

North Central State College
Board of Trustees' Meeting
August 30, 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
Mrs. Edith Humphrey
Dr. Linda Kafer
Mr. Matt Smith
Mr. Nathan Ujvari
Dr. Ronald Walker
Dr. Mehdi Ressallat

Absent: Mr. Bud Vetter

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Therese Bushner, Ms. Peg Moir, Mr. Don Plotts, and Ms. Betty Wells representing the President's Staff; Mr. Doug Hanuscin representing the Managers Advisory Council; Ms. Teri Kofod and Ms. Margaret Puckett representing the Faculty Caucus; Dr. Pat Hightower pending appointment to the Board; and Ms. Shelly Fisher of the Ohio State University – Mansfield Board of Trustees.

IV. COLLEGE MISSION STATEMENT

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

V. OATH OF OFFICE

The Recorder, Mr. Stephen Williams, administered the Oath of Office to Dr. E. Pat Hightower.

VI. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending June 30, 2006. He stated that revenues for the month totaled \$1,020,649. Expenditures were \$1,843,899 leaving a deficit of \$823,250. Year-to-date revenues totaled \$18,074,223. Year-to-date expenditures totaled \$17,740,097 leaving an excess of \$334,126. The Star Ohio month-

end balance is \$2,346,143. Mr. Miller commented on increases in the early learning initiative bonus, the workforce development advanced training grant revenues addressed the program development allocations for Achieving the Dream. He pointed out that the June report will be the end of the year report and will serve as the basis of our next annual audit.

ACTION TAKEN: Mr. Matt Smith moved for approval of the Treasurer's Report for the period ending June 30, 2006. Mr. Nathan Ujvari seconded the motion and the motion carried unanimously.

Mr. Bill Miller presented the Treasurer's Report for the period ending July 31, 2006. He stated that revenues for the month totaled \$3,487,192. Expenditures were \$1,108,367 leaving an excess of \$2,378,825. Year-to-date revenues totaled \$3,487,192. Year-to-date expenditures totaled \$1,108,367 leaving an excess of \$2,378,825 The Star Ohio month-end balance is \$2,356,318. Mr. Miller explained that the tuition numbers represent both summer and fall enrollment and will effect tuition amounts. The Child Development Center and Workforce Division will have the same shortfalls as before. Mr. Matt Smith commented on the good progress that has been made at the Child Development Center over the past year. Mr. Nathan Ujvari asked if they could expect to see some adjustments for the anticipated shortfalls. Mr. Miller responded that there is usually some sort of budget amendment submitted to the Board around January. He also informed the Board of the impending administrative systems platform change occurring in fiscal year 2008 and explained a new administrative requirement to secure Material Assistance to a Terrorist Organization Statements from all new vendors that the College does business with. He explained that these statements will become a 2007 audit item.

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

VII. CONSENT AGENDA

The Chair presented the Consent Agenda. Dr. Mehdi Ressallat called for item A (Minutes from May 24, 2006) to be removed from the consent agenda for discussion. On a motion by Dr. Linda Kafer, seconded by Mr. Matt Smith and passing unanimously, the following items were approved:

A. <<REMOVED>>

B. Consideration of Approval of Employment of College Personnel

-R-2006-27

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

R-2006-27

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following classified staff member is hereby awarded the prescribed salary at the date stipulated below:

BEGINNING JULY 1, 2006

Cindy Kuelling, Administrative Associate, Technology and Workforce Development

SALARY: \$1,210.78 per month based on 12 months

BE IT FURTHER RESOLVED: by the Board of Trustees that the following Child Development Center staff member is hereby awarded the prescribed salary at the date stipulated below:

BEGINNING AUGUST 21, 2006

Theresa Quail, Early Childhood Specialist

SALARY: \$1,715.58 per month based on 12 months

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2006-27

Cindy Kuelling fills a new part-time approved position.

Theresa Quail replaces Melissa Maglott.

**C. Consideration of Approval of Personnel Professional Growth Recognition
-R-2006-28**

**CONSIDERATION OF APPROVAL OF
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION
R-2006-28**

WHEREAS: Amy Welsh has supplied documentation that she has completed a Master's Degree.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$51,888.00 to \$53,213.00, effective, July 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."

WHEREAS: Penny Snyder has supplied documentation that she has completed 60% of a Master's Degree.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$44,144.00 to \$45,469.00, effective, July 1, 2006, in recognition of completion of 60% of a Master's Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: Janet Boeckman has supplied documentation that she has completed 60% of a Doctorate Degree.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$70,843.00 to \$72,168.00 effective, July 16, 2006, in recognition of

completion of 60% completion of a Doctorate Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: *Beth Ebeling has supplied documentation that she has completed an Associate Degree.*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that \$1,325.00 be added to base salary of \$22,143.00 to \$23,468.00 effective, July 16, 2006, in recognition of completion of completion of an Associate's Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

VIII. REGULAR AGENDA

A. Approval of Minutes for June 28, 2006 (from the Consent Agenda)

Dr. Mehdi Ressallat called for discussion of the minutes from June 28, 2006 relating to resolution R-2006-25 Consideration of Approval of Annual Contribution to the Supplemental Retirement Plan for the President in Lieu of a Salary Increase. He questioned the redundancy of the second "whereas" in the resolution. Mr. Matt Smith commented that he thought the statement in question was necessary because it added clarity and qualified the action of the resolution.

ACTION TAKEN: Mr. Matt Smith moved for approval of the Minutes for June 28, 2006. Dr. Ron Walker seconded the motion and the motion carried unanimously.

B. Progress Report on Renovation of Kitchen at the Kehoe Center

- Mr. Bill Miller

Mr. Bill Miller reported that the Kehoe kitchen renovation project was well underway with no problems to report at this time. The project is expected to be complete by December 2006.

C. Consideration of Approval of College Personnel -R-2006-29 – Mr. Bill Miller

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL R-2006-29

BE IT RESOLVED: *by the Board of Trustees that the following Technology & Workforce Development Instructor is hereby awarded the prescribed salary for the dates stipulated below:*

*BEGINNING JULY 1, 2006 AND ENDING SEPTEMBER 13, 2006
Siegfried Harrison, Instructor/Technology & Workforce Development
SALARY: \$16,124.00*

**EXPLANATION OF PERSONNEL CONTRACT
FOR RESOLUTION R-2006-29**

Siegfried Harrison will move to a 9-month contract beginning September 14, 2006, approved at the June 28, 2006 Board of Trustees meeting.

ACTION TAKEN: Mr. Matt Smith moved for approval of R-2006-29 Consideration of Approval of College Personnel. Mr. Nathan Ujvari seconded the motion and the motion carried unanimously.

D. Disaster Recovery Plan – Mr. Bill Miller

Mr. Bill Miller distributed copies of the Disaster Recovery Plan and asked the Board to look it over. He explained that the plan is primarily an Information Technology response plan and is an audit response item. Mr. Miller commended Mr. Brad McCormack and especially Mr. Bob Matney for his efforts in developing this comprehensive disaster recovery plan.

E. Board’s Annual Self-Evaluation – Ms. Edith Humphrey

Ms. Edith Humphrey began the discussion on this year’s annual self-evaluation. Dr. Linda Kafer asked if there were any accreditation implications and Dr. Ron Abrams reported that there were not. Dr. Kafer asked if the Board should consider doing a detailed evaluation on a single aspect rather than the whole evaluation. Dr. Abrams pointed out that the College’s work on developing a new strategic planning model is just about finished and maybe the Board could use that tool to help guide the board into aspects they may see as most beneficial to the College. After some further discussion, the Board decided that they will wait to see the new strategic planning model and use it as part of the annual self-evaluation for this year.

**F. Reappointment of Board Members Whose Term Expires in January 2007
– Ms. Edith Humphrey**

Ms. Edith Humphrey identified those Board members whose term will expire this coming January and reported that she will approach each of the members individually to discuss considerations for reappointment and bring recommendations back to the Board for consideration of approval at the next meeting.

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

A. Dr. Lucille Ford's Thank You Card.

Ms. Edith Humphrey shared a thank you card that she had received from Dr. Lucille Ford for the flowers and sentiments sent to her on the occasion of the passing away of her husband Mr. Larry Ford.

B. ACCT Community College Leadership Congress (October 11-14)

Ms. Edith Humphrey reminded the Board of the upcoming ACCT Congress and reported that Board Member Nathan Ujvari was planning to attend.

C. OSU-Mansfield Board of Trustees meeting

Ms. Edith Humphrey asked Mr. Matt Smith to provide information on his attendance at the August 18th OSU-Mansfield Board of Trustees meeting. Mr. Matt Smith gave a brief account of the meeting. Ms. Humphrey reported that September 15th was the next OSU-M Board meeting and asked for a representative. Dr. Linda Kafer indicated that she would attend the September 15th OSU-M Board meeting on behalf of the NCState Board of Trustees.

X. PRESIDENT'S REPORT

A. Enrollment Initiatives

Dr. Abrams provided a brief update on summer and fall enrollment then introduced Mr. Don Plotts and Ms. Betty Wells to discuss some ongoing initiatives for the fall quarter.

Mr. Don Plotts presented the highlights of Project Search and distributed an information sheet on several other ongoing projects. He explained that Project Search was a collaborative effort among OSU-M, Pioneer CTC, OBVR, NCState, and Richland Newhope. Mr. Plotts presented highlights of other initiatives/programs including: CollegeNOW, the collaboration with Pioneer CTC through the Connex Program and the development of the PLATO Lab, Success Unlimited and the Adult Basic Literacy Education (ABLE) program, and the Ashland, Willard, and Bucyrus Outreach Centers.

Ms. Betty Wells presented highlights of seven ongoing grants/grant proposals and commended Mr. Tom Prendergast for his efforts and abilities. She outlined: the Jim Gorman grant toward a number of smart classrooms, the bio-science consortium, the pending economical development analysis through CCBenefits, the FIPSE grant for PSEO & Achieving the Dream, the USDOL continuation of the Advanced Manufacturing Grant geared toward Tool and Die training, AACC funding for predictors for future labor markets, and the pending Ohio Learning Digital Divide in

Technology. Ms. Wells reported that CollegeNOW classes were at capacity, and provided highlights of other initiatives such as “Ed to Go” for continuing education, weekend college through the ALOFT program, Dr. Therese Bushner’s efforts in articulation with Technical Education, and Dr. Bruce Sliney’s efforts with PSEO in Mansfield City Schools.

B. Board of Appreciation Dinner

Dr. Ronald Abrams proposed the date of October 7th for the annual Board Appreciation Dinner. After some discussion, the Board asked if the dinner could be set for October 21st. Dr. Abrams and his Staff agreed that the alternative date was acceptable and the date was set for October 21, 2006 at the Kehoe Center.

C. Recent Academic Restructure of Learning Division

Dr. Abrams provided an update of the recent restructure of Learning Division by reporting that Department Chairs would all be in place by January 2007. He reported that Lew Milner would be returning to faculty to fill the Anatomy vacancy created by the retirement of Bill Despain in January. Jim Hull has agreed to assume the role of Dean of Health Science Division. Dr. Abrams commended Dr. Therese Bushner on her work with the restructure.

D. State Board Activities

Dr. Abrams reported that the Governor’s Workforce Education Advisory Council has a November 1 deadline and that he has also become involved in the Health Care Taskforce through the Jobs Council.

E. Other

Dr. Abrams shared some information he gained regarding a pursuit of an international student base and a possible foreign exchange program for both students and faculty.

XI. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:20 p.m. Dr. Ron Walker made a motion and it was seconded by Dr. Omar Guimaraes 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”
Dr. Pat Hightower- “yes”
Mrs. Edith Humphrey- “yes”
Dr. Linda Kafer- “yes”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “yes”
Mr. Nathan Ujvari- “yes”

Mr. Bud Vetter- not present
Dr. Ronald Walker- “yes”

Upon a motion made by Dr. Omar Guimaraes seconded by Mr. Matt Smith to end the Executive Session at 8:40 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”
Dr. Pat Hightower- “yes”
Mrs. Edith Humphrey- “yes”
Dr. Linda Kafer- “yes”
Dr. Mehdi Ressallat- “yes”
Mr. Matt Smith- “yes”
Mr. Nathan Ujvari- “yes”
Mr. Bud Vetter- not present
Dr. Ronald Walker- “yes”

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, September 27th, 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. Omar Guimaraes and seconded by Mr. Matt Smith to adjourn the meeting at 8:21 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Ms. Edith B. Humphrey, Chairperson