

**North Central State College
Board of Trustees' Meeting
September 26, 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. Bud Vetter (7:36 p.m.)
Dr. Ronald Walker

Absent: Mr. Nathan Ujvari

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. Tom Prendergast representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus and Dr. Christ Ticoras representing the Ohio State University Mansfield Board of Trustees. Other guests included Dr. Benjamin Rountree, Dean of Technology and Workforce Development and Mr. Paul Kemerling of the Richland County Arts Center.

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 June 30, 2007. He stated that revenues for the month totaled \$993,827. Expenditures were \$1,694,529 leaving a deficit of \$700,703. Year-to-date revenues totaled \$18,789,344. Year-to-date expenditures totaled \$17,914,477 leaving an excess of \$874,867. The Star Ohio month-end balance for June 2007 is \$2,977,061. Mr. McCormack noted that Revenues included an unexpected amount received from our partnership with Mt. Vernon Nazarene University through the Excel program and the Expenses included the shared

service expenses for July and August. Mr. Matthew Smith added an observation that student tuition and fees are ahead of projections. Mr. Brad McCormack advised the Board that next month there will be some shifts under expenditures as there are some built-in expenses that do not belong where they are currently accounted for and should therefore be moved.

ACTION TAKEN: Dr. Linda Kafer moved for approval of the Treasurer's Report for the period ending August 31, 2007. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

VI. CONSENT AGENDA

The Chair presented the Consent Agenda. On a motion by Dr. Omar Guimaraes, seconded by Dr. Linda Kafer and passing unanimously, the following items were approved:

A. Approval of minutes of August 22, 2007

B. Consideration of Approval of Employment of College Personnel – R-2007-22

***CONSIDERATION OF APPROVAL OF
EMPLOYMENT OF COLLEGE PERSONNEL
R-2007-22***

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following 9-month faculty member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING SEPTEMBER 13, 2007 AND ENDING JUNE 16, 2008

Chris Stevens, Early Childhood Education Faculty

SALARY: \$37,052.00 for a 9-month academic year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following 9-month faculty member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING SEPTEMBER 13, 2007 AND ENDING JUNE 16, 2007

Carolyn Kaple, Associate Degree Nursing Faculty

SALARY: \$48,878.00 for a 9-month academic year

BE IT FURTHER RESOLVED: by the Board of Trustees that the following 9-month faculty member is hereby awarded an employment agreement at the salary and dates stipulated below:

BEGINNING SEPTEMBER 13, 2007 AND ENDING JUNE 16, 2008

Nicole Martin, Physical Therapist Assistant Instructor

SALARY: \$39,173.00 for a 9-month academic year

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

BEGINNING AUGUST 27, 2007

Kendall White, Early Childhood Specialist
SALARY: \$20,760.00 for a fiscal year

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

BEGINNING AUGUST 17, 2007

Leslie Vance, PT Custodian/Child Development Center
SALARY: \$9.31 per hour based on 25 hours per week

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

BEGINNING SEPTEMBER 11, 2007

Dola Miller, PT Custodian/Child Development Center
SALARY: \$9.31 per hour based on 25 hours per week

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2007-22

Chris Stevens fills a new approved faculty position.

Carolyn Kaple replaces Rebecca Wagner.

Nicole Martin replaces Robyn Denney.

Kendall White replaces Theresa Quail.

Leslie Vance replaces one part-time position of former full-time Custodian, Ron Rodriguez.

Dola Miller, replaces Pauline Carroll.

C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2007-23

**CONSIDERATION OF APPROVAL OF
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION
R-2007-23**

WHEREAS: *Teresa Greene* has supplied documentation that she has completed 60% of a Bachelor's Degree program.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$31,833.00 to \$33,158.00 effective, August 16, 2007, in recognition of completion of

60% of a Bachelor's degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: Deanna Owens has supplied documentation that she has completed an Associate of Applied Science degree.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$21,857.00 to \$23,182.00 effective, August 16, 2007, in recognition of completion of an Associate 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 a Doctor of Nursing Practice program.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,325.00 be added to base salary of \$73,611.00 to \$74,936.00 effective, September 1, 2007, in recognition of completion of a Doctorate degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

WHEREAS: Sharon Perry has supplied documentation that she has completed a Master's program.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$1,060.00 be added to base salary of \$39,944.00 to \$41,004.00 effective, September 16, 2007, in recognition of completion of a Doctorate degree 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

ENCORE Implementation Update – Mr. Brad McCormack

Mr. Brad McCormack reported that the ENCORE Implementation process was currently well into implementation of the Finance, Human Resources, and Payroll systems with expected completion of these systems by January of 2008. There will be a presentation to College Staff at their in-service day on November 12th. November 1, 2007 we will begin providing live simulation for budgeting, requisitioning, and web services. Training for budget managers will wrap-up sometime in November or December of 2007 with the plan to go live on January 1, 2008. Mr. McCormack also provided a brief on the payroll situation by explaining the switchover and other new features the system brings for payroll. To get the fullest benefit of these features, since they operate on an arrears cycle, we must also operate on an arrears payroll cycle and the College currently does not. Because the College is currently on a "pay current" cycle, we will need to switchover to either a semi-monthly cycle or a bi-weekly cycle."

B. Workforce Development Issues – Mr. Donald Plotts / Dr. Benjamin Rountree

Dr. Ronald Abrams introduced some questions that were raised earlier regarding workforce and corporate development and introduced Mr. Donald Plotts and Dr. Benjamin Rountree. Mr. Donald Plotts began by talking about the \$1.6 million workforce grant. He explained that we have been working with others to develop other workforce initiatives including the Regional Skills Bank. Dr. Rountree announced that we will be working on a bridge grant to help transition certain workforce training into the pursuit of an Associate Degree. Dr. Rountree went into some of the details of this initiative as well as some other workforce development issues and initiatives that are being explored and pursued.

C. Consideration of Approval of Amendment to Governance Process Policy 2.9 – Board Annual Calendar – R-2007-21 – Mr. Matthew Smith

Mr. Matthew Smith presented resolution R-2007-21 to amend Policy Governance Policy 2.9. by reading the policy as amended and called for any further discussion.

ACTION TAKEN: Mr. Bud Vetter moved for approval of the resolution R-2007-21 Amendment to Governance Process Policy 2.0 – Board Annual Calendar. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

D. Policy Governance Policy – 3.4 – Monitoring Presidential Performance – Mr. Matthew Smith

Mr. Matthew Smith introduced Policy Governance Policy 3.4 – Monitoring Presidential Performance and called for discussion. Dr. Ronald Abrams offered some discussion in response to a question he had received from Mr. Brad Hays of the Faculty Caucus, regarding the reports currently being used. He explained that toward that end he has asked Ms. Sue Stratton, Policy Governance Policy Consultant, to come to campus and offer some detailed training and discussion into how to approach this issue of producing and matching institutional monitoring reports with those areas the Board wishes to monitor as part of the Policy Governance process. Since she will not be here until November 15th, Dr. Abrams asked the Board to allow him and his Staff to bring this item back for further discussion and consideration after that meeting. Mr. Matthew Smith added that Mr. Nathan Ujvari, Trustee who was heading up the Board Self-Evaluation process, is currently attending training on this very topic as part of the ACCT Leadership Congress and may also bring back some further insights. Mr. Matthew Smith moved to table further discussion on this issue until the President is prepared to bring back further recommendations from his meeting with the Policy Governance Consultant.

E. OSU-Mansfield Board Meeting – July 20th – Dr. Ronald Walker

Ms. Edith Humphrey conveyed her regrets that she was unable to attend the September 21st meeting of the OSU-m Board of Trustees meeting but that she

would be able to attend the October 19th meeting on behalf of the NCState Board of Trustees.

F. Discussion of the Board's Annual Self-Evaluation - *Mr. Matthew Smith*

Mr. Matthew Smith reported on a conference call that he, Mr. Nathan Ujvari, and Dr. Ronald Abrams had earlier with Ms. Narcisa Polonio of the ACCT. In that call they shared the past survey report from two years ago and asked ACCT to use this report as a base to formulate a survey for this year's self-evaluation. ACCT has also provided an additional question bank to help cover any areas the Board may feel are weak and need some additional analysis questions for consideration. Board members are to highlight those additional questions from the additional question bank that they would like to see considered for inclusion in the new survey and return their recommendations to Board Recorder to compile and forward to ACCT. From these two sources, ACCT will compile and build a new survey for Board responses. Board members should complete this revised survey and bring their completed surveys with them to the next meeting for submission to the ACCT. Mr. Matthew Smith asked that this item be placed on the agenda for next month's regular meeting as well.

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

Dr. Linda Kafer announced that the process for selecting individuals to serve on the Board of Trustees and Governor appointees has significantly changed. The Board can no longer make recommendations of individual for the Governor's consideration but rather interested individuals must submit their application for consideration directly to the Governor once a position has become vacant. The Board may encourage individuals to apply for vacant positions and offer assistance in submitting applications however, that is about as much as the Board can do. Dr. Kafer called for discussion toward encouraging Mr. Steve Stone to apply for the position to be vacated by Mr. Bud Vetter. Mr. Stone had submitted an application for consideration when the position held by Dr. Ronald Walker of the Ashland area, was vacated. Mr. Stone is similarly from the Ashland area. Dr. Kafer asked the Board Recorder if Mr. Stone would have to reapply for this position or would his application still be in the pool? Board Recorder will contact the Governor's Office on Boards and Commissions to ascertain the answer to this question.

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

A. ACCT Community College Leadership Congress – (September 26 - 29)

Mr. Matthew Smith announced that Mr. Nathan Ujvari was not present at tonight's meeting because he was attending this Leadership Congress and would be bringing his recap and insights back to the Board at their next meeting.

B. Ethics Training and Board Attendance Mandate

Mr. Matthew Smith announced the Governor's mandate on ethics training for all Board members. Dr. Ronald Abrams added that the Governor's office has also not only mandated that all Board members must maintain a 60% attendance rate but has required all institutions to submit their Board attendance records covering the past two years in order to ascertain that all Board members are adhering to this policy.

C. OACC Excellence Awards

Mr. Matthew Smith announced that OACC was soliciting for their 2008 Excellence Award program and called for any nominations for consideration.

D. Other Items

Mr. Matthew Smith announced that the increase in Pell Grant has been approved.

Mr. Matthew Smith recapped the news regarding the investigation of President Light of Hocking College.

IX. PRESIDENT'S REPORT

A. Enrollment Update

Dr. Abrams distributed an update on enrollment and provided a summary of the data presented.

B. Chancellor's visit

Dr. Abrams distributed some news clippings of the Chancellor's recent visit to the Kehoe Center and reported on the success of the visit.

C. Ohio Grant Makers Forum/North Central Ohio P-16 Steering Committee

Dr. Abrams distributed some news clippings of the Ohio Grant Makers Forum and the recent meeting of the North Central Ohio P-16 Council Steering Committee.

D. Foundation Director/Capital Campaign

Dr. Abrams provided some background into the Foundation Director search and introduced Mr. Paul Kemerling, whom the College has contracted with to conduct the upcoming capital campaign. Mr. Kemerling introduced himself and talked briefly about the strategic overlap between the College and the Richland County

Arts Center and related some stories of past capital campaigns that he has been involved with.

E. Campus Safety and Security

Dr. Abrams announced that Mr. Brian White spoke at our fall Kickoff event regarding campus safety and security issues and initiatives. Mr. Brad McCormack offered some update and explained the Governor’s charge to the Chancellor to develop a system for improving campus safety and security across the state. Mr. McCormack outlined some of the immediate, short-term, and long-term goals that were established and explained that communication and emergency response items were some top items on the agenda.

F. Other

Dr. Abrams recommended that the Board Appreciation Dinner be conducted on November 16th and asked for the Board’s input. The Board supported the date.

X. EXECUTIVE SESSION

The Chair called for an Executive Session at 8:35 p.m. Mr. Bud Vetter made a motion and it was seconded by Dr. Ronald Walker 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- not present
Mr. Bud Vetter- “yes”
Dr. Ronald Walker- “yes”

Upon a motion made by Dr. Linda Kafer seconded by Ms. Edith Humphrey to end the Executive Session at 9:08 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- not present
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, October 24, 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 Ms. Edith Humphrey and seconded by Dr. Omar Guimaraes to adjourn the meeting at 9:10 p.m. and the motion carried unanimously.

Respectively submitted:

Mr. Stephen R. Williams, Recorder

Mr. Matthew P. Smith, Chair