

**North Central State College  
Board of Trustees' Meeting  
May 24, 2017**

**I. CALL TO ORDER**

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:31 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. Matthew Smith

**Absent:**

Mr. Mark Masters  
Mr. Steven Stone

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Mr. Koffi Akakpo, CFO; Dr. Karen Reed, CAO. Ms. Isabella Zhong was present representing Student Leadership; Mr. Connor Moreton and Ms. Raelene Harris to present the results of their Honors College project on Student Feedback; Mr. Wesley Burson was present to share the results of his national competition, Dr. Greg Timberlake to present the Workforce Development accomplishments and Mr. Mark Brunn was present representing The Ohio State University Mansfield Advisory Board.

**IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando**

Ms. Elisabeth Morando explained that the primary foci of tonight's meeting will include: presentations by the students and Dr. Greg Timberlake, the discussion of a capital committee, the 2017-2018 Budget Presentation and the discussion on Board Self-Assessment.

## **V. PRESIDENT’S REPORT – *Dr. Dorey Diab***

### **A. Report from National Leadership Conference for Business Professionals of America – *Mr. Wesley Burson***

Dr. Dorey Diab introduced Mr. Wesley Burson, student in the Cyber-Security program competing at the national level in both Business and Cyber-security with a \$1,000 sponsorship from the College. Mr. Burson explained that this is his second year competing and outlined his results of this year’s competition which was much improved over last year’s competition. This year he placed in several areas including a First Place finish at the State level. This year’s competition was very fruitful and worthwhile placing among the top 10 in all there competitions. The Board acknowledged Mr. Burson’s accomplishments, and Mr. Burson thanked the College for providing the sponsorship to help ease the burden of competition expenses and for believing in his potential for success.

### **B. Phi Theta Kappa (PTK) and Sigma Alpha Pi (SAP) Updates**

Dr. Dorey Diab introduced PTK Vice President, Ms. Isabella Zhong to present both the Phi Theta Kappa Update and the Sigma Alpha Pi Update:

#### **PTK**

- The Beta Theta Eta chapter had induction on April 23<sup>rd</sup>.
- The Chapter inducted new officers. Chapter Officers have been meeting every week and will be doing an officer training/retreat later this month at the Mohican Lodge.
- Chapter Officers are working on choosing their honors topic.
- Chapter Advisor, Barb Keener, is going to Honor’s Institute June 5-10 in Chicago
- The Chapter is working on the fundraiser for the Ontario Fourth of July Festival again this year and have sent out letters to 200 local businesses. Chapter Officers have begun visiting these businesses. Last year, the chapter earned \$10,000 toward the fest and the chapter was paid \$1,000. So far, the chapter has collected \$2,000.

#### **SAP**

- Sigma Alpha Pi had induction on April 30<sup>th</sup>.
- The chapter officers will be doing an e-board retreat on Tuesday at the Landoll’s Castle in Loudonville. We are going to do our chapter plan for next year. We are also going to train the officer team, so they understand their roles.
- Ms. Ma’tia Porter presented the PowerPoint from the induction ceremony explaining the chapter’s service.

### **C. Strategic Planning Student Focus Group Results – *Mr. Connor Moreton and Ms. Raelene Harris***

Dr. Dorey Diab introduced Mr. Connor Moreton and Ms. Raelene Harris to present the results of student focus group on strategic planning. Mr. Moreton and Ms. Harris presented the students' impression of the College's Strengths and Opportunities. Upon completion of their presentation, the Board thanked them both for their willingness to undertake this important task and commended them on their organization and professionalism in carrying it out in a structured and meaningful way. President Dorey Diab also thanked Mr. Moreton and Ms. Harris for their work on this important task and explained to the Board that they will see more on these findings and their abatements in his report at the annual planning retreat next month.

#### **D. North Central State College Foundation/Development Update**

President Dorey Diab, as interim director of the foundation, provided an update on activities of the College Foundation. Highlights included: 1) an update on the executive director search that has currently yielded five good applicants; 2) reports from the resource development committee were positive with over thirty thousand dollars generated by the hall of excellence event; 3) the alumni graduate picnic was very well attended with several hundred participants; 5) discussion of next year's Foundation events is already underway; 6) the resource development committee heard from investors noting a five percent return through the third and fourth quarters; 7) the Foundation budget is currently in the development stage.

#### **E. Workforce Development Update – Dr. Greg Timberlake**

President Dorey Diab introduced Dr. Greg Timberlake, Dean of Business, Industry, and Technology Division, to give the Board an update on Workforce Development per an earlier request from Trustee, Matthew Smith. The presentation focused on the Ends policy on Career Readiness and Development. Highlights of the presentation included: Traditional and Non-Traditional Programs; Supervision Training; Environment Impacting Gaps; Activities with Workforce Partners; Financials; and the Organizational Plan Going Forward.

### **VI. REQUIRED APPROVALS AGENDA**

#### **CONSENT AGENDA**

The Chair (Ms. Elisabeth Morando) presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Ms. Linda Nelson and seconded by Ms. Pamela Mowry and passing unanimously, the following items were approved:

#### **A. Approval of Minutes for April 26, 2017 “Regular Meeting”**

#### **B. Consideration of Approval of Employment of College Personnel – R-2017-12**

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

**R-2017-12**

**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 AUGUST 17, 2017**

*Mohamed Ghonimy, Cyber Security Faculty*

*Master in Cybersecurity, University of Maryland University College UMUC*

*SALARY: \$41,974/yr.*

**Expected Start Date MAY 23, 2017**

*Lindsey Saltz, Administrative Assistant at Child Development Center*

*SALARY: \$12.25/hr*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2017-12**

*Mohamed Ghonimy was hired as full-time Cyber Security Faculty for new program.*

*Lindsey Saltz was hired as Administrative Assistant for the CDC to replace Brittany Baker.*

**REGULAR AGENDA**

**A. Consideration of Approval of Amendment to Governance Process Policy 2.71**

*– R-2017-10 - Dr. Dorey Diab*

**CONSIDERATION OF APPROVAL  
OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 2.71**

**R-2017-13**

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

**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 2.71 – Agenda Planning Policy.*

**ACTION TAKEN:** Ms. Janet Pry moved for approval of resolution R-2017-13 Consideration of Approval of Amendment to Governance Process Policy 2.71. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**B. Treasurer’s Report for April 30, 2017 – Mr. Koffi Akakpo**

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending April 30, 2017. He stated that revenues for the month totaled \$724,131. Expenditures were \$1,110,853 leaving a deficit of \$386,722. Year-to-date revenues totaled \$17,058,387. Year-to-date expenditures totaled \$13,696,567 leaving an excess of \$3,361,819. The Star Ohio month-end balance for April 2017 is \$2,029,551. Mr. Akakpo described the trends shown in the Tracking of Monthly Cash Flow feature as well as the dashboard indicators and pointed out the trends that were normal for this stage of the budget cycle and those that are not normal but expected. 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, 2017. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

**C. 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 2017-2018 budget to the Board of Trustees. Mr. Koffi Akakpo discussed the major factors impacting the fiscal year 2018 budget as well as the Projected Revenues and Expenditures balancing out at \$19,381,837. He further explained that some of the unresolved issues in the state budgeting process leave 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.

**VII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT**

Board Chair, Ms. Elisabeth Morando introduced Mr. Mark Brunn of the OSU-M Advisory Board and gave him the floor for some remarks. Highlights from Mr. Brunn’s update included:

- OSU-M will have a leadership change with Dr. Steve Gavazzi leaving OSU-Mansfield. Other colleges/universities also looking for a leadership change include Marion and Toledo. OSU-M will likely begin the leadership change with an interim appointed during the search process.
- A recent top 12 OSU Staff Member Awards presentation included Ms. Donna Hight of OSU-M.

- The OSU-M Board welcomes new Board member, Ms. Kelly Blay of Century Link.
- The Campus District project continues working with the City of Ontario on the Campus Entrance project.

Ms. Linda Nelson of the NCSC board added the following highlights:

- Mr. John Shuler presented on dimensions of 21<sup>st</sup> century university
- There was discussion of the Campus District Map
- OSU-M announced their Summer Fun Day Camp
- There was some discussion of the Grant Assistance on Campus

### **CO-LOCATED CAMPUS CAPITAL PROJECTS DISCUSSION**

Board Chair, Ms. Elisabeth Morando introduced the topic of Trustee service on a joint campus capital projects committee and called for further discussion. A suggestion that past board members had served on such a committee called for President Diab to reachout to Past President, Mr. Don Plotts for input. President Diab reported that the joint activity previous board members were involved in was not for campus capital project work, but rather for a vision for the long term master plan that the community was involved in. Ms. Elisabeth Morando pointed out the differences between the two boards in charge, authority, and accountability as the NCSC Board serves as a governing board for the college and as such is solely responsible for the overall mission and ends of the College, without getting involved in the means. The Board asked for identification of campus needs that may be subject to the work of this committee. The Campus Recreation Center and campus paving were identified with the potential of other such projects. The Board stated that it was very interested and active in assuring that the College administration takes the necessary action to resolve these kinds of ongoing capital projects/improvements without board members needing to be active on a specific committee to do so. The mechanism this Board uses to carry out their governing responsibilities is the Carver Model of Policy Governance. While the need for campus capital project work is supported by the NCSC Board of Trustees, by not serving directly on such a committee enables the Board to hold the CEO accountable for the accomplishment (or non-accomplishment) of the work of this committee. It is this guiding principle that advises the Board against serving on such committees.

### ***CONSIDERATION OF APPROVAL FOR BOARD SERVICE ON A JOINT CAPITAL PROJECTS COMMITTEE FOR THE MANSFIELD CAMPUS***

***R-2017-14***

***WHEREAS: The North Central State College Board of Trustees has been asked to assign two Trustees to serve on a capital projects committee for the purpose of raising capital funding for the***

*Mansfield Campus that includes North Central State College and The Ohio State University, Mansfield, and*

**WHEREAS:** *In an open public forum, the North Central State College discussed this request and deliberated on the potential charge and expected results of such a committee as well as the values and impediments of Trustee service on this committee, and*

**WHEREAS:** *The North Central State College Board of Trustees serves the North Central State College District in a governance role utilizing the Carver Model of Policy Governance to enable it to fulfil this role, and*

**WHEREAS:** *The Carver Model of Policy Governance draws clear lines of responsibility between the Governance (Board) Role (Ends & Executive Limitations) and the Operations (CEO) Role (Means).*

**NOW, THEREFORE, BE IT RESOLVED:** *that the Board of Trustees of North Central State College wishes to adhere to the Carver Policy Governance principle that directs the Board of Trustees to limit its activity to Ends rather than to prescribe Means which would likely duplicate work already handled by the Shared Services committee.*

**BE IT FURTHER RESOLVED:** *that the Board of Trustees of North Central State College recognizes and reiterates the Board's commitment to the important and essential relationship with our campus partner OSU, as well as our commitment to supporting that relationship to our best ability while maintaining the health of NC State.*

**ACTION TAKEN:** The Board Chair, Ms. Elisabeth Morando presented the resolution for consideration of approval for Board Service on a joint Capital Projects Committee for the Mansfield Campus. Ms. Linda Nelson moved for approval of the resolution. Mr. Roger Miller seconded the motion and the motion carried unanimously.

## **VIII. POLICY GOVERNANCE**

### **A. Discussion of Agenda Planning**

Ms. Elisabeth Morando called for **Owner Connections** with recent activities to share. Ms. Linda Nelson shared the article in the Galion Inquirer regarding coverage of the NCSC Spring Graduation. She also pointed out the article in the Mansfield News Journal regarding the College's Tuition Freedom Scholarship program. Dr. Dwight McElfresh reported on the induction of Dr. Lucille Ford of Ashland into the Senior Citizens Hall of Fame and discussed the inclusion of North Central State College in her letter of recognition. Ms. Pamela Mowry announced her participation in the Ashland Veteran's Appreciation Day celebration on August 12<sup>th</sup>. The activity will include a Bob Hope impersonator, Mr. Lynn Roberts. There will be ample opportunities for volunteers for anyone interested in taking part in this activity. Dr. Dwight McElfresh reported on an encounter he had with the mother of a College Now student who proudly reported that her son was going to Clemson University. Dr. Dorey Diab shared some additional owner

connections he encounter at the spring commencement as well as the Leader Exchange luncheon he attended with some other Trustees through the Ashland Chamber of Commerce and sponsored by North Central State College.

## **B. Board Policy Governance Training (IAW 02.70) – Ms. Elisabeth Morando**

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. Roger Miller led the rehearsal exercise for scenario 3.13 that asks “*Monitoring Reports? What Monitoring Reports?*” *In the scenario, The board has received no monitoring reports from the CEO. What should it 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 policies 3.0, 3.1, and 3.2 was led by Mr. Matthew Smith.

## **C. Self-Assessment Survey**

Board Chair, Ms. Elisabeth Morando recalled the previous discussion on the self-assessment survey that she had sent out to all trustees for their review and input for improvement and called now for those discussions. Trustees thought that the monthly review was a good idea to recount meeting conduct while it was fresh in their minds. However, an annual review of the board’s conduct relative to a review in adhering to the governance process and code of conduct might also be good. Dr. Dwight McElfresh suggested adding a measures for: 1) keeping board activities at the policy level rather than the operations level; 2) showing evidence of Owner Linkage; 3) board regularly scheduled training and preparation through case study. Following further discussion, the Board asked Board Chair, Elisabeth Morando to review the input and results of previous assessments and bring plan back to the next meeting for the board’s consideration in moving the self-assessment activity forward.

## **IX. BOARD CHAIRPERSON REPORT- Ms. Elisabeth Morando**

### **A. BOT June Regular Meeting & Annual Planning Retreat**

Ms. Elisabeth Morando reminded Trustees of the annual planning retreat on June 28<sup>th</sup> at 5:00pm following the regular Board meeting. To accommodate the activities of the planning retreat, the regular board meeting will begin at 4:00pm and be shortened to under an hour. Dinner will be provided following the regular meeting just prior to the start of the planning retreat. Full participation from all trustees was highly encouraged.



Mr. Matthew Smith informed the Board Chair that he regret being unable to attend due to business out of country.

**B. OACC 2017 Annual Conference and Excellence Awards Presentation)**

Ms. Elisabeth Morando called for an update on the preparations for the OACC Annual Conference. Dr. Dorey Diab announced that in addition to those Trustees attending, there would also be two award nominations submitted from the College. Reverend Ricky Branham of Willard and member of the College Alumni Association was submitted for the OACC Alumni Award, and Representative Mark Romanchuk was submitted for the Friend of Community Colleges Award.

**C. 2017 ACCT Leadership Congress (Presentation Rehearsals)**

Ms. Elisabeth Morando called for a recap of the presenters at this year's ACCT Leadership Congress. Those participating in the Pre-Congress Academy or the Concurrent Session presentation would plan to get together for a rehearsal closer to the date of the Congress.

**D. Alumni Graduation Picnic & Graduation Ceremony Recap**

Ms. Elisabeth Morando called for impressions from the Graduate Picnic and the Graduation Ceremony. Trustees noted that the weather could have been better for the picnic but didn't seem to prevent graduates and others from participating. The picnic seemed well attended and all seemed to have a good time interacting with one another. President Diab noted that the Graduation Rehearsal had a higher than typical participation and led well to students being prepared and practiced for the actual graduation ceremony that flowed well and concluded in slightly less time than expected.

**E. Follow-up to Leader Richland (May 17, 18 & 22)**

Ms. Elisabeth Morando called for a recap of the Leader Richland activities. Mr. Roger Miller and Ms. Janet Pry indicated that they had good results from the activities of their day with the students. Ms. Elisabeth Morando stated that she heard good reports on the activities as well. This year's event was another success.

**X. EXECUTIVE SESSION**

The Chair called for an Executive Session at 8:41 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session to discuss Collective Bargaining Matters. Ms. Elisabeth Morando explained that she did not

expect any further business following the executive session. A roll call vote on the motion was approved by all members present.

Mr. Mark Masters – not present  
Dr. Dwight McElfresh – “yes”  
Mr. Roger Miller – “yes”  
Mrs. Elisabeth Morando – “yes”  
Mrs. Pamela Mowry – “yes”  
Mrs. Linda Nelson – “yes”  
Mrs. Janet Pry – “yes”  
Mr. Matt Smith – “yes”  
Mr. Steve Stone – not present

At 8:59 p.m., the Chair, Ms. Elisabeth Morando declared the Executive Session concluded and the Regular Session resumed.

## **REGULAR SESSION RESUMED**

### **XI. MEETING EVALUATION – Ms. Elisabeth Morando**

Ms. Elisabeth Morando called for discussion of today’s meeting. Trustees indicated that although they were short a couple of members, the student presentations were great and they enjoy hearing about the outstanding accomplishments of our students (Mr. Wesley Burson). They also appreciated the student participation in the strategic planning process as reported by Mr. Connor Moreton and Ms. Raeleen Harris. Although the presentations were informative and meaningful, the number of presentations on the same night made the meeting run a bit long.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 28, 2017 at 4:00 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. Elisabeth Morando declared the meeting adjourned at 9:02 p.m.

Respectfully submitted:

Stephen R. Williams  
Mr. Stephen R. Williams, Board Secretary

Elisabeth Morando  
Ms. Elisabeth Morando, Board Chair