

**North Central State College  
Board of Trustees' Meeting  
October 28, 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, the Secretary of State have temporarily approved Trustee participation in Regular Open Meetings via teleconference and similar means until December 1, 2020. 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 legislation under section 12 of House Bill 197\_06. 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 5:32 p.m. in 165-F (the Gorman Room) 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 (in-person)  
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)  
Ms. Kimberly Winkle (in-person)

**Absent:**

Mr. Steven Stone

**III. INTRODUCTION OF GUESTS**

Board Chair, Ms. Pamela Mowry asked President Dorey Diab to introduce the guests present. President Diab acknowledged the presence of: Dr. James Goudy 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, Ms. Margaret Puckett

and Ms. Tonya Stanger representing the Faculty (all online); Ms. Brandel Boyd representing the Staff (online); and Mr. Dustin Boyd representing the Student Organizations (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, Dr. James Goudy for joining us for today's meeting and granted him the floor for his report. Dr. Goudy reported the following:

- Dr. Bern Melnyk, Chief Wellness Officer and Dean of the College of Nursing of The Ohio State University, will be the featured speaker for Tuesday, November 24, from 12 to 1 pm. Her topic on wellness during this time is especially pertinent.
- The University is conducting weekly Covid-19 testing with students in the Molyet Village Apartments, all Staff and Faculty
- Update on the new Organic Chemistry Lab
- November 25<sup>th</sup> will be the last day for classes on campus before Thanksgiving.
- Spring term will begin on January 11<sup>th</sup> in an online environment
- Spring term will continue with in-person classes beginning January 19<sup>th</sup>

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

Dr. Diab introduced Mr. Dustin Boyd, President of Phi Theta Kappa and Vice President of Sigma Alpha Pi, to deliver the reports for student organizations.

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

Phi Theta Kappa (PTK) is:

- creating collages to update our cabinet with updated pictures.
- working on creating a bulletin board for Fallerius and Kehoe.
- sending out invitation letters to eligible students.
- meeting weekly.
- still working on the green initiative. These activities include posting on the bulletin board what we are learning, creating a list of things everyone can do to make their own actions more green. Due to COVID-19, the chapter had to postpone their visit to Ashland

University and to Rumpke to learn about ways in which we can make our campus more green.

- preparing about 1000 survival kits to send out to students, just in time for finals. We are including a packet of information about methods of dealing with stress/anxiety, study strategies, a smiley magnet, pencils, sticky notes, and a bookmark with an encouraging quote. We are going to invite NSLS to help us with this project.

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

- The chapter had 118 new members so far this semester.
- The chapter has held three orientations, and two speaker broadcasts so far. Each event is well attended, virtually. I am a bit surprised by the level of engagement we are getting even though we are online.
- We are not requiring students to do five hours of service while we are struggling with COVID.

Both honor societies are going to host a food drive to collect items for our food pantry in Kee Hall. This is going to replace Feast of Love.

**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 presented the Foundation Development and Update Report as follows:

- Emerald Club
  - Goal: \$330,000
  - Total: \$396,671.22
  - 2021 % to goal: 120%
- The Dec 1, 2020 Richland Gives will be designated for the new Advancing Diversity Scholarship.
  - The NCSC Foundation has shot the footage for a short vignette video to promote Richland Gives from Richland Community Foundation.
- The Foundation and interim Grant Coordinator are working with Avita on a new federal grant request for workforce training. The grant will be submitted by Avita (per the grant criteria) and training executed by NCSC.
- Secure funding for scholarship programs, including Tuition Freedom and certificates.
  - The Foundation has received \$85,000 this year for certificate programs; \$155,000 year to date for scholarships; and \$3,500 for a new Book Scholarship
  - The Foundation has submitted \$50,000 last week in new grant requests.

- Secure donors and grants to fund emerging College and program needs especially to build the information technology infrastructure inside and outside the classroom.
  - The next standard smart classroom is being completed.
  - The Foundation has money requested through a new Federal grant to be a Next Generation Hyflex classroom (a Next Gen classroom with audio and video so that the faculty can teach synchronously with students in class and others off campus, and the room has the audio and video capacity for everyone to be seen and heard while having masks on and being socially distanced).
  
- Alumni -The second annual Alumnus of the Year award was presented at the Scholarship Recognition event to Mark Hess, owner of Hess Industries.
  - This year over 40 students attended the virtual event.
  
- New Alumni Association membership sponsor, Mizick & Miller, is being implemented and will feature a Sponsor Spotlight with the November Alumni Newsletter. A huge thank you to Roger Miller for the opportunity to have the first 50 members joining the Alumni Association in 2021 receive a scholarship that covers the cost to join.
  
- Criminal Justice and the Police Academy need new equipment.
  - A grant request has been submitted to the Richland County Foundation donor advised fund for support.
  
- 2021 Hall of Excellence has been planned and will move to virtual if needed, with the final decision being made Dec 1.
  
- 2021 Crawford Success Center, Arts for Success, is being planned for March 4, 2021. The event will be moved to virtual if needed.

**C. Monitoring Report: Executive Limitations Policies – Treatment of Employees Policy (4.3)**

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 Employees.

Policy 4.3 Treatment of Employees policy states,

*“With respect to the treatment of paid employees and volunteer staff, the CEO will not cause or allow conditions that are unfair, undignified, disorganized, unclear, or characterized by the non-uniform application of rules.”*

President Diab reported that as indicated previously:

*Employees have an effective and unbiased method to deal with grievances, and the human resources office does a good job in dealing with those issues and bringing them to the attention of the administration and the president. The director of HR is a permanent member of the President's Staff meetings to discuss personnel related matters.*

*Our security personnel have presented during convocation and in-service days on how to deal with emergency situations, whether natural- or human-made. Key personnel have also received extended training this year regarding emergency response to disasters. A Campus Emergency Response Team (CERT) was established last year and has been meeting monthly, after every Cabinet meeting. The team is made of 14 members from administration, deans, and directors.*

*The recent COVID-19 pandemic that started mid-spring 2020 semester has caused us to prepare for a disaster that had not been planned. As a result of all these crises (the pandemic, the abduction on campus last year, and the tornado in Shelby next to the Kehoe Center, and cyber attack), several initiatives have been implemented or are being implemented this year including:*

- 1. Working remotely and delivering courses and services online.*
- 2. Implementing safety precautions related to social distancing such as: limiting building entrances to one, checking people's temperature before entering buildings and providing wrist bands to confirm that, filling out a form with different safety questions before entering, requiring wearing a mask for all, providing hand sanitizers throughout the buildings, maintaining social distancing of 6-feet apart among people, providing Plexiglas separators among students in the lab and for administrative assistants, and facility personnel doing deep cleaning overnight.*
- 3. Numbered all rooms in all buildings with external signage posted on windows for emergency identification by first responders.*
- 4. Schedule for opening and closing of buildings by locking and unlocking doors and limiting entrance at specific time in the mornings and evenings.*
- 5. Installation of cameras throughout campus, and surveillance stickers at entrances.*
- 6. Text messaging to employees and students: given the lack of coordination on the part of OSU-Columbus, and while we will maintain the common messaging system with OSU-Mansfield, we purchased our own Regroup platform to act independently as the need arise.*
- 7. Met with local law enforcement and fire officials and updated room emergency information.*
- 8. Training will continually be provided during College meetings, and starting last fall, faculty have been showing the Run-Hide-Fight video during the first session of the class to protect against potential assailants on campus.*

*As far as disciplinary actions, when they take place, are mostly based on issues related to performance and job responsibilities. There is also an exit interview with every employee leaving the institution to gather ideas for improvement, and almost everyone, albeit sometime with some reservation, recommend the College as a place to work. One area of concern is the lack of advancement opportunities. Recent reorganizations have been helpful to address this concern.*

*One of the top outcomes of the latest Employee Campus Quality Survey indicated that people have the freedom to express their ideas regarding things affecting their work and themselves, with no apprehensions about expressing dissent or fear of retaliations.*

#### **D. Updates/Other**

1. Faculty Presentations for the October 29<sup>th</sup> College Open Forum.
2. The Managers Advisory Council (MAC) has been reviewing and updating the Annual Employee Evaluation Tool.
3. OACC Presidents Meeting Highlights included: Performance funding discussions that included removing developmental education from the formula and its financial impact on institutions, OACC Professional Development via the OACC Leadership Academy where we have had recent graduates Ms. Lori McKee and Dr. Kelly Gray. Attending the next academy will be Ms. Monica Durham and Dr. Toni Johnson.

### **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 Dr. Dwight McElfresh and passing unanimously, the following items were approved:

#### **A. Approval of Minutes for September 23, 2020 “Regular Meeting”**

#### **B. Consideration of Approval of Employment of college Personnel – R-2020-22**

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

#### ***R-2020-22***

#### **NEW HIRES**

***BE IT RESOLVED:*** *by the Board of Trustees that the following staff members are hereby employed as stipulated below:*

#### ***BEGINNING September 28, 2020***

*Dustin Secrist, Facilities Utility Worker*

*Rocky Mountain College of Art and Design, BFA in Illustration*

#### ***BEGINNING October 12, 2020***

*Paige Sauder, Child and Family Coordinator*

*The Ohio State University, Bachelors of Science in Education*

**BEGINNING November 9, 2020**

*Pamela Ratvasky, Instructional Designer  
Capella University, Ph.D. General Psychology*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2020-22**

*Dustin Secrist is hired as Facilities Utility Worker to replace Ricky Barrett.  
Paige Sauder is hired as Child and Family Coordinator to replace Alyssa Minnick.  
Pamela Ratvasky is hired as Instructional Designer to fill the grant funded position.*

**C. Consideration of Approval of Employment of Status Change – R-2020-24**

**CONSIDERATION OF APPROVAL OF  
STATUS CHANGES**

**R-2020-24**

**STATUS CHANGE**

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

**BEGINNING FY 19-20 Contract/Base Salary**

*Margaret Puckett, Associate Professor*

- *Margaret Puckett receiving advancement in rank increase of \$1,500.*

**REGULAR AGENDA**

**A. Consideration of Approval of College Completion Plan – R-2020-23**

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

**R-2020-23**

**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 2020 is hereby approved.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2020-23 College Completion Plan Update. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

**B. Treasurer's Report for September 30, 2020 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending September 30, 2020. She stated that revenues for the month totaled \$951,719. Expenditures were \$1,679,423 leaving a deficit of \$727,705. Year-to-date revenues totaled \$8,420,243. Year-to-date expenditures totaled \$3,628,389 leaving an excess of \$4,791,854. The Month End Investment Balance for September 2020 was \$6,108,664 (\$3,048,894 in Star Ohio and \$3,059,770 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:** Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending September 30, 2020. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**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 Ms. Morando and Ms. Nelson have been approved for reappointment by the caucus of District Boards of Education. A letter of recommendation from the Board of Trustees and President Diab for the reappointment of Ms. Pamela Mowry has been sent to the Governor's Office on Boards and Commissions for their consideration once the position expires. Receipt of this letter has been acknowledged by the Director of that office.

**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. Memo of Record filed with AG office for reporting to Governor's Office for 2020 Ethics Training Requirement – This item was completed.



b. Send recommendations for re-appointment of local positions to Mansfield city Schools Board of Education for action – This item was reported as completed earlier in the agenda.

c. Send recommendation for re-appointment of governor-appointed position to Office of Boards and commissions – This item was reported as completed earlier in the agenda.

d. Confirm ACCT Concurrent Session registrations with Trustees attending – This item will be reported on later in the agenda.

e. BOT to receive Performance/Self-Evaluation Trend Analysis for 3<sup>rd</sup> Quarter Report (July, August, September) at October BOT Meeting – This item will be reported on later in the agenda.

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

## 2. Owners Connections.

Mr. Roger Miller – The local Electricians Board is establishing a Tuition Freedom Grant through North Central State College.

Dr. Dwight McElfresh – Impact on community college students due to Covid in dealing with family and technology challenges, and the Covid-19 impact on students. Dr. Dorey Diab added that due to people being worried about jobs and family livelihood, the pursuit of education by students is taking the backseat.

Ms. Elisabeth Morando – How to handle helping kids get through college teaching effectively. Kids struggle with online format and lack of interaction with other students. Many are struggling without peer support.

Mr. Matthew Smith – Shared an article from the New York Times regarding – A Number of Ways to Cope with a Covid Environment.

He attended a Crawford County meeting that showed a video that did a good job of highlighting the Crawford Success Center.

Mr. Smith reported that he will be testifying for HB-6 on “Fracking.” They are seeking public information before going public.

## **C. Board Policy Governance Training (IAW 02.70) – Ms. Pamela Mowry**

1. Ms. Pamela Mowry led the discussion of policy governance principle 4 (Ends Policies). Principle 4 states, “**Ends Policies:** *The board defines in writing the (a) results, changes, or benefits that should come about for specified (b) recipients, beneficiaries, or otherwise defined impacted groups, and (c) at what cost or relative priority for the*

*various benefits or various beneficiaries. These are not all the possible “side benefits” that may occur, but those that form the purpose of the organization, the achievement of which constitutes organizational success. Policy documents containing solely these decisions are categorized as “Ends” in describing the Policy Governance model, but can be called by whatever name a board chooses, as long as the concept is strictly preserved.”*

2. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Ms. Kimberly Winkle led the discussion and review of Executive Limitations policies 4.3 – Treatment of Employees, 4.4 Compensation and Benefits, & 4.5 – Financial Planning/Budgeting.

#### **D. Performance/Self-Evaluation 3<sup>rd</sup> Quarter (IAW 02.70)(b) – Ms. Pamela Mowry**

Ms. Pamela Mowry called for a discussion of the trend analysis for the 3<sup>rd</sup> quarter. From discussions, a trend arose regarding Owners Connections challenges especially during this Covid-19 environment.

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

#### **A. Reflections and Takeaways from the 2020 ACCT Leadership Congress (October 5 – 8, Virtual Presence)**

Ms. Pamela Mowry called for reflections and takeaways from the ACCT Leadership Congress from those who attended. After the sharing of some personal highlights by several participants, the Chair called for a discussion of the best way to utilize the tools presented by this year’s format that made all presentations available for re-viewing. Board Secretary, Mr. Stephen Williams shared an overview of structure for the Congress General and Concurrent sessions and stated that he would share the program with all Trustees for their perusal for topics of interest. Trustees should review these topics and make note of those sessions in which they may have some interest. We will compile these sessions of interest to ascertain potential sessions for inclusion in future meeting agendas.

#### **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. Board Secretary, Mr. Stephen Williams reported that while our Trustees have expressed it is most desirable to hold the event in-person, our OSU-M neighbors may not have that option and may have to attend virtually. As the Covid environment constantly shifts, it is still too early to tell if an in-person or hybrid 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 primarily Covid-19 concerns, this year's event will be held virtually via Zoom. Still, we are exploring alternative ways to recognize and celebrate the accomplishments of our people.

#### **D. Trustee Appointments to the Foundation Board**

Ms. Pamela Mowry explained while the terms of two Trustees on the Foundation Board are expiring soon, it is not only the desire to replace one of those vacancies that will not be seeking reappointment but to offer other Trustees the opportunity to serve on the Foundation Board as a representative of the College Board of Trustees. Ms. Mowry asked all Trustees to consider their desire to serve a term on the Foundation Board and to let her know of any Trustee's interest in being considered for one of these spots.

#### **X. EXECUTIVE SESSION – Ms. Pamela Mowry**

The Chair called for an Executive Session at 7:23 p.m. Ms. Linda Nelson made a motion and it was seconded by Dr. Dwight McElfresh 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 in attendance.

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 – “not present”  
Ms. Kimberly Winkle – “yes”

At 7:43p.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 being able to meet in-person and still offer the opportunity to participate remotely. The hybrid setting was much improved but still was a bit hard to hear at times. The Policy Governance discussions were well done and Ms. Winkle did a great job on her first presentation.

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

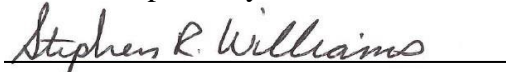
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, December 2, 2020 at 5:30 p.m. Those Trustees desiring to hear the official report from the Auditor should plan to arrive by 5:00pm. The Board's Executive Committee will meet one week prior to the meeting to review meeting preparation 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**

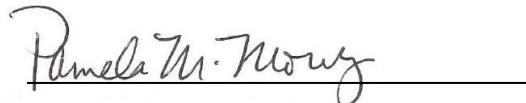
The Chair called for any additional information items.

**ACTION TAKEN:** As there was no further information items, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 7:47 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair