

**North Central State College  
Board of Trustees' Meeting  
April 25, 2018**

**I. CALL TO ORDER**

The Board Chair, Ms. Elisabeth Morando called the meeting to order at 6:05 p.m. in Ohio Health - Mansfield Medical Office Building Fourth Floor Conference Room One. 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 Recorder, Mr. Stephen Williams called the roll.

**Present:**

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

**Absent:**

Ms. Pamela Mowry

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Dr. Koffi Akakpo, CFO; Dr. Karen Reed, CAO, Ms. Chris Copper, Executive Director of the College Foundation; Ms. Jean Halpin, President of Ohio Health-Mansfield & Shelby Hospital, and Mr. Michael Howard 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 was to take advantage of the Link-n-Learn opportunity provided by tonight's host organization, Ohio Health – Mansfield Hospital. Tonight's meeting would also include the business of our Required Approval Agenda including the presentation of the of the FY 2019 Budget Proposal. We will hear from our OSU-M Advisory Board Guest and continue with our Policy Governance Training. There will also be an executive session.

## **V. LINK-N-LEARN HOST PRESENTATION**

Following a tour of some of the newest cardiac facilities, Ms. Halpin explained that the Hospital not only has some of the most state-of-the-art technologies in the area of cardiac medicine but are expanding their efforts in cardiac (and other health related) prevention measures focusing on and encouraging wellness and disease prevention. She stated that the best way to establish and maintain good health is to establish a healthy lifestyle and to avoid preventable diseases in the first place. Ms. Halpin shared ways that NCSC is already partnering with OhioHealth in providing the training and well-prepared workforce needed to keep the hospital staffed with top-notch personnel. Conversation also led to a discussion of future needs and new directions in the healthcare industry that will pave the way to the next generation of challenges that will require stronger collaboration and preparation.

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

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

- Dr. Norman Jones has been selected to fill the current vacancy as the new Dean/Director of The Ohio State University at Mansfield beginning July 1, 2018. There has been no decision yet on filling the Dean's position at OSU-Lima.
- The OSU-M Graduation will be held on May 3<sup>rd</sup> with 35 Bachelor Degrees being awarded and 103 Associate Degrees being awarded.
- The OSU-M Board will participate in this year's LeaderRichland activities with the central theme of "Sharing Pathways"
- June 30, 2018 will be the last day for Trustee Mark Brunn. In May they will be bringing a new member (Kindred Stamper-New Student Trustee) on board.
- There was discussion of the time frame for the new Roadway Project (New Lexington-Springmill Entrance)
- The OSU-M Alumni Hall of Fame was held on March 22

Following the OSU-M Report, Chair Elisabeth Morando called for a Trustee to represent the NCSC Board for the OSU-M Board meeting on May 17, 2018. Ms. Linda Nelson graciously volunteered to represent NCSC.

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

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

Dr. Dorey Diab reported that the students for PTK and SAP were unable to attend tonight's meeting but provided Dr. Diab with their reports that he will present on their behalf. The Phi Theta Kappa and Sigma Alpha Pi updates are as follows:

Sigma Alpha Pi (The National Society of Leadership and Success):

- This year we have recruited 232 members.
- We are working on adding additional online options for student to complete their induction steps without coming to campus.
- We are preparing for induction on April 29<sup>th</sup> at 2:00pm at the Kehoe Center
- We are putting together our service projects to present at induction. So far, we have computed that we have completed 1000 hours of community service.
- We will also be working on installing a new officer team for next year.
- Sigma Alpha Pi was nominated for the award of Outstanding Student Organization

#### Phi Theta Kappa:

- We will be attending the Honor's Institute in June to learn about our honor's topic.
- We have already paid \$1700 for this event, which will cover the cost for our advisor and one member.
- We will be doing research this summer for our honor's topic: discovering new cultures.
- We will have a culture fair in the fall (and every fall) and share what we learn this summer.
- Our research will include field trips to various museums, churches, etc.
- Barb has been working with students who are planning to transfer to find scholarships within the four-year institution to which they are transferring.
- We have ordered roses to sell at graduation

Both organizations are working on passing out graduation regalia to members who are graduating.

### **B. North Central State College Foundation Development and Update**

Dr. Dorey Diab introduced Ms. Chris Copper to present the College Foundation Update. Ms. Copper reported:

**Scholarships:** All Scholarship letters have gone out to students for the Fall 2018 semester.

- A \$50,000 grant has been approved from the Black Family Foundation for FY19 Tuition Freedom Scholarships

#### **Foundation Events:**

- Graduate Picnic – May 10, 2018
- College and Foundation Hosted Chamber Business After Hours-September 20, 2018
- FY19 Scholarship Luncheon - October 18, 2018

**Emerald Club:** Emerald Club 2018, Goal: \$225,000  
Total in pledges/payments raised: \$313,716.45.

**Annual Employee Campaign:** This has kicked off and runs through Friday, April 27<sup>th</sup>. \$4995 has come in so far for FY19 pledges.

**New Grants Submitted**

- \$100,000 to the Conard Foundation to upgrade the RN and LPN labs as beds are outdated, and mismatched; new curtains, carpet, and paint are needed.
- \$75,000 to Timken and \$75,000 to Kellogg for the CSC LPN Program.

**General Announcements:**

- The Foundation and Resource Development reviewed the current investment policy and updated it for FY19 to continue to maximize our donations and scholarships.
- The Activities Committee are evaluating and will help implement a plan designed by Board member Glenn McClelland to have an experiential fundraiser, in honor of the 50-year anniversary of the college.
- The Foundation Board held their Feb 22 meeting in the Health Science building, with the Board touring the facility and observing the students in classes. A huge thank you to Dr. Gray, Ms. Roepke, and the entire Health Science faculty for hosting the Board.
- Cedar Fair Partnership: Each new \$100 donation will receive a CF ticket, while supplies last.

**VIII. REQUIRED APPROVALS AGENDA**

**CONSENT AGENDA**

The Board 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 Dr. Dwight McElfresh and passing unanimously, the following items were approved:

**A. Approval of Minutes for March, 2018 “Regular Meeting”**

**B. Consideration of Approval of Status Change – R-2018-17**

***CONSIDERATION OF APPROVAL OF  
STATUS CHANGES***

***R-2018-17***

**STATUS CHANGE**

***BE IT RESOLVED:*** by the Board of Trustees, that the following staff members are hereby awarded the following status change:

**BEGINNING April 9, 2018**

*Sheila Campbell, Assistant Director, Information and System Technology*

*SALARY: \$53,070.80 to \$58,377.88*

- *Sheila Campbell moved from Information Systems Manager to Assistant Director, Information and Systems Technology*

**BEGINNING April 9, 2018**

*Tom Prendergast, Executive Director of Institutional Effectiveness, Analytics and Planning*

*SALARY: \$72,767.57 to \$80,044.33*

- *Tom Prendergast, Director, Institutional Research was moved to Executive Director of Institutional Effectiveness, Analytics and Planning*

**BEGINNING April 9, 2018**

*Gina Kamwithi, Executive Director, Compliance, Curriculum and Assessment*

*SALARY: \$59,754.56 to \$65,730.02*

- *Gina Kamwithi, Director, Academic Services was moved to Executive Director, Compliance, Curriculum and Assessment*

*These changes were made due to reorganization and alignment within the college community.*

**C. Consideration of Approval of Employment of College Personnel – R-2018-18**

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

**R-2018-18**

**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 APRIL 23, 2018**

*John Skulski, Facility Utility Worker*

*Ohio State University, Bachelor of Science*

*SALARY: \$10.00/hr.*

- *John Skulski was hired as Facility Utility Worker to replace Martin Farst.*

**BEGINNING MAY 22, 2018**

*Mackayla Cox, IR Summer Intern*

*North Central State College, Associate of Applied Business, Business Management*

*North Central State College, Associate of Applied Business, Marketing*

SALARY: \$12.00/hr.

- Mackayla Cox was hired as an intern for Intuitional Research.

### **BEGINNING AUGUST 16, 2018**

Heidi Kreglow, PTA Faculty/Program Director

University of Findlay, Masters of Physical Therapy

SALARY: \$45,652

- Heidi Kreglow was hired as PTA Faculty/Program Director to replace Nicole Martin.

## **REGULAR AGENDA**

### **E. Treasurer's Report for March 31, 2018 – Dr. Koffi Akakpo**

Dr. Koffi Akakpo presented the Treasurer's Report for the period ending March 31, 2018. He stated that revenues for the month totaled \$723,202. Expenditures were \$1,432,542 leaving a deficit of \$709,340. Year-to-date revenues totaled \$16,928,514. Year-to-date expenditures totaled \$11,678,742 leaving an excess of \$5,249,772. The Star Ohio month-end balance for March 2018 is \$5,065,803. Dr. Akakpo described the trends shown in the new Tracking of Monthly Cash Flow feature as well as the dashboard indicators. Dr. Akakpo had no further special notes for this report.

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending March 31, 2018. Mr. Roger Miller seconded the motion and the motion carried unanimously.

## **IX. POLICY GOVERNANCE**

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

Ms. Elisabeth Morando called for **Owner Connections** with recent activities to share. Ms. Linda Nelson shared an article from the Galion Inquirer about Galion students who were to receive their Associate's degrees.

Mr. Steven Stone shared a story about a Loudonville student who died while attending classes at NCSC through the CCP program.

Dr. Dorey Diab shared some observations and participation by Trustees in the Foundation's NCO Hall of Excellence.

Ms. Elisabeth Morando shared a conversation she had with some parents on their local swim team regarding the CCP program.

Mr. Matthew Smith shared his attendance at the Ashland University's Ashbrook series on "Freedom of Thought, Freedom of Speech." He also shared an article from the Kiwanis regarding "Stress" and why teens need a sense of purpose.

### **C. 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. Steven Stone led the case study of rehearsal scenario 3.15 that asks “*High Expectations, Low Funding: Is There a Solution?*” *In the scenario, a tax-funded governmental organization has historically been successful in producing ends. Demand and use have risen, but funding has not increased accordingly. Staff fear that without additional funding, facilities and programs will deteriorate, diminishing the organization’s ability to accomplish ends in the future. The CEO has brought this to the attention of the board. The board is afraid that the public won’t support a tax increase, even though there hasn’t been one for more than a decade. 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 2.6, 2.7, 2.8 and 2.9 was led by Ms. Linda Nelson.

Ms. Nelson eluded to the discussion of last year’s review that pointed out the difference in duties of the Secretary of the Board and the Secretary to the Board. The policy is confusing and unclear as written as to who is responsible for the specific duties outlined. There needs to be clearer distinction between the two positions and their relationship of duties to each other. Some additional discussion ensued on the distinction between the positions. Following the discussion, President Diab indicated that a recommendation for the Board’s consideration will be drafted to clarify the roles and responsibilities of each position.

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

#### **A. Financial Disclosure Filing Deadline (May 15, 2018)**

Ms. Elisabeth Morando reminded trustees of the upcoming deadline for filing of the Annual Financial Disclosure Statements to the Ohio Ethics Commission. Board Secretary, Mr. Stephen Williams reported that all those required to file Financial Disclosure Statements for 2017 had done so.

#### **B. All-Ohio Academic Team Luncheon (April 26<sup>th</sup> State House Atrium)**

Ms. Elisabeth Morando reminded Trustees of the upcoming All-Ohio Academic Team Luncheon on April 26<sup>th</sup>. Dr. Dwight McElfresh and Ms. Linda Nelson will be attending on behalf of the Board of Trustees as our students are recognized for their achievement.

### **C. Alumni Picnic and Graduation Ceremony (May 10 & 11)**

Ms. Elisabeth Morando reminded the Board of the College Commencement Ceremony and Alumni Graduate Picnic and called for all Trustees to mark their calendars to save the date in hopes that all will be able to attend one or both events.

### **D. North Central Ohio Hall of Excellence (Friday, April 13<sup>th</sup>, Ralph Phillips Conference Center)**

Ms. Elisabeth Morando called for discussion of the NCO Hall of Excellence. Mr. Matthew Smith announced that trustees had gone together and purchased a table for the event and some might be sitting elsewhere as well. Dr. Diab reminded everyone that the event was sold out so any trustee wishing to attend who had not already made arrangements for seating should let him know. From the discussion, it appeared that all who were planning to attend had already made the necessary arrangements.

### **E. OACC Annual Conference (June 7<sup>th</sup> & 8<sup>th</sup>, Marion Technical College)**

Ms. Elisabeth Morando called for discussion from Trustee who were planning to attend or who knew at this time that they would NOT be able to attend. The agenda for the 2-day event was recently published so trustees could get an idea of the content and make decisions on their ability or desire to attend. Those planning to attend needed to get in touch with Mr. Stephen Williams to discuss registration arrangements.

### **F. 2018 ACCT Leadership Congress (Hotel Early bird Registration deadline is May 20<sup>th</sup>)**

Ms. Elisabeth Morando called for a discussion on the status of our presentation proposal. Dr. Diab reported that presentation approvals would not happen for a couple months yet. Additional discussion took place regarding the possibility of once again presenting the Pre-congress Academy on Policy Governance in addition to our concurrent session. There has been much turnover at ACCT so many activities are still unknown at this time.

### **G. 2018 LeaderRichland Participation Commitments (May 16, 17 & 21)**

Ms. Elisabeth Morando called for discussion of the Leader Richland activity, which will include 7<sup>th</sup> and 8<sup>th</sup> grade girls this year and called for a recap of those who were committed to participate. Dr. Diab reported on previous commitments from Ms. Morando for participation on May 17<sup>th</sup>. Ms. Linda Nelson committed to participating on May 16<sup>th</sup>. Dr. Dwight McElfresh committed to participating on May 17<sup>th</sup>. Mr. Matthew Smith committed to participating on May 21<sup>st</sup>. All presentations by NCSC Board members will take place on their prescribed dates between 10:00am and 1:30pm in the Gorman Room (165) of the Fallerius Building. President Dorey Diab discussed a potential format for the presentations and his desire to participate to the extent he is able.



## **H. Cancellation of the June 27<sup>th</sup> Regular Board Meeting and Annual Planning Retreat and Rescheduling on July 11<sup>th</sup>.**

Ms. Elisabeth Morando reminded the Board that due to an opportunity for advancement development training for President Diab and Foundation Executive Director Chris Copper, the Regular June meeting and Annual Planning Retreat would not take place on June 27<sup>th</sup> as scheduled rather it has been rescheduled to July 11<sup>th</sup>. Both activities will follow the same timing schedule as it has in the past when held in June. Trustees should be sure that they have marked the date on their calendars and make plans to attend.

## **XI. EXECUTIVE SESSION**

The Chair called for an Executive Session at 7:56 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session to discuss personnel matters relating to the employment/evaluation of a public employee and to consider complaints against a public employee. 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 unanimously by all members present.

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

At 8:13 p.m., the Board Chair, Ms. Elisabeth Morando declared the Executive Session concluded and the Regular Session resumed.

## **REGULAR SESSION RESUMED**

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

Ms. Elisabeth Morando called for discussion of today’s meeting. Trustees noted that there was good discussion and some very good policy governance discussion. The Link-n-Learn activity was very informative and enlightening.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, May 23, 2018 in room 165 (The Gorman Room) in the Fallerius Building at 5:30pm.

**XIV. 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 8:28 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Elisabeth Morando, Board Chair