

North Central State College
Board of Trustees' Meeting
December 4, 2013

I. CALL TO ORDER

The Chair, Dr. Dwight McElfresh called the meeting to order at 6:25 p.m. in the meeting room of Mansfield Plumbing Products in Perrysville, Ohio. 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
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Mr. Gary McCue
Dr. Mehdi Ressallat

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Mr. Koffi Akakpo, Mrs. Betty Preston, Dr. Karen Reed and Ms. Carol Carbary representing the President's Staff. Mrs. Lynn Damberger represented the Faculty Caucus. Mr. David Daniels was present representing the OSU-Mansfield Board of Trustees and Mr. Jim Morando of Mansfield Plumbing Products. Mr. Keith Stoner was present representing the College's Marketing and Public Relations Department and Ms. Anita Alvarez (Richland Source), and Mr. Jim Brewer (Ashland-Loudonville newspapers) from the media were also present.

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 be to take advantage of this Link-n-Learn opportunity and to discuss other owner linkage activities.

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

A. North Central State College Foundation Update – *Ms. Carol Carbary*

Dr. Dorey Diab introduced Ms. Carol Carbary to present the Foundation update. Ms. Carbary reported on the success of the Foundation Scholarship Luncheon held on Friday, October 25, 2013. She reported that the NCO Entrepreneurial Hall of Fame selection Committee met to discuss this year's slate of inductees. She announced that the date of this year's event is April 25th and encouraged all present to save the date on their calendar in hopes that they will plan to attend. Ms. Carbary announced this year's Innovation Fund Committee selections and recapped those who were selected but have yet to accept. Ms. Carbary shared the newspaper article that featured the success of the "Feast of Love" project with the College, Mansfield Senior High School and others. Ms. Carbary reported that the annual fundraiser known as the Emerald Club's silent kick-off is out and recapped the "asked" list and top donors at this time. Their goal is \$125K and they are currently at about \$97.6K. Ms. Carbary restated that the key objectives of the Comprehensive Campaign are: Technology, Entrepreneurship, the 2nd phase of the Kehoe Center's Phillips Conference Center, and Scholarships. She reported that the silent launch got underway on November 17th and recapped some of the early commitments. Ms. Carbary reported that they have developed a video for the Comprehensive Campaign and shared it with the Board at this time.

B. Student Government Association & Phi Theta Kappa Update

Dr. Dorey Diab reported that SGA President, Danielle Roberts was unable to attend the meeting so Dr. Diab presented the following report on behalf of the SGA. Highlights included:

- 1) SGA has a QR code created to connect students to the SGA Facebook page;
- 2) SGA is looking into having the Campus Activities Board send texts to students who want to know about events happening around campus;
- 3) SGA is putting a second suggestion box in the Eisenhower Building, preferably upstairs in the Student Union;
- 4) A student expressed a concern about insufficient lighting in the parking lot of the Kehoe Center in Shelby and the rear parking lot at Fallerius. Dr. Diab addressed.
- 5) The SGA is considering the possibility of conducting a bake sale to raise money to do things for the student body.
- 6) The SGA will be looking into what other two-year institutions are doing in regards to having speakers on campus discussing leadership. Dr. Dorey Diab recapped the leadership discussion conducted by Board Member, Colonel Gary McCue. The activity had about 25 participants and was very well received. Ms. Carol Carbary reported that the SGA/PTK has solicited for additional funding to help with leadership opportunities and have been provided \$500 to assist with travel in February.

C. College Completion Agenda

Dr. Dorey Diab reported that we have a group of individuals from the College representing us in the development of our College Completion Agenda with Dr. Karen Reed chairing this group. Once our agenda has been completed, the Ohio Board of Regents wants our Board of Trustees to approve the report. The report is structured similar to Completion by Design and will be linked to our accreditation. The report will come to the Board of Trustees for approval at the May 2014 board meeting.

D. MEDAL Project

Dr. Dorey Diab explained that the MEDAL Project aspires to address the talent need by focusing on the following workforce needs in North Central Ohio: Manufacturing, Medical, Entrepreneurship, Environmental, Energy, Digital, Distribution, Data Analytics, Agricultural, Automotive, Logistics, and Labor. This regional innovation network is created through partnerships of educational institutions, business and industry, government entities and community organizations; under the auspices of the Richland Community Development Group (RCDG), and is being led by the one-campus district of North Central State College and The Ohio State University at Mansfield. The MEDAL Talent Innovation Network will provide a downtown Mansfield location for education, and development of talent and needed job skills leading to enhanced economic development in north central Ohio. Dr. Diab explained that Representative Mark Romanchuk is advocating on our behalf for this project so at this point it is in political hands.

E. Update on Capital Bill

Dr. Dorey Diab explained that the Capital Bill request included \$230M for the two-year college sector and \$400M for the four-year college sector. The goals of our submission are: 1. IT Infrastructure, 2. Kehoe boiler and chiller and roof maintenance, 3. Resurfacing on main campus.

F. Supplemental Information – *Dr. Dorey Diab*

President Dorey Diab directed the Board’s attention to the supplemental information in the back of the board package and pointed out the media coverage to the United Way Campaign. Dr. Diab then called for any discussion relative to any other material. There was none noted.

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 October 23, 2013 “Regular” Meeting**
2. **Consideration of Approval of Employment of College Personnel – R-2013-35**

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

R-2013-35

NEW HIRES

BE IT RESOLVED: *by the Board of Trustees that the following staff member is hereby employed at the salary and dates stipulated below:*

BEGINNING NOVEMBER 4, 2013

Major Price, Interim Director, Information Technology

Bachelor of Science, Electrical Engineering

SALARY: \$68,000/yr.

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2013-35

Major Price fills the position of Interim Director of Information Technology previously held by Jim Turner. Turner returns to former position of Network Administrator.

B. Treasurer’s Report for October 31, 2013 – Dr. Dorey Diab/Mr. Koffi Akakpo

Dr. Dorey Diab called upon Mr. Koffi Akakpo to present the Treasurer’s Report for the period ending October 31, 2013. He stated that revenues for the month totaled \$2,210,593. Expenditures were \$1,325,346 leaving an excess of \$885,247. Year-to-date revenues totaled \$10,269,473. Year-to-date expenditures totaled \$4,885,194 leaving an excess of \$5,384,280. The Star Ohio month-end balance for October 2013 is \$1,017,335. Mr. Koffi Akakpo had no additional comments to note on this report.

ACTION TAKEN: Mrs. Elisabeth Morando moved for approval of the Treasurer’s Report for the period ending October 31, 2013. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**C. Consideration of Approval of 2013-2014 Budget Amendment #2 – R-2013-36 –
Dr. Dorey Diab/Mr. Koffi Akakpo**

**CONSIDERATION OF APPROVAL OF 2013-2014
OPERATING BUDGET AMENDMENT #2**

R-2013-36

WHEREAS: North Central State College has reviewed its 2013-2014 Operating Budget revenue and expenditure projections, and

WHEREAS: based upon this review, North Central State College needs to amend its 2013-2014 Operating Budget, and

WHEREAS: the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2013-2014 Operating Budget Amendment #2, 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 2013-2014 Operating Budget Amendment #2 of the College is hereby adopted as presented.

**NORTH CENTRAL STATE COLLEGE
FY14 Budget Development Summary Worksheet**

<u>Revenues:</u>	FY 2013 - Approved	FY 2014 - Approved	FY 2014 - Amendment #1	FY 2014 - Amendment #2	FY 2014 - Amended Budget
State Appropriations	6,733,279	6,733,279			6,733,279
Student Tuition and Fees	10,565,747	10,315,475			10,315,475
Other Revenues	301,044	392,692			392,692
University Center	15,000	15,000			15,000
Capital Debt Service	150,000	150,000			150,000
Child Development Center	686,010	705,960			705,960
Workforce & Community Dev.	152,734	152,000	145,000		297,000
Facilities	66,968	66,968			66,968
Appropriated Reserves					
Total Revenues	<u>18,670,782</u>	<u>18,531,374</u>	<u>145,000</u>	<u>-</u>	<u>18,676,374</u>

Expenditures:

Payroll	9,277,990	9,081,532	100,000	9,181,532	
Fringes	4,157,084	4,020,082	(65,000)	3,955,082	
Printing	93,800	92,800	(2,500)	90,300	
Advertising	124,230	116,550	(2,000)	114,550	
Postage	103,000	95,000	(10,000)	85,000	
Shared Campus Expense	1,400,000	1,360,237		1,360,237	
Professional Development	328,580	297,960	(65,000)	232,960	
Grants and Scholarships	325,000	305,000	(7,700)	297,300	
Equipment Lease and Rental	150,107	140,656		140,656	
New Equipment	356,500	349,504	(152,000)	197,504	
Professional Fees	243,516	194,371		194,371	
All Other Expenses	1,693,261	1,893,167	(59,300)	1,833,867	
Child Development Center	23,164	34,000		34,000	
Corporate	8,500	11,950	110,000	121,950	
Facilities	386,050	438,565	(1,500)	437,065	
Fund Balance Replacement		100,000	35,000	265,000	
Total Expenditures	<u>18,670,782</u>	<u>18,531,374</u>	<u>145,000</u>	<u>-</u>	<u>18,676,374</u>

Mr. Koffi Akakpo pointed out the differences in the two budgets under the payroll item.

ACTION TAKEN: Mrs. Elisabeth Morando moved for approval of resolution R-2013-36 Consideration of Approval of 2013-2014 Budget Amendment #2. Mr. Matthew Smith 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 called upon Mr. Steven Stone to provide an update on the Welcome Johnny and Jane Home Listening Project. Mr. Steve Stone reported that the November 4th and 5th events went well. Mr. Stone reported that he will assume the role of Project Manager for the WJJHP and Mrs. Pamela Mowry has agreed to serve as the Project Coordinator. The Ashland Mental Health and Recovery Board will establish office space for this endeavor. Mr. Stone reported that they are going to begin talking about fundraising for the project and work toward developing a fundraising plan. Among participants there has been talk about hosting an information event regarding the GI Bill and offer Veterans the opportunity to share their stories with other Veterans.

Mr. Matthew Smith shared his community connections as a member of the Workforce Development Board at Madison Adult Education Center. Mr. Smith also reported his involvement with the OACC in contracting for the search for a president of the OACC.

2. Owner Linkage

No activity noted at this time.

3. Link and Learn

Dr. Dwight McElfresh called for impressions of the Link and Learn activity with Mansfield Plumbing Products. Mrs. Linda Nelson remarked that she thought the Mansfield Plumbing Products story and facilities were very impressive! The turnaround from the bad condition they were in to where they are presently was nothing short of amazing! Mr. Steve Stone noted that Mr. Jim Morando talked about maintenance but also needing the workforce. Connecting the dots, it is easy to see that this is more than a Mansfield problem but is a shared issue with other employers across our entire region. Dr. Diab discussed the compliment of work and education and using internships to fill both needs. Mrs. Pamela Mowry talked about her ACCT experience and the Honda story. Mr. Matthew Smith talked about the "Help Wanted" ads regarding the TAACCT grant.

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 #8 Delegation to Management, will be led by Mrs. Elisabeth Morando.

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 4.6, 4.7 and 4.8 will be led by Mr. Matthew Smith.

Following the training presentations, Dr. Dwight McElfresh called for trustees to lead the next round of training discussions. The January 2014 discussion of Principle #9 Any Reasonable Interpretation will be led by Mrs. Edith Humphrey while the review/discussion of policy 4.9 will be led by Mrs. Pamela Mowry.

C. ENDS Policy Metrics – Dr. Dorey Diab/Mr. Tom Prendergast

Dr. Dorey Diab introduced the discussion leading to a revision of the Ends policy metrics in order to streamline them and to enhance their value as a measurement tool while aligning them with the mission of the College, as well as state and national requirements. He then introduced Mr. Tom Prendergast to provide the detail of the revised metrics. Mr. Prendergast talked about the challenges of using data that comes in all year long to develop a monitoring tool that gives an accurate picture of current conditions. He explained some other issues that come to bear on the task such as the economy coming out of a state of recession and the College’s recent semester conversion. The overall objective is not only to present the numbers but to make them meaningful in trying to ascertain what information about the condition and current status of the College the numbers are telling us and what other factors may be affecting those numbers. Mr. Prendergast then proceeded to review the new draft format and the contextual issues for each of the metrics being utilized. Following Mr. Prendergast’s presentation, Dr. Dorey Diab reminded the Board that this document is currently being considered a draft at this point and asked that the Board take time between now and the January 15th Board meeting to review the metrics and bring back any questions or comments they may have on the instrument for discussion/refinement at the January 15, 2014 Board meeting.

VIII. BOARD CHAIRPERSON REPORT- Dr. Dwight McElfresh

A. ACCT Legislative Summit (February 10-13, 2014)

Dr. Dwight McElfresh called for a discussion on the upcoming ACCT National Legislative Summit. Following the discussion, the Board consensus was to not participate in this year's ACCT Legislative Summit.

B. Highlights OSU-M Board meeting – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh reported that he had attended the OSU-M Board of Trustees meeting held on November 14, 2013. Highlights of the meeting included: Mrs. Christina Drane, IT/Marketing Director presented a comprehensive land use plan; Board retreat on the Dean's 360° Review; Discussion of an organizational redesign from main campus and the RCDG.

C. OSU-M/NC State Joint Board meeting (December 5th)

Dr. Dwight McElfresh reminded the Board that the joint OSU-M and NC State Board meeting will be held tomorrow on December 5th beginning at 6:00pm in the OSU-M Board Room in Eisenhower Hall

D. Employee Appreciation Reception

Dr. Dwight McElfresh reminded the Board that the Employee Appreciation Reception will be held on Thursday, December 12th from 3:30 p.m. to 5:00 p.m. All who were able to attend were encouraged to do so.

IX. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:57 p.m. Mrs. Linda Nelson made a motion and it was seconded by Mrs. Elisabeth Morando to adjourn to Executive Session to discuss the purchase or sale of property. A roll call vote on the motion was approved unanimously by all members present.

Mr. Gary McCue – not present
Mrs. Edith Humphrey – “yes”
Dr. Dwight McElfresh – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – “yes”
Mrs. Linda Nelson – “yes”
Dr. Mehdi Ressallat – not present
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 8:20 p.m., and to reconvene the regular Board meeting, a roll call vote on said motion was approved unanimously by all members present.

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

X. MEETING EVALUATION – *Dr. Dwight McElfresh*

Dr. 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 stated that they liked the link-n-learn experience and found it very informative and helpful in their duty to ownership.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 15, 2014 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. Elisabeth Morando to adjourn the meeting at 8:23 p.m. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

Respectfully submitted:





Mr. Stephen R. Williams, Board Recorder



Dr. Dwight L. McElfresh, Chair