

**North Central State College
Board of Trustees' Meeting
September 23, 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 wearing of face coverings and maintaining social distancing due to COVID-19 safety protocols, this meeting was held in a hybrid format with some participants attending in-person and some participants attending online via Zoom.

Chair Mowry called the meeting to order at 5:30 p.m. in 164-F (the Gimbel Community Classroom) and in a Zoom virtual video and audio meeting space. 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 (online)
- Dr. Dwight McElfresh (in-person)
- Mr. Roger Miller (online)
- Ms. Elisabeth Morando (in-person)
- Ms. Pamela Mowry (in-person)
- Ms. Linda Nelson (in-person)
- Mr. Matthew Smith (in-person)
- Mr. Steven Stone (online)
- Ms. Kimberly Winkle (in-person)

III. INTRODUCTION OF GUESTS

Board Chair, Ms. Pamela Mowry asked President Dorey Diab to introduce the guests present. President Dorey Diab acknowledged the presence of: Mr. Nick Gesouras representing the OSU-M Advisory Board (online); Dr. Karen Reed, Vice President of Academic Services (online); Ms. Lori McKee, Vice President of Business Services (online); Mr. Tom Prendergast, Vice President of Student Services (online); Ms. Chris Copper, Executive Director of the College Foundation (in-person); Ms. Cindy Cornell

and Ms. Margaret Puckett representing the Faculty (both online); and Ms. Brandel Boyd representing the Staff (online).

IV. FOCUS OF THE MEETING – Ms. Pamela Mowry

Ms. Pamela Mowry explained that the primary focus of tonight’s meeting will include: A Report from our Students, our Foundation, and our President. We will attend to our Required Approval Agenda, our Policy Governance Agenda and will conclude with an Executive Session to discuss Collective Bargaining.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Ms. Pamela Mowry thanked OSU-M Advisory Board Member, Mr. Nick Gesouras for joining us for today’s meeting and granted him the floor for his report. Mr. Gesouras reported the following:

- Report on Enrollment:
 - The official 15th day enrollment report indicates 1012 students for Autumn Semester.
 - That is a decrease of 66 students or 6.1% from Autumn 2019.
 - This is a big win considering a projected decrease of 12%
 - It is still unknown if the 1012 students are full time or part time and some students still have unpaid fees, so they continue to be fiscally cautious.
 - State subsidy is still unknown.
- A Racial Justice Forum was recently held
- Covid-19 Safety Protocols including the wearing of masks, the avoidance of clusters and large crowds, and the removal from service of drinking fountains.
- There are 156 students in the residence halls as they continue to encourage the safety protocols in the residents halls.
- OSU has kicked off the “Why We Wear a Mask” campaign.
- The new Organic Chemistry Lab is up and running
- The new BSET program is off to a good start with 19 students. Dawn Kitchen is working the partnership with the NC State program.

NCSC Trustee, Dr. Dwight McElfresh represented the Board at the September 17th meeting and added the following:

- Alumni Hall of Fame inductions included: Andy Burnell and Shelly Gorman.
- There was discussion of the potential for a Joint Board Meeting in December.
- There was not a quorum therefore; the meeting consisted of informal reports.

VI. PRESIDENT’S REPORT – Dr. Dorey Diab

Dr. Diab presented the student reports as there were no student representatives able to attend.

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

Phi Theta Kappa (PTK)

- Weekly meetings have resumed.
- Working on redoing bulletin boards, adding one in Kehoe to better engage students there.
- Sending out invitations to 800 students soon.
- Continuing discussion of green campus ideas.

National Society for Leadership and Success (NSLS/Sigma Alpha Pi)

- Working on scholarship to get this year's dues forgiven
- Sent out invitations to 2000 students.
- Schedule set for fall. All events online. First orientation on Sept. 29th.

B. North Central State College Foundation Development and Update – Ms. Christine Copper

Dr. Dorey Diab introduced Ms. Chris Copper to present the Foundation Report. Ms. Copper read a letter submitted by a student regarding the scholarship support they had received, the impact this kind of gift has on students and their gratitude to those who help in making students' educational pursuits possible. Following the letter, Ms. Copper presented the Foundation Development and Update Report as follows:

Emerald Club 2020

Goal: \$330,000

Total: \$287,251.22

2021 percent to goal: 87%

Scholarships

- The Foundation has set a plan to review and enhance our scholarship process for 2021
 - Establishing a new Diversity Scholarship (Criminal Justice Program)
 - The Dec 1 Richland Gives will be focused on the Diversity Scholarship
 - The NCSC Foundation has been awarded \$1,000 to be used for a short vignette video to promote Richland Gives from RCF
 - Fred Todd, NCSC Foundation Board member is helping to recruit some of the donors for the new scholarship
 - The Foundation secured a new donation from the Follett Book store to cover 70 gift cards for \$50 a piece, that can be used for books. A portion will be used instead of Necessities funds for this fiscal year, preserving the fund balance.

Foundation Events

- Hall of Excellence

- Invitations are out for the Scholarship Luncheon, via zoom, on Thursday, Oct 8, 2020
- Arts for Success planned for March 4, 2021
- Hall of Excellence is planned for Friday, April 9, 2021 from 5:30 pm to 9 pm. The event is dependent on the Governor's directives.

C. Monitoring Report: Executive Limitations Policies – Treatment of Consumers Policy (4.2)

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

This report focuses on one of the treatment of people policies, Our Customers.

Policy 4.2 Treatment of Consumers policy states,

“With respect to interactions with consumers or those applying to be consumers, the CEO will not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unfair or unnecessarily intrusive.”

President Diab reported that as indicated previously:

We were scheduled to do an official College-wide student survey this spring but were unfortunately interrupted by the pandemic. Based on a previous survey (in 2018, which we normally do every two years), the overwhelming majority of students indicated that the College experience met their expectations, and would enroll at the College again. Other strengths included students feeling welcome, safe, and caring; with faculty and staff focused on helping the students. Areas of improvements included keeping equipment up to date, scheduling courses at convenient times, not getting the run-around when getting information, faculty providing timely feedback, and financial aid being announced in time for College planning.

A recent survey of over 15,000 students at 21 colleges and universities in the U.S. on June 25, 2020, by [Ithaka S+R](#) found that many students reported high understanding of institutional polices but wanted additional communication about changes being made, along with extra support from financial aid and academic advising departments. Balancing family, household and school responsibilities was cited as the No. 1 difficulty students faced in the spring semester, followed by time management and adjusting to online instruction. Unexpectedly having to pivot to online learning and finding quiet space to complete work also proved especially difficult. Roughly one in three students reported some concern regarding their food or housing security.

There were many initiatives and projects that were implemented over the past year to continually improve services requested by students and employees including findings from the national survey:

1. We invested in information technology and updating older equipment including broadband capacity, fiber optics, Wi-Fi, cyber security, and mobile applications.

Computers were also upgraded for higher speed especially in open labs. The IT department budget was the only one not reduced this year.

2. We believe scheduling issues are related to lack of delivery of evening and online courses. We need to deliver more evening courses. We have improved the delivery of online sections that has reached 27% of all credits this past year (an increase of 17% over previous year). In an unofficial survey, after closing the campus due to the pandemic, around a third of students want to have in-person classes.
3. The One-stop at Byron Kee Center for Student Success with the services including admissions, orientation, testing, advising, financial aid, registration, payment, and more recently the food pantry, has been more helpful in addressing the needs of the students. Another helpful step is ensuring that financial aid is among the first steps in the admission process to reduce delay and expedite student access to financial aid considering the myriad of federal government compliance regulations and verifications. Providing scholarships and emergency funding were extremely helpful to students.
4. We recently passed a policy, to be implemented this fall 2020, for faculty to enter student grades on the Learning Management System (CANVAS) so students are continually updated on the course progress which will also allow for early alerts to and follow up by advisors, and for data analytics to guide us in enhancing student success.
5. Based on the latest research on student success, the College has transformed its student services through intrusive advising that is more inquisitive in nature to better serve the students, help them clarify their goals, align their schedules, and persist to achieve their objectives. Reducing the number of students per advisor (from 600 to 150) has been extremely helpful. Interactions with students are regulated by the Family Educational Rights and Privacy Acts (FERPA) and government financial aid regulations. Such violations, if they occur, would be known and get addressed.

In October 2019, 163 students from NCSC replied to the Trellis Student Financial Wellness Survey.

A brief summary of the results of this survey is that our students need a lot of support, and the College has done well in maintaining affordable tuition, providing Tuition Freedom and scholarships, and using the CARES dollars to provide for emergency support such as food, housing, utilities, and transportation.

D. Updates/Other

1. Covid responses. President Diab conveyed that we have implemented strong safety procedures and continue to monitor environmental conditions to ensure the best health and safety conditions for our faculty, staff and students. He reported on those students who have received a COVID diagnosis, our protocol, and an update on their status. Out of the 27 who filed about being exposed, four have tested positive.
2. Enrollment. President Diab reported that while our maximum enrollment from last fall was 3000 in headcount and 25,800 in credit hours, today it is around 2,700 in headcount and 22,000 in credit hours, leading to less revenues than last year. Still, while we did not reach last year's enrollment, the budget was developed taking into account for the

potential of lower enrollment. The good news is that we protected our people with no layoffs or furlough, nor reduction in salaries and benefits.

VII. 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 Ms. Linda Nelson and seconded by Mr. Matthew Smith and passing unanimously, the following item was approved:

A. Approval of Minutes for August 26, 2020 “Regular Meeting”

REGULAR AGENDA

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

Ms. Lori McKee presented the Treasurer’s Report for the period ending August 31, 2020. She stated that revenues for the month totaled \$1,853,030. Expenditures were \$976,926 leaving an excess of \$876,104. Year-to-date revenues totaled \$7,468,524. Year-to-date expenditures totaled \$1,948,966 leaving an excess of \$5,519,559. The Month End Investment Balance for August 2020 was \$6,104,920 (\$3,048,326 in Star Ohio and \$3,056,594 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.

ACTION TAKEN: Ms. Elisabeth Morando moved for approval of the Treasurer’s Report for the period ending August 31, 2020. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

Following the report, Ms. McKee responded to a question from the August meeting and confirmed that the Richland Bank account is insured even though the total may be in the millions.

VIII. POLICY GOVERNANCE

A. Nominating Committee Report – Dr. Dwight McElfresh

Board Chair, Ms. Pamela Mowry called upon Dr. Dwight McElfresh to provide a report from the Nominating Committee. Dr. McElfresh reported that the only issue remaining for the Nominating Committee was for the recommendation for Secretary of the Board as the committee had received two nominations for the position. Therefore, in an effort to maintain representation from each of the three service counties and with the upcoming Chair and Vice Chair representing Richland and Ashland Counties, the committee will

recommend Ms. Linda Nelson of Crawford County to serve as the upcoming Secretary of the Board.

Therefore, it is the recommendation of the Nominating Committee that the 2021 Slate of Officer consist of Mr. Matthew Smith as Chair, Dr. Dwight McElfresh as Vice Chair, and Ms. Linda Nelson as Secretary of the Board.

ACTION TAKEN: Ms. Elisabeth Morando moved for approval of the recommendation of the Nominating Committee as submitted. Ms. Kimberly Winkle seconded the motion and the motion carried unanimously.

B. Discussion of Agenda Planning – Ms. Pamela Mowry

1. Review of Actionable Items.

Board Chair, Ms. Pamela Mowry reviewed the listing of Actionable Items which Included:

a. Confirm if accounts with Richland Bank are insured – This item was completed earlier in the agenda.

b. 2019 vs 2020 Fiscal year comparison after numbers are finalized – This item will be completed at a future date when final numbers are available.

c. Executive committee to decide if September meeting will be Zoom, In-person, or Hybrid – This item was completed in preparation for this meeting.

d. Register Steve Stone & Elisabeth Morando for ACCT – This item was completed earlier this month.

e. Register Matt Smith as ACCT Voting Delegate for the College – This item was completed earlier this month.

2. Owners Connections.

Mr. Matthew Smith – Shared an article from the Wall Street Journal regarding the virus spread and its effects.

Dr. Dwight McElfresh – Conveyed congratulations to Dr. Diab and his team for establishing a Safe Campus Environment.

D. Board Policy Governance Training (IAW 02.70) – Ms. Pamela Mowry

1. Mr. Matthew Smith led the discussion of Case Study 5.10 as it pertains to Policy Governance Principle #3 Board Holism. In the Case Study entitled: “If Decisions Have

Already Been Made, Why Attend Board Meetings?” A new board member concerned about an upcoming ends decision mentions to the CGO that she hopes it will get full discussion. The CGO tells her that quite a few board members have discussed this since the last meeting and “the votes have been counted.” He encourages her not to raise her concerns, as it would be “disruptive.” What should she do?

2. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Ms. Linda Nelson led the discussion and review with a practical application quiz over Executive Limitations policies 4.0 - Global Limitations, 4.1 Communication and Support to the Board, & 4.2 – Treatment of Consumers.

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

A. ACCT Leadership Congress (October 5 – 8, Virtual Presence)

Ms. Pamela Mowry called on President Dorey Diab for an update on the upcoming Leadership Congress. President Diab explained that the ACCT Leadership Congress has become a virtual event completely online. Our registration tier is for groups of 4-6 participants. As such, those registered for participation are: Dr. Dorey Diab, Dr. Dwight McElfresh, Mr. Steve Williams, Mr. Matt Smith, Mr. Steven Stone and Ms. Elisabeth Morando. Several Trustees expressed their anticipation in being able to review any/all of the presentations that bring a degree of development to the Board at future meetings.

B. Joint OSU-M/NC State Board Meeting (December 2, 2020)

Ms. Pamela Mowry called for discussion on the prospects of holding the joint board meeting with OSU-M this year either in-person or as a virtual event. Trustees expressed that while it is most desirable to hold the event in-person as a campus unity/social event, it is still important to retain connection with the OSU-M Board members even if it is not possible to do it in person. It is much too early to tell if an in-person option is possible therefore, a final decision will be reserved to closer to that time.

C. Employee Appreciation/Awards Event

Ms. Pamela Mowry called upon President Dorey Diab for a discussion on this year’s event. Dr. Diab explained that as previously discussed, while it is most desirable to hold the event in-person, with Covid-19 concerns as well as budget considerations, it is unlikely that this year’s event will be held in-person. Still, we are exploring alternative ways to recognize and celebrate the accomplishments of our people.

X. EXECUTIVE SESSION – *Ms. Pamela Mowry*

The Chair called for an Executive Session at 6:49 p.m. Ms. Linda Nelson made a motion and it was seconded by Ms. Elisabeth Morando to adjourn to Executive Session to

discuss preparing for, conducting, or reviewing collective bargaining strategy. Ms. Mowry announced that she does not expect 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”
Ms. Elisabeth Morando – “yes”
Ms. Pamela Mowry – “yes”
Ms. Linda Nelson – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”
Ms. Kimberly Winkle – “yes”

At 7:04 p.m., Chair Mowry declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XI. MEETING EVALUATION (IAW 02.16) – Ms. Pamela Mowry

Board Chair, Ms. Pamela Mowry called for a discussion on tonight’s meeting evaluation. Trustees commented that it was nice seeing some others in-person, still the hybrid setting worked out good. The Policy Governance discussions were well done. The hybrid setting was a good experience. The in-person discussion of the Policy Governance training was helpful to promoting the deeper understanding of the principles of policy governance and their application. There was difficulty hearing on the part of those participating online.

XII. TIME AND PLACE OF NEXT MEETING

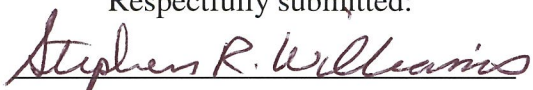
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, October 28, 2020 at 5:30 p.m. The Board’s Executive Committee will meet one week prior to the meeting to review meeting preparation and make a determination if the meeting is to be held face-to-face or via Zoom. This information will be sent to Trustees and others along with the Electronic Board Package and other materials.

XIII. ADJOURNMENT

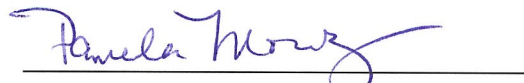
The Chair called for any additional information items.

ACTION TAKEN: As there was no further information items, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 7:06 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair