

**North Central State College
Board of Trustees' Meeting
October 25, 2017**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:34 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
Ms. Janet Pry
Mr. Matthew Smith
Mr. Steven Stone

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. Chris Copper was present to provide the report for the College Foundation; Ms. Brandie Estes-Gladden was present to provide the report for Phi Theta Kappa along with Ms. Gloria Huber. Ms. Isabella Zhong was present to provide the report for Sigma Alpha Pi. Ms. Charla Irvin 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 meeting will include the required approvals agenda, the Treasurer's Report and a resolution for the Duplicative Programs Report 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 security matters relating to security arrangements and emergency response protocols.

V. **PRESIDENT'S REPORT** – *Dr. Dorey Diab*

A. **Phi Theta Kappa (PTK) Update**

Dr. Dorey Diab introduced PTK President, Ms. Brandie Estes-Gladdon to present the Phi Theta Kappa Update.

PTK-

1. We have hosted new member orientations after sending out 1,200 invitations
2. Held weekly meetings for current members
3. We are working on finalizing our research for our honors topic. We are studying the evolution of mental health in the US and effects of deinstitutionalization. We have created a timeline and will be posting it on our bulletin board.
 - a. Our service project will be to work with students at the DeWald Center. They provide programming for students in 4-6 grade who are at risk. Some have learning and/or mental disabilities.
4. Introduced Google Hangouts for members who can't come physically so they can still be involved.
 - a. Test run this Friday
5. Plans for all officers to become 5-star competitive edge members by Thanksgiving.
6. Attended Tri-Regional Conference September 29th and 30th.
 - a. Involved members from Indiana, Ohio, and Kentucky.
 - b. Breakout sessions included effective communication, competitive edge, and recruitment
7. We attended the Changing Campus Culture conference where we learned about the signs and prevention methods of sexual assault. Four students and our advisor are now trained facilitators and can bring this program to our campus. We are going to make this our honor's project for next year.

Dr. Dorey Diab introduced SAP President, Ms. Isabella Zhong to present the Sigma Alpha Pi Update.

SAP-

1. We have had 90 new students join our chapter. Our officer team is meeting each week to plan the upcoming weekly events. We have planned orientations, speaker broadcasts, leadership trainings and goal setting sessions.
2. Both chapters are participating in Feast of Love. We will begin collecting donations Monday, October 23rd. We will also be volunteering at the county spelling bee on

February 17th at Mansfield Senior High School. We will also be participating in Trunk or Treat on October 27th, hosted by the Social Work club.

3. Students from both honor societies are completing surveys regarding the CESSE results. We are seeking clarification on why students say they are getting the “runaround.”

B. North Central State College Foundation/Development Update

Dr. Dorey Diab introduced Executive Director of the College Foundation, Ms. Christine Copper to present the College Foundation Report.

Ms. Copper’s Foundation Report was as follows:

Scholarship Plan: Streamlined the spring process, being completed online, and one form is being used for all scholarships.

Foundation Board, “Best in Class” Strategic Plan: The Board identified priority focus areas that included Time, Treasures, and Talent. These focus areas can be captured in SMART Goals that address the following opportunities:

1. Increase Board member engagement and education
2. Increase Foundation Assets
3. Optimize Foundation Board Structure
4. Establish Strategic Goals and metrics

Next steps included establishing tactics, measurable, and actions the Board will take with the Foundation to meet our objectives. Committee Updates:

Resource Development Committee - Bill Jilek/Matt Smith

- RDC is planning to review the Investment Policy document in 2018

Board Development Committee - Gayle Green

- New Prospects and priorities, including diversity, counties represented, and tie into the strategic planning goals
- Review is being completed of MOU, Code of Regulations

Activities Committee - Sally Gesouras

- Committee Plan-Conference calls set to review the next years’ events and support the plans
 - Scholarship Luncheon – February 9, 2018
 - Hall of Excellence, 2018 – April 13, 2018
 - 50th Anniversary of the College

Alumni Association - Ricky Branham

- Growing the Alumni donor base and the link into the Strategic Plan
- Graduate Picnic – May 10, 2018

Emerald Club: The Emerald Club 2018 Annual Campaign has been launched with our goal being to raise **\$225,000**. To date, we’ve raised **\$108,263.93** which is part of the

\$130,964 total monies collected through the foundation YTD. New prospect letters have gone out and follow up calls have begun.

Richland Gives Plan-Tuesday, November 28:

- Online platform for yearly giving with \$3,500 possible for the school to receive. We have established a goal \$10,000 plus our match
 - We will ask for 2 Foundation Board members to champion the campaign
 - 2 students will share their stories in writing to use on social media
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- 1:1 matching grant of \$1,000 to the first 35 nonprofit organizations that raise at least \$1,000 online via the Richland Gives website.
 - A \$500 grant to the first five organizations that increase online donations by 30% compared to last year's. To be eligible, a nonprofit must have raised at least \$500 in 2016 to participate in this grant offering.
 - Golden Ticket hours on November 28, 2017. Award \$500 to the nonprofit which raises the most money during a specified hour.
 - Food Truck Rally at the Ohio State University-Mansfield Campus November 28 from 12 to 1:30 p.m. An incentive will be offered to nonprofit organizations in attendance at the rally. Nonprofits will be able to set up an informational table in the Recreation Center to engage students, faculty, and staff.

*** If you plan to make an end of year gift, please make it on this day and share our info with others.**

C. Other

President Dorey Diab reported GPS Grant with Mansfield Senior High School and Ohio Health. The objective is to serve 25 students in the program. North Central State College and Marion Technical College will be working to make this project a success.

President Diab explained that the AACC Right Signals Grant strives to enhance the Job Description and Curriculum so they more closely match, in alignment with the 8 competencies from Lumina Foundation. Additionally, Dr. Diab has written an article on this work that will be published in the December AACC Community College publication.

President Diab reported that the institution was encouraged to submit an application for the Achieving the Dream Austin Myers Award. He shared some of the highlights and the encouragement from our previous AtD Coaches to apply for the award.

President Diab reported that there has been much work done on the AQIP Systems Portfolio that is due for submission in November. The next site visit is scheduled for mid-September of 2018.

President Diab presented a recap of data garnered from Employee Exit Interviews over the past several years.

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. Steven Stone and seconded by Ms. Pamela Mowry and passing unanimously, the following items were approved:

A. Approval of Minutes for September 20, 2017 “Regular Meeting”

**B. Consideration of Approval of Employment of College Personnel
- R-2017-35**

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

R-2017-34

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 OCTOBER 9, 2017

*April Thompson, Health and Safety Coordinator
Masters of Arts in Education, Mount Vernon Nazarene University
SALARY: \$30,969.90/yr.*

BEGINNING OCTOBER 16, 2017

*Bethany Gardner, Teacher Assistant
Associate of Applied Science, North Central State College
SALARY: \$9.67/hr.*

BEGINNING OCTOBER 24, 2017

*Sherri Shafer, Academic Advisor
Masters of Arts in Education, University of Akron
SALARY: \$16.35/hr.*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2017-34

April Thompson was hired as Health and Safety Coordinator to replace Rita Moore who moved to Family Visitor.

Bethany Gardner was hired as Teacher Assistant to replace Karie Whitaker.

Sheri Shafer was hired as Academic Advisor to replace Cara Witter.

C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2017-35

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

R-2017-35

WHEREAS: Brian Wirick has supplied documentation that he has completed a Masters degree from Tiffin University.

THEREFORE, BE IT RESOLVED: by the Board of Trustees that \$3,073.00 is added to base salary of \$35,325.85 to \$38,398.85 effective September 11, 2017 in recognition of completion of a Master of Education/Education Higher Education Administration in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

D. Consideration of Approval of Contract(s) for Probationary Faculty – R-2017-36

***CONSIDERATION OF APPROVAL OF CONTRACTS
FOR PROBATIONARY FACULTY***

R-2017-36

BE IT RESOLVED: by the Board of Trustees that approval is hereby given to the administration of the college for the “memos of intent” to be issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:

***PROBATIONARY THIRD-YEAR 9-MONTH CONTRACT
(Summer Semester 2018 through Fall Semester 2018)***

Sara Woodruff

REGULAR AGENDA

A. Consideration of Approval to Duplicative Courses and Programs Report – R-2017-37 – Dr. Dorey Diab

CONSIDERATION OF APPROVAL

OF DUPLICATIVE COURSES AND PROGRAMS REPORT

R-2017-37

WHEREAS: *House Bill 49 (HB49) requires that the board of trustees of each state institution of higher education evaluate all courses and programs based on duplication within a geographic region, and*

WHEREAS: *for low enrollment programs, as defined by the chancellor, boards must provide a summary of recommended actions including consideration of collaboration with other institutions, and*

WHEREAS: *for duplicative programs, the Board shall evaluate the benefits of collaboration with other institutions of higher education (IHEs) to deliver the program, and*

WHEREAS: *the report of these evaluations is to be submitted to the chancellor within thirty days after the evaluation or as part of the annual Efficiency Report, and*

WHEREAS: *for the December 31, 2017 report, colleges may provide the additional information as an addendum to the previous report filed in 2016.*

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: Dr. Dwight McElfresh moved for approval of resolution R-2017-37 Consideration of Approval of Duplicative Courses and Programs. Ms. Linda Nelson 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 September 30, 2017. He stated that revenues for the month totaled \$690,799. Expenditures were \$1,439,854 leaving a deficit of \$749,055. Year-to-date revenues totaled \$7,766,785. Year-to-date expenditures totaled \$3,621,681 leaving an excess of \$4,145,104. The Star Ohio month-end balance for September 2017 is \$2,039,063. Mr. Akakpo described the trends that the Tracking of Monthly Cash Flow feature as well as the dashboard indicator demonstrate. Mr. Akakpo had no further trends to highlight in this report.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending September 30, 2017. Mr. Mark Masters seconded the motion and the motion carried unanimously.

VII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT

Board Chair, Ms. Elisabeth Morando introduced Ms. Charla Irvin, Trustee of the OSU-M Advisory Board and gave her the floor for some remarks.

Ms. Charla Irvin reported the following highlights:

OSU-M will have (8) students participating in Senator Sherrod Brown's Propel Ohio program this year.

Student Trustee, Mr. Mike Carroll accepted an invitation to participate in the Veteran Leadership Conference to improve his ability to aid our Student Veterans.

OSU-M received the Kip Curtis Environmentalist Award. This grant will enable the high tunnel gardening to take place on campus. Thirty graduate students from Columbus will be managing this project on the Mansfield Campus.

OSU-M employee, Ms. Renee Thompson recently received the NAACP Leadership Award from the Mansfield Chapter of the NAACP.

VIII. POLICY GOVERNANCE

A. Nominating Committee Appointments

Chair, Ms. Elisabeth Morando called for a report from the Chair of the Nominating Committee. Dr. Dwight McElfresh reported that Trustee, Ms. Janet Pry will not seek reappointment to another term therefore, the committee will continue the search for a candidate to recommend for filling this projected vacancy on the Board. It is the hope of the committee to be able to present a candidate for the Board's consideration at the December 6th meeting.

Dr. Dwight McElfresh delivered the recommendation of the Nominating Committee as such:

The Nominating Committee has explored the desire to retain and the willingness to serve another three-year term of office for Trustees, Elisabeth Morando and Pamela Mowry and; the Nominating Committee has explored the willingness of the incumbent slate of officers to continue into the second year of their current office.

Therefore, the Nominating Committee recommends the reappointment of Ms. Elisabeth Morando to another locally appointed term and Ms. Pamela Mowry to another governor appointed term.

Furthermore, the Nominating Committee recommends the continuation of the current slate of Board Officers into their second term in office through 2018.

ACTION TAKEN: Ms. Linda Nelson moved for approval of Nominating Committee’s recommendation. Ms. Janet Pry seconded the motion and the motion carried unanimously.

B. Discussion of Agenda Planning (IAW 02.72) – Ms. Elisabeth Morando

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

Ms. Linda Nelson shared that while she was substitute teaching in Ontario and Crestline, the schools included NC State special events in their announcements. Ontario announced they were having an NCSC Day so students could make plans to attend and get more information.

Mr. Matthew Smith shared that he recently had the opportunity to meet with College President Mitch Daniels from Purdue. He stated that they have been able to hold their tuition steady for over 5 years. They are working with Caplan University for online courses and are boosting enrollment through the development of polytechnic high schools. Mr. Smith further shared the story of 11 teens competing in a Solar Decathlon in Denver. He further shared information on the Enrail Education Center.

Ms. Janet Pry shared that she attended a Bucyrus Chamber of Commerce event where North Central State College was named as one of the sponsors.

Dr. Dwight McElfresh shared that he recently met with Ashland University President, Carlos Campo regarding the article he and Dr. Dorey Diab had written for the ACCT publication.

Ms. Pamela Mowry shared that she had attended the same event as Trustee, Matthew Smith with Purdue University President, Mitch Daniels.

F. 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. Ms. Elisabeth Morando led the rehearsal exercise for scenario 6.6 that asks *“How Often Should We Meet?” In the scenario, Each year, the question of how often to meet arises. Some board members feel the board meets too often, while others value monthly meetings as a means for board members to “keep in touch” with the organization. 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 4.3, 4.4 & 4.5 was led by Mr. Roger Miller.

VIII. BOARD CHAIRPERSON REPORT- *Ms. Pamela Mowry*

A. ACCT Leadership Congress: Report on Learning from sessions attended

Ms. Linda Nelson shared that she attended the Baccalaureate Summit and was intrigued by the history of this program as the first Applied Bachelor of Arts program began in 1970. Since then 25 states are involved in this offering. Four states are currently working on entering into the program and one of these states includes Ohio. Ms. Nelson relayed the benefit suggested by joining the Community College Baccalaureate Association (CCBA) once the institution is approved for the program.

Mr. Matthew Smith served as the voting delegate for North Central State College and shared some of the highlights of the business meeting.

- Discussion of the Membership Fee Structure
- Association Investment Policy and Strategic Plan
- Discussion of the Association's Sustainability Plan
- Discussion of potential for the "College Promise" that offers "free" community college. This was an opportunity to share nationally what we are doing locally.
- At the AACCC there is discussion of rotation and re-compensation as 10% have no professional development plan. This really drives home the need for the OACC to be more active in trustee training. Some examples of trustee committee involvement are in the OACC Legislative Committee and the OACC Trustee Engagement Committee.

Ms. Pamela Mowry stated that she thought this year's sessions were more relevant to her than they have been in the past. The sessions that she learned the most from included:

- Leveraging the College Foundation – She liked the Tri-C model
- Economic Factors influencing decisions in higher education
- Making traditional students out of non-traditional students
- Responding to the impending mass exodus of college presidents

Dr. Dwight McElfresh shared that he picked up the strong emphasis on forming partnerships in several sessions he attended. Other session takeaways included:

- Michael Brown, CEO of Barrick
- Three programs to expand into: Climate change, Digitalization, and Analytics. The message in this session was to Be Bold – Partnership with China – "The Fast EAT the Slow"

Mr. Steven Stone was intrigued by the session by Will Austin from New Jersey who was revered for his innovation and progressive thinking. He described how they changed their culture by saying that all employees carry some administrative responsibility, including faculty. In contradiction, the Ashbrook Center's Mitch Daniels says that "Faculty are Faculty" and described the role of faculty as quite different from that of administration.

Dr. Dorey Diab shared perspectives he also learned from Will Austin on the Teaching Administrator whereby faculty carried their responsibility to teach in the classroom as well as fulfilling administrative duties.

Mr. Matthew Smith shared info on a session he attended about improving sustainability through the use of solar panels. He also shared some of the potential benefit this technology could have locally. Mr. Smith shared an article entitled “US College tuition edged and financial aid didn’t keep pace.”

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

Ms. Elisabeth Morando confirmed that all those planning to attend are already registered.

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

Ms. Elisabeth Morando announced the Employee Appreciation/Awards Dinner and asked Mr. Stephen Williams for further details. Mr. Williams provided the Board with details of this year’s event and distributed tickets to all those planning to attend.

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

Ms. Elisabeth 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).

IX. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:13 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session to discuss security matters relating to security arrangements and emergency response protocols. Ms. Elisabeth Morando explained that there WILL NOT 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 – “yes”
- Mr. Matt Smith – “yes”
- Mr. Steve Stone – “yes”

At 7:31p.m., the Chair, Ms. Elisabeth Morando declared the Executive Session concluded and the Regular Session resumed.

X. MEETING EVALUATION – Ms. Elisabeth Morando

Ms. Elisabeth Morando called for discussion of today's meeting. Trustees were happy that all trustees were present.

XI. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, December 6, 2017 at 5:30 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. Elisabeth Morando declared the meeting adjourned at 7:34p.m.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Ms. Elisabeth Morando, Board Chair