

North Central State College
Board of Trustees' Meeting
June 24, 2015

I. CALL TO ORDER

The Chair, Mrs. Linda Nelson called the meeting to order at 4:05 p.m. in the Gorman Room (165) of the Fallerius Technical Education Center. At that time she asked all to rise and join her in reciting the pledge of allegiance followed by her 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:

Mr. Gary McCue
Dr. Dwight McElfresh
Ms. Pamela Mowry
Ms. Linda Nelson
Mrs. Janet Pry
Mr. Matthew Smith

Absent:

Ms. Edith Humphrey
Ms. Elisabeth Morando
Mr. Steven Stone

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Mr. Koffi Akakpo, Mrs. Betty Preston, and Dr. Karen Reed representing the President's Staff; Ms. Margaret Puckett representing the Faculty.

IV. FOCUS OF THE MEETING – Mrs. Linda Nelson

Mrs. Linda Nelson previewed the essential elements of tonight's agenda and explained that the primary foci of tonight's regular meeting will include: approval of the fiscal year 2015-2016 budget along with personnel contracts. The board will also bid farewell to Ms. Betty Preston upon the occasion of her impending retirement.

V. PRESIDENT'S REPORT – Dr. Dorey Diab

President Dorey Diab reported that he would defer the President's Report for this meeting as much of the information would be presented as part of the Board's Annual Planning Retreat to follow.

VI. REQUIRED APPROVALS AGENDA

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 Dr. Dwight McElfresh and seconded by Mr. Matthew Smith and passing unanimously, the following items were approved:

A. Approval of Minutes for May 27, 2015

B. Consideration of Approval of Status Changes – R-2015-26

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

R-2015-26

STATUS CHANGE

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

BEGINNING June 22, 2015

Dan Wagner, Faculty TAAACCT

NEW TITLE: Assistant Dean, Business, Information, & Technology

Explanation of Status Change: Hired for Assistant Dean, BIT to fill the position vacated by Mr. Lynn Jones to fill a faculty position.

C. Consideration of Approval of Employment of College Personnel – R-2015-27

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

R-2015-27

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 June 1, 2015

Haley Petrie, Part-time Teacher Assistant
Associate of Applied Science, Early Childhood Education
SALARY: \$9.63/hr.

BEGINNING June 29, 2015

Scott Heimann, Executive Director of North Central State College Foundation
Master of Education
SALARY: \$62,500.00

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2015-27

Haley Petrie was hired to replace Nicole Burkhart.
Scott Heimann was hired to replace Carol Carbary.

**D. Consideration of Approval of Personnel Professional Growth Recognition
– R-2015-28**

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

R-2015-28

WHEREAS: Kelly Gray has supplied documentation that she has completed a Doctor of Nursing degree.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$4,413 be added to base salary of \$74,786.25 to \$79,199.25 effective May 25, 2015 in recognition of completion of a Doctor of Nursing degree in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

WHEREAS: Brian Baldrige has supplied documentation that he has completed a Bachelor of Science degree.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$1,567 be added to base salary of \$46,256.50 to \$47,823.50 effective May 25, 2015 in recognition of completion of a Bachelor degree in Engineering Technology accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

REGULAR AGENDA

A. Treasurer's Report for May 31, 2015 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending May 31, 2015. He stated that revenues for the month totaled \$774,891. Expenditures were \$1,341,466 leaving a deficit of \$566,574. Year-to-date revenues totaled \$18,163,188. Year-to-date expenditures totaled \$15,937,162 leaving an excess of \$2,226,026. The Star Ohio month-end balance for May 2015 is \$1,017,880. Mr. Akakpo had no further special notes for this report.

ACTION TAKEN: Ms. Pamela Mowry moved for approval of the Treasurer's Report for the period ending May 31, 2015. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

B. Consideration of Approval of 2015-2016 Budget – R- 2015-29 – Dr. Dorey Diab/Mr. Koffi Akakpo

CONSIDERATION OF APPROVAL OF 2015-2016 OPERATING BUDGET

R-2015-29

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2015-2016 Operating Budget, and*

WHEREAS: *the Board of Trustees acknowledges that the allocation of payroll expenditures includes a one and a half percent increase in compensation for all full-time faculty and staff and part-time staff that is to be delivered as a one percent increase applied to the employee's base and a half percent to be delivered as a one-time stipend on the effective date, and*

WHEREAS: *the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget.*

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees that the 2015-2016 Operating Budget of the College is hereby adopted as presented.*

ACTION TAKEN: Mr. Gary McCue moved for approval of resolution R-2015-29 Consideration of Approval of 2015-2016 Budget. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

C. Consideration of Approval of College Personnel Employment Contracts – R- 2015-30 – Dr. Dorey Diab/Mr. Koffi Akakpo

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

R-2015-30

BE IT RESOLVED: *by the Board of Trustees that the following College personnel are hereby awarded employment agreements at the salary and dates stipulated in accordance with the previously approved 2015-2016 budget under Resolution 2015-29*

ACTION TAKEN: Ms. Pamela Mowry moved for approval of resolution R-2015-30 Consideration of Approval of College Personnel Employment Contracts. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

D. Consideration of Approval of Resolution in Recognition of Exceptional Service to the College Betty E. (Wells) Preston – R- 2015-31 – Ms. Linda Nelson

**RESOLUTION IN RECOGNITION
OF EXCEPTIONAL SERVICE TO THE COLLEGE
BETTY E. (WELLS) PRESTON**

R-2015-31

WHEREAS: *Ms. Betty E. Preston was hired September 5th of 1989 as the Director of Development serving as the first Director of the North Central Technical College Foundation and throughout the years would find herself serving four of the five College Presidents as well as being a long-time friend of the Founding President, Dr. Henry Fallerius, and*

WHEREAS: *In her position as Executive Director of the College Foundation, she has helped organize the first Foundation Board of Directors with only twelve trustees and has since then grown the Foundation Board to today's number reaching forty, was instrumental in establishing an Emergency Fund for students needing small amounts of aid over and above grants and loans available through traditional financial aid for things like childcare for single mothers, a uniform for a nursing student and steel-toed shoes for a student who could not afford them, was the driving force behind Rock-n-Ribs making it a premier local attraction each summer on campus raising hundreds of thousands of dollars for student scholarships while enhancing countless friendships, and she fostered a prominent entrepreneurial presence through the establishment of the North Central Ohio Entrepreneurial Hall of Fame, and*

WHEREAS: *In her position as Vice President of Institutional Advancement, and as a long-time member of President's Staff, Betty is at the forefront of numerous committees, activities and initiatives of the College and championed the development of in-house creative services team which accomplishes many tasks which were formerly purchased from outside vendors, increasing the volume of projects now accomplished in-house while saving tens of thousands of dollars each year, campaigned for the hiring of a full-time grant writer for the College, resulting in an*

Institutional Research Department that has become an invaluable asset to North Central State College as well as the north central Ohio region, and

WHEREAS: *These superlative achievements and so many, many more have culminated a distinguished career of over 26 years of service to the students, colleagues, and friends of North Central State College and are sure to benefit the students and other stakeholders of this region for generations to come.*

NOW, THEREFORE, BE IT RESOLVED: *on this 24th Day of June, Two Thousand Fifteen by the Board of Trustees of North Central State College that Ms. Betty E. Preston be commended for her distinguished leadership, exceptional service to the institution, and genuine concern for the students of North Central State College.*

BE IT FURTHER RESOLVED: *that the Board of Trustees of North Central State College wishes to extend its best wishes for happiness and peace of mind as Betty enters retirement and reflects back upon the many positive ways she has touched so many lives throughout her illustrious career.*

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2015-31 Consideration of Approval of Resolution in Recognition of Exceptional Service to the College Betty E. (Wells) Preston. Ms. Janet Pry seconded the motion and the motion carried unanimously.

VII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT

Board Chair, Mrs. Linda Nelson explained that Dr. Christ Ticoras, Trustee of the OSU-Mansfield Board of Trustees was unable to attend due to the early hour of the meeting. Trustee Ms. Pamela Mowry attended the June 11th meeting of the OSU-M Board of Trustees and will present her report. Ms. Pamela Mowry reported that the current topics of discussion include: 1. Summer enrollment was currently 413 with 76 yet unpaid; 2. A recent donation to help improve the campus wetlands will enable that area to become part of a laboratory for study in that degree area; 3. There was discussion of the transportation issue for students residing in off-campus housing getting to campus for classes; 4. They are making political progress on some current issues; the Trustees are making progress in student engagement; 5. They will hold an Alumni Luncheon for past and present Board members on June 15th.

VIII. POLICY GOVERNANCE

A. Discussion of Agenda Planning; Owner's Voice (IAW 02.72) – Mrs. Linda Nelson

Mrs. Linda Nelson initiated a discussion to consolidate and relabel the three owner connection activities of Community Connections, Owner Linkage, and Link and Learn under one item to help eliminate any confusion over the purpose of each of these interactions since their objectives are related to obtaining the Owner's Voice. Following

some discussion, the consensus of the trustees present was in agreement to combine the three activities under the label of “Owner Connections.”

B. Discussion of Agenda Planning; Monitoring and Evaluation (IAW 02.72)

– *Ms. Linda Nelson*

Mrs. Linda Nelson called for review and discussion of policies 2.74 Monitoring Reports and 2.75 CEO Evaluation Timeline. Regarding policy 2.74, the Board discussed when it made sense to vote on the accomplishment of Ends through the periodic submission of monitoring reports. The consensus was that monitoring reports should be viewed and voted upon prior to June 30th of each year. This would set the stage for the Board to finalize their annual evaluation/compensation of the CEO by the end of August.

C. Discussion of Policy 2.6 Board Secretary Role – *Ms. Linda Nelson*

Mrs. Linda Nelson called for a review and discussion of policy 2.6 Board Secretary’s Role. The Board reviewed and discussed the history of the position, duties and responsibilities, and function of the position in service to the Board and their governance role relative to the policy. The discussion included the functions (roles and responsibilities) of the position and who currently, routinely performs these functions. Following some additional discussion, it was the consensus of the Trustees present to once again make the office of Secretary to the Board (Board Secretary) a collateral appointment of the Executive Assistant to the President effective immediately.

D. Review of Policy 2.3 Board Members Code of Conduct – *Ms. Linda Nelson*

Ms. Linda Nelson called for review and discussion of a previous rehearsal scenario that discussed the requirement of monetary contribution for trustees. As a part of the exercise it calls for trustees to explore the position on subject matters that the Board has already stated in written policy. She directed the Board’s attention to policy 2.33(d) of the Board’s policy manual which states that “Board members will lead by example through the contribution of both time and money as appropriate.” This policy does not hold a trustee’s contribution to a specified level of monetary or time contribution but assigns a subjective expectation level to that which may be deemed appropriate as an example of leadership for others to emulate and/or to convey a degree of importance by the Board.

E. Board Policy Governance Training (IAW 02.70) – *Ms. Linda Nelson*

Ms. Linda Nelson explained that PolGov training would be deferred this month in order to accommodate the extra time for the conduct of the Annual Planning Retreat to follow. Ms. Nelson called upon Board Recorder, Mr. Steve Williams to outline the revised training schedule. Mr. Williams explained the timing of the training/review cycle and suggested that instead of deferring this month’s training and moving all subsequent months out to the next month, that it would keep the training cycle on track if we could simply plan to do two sessions at the August meeting. Following some brief discussion,

the consensus of the Board was in agreement to conduct both the June and August scenario training and review sessions as part of the August training schedule.

IX. BOARD CHAIRPERSON REPORT- *Mrs. Linda Nelson*

A. Recap highlights of OACC 2015 Annual Conference – *Mr. Matthew Smith*

Ms. Linda Nelson called upon Trustee, Matthew Smith to provide a recap of the highlights from the OACC Annual Conference. Mr. Matthew Smith reported: 1. The conference began with a tour of Cuyahoga Community College; 2. Highlights of the Business Meeting included: Matthew Smith concluding his six-year term; Discussion of the Budget Amendment to cover the shortfall; The dues increase was approved, Mr. Smith reviewed the rationale for the increase; 3. Mr. Smith reviewed the presentation of the keynote speaker as well as other activities including the tuition freeze, SSI increase, and funding competition between two-year and four-year institutions.

B. Rock-n-Ribs Trustee Participation Opportunities (July 9, 10, and 11)

Ms. Linda Nelson introduced Ms. Betty Preston to share information on Rock-n-Ribs and some Trustee participation opportunities. Ms. Preston explained that it is always nice for employees and the community to see Trustees engaged in these kinds of activities but it will be especially important to get Trustee interaction during the donor reception activities. Trustees were encouraged to participate to the extent they are able.

C. 2015 ACCT Leadership Congress (October 14-17, San Diego, CA)

Ms. Linda Nelson called for discussion of the event and a show of those planning to attend the ACCT Leadership Congress in October. There was brief discussion of the registration details and planned events as registration will be completed soon to meet the earlybird registration deadline.

D. Introduction/discussion of revised procedures for exiting Executive Session and returning to Regular Session as well as Meeting Adjournment.

Ms. Linda Nelson called upon Board Recorder, Mr. Stephen Williams to provide insight into the proposed changes in procedure. Mr. Williams explained that in the latest revision of the Sunshine Laws Manual, is a suggestion that it is not necessary to conduct a roll call vote in order to exit executive session and resume regular session as there is no official business conducted or recorded in executive session. Instead, it is appropriate for the Chair to simply proclaim the Executive Session concluded and the Board is returned to regular session. Similarly, the Chair may call for any further business in regular session and upon hearing none may simply proclaim that the meeting is adjourned.

X. MEETING EVALUATION – Mrs. Linda Nelson

Mrs. Linda Nelson called for discussion of today's meeting. Trustees remarked that the meeting went well and that they were pleased with the continuing review and discussion of the policy governance policies to keep them accurate and reflective of current activities. The Board remarked about making 100% attendance their ongoing goal. All acknowledged their fond farewells to Vice President Betty Preston and hearty thanks for all she has done for the College, the Community, and the students of North Central State College.

XI. TIME AND PLACE OF NEXT MEETING

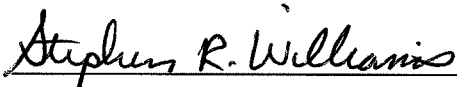
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, August 26, 2015 at 5:30 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building.

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, Board Chair, Ms. Linda Nelson declared the meeting adjourned at 5:15pm

Respectfully submitted:



Mr. Stephen R. Williams, Secretary



Mrs. Linda Nelson, Chair