

**North Central State College
Board of Trustees' Meeting
December 5, 2018**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 6:06 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
Ms. Elisabeth Morando
Ms. Linda Nelson
Ms. Shelly Niese
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Ms. Pamela Mowry

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Koffi Akakpo, CFO; Dr. Karen Reed, CAO; Ms. Margaret Puckett was present representing the Faculty; Mr. Dean Schaad, Director of Facilities was present; Ms. Charla Irvin was present representing The Ohio State University Mansfield Advisory Board; Ms. Tessa Bianchi and Ms. Tara Hines were present to deliver a presentation; and Mr. Kevin Vaughn was present on behalf of Plattenberg & Associates Certified Public Accountants.

IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando

Ms. Elisabeth Morando explained that the primary foci of tonight's meeting include: the annual report from the auditors on the College finances, to hear Trustee Stone's presentation on "The ART of Student Success," that will be delivered by Ms. Bianchi and Ms. Hines, and Ms. Irvin's report on behalf of The Ohio State University at Mansfield's Advisory Board. We will also consider the regular agenda items, policy governance training and upcoming activities.

V. AUDITOR'S REPORT – Plattenburg & Associates, Inc.

Mr. Kevin Vaughn explained that page 7 contained the summary of this year's audit. Pages 1-2 contained the schedule of grants; pages 3-4 contained the "Yellow Book" report; and pages 5-6 contained the Independent Auditor Report F/A. Mr. Vaughn reported that this year's audit was an unmodified, clean audit with no material weaknesses with the "Yellow Book" report, Federal Awards, nor Internal Controls. Their unmodified opinion was materially in compliance. There were no material weaknesses with internal controls, and no material report in federal awards. This year's report along with previous reports makes the College a low risk.

Ms. Elisabeth Morando thanked the audit team for another clean audit for the College and thanked Mr. Kevin Vaughn on behalf of the Auditors for their report.

VI. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Ms. Elisabeth Morando introduced Ms. Charla Irvin of the OSU-M Advisory Board and gave her the floor for her report. Highlights included:

- The signs for the new roads are up and the new road is ready for use. While the center line has been painted on the new entry road, there will be no edge lines until the weather breaks. The old entry road has been barricaded to prevent its further use.
- Faculty member, Dawn Kitchen is working to restructure committee loads.
- Provided an update on the College of Nursing
- The planning for the OSU one hundred year anniversary which will take place in 2020, is underway and will include a three to four day celebration at the Mansfield campus.

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

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

Dr. Dorey Diab presented the Phi Theta Kappa and Sigma Alpha Pi reports on behalf of the student representatives who were not able to attend the meeting.

The Phi Theta Kappa report was as follows:

1. PTK held their fall induction for new members on Sunday, December 2, 2018.
2. The chapter is planning some fundraisers so that students can attend the international conference in the spring.
3. The chapter held the culture fair in conjunction with Richland Gives activities.

The Sigma Alpha Pi report was as follows:

1. The Sigma Alpha Pi chapter is done with formal events for this semester

2. The Chapter will be meeting after finals to plan activities for the upcoming spring semester.

B. North Central State College Foundation Development and Update - Dr. Dorey Diab

Dr. Dorey Diab presented the Foundation Development and Update Report on behalf of Ms. Chris Copper who was not able to attend the meeting.

The report was as follows:

Emerald Club Goal: \$250,000

Total: **\$552,099.01**, including \$240,000 for Smart classrooms + \$29,000 for the engineering program equipment.

General Announcements:

- The Ashland Foundation just funded \$29k in equipment for the planned Bachelors of Mechanical Engineering program.
- The Cedar Fair group expressed appreciation for our partnership as they plan to emulate it at their other parks with local community colleges. They also plan to increase their ticket donation for 2019 and add an endowed scholarship.
- The Foundation is working to identify additional Tuition Freedom donors and to add to the new TFS endowment fund.

Foundation Staff

- Mary Rodriguez has retired and the foundation is fully staffed.
- The new Major Gift Officer, Randy Blankenship, is trained and learning the NCSC Foundation methods of conducting business.

Foundation Events:

- The Arts for Success fundraiser and community outreach program is being held on February 21, 2019 at the Crawford Success Center from 4:30 pm to 9 pm.
- Next Passion into Action event - March 7, 2019 – Renaissance Theatre – sponsored/hosted by Mechanics Bank – Mamma Mia set
- Hall of Excellence is Friday, April 12, 2019
 - Save the dates went out this week.
 - Honorees selected include Jeff Gorman and Dr. Joe Shadeed and filming should start shortly for their video.
 - Miss Ohio will be performing again and Collier Landry will be speaking.
 - Pictures will be taken at 5 pm with Miss Ohio and the College Board of Trustees as well as the Foundation Board of Trustees.

C. Mr. Steve Stone’s presentation on The “A.R.T. of Student Success initiative.

Dr. Dorey Diab turned the floor over to Trustee Steve Stone for his presentation. Trustee Stone recalled The Adverse Childhood Experiences presentation/video he shared with the Board at a past meeting and recounted the long-lasting effects these experiences had on people of all ages. These experiences have led to the need for “Trauma-informed”

Mental Health Care. To talk more about this trauma-informed mental health care, Mr. Stone introduced Ms. Tessa Bianchi and Ms. Tara Hines.

Ms. Tessa Bianchi provided an introduction to the A.R.T. (Advocacy and Resources for Trauma) initiative and its role in helping student along their path to recovery and success. She explained that the Mission of ART is to provide information and resources to the campus community to promote empathy and overcome systemic barriers to educational attainment and life success, and thereby influencing the larger community. ACE is very interested in the results of this initiative. Ms. Bianchi discussed the questions on the ACE questionnaire to help us understand how our students are doing. She explained that “Trauma-informed” is more about what has happened to you, versus, what is wrong with you. Scores on the ACE questionnaire indicate how likely a student is to struggle with the rigors of higher education without some sort of intervention to help them through the barriers. On February 22nd, they will be bringing in an expert speaker to a faculty in-service at NCSC (and OSU-M on a different date) to work with faculty to help identify such students (who make up a sizeable percentage of our campus) and to realize that these students have needs in this area. Mr. Steve Stone added that activities such as peer support mentoring or specialized student support groups may be examples of interventions that can help these students overcome these barriers. Ms. Tara Hines explained that at NCSC, Academic Advising also serves as a student advocate in these matters. They are working toward the answer to, how do we support students with “real-world” issues to keep them focused on academic success? Ms. Bianchi added that their aim is to work with both institutions to discover what services we can offer to identify, support and serve these students.

D. Board Travel and Reimbursement Guidelines Discussion

Dr. Dorey Diab introduced the Board Travel and Reimbursement Guidelines document that was distributed to trustees earlier and called for any questions or further discussion. Ms. Elisabeth Morando commented that the document seemed to capture the essence of their previous discussions and called for the revised version to be posted on the Board’s webpage for future reference as the previous document had been.

E. Monitoring Report(s) Career Readiness Report

Dr. Dorey Diab read the Career Readiness and Development Ends policy as “students acquire and enhance relevant business and industry credentials, job skills, work habits, job leads and pathways to economic self-sufficiency especially in high demand technologies.”

He discussed the Career Coach tool kit features that currently reside on our College website and explained their value and utility in helping students (and all who choose to use them) research their own career aspirations and workforce marketplace trends for present and future in-demand jobs. As part of our regional domestic product, currently

the economic business clusters include 18% in Manufacturing, 15% in Health Care, 13% in Government, and 11% in Retail. It is incumbent upon us to ensure that our programs lead to relevant jobs. One way is constantly researching employment trend. As such, Dr. Diab recently attended the Ohio Business Roundtable in Columbus where CEO's of various industry leading companies and institutions of higher education were brought together to identify the current and future workforce needs. Some of the main topics that were brought up included: how can we do more project-based learning? What kind of skills do employees of tomorrow need? Top three responses were: Cyber Security, Data Analytics, and Engineering. Since we already have Engineering and Cyber Security programs in place, we are considering a Business Analyst program. Employers at the meeting also frequently referred to the "Blended" employee who needs to have both soft skills as well as technical skills.

VIII. 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. Secretary to the Board, Mr. Stephen Williams called for item B. Consideration of Approval of Employment of College Personnel to be removed from the Consent Agenda for further discussion immediately following the consent agenda. The Board Chair acknowledged the item to be removed. On a motion by Dr. Dwight McElfresh and seconded by Mr. Matthew Smith and passing unanimously, the following items were approved:

A. Approval of Minutes for October 31, 2018 "Regular Meeting"

REGULAR AGENDA

(Removed from the Consent Agenda to Immediate on the Regular Agenda)

A. Consideration of Approval of Employment of College Personnel – R-2018-40

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2018-40

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 NOVEMBER 5, 2018

Deb Hysell, Dean, Liberal Arts

Kent State University, Master of Library Science
SALARY: \$80,000

- *Deb was hired as Dean of Liberal Arts to replace David Murray.*

BEGINNING NOVEMBER 13, 2018

Amy Burns, Senior Administrative Assistant, Health Sciences
Bliss College, Associates Degree in Secretarial Sciences
SALARY: \$14.89/hr.

- *Amy was hired as Senior Administrative Assistant for Health Sciences to replace Betty Hager.*

~~*BEGINNING NOVEMBER 26, 2018*~~

~~*Charles Craig, Director, Capital Planning and Facilities Management*~~
~~*SALARY: \$60,000*~~

- ~~• *Charles Craig was hired as Director, Capital Planning and Facilities Management to replace Dean Schaad.*~~

Dr. Dorey Diab presented resolution R-2018-40 and explained that after one week of beginning his duties as Director, Capital Planning and Facilities Management in replacement of Mr. Dean Schaad, Mr. Charles Craig resigned his position for a position with a different company that he had been prospecting as well as NCSC. Therefore, resolutions R-2018-40 should be amended to not include the employment of Mr. Charles Craig as part of this resolution for the Board's consideration of approval.

ACTION TAKEN: Mr. Mark Masters moved for approval of resolution R-2018-40 Employment of College Personnel "as amended". Ms. Linda Nelson seconded the motion and the motion carried unanimously.

B. Consideration of Approval to Appoint an Architect for the Planning and Design Services of the IT Data Infrastructure Upgrade Project – R-2018-41

***CONSIDERATION OF APPROVAL TO APPOINT AN
ARCHITECT FOR THE PLANNING AND DESIGN SERVICES OF THE IT DATA
INFRASTRUCTURE UPGRADE PROJECT***

R-2018-41

WHEREAS: *the State of Ohio Appropriates Funds for Capital renovation projects for North Central State College, and*

WHEREAS: *the State of Ohio Appropriated funds in House Bill 529 for the renovation of the Kehoe Center Infrastructure project in the amount of \$ 326,246.00*

WHEREAS: *This project will provide generation back up power and a controlled HVAC environment that does not presently exist at the James W. Kehoe Center Data Center. The project will also include providing fiber optic to the Child Development Center.*

WHEREAS: *the Architectural Committee unanimously recommends the architectural firm of Prater Engineering Associates, Inc.*

NOW, THEREFORE BE IT RESOLVED: *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to Prater Engineering Associates, Inc. in the amount not to exceed Twenty Nine Thousand Six Hundred Twenty Five Dollars (\$29,625.00).*

*Prater Engineering Associates, Inc.
6130 Wilcox Road Dublin, Ohio 43016*

ACTION TAKEN: Ms. Linda Nelson moved for approval of resolution R-2018-41 Approval to Appoint and Architect for the Planning and Design Services of the IT Data Infrastructure Upgrade Project. Mr. Steven Stone seconded the motion and the motion carried unanimously.

C. Consideration of Approval to Appoint an Architect for the Planning and Design Services of the James W. Kehoe Center Infrastructure Project – R-2018-42

**CONSIDERATION OF APPROVAL TO APPOINT AN
ARCHITECT FOR THE PLANNING DESIGN SERVICES OF THE
JAMES W. KEHOE CENTER INFRASTRUCTURE PROJECT**

R-2018-42

WHEREAS: *the State of Ohio Appropriates Funds for Capital renovation projects for North Central State College, and*

WHEREAS: *the State of Ohio Appropriated funds in House Bill 529 for the renovation of the Kehoe Center Infrastructure project in the amount of \$ 1,200,000.00*

WHEREAS: *the James W. Kehoe Center is in dire need of renovation due to various leaks throughout the building*

WHEREAS: *the Architectural Committee unanimously recommends the architectural firm of ES Architecture and Development Inc.*

NOW, THEREFORE BE IT RESOLVED: *The Board of Trustees of North Central State College authorizes a Professional Design Service Agreement to be awarded to ES Architecture and Development Inc. in the amount not to exceed Eighty Three Thousand Seven Hundred Dollars (\$83,700.00).*

*ES Architecture and Development Inc.
6077 Frantz Road, Suite 201
Dublin Ohio 43017*

ACTION TAKEN: Mr. Matthew Smith moved for approval of resolution R-2018-42 Approval to Appoint an Architect for the Planning and Design Services of the James W. Kehoe Center Infrastructure Project. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

F. Treasurer's Report for October 31, 2018 – Dr. Koffi Akakpo

Dr. Koffi Akakpo presented the Treasurer's Report for the period ending October 31, 2018. He stated that revenues for the month totaled \$2,470,670. Expenditures were \$1,268,202 leaving an excess of \$1,202,468. Year-to-date revenues totaled \$10,879,401. Year-to-date expenditures totaled \$6,239,079 leaving an excess of \$4,640,322. The Star Ohio month-end balance for October 2018 is \$5,126,232. Dr. Akakpo described the trends that are demonstrated by the new Tracking of Monthly Cash Flow feature as well as the dashboard indicators.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending October 31, 2018. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

IX. POLICY GOVERNANCE

A. Nominating Committee Report

Trustee Matthew Smith, serving as Acting Chair upon Ms. Elisabeth Morando's departure, called for a report from the Chair of the Nominating Committee, Ms. Linda Nelson. Ms. Nelson reported that the recommendations for re-appointment of Dr. Dwight McElfresh and Mr. Roger Miller have been sent to the Board of Education Caucus for consideration and we have received their unanimous approval for re-appointment effective January 17, 2019. There will be no action from the governor's office on the re-appointment of Mr. Mark Masters until the expiration of this term on January 16, 2019 and the new governor takes office.

B. Discussion of Agenda Planning

1. Sustainability Presentation/Discussion.

Trustee discussion recalled the topic of sustainability as currently addressed in the Strategic Plan. Discussion continued regarding the necessity of establishing a specific Ends policy or College Policy Statement to clarify the importance sustainability plays in the consideration of College matters. Following some further discussion, the consensus was that there are numerous examples of sustainability directives and activities already in place within our policies and strategic plan to emphasize the importance of sustainability. It would be the Board's desire to see all of those pieces on sustainability brought together at the Annual Planning meeting for an update/report on the College's Sustainability position.

2. Review of Actionable Items.

- a. Continued BOT discussion on Sustainability
- b. Acquisition of Business Cards for all Trustees desiring BOT Business Cards
- c. Revised Board Travel and Reimbursement Guidelines posted to BOT website
- d. The Board is to receive the monthly self-evaluation survey trend analysis data on a quarterly basis

3. Owners Connections.

Dr. Dwight McElfresh reported on a discussion he had with NCState graduates that uncovered a niche for the production of bows for stringed musical instruments such as violins and cellos. There appears to be a shortage in sources to procure such items that could lead to a lucrative career for skilled tradesmen interested in filling this kind of need.

Mr. Matthew Smith noted that a recent discussion in the review of the 2018-2020 Strategic Plan for the Mansfield/Richland Area Chamber of Commerce included a discussion on organizational sustainability. Mr. Smith also shared an article in ACCT's electronic newsletter regarding a two-year institution working in the area of sustainability in the eco-system.

C. Board Policy Governance Training (IAW 02.70) – Mr. Matthew Smith

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. Shelly Niese led the rehearsal exercise for scenario 5.9 that asks "*The CGO of a trade association learns that the association's new CEO left her former agency (a member of the association) in a financial condition far worse than was known. The CGO is asked by the member agency not to publicize this information,*

as in its struggle to regain solvency, bad publicity would harm its fundraising efforts. What should the CGO 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 4.6, 4.7 and 4.8 was led by Mr. Mark Masters.

D. Performance/Self-Evaluation – Mr. Matthew Smith

- Reflections on the October 31, 2018 Self-Evaluation Survey Results

Mr. Matthew Smith called for discussion on the interval for review of the monthly self-evaluation survey instrument prior to discussion on the October 31, 2018 survey specifically. The discussion referred to previous discussions on the topic and the value of individual responses as opposed to analysis of trend data. Following discussion, it was the consensus of the Board to receive the trend analysis for review and discussion on a quarterly basis. Data from the October 31, 2018 self-evaluation survey will be discussed as part of the next quarterly trend data report therefore, was not discussed at this meeting.

X. BOARD CHAIRPERSON REPORT- Mr. Matthew Smith

A. Chancellor’s Annual Trustee Conference (November 15th, Columbus State)

Mr. Matthew Smith called for a recap of the activity from those who were able to attend. Mr. Mark Masters reported that he found the conference to be very interesting as many of the topics discussed have cross-applications in several different areas. Dr. Dorey Diab discussed the Open Educational Resources (OER) presentation. OER provides the material for certain courses online solving the cost of textbook issue for many students. Dr. Dwight McElfresh asked if there was any indication of a revisit of the information presented for those who were unable to attend? Input from futurists and such. Mr. Masters noted that it was eye-opening to realize the number of colleges struggling with enrollment. Dr. Diab mentioned some of the best practices in growing enrollment that were discussed.

B. Employee Appreciation/Awards Banquet (December 6th 3:00pm, Phillips Conf.)

Mr. Matthew Smith reminded Trustees of the Employee Appreciation Event taking place tomorrow and encouraged all Trustees who could attend to consider doing so. Dr. Diab provided some insight on the new format and the new time for the event.

C. Foundation Events

Mr. Matthew Smith asked Trustees to note the dates of the upcoming Foundation Fundraising events and encouraged all to consider participating to the fullest extent

possible to support the Foundation.

D. 2019 ACCT National Legislative Summit

Mr. Matthew Smith explained some of the activities of the ACCT National Legislative Summit that included visiting legislators influential to our region and influential to issues that are important to higher education in general to discuss the value of Pell funding and other activities. There will likely also be discussion on opening Pell funding to incarcerated people that could have positive implications on many colleges such as NCSC. President Diab noted that if there was interest from trustees to attend, they would need to make that interest known very soon as the deadline is approaching rapidly in February.

XI. MEETING EVALUATION – Ms. Elisabeth Morando

Mr. Matthew Smith called for discussion of today’s meeting. Trustees expressed their pleasure in meeting with the OSU Advisory Board members and in the great arrangements for the Joint Board meeting. It was a great party and a great meeting.

XII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 16, 2019 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

XIII. ADJOURNMENT

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

ACTION TAKEN: As there was no further business requiring the Board’s consideration, the Acting Board Chair, Mr. Matthew Smith declared the meeting adjourned 7:57 p.m.

Respectfully submitted:

Ms. Elisabeth Morando, Board Chair

Mr. Matthew Smith, Acting Board Chair

Mr. Stephen R. Williams, Board Secretary