

**North Central State College
Board of Trustees' Meeting
September 20, 2017**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:30 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 for North Central State College.

II. ROLL CALL

The Secretary, Mr. Stephen Williams called the roll.

Present:

Mr. Mark Masters
Dr. Dwight McElfresh
Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Ms. Janet Pry

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Vice Presidents Dr. Karen Reed and Mr. Koffi Akakpo; Ms. Margaret Puckett was present representing the Faculty; Ms. Brandie Estes-Gladden was present to provide the report for Phi Theta Kappa and Sigma Alpha Pi. Mr. Mike Carroll was present representing The Ohio State University Advisory Board.

IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando

Ms. Elisabeth Morando announced that the focus of tonight's meeting will include: the student organization reports for Phi Theta Kappa and Sigma Alpha Pi as well as the report from the College Foundation, the required approvals agenda, the Treasurer's Report and a number of other resolutions for consideration. We will also hear the President's Report and the Ohio State Advisory Board Report. Tonight's meeting will include an executive session to discuss the contract and compensation of a public employee. Since the Board Chair must leave early, the Vice Chair, Ms. Pamela Mowry

will conclude the meeting with the policy governance training and 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 introduced PTK President, Ms. Brandie Estes-Gladdon to present both the Phi Theta Kappa and the Sigma Alpha Pi Updates.

PTK-

- We are working on compiling a timeline of mental health in the US based on our research for our honors topic. We are also putting together a bulletin board to share what we have learned.
- We will be sending out recruitment letters in the next week. We have included a new engagement policy with the letters to get more students involved.

SAP-

- We sent out 2000 letters to students about joining SAP. So far, 83 members have joined.
- We have our first orientation tonight and one next week. We are working on putting the details together for some service projects as well.
- We achieved 9/10 pillars, making us one of the top 25% of all the chapters in the U.S. We are very excited about this achievement. Our goal for this year is to achieve all of the pillars. We received \$1800 off our dues due to this achievement.

Both honor societies will participate in the following projects:

- Cheryl Carter put us in contact with Mt. Calvary Baptist Church and they serve food to 70-90 people each week and we are planning to support this project.
- Next, we are going to participate in Trunk or Treat on Oct. 20th, the event is sponsored by the Social Work Club.
- We are also going to tutor/mentor 4th -5th graders at the DeWald Center, located below the Salvation Army each week.
- We are going to do leadership training with the Wynford School District, facilitated by Amanda Sheets
- Cheryl Carter would also like us to work with the leadership group at Mansfield City.
- Our members will also be assigned various committees on campus to provide a student voice and input on policies, procedures, etc.

B. North Central State College Foundation/Development Update

As Ms. Christine Copper was unable to attend the September Board meeting, President Diab presented the Foundation Report.

President Diab reported on the Emerald Club 2017, Alumni Outreach, Foundation Activities, and the Foundation's Strategic Planning.

Emerald Club 2017: the 2017 Emerald Club is wrapping up and reported that the campaign exceeded its goal of \$200K by raising over \$320K. Over \$22K was designated for events; over \$120K was designated for general operations; and over \$180K was designated to benefit scholarship funds. Dr. Diab also named some of the key donors who made such a successful campaign possible.

The Foundation is in the process of soliciting donations for the 2018 Emerald Club Campaign.

Alumni Outreach: the latest edition of the Alumni Newsletter went out in July. Alumni giving and engagement is moving forward nicely. We're very proud to announce that we have 100% participation from the Alumni Advisory Board donating to the Double Your Dollars Campaign!

Foundation Activities: the next Foundation event taking place will be the Annual Scholarship Luncheon currently scheduled for February 9, 2018.

Board Strategic Planning: the Foundation Board will be conducting strategic planning sessions in October. New Foundation President, Duana Patton, will be facilitating the sessions.

C. Update from the Ohio Association of Community Colleges (OACC)

President Dorey Diab presented some highlights from discussions at OACC. Highlights included:

- HB 49 – Recap of reporting requirements that will include the annual Efficiency Report.
- Baccalaureate Degrees Requirements – Baccalaureate Degrees offered by 2-year colleges will have to meet three criteria: 1. Have the support of local business, 2. Have no 4-year college opposition, 3. The community college must have the capacity to support the program with things like faculty, equipment, and room space.
- Student Success Leadership Institute (SSLI) – CCRC's Davis Jenkins mentioned North Central State College twice in his report to the State. Notable areas were our Advising Process utilizing the Academic Liaisons, and scaling up statistics for math

requirement to expedite student completion.

- Career Service Fee – There was discussion on the implementation of a Career Service Fee and how it must be utilized to enhance Career Services activities.

D. Fall Enrollment Report

President Dorey Diab reported that enrollment for the 15th day of fall currently shows a 4% increase over the same time last year.

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 Mr. Matthew Smith and seconded by Mr. Roger Miller and passing unanimously, the following items were approved:

A. Approval of Minutes for August 23, 2017 “Regular Meeting”

B. Consideration of Approval of College Personnel Professional Growth Recognition – R-2017-27

CONSIDERATION OF APPROVAL OF COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION

R-2017-27

WHEREAS: Linda Hess has supplied documentation that she has completed a Masters degree from Ohio State University.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$3,073.00 is added to base salary of \$57,800.50 to \$60,873.50 effective August 27, 2017 in recognition of completion of a Master of Social Work in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

WHEREAS: Dawn Fagan has supplied documentation that she completed 60% towards her Masters of Nursing at Western Governors University.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$2,074.00 is added to base salary of \$39,220.00 to \$41,294.00 effective September 24, 2017 in recognition of completion of

a Master of Nursing in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

REGULAR AGENDA

- A. Consideration of Approval to Amend ENDS Policy 1.1 Equal Opportunity/Diversity and institute ENDS Policies 1.1 Diversity and 1.2 Equal Opportunity – R-2017 -28 – Dr. Dorey Diab**

***CONSIDERATION OF APPROVAL TO AMEND
DIVERSITY ENDS POLICY 1.1 AND
INSTITUTE EQUAL OPPORTUNITY ENDS POLICY 1.2***

R-2017- 28

WHEREAS: *The Board is committed to its responsibility to the Owners of the College through the establishment of written policies that describe the desired results, changes, or benefits of the work of the College defined as ENDS policies, and*

WHEREAS: *The Board conducts a thorough review of its ENDS policies as part of the annual planning activities to ensure their continued accuracy and relevance, and*

WHEREAS: *The Board encourages recommendations throughout the College’s strategic planning process for ideas that may enhance the operational process while maintaining the desired ENDS of the Board, and*

WHEREAS: *following the College’s 2017 strategic planning activities as well as input from the College’s Diversity/Social Justice Council, a recommendation to remove the Equal Opportunity component of ENDS Policy 1.1 and to provide language to the policy that brings specific attention to the matter of diversity and then bring emphasis to the matter of Equal Opportunity by creating a separate policy utilizing the current language for Equal Opportunity, and*

WHEREAS: *The board has reviewed this recommendation and determined that this recommendation serves to strengthen the level of commitment toward Diversity and Equal Opportunity that the Board seeks to achieve.*

NOW, THEREFORE, BE IT RESOLVED: *By the Board of Trustees of North Central State College that the governance policy 1.1 shall give regard to the Ends objective for Diversity, 1.2 shall give regard to the Ends objective for Equal Opportunity, 1.3 shall give regard to the Ends objective for Career Readiness and Development, 1.4 shall give regard to the Ends objective for Transferability, and 1.5 shall give regard to the Ends objective for Enrichment.*

ACTION TAKEN: Ms. Linda Nelson moved for approval of resolution R-2017-28 Consideration of Approval of 1.1 Diversity and 1.2 Equal Opportunity policies. Ms. Pamela Mowry seconded the motion and the motion carried unanimously.

B. Treasurer’s Report for August 31, 2017 – Mr. Koffi Akakpo

Mr. Koffi Akakpo presented the Treasurer’s Report for the period ending August 31, 2017. He stated that revenues for the month totaled \$1,503,269. Expenditures were \$969,006 leaving an excess of \$534,263. Year-to-date revenues totaled \$7,075,986. Year-to-date expenditures totaled \$2,181,827 leaving an excess of \$4,894,160. The Star Ohio month-end balance for June 2017 is \$2,033,070. Mr. Akakpo described the trends that the Tracking of Monthly Cash Flow feature as well as the dashboard indicator demonstrates. Mr. Akakpo had no further trends to highlight in this report.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending August 31, 2017. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

C. Consideration of Approval to Rescind Resolution R-2017-17 Tuition Increase – R-2017-32 – Dr. Dorey Diab/Mr. Koffi Akakpo

**CONSIDERATION OF APPROVAL TO RESCIND
RESOLUTION R-2017-17 TUITION INCREASE**

R-2017-32

WHEREAS: *the Board of Trustees of North Central State College approved resolution R-2017-17 at its June 28, 2017 regular meeting.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby rescinds resolution R-2017-17.*

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2017-32 to Rescind Resolution R-2017-17 Tuition Increase. Mr. Roger Miller seconded the motion and the motion carried unanimously.

D. Consideration of Approval to Implement the Career Services Fee – R-2017-33 – Dr. Dorey Diab/Mr. Koffi Akakpo

**CONSIDERATION OF APPROVAL TO IMPLEMENT
THE CAREER SERVICES FEE**

R-2017-33

WHEREAS: *the Board of Trustees of North Central State College is committed to providing access to a high quality and affordable education, and*

WHEREAS: *certain fees, targeted appropriately can benefit students especially when they help students quickly get on an academic path to in-demand jobs, and*

WHEREAS: *Boards of Trustees at each of Ohio's community colleges are permitted to implement a career services fee as allowed by HB 49.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby authorizes the implementation of a career services fee of seven dollars (\$7.00) per credit hour for all students beginning spring semester 2018 effective immediately.*

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2017-33 Implementation of the Career Services Fee. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

E. Consideration of Approval of the 2016-2017 Efficiency Report
– R-2017-29 – Dr. Dorey Diab/Mr. Koffi Akakpo

**CONSIDERATION OF APPROVAL OF
2017 REPORT OF EFFICIENCY REVIEW AND IMPLEMENTATION PLANS FOR
NORTH CENTRAL STATE COLLEGE**

R-2017-29

WHEREAS: *In the early part of 2015, Gov. John R. Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education based on three simultaneous principles,*

- 1) to be more efficient both in expense management and revenue generation*
- 2) while offering an education of equal or higher quality*
- 3) decreasing costs to students and their families, and*

WHEREAS: *In October 2015, the Task Force issued a report with ten recommendations to advise institutions on efficiency and academic practices which will improve both the quality of education and lower costs for students, and*

***WHEREAS:** House Bill 49 (Section 381.550) requires each institution’s board of trustees to complete an efficiency review, based on the Task Force’s recommendations, and*

***WHEREAS:** House Bill 49 (ORC 3333.951) requires colleges and universities to annually review best practices and shared services and include this review as part of the efficiency report, and*

***WHEREAS:** the board of trustees is required to submit their findings and implementation plans to the chancellor by October 13, 2017.*

***NOW, THEREFORE BE IT RESOLVED:** by the Board of Trustees that the following report of efficiency review and implementation plans is hereby approved for submission to the Chancellor, Ohio Department of Higher Education as required.*

ACTION TAKEN: Ms. Pamela Mowry moved for approval of resolution R-2017-29 2016-2017 Efficiency Report. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

The Board conveyed their Kudos to all of the efforts it took and continues to take in order to realize these efficiencies.

VII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT

Board Chair, Ms. Elisabeth Morando introduced Mr. Mike Carroll, Student Trustee of the OSU-M Advisory Board and gave him the floor for some remarks. Mr. Carroll reported that since this was his first meeting as a new Trustee even before his first meeting with the OSU-M Board he did not have much to report other than to note that the search committee to find a new permanent Dean begins tomorrow.

VIII. EXECUTIVE SESSION

The Chair called for an Executive Session at 6:10 p.m. Ms. Pamela Mowry made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session to discuss Personnel Matters regarding the Contract and Compensation of a public employee. Ms. Elisabeth Morando explained that there WILL BE further business following the executive session. A roll call vote on the motion was approved by all members present.

Mr. Mark Masters – “yes”
Dr. Dwight McElfresh – “yes”
Mr. Roger Miller – “yes”
Mrs. Elisabeth Morando – “yes”

Mrs. Pamela Mowry – “yes”
Mrs. Linda Nelson – “yes”
Mrs. Janet Pry – not present
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”

At 6:15 p.m., the Chair, Ms. Elisabeth Morando declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

F. Consideration of Approval of President’s Contract Renewal and Compensation
– R-2017-30 – Ms. Elisabeth Morando

**CONSIDERATION OF APPROVAL OF
PRESIDENT’S CONTRACT RENEWAL AND COMPENSATION**

R-2017-30

WHEREAS, President Diab has worked collaboratively with the Trustees to create a great vision of access and success, and to align resources to accomplish that vision, and

WHEREAS, President Diab has undergone an extensive evaluation that included a thorough self-evaluation, and

WHEREAS, President Diab has provided evidence of demonstrated compliance toward each of the Ends Policies in accordance with Executive Limitations Policies, and

WHEREAS, President Diab’s efforts in providing a balanced budget and increased reserves are reflective of the Board’s goal of improving the College’s financial position, and

WHEREAS, President Diab is commended for leading the ongoing work on the Ends Policies and Strategic Planning metrics that will guide the Board and the Administration Team in monitoring its work, and

WHEREAS, President Diab is commended for the College’s superior accomplishments in addressing the needs of the community.

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of North Central State College:

1. *Renews the contract with Dorey Diab as President through June 30, 2022, and*

2. *President Diab's annual salary as President of the College shall be increased for fiscal year 2018 by four percent of his current salary retroactive to July 1, 2017, and*
3. *President Diab's compensation shall include a one-time stipend equal to three percent of his current salary, and*
4. *President Diab's compensation shall include having three percent of his employee contribution to STRS (based on his new salary) picked up by the College and paid to STRS on his behalf as a fringe benefit, and*
5. *President Diab is entitled to a max cash out of ten unused vacation days per year, with any remaining days to be rolled over according to the current vacation leave policy, and*
6. *The payment of salary and other benefits is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds to enable performance hereof by the College; and*
7. *The Board and President Diab intend to enter into a separate written agreement setting forth in more detail the aforementioned premises.*

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of the resolution R-2017-30 Approval of President's Contract Renewal and Compensation. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

G. Consideration of Approval to Pick Up Employee Contributions Required by Section 3307.26 of the Revised Code to be Contributed by Dr. Dorey Diab to STRS Ohio – R-2017-31 – Ms. Elisabeth Morando

CONSIDERATION OF APPROVAL TO PICKUP EMPLOYEE CONTRIBUTIONS REQUIRED BY SECTION 3307.26 OF THE REVISED CODE TO BE CONTRIBUTED BY DR. DOREY DIAB TO STRS OHIO

R-2017-31

WHEREAS, *Section 3307.26, Revised Code requires Dr. Dorey Diab to contribute fourteen percent (14%) as the amount of employee contributions to STRS Ohio and,*

WHEREAS, *North Central State College is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code and,*

WHEREAS, *These picked-up contributions, although designated as employee contributions, may be paid by North Central State College in lieu of employee contributions and shall be paid by North Central State College as a fringe benefit in addition to the contract salary otherwise payable to Dr. Diab.*

***NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees on behalf of North Central State College agrees to pick up three percent (3%) of the employee contributions to STRS for Dr. Dorey Diab effective the pay date of October 6, 2017.*

***BE IT FURTHER RESOLVED**, that these contributions shall not be treated as additional compensation for retirement purposes.*

***ADDITIONALLY**, Dr. Diab may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by North Central State College and paid to STRS Ohio.*

ACTION TAKEN: Mr. Roger Miller moved for approval of resolution R-2017-31 To Pick Up Employee Contributions Required to be contributed by Dr. Dorey Diab to STRS Ohio. Mr. Steven Stone seconded the motion and the motion carried unanimously.

POLICY GOVERNANCE

A. Nominating Committee Appointments

Vice Chair, Ms. Pamela Mowry called for a report from the Chair of the Nominating Committee. Dr. Dwight McElfresh reported that the committee would be meeting shortly to put their work together towards a recommendation for both the term reappointments and confirmations of executive office.

B. Discussion of Agenda Planning (IAW 02.72) – Ms. Pamela Mowry

Ms. Pamela Mowry recapped the **Owner Connections** activities and called upon Trustees for recent activities to share.

Dr. Dwight McElfresh discussed his connection with the Ashland City Schools as they undertook Strategic Planning with forty some participants in attendance. Key points of contention were: Communications and preparing students for life after graduation (75% of those in attendance echoed this concern for their students).

Mr. Mark Masters discussed his Annual Leadership Excellence program where 8-12 employees attend 8 leadership sessions. They worked with North Central State College for personality assessment followed up with discussion of that assessment and how best to utilize this knowledge towards excellence in leadership. Mr. Masters conveyed his kudos to those providing this training for doing a Good Job!

Mr. Matthew Smith discussed his connections with Galion High School as an inductee into the Galion High School's Hall of Fame.

F. Board Policy Governance Training (IAW 02.70) – Ms. Pamela Mowry

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. Mark Masters led the rehearsal exercise for scenario 5.6 that asks “*What if Confidentiality is Violated?*” *In the scenario, A board member discloses confidential information to people not on the board. What should the board 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 4.0, 4.1 & 4.2 was led by Mr. Steven Stone.

IX. BOARD CHAIRPERSON REPORT- Ms. Pamela Mowry

A. Discussion of Preparations for ACCT Leadership Congress

Ms. Pamela Mowry called for any items that needed to be discussed in preparation for the ACCT Leadership Congress. Those involved in presentations felt they were well prepared and ready to go.

B. Chancellor’s Annual Trustees Conference (November 9th at Columbus State Community College)

Ms. Pamela Mowry called for Trustees planning to attend who had not already done so, to contact Mr. Stephen Williams to make the necessary arrangements.

C. Employee Appreciation/Awards Dinner (Saturday, December 2nd)

Ms. Pamela Mowry announced the Employee Appreciation/Awards Dinner and asked Mr. Stephen Williams for further details. Mr. Williams informed the Board that this year’s event will be very similar to last year’s event and details will be out shortly. Trustees were asked to save the date on their calendars.

D. Discussion of Date for NCSC/Ohio State Mansfield Joint Board Meeting

Ms. Pamela Mowry reminded Trustees of the Joint NCSC/OSU-M Board meeting on December 11th at 5:30 p.m. This year the event will be held in the Kimbel Community Room (164-Fallerius).

X. MEETING EVALUATION – Ms. Pamela Mowry

Ms. Pamela Mowry called for discussion of today’s meeting. Trustees were happy that the annual ethics training was completed and thanked Mr. Mike Carroll for being here today. Meeting business items were succinct and the meeting flowed smoothly and stayed on target very well.

XI. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, October 25, 2017 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

XII. ADJOURNMENT

The Vice Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board’s consideration, the Board Vice Chair, Ms. Pamela Mowry declared the meeting adjourned 6:51p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Elisabeth Morando, Board Chair