

North Central State College
Board of Trustees' Meeting
April 24, 2013

I. CALL TO ORDER

The Chair, Dr. Dwight McElfresh called the meeting to order at 7:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Center. At that time he asked all to rise and join him in reciting the pledge of allegiance followed by his reading of the Global ENDS Policy (*Mission Statement*) for North Central State College.

II. ROLL CALL

The Recorder, Mr. Stephen Williams called the roll.

Present:

Mrs. Edith Humphrey
Dr. Dwight McElfresh
Mrs. Elisabeth Morando
Mrs. Pamela Mowry
Mrs. Linda Nelson
Dr. Mehdi Ressallat
Mr. Matthew Smith
Mr. Steven Stone

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Mr. Koffi Akakpo, Mrs. Chriss Harris, Mrs. Betty Preston and Dr. Karen Reed representing the President's Staff; Mrs. Lynn Damberger represented the Faculty Caucus. Faculty Member, Carolyn Kaple was present for consideration of Emeritus Status and Mr. Keon Willis was present representing the OSU-Mansfield Board of Trustees.

IV. FOCUS OF THE MEETING – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh previewed the essential elements of tonight's agenda and explained that the primary focus of tonight's meeting will include: ongoing policy governance training. The meeting will include conveyance of emeritus status, consideration of the Faculty Workload Pilot and the appointment of an architect to begin work on the Ralph Phillips Conference Center.

V. PRESIDENT'S REPORT – *Dr. Dorey Diab*

A. North Central State College Foundation Update – *Mrs. Chriss Harris*

Mrs. Chriss Harris provided a review of this year's inductees into the North Central Ohio Entrepreneur Hall of Fame. Inductees include: Clothier Don Nash of Don Nash Limited, Dick Ekin local manufacturer of mining and excavation equipment, and the Marottas of the Possum Run Greenhouse. Mrs. Harris announced the annual Alumni Association's Graduate Picnic that will be held over the lunch hours of the Thursday, May 2nd prior to graduation. All Trustees were invited and encouraged to participate to the extent they are able in both of these events. Mrs. Harris announced the dates of this year's Rock-n-Ribs event as July 11, 12, and 13 with the donor reception taking place on the evening of Friday, July 12th. This year's donor reception theme is a "Green" theme. All trustees were invited and encouraged to attend. Mrs. Harris provided an update on the Foundation Executive Director search and reported that the Foundation has funded over \$473,000 during fiscal year 2013 which is \$60,000 beyond the amount planned.

B. Student Government and Phi Theta Kappa Update – *Dr. Dorey Diab*

President Dorey Diab introduced the new president of the Student Government Association (SGA), Ms. Danielle Roberts to give a report on PTK and the SGA.

Ms. Roberts introduced herself as the new president of the Student Government Association and provided some additional information on her background. Ms. Roberts reported that the Beta Theta Eta chapter of Phi Theta Kappa induced twenty-five new members and installed seven new officers at their induction ceremony on Sunday, April 21, 2013. She announced the names of the new vice presidents for each of the various hallmarks. Ms. Roberts then reported on the activity of the Student Government Association and began by reviewing the confidentiality and code of professional ethics they would be bound to in this new role. Suggestion boxes have been distributed across campus as a mouthpiece for student communication. She reviewed the process for utilizing the student feedback and how the piece could be best used to serve both the student body and the Administration of North Central State College to their mutual benefit and yet maintain the appropriateness of the mechanism. Ms. Roberts explained that it is the goal of the SGA to increase visibility. One of the ways they plan to use to raise SGA awareness and visibility is through their participation in the campus involvement fair. The hope is that the increased visibility will equate to greater student awareness of and access to resources that will ultimately lead to improved student success. Ms. Roberts indicated that she looks forward to her service to the student body of North Central State College this coming year as their SGA President.

C. In-Service Activity – *Dr. Dorey Diab*

President Dorey Diab recapped the activity from the in-service day and began by sharing the draft Vision Statement that was presented for discussion. "North Central State

College is the leader in affordable quality higher education with employable and transferable programs, and a beacon for achieving greater community prosperity and better quality of life.” Discussion suggested a rewording to “North Central State College is a leader in affordable quality higher education with programs **leading to employment and/or academic transfer** and a beacon for achieving greater community prosperity and better quality of life.” In-service discussions also called for recommendations on the College mission statement which is also Global ENDS policy 1.0. Discussions from in service resulted in the following recommendations for consideration in revising the Global ENDS policy 1.0 to read, “North Central State College exists for the citizens **and students** of its service region to have **(to attain)** the knowledge and skills to succeed in their chosen path of learning, work or enrichment, sufficient **for the College** to justify available resources. **(or...based on available resources)**. The Board indicated that they would take these recommendations into consideration as they conduct their annual ENDS policy review during the July Board planning retreat. Dr. Dorey Diab recapped some of the highlights from the in-service discussion of goal statements that were generally agreed upon to be adequate as presented. Dr. Dorey Diab recapped the various Academic Structure options that were offered for discussion at the in-service and some of the decisions resulting from those and other follow-on conversations. The Board asked Dr. Diab to outline the next steps toward implementing the resulting Academic Structure. Dr. Diab explained that there was still some work to be done in defining the positions descriptions for Assistant and some of the other resulting positions.

D. Other (Superintendents meeting on Dual Enrollment) – Dr. Dorey Diab

President Dorey Diab reviewed the meeting he had with all area high school and career center superintendents regarding to idea of offering dual enrollment to high school students at their individual high schools at no cost. Dr. Diab outlined some of the perimeters and other consideration that would have to be met in order to make this possible.

VI. REQUIRED APPROVALS AGENDA

A. CONSENT AGENDA

The Chair presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Mrs. Linda Nelson and seconded by Mrs. Pamela Mowry and passing unanimously, the following items were approved:

- 1. Approval of Minutes for March 27, 2013**
- 2. Approval of Minutes for April 4, 2013**

3. Consideration of Approval of College Personnel Professional Growth Recognition – R-2013-12

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

R-2013-12

WHEREAS: *Carmen Morrison has supplied documentation that she has completed 60% of Master's program from Muskingum University.*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that \$2,074.00 is added to base salary of \$47,608.20 to \$49,682.20 effective April 15, 2013 in recognition of completion of 60% of Master's degree in The Master of Information Strategy, Systems and Technology in accordance with the policy adopted under resolution 1991-30 for "Professional Growth Recognition."*

B. Treasurer's Report for March 31, 2012 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending March 31, 2013. He stated that revenues for the month totaled \$669,494. Expenditures were \$1,929,418 leaving a deficit of \$1,259,924. Year-to-date revenues totaled \$15,903,047. Year-to-date expenditures totaled \$12,781,742 leaving an excess of \$3,121,305. The Star Ohio month-end balance for March 2013 is \$1,017,213 Mr. Akakpo noted that this month incurred three pay periods. He had no further special notes for this report. Mr. Koffi Akakpo also reported that we are keeping on track to balance the budget as we continue trying to meet the objectives while maintaining the 10% budgeted reserves.

ACTION TAKEN: Mrs. Pamela Mowry moved for approval of the Treasurer's Report for the period ending March 31, 2013. Mr. Steven Stone seconded the motion and the motion carried unanimously.

C. Consideration of Approval for Designation of Emeritus Status for Mrs. Carolyn Kaple – R-2013-13 – Dr. Dorey Diab

**CONSIDERATION OF APPROVAL OF DESIGNATION OF
EMERITUS STATUS FOR CAROLYN M. KAPLE**

R-2013-13

WHEREAS: *in accordance with Board Resolution R-1998-20, and the NCState – NCFA-AAUP Collective Bargaining Agreement dated October 26, 2011, qualified retiring faculty members may be recommended for the designation of Emeritus status, and*

WHEREAS: *Ms. Carolyn Kaple, who after 24 years retired as an Associate Professor of Associate Degree Nursing, has met all qualifications, and*

WHEREAS: *Ms. Carolyn Kaple has requested consideration for Emeritus status, has been approved by the regular bargaining unit faculty of her division and recommended by her Dean and this recommendation is endorsed by the Vice President, Academic Services and the President's Staff.*

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees, that Ms. Carolyn M. Kaple is granted Emeritus status.*

ACTION TAKEN: Dr. Mehdi Ressallat moved for approval of resolution R-2013-13 Consideration of Approval for Designation of Emeritus Status for Mrs. Carolyn Kaple. Mrs. Edith Humphrey seconded the motion and the motion carried unanimously.

D. Consideration of Approval of Faculty Workload Pilot – R-2013-14
– *Dr. Dorey Diab*

**CONSIDERATION OF APPROVAL OF
FACULTY WORKLOAD PILOT**

R-2013-14

WHEREAS, *the administration and the faculty have agreed to explore workload alternatives that insure equity among faculty and,*

WHEREAS, *the administration and faculty have developed a workload pilot for trial for fall semester 2013 and,*

WHEREAS, *the full academic and financial impact of the workload pilot will not be fully determined until the end of the fall semester 2013.*

NOW, THEREFORE BE IT RESOLVED *that the Board of Trustees approves moving forward with the workload pilot for fall semester 2013 only.*

ACTION TAKEN: Mr. Steven Stone moved for approval of resolution R-2013-14 Consideration of Adoption of Faculty Workload Pilot. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

E. Consideration of Approval to Appoint an Architect for the Planning of the Ralph Phillips Conference Center – R-2013-15 – *Mr. Koffi Akakpo*

**CONSIDERATION OF APPROVAL TO APPOINT
AN ARCHITECT FOR THE PLANNING AND DESIGN
OF THE RALPH PHILLIPS CONFERENCE CENTER**

R-2013-15

WHEREAS: *On behalf of the College, the North Central State College Foundation has raised more than \$1.1 million to initiate the new conference center facility at the James W. Kehoe Center, including a gift of \$750,000 from the family of the late Ralph Phillips, a Richland County industrialist and philanthropist, and,*

WHEREAS: *The Ralph Phillips Conference Center of North Central State College in Shelby will become a reality thanks to the support of these many, local community donors, and,*

WHEREAS: *The conference center will support regional community development and give the College the opportunity to expand its educational offerings, and,*

WHEREAS: *The College recognizes the community's need for a large, upscale meeting and event facility, that, when combined with the region's hotels and renowned attractions, should become a regional center for weekend retreats and statewide, even national, business meetings and outings, and,*

WHEREAS: *The Phillips Conference Center renovation was initiated several years ago when the College Foundation funded the installations of a kitchen and restrooms on the building's third floor to accommodate further development, and,*

WHEREAS: *Because funding has now been raised to cover Phase I of the conference center's renovation, the plan is to hire an architect and start the construction during the early summer of 2013, and,*

WHEREAS: *The College's Architectural Committee reviewed Request for Qualifications (RFQ) submissions for architect and unanimously recommends the architectural firm of Sol Harris Day Architecture, and,*

NOW, THEREFORE BE IT RESOLVED: *that the Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to Sol Harris Day Architecture, 3722 Whipple Ave. NW, Canton, Ohio, 44718, in an amount not to exceed \$76,500*

ACTION TAKEN: Mr. Matthew Smith moved for approval of resolution R-2013-15 Consideration of Approval to Appoint an Architect for the Planning of the Ralph Phillips Conference Center. Mr. Steven Stone seconded the motion and the motion carried unanimously.

VII. POLICY GOVERNANCE – Dr. Dwight McElfresh

A. Discussion of Agenda Planning (IAW 02.72) – Dr. Dwight McElfresh

Dr. Dwight McElfresh recapped the inclusion of a number of new items to their regular agenda to help improve the owner linkage responsibility. These features will be Community Connections, Owner Linkage, and Link and Learn. Community Connections will be an opportunity for trustees to report on those community activities they have taken part in or participated in to gain a better perspective on the “owner’s voice” and can share those experiences with the rest of the Board. Owner Linkage is an opportunity to invite any owner or owner representative individual or group to attend a regular or special board meeting for the purpose of providing some discussion to enrich the board’s understanding of the “Owner’s Voice” or other service considerations for the College (Board) to consider when planning for the future direction of the institution. Link and Learn is once again the opportunity for the board to visit an Owner organization or community partner to help enrich the board’s understanding of its relationship to the organization and how the service of the College can impact those sectors of the Ownership.

1. Community Connections

Dr. Dwight McElfresh recounted his participation in the Paralegal Association recognition. Mr. Steven Stone added the participation of several trustees in Dr. Gordon Gee’s welcome reception for President Diab. Many members of the Mansfield campus and community were present as well as other dignitaries from the City of Columbus and other two-year, four-year higher education institutions and local legislators. Mr. Matthew Smith contributed information on the “Think Shop” learning center at which he was able to participate and convey the College’s story.

2. Owner Linkage

Mr. Steven Stone reported that he was in the process of working with fellow Ashland trustees, Dr. Dwight McElfresh and Mrs. Pamela Mowry to organize a community gathering of prominent members of the community, business, education and other entities in order to introduce President Diab to the Ashland area and offer an opportunity for them to get better acquainted with Dr. Diab and the mission of North Central State College.

3. Link and Learn

Dr. Dwight McElfresh called for ideas on Link and Learn opportunities for future meetings in 2013 and encouraged all trustees to continue the exploring the possibilities.

B. Board Policy Governance Training (IAW 02.70) – Dr. Dwight McElfresh

1. Policy Governance Principle Review – Dr. Dwight McElfresh explained that the board is also including board training as a regular part of their Policy Governance

Agenda. The training will include discussion on basic principles or special areas of interest in order to further enrich the board's continuing understanding of the principles of the Carver Policy Governance Model and related discussions. Dr. McElfresh announced that the group discussion of PolGov principle #2 Governance Position will be led by Mrs. Pamela Mowry.

2. Policy Governance Policy Review – Dr. Dwight McElfresh explained that the training will also include a continuing review, refresher, and reassessment of current Policy Governance policies. The guided discussion and review of policy governance policies 2.3, 2.4, and 2.5 will be led by Mrs. Elisabeth Morando.

Following the training presentations, Dr. Dwight McElfresh called for trustees to lead the next round of training discussions. The May discussion of Principle #3 will be led by Mrs. Edith Humphrey while the review/discussion of policies 2.6, 2.7, 2.8, and 2.9 will be led by Mrs. Linda Nelson.

C. Presentation of ENDS Policy metrics for ENDS Policy 1.0 – Global ENDS Policy and 1.1 – Equal Opportunity/Diversity – Dr. Dorey Diab/Mr. Tom Prendergast

President Dorey Diab discussed the ENDS Policy metrics and how it serves as a mechanism for monitoring progress towards meeting the Board's ENDS policy objectives. President Diab introduced Mr. Tom Prendergast to present the metrics data and the functions of the green light, yellow light, red light system. Mr. Prendergast distributed the ENDS Policy Metrics Spring 2013 Update and reported on each of the ENDS policies captured in this mechanism for today's presentation. Data for Global ENDS policy metrics 1.0A1 exceeded the green light criteria of 12.4% with a 12.7%; metrics 1.0B1 data fell in the red light area with a 21.9%; 1.0C1 fell in the yellow light area with a 5.4%; metrics 1.0A2 fell in the yellow light area with an 23.0%, metrics 1.0B2 fell in the green light area with an 8.2%, metrics 1.0C2 fell in the green light area with an 7.3%. Data for Equal Opportunity ENDS policy metrics 1.11A fell in the green light area with a 1.56%, metrics 1.11B fell in the green light area with .88%, metrics 1.12A1 fell in the yellow light area with a 9.1%, metrics 1.12B1 fell in the yellow light area with a 12.2%, metrics 1.12A2 fell in the green light area with a 19.1%, and metrics 1.12B2 fell in the green light area with a 22.4%.

D. Fiscal 2012-2013 Budget Update – Dr. Dorey Diab/Mr. Koffi Akakpo

President Dorey Diab conveyed the measures that have been taken to control spending for the remainder of the year. Mr. Koffi Akakpo reported that all are working hard to finish the year with a balanced budget. This goal is within our reach but will take much hard work from everyone to accomplish.

VIII. BOARD CHAIRPERSON REPORT- Dr. Dwight McElfresh

A. Financial Disclosure Statement Filing – Dr. Dwight McElfresh

Dr. Dwight McElfresh reminded all trustees of the impending deadline to file Financial Disclosure Statements coming up on May 15th.

B. Announcement of the rescheduling of the May Board meeting – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh officially announced that the Board of Trustees has made the decision to reschedule the regular May 2013 Board of Trustees meeting for May 15th and will begin the trial of holding the Board meeting one hour earlier at 6:00 pm rather than the past 7:00 pm.

C. ACCT Presentation Proposal – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh reported that there was no word from ACCT on whether the proposal to present at the 2013 ACCT Leadership Congress had been accepted yet.

D. Welcome Reception for Dr. Dorey Diab by Dr. Gordon Gee, President of The Ohio State University

Dr. Dwight McElfresh reported that the reception held at the home of Dr. Gordon Gee was well attended and was well represented by individuals from North Central State College, The Ohio State University at Mansfield as well as Board members of both institutions and members of the Mansfield and surrounding communities.

E. North Central Ohio Entrepreneurial Hall of Fame – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh reminded all Trustee of the North Central Ohio Entrepreneurial Hall of Fame on April 26th and all Trustees were invited and encouraged to participate.

F. OACC Annual Spring Conference – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh called for discussion from Trustees who are planning to participate in the OACC Annual spring conference so that registration and accommodations may be accomplished.

IX. MEETING EVALUATION – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh called for discussion of today's meeting and reminded all Trustees to take the survey monkey Evaluation Survey when it hits their email box. Trustees felt

they were able to stick to the agenda yet hold discussion where discussion was warranted. Reports were succinct and to the point. Trustees discussed the student tax deduction that some had been questioned about and noted that perhaps a reminder could be posted on the College website to remind students to claim this tax deductions whenever possible or to at least look into the possibility as they explore possible funding sources for the coming year.

X. TIME AND PLACE OF NEXT MEETING – *Dr. Dwight McElfresh*

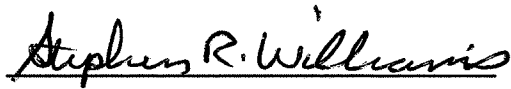
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, May 15, 2013 at 6:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

XI. ADJOURNMENT

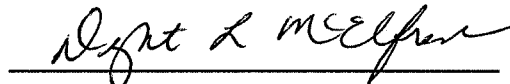
The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board's consideration, a motion was made by Mr. Steven Stone to adjourn the meeting at 9:12 p.m. Mrs. Linda Nelson seconded the motion and the motion carried unanimously.

Respectfully submitted:



Mr. Stephen R. Williams, Board Recorder



Dr. Dwight L. McElfresh, Chair