

**North Central State College  
Board of Trustees' Meeting  
January 16, 2008**

**I. CALL TO ORDER**

The Chair called the meeting to order at 7:03 p.m.

**II. ROLL CALL**

**The Recorder called the roll.**

**Present:** Dr. Omar Guimaraes  
Dr. Pat Hightower  
Dr. Linda Kafer  
Dr. Mehdi Ressallat  
Mr. Matt Smith  
Mr. Nathan Ujvari  
Mr. Bud Vetter (7:57 pm)  
Dr. Ronald Walker

**Absent:** 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; Ms. Lori McKee, representing the Managers Advisory Council; Mr. Brad Hays representing the Faculty Caucus, Mr. Terry Sexton and Mr. Bob Shambaugh representing the Staff Caucus, and Mrs. Cora Walker. Also present were Ms. Lou Whitmire and Mr. Arch McMillan from the Media.

**IV. COLLEGE MISSION STATEMENT**

Mr. Matthew Smith 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 Mr. Matthew Smith and Mr. Nathan Ujvari for their reappointment to another term as Trustee.

## **VI. AUDIT REPORT**

Mr. Brad McCormack introduced Ms. Natalie Stang, Sr. Audit Manager, and Ms. Robyn Roush 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. There was a standard implementation of SAS-112 required on this visit. 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. Mr. Matthew Smith commended the management team and those in the Accounting Department for another Superb Job! The Board thanked Ms. Stang and the audit team for all their work in conducting and presenting the College Audit Report.

## **VII. TREASURER'S REPORT**

Mr. Brad McCormack presented the Treasurer's Report for the period ending November 30, 2007. He stated that revenues for the month totaled \$3,211,059. Expenditures were \$1,541,741 leaving an excess of \$1,669,317. Year-to-date revenues totaled \$9,908,441. Year-to-date expenditures totaled \$6,921,927 leaving an excess of \$2,986,514. The Star Ohio month-end balance for November 2007 is \$2,530,607. Mr. Brad McCormack highlighted new equipment purchases to supplement the activities of the new College Webmaster and explained other building maintenance expenses of fifteen thousand to replace four compressors.

**ACTION TAKEN:** Dr. Omar Guimaraes moved for approval of the Treasurer's Report for the period ending November 30, 2007. Dr. Pat Hightower seconded the motion and the motion carried unanimously.

Mr. Brad McCormack presented the Treasurer's Report for the period ending December 31, 2007, the revenues for the month totaled \$1,091,295. Expenditures were \$1,569,611 leaving a deficit of \$478,317. Year-to-date revenues totaled \$10,999,736. Year-to-date expenditures totaled \$8,491,538 leaving an excess of \$2,508,197. The Star Ohio month-end balance for December 2007 is \$2,508,197. Mr. Brad McCormack highlighted equipment expenditures for two Xerox copiers and the remaining cost of the compressors. He also highlighted comprehensive professional insurance premium payments. Mr. Nathan Ujvari asked for clarification on some variances in dues and program development. Dr. Ronald Abrams and Mr. Don Plotts provided some clarification and explained the use of the innovation fund for distance learning. Mr. Brad McCormack provided an update on the annual health insurance premium by explaining several factors that are driving the current price quote. Dr. Mehdi Ressallat asked if the College could save some cost by joining some other colleges? Mr. McCormack responded that Mr. Doug Hanuscin is talking with some other colleges and consortiums

to find ways that we might become more efficient or if we could experience any savings by joining some other group.

**ACTION TAKEN:** Dr. Linda Kafer moved for approval of the Treasurer's Report for the period ending December 31, 2007. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

## **VIII. 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 December 5, 2007**
- B. Approval of minutes of December 12, 2007**
- C. Approval of minutes of January 2, 2008**
- D. Approval of minutes of January 3, 2008**
- E. Consideration of Approval of Personnel Status Change – R-2008-02**

### ***CONSIDERATION OF APPROVAL OF STATUS CHANGES***

***R-2008-02***

### ***STATUS CHANGES***

***BE IT RESOLVED:*** by the Board of Trustees that the following staff member be awarded the following,

#### ***BEGINNING JANUARY 14, 2008***

*Chana Robinson, Administrative Assistant, Admissions  
Salary: \$27,336.00 based on \$13.14/hr. for a fiscal year*

#### ***EXPLANATION OF STATUS CHANGES FOR R-2008-02***

*Chana was a Student Records Specialist and accepted the position of Administrative Assistant in the Admissions Department.*

- F. Consideration of Approval of Employment of College Personnel – R-2008-03**

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

**R-2008-03**

**NEW HIRES**

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

**BEGINNING DECEMBER 17, 2007 AND ENDING JUNE 30, 2008**

*Teri Myers, Graphic Artist*

*SALARY: \$21,820.49 prorated from \$40,000 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 JANUARY 14, 2008**

*Sharon Gearheart, Student Records Specialist*

*SALARY: \$22,048 based on \$10.60/hr. for a fiscal year*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2008-03**

**Teri Myers replaces Keith Stoner.**

**Sharon Gearheart replaces Chana Robinson.**

**G. Consideration of Approval of Personnel Professional Growth Recognition**

*– R-2008-04*

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION  
R-2008-04**

**WHEREAS:** *Ellen Johnson has supplied documentation that she has completed 60% of a Master's program.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that \$1,325.00 be added to base salary of \$55,464.00 to \$56,789.00 effective, December 16, 2007, in recognition of completion of 60% of a Master's degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

**WHEREAS:** *Paul Sukys has supplied documentation that he has completed a Doctoral program.*

**THEREFORE, BE IT FURTHER RESOLVED:** *by the Board of Trustees that \$2,120.00 be added to base salary of \$66,176.00 to \$68,296.00 effective, December 16, 2007, in recognition of completion of a Doctorate degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

**WHEREAS:** *Kimberly L. German has supplied documentation that she has completed a Bachelor's degree.*

**THEREFORE, BE IT FURTHER RESOLVED:** by the Board of Trustees that \$2,650.00 be added to base salary of \$47,497.00 to \$50,147.00, effective January 1, 2008, in recognition of completion of a Bachelor's degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

**WHEREAS:** Nikia L. Fletcher has supplied documentation that she has completed 60% of a Master's program.

**THEREFORE, BE IT FURTHER RESOLVED:** by the Board of Trustees that \$1,325.00 be added to base salary of \$46,383.00 to \$47,708.00 effective, January 1, 2008, in recognition of 60% completion of a Master's degree in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."

## **IX. OLD BUSINESS**

### **A. Consideration of Approval to Enter into Negotiations with Mr. Donald L. Plotts for the Position of Interim President of North Central State College – R-2008-01**

#### **CONSIDERATION OF APPROVAL TO ENTER INTO NEGOTIATIONS WITH MR. DONALD L. PLOTTTS FOR THE POSITION OF INTERIM PRESIDENT OF NORTH CENTRAL STATE COLLEGE**

##### **R-2008-01**

**WHEREAS:** Dr. Ronald E. Abrams, has indicated his need to relinquish his roles and responsibilities as President of North Central State College and has submitted his resignation effective January 31, 2008, and

**WHEREAS:** through Policy Governance Policy 4.9 governing Emergency Executive Succession, the President has named Mr. William C. Miller, Jr. and Mr. Donald L. Plotts as a recommended line of interim leadership, and

**WHEREAS:** the Board of Trustees has interviewed both candidates and heard discussion on the two candidates from the Faculty Caucus, Staff Caucus, Managers Advisory Council, and President's Staff,

**NOW, THEREFORE, BE IT RESOLVED:** by the Board of Trustees of North Central State College that the Board enters into negotiations with Mr. Donald L. Plotts for the position of Interim President of North Central State College effective February 1, 2008 and continuing until a new President is installed.

**BE IT FURTHER RESOLVED:** that the Board of Trustees of North Central State College wishes to convey its gratitude and respect to both Mr. Miller and Mr. Plotts for agreeing to be considered for appointment to this important and demanding position.

**ACTION TAKEN: (January 3, 2008)**

Dr. Omar Guimaraes moved for approval of Resolution R-2008-01. Dr. Linda Kafer seconded the motion and the motion carried unanimously.

**X. REGULAR AGENDA**

**A. Consideration of Approval of 2007-2008 Budget Amendment  
- R-2008-06 – Mr. Brad McCormack**

**CONSIDERATION OF APPROVAL OF 2007-2008  
OPERATING BUDGET AMENDMENT #1**

**R-2008-06**

**WHEREAS:** *North Central State College has reviewed its 2007-2008 Operating Budget revenue and expenditure projections, and*

**WHEREAS:** *based upon this review, North Central State College needs to amend its 2007-2008 Operating Budget, and*

**WHEREAS:** *the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2007-2008 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 2007-2008 Operating Budget Amendment #1 of the College is hereby adopted as presented.*

Mr. Brad McCormack presented a budget amendment to the 2007-2008 budget. He explained that revenue issues involving the jobs challenge, student tuition and fees, the University Center, and workforce and community development as well as expense issues involving, shared campus expenses, other supplies, program development, and travel have made it necessary to review the initial budget and bring this amendment to the Board for consideration of approval. Mr. Nathan Ujvari asked for projections in workforce development for the remainder of the year. Mr. McCormack and Mr. Don Plotts responded.

**ACTION TAKEN:** Dr. Omar Guimaraes moved for approval of resolution R-2008-06 2007-2008 Budget Amendment. Dr. Ronald Walker seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of Governance Process Policy 4.6 – Financial Condition – R-2008-07 – Mr. Matthew Smith**

**CONSIDERATION OF APPROVAL  
OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 4.6**

***R-2008-07***

***WHEREAS:*** *the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business,*

***WHEREAS:*** *the Board of Trustees continues the process of reviewing policies to direct the governance process,*

***NOW, THEREFORE BE IT RESOLVED:*** *that the Board of Trustees hereby approves this amendment to Governance Process Policy 4.6 – Financial Condition.*

Mr. Matthew Smith presented the resolution R-2008-07 Consideration of Approval of Amendment to Governance Process Policy 4.6. Board Recorder recapped the proposed changes to the policy.

**ACTION TAKEN:** Dr. Linda Kafer moved to approve resolution R-2008-07. Mr. Bud Vetter seconded the motion and the motion carried unanimously.

**C. Consideration of Approval of Governance Process Policy 4.8 – Monitoring Fiscal Management – R-2008-08 – Mr. Matthew Smith**

**CONSIDERATION OF APPROVAL  
OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 4.8**

***R-2008-08***

***WHEREAS:*** *the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business,*

***WHEREAS:*** *the Board of Trustees continues the process of reviewing policies to direct the governance process,*

***NOW, THEREFORE BE IT RESOLVED:*** *that the Board of Trustees hereby approves this amendment to Governance Process Policy 4.8 – Monitoring Fiscal Management.*

Mr. Matthew Smith presented the resolution R-2008-08 Consideration of Approval of Amendment to Governance Process Policy 4.8. Board Recorder recapped the proposed changes to the policy.

**ACTION TAKEN:** Dr. Ronald Walker moved to approve resolution R-2008-08. Dr. Linda Kafer seconded the motion and the motion carried unanimously.

**D. OSU-Mansfield Board Meeting – December 7<sup>th</sup> – Dr. Linda Kafer**

Dr. Linda Kafer recapped her attendance at the OSU-Mansfield BOT meeting. OSU-M reported a ten percent increase in minority applicants. There is a waiting list for campus housing. OSU-M needs to develop more four-year programs with NCState. There was an update on the renovations made to Ovalwood Hall. OSU-M will be celebrating its 50<sup>th</sup> Anniversary. Board Chair called for attendees for upcoming meetings. Ms. Edith Humphrey indicated she would attend the January 18<sup>th</sup> date and Dr. Ronald Walker indicated he would attend the February 22<sup>nd</sup> date.

**E. Nominating Committee Report – Dr. Linda Kafer**

Dr. Kafer reported that there was no further report from the Governor's office on a replacement for Mr. Bud Vetter.

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

**A. Presidential Search Update**

Mr. Matthew Smith reported that the Requests for Proposal had been drafted and sent out to 13 consultant firms for a response. They were each given two weeks to respond and are due by Friday. So far, three have declined. The Board will need to approve the recommendations once a firm is selected. Nominations for the Presidential Search Committee have been gathered and selections will be distributed once they are made.

**B. President's Roast (February 18<sup>th</sup>)**

Mr. Matthew Smith recapped the event scheduled for Friday and encouraged all that were able to attend.

**C. Chancellor's Videoconference with Public Trustees (January 29<sup>th</sup>)**

Mr. Matthew Smith distributed a report on the session. Dr. Ronald Abrams provided some insights of the draft report and the desire for Trustee input and asked the Board to look at item #11 as a workforce issue more closely.

**D. '08 Community College National Legislative Summit (February 2008)**

Mr. Matthew Smith reported that he would be representing the College at the ACCT/AACC Community College National Legislative Summit on February 11-13 in Washington, D.C. and was planning to meet with legislators.

**E. Other Items**

Mr. Matthew Smith thanked Dr. Ronald E. Abrams for his eleven years of outstanding leadership to the College and presented him with a framed print as a token of their appreciation.



## **XII. PRESIDENT’S REPORT**

### **A. Dr. Benjamin Rountree**

Dr. Abrams called for a moment of silence in memory of Dr. Benjamin Rountree.

### **B. Internal Environmental Scan**

Dr. Abrams reported that the internal environmental scan was planned for mid to late March and would be our third such assessment. Dr. Mehdi Ressallat commented that the environmental scan consultant should be selected by and report directly to the Board. Mr. Matthew Smith addressed the process and clarified the resolution of the results.

### **C. Announcement of Foundation Executive Director**

Dr. Abrams introduced Ms. Chriss Harris as the new Executive Director of the North Central State College Foundation.

### **D. Veterans Affairs Audit**

Dr. Abrams explained a recent Veterans Affairs assistance audit requested by the College to aid in office transition. Their assistance visit revealed some areas that needed some additional attention.

### **E. Other**

Dr. Abrams discussed the Executive Summary of the Strategic Initiatives and explained that there were no changes needed because it is an ongoing process. Additionally, it already keys on the Board’s values

## **XIII. EXECUTIVE SESSION**

The Chair called for an Executive Session at 8:55 p.m. Mr. Bud Vetter made a motion and it was seconded by Mr. Nathan Ujvari 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- not present  
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 Mr. Bud Vetter seconded by Dr. Ronald Walker to end the Executive Session at 9:35 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- not present  
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.

**X. REGULAR AGENDA (Continued)**

**Consideration of Approval for Appointment of and Contract with Donald L. Plotts as Interim President of North Central State College – R-2008-05**

***CONSIDERATION OF APPROVAL FOR APPOINTMENT OF AND CONTRACT WITH DONALD L. PLOTTS AS INTERIM PRESIDENT OF NORTH CENTRAL STATE COLLEGE***

***R-2008-05***

***WHEREAS:*** the Board of Trustees ratifies the appointment of Donald L. Plotts for the Interim Presidency of North Central State College effective February 1, 2008,

***NOW, THEREFORE, BE IT RESOLVED:*** by the Board of Trustees of North Central State College that the College employ Donald L. Plotts as Interim President commencing on February 1, 2008 and ending when a new President is installed, and that the terms, conditions and benefits of the attached Interim President’s Employment Agreement, as amended and dated January 16, 2008, are ratified and made a part of this resolution.

**ACTION TAKEN:** Mr. Bud Vetter moved to amend the amount of the annual salary stated in paragraph three of the agreement to read one hundred forty thousand dollars and to have the approval of this resolution as amended, serve as Mr. Plotts’ letter of appointment effective February 1, 2008. Dr. Ronald Walker seconded the motion and the motion carried, 6 yeas, 1 nay, 1 abstain.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 27, 2008 at 7:00 p.m. in the Fallerius Technical Education Center (149-F).

**XV. 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 Dr. Ronald Walker to adjourn the meeting at 9:38 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