. He further reported that due to the recent weather conditions and the College closing during critical enrollment time, registration and refund timelines were extended.

C. Roof Replacement/Shared Service Issues

The President updated the Board on the Fallerius Roof Replacement Project. Miller added that the project has been frustrating because even renovation

projects on predominately or exclusively NC State buildings are controlled by Ohio State University. The latest renovation on Fallerius has caused internal damage of equipment due to water. Dr. Kafer asked who was going to be responsible for the damages? Dr. Abrams responded that the contractor's insurance would be responsible for damages.

D. PAC Management Responsibilities

The President reported that the management responsibilities for the Physical Activities Center would officially move to Ohio State University-Mansfield on February 1, 2005 and the name was going to change to the Campus Recreation Center (CRC).

E. College Closing Due to Weather

The President informed the Board of some situations encountered with the recent college closings due to weather.

F. Capital Bill

The President explained that we had been advised earlier there might not be a capital bill this year, however, the capital bill is back on the agenda and was passed in the House of Representatives and is now on its way to the Senate. Dr. Abrams went on to explain the components of the Bill that are of interest to the College.

G. Credit Abuse Resistance Education Program

The President informed the Board that the College, and Phi Theta Kappa was sponsoring the Credit Abuse Resistance Education (C.A.R.E.) Program on February 3rd. Media coverage from both WMFD and the News Journal is expected.

H. Ohio Community College Legislative Summit, February 24, 2005

The President informed the Board of the Ohio Community College Legislative Summit being held on February 24, 2005.

XII. EXECUTIVE SESSION

The Chair called for an Executive Session at 9:00 p.m. Mr. Smith made a motion and it was seconded by Mr. Ujvari to adjourn to Executive Session to discuss a matter required to be kept confidential by federal law. 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”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “yes”
Mr. Nathan Ujvari- “yes”

Upon a motion made by Dr. Kafer seconded by Mr. Smith to end the Executive Session at 9:30 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”
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.

XIII. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, February 23, 2005 at 7:00 P.M. in the Board Room of Fallerius Technical Education Center.

XIV. 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. Ressallat and seconded by Dr. Kafer to adjourn the meeting at 9:33 p.m. and the motion carried unanimously.

Respectively submitted:
Stephen R. Williams

Mrs. Edith Humphrey, Chairperson