

North Central State College
Board of Trustees' Meeting
May 15, 2013

I. CALL TO ORDER

The Chair, Dr. Dwight McElfresh called the meeting to order at 6:00 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. Pamela Mowry
Mrs. Linda Nelson
Dr. Mehdi Ressallat
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Mrs. Elisabeth Morando

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. Math Chair, John Falls was present for consideration of Emeritus Status; Ms. Deb Schenk was present representing the OSU-Mansfield Board of Trustees, and PTK Vice President, Ms. Rosell Rush was present representing Phi Theta Kappa (PTK) and the Student Government Association (SGA).

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 also include conveyance of emeritus status, consideration of a couple construction projects and our nominations for the 2013 ACCT Equity Awards program. He also announced that there would be an Executive Session

called toward the end of the meeting to discuss Personnel Matters and Collective Bargaining.

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

A. North Central State College Foundation Update – *Mr. Matthew Smith*

Mr. Matthew Smith announced that he would be filling in to provide the Foundation report for both Deb Adams and Chriss Harris as neither were able to attend tonight's meeting. Mr. Smith reported that the Emerald Club 2013 is our annual fund drive to support scholarships and College Foundation programming. The Foundation's goal for this year is \$200,000 and to date they have raised \$205,000. Mr. Smith extended an invitation to all to consider serving as a volunteer for this year's Rock-n-Ribs event on July 11-13. Those who wish to do so can simply click on the Rock-n-Ribs site on the College's home page. There's a form on the webpage to complete. Board member participation is always noticed and appreciated by other volunteers from the faculty, staff and community. Mr. Smith reported that the search for the Executive Director position has been broadened to include Ohio and other national opportunities. It is likely that resulting interviews will be conducted within the next few weeks. Following Chriss's retirement in mid-June, she has agreed to continue to serve on a very part-time basis until a new leader is named, then will help with the transition.

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

President Dorey Diab introduced PTK, Vice President, Ms. Roselle Rush to give a report on PTK and the SGA.

Ms. Rush reported from the Beta Theta Eta chapter of Phi Theta Kappa that some of the members, their advisor, and a faculty member were visiting Washington, D.C. to research their honors topic, "Competition in Culture and Geography." They are planning to present what they learn this year to local high schools. PTK President, Makayla Tyree was presented with the Student Scholar of the Year award at Commencement. Ms. Danielle Roberts, the new Student Government Association President was presented with her Student Scholar of the Year, Runner-Up award at Commencement Rehearsal. Ms. Rush also reported that one of their PTK officers suggested participation in the 2013 Earth Stewardship Celebration Contest. This will be their College Project for this year, involving beautification of the Kehoe Center. They will be working on planting flowers, cleaning the beds, and painting curbs. On behalf of the Student Government Association, Ms. Rush reported that over the past week SGA has placed suggestion boxes at Kehoe and The Urban Center. The SGA is looking to collaborate with the bookstore for National Student Day in October. Ms. Rush concluded by reporting that the SGA would like to hold a workshop for students hosted by SGA students on getting the most out of the NCState website (due to various related topics in the suggestion box from many students).

C. Consideration of Approval of Revised College Vision and Mission Statements
– *Dr. Dorey Diab*

President Dorey Diab recapped the activity from the in-service day and the April 24th Board of Trustees meeting. He shared the discussion leading to the following refined draft of the College Vision Statement that was presented for consideration. “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.”

ACTION TAKEN: Mrs. Linda Nelson moved for adoption of the refined College Vision Statement as presented. Mrs. Pamela Mowry seconded the motion and the motion carried unanimously.

President Diab further shared the discussion leading to a refined draft of the Global Ends Policy 1.0, which would be consequently adopted as the College Mission Statement was presented for consideration. “North Central State College exists for the citizens of its service region 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.

ACTION TAKEN: Mr. Steven Stone moved for adoption of the refined Global Ends Policy 1.0 as presented. Mrs. Linda Nelson seconded the motion and the motion carried unanimously.

D. 2013-2014 Budget Presentation – *Dr. Dorey Diab*

President Dorey Diab provided some background information on the budget development process and discussed the institutional strategic goals of Access, Success, and Resource Utilization, Development and Optimization for the coming fiscal year. Then he introduced Mr. Koffi Akakpo to present this year’s proposal. Following the presentation Mr. Akakpo stated that there are no further cost-cutting measures that can be taken advantage of without cutting into operational necessity. Other shared service efficiencies and revenue generation initiatives are being looked into to help the College reach the goal of a balanced budget for 2014. Board Chair, Dr. Dwight McElfresh acknowledged and conveyed appreciation on behalf of the Board for all of the efforts being made to achieve the necessary objectives and looks forward to the official budget proposal at the June meeting.

E. Academic Structure – *Dr. Dorey Diab*

President Dorey Diab provided an update on the Academic Re-structure. They are working to define the roles and responsibilities for the Assistant Dean positions as well as that of the varying levels of Program Directors.

F. Holiday Closing Schedule – *Dr. Dorey Diab*

President Dorey Diab announced the holiday schedule for College Closing between Christmas 2013 and the 2014 New Year. The College is already closed on December 24 and 25 for Christmas and December 31 and January 1st for New Year. The current proposition encourages staff and administration employees to take vacation on four of the remaining six days in exchange the College will give those employees the two additional days as paid holiday vacation. This plan will enable the College to close the buildings for a two-week period in an attempt to gain energy savings by cutting back on heating, lights and other energy utilization. The plan was brought before the college community at the April in-service day and was received favorably. Dr. Diab presented it to the Board today for information.

G. Potential Parking Fee – Dr. Dorey Diab

President Dorey Diab reported that they are currently in discussions with The Ohio State University at Mansfield regarding the possibility of instituting a parking fee to help with roads and parking lot maintenance. The discussion is very preliminary at this point but all options for cost savings or revenue generation need to be explored in order to preserve the natural beauty and functionality of this campus.

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. Pamela Mowry and seconded by Mrs. Edith Humphrey and passing unanimously, the following items were approved:

1. Approval of Minutes for April 24, 2013

B. Consideration of Approval to Appoint an Architect for the Planning of the Kehoe Center Bridge and Roadway Paving Project – R-2013-16 – Dr. Dorey Diab/Mr. Koffi Akakpo/Mr. Dean Schaad

CONSIDERATION OF APPROVAL TO APPOINT AN ARCHITECT FOR THE PLANNING OF THE KEHOE CENTER BRIDGE AND ROADWAY PAVING PROJECT

R-2013-16

WHEREAS: *the State of Ohio Appropriates Funds for Capital renovations projects for North Central State College, and*

WHEREAS: *the Bridge, and parking lots are in dire need of repair and*

WHEREAS: *The paving project will be funded under HB 482, and*

WHEREAS: *the Architectural Committee unanimously recommends the architectural firm of K. E. McCartney & Associates Inc.*

NOW, THEREFORE BE IT RESOLVED: *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to K.E. McCartney & Associates Inc. in the amount not to exceed \$ 66,236.00*

*K. E. McCartney & Associates Inc.
52 N. Diamond Street
Mansfield, Ohio 44902*

Selection Process of A/E for Board Resolution R-2013-16

Number of RFQ's Submitted 9

Who was a on the selection Committee Mr. Dean Schaad, Facilities Director
Ms. Lori McKee, Controller
Dr. Greg Timberlake, Dean, Business, Technology
and Industry
Mr. Scott Bendle, Building Maintenance Asst.

The procedures used to select the A/E for the project are in accordance with the standard operating procedures of the Ohio Facilities Construction Commission.

The firm of K.E. McCartney & Associates Inc. was selected based on their experience, knowledge of the project and the interview process by the members of the selection Committee, in accordance with the O.R.C. section 153.69

Breakdown of Budget	Construction	\$ 530,000.00
	AE Agreement	\$ 66,236.00
	Contingency	\$ 53,764.00
	Total	\$ 650,000.00

ACTION TAKEN: Mr. Matthew Smith moved for approval resolution R-2013-16 Consideration of Approval to Appoint an Architect for the Planning of the Kehoe Center Bridge and Roadway Paving Project. Mr. Steven Stone seconded the motion and the motion carried unanimously.

C. Consideration of Approval to Appoint an Architect for the Planning and Design of the Health Science Renovation Project – R-2013-17 – Dr. Dorey Diab/Mr. Koffi Akakpo/Mr. Dean Schaad

CONSIDERATION OF APPROVAL TO APPOINT AN ARCHITECT FOR THE PLANNING OF THE HEALTH SCIENCES RENOVATION PROJECT

R-2013-17

WHEREAS: *the State of Ohio Appropriates Funds for Capital renovations projects for North Central State College, and*

WHEREAS: *the Health Sciences Renovation project will be funded under HB 482, and*

WHEREAS: *the demand for qualified Health care related workers is needed in the four county regions, and*

WHEREAS: *the increases are now starting to affect our ability to provide the necessary laboratory space for basic science courses in chemistry and anatomy/physiology, and*

WHEREAS: *The renovation will consist of renovating existing space by adding a Chemistry/Bio-Science/Anatomy/physiology lab, renovating the existing computer lab, and upgrading other classrooms for better utilization of space, and*

WHEREAS: *the Architectural Committee unanimously recommends the architectural firm of Braun & Steidl Architect Inc.*

NOW, THEREFORE BE IT RESOLVED: *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to Braun & Steidl Architect Inc. in the amount not to exceed \$75,600.00*

Braun & Steidl Architects Inc.
234 North Fifth Street
Columbus, Ohio 43215

Selection Process of A/E for Board Resolution

Number of RFQ's Submitted	21
Who was a on the selection Committee	Mr. Dean Schaad, Facilities Director Ms. Lori McKee, Controller Mr. Jim Hull, Dean of Health Sciences

Mr. Doug Urban, Professor of Chemistry and Bio Science

The procedures used to select the A/E for the project are in accordance with the standard operating procedures of the Ohio Facilities Construction Commission.

The firm of Braun & Steidl Architects Inc. was selected based on their experience, knowledge of the project and the interview process by the members of the selection Committee, in accordance with the O.R.C. section 153.69

Breakdown of Budget	Construction	\$ 635,000.00
	AE Agreement	\$ 75,600.00
State Term Pricing (Lab Equipment)	Furnishing	\$ 78,400.00
	Contingency	\$ 61,000.00
	Total	\$ 850,000.00

ACTION TAKEN: Mr. Matthew Smith moved for approval resolution R-2013-17 Consideration of Approval to Appoint an Architect for the Planning and Design of the Health Sciences Renovation Project. Mrs. Edith Humphrey seconded the motion and the motion carried unanimously.

D. Consideration of Approval for Designation of Emeritus Status for Mr. John Falls – R-2013-18 – Dr. Dorey Diab

CONSIDERATION OF APPROVAL OF DESIGNATION OF EMERITUS STATUS FOR JOHN E. FALLS

R-2013-18

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: *Mr. John Falls, who after 35 years retired as an Associate Professor of Mathematics and Mathematics Department Chair, has met all qualifications, and*

WHEREAS: *Mr. John Falls has requested consideration for Emeritus status, has been approved by the regular bargaining unit faculty of his division and recommended by his 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 Mr. John E. Falls is granted Emeritus status.*

ACTION TAKEN: Dr. Mehdi Ressallat moved for approval of resolution R-2013-18 Consideration of Approval for Designation of Emeritus Status for Mr. John Falls. Mrs. Linda Nelson seconded the motion and the motion carried unanimously.

E. Treasurer's Report for April 30, 2013 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending April 30, 2013. He stated that revenues for the month totaled \$642,055. Expenditures were \$1,435,922 leaving a deficit of \$793,866. Year-to-date revenues totaled \$16,569,484. Year-to-date expenditures totaled \$14,220,600 leaving an excess of \$2,348,884. The Star Ohio month-end balance for April 2013 is \$1,017,258 Mr. Akakpo had no further special notes for this report.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending April 30, 2013. Mrs. Pamela Mowry seconded the motion and the motion carried unanimously.

**F. Consideration of Approval of ACCT Equity Awards Nominations – R-2013-19
– Dr. Dwight McElfresh**

**CONSIDERATION OF APPROVAL OF NOMINATIONS
FOR THE 2013 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)
EQUITY AWARDS**

R-2013-19

WHEREAS: *the Board of Trustees of North Central State College believe it is fitting and proper to recognize the outstanding efforts and contributions of individual trustees, College Faculty and Staff when appropriate, and*

WHEREAS: *such recognition for special service to the college and the community can be bestowed through nomination for state, regional and national awards, as such opportunities arise.*

NOW, THEREFORE BE IT RESOLVED: *that the North Central State College Board of Trustees, takes pleasure in submitting the following nominations for the 2013 ACCT Equity Awards: Mr. Matthew P. Smith for the Trustee Leadership Award, Mr. Kenneth J. Ekegren for the "William H. Hardy" Award, and Mr. Stephen R. Williams for the Professional Board Staff Member Award.*

BE IT FURTHER RESOLVED: *that the Board authorizes Board Chair, Dwight McElfresh to cause the associated letters of support to be written on behalf of the North Central State College Board of Trustees.*

ACTION TAKEN: Dr. Mehdi Ressallat moved for approval of resolution R-2013-19 Consideration of Approval of ACCT Equity Awards Nominations. Mrs. Pamela Mowry 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 attendance at the Entrepreneurial Hall of Fame Induction Dinner along with several other trustees. The event was a great opportunity for trustees to mingle and interact with members of the community also in attendance. Dr. McElfresh also acknowledged a very nice turnout of trustees at the College’s graduation ceremony and conveyed kudos to Mrs. Margaret Puckett for her important and moving commencement address. Several trustees commented how beneficial it would be to all graduates and other students if they had access to a transcript of the message in Mrs. Puckett’s address to use as a guideline as they prepare to become job hunters. Dr. McElfresh recounted a meeting he attended with Dr. Fred Finks, President of Ashland University, Dr. Dorey Diab and Mr. Koffi Akakpo. The conversation was very beneficial to both institutions and will prove to be very beneficial to the Ashland community in the long run. Mr. Steven Stone reported on Dr. Diab’s visit with the Ashland Rotary to tell the NC State story and to share his vision. Two newspaper appearances were shared. The first article announced an award presentation to Galion resident and NC State Trustee, Linda Nelson and the other featured Dr. Karen Reed, VP for Academic Services.

2. Owner Linkage

Mr. Steven Stone discussed a community conversation breakfast he and the other trustees from the Ashland area have been working on. The Breakfast gathering will take place on the morning of June 13th at the Mill Restaurant inside the Beuhler's Shopping Center and will include a number of prominent figures from a variety of interests across Ashland County and the Ashland area. This will be a great opportunity for them to meet our new president, hear his vision for the college and share in helping to plot the direction of that vision for the future benefit of the Ashland region. Trustees from the Richland and Crawford areas were also encouraged to develop a similar opportunity for introducing the new president and sharing ideas for the future with prominent figures of their regions as well.

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 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 #3 Board Holism will be led by Mrs. Edith Humphrey.

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 2.6, 2.7, 2.8, and 2.9 will be led by Mrs. Linda Nelson.

Following the training presentations, Dr. Dwight McElfresh called for trustees to lead the next round of training discussions. The June discussion of Principle #4 will be led by Mr. Matthew Smith while the review/discussion of policies 3.0, 3.1 and 3.2 will be led by Mr. Steven Stone.

C. Presentation of ENDS Policy metrics for the remainder of ENDS Policy 1.0 – Global ENDS Policy and 1.3 – High Demand and Emerging Technologies – 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 Part 2 and reported on each of

the ENDS policies captured in this mechanism for today's presentation. Data for Global ENDS policy metrics 1.0D fell into the red light criteria <452 with a 373; metrics 1.0E data fell in the red light area <4,000 with a 3,745; 1.0F fell in the red light area with a 1,911; metrics 1.0G fell in the yellow light area with a 74.3%; metrics 1.0H fell in the green light area with a 94%. Trustee, Steven Stone inquired about the baseline reduction in metrics 1.0H. Mr. Prendergast addressed the issue based on a reevaluation of reasonableness of the previous baseline figures. Continuing with the report, Mr. Prendergast reported that metrics 1.0I fell in the green light area with a 17; Data for High Demand and Emerging Technologies ENDS policy metrics 1.31 and 1.32 fell in the yellow light area with a 76%, and metrics 1.33 fell in the green light area with a 129.

VIII. BOARD CHAIRPERSON REPORT- *Dr. Dwight McElfresh*

A. OSU-M Board of Trustees Meeting

Dr. Dwight McElfresh announced that the next OSU-M Board of Trustees meeting would be tomorrow (May 16th) with Mrs. Pamela Mowry scheduled to attend on behalf of the NCState Board of Trustees. Dr. McElfresh extended an opportunity to Ms. Deborah Schenk of the OSU-M Board of Trustees to share her thoughts on behalf of the OSU-M BOT. Ms. Schenk reported that the University is exploring an outreach initiative in Cleveland that they are hoping will result in additional enrollment. Current news for the University includes the continuing efforts with the semester conversion, the budget for the coming year, and the desire to set aside a portion of the budget for deferred maintenance. She shares in the enthusiasm of her other trustees on the OSU-M Board of Trustees in how wonderful it is to see the two institutions working so collaboratively for the benefit of both institutions and for the campus as a whole.

B. Beginning Anew Conference

Dr. Dwight McElfresh reminded the Board of the upcoming Beginning Anew Conference activities and called for a show of participation in both the morning presentation and/or the lunch presentation.

C. OACC Annual Spring Conference (May 30th and 31st)

Dr. Dwight McElfresh called upon Trustee, Mr. Matthew Smith to provide an update on the activities for the OACC Annual Spring Conference. Mr. Smith reviewed the agenda and offered some insight into activities where appropriate.

D. Board of Trustees Summer Retreat

Dr. Dwight McElfresh discussed the draft agenda and other desired results of the summer board retreat then offered some preliminary discussion on setting a potential date/time.

Following discussion, the Board set the date of July 15th from 5:00 p.m. to 9:00 p.m. for the summer board retreat. Details of the agenda will be discussed at the June meeting.

IX. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:54 p.m. Mrs. Linda Nelson made a motion and it was seconded by Mrs. Edith Humphrey to adjourn to Executive Session to discuss collective bargaining. A roll call vote on the motion was approved unanimously by all members present.

Mrs. Edith Humphrey – “yes”
Dr. Dwight McElfresh – “yes”
Mrs. Elisabeth Morando – not present
Mrs. Pamela Mowry – “yes”
Mrs. Linda Nelson – “yes”
Dr. Mehdi Ressallat – “yes”
Mr. Matt Smith - “yes”
Mr. Steve Stone - “yes”

Upon a motion made by Mr. Steven Stone seconded by Mrs. Pamela Mowry to end the Executive Session at 8:25 p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

Mrs. Edith Humphrey – “yes”
Dr. Dwight McElfresh – “yes”
Mrs. Elisabeth Morando – not present
Mrs. Pamela Mowry – “yes”
Ms. Linda Nelson – “yes”
Dr. Mehdi Ressallat – “yes”
Mr. Matt Smith - “yes”
Mr. Steve Stone - “yes”

X. 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.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 26, 2013 at 6:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

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 Mrs. Linda Nelson to adjourn the meeting at 8:26 p.m. Mrs. Pamela Mowry seconded the motion and the motion carried unanimously.

Respectfully submitted:

Mr. Stephen R. Williams, Board Recorder

Dr. Dwight L. McElfresh, Chair