

North Central State College
Board of Trustees' Meeting
June 28, 2006
Minutes

I. CALL TO ORDER

The Chair called the meeting to order at 7:02 p.m.

II. ROLL CALL

The Recorder called the roll.

Present: Dr. Omar Guimaraes
Mrs. Edith Humphrey
Dr. Linda Kafer
Mr. Matt Smith
Mr. Nathan Ujvari
Mr. Bud Vetter
Dr. Ronald Walker

Absent: Dr. Mehdi Ressallat

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Therese Bushner, Mr. Don Plotts, and Ms. Betty Wells representing the President's Staff; Ms. Beth Price representing the Managers Advisory Council and the Child Development Center (CDC); Ms. Anita Davis representing the CDC Student Advisory Council; Ms. Teri Kofod representing the Faculty Caucus; Dr. Pat Hightower pending appointment to the Board; Mr. Matt Williams guest presenter for Achieving the Dream; and Terry Sexton and Bob Shambaugh College employees.

IV. COLLEGE MISSION STATEMENT

Ms. 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 May 31, 2006. He stated that revenues for the month totaled \$1,100,942. Expenditures were \$1,635,121 leaving a deficit of \$534,179. Year-to-date revenues totaled \$17,053,574. Year-to-date expenditures totaled \$15,896,198 leaving an excess of \$1,157,376. The Star Ohio month-end balance is \$2,336,630. Mr. Bud Vetter inquired about the amount for bad debt expense. Miller explained that the figures primarily represent some expected Post Secondary Enrollment Option (PSEO) write offs. Mr. Matt Smith asked about favorable

closeouts. Miller stated that there would be favorable closeouts and provided some additional details. Miller addressed the fiscal issues that were experienced at the CDC and commended Beth Price and the Staff of the Child Development Center for their positive efforts in finding solutions and turning things around at the CDC.

ACTION TAKEN: Mr. Matt Smith moved for approval of the Treasurer's Report for the period ending May 31, 2006. Dr. Linda Kafer seconded the motion and the motion carried unanimously.

VI. CONSENT AGENDA

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

A. Minutes from May 24, 2006

B. Consideration of Approval of Employment of College Personnel

-R-2006-17

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

R-2006-17

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 JUNE 1, 2006 AND ENDING JUNE 30, 2006

Thomas B. Kluding, Director of Tech Prep

SALARY: \$5,251.84 prorated from \$63,022.00 for a fiscal year

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2006-17

Thomas B. Kluding replaces Dave Cardwell.

C. Consideration of Approval of Personnel Professional Growth Recognition

-R-2006-18

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

R-2006-18

WHEREAS: *Bobby L. Matney has supplied documentation that he has completed a Master's Degree.*

THEREFORE, BE IT RESOLVED: by the Board of Trustees that Bobby L. Matney be awarded an increase of \$1,325.00 to base salary of \$47,245.00 to \$48,570.00, effective June 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."

VII. REGULAR AGENDA

A. Achieving the Dream Informational Presentation – Mr. Matt Williams

Dr. Ronald Abrams introduced Mr. Matt Williams from Knowledge Works Foundation and explained that Mr. Williams was here to talk to the Board about the Achieving the Dream initiative. Mr. Matt Williams presented some background into the initiative and talked about some of the decisions that were made regarding Achieving the Dream as a whole, in Ohio, then at North Central State College in specific. He announced that NC State would still be able to attend workshops such as the one coming up on September twentieth. He then thanked Dr. Ronald Abrams for his vision and leadership in the Achieving the Dream efforts.

B. Consideration of Approval of OACC Agreement to Create -R-2006-19- Dr. Ronald Abrams

CONSIDERATION OF APPROVAL OF REVISIONS OF OACC AGREEMENT TO CREATE

R-2006-19

WHEREAS: the "Agreement to Create" is the foundational document or Constitution of the Ohio Association of Community Colleges; and,

WHEREAS: the Ohio Association of Community Colleges, the Office of the Attorney General and the Office of the Auditor of State has requested that certain changes be made to the Association's "Agreement to Create" and the Bylaws; and

WHEREAS: the Boards of Trustees for all colleges represented by the Association must approve the proposed changes to the "Agreement to Create".

NOW, THEREFORE, BE IT RESOLVED: that the Board of Trustees for North Central State College has reviewed the proposed changes to the Ohio Association of Community Colleges "Agreement to Create" and Bylaws and approves the proposed changes as submitted.

Dr. Ronald Abrams explained the need for the changes to the OACC's Agreement to Create. Mr. Matt Smith added further clarification on the changes being considered. **ACTION TAKEN:** Mr. Bud Vetter moved for approval of R-2006-19. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

C. Consideration of Approval of Early Head Start One-Time Program Improvement Grant Application -R-2006-20 – Dr. Ronald Abrams

**CONSIDERATION OF APPROVAL OF
EARLY HEAD START ONE-TIME PROGRAM IMPROVEMENT GRANT APPLICATION**

R-2006-20

WHEREAS: *it is the intention of the Child Development Center of the North Central State College / Ohio State University – Mansfield Campus to submit a grant application for One-Time Program Improvement Funds as a provider of Early Head Start services; and,*

WHEREAS: *the Board of Trustees for North Central State College serves as the reporting authority for that activity.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees for North Central State College has met and discussed the Early Head Start One-Time Program Improvement Grant Application and approves the submission of the application.*

Dr. Ronald Abrams introduced and explained the background of the resolution and its necessity for Board approval. Ms. Beth Price added some further clarification on the resolutions being considered.

ACTION TAKEN: Dr. Linda Kafer moved for approval of R-2006-20. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

D. Consideration of Approval of Early Head Start Refunding Grant Application -R-2006-21- Dr. Ronald Abrams

**CONSIDERATION OF APPROVAL OF
EARLY HEAD START YEAR ONE GRANT REFUNDING APPLICATION FOR FEDERAL
FISCAL YEAR 2006**

R-2006-21

WHEREAS: *it is the intention of the Child Development Center of the North Central State College / Ohio State University – Mansfield Campus to submit a grant application for Year One Grant Refunding for Federal Fiscal Year 2006 as a provider of Early Head Start services; and,*

WHEREAS: *the Board of Trustees for North Central State College serves as the reporting authority for that activity.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees for North Central State College has met and discussed the Early Head Start Year One Grant Refunding Application for Federal Fiscal Year 2006 and approves the submission of the application.*

ACTION TAKEN: Mr. Matt Smith moved for approval of R-2006-21. Dr. Linda Kafer seconded the motion and the motion carried unanimously.

E. Progress Report on Renovation of Kitchen at the Kehoe Center
– *Mr. Bill Miller*

Mr. Bill Miller explained that the initial round of bids were higher than expected which prevented the presentation for consideration of approval at this board meeting. The College has opened up a new round of bids that will close on July 5. Once established, the Board will be solicited by electronic/mail-in ballot to consider for approval the results of the new round of bidding. Board members should look for this construction resolution around the middle of July.

F. Disaster Recovery Plan – *Mr. Bill Miller*

Mr. Bill Miller explained the response from past audits for a College Disaster Recovery Plan. Miller distributed a memorandum on the status of the plan to the Board for information. He stated that he would report on the status of the plan at the next Board Meeting.

G. Consideration of Approval of 2006-2007 Budget
-R-2006-22

**CONSIDERATION OF APPROVAL OF
2006-2007 OPERATING BUDGET**

R-2006-22

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2006-2007 Operating Budget, and*

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

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees that the 2006-2007 Operating Budget of the College is hereby adopted as presented.*

Mr. Bill Miller distributed some changes/updates to the budget presented at the May board meeting. Miller explained that the changes to the proposal were denoted by asterisks on the revised sheets. Mr. Matt Smith asked about the status of the fund balance; Miller responded. Bud Vetter inquired about the overall budget request decrease from the previous year's budget; Miller explained the factors that contributed to the reduction in the request. Mr. Vetter asked about budget contingency plan; Mr. Miller addressed the issues. Mr. Vetter asked about the variance in costs for utilities; Miller explained the circumstances that caused the gas and electric to become over budgeted last year. Mr. Smith called for an update on some new program initiatives; Dr.

Ronald Abrams addressed the concern by recapping some new initiatives that are currently underway and some that are still in formative stages.

ACTION TAKEN: Mr. Bud Vetter moved for approval of R-2006-22. Mr. Matt Smith seconded the motion and the motion carried unanimously.

H. Consideration of Approval of Personnel Employment Contracts
-R-2006-23 – Mr. Bill Miller

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

R-2006-23

BE IT RESOLVED: *by the Board of Trustees that the following College faculty and staff are hereby awarded employment agreements at the salary and dates stipulated in accordance with the previously approved 2006-2007 budget under Resolution 2006-22*

Mr. Bill Miller presented the college personnel employment contracts and offered some explanation/clarification to the contracts being presented. Mr. Miller explained the increase in compensation for all faculty, the twenty-two staff compensation adjustments and other items rising from the recent compensation study. He further explained that there are still items that remain from the study that will need to be addressed at a later date.

ACTION TAKEN: Mr. Matt Smith moved for approval of R-2006-23. Mr. Bud Vetter seconded the motion and the motion carried unanimously.

VIII. BOARD CHAIRPERSON REPORT- *Ms. Edith Humphrey*

A. ACCT Community College Leadership Congress (Oct. 11-14 in Orlando, FL)

Ms. Edith Humphrey introduced the upcoming Leadership Congress and invited any Board members interested in attending to do so.

B. Board Meetings with OSU Board

Ms. Edith Humphrey recapped the notion of having an NC State Board member attend the OSU-Mansfield Board meeting and having an OSU-Mansfield Board member attending our Board meeting. After some discussion the Board decided that such a plan could strengthen communications and relations between the institutions. The Board recommended rotating among Board members to attend the OSU-Mansfield board meetings as an observer. The Board deemed that because they saw this action more as a courtesy to the other institution such an action did not warrant

the enacting of a formal Board resolution. Ms. Edith Humphrey agreed to begin the rotation by planning to observe the OSU-M Board meeting for August 2006.

IX. PRESIDENT'S REPORT

A. Summer Enrollment

Dr. Abrams announced to the Board that summer enrollment was looking positive and currently fall enrollment is projected to be up nine percent over last year. Dr. Abrams recapped some of the new initiatives and activities that are underway to boost fall enrollment and distributed an article from *The Hannah Report* that offered some insight and explanation into the projected growth in higher education enrollment.

B. Newhope Project Search

Dr. Abrams introduced Mr. Don Plotts and turned the discussion over to Mr. Plotts to elaborate on the project. Mr. Plotts explained that Newhope has asked for a project partnership with Ohio State University-Mansfield, North Central State College, Pioneer Career and Technology Center, and Richland Newhope. The project seeks to enhance training for severely handicapped students by using job coaches to help train students in various skills needed in a particular job and then move them on to other job stations. The project would give the severely handicapped a variety of job skills to help them become more productive and employable within one of the partnering institutions. Sandra Luckie (NCState) and Cathy Stimpert (OSU-M) both assume lead roles and play an integral part in making this project successful.

C. High School Completion Program "Connex"

Dr. Abrams introduced the "Connex" program and explained that it is designed to help high school dropouts to achieve a high school diploma from their original high school by attending classes on the college campus. The program will establish a laboratory in room 122 of Kee Hall with approximately 44 computer stations to begin with. Pioneer Career and Technology Center will provide the Plato software as well as some of the staffing necessary.

D. Biotech

Dr. Abrams reported that three institutions (Ashland High School, Ashland County–West Homes Career Center, and Ashland University) have received a \$150,000 planning grant to develop a bio-science program in Ashland County.

E. Date for August Board Meeting

Dr. Abrams asked the Board to consider moving the date of the August meeting from August 23rd to August 30th to accommodate his return from vacation out of country. The Board agreed to the change and directed that the date be changed as requested.

F. Other

Dr. Abrams provided information to the Board regarding: CollegeNOW recognition, an upcoming meeting in Washington, D.C. with the Achieving the Dream Policy Council, an upcoming meeting in Denver, CO for an Achieving the Dream Policy meeting, the State Health Care Task Force on workforce issues in the Health Care Industry, and the potential for the Kehoe Center to become a Health Care Workforce Facility.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:37 p.m. Dr. Linda Kafer made a motion and it was seconded by Dr. Ronald Walker to adjourn to Executive Session to discuss personnel issues 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- not present
Mr. Matt Smith- “yes”
Mr. Nathan Ujvari- “yes”
Mr. Bud Vetter- “yes”
Dr. Ronald Walker- “yes”

Upon a motion made by Dr. Linda Kafer seconded by Dr. Omar Guimaraes to end the Executive Session at 9:33 p.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- not present
Mr. Matt Smith- “yes”
Mr. Nathan Ujvari- “yes”
Mr. Bud Vetter- “yes”
Dr. Ronald Walker- “yes”

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

Consideration of Approval of Supplemental Retirement Plan for the Office of the President – R-2006-24

**CONSIDERATION OF APPROVAL OF
SUPPLEMENTAL RETIREMENT PLAN
FOR THE OFFICE OF THE PRESIDENT**

R-2006-24

***WHEREAS:** the Board of Trustees of North Central State College wishes to establish a supplemental retirement plan for the President of North Central State College, and*

***WHEREAS:** this plan will allow the Board of Trustees to authorize pre-tax contributions in an employer funded 403(b) Tax-Deferred Annuity for the budget of the President of North Central State College.*

***THEREFORE, BE IT RESOLVED:** the Board of Trustees authorizes the establishment of a Supplemental Retirement Plan for the Office of the President of North Central State College.*

ACTION TAKEN: Mr. Matt Smith moved for approval of R-2006-24 Establishment of Supplemental Retirement Plan for the Office of the President. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

Consideration of Approval of Annual Contribution to the Supplemental Retirement Plan for the President in Lieu of a Salary Increase – R-2006-25

**CONSIDERATION OF APPROVAL OF
ANNUAL CONTRIBUTION TO THE SUPPLEMENTAL RETIREMENT PLAN
FOR THE PRESIDENT IN LIEU OF A SALARY INCREASE**

R-2006-25

***WHEREAS:** the Board of Trustees has authorized the establishment of a Supplemental Retirement Plan 403(b) for the Office of the President of North Central State College, and*

***WHEREAS:** the overall performance for the President as gauged by institutional achievements, was deemed to reflect a positive performance for the year 2005.*

***THEREFORE, BE IT RESOLVED:** that the Board of Trustees authorizes a five thousand dollar pre-tax employer contribution to the Supplemental Retirement Plan of Ronald E. Abrams in lieu of an annual salary increase.*

ACTION TAKEN: Mr. Matt Smith moved for approval of R-2006-25 Annual Contribution to the Supplemental Retirement Plan for the President In Lieu of a Salary Increase. Mr. Bud Vetter seconded the motion and the motion carried unanimously.

XI. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, August 30th, 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 Dr. Linda Kafer and seconded by Mr. Nathan Ujvari to adjourn the meeting at 8:57 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Ms. Edith B. Humphrey, Chairperson