

**North Central State College  
Board of Trustees' Meeting  
January 13, 2016**

**I. CALL TO ORDER**

The Chair, Ms. Linda Nelson called the meeting to order at 5:38 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:**

Ms. Edith Humphrey  
Dr. Dwight McElfresh  
Ms. Elisabeth Morando  
Ms. Pamela Mowry  
Ms. Linda Nelson  
Ms. Janet Pry  
Mr. Matthew Smith  
Mr. Steven Stone

**Absent:**

Mr. Gary McCue

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Dr. Karen Reed and Mr. Koffi Akakpo representing the President's Staff; Ms. Margaret Puckett representing the Faculty; Mr. Scott Heimann was present representing the College Foundation; Mr. Mark Brunn was present representing The Ohio State University Board of Trustees; and Mr. Roger Miller of Crawford County was present as well.

**IV. FOCUS OF THE MEETING – Mrs. Linda Nelson**

Ms. Linda Nelson previewed the essential elements of tonight's agenda and explained that the primary foci of tonight's meeting will include: a report from our student government association and the College Foundation. The board will approve the consent agenda and will hear the Treasurer's Report for November 2015. The Board will continue its training on Policy Governance and have a discussion regarding upcoming Board activities in the Board Chairperson's Report. Finally, we will bid farewell to Ms. Edie Humphrey who will be attending her last meeting as a member of the Board tonight.

## V. OATH OF OFFICE

The Board Recorder, Mr. Stephen Williams, administered the oath of office to Dr. Dwight L. McElfresh who was being re-appointed to his locally appointed term for another three years.

## VI. PRESIDENT'S REPORT – *Dr. Dorey Diab*

### A. Phi Theta Kappa (PTK) and Student Government Association (SGA) Updates

Dr. Dorey Diab read a report on the activities and highlights from both student activities:

#### **Phi Theta Kappa** (Beta Theta Eta Chapter)

1. We have appointed Archie Miller as interim president due to Mackayla Cox graduating.
2. We are working on our end-of-year Hallmark awards, which are due January 29<sup>th</sup>.
3. February/March the focus will be on recruitment. We will be sending out letters from the President's office inviting students who are eligible to join. We are planning an open house as well.
4. We are hoping to raise money to attend the Honor's Convention in March which is being held in Washington DC.

#### **Sigma Alpha Pi** (Student Government)

1. Each student is required to attend a leadership training. Upon completion of the training, each student is required to complete three goal setting sessions. Students have begun to practice setting goals, identifying action steps toward the goals, and then reflect on their success/progress.
2. We are planning three video broadcasts this term which will be offered to the entire campus community. The first will be Juju Chang, the co-anchor from ABC News' Nightline, Good Morning America and 20/20, on February 9, 2016. The second will be Kat Cole, the Group President of FOCUS Brands®, which include Cinnabon, Auntie Anne's, Carvel and Moe's Southwest Grill, on February 23, 2016. The third will be Janice Bryant Howroyd, the Founder and CEO of ACT-1 Group and the first African-American female to own a billion-dollar business, on March 15, 2016.
3. We donated school supplies for Kim Washington to take on her mission trip to central America.
4. We are now working on a project to make lap blankets for individuals living in nursing homes to use while they are in their wheelchairs.
5. We participated in a toy drive downtown Mansfield to provide toys to children for Christmas.

**B. North Central State College Foundation Development and Update – Mr. Scott Heimann, Executive Director of the College Foundation**

Dr. Dorey Diab introduced Mr. Scott Heimann to provide the Foundation Report. Mr. Heimann’s report was as follows:

**Special Events**

**The North Central Ohio Hall of Excellence is seeking nominees to be** inducted in North Central Ohio Hall of Excellence this spring. The induction event will take place Friday, April 24, at the Ralph Phillips Conference Center at the Kehoe Center in Shelby, Ohio. The annual event benefits the North Central State College Foundation.

**Foundation Led Campaigns**

**Crawford Success Center –**

\$2,245,100 pledged/gifted to date with a goal of \$2,600,000. An ad-hoc fundraising committee will be meeting Friday, January 15, 2016 to finalize remaining prospect strategies.

**Emerald Club –**

Our Emerald Club 2016 annual gift campaign was launched in September with a campaign goal of \$197,000, and we’ve secured **\$221,491.00**. Top level Emerald Club investors for 2016 are:

Cleveland Financial Group – Chuck Hahn	Milliron Industries
Russell & Mary Gimbel Foundation	PR Machine Works
Gorman Rupp Company	Richland Bank
Jay Industries	Taylor Metal Products
Mechanics Bank (NEW top level for this year)	

This year, we’re encouraging our College and Foundation Board members to contribute or raise gifts at the Patron level. Several trustees have met, or are in the process of reaching or exceeding the challenge goal and we are grateful. The internal campus campaign for employee giving will occur this spring.

**General Announcements**

**The 2015 financial audit for the Foundation** is complete, has been reviewed by the Auditor of State, and the report has been accepted and requires no modifications.

**Next date for calendars:**

- **February, 2015**
- Resource Development – 2-18-15
- Quarterly Board – 2-25-15
- **April, 2015**
- Hall of Excellence – 4-22-15
- **May, 2015**
- Graduate Picnic – 5-5-15

### **C. Enrollment Update.**

Dr. Dorey Diab reported that current enrollment puts us ahead of last year's numbers by 109 students. Still, our current credit hours are 50 behind last year at this same time and FTE is only 3.34 behind last year. Although we are at 103% of our budget goal for headcount we are only at 96% of our goal for hours and FTE. Dr. Diab explained that from the talk around the state, we are in a decent position and have not seen the kind of decline some other institutions have seen. Our activity in the Community College Plus (CCP) program is very strong as we currently have 1,035 students registered and expect up to 20 more to register very soon.

### **D. Capital Budget Requests.**

Dr. Dorey Diab explained that Capital Budgets are developed on a two-year cycle and are reviewed by a commission established by the Governor and the Chancellor. For this cycle, Dr. Diab is one of the OACC Presidents appointed on that commission. Each college prioritizes requests for funding on capital projects and a listing is developed for projects to be funded from the pot of available funds. College needs for this cycle amounts to around \$6.5M. We are expected to receive less than a third of that.

The Capital Budget requests from North Central State College are as follows:

1. Kehoe Center Infrastructure, Roofing, and Plumbing
2. Information Technology Infrastructure
3. The renovation of the Kee Hall Student Services as a One-stop area

### **E. State Legal Symposium**

Dr. Dorey Diab reported on the highlights of a recent State Legal Symposium for College Administrators he attended with some others from the College. Highlight topics included:

1. Conceal Carry on Campus
2. "Ban the Box" regarding work applications asking about past criminal convictions
3. Ohio Ethics Law regarding conflicts of interest
4. First Amendment Laws and requests to exercise this right on campus
5. Title IX regarding Sexual Assault (Policy/Procedure/Prevention)
6. Ohio Civil Rights (Policy Consistency)

## **VII. 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 Ms. Elisabeth Morando and passing unanimously, the following items were approved:

**A. Approval of Minutes for December 2, 2015 “Regular Meeting”**

**B. Consideration of Approval of Status Change – R-2016-01**

**CONSIDERATION OF APPROVAL OF STATUS CHANGES**

**R-2016-01**

**STATUS CHANGE**

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

**BEGINNING January 4, 2016**

*Thomas Mansperger, Director, Admissions, Recruitment, & Gateway Services*

**SALARY:** \$62,620.00 to \$69,620.00

*Explanation of Status Changes:*

*Thomas will assume Dean of Students and Enrollment Management responsibilities on an interim basis.*

**C. Consideration of Approval of Employment of College Personnel – R-2015-46**

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

**R-2016-02**

**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 4, 2016**

*Emily Seymour, TAACCCT Recruiter*

*Franklin University, B.S., Business Economics*

**SALARY:** \$14.81/hr.

**BEGINNING JANUARY 11, 2016**

*Ted Chapman, OTA Faculty/ Program Director*

*Trident University International M.S.*

**SALARY:** \$43,018

**BEGINNING JANUARY 11, 2016**

*Renda Cline, PTA Faculty*

*Allied Health Care Management, B.S*  
*SALARY: \$37,307*

**BEGINNING JANUARY 11, 2016**  
*Dawn Fagan, PN Nursing Faculty*  
*Ohio University, BSN.*  
*SALARY: \$47,094.50*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2016-02**

*Emily Seymour was hired with TAACCT grant funds as Recruiter.*  
*Ted Chapman was hired as OTA Faculty/Program Director to replace Ann Davies.*  
*Renda Cline was hired as PTA Faculty/ACCE to replace Brad Wood.*  
*Dawn Fagan was hired with Board of Nursing NEGP grant dollars.*

**C. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2016-03**

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

**R-2016-03**

**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 9-MONTH CONTRACT  
(Fall Semester 2016 through Spring Semester 2019)**

Sara Au	M. Daniel McCool
Elizabeth Franz	Lisa Music
Cynthia Freeman	Margaret Puckett
Patricia Herb	Kelley Robinette
Abby Levitt	Christine Shearer
Nicole Martin	

**REGULAR AGENDA**

**A. Consideration of Approval of Low Enrollment Courses and Programs Report  
– R-2016-04 – Dr. Dorey Diab/Dr. Karen Reed**

***CONSIDERATION OF APPROVAL  
OF LOW ENROLLMENT COURSES AND PROGRAMS REPORT***

***R-2016-04***

***WHEREAS:*** Section 3345.35 of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance, and

***WHEREAS:*** for courses with low enrollment, as defined by the chancellor, boards are asked to evaluate the benefits of delivering the course through a regional collaboration, and

***WHEREAS:*** these evaluations are to be done by January 1, 2016, and the first day of January every fifth year thereafter and,

***WHEREAS:*** the report of these evaluations is to be submitted to the chancellor within thirty days after the evaluation.

***NOW, THEREFORE BE IT RESOLVED:*** by the Board of Trustees of North Central State College that the required evaluations have taken place and the report of those evaluations has been reviewed and is hereby approved for submission to the chancellor as required.

**ACTION TAKEN:** Mr. Steven Stone moved for approval of the Low Enrollment Courses and Programs Report – R-2016-04. Ms. Pamela Mowry seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of a Closed-End Motor Vehicle Lease – R-2016-05 –  
Dr. Dorey Diab/Mr. Koffi Akakpo**

Mr. Koffi Akakpo explained that the lease company in this case had called for approval from the Board of Trustees to enter into a lease agreement. These lease requirements and some additional details of the lease agreement are currently being reviewed by the College’s legal counsel who advises that there are still details of the agreement to be worked out and advises that this issue be tabled at this time for further consideration at a future meeting should the requirement to do so persist.

**ACTION TAKEN:** Ms. Janet Pry, called for resolution R-2016-05 Consideration of Approval of a Close-End Motor Vehicle Lease to be tabled until such time that it is ready for further consideration. Mr. Matthew Smith seconded the motion and the motion passed unanimously.

**C. Treasurer's Report for November 30, 2015 – Mr. Koffi Akakpo**

Mr. Koffi Akakpo presented the Treasurer's Report for the period ending November 30, 2015. He stated that revenues for the month totaled \$4,057,917. Expenditures were \$976,521 leaving an excess of \$3,081,397. Year-to-date revenues totaled \$12,483,068. Year-to-date expenditures totaled \$6,215,983 leaving an excess of \$6,267,085. The Star Ohio month-end balance for November 2015 is \$418,158. Mr. Akakpo introduced and explained the new Tracking of Monthly Cash Flow feature to the Financial Dashboard and described the trends that this new dashboard indicator demonstrates. Mr. Akakpo had no further special notes for this report.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of the Treasurer's Report for the period ending November 30, 2015. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**D. Consideration of Approval of Designation of Emeritus Status for Edith B. (Edie) Humphrey – R-2016-06 – Ms. Linda Nelson**

**CONSIDERATION OF APPROVAL OF  
DESIGNATION OF EMERITUS STATUS FOR  
EDITH B. (EDIE) HUMPHREY**

**R-2016-06**

**WHEREAS:** *Edith B. Humphrey (Edie) is a long-standing member with twenty-four years and five months of service on the Board of Trustees of North Central State College as both a governor appointee and a local appointee representing the citizens of Richland County since 1991, and*

**WHEREAS:** *Edie has served as a member of the nomination committee and advocates outreach to the local community which has led to the successful recruitment of both governing trustees as well as active members of the College Foundation Board, and*

**WHEREAS:** *for almost a quarter of a century, Edie has provided valuable counsel and leadership while serving as Chair and Vice Chair twice (1994, 2005-2006), and*

**WHEREAS:** *Edie has been a persistent voice in matters of transfer education particularly in the Health Science programs as an alumna of the Associate Degree Nursing program, and*

**WHEREAS:** *Edie is a 2008 recipient of an Ohio Association of Community Colleges Excellence Award as a Distinguished Alumnus of North Central State College, and*

**WHEREAS:** *Edie's philanthropic activity and civic involvement are indicative of her passion for her community and sets the example of civic responsibility for others to emulate, and*



**WHEREAS:** *Edie has dedicated her life to the betterment of her hometown, Mansfield, Ohio, graduating from the local public schools, marrying, and raising her children in Mansfield, is a firm believer in the two-year college concept and is a stellar example of the great things a North Central State College graduate can accomplish.*

**NOW, THEREFORE, BE IT RESOLVED:** *that the Board of Trustees wishes to convey its sincere thanks on behalf of the College and the citizens of the North Central Technical College District for your twenty-four years of unwavering leadership, outstanding contributions, and selfless dedication to Richland County and to the call of higher education.*

**BE IT FURTHER RESOLVED:** *by the Board of Trustees that Edith B. Humphrey be granted the designation of Trustee Emeritus of North Central State College with all the rights, honors and privileges that this designation carries.*

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2016-06 Consideration of Designation of Emeritus Status for Edith B. Humphrey. Mr. Pamela Mowry seconded the motion and the motion carried unanimously.

## **VIII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT**

Board Chair, Mrs. Linda Nelson introduced Mr. Mark Brunn of the OSU-M Board of Trustees and gave him the floor for some remarks. Mr. Brunn offered some of the latest highlights from The Ohio State University at Mansfield. Highlights included:

1. Spring enrollment is up 34 and includes 57 new freshmen. Much of the increase can be attributed to the availability of resident housing. Additional resident housing is being planned to assist in further growth in coming terms.
2. The Board was challenged to raise \$170,000 for scholarships. They are currently at \$171,400.
3. They are planning a golf outing fundraiser that will take place on June 10th. Jack Nicholas and some additional celebrities are being considered to join the outing to encourage participation.
4. There is much talk and energy taking place due to the Town Gown book written by Dr. Steve Gavazzi.

## **IX. POLICY GOVERNANCE**

### **A. Nominating Committee Report – Ms. Linda Nelson**

No Report from the Nominating Committee for this meeting.

## **B. Discussion of Agenda Planning (IAW 02.72) – Ms. Linda Nelson**

Ms. Linda Nelson recapped the **Owner Connections** activities and called for recent activities to share. Mr. Matthew Smith relayed recent connections with the Kiwanis club meeting that was held at the MOESC. Dr. Dwight McElfresh relayed the experiences from him and his wife in her recent hospital visits in that they were very well taken care of throughout the experience of his wife’s procedure and noted that over half of the staff serving his wife were Alumni of North Central State College. Ms. Pamela Mowry relayed a very similar story throughout the course of her recent surgery that many of the hospital staff were alumni or interns of North Central State College and was very proud and thankful of the quality of service she received from these professionals. Ms. Elisabeth Morando relayed a story of employability for her past babysitter who was a graduate of North Central State College and relocated out of state and received numerous job offers due to the credentials she obtained through her association with NC State. Dr. Diab relayed his similar experiences with hospital staff who were alumni of North Central State College throughout the surgical experiences with his wife.

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

1. Policy Governance Rehearsal Scenarios –PolGov training includes 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. Mr. Steve Stone led the rehearsal exercise for scenario 4.3 that asks *“How Do I Get More Information” In the scenario, A board member keeps asking the CEO for detailed reports regarding operations. The informaton required does not pertain to tany Ends or Executive Limitations policies. The CEO has refused to supply the reports, stating that it would take too many staff hours to produce them. What should the board member do?*
2. Policy Governance Policy Review – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. The guided discussion and review of policy governance policy 4.9 was led by Ms. Elisabeth Morando.
3. **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. This is the same line of succession as last year’s statement.

4. Book Review (Redesigning America's Community Colleges)  
- Introduction & Chapter 1 – Dr. Dwight McElfresh & Ms. Elisabeth Morando

Dr. Dwight McElfresh explained the aims of the book through a summary of the introduction. Following the introduction, Dr. McElfresh and Ms. Morando provided a summary and discussion of Chapter One entitled “*Redesigning College Programs.*” The discussion was about the reform that colleges need to go through from the old Cafeteria Model to the new Pathway Model that focuses on student success throughout the student journey including: program structure, intake and student support, instruction, developmental education. The Pathway Model will help students overcome challenges such as: being lost in a maze with too many options; no clear path to a Bachelor Degree; credits that don't transfer; poor alignment between two-year and four-year program, and between learning outcomes and student goals.

Following the review, Ms. Linda Nelson called for trustees to conduct the review of Chapter 2 at the February 2016 meeting. Ms. Pamela Mowry indicated that she would provide the review of Chapter 2. Mr. Matthew Smith indicated that he would assist Ms. Mowry in the review of Chapter 2.

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

**A. New date for February Board meeting**

Ms. Linda Nelson explained that President Diab will be attending the Achieving the Dream 2016 Dream Institute on the projected date of the February Board meeting. Therefore, it becomes necessary to reschedule the February meeting. Following some discussion, the consensus of the Board was to reschedule the February 2016 Board of Trustees meeting for February 17<sup>th</sup> at the same time and location.

**B. OACC Governing Board Meeting (December 8, 2015)**

Ms. Linda Nelson called upon Mr. Matthew Smith to provide a recap of highlights from the OACC Governing Board Meeting. Mr. Smith reported that highlights of the governing board meeting included deliberations and actions on the OACC dues structure as well as an OACC Budget Update. Dr. Diab summarized the discussion that took place about conceal-carry.

**C. Employee Appreciation Awards Reception (December 3<sup>rd</sup> 3:00pm-5:00pm Kehoe 2<sup>nd</sup> Floor Ballroom)**

Ms. Linda Nelson called for impressions and comments regarding the Employee Appreciation Awards reception from those in attendance. Trustees remarked that they loved the levity and relaxation of the climate and that the addition of entertainment provided by the harp music added an additional level of enjoyment to the event.

#### **D. Crawford Success Center Open House (December 3<sup>rd</sup> 6:00pm-8:00pm)**

Ms. Linda Nelson called for impressions and comments regarding the Crawford Success Center Open House from those in attendance. Trustees remarked that it was a good event was a good opportunity for those in attendance to get better acquainted with the center. Although the attendance was lower than that which was hoped for, the presentation gave a good indication that things at the Crawford Success Center are going well.

#### **E. Joint OSU-M/NCSC Board Gathering (December 17<sup>th</sup> 6:00pm – 7:30pm)**

Ms. Linda Nelson called for impressions and comments regarding the Joint OSU-M/NCSC Board Gathering. Trustees indicated that the presentation was fabulous and were impressed with the catering of the event. Additionally, it is always nice to have the opportunity to interface with our shared campus colleagues to share ideas and to hear about issues affecting both campuses especially those issues affecting the students of the Mansfield Campus regardless of where they attend. Dr. Dorey Diab recapped that one of the items that was introduced at the joint board meeting was the idea of Board participation in the Leader Richland activity that gives area junior high school boys and girls the opportunity to learn more about professional and civic leadership through discussions with those from the area currently in leadership positions. Both institutions would like to extend the opportunity to participate to members of the Board of Trustees. Dates for the activity are May 12-13 & 16-17. Board members were encouraged to contact Board Secretary, Mr. Stephen Williams if they are interested in participating.

#### **F. Other Items for the Good of the Order**

Mr. Matthew Smith offered discussion on the recent address from the President of the United States highlighting Pre-K and K-12 education. In much the same manner that there was an emphasis in making high school affordable for all in order to increase the high school graduation rate, there is interest in making college equally as affordable to increase the college graduation rate across the country. It is encouraging to know that there are ideas in motion to this end right here in our local area.

### **XI. MEETING EVALUATION – *Ms. Linda Nelson***

Mrs. Linda Nelson called for discussion of today's meeting. Trustees noted that they were impressed with the good discussion relative to the book review and the good report from the College Foundation.

### **XII. TIME AND PLACE OF NEXT MEETING**

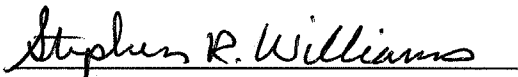
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 17, 2016 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

### **XIII. ADJOURNMENT**

The Chair called for any additional business requiring Board action.

**ACTION TAKEN:** As there was no further business requiring the Board's consideration, the Board Chair, Ms. Linda Nelson declared the meeting adjourned 7:26 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Linda Nelson, Board Chair