

**North Central State College**  
**Board of Trustees' Meeting**  
**January 25, 2006**  
**Minutes**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:07 p.m.

**II. ROLL CALL**

**The Recorder called the roll.**

**Present:** Dr. Omar Guimaraes  
Mrs. Edith Humphrey  
Dr. Linda Kafer  
Dr. Mehdi Ressallat  
Mr. Matt Smith  
Mr. Nathan Ujvari  
Mr. Bud Vetter

**Absent:** Dr. Ronald Walker

**III. INTRODUCTION OF GUESTS**

Dr. Ronald Abrams introduced Dr. Therese Bushner and Ms. Peg Moir representing the President's Staff; Ms. Beth Price and Ms. Adina Mentzer representing the Managers Advisory Council; and Ms. Teri Kofod and Mr. Eric Grove representing the Faculty Caucus. He also introduced Mr. Brad McCormack, Assistant Vice President for Administrative Services and Chair of the Achieving the Dream Data Team; Ms. Lori McKee, Controller; Ms. Pat Herb, Associate Professor; and Mr. Bob Zettler.

Dr. Ronald Abrams took a moment to thank Mr. Bob Zettler for his service to the College and to the north central Ohio region with his work in workforce and economic development.

**IV. COLLEGE MISSION STATEMENT**

Mrs. Edith Humphrey read the Mission Statement for North Central State College.

**V. AUDIT REPORT**

Mr. Bill Miller introduced Ms. Natalie Stang and Mr. Michael Balestra who were here to present the official audit report to the Board of Trustees. Ms. Natalie Stang reported that the audit was completed on December 14, 2005 and encountered no disagreements, difficulties, material non-compliance issues, or internal control deficiencies. Ms. Stang

and Mr. Balestra presented other results of the audit report and reported that Mr. Bill Miller and his staff are to be commended on such a smooth flowing and accurate audit cycle. Mr. Balestra explained the need for developing a disaster recovery plan and Mr. Miller elaborated on the activities already underway to develop and implement such a plan for the College. There was some discussion regarding the necessity of a “Then and Now Statement. Mr. Nathan Ujvari called for further discussion and clarification on the policy and use of the Statements and Mr. Bill Miller responded. Mr. Miller distributed copies of the Auditee Responses and explained that this firm was recommended for the conduct of the College’s audit because they are very strong at internal control tests. Mr. Miller finished by commending Ms. Lori McKee and her staff for their success and thoroughness that was directly responsible for the success of this audit.

Dr. Ronald Abrams also commended Mr. Bill Miller, Ms. Lori McKee, and their staffs and referred the Board to the Auditors’ commendations in the Audit Report.

## **VI. TREASURER’S REPORT**

Mr. Bill Miller presented the Treasurer’s Report for the period ending November 30, 2005. He stated that revenues for the month totaled \$2,988,354. Expenditures were \$1,421,940 leaving an excess of \$1,566,414.

**ACTION TAKEN:** Dr. Omar Guimaraes moved for approval of the Treasurer’s Report for the period ending November 30, 2005. Mr. Nathan Ujvari seconded the motion and the motion carried unanimously.

Mr. Bill Miller presented the Treasurer’s Report for the period ending December 31, 2005. He stated that revenues for the month totaled \$1,071,734. Expenditures were \$1,493,798 leaving a deficit of \$422,064. Year-to-date revenues totaled \$10,420,680. Year-to-date expenditures totaled \$8,202,664 leaving an excess of \$2,218,016. The Star Ohio month-end balance is \$1,303,408. Mr. Miller talked about revenue potential from the University Center, the Child Development Center and Corporate Training Center. Mr. Matt Smith asked about the year-end financial reserves. Mr. Nathan Ujvari asked about the steps the administration is taking to address the issue of the funding deficit with respect to increasing enrollment. Dr. Abrams recapped some initiatives the college is looking at and some that are underway. He also explained the relationship effect between enrollment and state funding.

**ACTION TAKEN:** Dr. Linda Kafer moved for approval of the Treasurer’s Report for the period ending December 30, 2005. Mr. Matt Smith seconded the motion and the motion carried unanimously.

Mr. Bill Miller further provided the Board with updates on the employee health insurance renewal premium and reported that the technical support contract for the COCO system will run through 2008.

**VII. CONSENT AGENDA**

The Chair presented the Consent Agenda. On a motion by Mr. Bud Vetter, seconded by Mr. Matt Smith and passing unanimously, the following items were approved:

**A. Minutes from December 7, 2005**

**B. Minutes for December 28, 2005 “Special Meeting”**

**C. Consideration of Approval of Employment of College Personnel -R-2006-01**

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

**R-2006-01**  
**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 JANUARY 3, 2006 AND ENDING MARCH 20, 2006*

*Lou Huff, Associate Professor/Associate Degree Nursing*

*SALARY: \$12,438.33 prorated from \$37,315.00 for a 9-month academic year*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2006-01**

*Lou Huff fills a new approved nursing faculty position.*

**D. Consideration of Approval of Personnel Professional Growth -R-2006-02**

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION  
R-2006-02**

**WHEREAS:** *Crystal L. Escalera has supplied documentation that she has completed a Master’s Degree,*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that Crystal L. Escalera be awarded an increase of \$1,325.00 to base salary of \$31,983.00 to \$33,308.00, effective January 1, 2006, in recognition of completion of a Master’s Degree in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

## VIII. REGULAR AGENDA

**A. Achieving the Dream Update Presentation – Ms. Peg Moir/Mr. Brad McCormack**

Ms. Peg Moir and Mr. Brad McCormack provided an update on the Achieving the Dream initiative.

**B. Consideration of Approval of “Then and Now” Certificate –R-2006-03 – Mr. Bill Miller**

Mr. Bill Miller recapped the information presented earlier during the Auditor’s Report. Mr. Matt Smith asked about completing the form online. Mr. Miller expressed that this may not apply to the types of transactions that this document was designed to safeguard however; he will look into the data transfer process for possibilities.

ACTION TAKEN: Mr. Matt Smith moved for approval of Resolution R-2006-01 the “Then and Now” Certificate. Mr. Bud Vetter seconded the motion and the motion passed unanimously.

**C. Emergency Executive Succession – Dr. Ronald Abrams**

Dr. Ronald Abrams announced to the Board that Mr. Bill Miller, Vice President for Business and Finance and Treasurer to the Board shall fill the duties of President should he be unable to do so.

**D. Board Annual Goals – Ms. Edith Humphrey**

Ms. Edith Humphrey called for further discussion of the Board’s Annual Goals. Mr. Matt Smith reviewed some ends and goals that included the reports required for the board to make an evaluation. He encouraged the Board to study the document and asked to revisit it in some detail at the next Board meeting. The Board agreed to carry on discussions at the February meeting.

**E. President’s Performance Evaluation – Ms. Edith Humphrey**

Ms. Edith Humphrey announced that she was working with Mr. Matt Smith and Mr. Nathan Ujvari on the President’s Evaluation. Mr. Matt Smith reviewed the process and emphasized that it was important that the process be accurately documented. He added that it is also important to have the President’s Evaluation in hand before setting institutional goals because the President’s Evaluation directly relates to the performance of the institution as a whole.

**F. Nominating Committee Status Report – *Mr. Matt Smith***

Mr. Matt Smith reported that both Ms. Edith Humphrey and Dr. Mehdi Ressallat had confirmed their acceptance for reappointment to the Board for another term and moved that they both be nominated for reappointment. Dr. Linda Kafer seconded the motion and the motion passed unanimously. The Recorder was directed to send the nominations to the Mansfield Board of Education for confirmation. Mr. Matt Smith further reported that the vacancy left by Dr. Lucille Ford remained unfilled however a search for candidates continues and encouraged other Board members to seek/submit nominees for consideration.

**IX. BOARD CHAIRPERSON REPORT- *Mrs. Edith Humphrey***

**A. Financial Disclosure**

Ms. Humphrey reminded the Board of the due dates for the Ohio Ethics Commission's Financial Disclosure Statements.

**B. Legislative Summit**

Ms. Humphrey reminded the Board of the upcoming Legislative Summit on March 1, 2006 and encouraged any Trustee who wanted to participate to do so. Dr. Mehdi Ressallat and Mr. Matt Smith indicated their planning to attend.

**X. PRESIDENT'S REPORT**

**A. Winter Enrollment**

Dr. Abrams reported that while student applications were up by fifteen percent in the winter quarter, FTE's and Headcount remained down from last year's numbers by six percent and seven percent respectively. He explained that the decline in PSEO participation has certainly had an effect accounting for about forty percent of the enrollment decline.

**B. Higher Education Funding Council**

Dr. Abrams reported that higher education funding continues to be a challenge to reach the April 1, 2006 deadline. He discussed the distribution model and highlighted the Garner and Pagget proposal.

**C. Constitutional Amendment Limiting Spending**

Dr. Abrams explained that TABOR caps state spending and will be on the ballot for the November election. Dr. Abrams explained some of the issues of concern.

#### **D. Tool and Die/Advanced Manufacturing Grant**

Dr. Abrams explained some of the current concerns and opportunities of the Tool and Die/Advanced Manufacturing Grant.

#### **E. CollegeNOW**

Dr. Abrams explained that CollegeNOW is encountering some challenges because it offers a new model for instruction that goes beyond traditional modes of delivery. He also reported some new areas that the program is looking at expanding into and has been invited to submit a proposal for consideration.

#### **F. Workforce Innovation in Regional Economic Development (WIRED) Grant Proposal**

Dr. Abrams provided an update on the College's WIRED Grant Proposal submission.

#### **G. Capital Allocation**

Dr. Abrams reported that in the latest capital allocation plan we submitted for approval for 1.8 million dollars. The projects included data processing and basic renovations.

### **XI. EXECUTIVE SESSION**

The Chair called for an Executive Session at 9:45 p.m. Dr. Mehdi Ressallat made a motion and it was seconded by Dr. Omar Guimaraes to adjourn to Executive Session to discuss a personnel matters that affect specific personnel. A roll call vote on the motion was approved unanimously by all members present.

Dr. Omar Guimaraes- "yes"  
Mrs. Edith Humphrey- "yes"  
Dr. Linda Kafer- "yes"  
Dr. Mehdi Ressallat- "yes"  
Mr. Matt Smith- "yes"  
Mr. Nathan Ujvari- "yes"  
Mr. Bud Vetter- "yes"  
Dr. Ronald Walker- not present

Upon a motion made by Mr. Matt Smith seconded by Dr. Linda Kafer to end the Executive Session at 10:15p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Dr. Omar Guimaraes- "yes"  
Mrs. Edith Humphrey- "yes"  
Dr. Linda Kafer- "yes"  
Dr. Mehdi Ressallat- "yes"

Mr. Matt Smith- "yes"  
Mr. Nathan Ujvari- "yes"  
Mr. Bud Vetter- "yes"  
Dr. Ronald Walker- not present

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

**XII. TIME AND PLACE OF NEXT MEETING**

The next meeting of the Board of Trustees is scheduled for Wednesday, February 22, 2006 at 7:00 P.M. in the Fallerius Technical Education Center (149-F).

**XIII. 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. Linda Kafer and seconded by Mr. Matt Smith to adjourn the meeting at 10:16 p.m. and the motion carried unanimously.

Respectively submitted:

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Mr. Stephen R. Williams

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Mrs. Edith Humphrey, Chairperson