

**North Central State College
Board of Trustees' Meeting
May 25, 2016**

I. CALL TO ORDER

The Chair, Ms. Linda Nelson called the meeting to order at 5:32 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:

Dr. Dwight McElfresh
Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Ms. Janet Pry
Mr. Steven Stone

Absent:

Mr. Matthew Smith

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Karen Reed and Mr. Koffi Akakpo; Mr. Scott Heimann was present representing the College Foundation; and Colonel Michael Howard was present representing The Ohio State University Advisory Board.

IV. FOCUS OF THE MEETING – Mrs. Linda Nelson

Ms. Linda Nelson explained that the primary foci of tonight's meeting will include: a report from the College Foundation. The board will approve the consent agenda, a governance policy revision and will hear the Treasurer's Reports for April 2016. The Board will continue its policy review, conclude the discussions of chapter 6 and the conclusion of the book review and have a discussion regarding upcoming Board activities in the Board Chairperson's Report.

V. PRESIDENT'S REPORT – Dr. Dorey Diab

A. Phi Theta Kappa (PTK) and Sigma Alpha Pi (SAP) Updates

Dr. Dorey Diab explained that due to the summer break there would be no student report for the May meeting.

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:

Emerald Club:

Total amount raised as of May 16, 2016: \$304,684.23

Of that amount, over \$75,000 is designated for annual sponsorships and Hall of Excellence proceeds, nearly \$95,000 will aid General Operations, and over \$135,000 is designated to benefit scholarship funds including the Necessities Fund and the Innovation Fund.

Employee Campaign raised nearly \$9,000 with a 38% participation rate which is a 9% increase from last year.

Foundation Finances and Board

Proposed FY2017 operating budget has been submitted for vote to the Foundation Board. The revenue side has been constructed, based on rolling averages from these line items, projected asks, and our prospect pipeline. The expenses were then built based on not spending more than we raise. Both were done conservatively, we cannot see a scenario raising anything less than our projected revenue, and cannot see a scenario where we spend any more than proposed expense.

Due to the combination of carrying over a \$197,046 deficit from FY2015 into FY2016, writing off a \$100,000 pledge to the Kehoe Center (which will need to be encumbered through unrestricted dollars), a net loss of \$70,951 from Rock 'n' Ribs, and a projection of a negative return from investments, the Foundation is projecting to carry a deficit of \$350,000 or more into FY2017. Even with the increase in the deficit, it is still the Foundation's goal to be in the black financially within 3-5 years in order to better fulfill the mission of the Foundation and service to our students.

This has forced the Foundation to make difficult decisions, resulting in a reduction in our staff. The positions Gale Wagner (Coordinator of Foundation Events) and Tammy Hammond (Coordinator of Donor Relations) held have been eliminated for FY2017. They have been notified and will be compensated the equivalent of working through June 30 in order to allow them time to spend that time making the necessary arrangements for what comes next. Please note, the elimination of these positions is by no means a reflection on the two individuals, but an unfortunate result of the Foundation's financial circumstance.

This is only the projections for our unrestricted (operating) revenue and expense. We will continue to raise money and fund initiatives through our temporarily restricted and endowed

funds, an area we excel at compared to our peers in the Ohio Association of Community Colleges:

OACC Foundation Permanently Restricted Endowment	2012-13	2013-14	2014-15	3-year Average
Year-ending endowment - NCSC	\$2,938,609	\$3,095,515	\$3,389,367	\$3,141,164
Year-ending endowment - OACC Sim Size	\$1,247,980	\$1,325,151	\$1,383,783	\$1,318,971

Rick Ruehle, Chair-elect, resigned from the Foundation Board, effective May 19, 2016. Current Board Chair, Mark Kreinbihl, has agreed to serve on an interim basis.

The Foundation’s Resource Development Committee will be reconvening at the end of June to allocate money to our investors to even the balance between the amount reported in endowed funds and the amount invested. They will also take this time to review the endowment, investment, and spending policies.

C. Trustee Appointment to the North Central State College Foundation Board

Following a discussion of the Foundation Report, Trustee Steven Stone noted that with Ms. Edith Humphrey’s departure from the Board of Trustees there was a BOT vacancy on the Foundation Board. Foundation Executive Director, Mr. Scott Heimann reported that he has been talking with Ms. Janet Pry about the possibility of joining the Foundation Board. Ms. Linda Nelson asked Ms. Pry if she was interested in serving on the College Foundation Board to which she replied that she was.

ACTION TAKEN: Board Chair, Ms. Linda Nelson therefore, appointed Ms. Janet Pry to fill the vacated position on the North Central State College Foundation Board as a representative of the North Central State College Board of Trustees along with Dr. Dwight McElfresh, Ms. Pamela Mowry, and Mr. Matthew Smith. Ms. Janet Pry accepted the appointment.

D. Local, State, and Federal Updates

Dr. Dorey Diab indicated that language regarding shared governance at co-located institutions has been inserted very quickly in the house bill before it was approved the following day and sent to the governor. The purpose is to enhance shared services and reduce administrative cost. A commission is to be created and made of representatives from the legislature, college and university representatives of trustees, presidents and deans of co-located campuses, as well as businesses, all appointed by the President of the senate and the speaker of the house. The commission report is due back by November 1st.

Dr. Diab also indicated that the Completion Report and the Efficiency Report that are to be sent to the Chancellor and approved by the Board of Trustees will be presented for the Board's consideration at the June 22nd meeting.

E. College Annual Strategic Planning Activities

Dr. Dorey Diab provided a summary of the annual strategic planning activities by explaining the three-step process that included: a Qualitative Review of the year's activities, a Quantitative Review of the year's activities, and finally a Review of the Strategic Plan in order to Revise Goals for the coming year. He explained that this work will be completed prior to the Board's Annual Planning Retreat so that the Board could benefit from these discussions as they carry out their own planning activities.

F. Fiscal year 2016-2017 Budget Proposal Presentation

President Dorey Diab was joined by Mr. Koffi Akakpo in conducting the initial presentation of the proposed fiscal year 2016-2017 budget to the Board of Trustees. Mr. Koffi Akakpo discussed the major factors impacting the fiscal year 2017 budget as well as the Projected Revenues and Expenditures balancing out at \$18,880,660. He further explained some of the unresolved issues in the state budgeting process leaves much speculation in those vital areas. Still, they have put together the best projection possible from the information they currently know or have confidence in. Therefore, while there may be some adjustments between this proposal and the final proposal that will be brought before the Board at the June meeting, the difference between the two is not expected to vary by much.

G. Other

Dr. Diab informed the Board of his summer participation in the 2016 Educator to Educator cultural exchange program through the University of Toledo's Confucius Institute. The focus of the program is on collecting knowledge about the culture, society and education system of China and partnership-building activities, school visits and educational workshops during their 7-day visit to China. The visit will take place in early July.

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 Ms. Pamela Mowry and passing unanimously, the following items were approved:

A. Approval of Minutes for April 27, 2016 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2016-19

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

R-2016-19

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 May 18, 2016

Richard Barrett, Part-Time Utility Worker

SALARY: \$10.00/hr.

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2016-19

Richard Barrett was hired to work available hours currently budgeted but not being worked by existing Utility Workers.

REGULAR AGENDA

**A. Consideration of Approval of Amendment to Governance Process Policy 2.75
– R-2016-20 – Ms. Linda Nelson**

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO
GOVERNANCE PROCESS POLICY 2.75**

R-2016-20

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

WHEREAS: *the Board of Trustees continues the process of reviewing policies to direct the governance process.*

NOW, THEREFORE BE IT RESOLVED: *that the Board of Trustees hereby approves this amendment to Governance Process Policy 2.75 – Agenda Planning Policy.*

02-75 CEO evaluation/remuneration will be decided by the end of August after a review of monitoring reports received in the last year is completed, with remuneration, if any, retroactive to July 1.

ACTION TAKEN: Mr. Steven Stone moved for approval of resolution R-2016-20 Consideration of Approval of Amendment to Governance Process Policy 2.75. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

B. Treasurer’s Report for April 30, 2016 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending April 30, 2016. He stated that revenues for the month totaled \$699,537. Expenditures were \$1,352,919 leaving a deficit of \$653,383. Year-to-date revenues totaled \$16,860,697. Year-to-date expenditures totaled \$13,184,826 leaving an excess of \$3,675,871. The Star Ohio month-end balance for April 2016 is \$2,020,057. Mr. Akakpo described the trends that are demonstrated by the new Tracking of Monthly Cash Flow feature as well as the dashboard indicators. 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 April 30, 2016. Mr. Roger Miller seconded the motion and the motion carried unanimously.

VII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT

Board Chair, Mrs. Linda Nelson introduced Colonel Michael Howard of the OSU-M Advisory Board and gave him the floor for some remarks. Col. Howard reported that Dr. Stephen Gavazzi has been re-appointed to another five-year contract as the Dean & Director of The Ohio State University at Mansfield. He also reported that the trustees participated in another highly successful edition of LeaderRichland.

VIII. POLICY GOVERNANCE

A. Nominating Committee Report – Ms. Linda Nelson

Ms. Linda Nelson called upon Ms. Elisabeth Morando to provide a report on the search efforts. Ms. Morando reported that Trustee Matthew Smith has reached out to a number of candidates however, so far, many of them are extremely busy with other community activities and although are interested, do not feel they have time to take on another community responsibility at this time. The committee agreed to reach out to some additional candidates as the search warrants further prospecting.

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

Ms. Linda Nelson recapped the objectives of **Owner Connections** activities and called upon trustees for recent activities to share.

Mr. Steven Stone recalled an activity he was involved in that featured a discussion on the success of internships and asked how our efforts were going with regard to internships. Dr. Dorey Diab responded with a report on the success of our joint internship program with OSU-M.

Several Trustees responded to hearing good reviews of the spring Commencement from the community.

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

1. Policy Governance Policy Review –The guided discussion and review of policy governance policies 3.0, 3.1, and 3.2 was led by Mr. Steven Stone.
2. Book Review (Redesigning America’s Community Colleges) – Mr. Roger Miller & Ms. Linda Nelson led the discussions of - Chapter 5 – The Economics of College Redesign & The Conclusion.

IX. BOARD CHAIRPERSON REPORT- Mrs. Linda Nelson

A. BOT June Regular Meeting and Annual Planning Retreat (June 22nd)

Ms. Linda Nelson called for a discussion of the June meeting and Annual Planning Retreat. Dr. Dorey Diab explained that the June 22nd Regular meeting will take place from 4:00pm to about 4:45pm. Following a short break, the Annual Planning Retreat will take place immediately following the regular meeting around 5:00pm and will run to around 8:00pm. Dr. Diab reviewed the draft agenda of activities and called for input from the Board.

B. OACC 2016 Annual Conference and Excellence Awards (June 9-10, Dayton)

Ms. Linda Nelson called for a discussion of the 2016 OACC Annual Conference and Excellence Awards taking place on June 9-10 at Sinclair Community College in Dayton, OH. Ms. Nelson called for a confirmation of those attending that included: Dr. Dorey Diab, Dr. Karen Reed, Mr. Koffi Akakpo, Mr. Steven Stone, Ms. Pamela Mowry & Mr. Matthew Smith attending both days and Dr. Dwight McElfresh attending Friday only. Mr. Steven Stone and Ms. Pamela Mowry indicated that they would also be participating in the ethics training that was being offered. Driving arrangements were discussed.

C. 2016 ACCT Leadership Congress

Board Chair, Ms. Linda Nelson called for a discussion of the upcoming Leadership Congress. Details of pending nominations, registrations and other logistics were discussed.

D. Alumni Association Graduate Picnic (May 5th) and Commencement (May 6th)

Ms. Linda Nelson called for trustee impressions of the Alumni Association Picnic and Graduation ceremony. Several Trustees commented about hearing many good comments on both events from members of the community. It was noted that there was still some major congestion at the exit that made it difficult for the audience to exit the building upon the conclusion of the commencement ceremony.

E. Leader Richland Participation

Ms. Linda Nelson thanked Mr. Roger Miller, Ms. Janet Pry, and Ms. Elisabeth Morando for their participation in the Leadership Richland activities and called for their impressions of the activity. Ms. Janet Pry reported that they were a little uncertain of the topic on which they were to present but discussed community service and volunteerism. Ms. Elisabeth Morando reported that they had much fun and following a brief introduction, engaged the students with discussion and an activity. She was joined by her daughter Gabriella and her discussion topic was on Leadership Style.

H. Proposed Date for 2016 NCSC/OSU-M Joint Board Meeting (December 15, 2016)

Ms. Linda Nelson called for a discussion on the proposed date of December 15, 2016 for the 2016 Joint NCSC/OSU-M Board meeting. Board Secretary, Stephen Williams provided some background discussion of this year's proposed schedule of College events and the desire of OSU-M Dean & Director Dr. Stephen Gavazzi for getting this date established early. Following some discussion, a consensus of the board supported the date for the 2016 Joint Board Meeting as proposed.

X. 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 were especially impressed and pleased with the level of group participation. The discussions from the President's Report and book report were both informative and inspiring.

XI. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 22, 2016 at 4:00 p.m. 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, the Board Chair, Ms. Linda Nelson declared the meeting adjourned 7:37 p.m.

Respectfully submitted:

Handwritten signature of Stephen R. Williams in cursive script, underlined.

Mr. Stephen R. Williams, Board Secretary

Handwritten signature of Linda Nelson in cursive script, underlined.

Ms. Linda Nelson, Board Chair