

**North Central State College**  
**Board of Trustees' Meeting**  
**February 22, 2006**  
**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. Omar Guimaraes (7:05pm)  
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, Ms. Peg Moir, and Ms. Betty Wells representing the President's Staff; Mr. Lew Milner and Dr. Bruce Sliney representing the Managers Advisory Council; and Ms. Teri Kofod representing the Faculty Caucus. He also introduced Ms. Pat Herb, Associate Professor and eight students from her Basic News Writing class. He also thanked Phi Theta Kappa for sponsoring the refreshments for the evening.

Mr. Lew Milner announced the Ms. Janet Boeckman, Director of Nursing had recently been appointed by Governor Taft to the Ohio Board of Nursing.

**IV. COLLEGE MISSION STATEMENT**

Mrs. Edith Humphrey 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 January 31, 2006. He stated that revenues for the month totaled \$663,246. Expenditures were \$1,408,319 leaving a deficit of \$745,073. Year-to-date revenues totaled \$11,122,981. Year-to-date expenditures totaled \$9,610,983 leaving an excess of \$1,511,998. The Star Ohio month-

end balance is \$1,308,080. Mr. Miller also talked about the State share of instruction mid-year adjustment.

**ACTION TAKEN:** Dr. Linda Kafer moved for approval of the Treasurer's Report for the period ending January 31, 2006. Mr. Bud Vetter 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 explained the potential impact of the newly adopted "Then and Now" policy.

Mr. Bill Miller gave a presentation on the state funding components and how they are currently derived.

## **VI. CONSENT AGENDA**

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

### **A. Minutes from January 25, 2006**

### **B. Consideration of Approval of Employment of College Personnel -R-2006-04**

**CONSIDERATION OF APPROVAL OF  
EMPLOYMENT OF COLLEGE PERSONNEL  
R-2006-04  
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 FEBRUARY 6, 2006 AND ENDING JUNE 30 2006*

*D. Charles Winger, Corporate Training Consultant*

*SALARY: \$18,259.61 prorated from \$45,000.00 for a fiscal year*

**BE IT FURTHER RESOLVED:** by the Board of Trustees that the following Child Development Center staff members are hereby awarded the prescribed salary at the dates stipulated below:

*BEGINNING JANUARY 23, 2006*

*Deborah Smith, Cook, Child Development Center*

*SALARY: \$11,700.00 per year based on part-time 12 months*

*BEGINNING JANUARY 25, 2006*

*Jenifer Bache, Early Childhood Specialist*

*SALARY: \$18,387.00 per year based on 12 months*

*BEGINNING FEBRUARY 6, 2006*

*Melody Welter, Child Care Specialist*  
*SALARY: \$17,001.00 per year based on 12 months*

*BEGINNING FEBRUARY 13, 2006*  
*April Wilson, Early Childhood Specialist*  
*SALARY: \$20,088.00 per year based on 12 months*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2006-04**

*Charles Winger replaces Kathy Hamilton.*  
*Deborah Smith replaces Paula Fenner.*  
*Jenifer Bache replaces Michelle Beery.*  
*Melody Welter replaces Jessie Bassett.*  
*April Wilson replaces Delila Simpson.*

**C. Consideration of Approval of Personnel Professional Growth -R-2006-05**

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION  
R-2006-05**

*WHEREAS: Cathy Craig has supplied documentation that she has completed her Bachelor of Science Degree.*

*THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that Cathy Craig be awarded an increase of \$1,325.00 to base salary of \$25,075.00 to \$26,400.00 effective January 16, 2006, in recognition of completion of a Bachelor's Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

**D. Consideration of Approval of Contracts for Non-Probationary Faculty  
-R-2006-06**

**CONSIDERATION OF APPROVAL OF THREE-YEAR CONTRACTS FOR  
NON-PROBATIONARY FACULTY**

**R-2006-06**

**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:

**2006-2009**

Joe Badamy  
Lynn Damberger  
Kelly Gray  
Molly Hockenberry  
Marilyn Humeston

Pearl Keib  
Teri Kofod  
Robert Lewis  
Esther Moore  
Carmen Morrison

Ellen Johnson  
Jean Jones  
Ross Justice  
Carolyn Kaple  
Rick Karsmizki

Thomas Nichols  
Randy Storms  
Jeff Taylor  
Teresa VanDorn  
Amy Welsh

## **VII. REGULAR AGENDA**

### **A. Consideration of Approval of 2006 Budget Revision – R-2006-07 – Mr. Bill Miller**

#### **CONSIDERATION OF APPROVAL OF 2005-2006 OPERATING BUDGET AMENDMENT #2**

##### **R-2006-07**

*WHEREAS: North Central State College has reviewed its 2005-2006 Operating Budget revenue and expenditure projections, and*

*WHEREAS: based upon this review, North Central State College needs to amend its 2005-2006 Operating Budget, and*

*WHEREAS: the Board of Trustees of North Central State College has reviewed the income and expenses portion of the 2005-2006 Operating Budget Amendment #2, 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 2005-2006 Operating Budget Amendment #2 of the College is hereby adopted as presented.*

Mr. Bill Miller explained the various components of the budget amendment. Mr. Vetter asked that the fund balance be added as a footnote.

ACTION TAKEN: Mr. Matt Smith moved for approval of Resolution R-2006-07 Budget Amendment #2. Mr. Nathan Ujvari seconded the motion and the motion passed unanimously.

### **B. Consideration of Approval of Reduction in Workforce Policy –R-2006-08 – Mr. Bill Miller**

#### **CONSIDERATION OF APPROVAL OF REDUCTION IN WORKFORCE POLICY**

##### **R-2006-08**

**WHEREAS:** *the Board of Trustees of the North Central State College District shall operate the College as provided by law under Section 3359.09 of the Ohio Revised code; and*

**WHEREAS:** *the Board will review and act on all recommendations of the President in regard to the appointment of personnel and related personnel policies; and*

**WHEREAS:** *the College wishes to establish a process for staff reduction as no formal written policy currently exists.*

**NOW, THEREFORE, BE IT RESOLVED:** *that the Board of Trustees hereby approves the Reduction in Workforce Policy.*

Mr. Bill Miller explained that the College has never had a staff reduction policy in place in case of such an emergency. A similar policy for faculty already exists. Dr. Mehdi Ressallat explained his concerns with the policy as it is currently written. Mr. Bud Vetter asked about the flexibility to hire people back should the conditions arise and the elimination of numbers to eliminate implied priorities.

**ACTION TAKEN:** *Mr. Bud Vetter moved that the resolution R-2006-08 be tabled until further language can be added or changed. R-2006-08 was tabled until next meeting.*

**C. Consideration of Approval of Authorization to Certify Documents**  
*–R-2006-09 – Mr. Bill Miller*

**CONSIDERATION OF APPROVAL OF  
AUTHORIZATION TO CERTIFY DOCUMENTS**

**R-2006-09**

**WHEREAS:** *the Vice President for Business and Administrative Services and Treasurer of the Board of Trustees of North Central State College in the performance of the services is required to certify certain documents and execute certain checks and drafts payable on the accounts of the College; and,*

**WHEREAS:** *the Controller of the College in the performance of the services is required to certify certain documents and to execute certain checks and drafts payable on the accounts of the College; and*

**WHEREAS:** *the Assistant Vice President for Business and Administrative Services, Board Chair, and President of the College in the absence of one of the above, may be required to execute certain checks and drafts payable on the accounts of the College; and*

**WHEREAS:** *it is necessary that the Vice President for Business and Administrative Services and Treasurer, Controller, Assistant Vice President for Business and Administrative Services, Board Chair, and the President be given specific authorization by this Board of Trustees in order to perform said services.*

***NOW, THEREFORE, BE IT RESOLVED:*** that the Vice President for Administrative Services and Treasurer, Controller, Assistant Vice President for Business and Administrative Services, Board Chair, and President be authorized to sign certain checks and drafts payable on the accounts of the College and that any face amounts in excess of \$5,000 require authorization to be executed by any two of the five aforementioned individuals.

***BE IT FURTHER RESOLVED:*** that the Treasurer, Controller, Assistant Vice President for Business and Administrative Services, Board Chair, and President be named as covered on the Insurance now and hereafter in effect for the benefit of the College.

Mr. Bill Miller explained the need for granting authority to the Assistant Vice President for Business and Administrative Services to certify documents in his absence.

*ACTION TAKEN: Mr. Bud Vetter moved for approval of R-2006-09 Authorization to Certify Documents. Mr. Matt Smith seconded the motions and the motion carried unanimously.*

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

Ms. Edith Humphrey called for further discussion of the Board’s Annual Goals and explained that they are designed to set priorities for this coming year and emphasized the various components. Mr. Matt Smith stated that the Board should look at listing those reports that the Board would like to see in order to monitor the College’s status. Ms. Humphrey added that the Board needs to ensure the Mission, Vision, and Values are accurate and reflect the needs of the students and the College. Mr. Bud Vetter expressed concern for goals that address shorter term needs. Mr. Smith asked, “How do we know what the issues are that are most pertinent?” Dr. Linda Kafer added that the College would get many of these kinds of answers from their “Achieving the Dream” focus groups. Mr. Smith remarked that as the Board gets into specific goals, they would need to revisit and include some changes in Goals and Priorities as time passes and situations change.

*ACTION:* Upon completion of discussion, Dr. Omar Guimaraes moved for approval of the Board’s Annual Goals. Mr. Matt Smith seconded the motion and the motion carried unanimously.

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

Mr. Matt Smith reported that the search for a candidate to fill the one remaining opening is still in progress. The Board discussed some potential candidates.

**VIII. 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. OACC Legislative Summit**

Ms. Humphrey reminded the Board of the upcoming Legislative Summit on March 1, 2006 as well as the OACC Annual Meeting May 4<sup>th</sup> and 5<sup>th</sup>.

**IX. PRESIDENT'S REPORT**

**A. Higher Education Funding Council**

Dr. Abrams reported that the Council is nearing the end of their work.

**B. Workforce Innovation in regional Economic Development (WIRED) Grant**

Dr. Abrams reported that the grant was funded in eighteen locations across the country, none were from Ohio. The grant did however form some interest with some of the cohorts. The College will be meeting on March 7<sup>th</sup> with the Polymer Council to discuss opportunities.

**C. Other**

Dr. Abrams informed the Board that the Compensation Study was nearing its completion as some of the results were in and that he would be bringing recommendations to the Board once they were completed.

Dr. Abrams distributed AQIP Strategy Workbooks to all Board Members.

**X. EXECUTIVE SESSION**

The Chair called for an Executive Session at 8:18 p.m. Dr. Linda Kafer made a motion and it was seconded by Mr. Bud Vetter to adjourn to Executive Session to discuss a personnel matter that affect specific personnel (The President's Performance Evaluation). 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. Omar Guimaraes to end the Executive Session at 9:55p.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.

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

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

**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 Mr. Matt Smith and seconded by Dr. Linda Kafer to adjourn the meeting at 9:56 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