

**North Central State College
Board of Trustees' Meeting
May 23, 2007**

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
Dr. Pat Hightower
Mrs. Edith Humphrey
Dr. Linda Kafer
Dr. Mehdi Ressallat
Mr. Matt Smith
Mr. Nathan Ujvari
Mr. Bud Vetter

Absent:

III. INTRODUCTION OF GUESTS

Dr. Ronald Abrams introduced Dr. Therese Bushner, Mr. Brad McCormack, Mr. Don Plotts, and Ms. Betty Wells representing the President's Staff; Mr. Doug Hanuscin and Ms. Brooke Henwood representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus; Ms. Sheila Campbell representing the Staff Caucus; Ms. Kristina Karbula representing Campus Student Government; and Dr. Ronald Walker, Board member pending reappointment.

IV. COLLEGE MISSION STATEMENT

Mr. Matthew Smith 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 April 30, 2007. He stated that revenues for the month totaled \$622,880. Expenditures were \$1,431,689 leaving a deficit of \$808,808. Year-to-date revenues totaled \$16,823,976. Year-to-date expenditures totaled \$14,398,734 leaving an excess of \$2,425,242. The Star Ohio month-end balance for April 2007 is \$2,951,513.

ACTION TAKEN: Mr. Bud Vetter moved for approval of the Treasurer's Report for the period ending April 30, 2007. 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. Linda Kafer, seconded by Dr. Pat Hightower and passing unanimously, the following items were approved:

A. Approval of minutes of April 25, 2007

B. Consideration of Approval of Employment of College Personnel – R-2007-10

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

R-2007-10
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 MAY 16, 2007 AND ENDING JUNE 30, 2007

Gina Kamwithi, Director, Community Education

SALARY: \$4,397.25 prorated from \$35,178.00 for a fiscal year

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2007-10

Gina Kamwithi fills a new approved permanent part-time position.

C. Consideration of Approval of College Personnel Status Changes– R-2007-11

**CONSIDERATION OF APPROVAL OF
STATUS CHANGE**

R-2007-11

BE IT RESOLVED: by the Board of Trustees that the following staff member is hereby awarded a status change at the date and salary stipulated below:

BEGINNING MAY 1, 2007

Sheila Campbell, Senior Administrative Assistant, Institutional Advancement

SALARY: \$30,243 for a fiscal year

EXPLANATION FOR STATUS CHANGE R-2007-11

Sheila Campbell replaces Lisa Miller.

D. Consideration of Approval of College Personnel Professional Growth Recognition – R-2007-12

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

R-2007-12

WHEREAS: Rebecca Wagner has supplied documentation that she has completed her Master's Degree program.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$1,060.00 be added to Rebecca Wagner's base salary of \$34,450.00 to \$35,510.00, effective, May 16, 2007, 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. Board of Trustees Orientation Activity – Capital Projects
– Mr. Brad McCormack**

Mr. Brad McCormack reported that currently there are three capital projects underway and at different stages of completion.

- a. Fallerius Technical Education Center – The capital project for Fallerius involves: the heating, ventilation, and Air Conditioning (HVAC) system; upgrading the restrooms to improved ADA standards; updating door locks; and changing the entry focus. These projects are currently in the preliminary planning stages and the project is expected to cost around \$79,000.
- b. Kee Hall – The capital project for Kee Hall involves correcting roof water infiltration problems in the Atrium; repair the glazing of the glass; and some masonry work. This work is in preparation for the roof replacement. These projects are to begin next week and continue through the summer with an expected completion by fall and are expected to cost around \$510,000.
- c. Health Science Building – The capital project for the Health Science Building involves a lot of complex repairs to correct major water infiltration issues caused by structural defects. The search for an architect is complete and the resolution to contract with Technical Assurance is submitted tonight for the Board's approval. This project is expected to cost around \$1,174,000.

**B. Consideration of Approval of Technical Assurance Architect Contracts for the Health Science Roof Replacement Project – R-2007-13
– Mr. Brad McCormack**

**CONSIDERATION OF APPROVAL TO APPOINT AN
ARCHITECT FOR THE REHABILITATION PLANNING OF THE HEALTH SCIENCES
CENTER**

R-2007-13

WHEREAS: *State funds have been appropriated to the College for basic renovation projects, and*

WHEREAS: *the Health Sciences Center is in need of renovation to prevent water from entering the building from various areas throughout the facility, and*

WHEREAS: *in 2004 a consultant was hired to complete a condition survey that included an opinion of construction cost to repair the Health Sciences Center, and*

WHEREAS: *the North Central State College Architectural Committee reviewed numerous submittals provided to the College by firms responding to the RFP (Request for Proposal) advertised in the Ohio Registry, and*

WHEREAS: *the North Central State College Architectural Committee unanimously recommends the architectural firm Technical Assurances Inc.*

NOW, THEREFORE BE IT RESOLVED, *that the Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to Technical Assurance Inc. in the amount not to exceed One Hundred Twenty-Three Thousand Seven Hundred Seventy-Five Dollars (\$123,775.00).*

*Technical Assurance Inc.
38112 2nd St.
Willoughby Oh 44094-6107*

C. Early Head Start COLA Supplemental Application – Mr. Brad McCormack

Mr. Brad McCormack directed the Board to pages A8-A12 of their information packet for items submitted for the Board’s review regarding financial reporting, meeting minutes, and other pertinent information.

Mr. McCormack presented the Early Head Start COLA Supplemental Application for the Board’s consideration and signature of the Board Chair. Mr. McCormack explained that the application was needed in order for Early Head Start to allocate a necessary cost of living adjustment however, because the North Central State College Board of Trustees serves as the Early Headstart oversight Board for matters involving the budget development and approval, it was necessary for the Board to show its support for the Board Chair’s endorsement of the application. Mr. Matthew Smith, Board Chair, called for any further questions regarding the application and called for a show of support with his endorsement of the application. Mr. Matthew Smith acknowledged the Board’s support for the submission of the Early Head Start COLA Supplemental Application and affixed his signature to the application.

D. Policy Governance Policy Review – *Mr. Matthew Smith*

Mr. Matthew Smith recapped the discussion where the Board directed that it would conduct a regular review of various Policy Governance Policies at each Board meeting in order to assure that the policies remained up-to-date and properly executed.

Policy Governance Policy – 2.1 Governance Commitment – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.2 Governance Commitment – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.3 Board Responsibilities – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.4 Board Operations – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.41 Consent Agenda – Dr. Ronald Abrams pointed out the wording in paragraph four that calls for materials to be sent to the Board “at least one week in advance” does not reflect the long standing practice of publishing materials by the previous Friday. After some discussion, the Board determined that this statement should be modified to reflect that materials...should be sent to Board members “*advance of the meeting*” vice “*at least one week in advance.*” The Board determined that this policy was otherwise accurate and required no additional revisions .

E. OSU-Mansfield Board Meeting – *Dr. Linda Kafer*

Dr. Linda Kafer reported on the highlights of the May 11th meeting of the OSU-Mansfield Board of Trustees. Highlights included: the announcement of faculty and student awards, Dr. Holbrook’s visit, discussions of increasing fees, and the replacement of two Board members (one Board member and one Student Member.) Chair called for an attendee for the next meeting and Ms. Edith Humphrey indicated that she would be available to attend the June 15th meeting.

F. 2007-2008 Budget Presentation – *Dr. Ronald Abrams/Mr. Bill Miller/Mr. Brad McCormack*

Dr. Ronald Abrams began by sharing some insights to the Governor’s picture for higher education. This picture included the Governor’s Compact with higher education that called for a significant enrollment growth, a growth in the student

success rate, and a freeze in College tuition. In exchange for freezing tuition the first year higher education would receive a five percent increase in new money the first year with a two percent increase and the ability to raise tuition in the second year. He pointed out however, that these discussions are ongoing and subject to change many times before a final budget mix is settled upon. Still, we will move forward with a budget proposal developed on the expectation of accepting some version of the Governor's Compact, and following the Board's Planning Goals and the priority recommendations of the Planning Advisory Council and the Budget Sub-Committee. Dr. Abrams commended the Planning Advisory Council and the Budget Sub-Committee for their efforts in developing their recommendations for this budget planning phase.

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

A. North Central Ohio Entrepreneurial Hall of Fame

Mr. Matthew Smith commended the Staff for another successful event and recapped a few of the highlights of the evening.

B. ACCT Community College Leadership Congress- (Sept. 26-29)

Mr. Matthew Smith announced the upcoming leadership congress and called for any Board members interested in attending. Vice Chair, Mr. Nathan Ujvari and Dr. Ronald Walker indicated their interest in attending. Mr. Matthew Smith also announced the Leadership Institute taking place in mid-July and Mr. Nathan Ujvari indicated that he would attend that event as well.

IX. PRESIDENT'S REPORT

A. Student Incident

Dr. Abrams informed the Board of a recent student incident that required intervention by local law enforcement. He reported that while the staff from the college that were involved, did a good job of responding to the incident it revealed some areas that need further improvement with Campus Security.

B. 2007 All-Ohio Academic Team Luncheon (May 2nd)

Dr. Abrams reported that he attended the All-Ohio Academic Team Luncheon with their families in recognition of Ms. Rachel Patton and Ms. Christen Gleisinger. Ms. Kristina Kabula also attended in support of the honorees.

C. Director of Foundation Search

Dr. Abrams reported that the search continues as the primary candidate in the search elected to take another position.

D. P-16 Grant

Dr. Abrams informed the Board that a new grant that has just received approval is the P-16 grant and he asked Mr. Donald Plotts to explain the grant to the Board. Mr. Donald Plotts explained that the grant is designed to bring the whole community together in order to emphasize the importance that everyone pursue education from Pre-school to the attainment of a Baccalaureate Degree (grade 16).

E. CC Benefits

Dr. Abrams introduced the Board to an Economic Impact Study assembled by CC Benefits that demonstrates the economic impact of North Central State College to the economic well being of the region.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:42 p.m. Dr. Pat Hightower made a motion and it was seconded by Ms. Edith Humphrey to adjourn to Executive Session to discuss personnel 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- “yes”

Upon a motion made by Dr. Linda Kafer seconded by Ms. Edith Humphrey to end the Executive Session at 8:59p.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- “yes”

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, June 27, 2007 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 Ms. Edith Humphrey to adjourn the meeting at 9:00 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Mr. Matthew P. Smith, Chair