

North Central State College
Board of Trustees' Meeting
June 27, 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. 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, Mr. Bill Miller, Mr. Don Plotts, and Ms. Betty Wells representing the President's Staff; Mr. Doug Hanuscin and Mr. Ted Mecurio representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus; Ms. Kristina Karbula representing Campus Student Government; and Dr. Ben Rountree, Dean of Workforce and Technology Division. Mrs. Emily Miller (Bill Miller's wife) was also in attendance.

IV. COLLEGE MISSION STATEMENT

Mr. Matthew Smith read the Mission Statement for North Central State College. Following the reading of the College Mission Statement Mr. Matt Smith Thanked Mr. Bill Miller for his exemplary service to the Board and made some presentations on behalf of the Board of Trustees.

V. TREASURER'S REPORT

Mr. Bill Miller presented the Treasurer's Report for the period ending May 31, 2007. He stated that revenues for the month totaled \$971,542. Expenditures were \$1,821,215 leaving a deficit of \$849,673. Year-to-date revenues totaled \$17,795,517. Year-to-date expenditures totaled \$16,219,949 leaving an excess of \$1,575,569. The Star Ohio month-end balance for May 2007 is \$2,964,471. Mr. Nathan Ujvari asked if the revenues from

the Advanced Manufacturing Training Grant would be realized in the July report. Mr. Bill Miller responded. Mr. Donald Plotts responded with some additional information about the grant and Dr. Ben Rountree added some information regarding new opportunities that are being considered in that area.

ACTION TAKEN: Mr. Bud Vetter moved for approval of the Treasurer's Report for the period ending May 31, 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 Mr. Nathan Ujvari, seconded by Mr. Bud Vetter and passing unanimously, the following items were approved:

A. Approval of minutes of May 23, 2007

B. Consideration of Approval of Employment of College Personnel – R-2007-14

***CONSIDERATION OF APPROVAL OF
EMPLOYMENT OF COLLEGE PERSONNEL
R-2007-14***

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 30, 2007 AND ENDING JUNE 30, 2007
Edmund Niese, Programmer/Information Technology
SALARY: \$3,185.90 prorated from \$35,000 for a fiscal year*

BE IT FURTHER 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 4, 2007 AND ENDING JUNE 30, 2007
Benjamin Rountree, Dean of Technology and Workforce Development
SALARY: \$5,854.96, prorated from \$73,659.00 for a fiscal year*

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2007-14

*Edmund Niese replaces Brian Spencer.
Benjamin Rountree replaces Carol Easley.*

C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2007-15

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

R-2007-15

WHEREAS: *Cynthia Freeman 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 base salary of \$49,863.00, to \$50,393.00, effective, June 16, 2007, in recognition of completion of certificate in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

WHEREAS: *Jean Jones has supplied documentation that she has completed a Certified Nurse Educator Certificate.*

THEREFORE, BE IT FURTHER RESOLVED: *by the Board of Trustees that \$530.00 be added to base salary of \$46,516.00, to \$47,046.00 effective, June 16, 2007, in recognition of completion of certificate in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

VII. REGULAR AGENDA

A. Board of Trustees Orientation Activity – Detailed Updates

Enrollment Initiatives – Ms. Peg Moir

Ms. Peg Moir explained that one of the enrollment initiatives calls for the setting and tracking of enrollment targets. She reported that Ms. Betty Wells is leading the Planning Advisory Council’s initiatives toward enrollment. Another initiative calls for an increase in access grant dollars and utilizing them in a non-traditional way. She reported that telephone call follow-ups and personal contacts are being conducted. Student applications are currently up from last year’s numbers. There has been a shift in attitude of our student advisors toward student course load. This shift leads to an increase in FTE although the headcount may actually go down or remain the same. Ms. Betty Wells referred the Board to page A9 of their Information package regarding Strategic Initiative #1 on Enrollment Development and offered the Board some discussion of the various task statements.

Community Engagement – Mr. Donald Plotts

Mr. Donald Plotts explained that the College has an opportunity to be more influential in the region through the establishment and involvement in coalitions. He explained that we are currently in pursuit of a grant for advance training that will enable us to bring a variety of other opportunities to the region outside of manufacturing. He explained that we are trying to bring in the County Commissioners of our outlying counties as well. Mr. Plotts reported that the P-16

grant was approved as well as the AACC grant. He explained that these P-16 activities will focus regional attention on students from preschool years through a four-year, baccalaureate degree or the equivalent vocational credential. Mr. Plotts also talked about the Incentive grant and the importance of keeping call center staff informed of these available grants as they take calls from those inquiring.

Rock-n-Ribs Update – Ms. Betty Wells

Ms. Betty Wells explained that the event has had a turn in focus this year toward that of an Alumni Homecoming. She explained some of the challenges in transitioning this event based on what we expect the event to accomplish. Should the event be developed as a fundraiser, a friend-raiser, or both? Ms. Wells provided some additional insights and concerns and invited further discussion.

B. Policy Governance Policy Review – Mr. Matthew Smith

Mr. Matthew Smith reviewed the Board’s decision to 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 – 2.5 Board Members Code of Conduct – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.6 Chairperson’s Role – Dr. Mehdi Ressallat called for a clarification discussion. He cautioned that when making public statements that the understanding needs to be clear to the public whether the Chair is speaking on behalf of the Board (as a whole) or simply stating their own personal opinion. Discussion ensued. The Board agreed that when the Board deems public comment necessary, it shall be addressed only by the Chair. The Chair shall not make public comments regarding North Central State College issues and affairs unless authorized by the consent of the Board (as a whole). The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.7 Annual Board Planning Cycle – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.8 Board Evaluation – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 2.9 Board Annual Calendar – Mr. Nathan Ujvari suggested the policy lacked a clear action statement to ensure it remains timely and accurate. He proposed the policy be restated to reflect “The calendar shall be updated periodically through a timetable for review. The Board Annual Calendar shall be established in the month of November and brought before the Board for approval at the December meeting then posted on the Board of Trustees’ webpage.” The Board called for the proposed changes to be made in the

Governance Policy 2.9 and brought back before the Board for further consideration of approval at the next meeting.

E. OSU-Mansfield Board Meeting – *Mr. Matthew Smith*

Due to the cancellation of OSU-M's June Board meeting, Mr. Matthew Smith called for representation at their July 20th meeting. Dr. Ronald Walker indicated that he would represent the NCState Board of Trustees at the July 20th meeting.

**F. Consideration of Approval of 2007-2008 Budget – R-2007-16
- *Mr. Bill Miller/Dr. Ronald Abrams***

Dr. Ronald Abrams reported that we still do not have an approved budget from the State but recommended that the Board consider for approval the budget as presented at the May 23rd meeting. Dr. Abrams provided some updates on the development progress at the state level. He explained the tuition freeze for this year as well as next year, the promise of new money next year, and the requirement toward a heightening in efficiencies of one percent this year and three percent next year.

ACTION TAKEN: Mr. Bud Vetter moved for approval of resolution R-2007-16 Consideration of Approval of 2007-2008 Budget. Mr. Nathan Ujvari seconded the motion and the motion carried unanimously.

**G. Consideration of Approval of College Personnel Employment Contracts
– R-2007-17 - *Mr. Bill Miller***

Mr. Bill Miller presented resolution R-2007-17 for consideration of approval. Dr. Pat Hightower asked for information regarding diversity among the administration and faculty. Dr. Ronald Abrams responded.

ACTION TAKEN: Dr. Linda Kafer moved for approval of resolution R-2007-17 Consideration of Approval of College Personnel Employment Contracts. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

**H. Consideration of Approval of Board Treasurer – R-2007-18
- *Dr. Ronald Abrams***

Dr. Ronald Abrams explained the practice of having the Vice President for Business also serving in the capacity of Board Treasurer and with Mr. Brad McCormack officially moved in to his new role as Vice President for Business, the Board needed to take official action to place Mr. McCormack in the role of Board Treasurer. Dr. Mehdi Ressallat inquired about who was filling the role of Internal Auditor as Mr. McCormack moves into his new role. Mr. Bill Miller explained that the function of internal auditing is performed through the use of

internal controls. These control mechanisms are then verified as part of our auditing process by our annual Auditors.

ACTION TAKEN: Dr. Ronald Walker moved for approval of resolution R-2007-18 Consideration of Approval of Board Treasurer. Dr. Pat Hightower seconded the motion and the motion carried unanimously.

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

A. ACCT Governance Leadership Institute – (July 13-15)

Mr. Matthew Smith announced the upcoming Governance Leadership Institute in Reno, Nevada and called for any Board members that might be interested in attending. Mr. Nathan Ujvari acknowledged that he would plan to attend and would get with the Board Recorder for details and arrangements.

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

Mr. Matthew Smith announced the upcoming leadership congress and called for confirmation of any Board members interested in attending. Vice Chair, Mr. Nathan Ujvari and Dr. Ronald Walker indicated their interest in attending. Mr. Matthew Smith expressed his desire to attend but doubted his schedule would permit him to attend this event.

C. Other Items

Mr. Matthew Smith announced that he had received a “thank you” from Representative Jim Jordan for some legislative work he had provided.

Mr. Matthew Smith shared an article he found in national news entitled, “Who’s Arming Their Faculty?” He encouraged all to read the article for its value and insights.

IX. PRESIDENT’S REPORT

A. Commencement (June 8th)

Dr. Abrams commented that he thought this year’s graduation day was the hottest since he has been here. He reported that using Founder’s Auditorium seemed to workout well as the Auditorium was full and there were many comments of thanks for making it available.

B. Student Incident

Dr. Abrams provided an update on a student situation that resulted in a conduct hearing being held to review the situation and recommend the appropriate course of action to be taken.

C. Early Headstart Evaluation Visit (June 19-20)

Dr. Abrams reported that the visit included a six person team of evaluators. He announced that the unofficial result was that of “NO FINDINGS.”

D. Planning Advisory Council (P.A.C.) Strategic Initiatives

Dr. Abrams pointed out the inclusion of the PAC Strategic Initiatives in the Board’s information package. This document is presented for the Board’s awareness and appreciation for the detail in the PAC’s work. He explained how the development of these initiatives demonstrates the improvement in the process. Mr. Matthew Smith announced that all are to be commended for their work and energy toward this important undertaking.

E. State Budget Bill Initiatives

Dr. Abrams explained that some of the initiatives outlined in this year’s budget bill included the discussion of transfer degrees for co-located technical colleges may be included as well as a shift in responsibility for adult education centers from the Ohio Department of Education (ODE) to the Ohio Board of Regents (OBR).

F. Summer Enrollment

Dr. Abrams reported that preliminary reports indicate that summer headcount is down 1.7 percent while FTE’s are up 2.4 percent.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:40 p.m. Mr. Nathan Ujvari made a motion and it was seconded by Dr. Linda Kafer 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- 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 Dr. Linda Kafer seconded by Mr. Nathan Ujvari to end the Executive Session at 9:05 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- 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.

XI. TIME AND PLACE OF NEXT MEETING

The next meeting of the Board of Trustees is scheduled for Wednesday, August 22, 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 Nathan Ujvari to adjourn the meeting at 9:05 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Mr. Matthew P. Smith, Chair