

North Central State College
Board of Trustees' Meeting
January 17, 2007
Minutes

I. CALL TO ORDER

The Chair called the meeting to order at 7:05 p.m.

II. ROLL CALL

The Recorder called the roll.

Present: Dr. Omar Guimaraes
Dr. Pat Hightower
Mrs. Edith Humphrey
Dr. Linda Kafer
Dr. Mehdi Ressallat
Mr. Matt Smith
Mr. Nathan Ujvari
Dr. Ronald Walker

Absent: Mr. Bud Vetter

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; Mr. Mark Monnes representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus; Ms. Beth Price representing the Child Development Center; Mr. Kevin Nestor representing the Ohio State University at Mansfield Board of Trustees; and Mr. Nick Coser from WMFD . Associate Professor Pat Herb was also present with her Journalism class which included: Charla Wurm, William Alderfer, Josh Bowman, Brian Skowronski, Sara Waddles, and Jennifer Bates.

IV. COLLEGE MISSION STATEMENT

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

V. OATH OF OFFICE/INSTALLATION OF OFFICERS

Mr. Steve Williams, Board Recorder, administered the Oath of Office to Dr. Omar Guimaraes and Dr. Linda Kafer for their reappointment to another term as Trustee. Ms. Edith Humphrey installed Mr. Matthew Smith as the Board Chair, Mr. Nathan Ujvari as Vice Chair, and Dr. Mehdi Ressallat as Secretary of the Board. Mr. Matthew Smith thanked Ms. Humphrey for her leadership over the past two years and presented her with

a plaque symbolizing the College's appreciation for her service to the College as Board Chair for 2005 and 2006.

VI. AUDIT REPORT

Mr. Bill Miller introduced Ms. Natalie Stang, Sr. Audit Manager, and Mr. Mike Balestra of Balestra, Harr & Scherer, CPAs, Inc. to present the official audit report of North Central State College and the North Central State College Foundation to the North Central State College Board of Trustees. Ms. Natalie Stang distributed the audit report to the Board of Trustees and reported that the audit revealed no issues to report. She pointed out that the audit followed the AICPA Guide and followed a listing of standards which called for the audit to be conducted on a sample basis. No issues were recorded within Internal Controls and State and Federal Reports. No management letter was issued and the institution was basically given an A+ Audit Report. Likewise, there were no findings in Federal Financial Aid and Early Headstart. Ms. Stang reported that the staff was very professional and easy to work with and should be commended for their exceptional work and attention to detail throughout the year. Dr. Ronald Abrams commended Mr. Bill Miller and his staff for their accomplishment and the Board of Trustees echoed their praises. Mr. Bill Miller stated that the credit goes to his staff for they truly do a fine job. The Board thanked Ms. Stang and Mr. Balestra for all their work in conducting and presenting the College Audit Report.

VII. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending November 30, 2006. He stated that revenues for the month totaled \$3,256,912. Expenditures were \$1,505,862 leaving an excess of \$1,751,050. For the period ending December 31, 2006, the revenues for the month totaled \$1,317,178. Expenditures were \$1,518,610 leaving a deficit of \$201,432. Year-to-date revenues totaled \$11,389,824. Year-to-date expenditures totaled \$8,553,065 leaving an excess of \$2,836,759. The Star Ohio month-end balance for December 2006 is \$2,397,553. On the November 2006 report, Mr. Bill Miller highlighted the Access Challenge Grant, Student Tuition and Fees, Capital Debt service, the eFollet Bookstore, Workforce and Community Development revenues, Professional Fees, and the final payment for the audit. On the December 2006 report, Mr. Bill Miller highlighted the Jobs Challenge grant, and other expenditures involving installments and insurances. Mr. Matthew Smith asked Mr. Miller to provide further information on the CDC and other Workforce variances.

ACTION TAKEN: Dr. Linda Kafer moved for approval of the Treasurer's Report for the periods ending November 30, 2006 and December 31, 2006. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

Mr. Bill Miller provided an update on the College Health Insurance cost. He reported that the premium will go up around thirteen percent for the last five months of the fiscal year and since we anticipated a fifteen percent increase, we are staying slightly below our projected trend. Mr. Miller explained that he has called for quotes from some other organizations in order to maintain a perspective on rates however; initial indicators suggest that the College is likely to continue with Med Mutual.

VIII. CONSENT AGENDA

The Chair presented the Consent Agenda. The Board Recorder asked that Item A. Minutes from October 25, 2006 be removed from the Consent Agenda. On a motion by Dr. Linda Kafer, seconded by Dr. Ronald Walker and passing unanimously, the following items were approved:

A. Removed

B. Consideration of Approval of College Personnel Status Changes –R-2007-01

CONSIDERATION OF APPROVAL OF STATUS CHANGES

R-2007-01 STATUS CHANGES

BE IT RESOLVED: by the Board of Trustees that the following faculty member is hereby awarded a professional academic status change at the salary and dates stipulated below:

BEGINNING JANUARY 1, 2007 AND ENDING JUNE 30, 2007

James Hull, Dean, Health and Public Service Division

SALARY: \$36,009.50, prorated from \$72,019.00 for a fiscal year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following non-academic professional staff member is hereby awarded an academic status change at the salary and dates stipulated below:

BEGINNING JANUARY 1, 2007 AND ENDING JUNE 11, 2007

Jay Jacquet, Associate Professor, Business and Education Division

SALARY: \$31,236.66, prorated from \$46,855.00 for a 9-month academic year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following non-academic professional staff member is hereby awarded an academic status change at the salary and dates stipulated below:

BEGINNING JANUARY 1, 2007 AND ENDING JUNE 11, 2007

Lewis Milner, Professor, Health and Public Service Division

SALARY: \$31,934.50, prorated from \$63,869.00 for a 12-month academic year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following classified staff member be awarded a status change at the salary and date stipulated below.

BEGINNING JANUARY 1, 2007

Kathy Emmer, Administrative Specialist, Health and Public Service Division

SALARY: no change

BE IT FURTHER RESOLVED: by the Board of Trustees that the following classified staff member be awarded a status change at the salary and date stipulated below.

BEGINNING JANUARY 1, 2007

Teresa Greene, Administrative Assistant, President's Office

SALARY: no change

BE IT FURTHER RESOLVED: by the Board of Trustees that the following classified staff member be awarded a status change from part-time to full-time at the salary and date stipulated below.

BEGINNING JANUARY 1, 2007

Cathleen Ratliff, Administrative Associate, Business & Education Division

SALARY: no hourly rate change

BE IT FURTHER RESOLVED: by the Board of Trustees that the following faculty are hereby awarded a 2006-2007 Academic Chair Agreement at the salary and dates stipulated below.

BEGINNING JANUARY 1, 2007 AND ENDING JUNE 17, 2007

Michael Allen, Humanities Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Jay Jacquet, Business Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Teri Kofod, Education Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Robert Slabodnick, Allied Health Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Randy Storms, Technology Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Anne Vinson, Public Service Department Chair

SALARY: \$4,000.00, prorated from \$8,000.00 for an academic year

Explanation of Status Changes:

James Hull replaces Lewis Milner.

Jay Jacquet moved from an administrative staff position to a 9-month faculty position.

Lewis Milner moved from the Dean of Health Sciences position to a 12-month faculty position.

Kathy Emmer will no longer provide services in the Business and Education Division half-time. She will provide services to the Health and Public Service Division full-time.

Teresa Greene was transferred from Outreach Coordinator in the Admissions Department to an Administrative Assistant position in the President's Office.

Cathleen Ratlilff was moved from part-time work status to full time work status.

Michael Allen, Jay Jacquet, Teri Kofod, Robert Slabodnick, Randy Storms, and Anne Vinson fill chair positions as a result of the Learning Division Reorganization.

C. Consideration of Approval of College Personnel Professional Growth Recognition - R-2007-02

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

R-2007-02

WHEREAS: *Stephen R. Williams has provided documentation that he has completed a Master's Degree.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that \$1,325.00 be added to Stephen's base salary of \$45,179.00 to \$46,504.00, effective December 16, 2006, in recognition of completion of a Master's Degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

IX. REGULAR AGENDA

A. (Immediate) Approval of minutes for December 6, 2006

Mr. Stephen Williams, Recorder to the Board explained that he had made a mistake on the sequence of the Board's action to respond to a letter from the North Central State College Faculty Association. He had inadvertently recorded the action prior to their adjournment to Executive Session and should have recorded the action following their reconvening of the regular Board meeting. Mr. Williams offered an amended set of minutes for the Board's consideration of approval.

ACTION TAKEN: Dr. Omar Guimaraes moved to approve the minutes for December 6, 2006 as amended. Ms. Edith Humphrey seconded the motion and the motion passed unanimously.

**B. Consideration of Approval of 2006-2007 Operating Budget Amendment #1
– R-2007-03 – Mr. Bill Miller**

**CONSIDERATION OF APPROVAL OF 2006-2007
OPERATING BUDGET AMENDMENT #1**

R-2007-03

WHEREAS: *North Central State College has reviewed its 2006-2007 Operating Budget revenue and expenditure projections, and*

WHEREAS: *based upon this review, North Central State College needs to amend its 2006-2007 Operating Budget, and*

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2006-2007 Operating Budget Amendment #1, 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 2006-2007 Operating Budget Amendment #1 of the College is hereby adopted as presented.*

Mr. Bill Miller presented the Budget Amendment #1 and explained the issues leading to the need for the Amendment as an increase in revenues beyond projections. Growth in the CollegeNow program was offset by funding from the Gorman Foundation.

ACTION TAKEN: Dr. Linda Kafer moved for approval of 2006-2007 Budget Amendment #1 – R-2007-03. Dr. Ronald Walker seconded the motion and the motion passed unanimously.

**C. Computer Systems Platform Conversion Presentation – Mr. Bill Miller/
Mr. Brad McCormack**

Mr. Brad McCormack directed the Board to page 20 of the Board Packet containing the Administrative System Replacement Recommendation Executive Summary and preempted his presentation by stating that the committee had worked hard doing its homework and was confident in their selection and ready to move forward. Mr. McCormack introduced the selection committee members and announced that the project would be known as the ENCORE Project. Mr. McCormack began his presentation to the Board outlining the specific details, timelines, and cost estimates for the project and explained that following any questions or concerns from the Board, he would begin moving the project forward.

D. Review of Reports Discussion – Dr. Ronald Abrams/Mr. Brad McCormack

Dr. Ronald Abrams distributed a handout that contained a listing of the Board Goals and identified a number of reports that were pertinent in monitoring the College's progress toward those goals. The handout also included a brief description of each of the listed reports to help the Board gain a better understanding of the content of each of the various monitoring reports. Dr. Abrams thanked Mr. Brad McCormack and his staff for assembling the handout and report descriptions.

E. Strategic Planning/Board Goals – Dr. Ronald Abrams

Dr. Ronald Abrams outlined the concept and structure of the Planning Advisory Council (PAC). He pointed out that the PAC has identified five strategic initiatives and three task enabling statements. Dr. Abrams commended Mr. Ken Ekegren, the PAC, and Mr. Tom Prendergast for their efforts. Mr. Don Plotts elaborated on some of the PAC training and development activities. He further explained how the PAC will play an important role in the budget development process over the next several months.

F. Nominating Committee – Mr. Matthew Smith/Mr. Nathan Ujvari

Mr. Matthew reported that approval from Governor Strickland's office was still pending and he asked Dr. Linda Kafer to remain on the nominating committee in the event that a favorable response is not received prior to Dr. Walker's term expiration. Dr. Abrams added that the guidance from the Governor's Office on Boards and Commissions is that an official serving an expired term may continue to serve up to sixty days beyond the expiration of the term while action is pending. After sixty days if reappointment has not occurred, the official may no longer serve until official reappointment is made. Dr. Linda Kafer agreed to remain on the nominating committee in the event that Dr. Walker is not reaffirmed as a Governor appointee.

G. Board Self-Evaluation – Mr. Matt Smith/Mr. Nathan Ujvari

Mr. Nathan Ujvari reported that work on the Board Self-Evaluation process continues and that he would have more information to report at the next Board meeting in February. Mr. Matthew Smith added that much of the work on the self-evaluation would be accomplished at an upcoming board retreat. Mr. Smith proposed the Board meet for a half day on Saturday sometime toward the end of February or perhaps early March.

H. President's Annual Evaluation – Mr. Nathan Ujvari

Mr. Nathan Ujvari reported that he and Mr. Bud Vetter were in communication with ACCT. He reported that the President's evaluation was in the early stages and that he would have more to report at the next meeting.

X. BOARD CHAIRPERSON REPORT- *Mr. Matthew Smith*

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

Mr. Matthew Smith explained that material from the meeting was included in the For Your Information portion of the board packet and recapped some of the highlights of the meeting between College Leadership and the Board of Regents. He also offered some highlights of the Compact 2012 discussions. He recapped some discussion that occurred regarding a focus on educational core and some other initiatives that were signed by Governor Taft prior to leaving office.

B. OACC Legislative Summit – March 14th

Mr. Matthew Smith announced the upcoming OACC Legislative Summit and invited any other Board members who might wish to attend. Dr. Ronald Abrams added that the College would be including two students as well. Ms. Kristina Karbula, President of Phi Theta Kappa and Ms. Rachel Patton, Student Scholar of the Year would be attending on behalf of the students.

XI. PRESIDENT'S REPORT

A. Winter Enrollment

Dr. Abrams reported that winter enrollment was up slightly by two percent over last year. He reported that while new student enrollments were down, returning student enrollment was up which suggests that we are doing a better job with retention. He pointed out that student demographic trends suggest that the average age of our student body has declined.

B. AQIP Systems Portfolio

Dr. Abrams explained that the AQIP Systems Portfolio that the College is currently working on will end up being an eighty to one hundred page document. He updated the Board on the progress of the portfolio development.

C. Early HeadStart Governance

Dr. Abrams asked Ms. Peg Moir to address the governance issue regarding the Early HeadStart Grant. Ms. Moir explained the Early HeadStart requirement for creating a governance body to oversee the operations of the HeadStart grant. She suggested the need to create a separate Grantee Board to govern the day-to-day operations of the grant and asked if Dr. Linda Kafer would be interested in serving on that board. Ms. Moir stated that while the Board might agree to delegate the governance of day-to-day operations to this Grantee Board, the NCState Board of Trustees would retain their overall authority over the Child Development Center and all its activities regarding budgeting and overall service to the campus. Ms. Moir stated that she would bring a resolution that would

officially delegate authority over day-to-day operations to the Early HeadStart Grantee Board, to the next Board meeting for consideration of approval.

D. Other Items

Dr. Abrams showed the Shelby Telephone Directory to those Board members who had not seen the picture of the Kehoe Center on the cover.

Dr. Abrams recapped the Achieving the Dream Strategy Institute and reported that the event had about seven hundred people in attendance and that North Central State College had been asked to conduct two different presentations. Mr. Brad McCormack and Ms. Peg Moir delivered a presentation on Structural Inequity and Dr. Abrams delivered a presentation on Connecting AQIP, Achieving the Dream, and Accreditation.

Dr. Abrams informed the Board that the CollegeNow program is expanding across the state as officials from Cleveland were coming to see our program and considering using it as a model for their entire school system.

XII. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:45 p.m. Dr. Linda Kafer made a motion and it was seconded by Ms. Edith Humphrey 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- “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 Ms. Edith Humphrey to end the Executive Session at 9:22.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.

XIII. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, February 28, 2007 at 7:00 P.M. in the Fallerius Technical Education Center (149-F).

XIV. 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. Matthew Smith and seconded by Dr. Linda Kafer to adjourn the meeting at 9:25 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Mr. Matthew P. Smith, Chair