

**North Central State College  
Board of Trustees' Meeting  
May 23, 2018**

**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 Recorder, Mr. Stephen Williams called the roll.

**Present:**

Mr. Mark Masters  
Dr. Dwight McElfresh  
Mr. Roger Miller (5:31pm)  
Ms. Elisabeth Morando  
Ms. Pamela Mowry  
Ms. Linda Nelson  
Mr. Matthew Smith  
Mr. Steven Stone

**Absent:**

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Dr. Koffi Akakpo, CFO; Ms. Chris Copper, Executive Director of the College Foundation; Ms. Margaret Puckett representing the Faculty; and Ms. Kelly Blay 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 would include reports from the Students, College Foundation, and the OSU-M Advisory Board. Business items will include approving an amendment to one of our Governance Process policies, the Campus Completion Plan as well as approving the Budget for 2018-19 and the Employee Contracts. There will also be an executive session.

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

Chair, Ms. Elisabeth Morando introduced Ms. Kelly Blay of the OSU-M Advisory Board and gave her the floor for some remarks. Highlights from Ms. Blay's update included the following:

- Ms. Blay briefly introduced herself as the newest member of the OSU-M Advisory Board stating that she is a member of the faculty at Kent State University and joined the OSU-M Board in an effort to help attract more students to Mansfield from Northeast Ohio.
- The work on the new entrance should begin next week in hopes that it will be concluded in August. With this activity the current location of the Lexington-Springmill traffic light will move.
- A new initiative has been developed by tracking the 6-year grad rate.
- Renovations to be completed before the start of fall are the Chemistry and Biology Labs.
- Deans Greg Timberlake and David Murray have been with OSU-M in the development of academic pathways. OSU is going to use OSU-M as their digital flagship for Apple.
- The OSU-M Board participated in this year's Leader Richland activities.
- Susan DeLagrange will soon be retiring from OSU-M.

Ms. Linda Nelson attended the May 17th OSU-M Advisory Board meeting on behalf of the NCSC Board of Trustees and included the following in her report:

- She echoed that OSU-M would be serving as the demo for the digital I-pad
- Mr. Nick Gesouras will become a new member of the OSU-M Advisory Board.

## **VI. 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:

#### PTK:

This summer Phi Theta Kappa will work on the research for their honors topic. The Chapter is studying changing cultures.

Phi Theta Kappa members will be soliciting donations for the Ontario Fourth of July festival.

SAP:

The SAP officers held their induction ceremony for the national society of leadership and success.

Plans are being made for an officer retreat for SAP this summer so we can plan next year's events.

BOTH:

The current officers and advisor are writing letters to recruit a new slate of officers for the upcoming year for both societies.

**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:

**Emerald Club:**

Emerald Club 2018, Goal: \$225,000 - We are excited to report that the Emerald Club 2018 Annual Campaign was widely successful! Our fundraising goal was \$225,000, and we raised \$404,000 to date.

Of that amount a few important notes:

- \$85,000 (is designated for the development of the NCSC Practical Nursing Program @ the Crawford Success Center Program)
- We also raised another \$70,000 from Pledges and gifts for the Crawford Success Center.
- \$165,825.52 is designated to benefit our scholarship funds which include the Necessities Fund and Tuition Freedom
- Over \$100k will aid our General Operations

**Annual Employee Campaign:** Increased by 9% at \$7500, 55% more staff and faculty were involved this year.

**General Announcements:**

- The Foundation and Resource Development finalized the current investment policy. Matt Smith has been instrumental in the process:

- It was agreed to have in person meetings bi-annually rather than quarterly. Investors will still provide their report quarterly.
- Subject to Board approval we will keep our current 3 investment firms and entertain an RFP from Mechanics Bank.
- The Activities Committee are evaluating and will help implement a plan designed by Board member
  - Glenn McClelland idea, Igniting Passion into Action, to have an experiential fundraiser, in honor of the 50 year anniversary of the college is expanding with Mechanics, Richland, and Westfield Banks agreeing to host one of 4 events. The Ren will host the 4<sup>th</sup> one if we can secure a sponsor.
- Our Board Development Committee
  - Plan for Board Member recruitment. Established and working a plan to recruit several new Board members.
  - MOU update completed
  - Code of Regulation review
- Cedar Fair Partnership: Each new \$100 donation will receive a CF ticket, while supplies last.

**Foundation Events:**

- May 30<sup>th</sup> the Bucyrus Chamber After Hours will be at the Crawford Success Center. All Board members are welcome.
- June 7<sup>th</sup> we will host a joint Scholarship and Donor Recognition event at the Crawford Success Center. All Board members are welcome.
- College and Foundation Hosted Chamber Business After Hours - September 20, 2018
- FY19 Scholarship Luncheon - October 18, 2018

**VII. 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 25, 2018 “Regular Meeting”**

**B. Consideration of Approval of Status Change – R-2018-19**

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

**R-2018-19**

**STATUS CHANGE**

**BE IT RESOLVED:** by the Board of Trustees that the following staff/faculty member is hereby awarded the following status change:

**BEGINNING FY 18-19 Contract/Base Salary**

*Sara Rollo, Math Faculty*

**SALARY:** \$43,200 to \$44,200

- *Sara Rollo is receiving an advancement in rank increase of \$1,000.*

**C. Consideration of Approval of Employment of College Personnel – R-2018-20**

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

**R-2018-20**

**NEW HIRES**

**BE IT RESOLVED:** by the Board of Trustees that the following staff and/or faculty members are hereby employed at the salary and dates stipulated below:

**BEGINNING MAY 5, 2018**

*Jordain Smith, Teacher Assistant*

**SALARY:** \$9.50/hr.

- *Jordain Smith was hired as Teacher Assistant for summer coverage only from May 1 through August 31.*

**BEGINNING AUGUST 16, 2018**

*John Stewart, OTA Faculty/Program Director*

*Shawnee State University, Associate of Applied Science Occupational Therapy Assistant*

*Ohio Christian University, MBA*

**SALARY:** \$45,248

- *John Stewart was hired as OTA Faculty/Program Director to replace Ted Chapman.*

**BEGINNING AUGUST 16, 2018**

*Celeste Francis, Registered Nursing Faculty*

*University of Southern Mississippi, Master of Science in Nursing*

**SALARY:** \$46,460

- *Celeste Francis was hired as Registered Nursing Faculty to replace Amy Arnett.*

**REGULAR AGENDA**

**A. Consideration of Approval to Amend Governance Process Policy 2.6 – R-2018-21**  
*- Dr. Dorey Diab/Ms. Elisabeth Morando*

**CONSIDERATION OF APPROVAL  
OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 2.6**

**R-2018-21**

**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 2.6 – Board Secretary Role Policy.*

*(see attached)*

3357:13-02-60 Board Secretary’s Role Policy (Governance Process)

The Board Secretary (also known as Secretary of the Board) is an officer of the board whose purpose is to ensure the integrity of the board’s documents.

The responsibility for conduct of the board’s documents shall fall upon the Corresponding Secretary (also known as the Secretary to the Board), who is not a member of the Board and carries the corresponding duties to the Board of Trustees as part of their regular job description. The Corresponding Secretary is a paid employee of the institution who serves both the Board of Trustees and the institution’s Chief Executive Officer.

2.61 The assigned result of the Secretary’s job is to see to it that all board documents and filings are accurate and timely.

- a. Policies will be current in their reflection of board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or board member recognitions need not be placed in policy.
- b. Policies will rigorously follow Policy Governance principles.
- c. By-laws will contain all the elements necessary for legal compliance and for consistency with the principles of Policy Governance and will be known to the board.

- 2.62 The authority of the Secretary is access to and control over board documents, and the use of the Corresponding Secretary's time that in the CEO's opinion is neither excessive nor disruptive.
- 2.63 The assigned result of the Corresponding Secretary's job is to draft all board correspondence, documents, and notifications per the direction of the board/CEO.
- a. Requirements for format, brevity, and accuracy of board minutes will be known to the CEO.
  - b. Records on all meetings of the Board of Trustees shall be kept.
  - c. All legal notices and postings shall be carried out.
  - d. All regular documents of the board to include regular and special meeting minutes and certifications of board action shall be signed by the Corresponding Secretary.
  - e. Board members shall be notified of all meetings and other relevant events.
  - f. In the absence of the Corresponding Secretary, any person appointed by the Chairperson shall perform the duties of the Corresponding Secretary and shall keep the minutes thereof.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2018-21. Mr. Roger Miller seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of College Completion Plan – R-2018-22**  
– Dr. Dorey Diab

***CONSIDERATION OF APPROVAL OF  
CAMPUS COMPLETION PLAN UPDATE  
FOR NORTH CENTRAL STATE COLLEGE***

***R-2018-22***

***WHEREAS:*** Completion plans provide a continuous improvement framework that can allow campuses to identify and implement strategies to increase the number and percentage of students earning meaningful postsecondary credentials, and

***WHEREAS:*** House Bill 59 called for each public college and university to submit a campus completion plan that was approved by their board of trustees to the Chancellor by June 30, 2014, and

***WHEREAS:*** The legislation further states that these plans are to be updated every two years.

***NOW, THEREFORE BE IT RESOLVED:*** by the Board of Trustees that the following update to the College's Campus Completion Plan for 2018 is hereby approved.

**ACTION TAKEN:** Ms. Pamela Mowry moved for approval of resolution R-2018-22. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**C. Treasurer's Report for April 30 28, 2018 – Dr. Koffi Akakpo**

Dr. Koffi Akakpo presented the Treasurer's Report for the period ending April 30, 2018. He stated that revenues for the month totaled \$711,888. Expenditures were \$1,397,634 leaving a deficit of \$685,746. Year-to-date revenues totaled \$17,640,402. Year-to-date expenditures totaled \$13,069,226 leaving an excess of \$4,571,176. The Star Ohio month-end balance for April 2018 is \$5,073,266. 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:** Dr. Dwight McElfresh moved for approval of the Treasurer's Report for the period ending April 30, 2018. Mr. Mark Masters seconded the motion and the motion carried unanimously.

**D. Consideration of Approval of 2018-2019 Operating Budget – R-2018-23**  
– Dr. Dorey Diab/Dr. Koffi Akakpo

**CONSIDERATION OF APPROVAL OF  
2018-2019 OPERATING BUDGET**

**R-2018-23**

***WHEREAS:*** the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2018-2019 Operating Budget, and

***WHEREAS:*** the Board of Trustees acknowledges that the allocation of payroll expenditures includes: an increase in compensation for all full-time staff of \$1,000 to base salary; an increase in compensation for all full-time faculty in accordance with year-two of the collective bargaining agreement, \$1,000 applied to base for fiscal year 2018; a stipend of \$100 to designated part-time staff; and a \$50 stipend to adjunct faculty that successfully complete Fall semester 2018 and a \$50 stipend to adjunct faculty that successfully complete Spring semester 2019



**WHEREAS:** *the Board of Trustees acknowledges that the allocation of expenditures for employee fringes includes an increase in the employee participation rate for healthcare coverage that will go from fourteen percent to fifteen percent, and*

**WHEREAS:** *the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that the 2018-2019 Operating Budget of the College is hereby adopted as presented.*

*(See attached sheet)*

**ACTION TAKEN:** Ms. Linda Nelson moved for approval of resolution R-2018-23 2018-2019 Budget. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**D. Consideration of Approval of College Personnel Employment Contracts**  
– **R-2018-24** – *Dr. Dorey Diab/Dr. Koffi Akakpo*

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

**R-2018-24**

**BE IT RESOLVED:** *by the Board of Trustees that contracted College personnel are hereby awarded such employment agreements at the salary and dates stipulated in accordance with the previously approved 2018-2019 budget under Resolution 2018-23*

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of resolution R-2018-24 Consideration of Approval of College Personnel Employment Contracts. Ms. Pamela Mowry 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. Mr. Matthew Smith shared an upcoming event on April 11<sup>th</sup> in Crawford County.

Mr. Mark Masters shared that he had received comments from two parents and grand parents regarding their appreciation for the live streaming of the 2018 graduation ceremony.

Mr. Masters also shared that he was recently at a conference in Scottsdale, AZ that discussed how banks are using technology companies to remedy customer problems. When asked “Where do you find the necessary people to maintain this kind of technology” 100% of the respondents answered “At area community colleges.”

Dr. Dwight McElfresh shared a development that he had recently encountered that contrasted “Badges” with “Degrees” in such fields as Information Technology.

Mr. Matthew Smith shared a recent activity on May 8<sup>th</sup> at Galion High School called “Leader in Me” a similar activity is being carried out at Mansfield City Schools to introduce and bring out the leadership potential in high school students at an early age.

### **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. Roger Miller led the case study of rehearsal scenario 4.9 that asks “*Should Board Members Intervene in Staff Disputes*”. *In the scenario, a board member gets a call from a staff members complaining about low staff morale. How should the board member respond?*”
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.

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

### **A. BOT June Regular Meeting & Annual Planning Retreat Rescheduled to July 11**

Ms. Elisabeth Morando reminded Trustees of the rescheduling of the June Board meeting and Annual Planning Retreat. President Dorey Diab explained that the Regular Meeting will begin early at 4:00pm and business items will be covered while other reports will be abbreviated, presented as part of the retreat, or eliminated in the effort to wrap up the regular meeting as soon as possible. The Board’s Annual Planning Retreat will begin following the regular meeting around 5:00pm (or sooner if the meeting wraps up early), including a light dinner before commencing the retreat.

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

Ms. Elisabeth Morando called for reflections from the All-Ohio Academic Team Luncheon held on April 26<sup>th</sup> at the State House Atrium. Dr. Dwight McElfresh attended on behalf of the Board of Trustees as our students are recognized for their achievement. Dr. McElfresh shared his impressions of the event and conveyed his Kudos to Ms. Barbara Keener for her work in making sure students were prepared and that NC State was well-represented at the event.

### **C. College Commencement Ceremony and Graduate Picnic (May 10<sup>th</sup> & 11<sup>th</sup>)**

Ms. Elisabeth Morando called for reflections from the Alumni Graduate Picnic and Graduation Ceremony. Trustees commented that this year's graduation ceremony was a very nice event. Ms. Pamela Mowry noted that the graduate picnic was also good and students, employees, and guests all seemed relaxed and having a good time.

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

Ms. Elisabeth Morando called for any discussion from Trustee who were planning to attend that needed to take place in preparation for the conference. President Diab explained that NC State has been asked to participate in a panel discussion on Policy Governance. Following some discussion, Ms. Linda Nelson and Mr. Matthew Smith were identified as the Trustees who would be joining Dr. Diab in the panel discussion.

### **E. 2018 ACCT Leadership Congress (Presentation proposal deadline is May 4th)**

Ms. Elisabeth Morando called for an update on our presentation proposal and potential pre-congress academy participation. Dr. Dorey Diab reported that the approvals for the proposals have not been announced yet. He also reported that the Pre-congress academy is going to be conducted differently than it has in the past with a focus on Ethics and Policy Governance. He recommended that Ms. Elisabeth Morando be part of the discussion for her legal background and that Dr. Dwight McElfresh be part of the discussion for his experience in higher education.

Trustees were reminded of the ACCT "Spirit Day" and should make preparations for NC State attire to wear on that day.

### **F. 2018 Leader Richland Participation Commitments (May 16, 17 & 21)**

Ms. Elisabeth Morando called for discussion of the Leader Richland activity, which consisted of 7<sup>th</sup> and 8<sup>th</sup> grade girls this year and called for reflections from those who participated. Mr. Matthew Smith and Dr. Dwight McElfresh shared their observations as this year's presentation seemed to capture students' attention and got them working together to understand the importance of the message in finding ways to work on developing their own leadership abilities and experiences from activities and situation

they may be encountering in their own everyday life. Several people pointed out the confusion of groups going from one point to another and the fact that the groups did not have individual guides as they have had in the past. This absence was quite noticeable and tended to detract from the quality of the event as groups searched for their correct place to be.

## **X. EXECUTIVE SESSION**

The Chair called for an Executive Session at 7:07 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 regarding the review of Collective Bargaining Strategy. Ms. 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 – “yes”  
Mrs. Elisabeth Morando – “yes”  
Mrs. Pamela Mowry – “yes”  
Mrs. Linda Nelson – “yes”  
Mr. Matt Smith – “yes”  
Mr. Steve Stone – “yes”

At 7:12 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 noted that Mr. Miller did a great job with the scenario rehearsal and led to some good policy governance discussion. The meeting did not drift from the agenda. Trustees commented that the Owners Connections discussions and contribution from Mr. Mark Masters were very good.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, July 11, 2018 in the Gorman Room (165-Fallerius) and will begin promptly at 4:00pm. The Board’s Annual Planning Retreat will be following the meeting at 5:00pm.

### **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 7:57 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Elisabeth Morando, Board Chair