

North Central State College
Board of Trustees' Meeting
March 26, 2014

I. CALL TO ORDER

The Chair, Dr. Dwight McElfresh called the meeting to order at 6:02 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
Mr. Gary McCue
Dr. Dwight McElfresh
Mrs. Elisabeth Morando
Mrs. Linda Nelson
Dr. Mehdi Ressallat
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Mrs. Pamela Mowry

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Mr. Koffi Akakpo, Mrs. Betty Preston and Dr. Karen Reed representing the President's Staff; Ms. Lynn Damberger representing the Faculty; and Ms. Danielle Roberts representing the Student Government Association. President Diab further introduced Mrs. Mary Rodriguez of the Foundation Alumni Association and Mrs. Crystal Escalara of Pioneer Career and Technology Center and College Alumnus. Mr. Tom Prendergast was also present to discuss ENDS metrics and international student Tanit Kriengsantikul was present to observe the workings of the Board.

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: the carrying out of some routine business, a discussion of the College's Success Metrics, and the Board's initial introduction to the Policy Governance rehearsal training tool.

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

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

President Dorey Diab introduced Student Government Association (SGA) President, Ms. Danielle Robert to report on the activities of the SGA and of Phi Theta Kappa. The activities of the SGA included:

1. Their continuing search for and grooming of a new slate of Association Officers for the coming year.
2. The SGA will be hosting a photo booth at the upcoming Graduation Picnic on May 8th.
3. The SGA is planning to assist in the upcoming Rock-n-Ribs fundraiser although they have not determined yet the capacity or function in which they will serve in order to have the most meaningful impact.
4. Danielle served as the SGA representative during the Canvas Q&A Panel discussion held last month. One suggestion that was put forth was to have a tutor who "specialized" in Canvas and could educate students on utilization and answer questions. They could also use the Canvas Learning Management System for online courses. Their first Q& A Tutoring session was held for both students and faculty. They were pleased that seven faculty members took advantage of this session. Hopefully more will take advantage of future sessions.

Ms. Danielle Roberts reported that Phi Theta Kappa is involved in a community activity with Big Brothers and Big Sisters through the "Bowl for Kids' Sake" They have formed two teams and are currently seeking pledge support for their activity at this event.

B. North Central State College Foundation Update – *Mrs. Betty Preston*

Dr. Dorey Diab introduced Mrs. Betty Preston to present the Foundation Update. Mrs. Preston announced that the Entrepreneurial Hall of Fame will take place on April 25th at 6:00pm in the Ralph Phillips Conference Center and recapped the names of this year's inductees. Mrs. Preston announced that the Foundation is beginning their search for volunteers for this year's Rock-n-Ribs event and highlighted the process for volunteering and encouraged all interested to go to the website and submit their application. She announced that the scholarship selection committee has met and made their selections for this year's scholarship recipients. They will be working with some other office across the College to develop a plan for participating in high school awards nights in order to present the scholarships and to recognize this year's recipients at their various high schools on this very special night.

Mrs. Preston introduced Mrs. Mary Rodriguez, Coordinator of Alumni Relations to introduce tonight's guest alumnus. Mrs. Rodriguez introduced Mrs. Crystal Escalara who was a 2000 graduate of the College's Human Services program to share some of her background and told the story of her journey after graduation. She depicted her journey as a first generation college graduate that took her from her high school in Willard and Pioneer Career and Technology Center to North Central State College for her Associate's

degree, then to the University of Cincinnati for her Bachelor's degree and finally to Heidelberg for her Master's degree. She attributed much of the success she currently enjoys as a counselor at Pioneer Career and Technology Center to her education, inspiration and professional networking while a student and then as an employee at NC State.

C. Discussion of Proposed Tuition Increase

President Dorey Diab explained the student loan concern and provided some background on the talks taking place in both Columbus and in Washington, DC on this matter. The discussion centers around how to lower tuition as one measure to lower the student loan default rate. While colleges are receiving less subsidy on one hand they may get asked to drop tuition by 5 percent on the other. This is the current discussion coming from the legislature. Another potential policy going through the legislature is approving a tuition freeze for several years for new full-time, first-time students. One suggested solution is to consider increasing tuition by the amount allowed by the legislature which is \$100 per year (30 credit hours) or \$3.33 per credit hour. Mr. Koffi Akakpo reported that many colleges are doing so and some of those colleges have already taken action on this matter. We will be looking to take action on this matter and will be bringing it before the Board at the April meeting for consideration of approval.

D. Child Development Center and Early Head Start Update

President Dorey Diab asked Trustee Steven Stone and Mr. Koffi Akakpo if they had updates from the Child Development Center to share. Mr. Koffi Akakpo reported that the CDC passed its recent audit and is currently working on their application for the 2014-2015 Head Start Grant. Recent changes have led to Trustees Elisabeth Morando and Steven Stone serving on the CDC Board as well as Mr. Akakpo. The CDC's February review identified some things they'd like to see incorporated and/or changed. These have led to the need to make some revisions to the by-laws for the CDC so they will be bringing the revised CDC By-Laws to the April Board meeting for consideration of approval.

E. Follow-up on Internships at Mansfield Plumbing Products

President Dorey Diab reported that Workforce Director, Mrs. Mary Beth Busch, Internship Coordinator, Ms. Tracy Bond, and Professor, Ken Ekegren recently visited Mansfield Plumbing Products and exchanged resumes and ideas. We are awaiting further collaborations at this time as opportunities become available.

F. 2014-2015 Board Meeting Schedule

President Dorey Diab discussed rationale and effect of not having board meetings in February, July, and November. Following the discussion, Dr. Diab recommended the

Board to consider reinstating the February meeting into the 2015 meeting schedule. A consensus from the board agreed to once again add the February meeting to the 2015 meeting schedule but to leave the months of July and November as is for potential Board planning retreat opportunities as they may deem necessary.

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. Elisabeth Morando 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-2014-08**

***CONSIDERATION OF APPROVAL OF
STATUS CHANGES***

R-2014-08

STATUS CHANGE

BE IT RESOLVED: by the Board of Trustees that the following staff members are hereby awarded the following status changes:

BEGINNING March 17, 2014

*Cheryl Carter, Director of Outreach and Recruiting
SALARY: \$60,600 to \$64,600*

BEGINNING March 17, 2014

*Sheila Campbell, Information Systems Manager
SALARY: \$50,500*

Explanation of Status Changes:

Cheryl Carter has additional duties as Director of Outreach & Recruiting Services.

Sheila Campbell was the Institutional Research Coordinator and is now Information Systems Manager due to restructuring of IT department.

- 3. Consideration of Approval of Employment of College Personnel – R-2014-09**

CONSIDERATION OF APPROVAL OF

EMPLOYMENT OF COLLEGE PERSONNEL

R-2014-09

NEW HIRES

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

BEGINNING JANUARY 20, 2014

Michael Beebe, Regional Project Manager
Bachelor of Science in Engineering
SALARY: \$60,000

BEGINNING FEBRUARY 6, 2014

Desiree Hypes, Student Accounts Specialist
Bachelor of Science
SALARY: \$12.19/hr.

BEGINNING FEBRUARY 10, 2014

Kari Lybarger, Office Assistant, BIT Division
Associate of Applied Business, Office Administration
SALARY: \$10.85/hr.

BEGINNING FEBRUARY 12, 2014

Dr. Jane Birkholz, Dean, Student Services and Enrollment Management
Doctor of Philosophy, Community and Human Resources
SALARY: \$73,000

BEGINNING MARCH 17, 2014

Michelle McGregor, Specialized Services Coordinator
Masters of Social Work
SALARY: \$37,199.76

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2014-09

Michael Beebe hired as Regional Project Manager for the TAACCT grant.
Desiree Hypes was hired to replace Wendy Vogel as Student Accounts Specialist
Kari Lybarger was hired to replace Autumn Boutcher as Office Assistant BIT Division
Jane Birkholz was hired to fill the new position of Dean, Student Services and Enrollment Management
Michelle McGregor was hired to replace Sandra Luckie as Specialized Services Coordinator

4. Consideration of Approval of Contracts for Probationary Faculty

– R-2014-10

**CONSIDERATION OF APPROVAL OF CONTRACTS
FOR PROBATIONARY FACULTY**

R-2014-10

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

PROBATIONARY FIRST-YEAR 9-MONTH CONTRACT

(August 2014 through May 2015)

Jesse Payne

Janny Nauman

Old Business

**B. Consideration of Approval of Paving Replacement, Bridge Repair construction
Contract & contingency Amount Project # NCC130002**

– R-2014-07 – Dr. Dorey Diab

**CONSIDERATION OF APPROVAL
OF PAVING REPLACEMENT, BRIDGE REPAIR
CONSTRUCTION CONTRACT & CONTINGENCY AMOUNT
PROJECT # NCC130002**

R-2014-07

WHEREAS: *parking lots 2, 3, and 4 at the James W. Kehoe Center is in need of renovation, and*

WHEREAS: *the main entrance roadway bridge is in need of repair at the James W. Kehoe Center, and*

WHEREAS: *sealed bids were received at 2:00 p.m., on Thursday, February 6, 2014, for the Paving renovation project, and*

WHEREAS: *the low bid is within 10 percent of the projected estimate, and*

WHEREAS: *the College is in conformance with the bidding process under Section 153 of the Revised Code of the State of Ohio, and*

WHEREAS: *funding for the paving replacement and bridging repair projects and the contingency amount has been appropriated under the Capital Bill (HB 482).*

NOW, THEREFORE BE IT RESOLVED: that the Board of Trustees of North Central State College authorizes the following Contract and Contingency amount.

Contract:
Kelstin Inc.
183S. Gamble Street, Shelby, Ohio 44875
Federal ID# 14-1852901

Contract Amount:
\$ 394,755.10

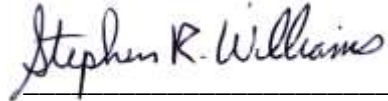
Contingency:

Contingency Amount:
\$ 52,000.00

ROLL CALL – Aye: 9
Nay: 0

North Central State College
Board of Trustees
February 21, 2014

Certified by:



Stephen R. Williams, Recorder

Regular Agenda

C. Treasurer’s Report for January 31, 2014 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending January 31, 2014. He stated that revenues for the month totaled \$792,693. Expenditures were \$1,663,487 leaving a deficit of \$870,795. Year-to-date revenues totaled \$15,113,647. Year-to-date expenditures totaled \$9,183,745 leaving an excess of \$5,929,902. The Star Ohio month-end balance for January 2014 is \$1,017,380. Mr. Akakpo noted the adjustment in subsidy, that all tuition for the current semester has already been collected , and that this month included three pay periods. Other than these routine notes, 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 January 31, 2014. Mrs. Edith Humphrey seconded the motion and the motion carried unanimously.

D. Treasurer’s Report for February – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending February 28, 2014. He stated that revenues for the month totaled \$724,171. Expenditures were \$1,832,467 leaving an excess of \$1,108,297. Year-to-date revenues totaled \$15,837,818.

Year-to-date expenditures totaled \$11,016,212 leaving an excess of \$4,821,606. The Star Ohio month-end balance for February 2014 is \$317,390. Mr. Akakpo noted that there was no additional tuition collected this month only some adjustments. Expenditures this month include the first payment for shared services. Mr. Akakpo also noted that payroll is spending more than what was budgeted and they are looking into the circumstances. Still this is not an unusual occurrence. Mr. Akakpo had no further special notes for this report.

ACTION TAKEN: Mrs. Elisabeth Morando moved for approval of the Treasurer's Report for the period ending February 28, 2014. Mr. Steven Stone seconded the motion and the motion carried unanimously.

Health Insurance Renewal Update – Mr. Koffi Akakpo

Mr. Koffi Akakpo reported that as they begin discussions into the health insurance renewal process our claim to premium ratio is not good. Nonetheless, they are looking into the contributing factors, plan structure, and other measures that can be considered to help keep the health insurance premium rates within a reasonable range.

VII. 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 noted the Richland Community Development Group (RCDG) Annual Awards Dinner attended by himself, Dr. Dorey Diab, and Mrs. Betty Preston. Mrs. Linda Nelson highlighted MedCentral Board’s announcement of the move to Ohio Health. Mr. Matthew Smith shared his attendance at the Crawford County Partnership dinner with keynote speaker Maurice Clarette who discussed the challenges that drugs and alcohol present to accomplishing your goals and realizing your dream. There were

others from the College at the event so it was well-represented. Mr. Steven Stone reported on his Welcome Johnny and Jane Home Project presentation to the Joint Veterans Council. The event included over forty representatives and a radio show hosted by WNCO's Ron Coleman. There will be a generous supply of WJJHP brochures available at the new Veterans Administration clinic.

2. Owner Linkage

Dr. Dwight McElfresh called for Owner Linkage activities. Mr. Matthew Smith noted the Workforce Development Board MOU signed and put forth could become a model for the entire state. Bundling workforce incentives to "would-be" employers to encourage them to come to our community is a sound strategy of collaboration with all three institutions: NC State, Pioneer, and Madison.

3. Link and Learn

Dr. Dwight McElfresh noted a good follow-up to the internship discussion with Mansfield Plumbing Products. Dr. Dwight McElfresh solicited ideas for Link and Learn opportunities in 2014 and beyond.

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

1. Policy Governance Rehearsal Scenarios – Dr. Dwight McElfresh explained that the board is continuing to include board training as a regular part of their Policy Governance Agenda. The next step in PolGov training will include a guided discussion/rehearsal of potential scenarios that trustees might expect to encounter in order to further enrich the board's understanding of the principles of the Carver Policy Governance Model and to take their confidence in application to the next level. Dr. McElfresh announced that he would be leading the rehearsal exercise for scenario 3.1 that asks "Is the CEO Planning Ahead" and sets the stage for the scenario and what if the staff are "flying by the seat of their pants" and do not have formal plans for achievement of long-term ends. The board wants to be confident that staff are planning ahead but questions whether existing policies address this concern. What should the Board do?

Following the scenario rehearsal, the Board Chair called upon Mrs. Elisabeth Morando to lead the April Rehearsal of Scenario 3.2 that asks "Should the Board Establish a Committee to Solve a Crisis?"

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 2.0, 2.1, and 2.2 will be led by Mrs. Linda Nelson. Following the policy review, the Board Chair called upon Mr. Gary McElfresh to lead the April review of policies 2.3, 2.4, and 2.5.

C. Fiscal 2013-2014 Budget Update – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented a brief review of where the College currently stands as we approach the closeout of the current year's budget. He noted that even with the numbers presented today, it is really too early to make any kind of a workable assessment at this time.

D. Fiscal 2014-2015 Budget Development Update – *Mr. Koffi Akakpo*

Mr. Koffi Akakpo reported that at the time of this meeting, budget income and expenditure projections are not due to his office until tomorrow. Once those projections have been put into a first draft budget, they will begin to review expenditure projections and compare those to income projections. Mr. Akakpo briefly discussed some of the challenges imposed by the legislature regarding the control of tuition costs. The likely scenario to emerge will be the allowance for a \$100 annual flat increase in tuition. Several college boards are considering the increase and some have already approved the increase with a future effective date. Mr. Akakpo reported that it is our hope to project next year's budget income to include the \$100 tuition increase. Dr. Dwight McElfresh stated that he as well as the other trustees would like to see a budget projection calculated with the tuition increase as well as without the tuition increase. Both President Diab and Mr. Akakpo acknowledged the Board's request and agreed to present it as requested. Dr. Dwight McElfresh added that in developing that portion of the budget relative to the Board of Trustees, the Board would like to compare the projections for next year's budget with what the Board spent this year.

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

Dr. Dorey Diab introduced Mr. Tom Prendergast to explain the revised ENDS Policy Metrics Baseline. Mr. Prendergast explained that while future subsidy from the state will account for about 35% of our total budget, it will be based on 100% performance funding. This means that our success monitoring metrics will become more important than ever. For these reasons, the revised 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 a single target metrics from each area contained on the instrument.

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

**A. Recap from the OSU-M Board of Trustees Meeting (March 20th)
– *Mr. Matthew Smith***

Mr. Matthew Smith recapped the highlights of the March 20th OSU-M Board meeting that included:

- A report on the opening of NC State's Ralph Phillips Conference Center
- A recap of the principle components of the State's performance funding

- Concepts of the Campus Eco Lab and new/expanded Recreation Center
- Development of the Campus District Sector
 - Survey to the community
- A report of the OSU-M Capital Campaign exceeding their fundraising goal
- A recap of spring semester Internships that included – 16-OSU, 14-NCSC
- An early assessment of the Student Experience on a Tobacco-Free Campus
 - OSU-M Tobacco-Free, NCSC not tobacco-free

B. 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. Ethics Training

Dr. Dwight McElfresh called for a discussion toward establishing a plan for meeting trustee ethics training requirements. There were questions on recent changes that required trustees to obtain training on an annual basis rather than a bi-annual basis. Mr. Stephen Williams added that the Ohio Ethics Commission's website has also been expanded to offer many tools for a satisfying trustee training requirements that includes a training webinar that trustees may access anytime from any computer. Mr. Williams will provide more guidance on the change in requirements as well as the expanded opportunities to receive training to satisfy those requirements, at the next meeting.

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

Dr. Dwight McElfresh reminded the Board of the 2014 GISS Workshop-Ohio. Board Recorder, Steve Williams, reviewed the list of those planning to attend and asked for any others who may be interested in attending to let him know as soon as possible.

E. ACCT Leadership Congress (Chicago, October 22-25, 2014)

Dr. Dwight McElfresh reported that a presentation proposal is being submitted by Trustees Steven Stone and Pamela Mowry for their Welcome Johnny and Jane Home Project. The proposal is due by May 1st and we will update the Board on the status of their proposal as information is received. Trustees should begin assessing their desire to attend for discussion at a later date.

F. 2014 ACCT Equity Awards (Deadline for submission is June 16, 2014)

Dr. Dwight McElfresh reviewed the process for recognizing and submitting nominations for consideration in the ACCT Equity Awards program. Past nominations have been approved for Trustee, Matthew Smith and Board Recorder, Stephen Williams. Since faculty nominee Professor Ken Ekegren was selected to receive a regional award last year, he is not eligible for re-submission in consideration for an association award for three years. Dr. McElfresh called upon the President and Chief Academic Officer to

consider other members of the faculty who may meet the submission criteria and present a competitive application for consideration by the April meeting where the Board will consider for approval those nominations to move forward to ACCT for consideration.

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 thought the discussion generated in the Policy Governance Scenario Rehearsal was good and thought provoking, and looked forward to future activity.

X. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, April 23, 2014 at 6:00 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

XI. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:51 p.m. Dr. Mehdi Ressallat made a motion and it was seconded by Mr. Matthew Smith to adjourn to Executive Session to discuss collective bargaining strategy and announced that there is no expectation of additional business to be conducted following the executive session. Mr. Gary McCue recused himself from the executive session based on a potential conflict of interest in the subject matter to be discussed. A roll call vote on the motion was approved unanimously by all members present.

Mrs. Edith Humphrey – “yes”
Mr. Gary McCue – recused
Dr. Dwight McElfresh – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – not present
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. Linda Nelson 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”
Mr. Gary McCue – recused
Dr. Dwight McElfresh – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – not present
Mrs. Linda Nelson – “yes”

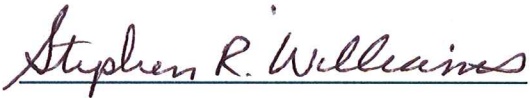
Dr. Mehdi Ressallat – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”

XII. ADJOURNMENT

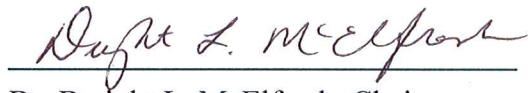
The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board’s consideration, a motion was made by Mr. Matthew Smith to adjourn the meeting at 8:25 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