

North Central State College
Board of Trustees' Meeting
January 15, 2014

I. CALL TO ORDER

The Chair, Dr. Dwight McElfresh called the meeting to order at 6:15 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:

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

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Mr. Koffi Akakpo, Ms. Carol Carbary, Mrs. Betty Preston and Dr. Karen Reed representing the President's Staff; Ms. Lynn Damberger representing the Faculty Caucus; Mrs. Pam Siegenthaler representing the OSU-M Board of Trustees and; Ms. Danielle Roberts representing the Student Government Association. President Diab further introduced Mr. Tim Loper from the Auditing team and Mrs. Lori McKee and Mr. Tom Prendergast were present as well.

IV. OATH OF OFFICE – *Mr. Stephen Williams*

The Board Recorder, Mr. Stephen Williams, administered the oath of office to Mr. Matthew Smith and Mr. Steven Stone. Mr. Smith and Mr. Stone were being re-appointed to their locally appointed term for another three years.

V. CONFIRMATION OF OFFICERS – *Mr. Stephen Williams*

The Board Recorder, Mr. Stephen Williams, confirmed the slate of officers for 2014 to be Dr. Dwight McElfresh as the Chair, Mrs. Linda Nelson as the Vice Chair, and Mrs. Elisabeth Morando as Secretary of the North Central State College Board of Trustees.

VI. 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: a report on the annual audit from the audit team, ongoing policy governance training, the CEO’s annual emergency succession statement, consideration in revising two of our policy governance policies, and a continuation of our discussion on the revised ENDS policy metrics.

VII. AUDITOR’S REPORT –*Mr. Tim Loper*

Mr. Tim Loper thanked the Accounting offices and specifically Ms. Lori McKee for the preparation, cooperation, and professionalism they demonstrated throughout this audit process. Mr. Loper acknowledged Ms. Lori McKee and her staff for the exemplary job they did in preparing for this audit and throughout. Mr. Loper explained that while the College and the Foundation had received a “clean” audit there were two management letters issued this year. The audit team reported NO internal control deficiencies. There were no qualified findings which is the best that can be received. There were NO internal control or other compliance issues reported. The report was conducted in accordance with OMB guidelines which covers the largest piece of federal funding. All areas received UNQUALIFIED recommendations and the remainder of areas similarly was issued NO FINDINGS but two comments. Ms. Lori McKee addressed the two comments noting the safeguards that have been put into place relative to the comments. Dr. Dwight McElfresh thanked the audit team for their efforts in conducting this year’s audit and on behalf of the Board conveyed his congratulations to Ms. Lori McKee and her staff. President Dorey Diab also conveyed his congratulations to the staff of the Accounting Office.

VIII. PRESIDENT’S REPORT – *Dr. Dorey Diab*

A. Student Government Association (SGA) Update – *Ms. Danielle Roberts*

President Dorey Diab introduced SGA President, Ms. Danielle Robert report the activities of the SGA that had three basic focuses:

1. Bringing in Leadership Speakers
2. Conducting Bake Sale Fundraisers
3. Grooming a new slate of Association Officers for the coming year

B. North Central State College Foundation Update – Ms. Carol Carbary

Dr. Dorey Diab introduced Ms. Carol Carbary to present the Foundation Update. Ms. Carbary announced that date of the Entrepreneurial Hall of Fame as April 25th and recapped those nominees who have accepted the induction and those who were still pending acceptance. She recapped the names of some new Foundation Board nominations that will be voted in at the next meeting. Ms. Carbary reported that the Emerald Club has a goal of \$125K and solicited for 100% contribution from both the College Board of Trustees and the Foundation Board of Trustees as a demonstration of support from both governance bodies as they solicit contributions from the community and beyond. This simple action of giving, regardless of the amount, sends a strong message of the conviction of the organization’s leadership element especially when soliciting some key outside agencies for support of substantial amounts. She encouraged all who have not contributed to please consider doing so. Ms. Carbary reported that the “Powering the Journey” comprehensive campaign has a goal of \$4.3M and review the current objectives of the campaign. The Crawford –Bucyrus Project has a goal of \$1.9M. Ms. Carbary also announced that the Grand Opening of the Ralph Phillips Conference Center will be held on February 27th and all trustees were encouraged to attend. There will be the Quarterly Foundation Board meeting held immediately following the Grand Opening. In conclusion, Ms. Carbary reported on the contributions made to the Dr. Dorey Diab Scholarship. Dr. Dorey Diab also thanked those members of the College Board who made generous contributions to this fund in his name.

C. GPS-STEM Update

President Dorey Diab explained the collaboration North Central State College was taking part in with The Ohio State University, Central State, and Shawnee State. The “Burning Glass” project is designed to help collect useful data that can be used in meaningful ways. The Chief Academic Officer, Faculty Caucus Facilitator (who is the grant coordinator) and Director of Institutional Research are working to provide the necessary data.

D. Chancellor’s College Credit Plus Recommendation Report

President Dorey Diab reported that the Chancellor accepted what two-year colleges have submitted. By late April to early May they are expecting approval. The recommendation includes expanding Dual Enrollment to: include any course offered in a degree program; include the required notification via marketing and advertising; include the provision that students cannot be charged for anything. There is a requirement for the establishment of both a fifteen-hour pathway and a thirty-hour pathway. Funding will be established through the high school foundation dollars. Dr. Diab announced that he is pleased with the progress this activity has made. There is also a one-year option being considered to allow career center conversion to college credit.

E. Campus District Project

President Dorey Diab explained that the Campus District Project is aimed at branding of the campus district and raising awareness of the College Campus District in Mansfield and Ontario to drum up more excitement about higher education that both institutions may benefit from.

F. Critical Issues Bargaining

President Dorey Diab explained that the training they were undertaking with the federal mediator was critical issues bargaining which is more issue-based as opposed to position-based bargaining. This training is being done in preparation for the spring collective bargaining activity.

G. Honor College

President Dorey Diab reported that the Honor College is a concept that is in pilot for this semester to challenge and add credibility to the College curriculum. The Honor College will begin with courses in the general education area and branch out from there as the pilot grows and gains momentum.

H. Supplemental Information

President Dorey Diab announced the Governance Institute for Student Success being held for the Ohio contingent on April 24-25 and asked the Board to hold the date and consider participation to the fullest extent possible. He also reminded the Board that the date for filing Financial Disclosures with the Ohio Ethics Commission for 2014 is April 15th.

I. Other

President Dorey Diab gave a “Shout Out” to the employees Facilities and Admissions for Their extraordinary efforts at making up for facilities issues with a diminished staff and carrying out extended student admissions when the College was so desperately needing additional student registrations. These efforts are above and beyond the call and certainly worthy of special recognition to the board for “doing whatever it takes to get the job done.”

IX. 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 Ms. Linda Nelson and passing unanimously, the following items were approved:

1. **Approval of Minutes for January 15, 2014**
2. **Consideration of Approval of Status Change – R-2014-01**

**CONSIDERATION OF APPROVAL OF
STATUS CHANGES**

R-2014-01

STATUS CHANGE

BE IT RESOLVED: *by the Board of Trustees that the following staff member is hereby awarded the following status change:*

BEGINNING January 6, 2014

*Juliana Weber, Administrative Assistant
SALARY: \$32,784.54 to Same*

BEGINNING January 6, 2014

*Rita Moore, Healthy Families Coordinator
SALARY: \$30,736.58 to \$30,815.82*

BEGINNING January 6, 2014

*Melanie Reynolds, Child and Family Coordinator
SALARY: \$28,982.10 to \$30,815.882*

Explanation of Status Changes:

As a result of reorganization at the Child Development Center,

- Juliana's position has changed from Child Care Accounts Specialist to Administrative Assistant. No change to salary.*
- Rita's position has changed from Family Support Specialist to Healthy Families Coordinator.*
- Melanie's position has changed from Early Childhood Specialist to Child and Family Coordinator.*

3. **Consideration of Approval of Employment of College Personnel – R-2014-02**

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

R-2014-02

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 JANUARY 6, 2014

Craig Ali, Assistant Dean Education, Professional & Public Services
MS, Criminal Justice, University of Cincinnati
SALARY: \$60,000

BEGINNING JANUARY 13, 2014

Jesse Payne, Computer Information Systems Faculty
BS, Business Administration, University of Nevada
SALARY: \$41,559

BEGINNING JANUARY 13, 2014

Janny Nauman, Communication Studies Faculty
MA, Communication, Ohio State University
SALARY: \$42,884

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2014-02

Craig Ali was hired to replace Janny Nauman who previously held position on an interim basis.

Jesse Payne was hired to replace Joe Badamy.

Janny Nauman was hired to replace Phil Martin.

4. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2014-03

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

R-2014-03

BE IT RESOLVED: by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:

**THREE-YEAR NON-PROBATIONARY 12-MONTH CONTRACT
(June 2014 through May 2017)**

Karen Danielson
Dorie Ford

**THREE-YEAR NON-PROBATIONARY 9-MONTH CONTRACT
(August 2014 through May 2017)**

*Jennifer Adkins
Christine Barker
James Beck
Richard Birk
Michelle Denny
Ken Ekegren
Brad Hays
Linda Jagielo
Doug Kranch
Michelle Shirley
Michelle Slattery
Tonya Stanger
Randy Storms
Anne Strouth
Judith Sturgill
William Urban
Bradley Wood
Gary Wood*

**PROBATIONARY THIRD-YEAR 12-MONTH CONTRACT
(June 2014 through May 2015)**

Teresa Webb

**PROBATIONARY THIRD-YEAR 9-MONTH CONTRACT
(August 2014 through May 2015)**

Cindy Cornell

**PROBATIONARY SECOND-YEAR 9-MONTH CONTRACT
(August 2014 through May 2015)**

Abby Levitt

B. Consideration of Approval of Designation of Emeritus Status for Mr. Philip A. Martin – R-2014-04 – Dr. Dorey Diab

CONSIDERATION OF APPROVAL OF DESIGNATION OF EMERITUS STATUS FOR PHILIP A. MARTIN

R-2014-04

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

WHEREAS: *Mr. Phil Martin, who after 15 years retired as an Associate Professor of Speech, has met all qualifications, and*

WHEREAS: *Mr. Phil Martin 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. Philip A. Martin is granted Emeritus status.*

ACTION TAKEN: Mrs. Elisabeth Morando moved for approval of resolution R-2014-04 Consideration of Approval for Designation of Emeritus Status for Mr. Philip A. Martin. Mrs. Linda Nelson seconded the motion and the motion carried unanimously.

C. Treasurer's Report for November 30, 2013 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending November 30, 2013. He stated that revenues for the month totaled \$2,699,488. Expenditures were \$1,349,489 leaving an excess of \$1,349,999. Year-to-date revenues totaled \$12,968,962. Year-to-date expenditures totaled \$6,234,683 leaving an excess of \$6,734,278. The Star Ohio month-end balance for November 2013 is \$1,017,352. Mr. Akakpo had no further special notes for this report.

ACTION TAKEN: Mrs. Linda Nelson moved for approval of the Treasurer's Report for the period ending November 30, 2013. Mrs. Edith Humphrey seconded the motion and the motion carried unanimously.

D. Treasurer's Report for December 31, 2013 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending December 31, 2013. He stated that revenues for the month totaled \$1,351,993. Expenditures were \$1,285,631 leaving an excess of \$66,363. Year-to-date revenues totaled \$14,320,955. Year-to-date expenditures totaled \$7,520,314 leaving an excess of \$6,800,641. The Star Ohio month-end balance for December 2013 is \$1,017,368. Mr. Akakpo had no special notes for this report.

ACTION TAKEN: Mrs. Pam Mowry moved for approval of the Treasurer's Report for the period ending December 31, 2013. Mrs. Edith Humphrey seconded the motion and the motion carried unanimously.

X. POLICY GOVERNANCE – Mr. Steve Stone

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 asked for some clarification on the Crawford County Project. Dr. Dorey Diab explained that they are drawing from the experiences and lessons learned in the development of the downtown Mansfield Urban Center as they move forward with the Crawford County Project as the two endeavors share many similarities.

2. Owner Linkage

Dr. Dwight McElfresh called for Owner Linkage activities. Mr. Matthew Smith noted his involvement on the Workforce Development Board and their work on a Memorandum of Understanding with all three institutions: NC State, Pioneer, and Madison.

3. Link and Learn

Dr. Dwight McElfresh called for a follow-up to the internship discussion during their Link and Learn visit with Mansfield Plumbing Products. Dr. Dorey Diab indicated that he would follow-up and provide a report for the next meeting. Dr. Dwight McElfresh solicited ideas for Link and Learn opportunities in 2014.

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 #9 Any Reasonable Interpretation 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 policy 4.9 Emergency CEO Succession will be led by Mrs. Pam Mowry.

C. Annual Emergency CEO Succession Statement (IAW 04.90)

In accordance with Policy Governance Policy 04.90, President Dorey Diab issued his annual Emergency CEO Succession Statement naming Mr. Koffi Akakpo, Vice President for Business and Administrative Services as his first line of succession authority and Dr. Karen Reed, Vice President, Academic Services as his second line of succession authority.

D. Board Training Plan for 2014

Dr. Dwight McElfresh introduced the expansion of Board Policy Governance training for 2014 to replace the discussion of basic principles with a series of Board Rehearsal Scenarios whereby the Board will explore a variety of governance scenarios they may encounter and discuss the systematic approach the Board could use to explore their reactions/responses to such scenarios in a Policy Governance environment. Dr. McElfresh explained that he will guide the discussion of the first scenario for Board training at the March meeting.

E. Consideration of Approval of Amendment to Executive Limitations Policy 4.5 – Financial Planning/Budgeting – R-2014-05 – Dr. Dwight McElfresh

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO
EXECUTIVE LIMITATIONS POLICY 4.5**

R-2014-05

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

WHEREAS: *the Board of Trustees has made a commitment to regular and periodic reviews of all policy governance policies to ensure they maintain their relevance and accuracy.*

NOW, THEREFORE BE IT RESOLVED: *that the Board of Trustees hereby approves this amendment to Executive Limitations Policy 4.5 – Financial Planning/Budgeting.*

ACTION TAKEN: Dr. Mehdi Ressallat moved for approval of resolution R-2014-05 Consideration of Approval of Amendment to Executive Limitations Policy 4.5 and Mr. Gary McCue seconded the motion. Upon further discussion of the amendment Ms. Pam Mowry moved that the proposed language stating that “The CEO will not allow

budgeting that: 4.54 Does not incorporate up to five percent in budget contingency” be amended to read “. . .Does not incorporate between one and five percent in budget contingency.” Mrs. Elisabeth Morando seconded the motion and the motion to approve resolution R-2014-05 (as amended) carried unanimously.

F. Consideration of Approval of Amendment to Executive Limitations Policy 4.6 – Financial Planning/Budgeting – R-2014-06 – Dr. Dwight McElfresh

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO
EXECUTIVE LIMITATIONS POLICY 4.6**

R-2014-06

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

WHEREAS: *the Board of Trustees has made a commitment to regular and periodic reviews of all policy governance policies to ensure they maintain their relevance and accuracy.*

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

ACTION TAKEN: Mr. Steven Stone moved for approval of resolution R-2014-06 Consideration of Approval of Amendment to Executive Limitations Policy 4.6. Mrs. Linda Nelson seconded the motion and the motion carried unanimously.

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

Dr. Dorey Diab introduced Mr. Tom Prendergast to explain the draft ENDS Policy Metrics Baseline. Mr. Prendergast explained that it is necessary to track comparable data over a three-year period in order to note trends. This instrument is being designed to help track three important measures for the College: 1. The funding formula, 2. The Board’s Ends Policies (from a 10,000 feet view), and the College’s Strategic Plan. Following this explanation, Mr. Prendergast briefly reviewed each of the metrics contained on the instrument.

XI. BOARD CHAIRPERSON REPORT- Mr. Steven Stone

A. Update from OSU-M Board of Trustees Representative – Mrs. Pam Siegenthaler

Mrs. Siegenthaler reported that on behalf of The Ohio State University at Mansfield Board of Trustees, they are pleased with the partnership through the CCA and the work

being done to establish a four-year Engineering degree on the campus. On December 13th there was an internship “meet and greet” established by Tracy Bond. It was a great event and really highlighted a great partnership for establishing internships for students of both institutions. The OSU-M Capital Campaign is nearing its projected target. The Bromfield Project is currently tracking under budget and is slated for an Open House sometime around the late March-early April timeframe.

B. 2014 Ohio Ethics Commission Financial Disclosure Statement Filing

Dr. Dwight McElfresh reminded the Board that the deadline for filing this year is April 15th, Trustees need to be cognizant of their requirement to submit their 2013 Financial Disclosure Statement.

C. ACCT Governance Institute for Student Success (GISS) 2014 Workshop

Dr. Dwight McElfresh announced that the save the date was out for the 2014 GISS Workshop-Ohio. Trustees should review their calendars and plan to let Board Recorder, Steve Williams, know if they are interested and available to attend this important activity for student success. This year’s event will be held on April 24-25 in Columbus.

D. Highlights from the NC State/OSU-M Joint Board of Trustees Meeting (Dec. 5th)

Dr. Dwight McElfresh called for Trustees’ highlights and impressions of the joint board meeting. Several trustees noted that it was a nice opportunity to get reacquainted with their counterparts on the other side of the campus and a nice refresher of the Campus Framework Plan however; they felt that it was also an opportunity to achieve more production with regard to campus visioning.

E. Highlights from the NC State College Employee Appreciation Event (Dec. 12th)

Dr. Dwight McElfresh called for highlights from the NC State Employee Appreciation Event. All trustees who attended agreed that the dancing elves help to create a more relaxed environment that lead to a very enjoyable evening.

F. Highlights from OACC Governing Board Meeting (Dec. 13th)

Dr. Dwight McElfresh called upon Mr. Matthew Smith to provide a report of highlights from the OACC Governing Board meeting. Mr. Smith reported that highlights included: an update on the OACC President search. They are using an academic search firm and President Karen Rafinski (former President of Clark State Community College) will serve as the Interim. Mr. Smith presented an update of the search timeline.

G. Other

Mrs. Pamela Mowry brought attention to the latest promotional material for the Welcome Johnny and Jane Home Project (WJJHP) and provided an update on their upcoming activities schedule.

Mr. Matthew Smith issued a reminder that while we do not have any College personnel attending the ACCT National Legislative Summit, it will be important that we submit our Report of Federal Support to those of the OACC who will be representing us at the federal level.

Mrs. Linda Nelson pointed out that the next meeting of the OSU-M Board of Trustees will take place on March 20th prior to our own Board meeting therefore, we would need a volunteer to represent the North Central State Board at their meeting. Mr. Matthew Smith indicated that he would represent the NCSC Board at the OSU-M Board meeting on March 20th.

XII. 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 that there was good, balanced dialogue and that they were able to follow the agenda and stay on task.

XIII. TIME AND PLACE OF NEXT MEETING

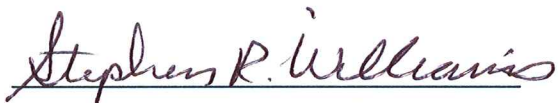
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, March 26, 2014 at 6:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

XIV. 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 8:30 p.m. Mrs. Elisabeth Morando seconded the motion and the motion carried unanimously.

Respectfully submitted:


Mr. Stephen R. Williams, Board Recorder


Dr. Dwight L. McElfresh, Chair