

**North Central State College
Board of Trustees' Meeting
June 24, 2020**

I. CALL TO ORDER

NOTE: Due to the special circumstances brought about by the COVID-19 situation, the offices of the Ohio Attorney General and Secretary of State have temporarily approved Trustee participation in Regular Open Meetings via teleconference and similar means. Such participation may also be counted for Trustee attendance and applied towards meeting quorum requirements for that meeting. This was also based on currently and temporarily approved legislature bill. Subject to the College closure due to COVID-19 this meeting was held exclusively online via Zoom.

Acting Chair Dr. Dwight McElfresh called the meeting to order at 5:31 p.m. in a Zoom virtual video and audio meeting space. At that time, he asked all to join him in reciting the pledge of allegiance followed by him reading of the Global ENDS Policy for North Central State College.

II. ROLL CALL

The Secretary, Mr. Stephen Williams called the roll.

Present (online):

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

Absent:

Mr. Mark Masters
Ms. Pamela Mowry

III. INTRODUCTION OF GUESTS

Acting Board Chair, Dr. Dwight McElfresh welcomed the newest member of the North Central State College Board of Trustees, Ms. Kimberly Winkle and asked President Dorey Diab to introduce the remainder of guests present. President Diab acknowledged the presence of Ms. Renda Cline representing the OSU-M Advisory Board; Dr. Karen Reed, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Executive Director of the NCSC Foundation; Mr. Keith Stoner, Executive Director of Marketing; Ms. Margaret Puckett and Ms. Tonya Stanger representing the Faculty; Ms.

Lori Zeigler representing the Staff Caucus; and Ms. Lou Whitmire who was present on behalf of the Mansfield News Journal.

IV. FOCUS OF THE MEETING – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh explained that the primary focus of tonight’s meeting is the main items on the agenda: A Report from our President and our Foundation. We will attend to our Required Approvals Agenda, which will include the approval of the College’s budget for the upcoming fiscal year, and our Policy Governance Agenda. There will be an Executive Session regarding Collective Bargaining with no business expected afterward.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Acting Board Chair, Dr. Dwight McElfresh thanked OSU-M Advisory Board Member, Ms. Renda Cline for joining us for today’s virtual meeting and granted her the floor for her report. Ms. Cline shared that she was a new member of the OSU-M Board, and she reported the following:

- On July 2nd the OSU-M Board will be welcoming two new members: Ms. Michele Gorman and Mr. James Davis, Sr. (Student Trustee).
- Mr. Dave Daniels and Mr. Antwan Woods (Student Trustee) will be leaving the Board. Michele Gorman will replace Dave Daniels and James Davis, Sr., a non-traditional student will replace Antwan Woods. Their terms will begin in July Michele’s first term will be three years and the term for James is one year with eligibility to be reappointed for a second year.
- The new Campus Entrance Sign is expected to be done in August with plans for a ribbon-cutting ceremony.
- Four new Brutus Buckeye statues will be installed across campus and will be scheduling an official unveiling.

VI. PRESIDENT’S REPORT – *Dr. Dorey Diab*

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

Dr. Dorey Diab reported that while the chapters are working to prepare for the start of fall term, they have nothing new to report at this time.

B. North Central State College Foundation Development and Update - *Ms. Chris Copper*

Ms. Chris Copper presented the Foundation Update Report as follows.

Emerald Club 2020

Goal: \$300,000

Total: \$730, 011.46

2020 % to goal: 235%

I am forecasting to finish the year at \$730,000, however have an additional \$175,000 pledged that could still come in. If it comes in during July (which may happen) we will start our year off strong. If it comes in yet this year it will be a total of \$905,000 for this year.

Additional updates:

- I have another \$75,000 in other outstanding asks.
- Beginning the month we are able to have events again, I will be reporting event revenue forecasted by month, and actuals when the events occur.
 - This year will be end at \$25,000 (COVID impact).
 - Next year will be at \$35,000 (this is due to COVID and possible event reductions). Our hope is to get this closer to \$50,000, however COVID is a big concern.

--Unrestricted: \$153,050.27 (does not include foundation donation fee)

--Response Fund: \$9,090

--Restricted Programs: \$211,943

--Smart Classrooms - \$51,102

--Health Science Chair - \$50,000

--Arts for Success - \$22,920

--CSC - \$24,121

--CSC Computers - \$5,000

--LPN - \$50,000

--Powering the Journey - \$10,250

--Certificate Programs - \$2,500

--AED's - \$6750

--Women's Fund (RCF Women's Fund - \$2,000)

--Solar Car - \$2500

--Events: \$73,600

--Scholarships: \$276,328.19

- The Foundation has had two new grants approved. One is to support our certificate students and will cover tuition for certificate programs. The other is for TFS. The certificate programs are shorter in nature and are focused on the needs of our in-demand jobs in Richland, Ashland, and Crawford County.
- At this time we are moving ahead with our Hall of Excellence on September 10, 2020, as long as nothing changes with Covid-19 directives. There will be a few changes that we will announce as we get closer involving social distancing, PPE, and serving protocols.

- Our partner, Cedar Fair Charities, has once again provided tickets for our donors giving \$100 or more. On July 1 our big Emerald Club mailing will go out and Cedar Fair has allowed us to increase the number of tickets given out based on the following matrix, while supplies last. Tickets are good for the 2020 season and 2021 season:
 - \$100 to \$249 – One ticket
 - \$250 to \$499 – Two tickets
 - \$500 and above – Four tickets
 - All \$10,000 donors will receive a family four pack and the Emerald Club Preferred Partner Benefits.

C. Monitoring Report: Executive Limitations Policies – Communication and Support to the Board Policy (4-10)

Dr. Dorey Diab explained that the monitoring report discussion is continuing with going over the 6 Ends policies and the 10 Executive Limitations policies.

This report focuses on the Communication and Support to the Board Policy (04-10).

The policy states, “*The CEO will not permit the Board to be uninformed or unsupported in its work.*” Thus, “*The CEO will not:*

- *Withhold, impede, or confound information relevant to the Board’s informed accomplishment of its job.*
- *Withhold from the Board and its process logistical and clerical assistance.*
- *Impede the Board’s holism, misrepresent its processes and role, or impede its lawful obligations.”*

President Diab reported that ...

1. We continue to submit monitoring data as required on a monthly basis and at the annual retreat.
2. With regard making the board aware of non-compliance, we continue to inform the board on complaints from employees and students. We also bring college or program accreditation evaluation to the board.
3. We provide decision information, in a clear and simplest format possible to the board through the President’s monthly report, and the three-year college trend including comparison to other community colleges.
4. The president forward any media coverage to the board via email. Luckily we have not had any recent pending lawsuits to inform the board about.
5. Things are going well with board members following own policies. And there is no favoritism extended to certain board members. Any minor issues are usually brought up to the attention of the board chair.
6. The Executive Assistant to the President does an excellent job in attending to the logistical needs of the board.
7. Continually provide the board with necessary items on the agenda after discussion with the board executive committee.

D. Updates/Other

President Report Update to the Board meeting on June 24

As you know last week we distributed diplomas to our students. Our theme was since they could not come to us, we wanted to go to them. Around 20 people from the college participated in distributing over 300 diplomas. Many of you would have seen the coverage in the paper. I want to thank Lou Whitmire for joining us and for her help with the coverage.

Another major item we have been working on is developing the budget. Yes, the budget reflects the College priorities. But this year is like no other. None of us has gone through this 100-year pandemic. Usually when you go through a disaster, it happens in a short period of time then you start the recovery. This one is dragging along for no one knows how long. That brings with it much uncertainty and ambiguity. In the past, we provided you with a budget that is semi solid because things change along the way. This year we are providing you with a budget that is fluid, more like liquid. It is based on what we know today, and it may change tomorrow. Today it is based on several assumptions including the major ones of 12% drop in summer enrollment, 15% drop in fall enrollment, 20% drop in state support, and 3% reduction in wages for administration, faculty, and staff including the president. Again I want to emphasize that this is a snapshot of where we are right now, they are assumptions that are not set in stone, and we are ready to adjust whichever way the wind blows. Our priorities remain focused on serving our students and the community while minimizing the impact on our people.

To that end, since we cannot control what the state will be doing, we have been focused on enrollment for the fall. So we have started a major marketing campaign that included op-eds, distributing diplomas, congratulating our graduates by taking a full page ad in the paper, advertising on bill boards, and in the digital and social media. Our main message is this, whatever happens with COVID, we are here to serve you. We will have in person classes, online classes, and hybrid in between, and the agility to switch in between them while ensuring the safety of our people.

So how are we ensuring the safety of our people. We are opening the campus for the staff on July 6, and for faculty, students, and the community on July 13, in preparation for student returning on August 17. This will help us practice the safety processes that we have put in place including: required masks that will be provided, limiting building to one entrance that will be monitored and where temperature will be taken and wrist band to attest that the person has gone through the process, social distancing by keeping people 6 feet apart, face shield for faculty working with students in the lab, Plexiglas shields in between students in the labs, and hand sanitizers throughout.

We will make our college as safe as possible to provide the best learning environment possible while remaining agile to respond to what COVID brings us. I want to thank the faculty and staff for their collaboration and responsiveness in making things happen to achieve these objectives.

VII. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Acting 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 Ms. Linda Nelson and seconded by Mr. Steven Stone and passing unanimously, the following items were approved:

A. Approval of Minutes for May 27, 2020 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2020-17

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2020-17

NEW HIRES

BE IT RESOLVED: by the Board of Trustees that the following staff member is hereby employed as stipulated below:

BEGINNING June 22, 2020

Steven Miller, Maintenance Technician

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2020-17

Steven Miller is hired as Maintenance Technician to replace Tim Turner.

REGULAR AGENDA

A. Treasurer’s Report for May 31, 2020 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending May 31, 2020. She stated that revenues for the month totaled \$603,187. Expenditures were \$1,743,967 leaving a deficit of \$1,140,780. Year-to-date revenues totaled \$19,861,976. Year-to-date expenditures totaled \$16,579,994 leaving an excess of \$3,281,983. The Month End Investment Balance for May 2020 was \$6,094,830 (\$3,044,878 in Star Ohio and

\$3,049,952 in Richland Bank). Ms. McKee described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators.

Dr. Dwight McElfresh asked about the expense for reopening the campus. Ms. McKee responded and addressed the CARES dollars.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending May 31, 2020. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

B. Consideration of approval of 2020-2021 operating budget – R-2020-18 – Dr. Dorey Diab/ Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
2020-2021 OPERATING BUDGET**

R-2020-18

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2020-2021 Operating Budget, 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 2020-2021 Operating Budget of the College is hereby adopted as presented.*

**NORTH CENTRAL STATE COLLEGE
FY21 Budget Development Summary**

<u>Revenues:</u>	Approved FY 2020	15 Fall / 20 SSI FY 2021
State Appropriations	8,999,696	7,538,741
Student Tuition and Fees	11,066,500	9,357,683
Federal Stimulus		705,064
Other Revenues	258,600	296,500
University Center	30,000	20,000
Capital Debt Service	80,000	50,000
Child Development Center	498,000	500,000
Workforce & Community Dev.	47,000	125,000
Facilities	112,916	48,972
Fund Balance (Reserve)		467,390
Total Revenues	21,092,712	19,109,350
<u>Expenditures:</u>		

Payroll	8,233,166	7,454,683
Fringes	3,612,593	3,318,371
Printing	60,800	35,225
Advertising	194,090	98,000
Postage	65,700	50,000
Shared Campus Expense	1,128,416	1,100,000
Professional Development	280,681	218,548
Grants and Scholarships	1,835,000	1,822,500
Equipment Lease and Rental	113,967	112,200
New Equipment	405,926	245,986
Professional Fees	351,069	272,693
All Other Expenses	2,618,456	2,463,375
Child Development Center	495,550	516,762
Corporate	224,370	190,738
Facilities	1,422,928	1,210,269
Contingency		-
Total Expenditures	21,042,712	19,109,350
	50,000	-

Chiller/Boiler/Steps Kee Hall	750,000
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Assumptions

Assumes a 20% reduction in SSI of the updated FY2021 allocation

Assumes 12% reduction in credit hours for Summer 2020 and 15% Fall 2020, Spring 2021 projected at 93%

Assumes a 3% temporary salary reduction for all Staff, Faculty and Administration

Assumes hiring freeze, and no replacement of most positions except where area has no other employee

Assume a 15% reduction in Adjunct and Overload pay based on the 12% reduction in credit hours for Summer 2020 and 15% reduction in Fall 20.

Ms. Lori McKee presented the resolution by explaining the assumptions and calculations in the development of the fiscal year 2020-2021 budget. Dr. Dorey Diab qualified the resolution by reminding the Board that there is still much uncertainty in the State budget and the continuing effect the pandemic will have on that budget and other decisions from the State. This budget is submitted based on what we know now and our best projections of what to expect. Yet this this is continually changing.

ACTION TAKEN: Ms. Linda Nelson moved for approval of resolution R-2020-18 Consideration of Approval of 2020-2021 Budget. Mr. Roger Miller seconded the motion and the motion carried unanimously.

E. Consideration of Approval of Investment Policy for the 2020-2021 Fiscal Year

– R-2020-19- Dr. Dorey Diab/Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
INVESTMENT POLICY FOR THE 2020-2021 FISCAL YEAR**

R-2020-19

WHEREAS: *the Board of Trustees of the North Central State College District shall operate the College as provided by law under Section 3357.09 of the Ohio Revised code; and*

WHEREAS: *the Board may provide for the investment of district funds as provided by law under Section 3357.10 (C); and*

WHEREAS: *notwithstanding the foregoing or any provision of the Revised Code to the contrary, the board of trustees may provide for the investment of district funds in any manner authorized under section 3345.05 of the Revised Code; and*

WHEREAS: *the Board seeks to establish by policy, a vehicle for ongoing exploration of the most advantageous tools for the investment of district funds per fiscal year.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby approves policy 17-04 Investment Policy for the 2020-2021 fiscal year.*

Ms. Lori McKee presented the resolution explaining the necessity for approval of the Investment policy each year along with the approval of the Operating Budget. Dr. Dorey Diab explained the various investment vehicles included in the policy.

ACTION TAKEN: Ms. Elisabeth Morando moved for approval of resolution R-2020-19 Consideration of Approval of Policy 17-04 Investment Policy. Mr. Steven Stone seconded the motion and the motion carried unanimously.

VIII. POLICY GOVERNANCE

A. Nominating Committee Report – Dr. Dwight McElfresh

Dr. Dwight McElfresh welcomed Ms. Kimberly Winkle as the newly appointed Trustee to the North Central State College Board of Trustees. Ms. Winkle’s appointment by the governor completes the charge of the 2020 Nominating Committee.

B. Discussion of Agenda Planning – Dr. Dwight McElfresh

1. Review of Actionable Items.

Acting Board Chair, Dr. Dwight McElfresh reviewed the listing of Actionable Items which included:

a. Discuss the format/content/timing of the Annual Board Retreat. – This item is currently on the agenda for this meeting.

b. Schedule New Trustee Orientation – Now that Ms. Kim Winkle is onboard, this will become an action item to complete prior to the July 22nd Board Retreat.

c. Submit Presentation Proposals for this year’s ACCT Leadership Congress – This item is currently on the agenda for this meeting.

d. Annual Update/Report on the College’s Sustainability position – Update/Report is to be part of the Board’s annual planning retreat on July 22nd.

2. Owners Connections.

Elisabeth Morando – Shared that the Lexington Square displayed signs of 2020 Graduates from the Lexington community who graduated from Lexington High School and North Central State College.

C. Board Policy Governance Training (IAW 02.70) – *None scheduled this month*

IX. BOARD CHAIRPERSON REPORT- Dr. Dwight McElfresh

A. 2019 Financial Disclosure Statement Filing

Dr. Dwight McElfresh reminded Trustees of the extended deadline to file as July 15, 2020. Board Secretary, Mr. Stephen Williams reported that all Financial Disclosure Statements for North Central State College filers have completed their filings. Dr. McElfresh thanked all Trustees for making the deadline.

B. BOT Annual Planning Retreat set for June 22nd.

Dr. Dwight McElfresh called for President Dorey Diab to provide discussion on the agenda for the Annual Planning Retreat. President Diab explained that from the Board’s previous discussion of what they would like to see at the retreat in addition to his annual monitoring report and strategic planning, he will be asking Mr. Jack Hershey from OACC to present some community college updates, Ms. Cheryl Cates and Dr. Toni Johnson will be presenting on Graduate Pathways to Success (GPS) and Diversity, Equity, and Inclusion (DEI) efforts, and the Education Advisory Board (EAB) will be presenting on the State of the Sector (Higher Education Sector). The retreat will begin with a light dinner served at 4:30pm and sponsored by Trustee, Mark Masters of Mechanics Bank and will conclude by 8:30pm.

C. ACCT Leadership Congress (September 30-October 3, Chicago, IL)

Dr. Dwight McElfresh called for discussion of the upcoming Leadership Congress. Dr. Dorey Diab reported that the primary concurrent session presentation has been submitted and will await hearing back in its acceptance or exactly what the format for the Congress may end up being, whether physical or virtual. Mr. Steven Stone had opted to not submit the presentation on Adverse Childhood Experiences (ACE's) as he would not be attending this year. President Dorey Diab explained that our commitment to participating in the Pre-Congress Academy that we have been invited to, continues to showcase our reputation for success with the Carver Policy Governance Model and developing other trustees nationally. Both the Pre-Congress Academy and the proposed concurrent session are presented by the same team which will enable minimum attendance if other Trustees opt out of attending this year. Still, the final decision on the format for this year's Leadership Congress and our approval for a concurrent session presentation may lead to our decision to attend this year's congress at all. Therefore, we will suspend the registration process until more definitive information is provided by ACCT.

C. Foundation Events

Dr. Dwight McElfresh reminded Trustees that the North Central Ohio Hall of Excellence has been rescheduled for September 10, 2020.

X. EXECUTIVE SESSION – *Dr. Dwight McElfresh*

The Acting Chair called for an Executive Session at 6:29 p.m. Mr. Steven Stone made a motion and it was seconded by Mr. Roger Miller to adjourn to Executive Session to discuss preparing for, conducting, or reviewing collective bargaining strategy. Dr. Dwight McElfresh announced that he 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 – not present
Dr. Dwight McElfresh – “yes”
Mr. Roger Miller – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – not present
Mrs. Linda Nelson – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”
Ms. Kimberly Winkle – “yes”

At 6:41 p.m., Acting Chair McElfresh declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XI. MEETING EVALUATION (IAW 02.16) – *Dr. Dwight McElfresh*

Acting Board Chair, Dr. Dwight McElfresh called for a discussion on tonight's meeting evaluation. Trustees commented that Board attendance was not at full strength. The Board conveyed kudos to Ms. Lori McKee for her work managing the College budget and assembling the FY2021 Operating Budget in the light of all the COVID-19 Pandemic issues.

XII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, August 26, 2020 at 5:30 p.m. and will likely return to in-person in the Board Room (165-Fallerius) with COVID-19 social-distancing and other protocols in place.

XIII. ADJOURNMENT

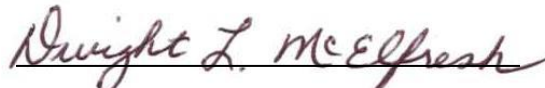
The Chair called for any additional information items.

ACTION TAKEN: As there was no further information items, the Acting Board Chair, Dr. Dwight McElfresh declared the meeting adjourned at 6:45 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Dr. Dwight McElfresh, Acting Board Chair