

North Central State College
Board of Trustees' Meeting
December 6, 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. Pat Hightower
Mrs. Edith Humphrey
Dr. Linda Kafer
Dr. Mehdi Ressallat
Mr. Matt Smith
Mr. Nathan Ujvari
Mr. Bud Vetter
Dr. Ronald Walker

Absent: Dr. Omar Guimaraes

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Therese Bushner, Mr. Brad McCormack, Ms. Peg Moir, Mr. Don Plotts, and Ms. Betty Wells representing the President's Staff; Ms. Bev Walker, Ms. Janet Boeckman, and Mr. Doug Hanuscin representing the Managers Advisory Council; Mr. Brad Hays and Mr. Ross Justice representing the Faculty Caucus; and Mr. Dave Cardo representing the Ohio State University at Mansfield Board of Trustees.

IV. COLLEGE MISSION STATEMENT

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

V. TREASURER'S REPORT

Mr. Brad McCormack presented the Treasurer's Report for the period ending October 31, 2006. He stated that revenues for the month totaled \$726,629. Expenditures were \$1,506,046 leaving a deficit of \$779,417. Year-to-date revenues totaled \$6,815,734. Year-to-date expenditures totaled \$5,528,593 leaving an excess of \$1,287,141. The Star Ohio month-end balance is \$2,387,421. Mr. Brad McCormack highlighted the Child Development Center revenue postings, billings through the Workforce and Community Development Division, Payroll Expenses relating to fall quarter faculty overload and

adjunct faculty compensation, and other activities under fall quarter materials and supplies.

ACTION TAKEN: Mr. Matt Smith moved for approval of the Treasurer's Report for the period ending October 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 Mr. Bud Vetter, seconded by Mr. Nathan Ujvari and passing unanimously, the following items were approved:

A. Minutes from October 25, 2006

B. Consideration of Approval of College Personnel Status Changes –R-2006-33

CONSIDERATION OF APPROVAL OF COLLEGE PERSONNEL STATUS CHANGES

R-2006-33

STATUS CHANGES

BE IT RESOLVED: by the Board of Trustees that the following classified staff member be awarded a salary adjustment.

BEGINNING JULY 3, 2006

Cindy Kuelling, Administrative Associate, Workforce Development

SALARY: \$10.10 per hour retroactive to July 3, 2006

Explanation of Status Change:

Cindy Kuelling was offered employment prior to implementation of the new grade level system and was not included on the consultant's list of recommended changes.

C. Consideration of Approval of College Personnel Professional Growth Recognition - R-2006-34

CONSIDERATION OF APPROVAL OF COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION

R-2006-34

WHEREAS: Kelly Gray has supplied documentation that she has completed a Certified Nurse Educator Certificate.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$530.00 be added to Kelly Gray's base salary of \$40,937.00 to \$41,467.00, effective, November 1, 2006, in recognition of completion of a Certificate in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: Sharon Perry has supplied documentation that she has completed 60% of a Master's Degree

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,060.00 be added to Sharon Perry's base salary of \$37,259.00 to \$38,319.00, effective, November 16, 2006, in recognition of 60% completion of a Master's Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: Amanda Stevens has supplied documentation that she has completed a Child Development Associate Credential and Associate of Arts Degree.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,325.00 be added to Amanda Stephens base salary of \$16,514.00 to \$17,839.00 effective, November 16, 2006, in recognition of completion of an Associate Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

D. Consideration of Approval of Three-Year Contracts for Non-Probationary Faculty - R-2006-35

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

R-2006-35

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:

2007-2010

Matthew Cupach
Don Dicke
Leonard Eaken
John Falls
Beth Franz
Cindy Freeman
Denise Hendershott
Patricia Herb
Jennifer Lynn

Philip Martin
Lisa Music
Kate Peresie
Robert Slabodnick
Penny Snyder
David Taylor
Sam Wade
Darlyn Weikel

VII. REGULAR AGENDA

A. Consideration of Approval of College Personnel Status Change for Chief Student Services Officer – R-2006-36 – Dr. Ronald Abrams

CONSIDERATION OF APPROVAL OF STATUS CHANGE FOR CHIEF STUDENT SERVICES OFFICER

R-2006-36

WHEREAS: *the title and salary of the College Chief Student Services Officer is not consistent with the title, pay grade, responsibilities, and expectations of other divisional vice presidents, and*

WHEREAS: *the compensation of the Chief Student Services Officer does not currently reflect the scope of the responsibilities.*

THEREFORE, BE IT RESOLVED: *that the title of Margaret A. Moir is changed to Vice President, Learning Support and Retention, and the compensation of Margaret A. Moir be adjusted to \$81,644.00, effective January 1, 2007.*

ACTION TAKEN: Dr. Ronald Abrams presented the resolution R-2006-36, introduced the Student Services Organizational Chart, and explained the change in duties and responsibilities of the current Chief Student Services Officer. He explained that this change brings the title and compensation more in line with the current role of the position. Mr. Nathan Ujvari asked about stipulations of a similar change approved for the Vice President of Institutional Advancement. Mr. Matt Smith commented that he thought the resolution presented a nice alignment between position and its current role. Mr. Matt Smith moved for approval of Resolution R-2006-36. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

B. Annual Review of Shared Services Agreement – Mr. Matt Smith/Dr. Ronald Walker

Mr. Matt Smith explained that the meeting essentially accomplished some basic house keeping duties within the agreement. It updated activities such as mail delivery, duplication, and the alignment of some performance measures. There were also discussions regarding campus utility costs and other collaborative efforts between the two institutions. Dr. Ronald Walker added that all conveyed an enthusiastic endorsement of the new Shared Services Agreement.

C. OSU-Mansfield Board Meeting Update – Dr. Ronald Walker

Dr. Ronald Walker reported that the meeting included positive discussion of the relationships between the two institutions and the enthusiastic way both are cooperating and collaborating for the benefit of students at both institutions.

D. Strategic Planning/Board Goals – *Dr. Ronald Abrams*

Dr. Abrams recalled a set of board goals that were presented earlier in the year and explained that the goals approved earlier were more directed toward Board activities versus college direction. He further explained that in using the Clark State model for policy governance, they recommended fewer reports for Board monitoring. Dr. Abrams pointed out that some reports are externally produced or internally produced for some external body. Ms. Edith Humphrey asked which goals would be used toward the President's evaluation? Dr. Abrams responded that his evaluation is based on how well the College is doing. Dr. Linda Kafer asked if the Board set goals for the President's last evaluation? Mr. Matt Smith responded that they did not however; some of the ends statements established for the College by the Board in essence become goals for the President to strive toward. Ms. Edith Humphrey asked the Board to take some time to look over the material regarding strategic planning and Board goals and be prepared to come back for further discussion at the January 2007 meeting.

E. Review of Reports Discussion – *Dr. Ronald Abrams*

Dr. Abrams distributed a listing of reports that could be provided to the Board for monitoring purposes. Each report could include the person responsible for generating the report as well as the timeframe that it would be made available for the Board's review. The Board requested that the listing include a brief description of the various reports in order to get better acquainted with what information the various reports provide and how each report would fit into the Board's monitoring efforts. Mr. Brad McCormack responded that he would assemble the listing as requested and provide it to the Board at their next meeting.

F. Update of Computer System Platform Conversion – *Mr. Brad McCormack*

Mr. Brad McCormack thanked the Board for bringing him back to keep the Board up-to-date with the progress of the highly important activity. He explained the need for replacing the administration system due to the doomed fate of the current platform provider. He reported that the selection team looked at three potential vendors and quickly eliminated one. He presented information sheets on the other two candidates and explained that the selection team consisted of 15-18 functional area experts from the College who reviewed the various service components of the proposed systems. Mr. McCormack distributed a comparison chart of all the platforms that are being used by similar institutions both public and private, across Ohio and visited several in order to get a good representation of the two platforms we are considering. He reported that the team will be finalizing their selection and will share their recommendation at the January 17th Board meeting.

G. Nominating Committee Report – *Dr. Linda Kafer*

Dr. Linda Kafer reported that she had sought and obtained confirmation from Mr. Matt Smith to assume the role of Chair, from Mr. Nathan Ujvari to assume the

role of Vice Chair, and from Dr. Mehdi Ressallat to resume the role of Secretary of the Board for the term beginning January 2007 through January 2009.

ACTION TAKEN: As such, Dr. Linda Kafer moved for approval to appoint all three offices of the North Central State College Board of Trustees as recommended. Dr. Ronald Walker seconded the motion and the motion passed unanimously. The new officers shall be appointed to their new posts at the January 17, 2007 regular meeting.

Dr. Abrams further reported that the reappointment of Board member Dr. Ronald Walker would be passed to the Governor-Elect Strickland for consideration in January and will therefore not be confirmed before the expiration of his current term on January 17, 2007. However, a continuance will be requested until such time as the new Governor is able to give the reappointment his consideration.

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

A. December 8th Board of Regents meeting with Board Chairs and Presidents

Ms. Edith Humphrey called for a report on the meeting. Dr. Abrams provided some highlights of the meeting and reported they are developing a compact with higher education in order to improve the system throughout Ohio. He further reported that the Higher Education Leadership Coalition will be meeting with Governor-elect Strickland on the coming Monday (December 11th)

B. Committee performing the President's Evaluation

Ms. Edith Humphrey called for the formation of a committee to begin putting together the President's evaluation. She asked Mr. Nathan Ujvari to chair the committee and he accepted. Mr. Bud Vetter indicated that he would assist Mr. Ujvari in this undertaking.

C. OSU-Mansfield Board of Trustees meeting

Ms. Edith Humphrey called for someone to represent the NCState Board of Trustees at the next scheduled meeting of the OSU-Mansfield Board of Trustees. Mr. Bud Vetter agreed to attend on the Board's behalf. The next OSU-M Board meeting is scheduled for January 19, 2007

IX. PRESIDENT'S REPORT

A. Minimum Wage Amendment Reporting Requirements

Dr. Abrams discussed the minimum wage amendment reporting requirements. He explained that the major challenge for the College would be the record-keeping requirements for all employees if that ends up being the directive from the State. The

College is at this time, awaiting clarification. Dr. Abrams added that the College is experiencing similar issues with the smoking ban and is likewise awaiting further clarification of some specific issues with the bill.

B. Employee Appreciation Event

Dr. Abrams reported on the success of the Employee Appreciation Event held on December 2nd and recapped some of the highlights of the evening.

C. AQIP Systems Portfolio

Dr. Abrams reported that the College is about to begin the task of developing a portfolio that details the various systems throughout the College as part of our accreditation process through AQIP. He went on to further explain some details of the activity.

D. Recent Grant Awards

Dr. Abrams reported on a grant through the Ohio Department of Education for \$225,000. This grant has been awarded to ten institutions statewide however, we were the only TechPrep college to receive the grant. It has been determined that this grant will be used to expand the Post-Secondary Enrollment Option program. Ohio State University – Mansfield is a partner with us in this project.

E. Commencement Ceremony

Dr. Abrams highlighted his concerns for public safety with the current commencement setup considering the amount of people the event is currently drawing. Some options that have been offered for consideration are: 1) hold the event at another location than can accommodate the expected volume of people; 2) divide the graduating class in half and hold two different events; 3) create a separate venue with overflow accommodations. Mr. Bud Vetter expressed that whatever solution is pursued, the event should remain on campus.

F. United Way NAPAC IV

Dr. Abrams reported that he has been asked to chair a community-wide needs assessment committee on workforce development issues for the United Way and provided an update on the activities of the committee.

G. Other

Dr. Abrams provided general comments regarding: The recent Tool & Die Graduation Ceremony; State Data from the Ohio Board of Regents; the College Open House on December 8th; and Mr. Bud Vetter's recognition for his activity within the community.

X. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, January 17, 2007 at 7:00 P.M. in the Fallerius Technical Education Center (149-F).

XI. ADJOURNMENT

The Chair called for any additional business requiring Board action.

Mr. Matt Smith called for some discussion of the letter the Board recently received from the North Central State College Faculty Association. Ms. Edith Humphrey enquired about the difference between the Faculty Association and the Faculty Caucus. Mr. Brad Hays responded that the Association was an entirely different entity from the Caucus. Mr. Matt Smith asked if it is the faculty's intent to unionize and were there minutes of these discussions available through the Faculty Caucus. Mr. Brad Hays indicated that the Faculty Caucus minutes are different from the Association minutes.

XII. EXECUTIVE SESSION

The Vice Chair called for an Executive Session at 8:06 p.m. Dr. Linda Kafer made a motion and it was seconded by Mr. Bud Vetter to adjourn to Executive Session to discuss matters that affect specific personnel. A roll call vote on the motion was approved unanimously by all members present.

Dr. Omar Guimaraes- not present
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- “yes”
Dr. Ronald Walker- “yes”

Upon a motion made by Mr. Bud Vetter seconded by Dr. Linda Kafer to end the Executive Session at 9:00.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- not present
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- “yes”
Dr. Ronald Walker- “yes”

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

ACTION TAKEN: Dr. Linda Kafer moved that a response to the letter from the North Central State College Faculty Association from the North Central State College Board of Trustees be drafted and be provided to all North Central State College employees. Mr. Bud Vetter seconded the motion and it passed unanimously. Ms. Edith Humphrey asked Mr. Matt Smith to begin drafting such a response. Mr. Bud Vetter agreed to assist in the draft.

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. Nathan Ujvari to adjourn the meeting at 9:02 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Ms. Edith B. Humphrey, Chairperson