

**North Central State College  
Board of Trustees' Meeting  
October 24, 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. Linda Kafer  
Dr. Mehdi Ressallat  
Mr. Matt Smith  
Mr. Nathan Ujvari  
Mr. Bud Vetter  
Dr. Ronald Walker

**Absent:** Dr. Pat Hightower  
Mrs. Edith Humphrey

**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. Doug Hanuscin representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus and Mr. Rich Wichey representing the Ohio State University Mansfield Board of Trustees. Other guests included Mr. Greg Kemp and Ms. Sara Fisher representing Campus Student Government and Ms. Nancy Williams.

**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 September 30, 2007. He stated that revenues for the month totaled \$634,688. Expenditures were \$1,262,426 leaving a deficit of \$627,739. Year-to-date revenues totaled \$5,954,249. Year-to-date expenditures totaled \$3,871,783 leaving an excess of \$2,082,466. The Star Ohio month-end balance for September 2007 is \$2,510,616. Mr. McCormack noted that Expenditures included tuition fee refunds and withdrawals that are typical. He also explained that there are some program development expenditures going into the outreach centers in Willard and Ashland as well as the on-campus distance learning lab. Mr.

McCormack explained the extra SSI allowance and discussed the requirement to show a one percent improvement in efficiency this year and a three percent improvement next year. This years efficiency submission for the one percent improvement will likely be accepted however, next years improvement may prove to be a little more challenging. Mr. Matt Smith and Mr. Nathan Ujvari asked additional questions regarding the three percent efficiency improvement plan for next year. Mr. McCormack addressed their questions and illustrated some planned areas for efficiency improvements.

**ACTION TAKEN:** Mr. Bud Vetter moved for approval of the Treasurer's Report for the period ending September 30, 2007. Mr. Nathan Ujvari seconded the motion and the motion carried unanimously.

**VI. CONSENT AGENDA**

The Chair presented the Consent Agenda. Steve Williams, Board Recorder called for removal of item A. Minutes for August 22, 2007 and moved to an immediate position on the Regular Agenda. On a motion by Dr. Linda Kafer, seconded by Mr. Nathan Ujvari and passing unanimously, the following items were approved:

**A. <<Removed>>**

**B. Consideration of Approval of Status Changes – R-2007-24**

**CONSIDERATION OF APPROVAL OF  
STATUS CHANGES**

**R-2007-24**

**STATUS CHANGES**

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

*BEGINNING OCTOBER 1, 2007 AND ENDING JUNE 30, 2008  
Keith A. Stoner, Director Marketing & Creative Design  
SALARY: \$35,587.44, prorated from \$47,450.00 for a fiscal year*

**EXPLANATION FOR RESOLUTION R-2007-24**

*Keith Stoner's status change is a result of the restructuring in the Marketing Department.*

**C. Consideration of Approval of Employment of College Personnel – R-2007-25**

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

**R-2007-25**

**NEW HIRES**

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

**BEGINNING OCTOBER 8, 2007**

*Melissa Lacey, Administrative Associate/Kehoe Center*

*SALARY: \$21,382 based on \$10.28/hr. for a fiscal year*

**BE IT FURTHER RESOLVED:** by the Board of Trustees that the following part-time staff members are hereby awarded the prescribed salary at the beginning dates stipulated below:

**BEGINNING SEPTEMBER 24, 2007**

*Cassandra Tubbs, Disability Services Assistant*

*SALARY: \$10.28 per hour based on 20 hours per week for a fiscal year*

**BEGINNING OCTOBER 10, 2007**

*Joseph Griffon, Open Computer Lab Assistant*

*SALARY: \$7.00 per hour, 19 hours per week*

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

**BEGINNING SEPTEMBER 17, 2007 AND ENDING JUNE 17, 2008**

*Stephanie Kreishner, Adjunct Liaison*

*SALARY: \$6,000.00 prorated from \$8,000.00 for an academic year*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2007-25**

*Melissa Lacey replaces Cindy Kuelling.*

*Cassandra Tubbs replaces Julie Korbas.*

*Joseph Griffon replaces Toni Schroer.*

*Stephanie Kreishner fills a new approved position.*

**VII. REGULAR AGENDA**

**A. Approval of Minutes of September 26, 2007 <<from the Consent Agenda>>**

Mr. Steve Williams, Board Recorder pointed out an amendment that was made to the minutes after they had been sent out for Board consideration. The change was not substantive in nature but warranted bringing to the Board's attention.

**ACTION TAKEN:** Mr. Bud Vetter moved for approval of the Minutes of September 26, 2007 as amended. Dr. Omar Guimaraes seconded the motion and the motion carried unanimously.

**B. Board of Trustees Orientation Activity – Capital Projects Follow-Up**  
*- Mr. Brad McCormack*

Mr. Brad McCormack distributed a Capital Projects Summary and Timeline handout and provided an update of all capital projects currently in progress and on the horizon in order to give the Board a sense for what is coming up in the next few years. He provided information on the Kee Hall, the Health Science project, and phase 2 of the Fallerius renovation project. Mr. McCormack explained H.B. 251 and the requirement toward energy conservation and the Americans with Disabilities Act (ADA). Dr. Mehdi Ressallat asked about the LASER notification. Mr. Matt Smith added that consideration be given to energy monitoring and its effect to the cost of shared services.

**C. Consideration of Approval to Modify the College’s Payroll Pay Cycle and Payroll Process – R-2007-26 – Mr. Brad McCormack**

Mr. Brad McCormack presented resolution R-2007-26 by explaining the issues and options that were derived from discussions with employees via six different information and discussion sessions.

**ACTION TAKEN:** Dr. Omar Guimaraes moved for approval of the resolution R-2007-26 Approval to Modify the College’s Payroll Pay Cycle and Payroll Process. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

**D. 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.

**E. 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 – 4.1 General Executive Requirements – The Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 4.2 Communication and Counsel to the Board – Dr. Mehdi Ressallat called for discussion of the President’s role as principle counsel to the Board especially in those areas of compliance and behavior. After some discussion, the Board determined this policy accurate and required no further revisions or additional action.

Policy Governance Policy – 4.3 Treatment of Faculty, Staff, and Students – Dr. Mehdi Ressallat called for discussion on how the Board monitors this function. After some discussion, the Board determined this policy accurate and required no further revisions or additional action.

**E. OSU-Mansfield Board Meeting – December 7<sup>th</sup> – *Mr. Matthew Smith***

Mr. Matthew Smith reported that Ms. Edith Humphrey was scheduled to attend the October 19<sup>th</sup> meeting of the OSU-M Board of Trustees but was unable to attend this meeting to provide her report. He called for someone to represent the NCState Board at the next OSU-M Board meeting on December 7<sup>th</sup>. Dr. Linda Kafer stated that she would plan to attend that meeting.

**F. Consideration of Approval of OACC Excellence Awards Nomination  
– R-2007-27- *Dr. Ronald Abrams***

Dr. Ronald Abrams presented resolution R-2007-27 nominating Board Member and Past Chair, Ms. Edith Humphrey for consideration of recognition as OACC Distinguished Alumnus. He announced that if approved, she would be recognized at the OACC Spring Conference sometime in April 2008.

**ACTION TAKEN:** Dr. Linda Kafer moved for approval of the resolution R-2007-27 Approval of OACC Excellence Awards Nomination. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

**G. Discussion of the Board’s Annual Self-Evaluation - *Mr. Matthew Smith***

Mr. Matthew Smith announced that the Board’s Annual Self-Evaluation would be one of the key topics for discussion at the Board’s November retreat. He deferred further discussion till the retreat.

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

Dr. Linda Kafer provided an update on Mr. Steve Stone’s application to fill the vacant position that will be left when Mr. Bud Vetter’s term expires. Dr. Kafer reported that the committee recommends Mr. Matthew Smith and Mr. Nathan Ujvari for reappointment to another three-year term on the North Central State College Board of Trustees.

**ACTION TAKEN:** Mr. Linda Kafer moved for approval of the Committee's recommendation of Board reappointments. Dr. Mehdi Ressallat seconded the motion and the motion carried unanimously.

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

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

Mr. Matthew Smith called upon Mr. Nathan Ujvari for a report on the ACCT Community College Leadership Congress in San Diego, CA. Mr. Nathan Ujvari reported that his activities as a voting delegate consumed most of the conference. He discussed the ACCT finance report, ACCT's efforts to offer more opportunities for community colleges, and a new opportunity for college President's. Mr. Ujvari stated that many institutions attended this activity as a group and probably had more impact in uniting the group as a team. He recommended that the Board consider doing the same for one of the upcoming ACCT activities. The Legislative Summit will be held in Washington, D.C. on February 11-13; the Governance Institute will be held in San Antonio, TX on April 13-15; and the OACC Legislative Summit will be held on June 20-22. The next Leadership Congress is slated to take place in New York.

**B. Ethics Training and Board Attendance Mandate**

Mr. Matthew Smith reminded the Board of the Governor's mandate on ethics training for all Board members. Dr. Ronald Abrams added that there was discussion of Colleges and Universities not being held to the same standard as regular State agencies however, there are specific levels of ethical standards for State supported higher education organizations. Mr. Nathan Ujvari asked for an email of remaining dates for ethics training this year.

**C. Board Retreat**

Mr. Matthew Smith announced that the Board would conduct its annual retreat in November. Principle topics for discussion will be the Board's Self-Assessment and discussion on setting Board goals for the coming year. Mr. Smith called for some discussion on setting a day for the retreat. He expected it would require three to four hours of time. After some discussion, the Board set the Board retreat for Wednesday, November 7<sup>th</sup> at 6:00pm in the Kehoe Center.

**D. Other Items**

Mr. Matthew Smith reported on the OACC Fall Conference. He reported that Mr. Noah Brown of ACCT and Chancellor Eric Fingerhut spoke on a number of topics. Chancellor Fingerhut discussed the Ohio University System. Mr. Brown addressed some national trends toward college administration and trustee turnover. A key Ohio point of discussion included the Ohio trustee appointment system. Mr. Terry Thomas of ODJFS discussed the Ohio Skills Bank. Mr. Smith

introduced the Chancellor's Trustee conference video archive of the quarterly video conference and the OACC Calendar of Events.

Mr. Matthew Smith announced the annual shared service agreement review with Ohio State University Mansfield and called for two Trustees to represent NC State with the President at this review. Mr. Nathan Ujvari and Mr. Bud Vetter agreed to represent the NC State Board of Trustees.

Mr. Matthew Smith explained his role in the Pioneer Career and Technology Center's Levy Campaign.

## **IX. PRESIDENT'S REPORT**

### **A. Enrollment Update**

Dr. Abrams reported the fall headcount was down 1.4 percent over last year and full-time equivalencies were up 1.4 over last year.

### **B. North Central Ohio P-16 Steering Committee**

Dr. Abrams asked Mr. Don Plotts to give a brief update on the progress of the P-16 Steering Committee. Mr. Plotts reported that the Steering Committee was in the process of developing a P-16 Council and recruiting partners in the initiative.

### **C. Board Appreciation Dinner**

Dr. Abrams reminded the Board that the annual appreciation dinner would be held on Friday, November 16<sup>th</sup> at the Westbrook Country Club. The Board asked if past Board member, Dr. Lucille Ford could be invited to attend as well.

### **D. Employee Appreciation Dinner**

Dr. Abrams announced that the Annual Employee Appreciation Dinner would be held on Saturday, December 1<sup>st</sup> at the Kehoe Center. He explained that the Adjunct Faculty had been asked for their input on Adjunct recognition and decided that they would like to have their own separate event sometime in the spring. All Trustees were encouraged to attend.

### **E. Other**

Dr. Abrams provided a recap of a security incident that recently occurred on the campus involving a death threat at the Campus Bookstore. Mr. Bud Vetter recommended soliciting all students and employees to participate in the buckeye alert system. Mr. Matthew Smith asked about the security system at the Kehoe Center. Mr. Bud Vetter conveyed his kudos to Ms. Betty Wells for her TV presence in the light of this incident.

Dr. Abrams relayed information he received from the AACCC regarding the National Commission on Workforce and Economic Development.

Dr. Abrams informed the Board that he had been asked to serve on the Ohio Board of Regents Adult Education Advisory Committee.

Dr. Abrams informed the Board that Ms. Peg Moir was heading up the VP for Learning Search Committee. He then asked Ms. Peg Moir to provide an update on the search.

Dr. Abrams provided an update on the College Foundation's activities. Ms. Debbi Adams is heading a brainstorming session on the 30<sup>th</sup> to discuss possible foundation fundraising activities. The College is moving forward with the Richland Arts Center and Mr. Paul Kemerling. A subcommittee from the Arts Center recommends moving forward as well.

Dr. Abrams announced the submission of the College's AQIP Systems Portfolio and conveyed his kudos to Kate Peresie for keeping this project focused and on schedule.

**X. TIME AND PLACE OF NEXT MEETING**

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, December 5, 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.

**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 8:36 p.m. and the motion carried unanimously.

Respectively submitted:

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Mr. Stephen R. Williams, Recorder

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Mr. Matthew P. Smith, Chair