

North Central State College
Board of Trustees' Meeting
May 25, 2011

I. CALL TO ORDER

The Chair, Mr. Steven Stone called the meeting to order at 7:01 p.m. in the Fallerius Technical Education Center Board of Trustees conference room. At that time he asked all to rise and join him in reciting the pledge of allegiance followed by his reading of the Mission Statement for North Central State College.

II. ROLL CALL

The Recorder, Mr. Stephen Williams called the roll.

Present:

Mr. Michael Carroll
Mrs. Edith Humphrey
Dr. Dwight McElfresh
Dr. Mehdi Ressallat
Ms. Lydia Reid
Ms. Kimberly Singleton
Mr. Matthew Smith
Mr. Steven Stone

III. INTRODUCTION OF GUESTS

President Donald Plotts introduced Ms. Lori McKee, Ms. Peg Moir, Dr. Karen Reed and Ms. Betty Wells, representing the President's Staff; Ms. Beth Price and Ms. Nancy Kukay, representing the Manager's Advisory Council; Ms. Carol Allen representing the Staff Caucus, and Ms. Margaret Puckett, Ms. Dorie Ford, Ms. Ellen Johnson, Ms. Carol Wolfe, Mr. Phil Martin, Mr. Jeff Taylor, Mr. Matthew Cupach, Mr. Ross Justice, Ms. Jean Jones, Ms. Lisa Music, Ms. Carolyn Kaple, Ms. Beth Franz, and Ms. Jennifer Lynn, representing the Faculty Association. Student Sarah Mendell was present representing the Beta Theta Eta chapter of Phi Theta Kappa; Mr. Rodger Smith was present representing the Ohio State University, Mansfield Board of Trustees; Ms. Lori McKee, Controller and Mr. Tom Prendergast, Director of Institutional Research and Grants were present as well.

IV. FOCUS OF THE MEETING

Mr. Steve Stone explained that the primary focus of tonight's meeting was to continue with the board self evaluation, establishment of ENDS policy baseline data, and to hear the results of the Campus Quality Survey.

V. GOVERNANCE POLICIES – *Mr. Steve Stone*

A. Discussion of Nomination Committee (IAW 02.91)

Mr. Steven Stone called for the nomination committee report. Co-chair, Dr. Mehdi Ressallat reported that his conversation with the governor's office revealed that they had in fact, received sufficient applications for the vacant position to make an appointment decision but the governor's office is working to appoint soon.

B. Board Self-Assessment (IAW 02.16)

Mr. Steven Stone distributed the board self assessment tally sheet. He encouraged all trustees to be sure to submit their assessment immediately following the meeting. After a number of months the board will be able to review these materials and note trends. Some weakness comments to note thus far included: following the agenda, participation in the board discussions and activities needs to be better. Some strong comments to note included: establishment of a well-planned agenda, work has been accomplished in improving trust and openness. Following Mr. Stone's report on assessment survey participation results various members of the board echoed the importance in needing better participation in submitting the self-assessment surveys in order to get an accurate assessment of the board's performance as a collective body.

C. ENDS Policies Baseline Data (IAW 04.11c) – *Mr. Stephen Williams/Mr. Tom Prendergast*

Mr. Stephen Williams explained very soon the CEO will be presenting the Board with his first round of monitoring reports. As the board reviews these reports, it will have to deliberate and make an assessment in two areas, (a) the reasonableness of the CEO's interpretations, using a "reasonable person test" rather than with interpretations favored by individual board members and (b) whether data demonstrated the CEO's/Institution's accomplishment of the interpretation (IAW 03.44). The information that will be presented by Mr. Tom Prendergast is presented in accordance with policy 04.11c in the spirit of giving the board some baseline data from which to begin formulating an educated definition of reasonableness that may help the board put further discussions and assessments into a proper context toward establishing reasonableness. Mr. Tom Prendergast distributed an information sheet on ENDS policy baseline data on Equal Opportunity, Diversity and Transferability and provided some discussion of the data presented for each of the respective areas of ENDS policy.

D. Campus Quality Survey (IAW 2.41b, 3.43b, 3.45, 4.30) – *Mr. Steven Stone*

Mr. Steven Stone reviewed the Gardner-Shaw Report from the Campus Quality Survey. He explained that the report showed what was done in 2003 compared to what was done in 2011 and further explained that the report looks at eight different areas. Mr. Stone proceeded to discuss some of the highlights between the two and highlighted some features of this year's report. Mr. Matthew Smith indicated that he appreciated the continuity between the two reports. Mr. Stone pointed out that the report included both institutional strengths and weaknesses. The report recommended (1) distribution to the college community, (2) the development of an action plan to address the areas of

opportunity. Mr. Steven Stone reminded the Board that this report was to be defined as an external report that would in turn be used by the CEO toward the development of monitoring reports and an ensuing action plan. President Don Plotts indicated that the report would be sent to the planning advisory council for review and used as the basis for developing an appropriate action plan. The PAC will plan to bring back a timeline for actions to be considered from the report results.

VI. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:45 p.m. Mr. Mike Carroll made a motion and it was seconded by Dr. Dwight McElfresh to adjourn to Executive Session to discuss Collective Bargaining Strategy. A roll call vote on the motion was approved unanimously by all members present.

Mr. Michael Carroll – “yes”
Mrs. Edith Humphrey – “yes”
Dr. Dwight McElfresh – “yes”
Ms. Lydia Reid – “yes”
Dr. Mehdi Ressallat – “yes”
Ms. Kimberly Singleton – “yes”
Mr. Matt Smith - “yes”
Mr. Steve Stone - “yes”

Upon a motion made by Dr. Dwight McElfresh seconded by Ms. Kimberly Singleton to end the Executive Session at 8:35 p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Mr. Michael Carroll – “yes”
Mrs. Edith Humphrey – “yes”
Dr. Dwight McElfresh – “yes”
Ms. Lydia Reid – “yes”
Dr. Mehdi Ressallat – “yes”
Ms. Kimberly Singleton – “yes”
Mr. Matt Smith - “yes”
Mr. Steve Stone - “yes”

VII. REQUIRED APPROVALS AGENDA

A. CONSENT AGENDA

The Chair presented the Consent Agenda. On a motion by Dr. Dwight McElfresh and seconded by Ms. Lydia Reid and passing unanimously, the following items were approved:

1. Approval of minutes for April 27, 2011

2. Consideration of Approval of Employment of College Personnel
– R-2011-23

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

R-2011-23

NEW HIRES

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

BEGINNING MAY 17, 2011

Rebecca Wolfe, Kitchen Assistant

SALARY: \$8.00/hr. based on 25 hrs./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 MAY 23, 2011

Jill Kubasek, Administrative Assistant/TRIO Student Services Program

Associate in Arts degree in Secretarial Science

SALARY: \$12.19/hr. based on 25 hrs./week

EXPLANATIONS OF NEW HIRES FOR RESOLUTION R-2011-23

Rebecca Wolfe replaces Paula Triplett.

Jill Kubasek replaces Kristin Jagers.

**3. Consideration of Approval of College Personnel Professional Growth
Recognition – R-2011-24**

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

R-2011-24

WHEREAS: Susan Elliott has supplied documentation that she has completed 60% of a Master's degree in Business Administration.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$1,560.09 be added to base salary of \$40,412.74 to \$41,972.83, effective May 2, 2011, 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: Nicole Martin has supplied documentation that she has completed 60% of a Master's degree in Health Science Studies.

THEREFORE, BE IT FURTHER RESOLVED: by the Board of Trustees that \$2,074.00 be added to base salary of \$43,063.27 to \$45,137.27, effective May 2, 2011, 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."

4. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2011-25

CONSIDERATION OF APPROVAL OF CONTRACTS FOR PROBATIONARY AND NON-PROBATIONARY FACULTY

R-2011-25

BE IT RESOLVED: by the Board of Trustees that approval is hereby given to the administration of the college for the "memos of intent" to be issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:

**THREE-YEAR NON-PROBATIONARY CONTRACT
(September 2011 through May 2014)**

Christina Barker
Jim Beck
Jennifer Phenicie
Michelle Slattery
William Douglas Urban

**PROBATIONARY THIRD-YEAR 12-MONTH CONTRACT
(Summer 2011 through Spring 2012)**

Ann Davies

**PROBATIONARY SECOND-YEAR 12-MONTH CONTRACT
(Summer 2011 through Spring 2012)**

Seaneen Sullinger

**PROBATIONARY SECOND-YEAR 9-MONTH CONTRACT
(Fall 2011 through Spring 2012)**

Daniel Coover
Steve Edgehouse
Dan McCool
Sara Rollo
Christine Shearer

B. Consideration of Approval for Designation of Emeritus Status for Mr. Joseph Badamy – R-2011-26

**CONSIDERATION OF APPROVAL OF DESIGNATION
OF EMERITUS STATUS FOR JOSEPH BADAMY**

R-2011-26

WHEREAS: *in accordance with Board Resolution R-1998-20, and the NCState – NCFA-AAUP Collective Bargaining Agreement dated December 17, 2008, qualifying retiring faculty members may be recommended for the designation of Emeritus status, and*

WHEREAS: *Mr. Joseph Badamy, who after 36 years retired as an Associate Professor of Computer Information Systems, has met all qualifications, and*

WHEREAS: *Mr. Joseph Badamy has been nominated for Emeritus status by the regular bargaining unit faculty of his division and recommended by his Dean and this recommendation is endorsed by the Vice President for Learning and the President's Staff.*

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees, that Mr. Joseph Badamy is granted Emeritus Status.*

ACTION TAKEN: Mr. Mike Carroll moved for approval of resolution R-2011-26 Consideration of Approval of Designation of Emeritus Status for Mr. Joseph Badamy. Ms. Kimberly Singleton seconded the motion and the motion carried unanimously.

C. Treasurer's Report for April 30, 2011 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending April 30, 2011. She stated that revenues for the month totaled \$596,230. Expenditures were \$2,355,275 leaving a deficit of \$1,759,046. Year-to-date revenues totaled \$18,571,198. Year-to-date expenditures totaled \$16,435,654 leaving an excess of \$2,135,544. The Star Ohio month-end balance for April 2011 is \$2,515,507. Ms. McKee noted that the next tuition amount will be collected in summer quarter.

ACTION TAKEN: Ms. Kimberly Singleton moved for approval of the Treasurer's Report for the period ending April 30, 2011. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

VIII. PRESIDENT'S REPORT – Mr. Donald Plotts

A. North Central State College Phi Theta Kappa Update – Ms. Sarah Mendell

Ms. Sarah Mendell was introduced by Beta Theta Eta Chapter Advisor, Ms. Barb Keener. Ms. Mendell explained her current activity in talking with students and other Phi Theta Kappa officers about forming a North Central State College Student Council. The council would consist of PTK members and Non-PTK members representing each of the various

program areas. Ms. Mendell also talked about other PTK activities working to develop scholarships for students.

B. North Central State College Foundation Update – *Mr. Donald Plotts*

Mr. Donald Plotts provided the following report on Foundation activities.

(1) Rock-n-Ribs 2011 planning is in full swing. Many volunteers are needed to make this a success. Our volunteer form is on the College website, but College Board members may use the volunteer forms (Steve Williams distributed to all Board members). Rock-n-Ribs will be held July 14-16 and features national entertainment acts. A multi-chamber Business After Hours event will be held July 14, and our popular Donor Reception will be July 15. (2) Mark your calendar for the June 23 grand announcement that we are making on the Kehoe third floor renovation project. A media event and donor/community leader reception will be held, beginning at 5 p.m. The Foundation has received a gift/pledge of \$750,000 for the project's \$1.5 million Phase 1. (3) We have bypassed our goal of \$150,000 for our annual fund Emerald Club drive, raising more than \$160,000 for scholarships and events that produce funding for scholarships. (4) The Tech Smart-Health Sciences Classroom Technology Campaign will kick off in the fall. A planning session with Health Sciences department leaders will be held in late June. The Foundation hopes to raise about \$1 million on this project. (5) Opening Doors Capital Campaign results: nearly \$4.6 million on the \$5.5 million campaign.

C. State Budget Update

President Donald Plotts explained the lack of information from the State at this time but indicated that President's of 2-year institutions in Ohio have been lobbying hard with legislators on budgeting and other funding for Ohio's community colleges. Among some of the more important issues before the legislature is allowing community colleges to take more than a 3.5% tuition increase and how this issue impacts 2-year colleges more than 4-year institutions.

D. College Budget Presentation – *Mr. Donald Plotts / Ms. Lori McKee*

President Donald Plotts provided some background information on the budget development process and other factors that effected the development of this budget presentation. Then he introduced Ms. Lori McKee to serve as the co-presenter of this year's proposal. Following the presentation Ms. McKee discussed some money saving/revenue generation considerations being made through our affiliation through campus shared services. Shared services considerations included: shared mental health services, campus marketing services through NC State, cleaning services through NC State, postage metering through NC State, a campus student pay to print program, shared disability services, shared grant writing and an increase in more bachelor of science and arts degree programs.

E. Supplemental Information

President Donald Plotts asked the Board if they had any questions regarding any of the supplemental information. The Board responded that they did not.

IX. BOARD CHAIRPERSON REPORT- *Mr. Steven Stone*

A. OSU-M Board Meeting Recap (May 20th) – *Ms. Lydia Reid*

Ms. Lydia Reid attended the May 20th meeting of the OSU-M Board of Trustees and distributed a written summary of the highlights to include several of the meeting's handouts. Highlights included: (1) Dean and Director, Dr. Steven Gavazzi's offer to speakout on behalf of the college to public or private gatherings to convey the message of the university, (2) Considerations for future programming to include a Consumer and Family Financial Services Major, (3) Topics for the board's August retreat, (4) Alumni weekend planned for September 23 and 24, (5) Nomination committee made recommendations for 2 new board members, (6) Finance committee projections, (7) Marketing committee's statewide campaign, (8) Professional writing major considerations, (9) Semester conversion update, (10) Regional campus cluster advisory council meeting report.

Mr. Steven Stone called for a representative for the OSU-M June 17th meeting. No representative named at this time.

B. OACC Annual Spring Conference – *Mr. Steven Stone*

Mr. Steven Stone called for a confirmation of those Trustees planning to attend the OACC Annual Spring Conference, May 26th and 27th in Delaware, Ohio. Mr. Steven Stone, Ms. Edith Humphrey, Mr. Matthew Smith, Ms. Lydia Reid, and Dr. Dwight McElfresh acknowledged their plans to attend. Ms. Kimberly Singleton indicated that she would be unable to attend as originally expected.

C. Other

Mr. Steven Stone reminded the Board of college activities for Board involvement that included the graduate picnic on June 9th and commencement exercises on June 10th and encouraged all Trustees to participate as they are able to demonstrate board support.

Mr. Steven Stone read a letter he received from Mr. Evan Scurti on behalf of the outstanding data support regional economic development activities were receiving from Mr. Tom Prendergast. Mr. Stone echoed the Board's appreciation for the services to the community put forth by Mr. Prendergast.

X. MEETING EVALUATION – *Mr. Steven Stone*

Mr. Steve Stone provided a quick recap of the meetings accomplishments and reminded the trustees to visit the website or respond to the email reminder that would be put out by the Board Recorder to evaluate this evening's meeting. Mr. Stone encouraged all trustees to feel free to contact him directly if they have input on or recommendations towards the development of next month's agenda or some other future agenda.

XI. TIME AND PLACE OF NEXT MEETING


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 22 2011 at 7:00 p.m. in the Fallerius Building Board of Trustees Conference Room.

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. Dwight McElfresh to adjourn the meeting at 9:38 p.m. Ms. Edith Humphrey seconded the motion and the motion carried unanimously.

Respectively submitted:



Mr. Stephen R. Williams, Board Recorder



Mr. Steven G. Stone, Chair