

**North Central State College
Board of Trustees' Meeting
January 20, 2021**

I. CALL TO ORDER

NOTE: Due to the continuing circumstances brought about by the COVID-19 pandemic, the offices of the Ohio Attorney General, the Secretary of State have temporarily extended Trustee participation in Regular Open Meetings via teleconference and similar means beyond December 1, 2020. Such participation may also be counted for Trustee attendance and applied towards meeting quorum requirements for that meeting. This was based on extended legislation under section 12 of House Bill 197_06. This meeting was held in a virtual format with all participants attending online via Zoom.

Chair Mowry called the meeting to order at 5:30 p.m. 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 Recorder, Mr. Stephen Williams called the roll.

Present:

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

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Kelly Gray, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Vice President of College Foundation, Government Affairs and Grants; and Mr. Major Price, Director of Information Technology. Ms. Brandel Boyd was present representing the Staff Caucus and Ms. Margaret Puckett was present representing the Faculty Caucus.

IV. FOCUS OF THE MEETING – Ms. Pamela Mowry

Ms. Pamela Mowry explained that the primary focus of tonight's meeting are the main items on the agenda: The reappointment of Trustees, The Installation of our new Slate of Officers, A Report from our Students, our Foundation, and our President. We will attend to our Required Approvals Agenda, our Policy Governance Agenda and Training items. There will be an Executive Session to discuss collective bargaining but there is no expectation of business following the executive session.

President Dorey Diab acknowledged the passing of Mr. Vic Smith and conveyed his condolences on behalf of the College to Trustee, Matthew Smith on the passing of his Father. Board Chair, Ms. Pamela Mowry also conveyed condolences on behalf of the Board of Trustees.

V. OATH OF OFFICE

The Board Secretary, Mr. Stephen Williams, administered the oath of public office to Ms. Elisabeth Morando and Ms. Linda Nelson who were being re-appointed to their locally appointed terms for another three years.

VI. INSTALLATION OF OFFICERS

The Secretary to the Board, Mr. Stephen Williams, administered the oath of executive office to the new slate of officers beginning the first year of their two-year terms of office. Officers installed for 2021 are: Mr. Matthew Smith as Chair, Dr. Dwight McElfresh as Vice Chair, and Ms. Linda Nelson as Secretary of the Board of Trustees for North Central State College.

A pre-recorded video at the home of Ms. Mowry was shown with the newly appointed Board Chair, Mr. Matthew Smith thanking Ms. Pamela Mowry on behalf of the Board for her service in the position of Board Chair for the past two years. He presented her a plaque to commemorate her accomplishment and a wooden vase handcrafted by Past President, Dr. Ronald Abrams as a token of appreciation from all the Board members. Ms. Pamela Mowry thanked all those who helped her during her term as Chair and stated that she looked forward to her continued work on the Board.

VII. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Mr. Matthew Smith explained that Ms. Charla Irvin, Trustee for the OSU-M Advisory Board was unable to join us this evening therefore, there would be no report.

Mr. Matthew Smith announced that the next OSU-M Advisory Board meeting, would be held on March 11th and called for a volunteer to represent the North Central State College Board of Trustees at that meeting. Ms. Kimberly Winkle indicated that she was available and would serve as the NCSC Board representative for that meeting.

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

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

Dr. Dorey Diab presented the Student Reports for PTK and NSLS (Sigma Alpha Pi):

Dr. Diab reported that both honor societies are working on recruitment and scheduling events for the semester to identify and achieve their annual goals.

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

Ms. Christine Copper acknowledged the passing of long-time friend of the College and Foundation donor, Mr. Vic Smith. She presented the Foundation Development and Update Report as follows.

Emerald Club

- Goal: \$330,000
- Total: \$481,000
- 2021 percent of goal: 148%

Community Engagement

- Sponsor Spotlight is going out weekly to showcase our corporations involved with Leadership Circle of Emerald Club and top event sponsors
- Arts for Success – scheduled for March 4, 2021, and will be virtual
- Billboard will be up in Crawford County to spotlight top donors
- Hall of Excellence - Reschedule date of April 9, 2021, sending save the dates to donors
- Billboards going up in late Feb/Interactive

Scholarships - \$174,625.92

- Certificate Programs-\$85,000
- Tuition Freedom-\$105,164
- Advancing Diversity-\$17,000
- Response Fund-\$15,739

Increase Technology support, including HyFlex/Next Gen classrooms

- New gift - Engineering Equipment - \$31,121
- State grant ask with Clark State includes a Next Gen classroom
- Constructing 2021 budgets with updated quotes for standard classroom, Next Gen, and HyFlex

Provide funds for mobile training in support of online learning and workforce development

- Ask out to Timken and Community Foundation for Crawford County for flexible capacity

Increase Alumni Engagement

- Newsletter went out electronically, featuring the new Alumni Association grant
- Sponsor Spotlight is going out to 7,000 alums and other partners

C. Monitoring Report: Executive Limitations Policies – Asset Protection (4-70)

President Dorey Diab acknowledged the Board's concern for the College's cyber security in the wake of a number of recent reports of other major institutions and companies falling victim to such activities. He explained that it is not possible to fully prevent such activity however, the College is doing its utmost due diligence to take the necessary steps to provide the best security possible within its means and resources and minimize the associated risk. President Diab stated that this presentation is provided in an effort to convey his interpretation of a reasonable degree of protection of information, files, and data in addition to other assets. It will show the actions that have already been put in place or are in the process of being implemented.

President Diab introduced Director of Information Technology, Mr. Major Price to present the Board with an update on the information technology and cyber security investments that have been put into place to provide the College community with the maximum access to technology and services while maintaining the maximum protection possible to the College's data and assets.

The presentation took around 45 minutes and focused on five area:

1. The History of Campus Technology
2. College Hardware
3. Internet/Network Access
4. Classroom Advances in Teaching Technology
5. Cyber-Security Tools, Practices, and Training

D. Updates/Other

1. Spring 2020 Enrollment. President Diab reported spring 2020 enrollment to be around 2,500 students (a drop of ~15%), and 20,200 credit hours (a drop of ~12%).
2. Covid-19 status update: over 50 students, faculty, and staff were impacted.
3. The College hired Interact - a marketing company to help us improve enrollment processes and marketing outreach
4. The College continues to focus on online delivery of courses and enhancing the technology infrastructure

IX. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Chair, Mr. Matthew Smith, presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Dr. Dwight McElfresh and seconded by Ms. Linda Nelson and passing unanimously, the following items were approved:

A. Approval of Minutes for December 2, 2020 “Regular Meeting”

B. Consideration of Approval of Status Change – R-2021-01

CONSIDERATION OF APPROVAL OF STATUS CHANGES

R-2021-01

STATUS CHANGE

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

BEGINNING January 4, 2021

Christine Copper, Vice President, Foundation, Government Affairs and Grants

- *Christine Copper’s duties as Executive Director of College Foundation are expanded to include responsibilities for Government Affairs and Grants.*

BEGINNING January 4, 2021

Amanda Sheets, Director of Outreach

- *Amanda Sheets’ duties for Manager at the Crawford Success Center will be expanded to include outreach responsibilities with Mansfield City Schools.*

BEGINNING January 11, 2021

Dr. Kelly Gray, Vice President, Academic Services

- *Kelly Gray is moving from Dean, Health Sciences Division to Vice President, Academic Services/Chief Academic Officer.*

BEGINNING January 11, 2021

Melinda Roepke, Dean, Health Sciences Division/Director of Nursing

- *Melinda Roepke is moving from Assistant Dean, Health Sciences to Dean, Health Sciences Division and will retain the role of Director of Nursing.*

BEGINNING January 18, 2021

Dr. Toni Johnson, Dean, Academic Services

- *Toni Johnson is moving from Assistant Dean, Business, Industry and Technology Division to Dean, Academic Services.*

BEGINNING February 1, 2021

Amanda Kaltenbaugh, Director, Financial Aid

- *Amanda Kaltenbaugh is moving from Assistant Director, Financial Aid, to Director, Financial Aid.*

B. Consideration of Approval of Employment of College Personnel – R-2021-02

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

R-2021-02

NEW HIRES

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

BEGINNING January 11, 2021

Andrea Johnston, Radiology Faculty

Mercy College of Ohio, Bachelor of Science, Medical Imaging

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2021-02

Andrea Johnston is hired to fill the Radiology Faculty position resulting from the retirement of Ellen Johnson.

**C. Consideration of Approval of Contracts for Non-Probationary Faculty
– R-2021-04**

***CONSIDERATION OF APPROVAL OF CONTRACTS FOR
NON-PROBATIONARY FACULTY***

R-2021-04

BE IT RESOLVED: *by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:*

***THREE-YEAR NON-PROBATIONARY 9-MONTH CONTRACT
(Fall Semester 2021 through Spring Semester 2024)***

Lynn Damberger

Lynn Jones

J. Ross Justice
Christine Lynch
Carmen Morrison

REGULAR AGENDA

A. Treasurer's Report for November 30, 2020 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending November 30, 2020. She stated that revenues for the month totaled \$2,362,876. Expenditures were \$911,990 leaving an excess of \$1,450,886. Year-to-date revenues totaled \$13,568,656. Year-to-date expenditures totaled \$6,215,865 leaving an excess of \$7,352,792. The Month End Investment Balance for November 2020 was \$6,112,376 (\$3,049,629 in Star Ohio and \$3,062,747 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 November 30, 2020. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

B. Treasurer's Report for December 31, 2020 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending December 31, 2020. She stated that revenues for the month totaled \$1,532,472. Expenditures were \$1,136,612 leaving an excess of \$395,860. Year-to-date revenues totaled \$15,101,128. Year-to-date expenditures totaled \$7,748,651 leaving an excess of \$7,748,651. The Month End Investment Balance for December 2020 was \$6,114,132 (\$3,049,971 in Star Ohio and \$3,064,161 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. Ms. McKee responded to questions regarding the timing of expenses and the impact of "CARES dollars" on the budget.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending December 31, 2020. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

C. Consideration of Approval of 2020-2021 Operating Budget Amendment #1

– R-2021-03

CONSIDERATION OF APPROVAL OF 2020-2021 OPERATING BUDGET AMENDMENT #1

R-2021-03

WHEREAS: North Central State College has reviewed its 2020-2021 Operating Budget revenue and expenditure projections, and

WHEREAS: based upon this review, North Central State College needs to amend its 2020-2021 Operating Budget, and

WHEREAS: the Board of Trustees of North Central State College has reviewed the income and expense portion of the 2020-2021 Operating Budget Amendment #1, and

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

NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees that the 2020-2021 Operating Budget Amendment #1 of the College is hereby adopted as presented.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2021-03 FY2020-2021 Budget Amendment #1. Mr. Steven Stone seconded the motion and the motion carried unanimously.

X. POLICY GOVERNANCE

A. Nominating Committee Report – Dr. Dwight McElfresh

Board Chair, Mr. Matthew Smith called upon Dr. Dwight McElfresh to provide a report from the Nominating Committee. Dr. McElfresh stated the only outstanding appointment is Ms. Pamela Mowry. Her application and recommendations have been submitted to the Governor’s Office on Boards and Commissions for consideration of reappointment and they have acknowledge receipt on January 12. Conversations with that office have also revealed that they have received interest from another applicant as well and will make their appointment soon.

B. Discussion of Agenda Planning – Mr. Matthew Smith

1. Review of Actionable Items.

Board Chair, Mr. Matthew Smith reviewed the listing of Actionable Items which Included:

- a. Trustees to review ACCT program of Concurrent/General sessions for topics of interest for future considerations – This item will be discussed later in the agenda.
- b. Executive committee to decide if December meeting will be Zoom, In-person, or Hybrid – This item was completed in preparation for this meeting.

- c. BOT recommendation for reappointment of Ms. Pamela Mowry to be resubmitted to the Governor’s Office on Boards and Commissions – This item was reported on earlier in the agenda.
- d. Follow-up on monitoring report for policy 04.70 Asset Protection regarding Information Technology – This item was reported on earlier in the agenda.
- e. BOT to receive Performance/Self-Evaluation Trends Analysis for 4th quarter of 2020 – This item will be discussed later in the agenda.

2. Owners Connections.

Mr. Mark Masters – Acknowledged the demographic challenges that exist but went on to explain that the little things we are doing in the region are paying off. He explained that recent successes at Kingwood Center, the Arts Center, the Imagination District, the local country club and the United Way just to name a few are all examples of the vitality and level of interest that exists in growing Richland County. He recently interviewed a candidate for a position at his bank that came from outside the region. When he asked what made them come to Richland County, their response came from a past experience they had had with various people and organizations from across the region that made it apparent that the people of this region really care about each other, their families and their communities. It was the kind of place that one was made to feel like they belonged and was sincerely cared about. Richland County was some place special. The little things that the people and organizations of the region had done, had really made a positive impact on this person’s impression of our region.

Dr. Dwight McElfresh – shared the sad news of the passing of past Trustee, Dr. Ronald Walker on December 27, 2020. [Link to Obituary](#). Dr. McElfresh noted a LinkedIn notification where Ms. Mackayla Cox earned her Master’s degree from Kent State University and had good things to say about North Central State College.

Mr. Mark Masters – shared that the in-house business course through NC State was well received last year. They checked out interest in similar courses for 2021 for Business and Entrepreneurship. There were 20 bank employees who expressed interest in the course.

Ms. Kimberly Winkle – shared that the Covid-19 vaccines are rolling out. Avita will be going into the schools as part of the effort to deliver vaccines to K-12.

Mr. Matthew Smith – shared how beneficial it may be for each Trustee to share a listing of the civic organizations they are involved in to help enhance the Board’s Owner’s Connections efforts. To that end, he asked all Trustees to share a listing of their civic organizations with Board Secretary, Mr. Stephen Williams for inclusion on the Board social roster for the benefit of all Trustees.

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

1. Ms. Linda Nelson led the discussion of policy governance principle 5 (Board Means Policies). Principle 5 states, ***Board Means Policies: The board defines in writing, those behaviors, values-added, practices, disciplines, and conduct of the board itself and of the board’s delegation/accountability relationship with its own subcomponents and with the executive part of the organization. Because these are non-ends decisions, they are called “board means” to distinguish them from ends and staff means. In describing the Policy Governance model, documents containing solely these decisions are categorized as Governance Process and Board-Management Delegation, 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 includes a continuing review, refresher, and reassessment of current Policy Governance policies. Ms. Elisabeth Morando led the discussion and review of policy governance policy 4.9 on Emergency Executive Succession.

3. Annual Emergency Executive Succession Statement. President Dorey Diab announced that in the case of emergency executive succession, Ms. Lori McKee, Vice President for Business Services would be his first executive successor, Mr. Tom Prendergast, Vice President for Student Services would be his second executive successor and Dr. Kelly Gray, Vice President for Academic Services would be his third executive successor.

C. Board Performance/Self-Evaluation Survey Trend Analysis for 4th Quarter

Mr. Matthew Smith asked if all Trustees had the opportunity to review the Board Performance/Self-Evaluation Survey Trend Analysis for the 4th Quarter of 2020. The Board reviewed each survey topic, discussed trend analysis results, and considered areas for improvement.

XI. BOARD CHAIRPERSON REPORT- Mr. Matthew Smith

Board Chair, Mr. Matthew Smith acknowledged the passing of his Father (Mr. Vic Smith) and thanked the Board for their support and kind gestures of sympathy.

A. Sessions for Future Consideration from 2020 ACCT Leadership Congress

Mr. Matthew called for input from the Board on any of the sessions from the ACCT Leadership Congress Concurrent Sessions/Topics they would like to have included in future agendas as Board training items. Ms. Elisabeth Morando identified the discussion on “Linking” from the presentation entitled “*Policy Governance, Strong Leadership, Effective Transition*” by Lakeshore Technical College. Mr. Smith asked Trustees to continue reviewing the listing of concurrent and general sessions and to let him know if there are other sessions to be considered. Board Secretary, Mr. Stephen Williams indicated that he had a sample of how specific topics of these sessions might be included

in the Board Package/Agenda for Trustees to review prior to the meeting and to refer back to them after the meeting.

B. Takeaways from the Chancellor’s Annual State Trustees Update (Dec. 15, 2020)

Mr. Matthew Smith stated that he found the presentation of the 2020 State of Higher Education Report very interesting and encouraged all Trustees to consider getting the report and reading through it. Dr. Dwight McElfresh stated that he was encouraged to see that the priorities of the College are in line with those of the State. Mr. Smith added that many of the priorities are being caused by the pandemic and the calls for social justice.

C. ACCT National Legislative Summit (February 8-10, 2021)

Mr. Matthew Smith announced the dates for the upcoming ACCT National Legislative Summit from February 8th through the 10th and called for Trustee availability/interest in participating in this year’s event. Mr. Smith indicated that he was planning to participate. President Dorey Diab indicated that he and Ms. Chris Copper were planning to participate. Any other Trustees interested in participating should contact Board Secretary, Mr. Stephen Williams by Monday, January 25th to be included in our group registration.

D. Upcoming Events

Mr. Matthew Smith reminded Trustees of the Crawford Success Center’s Arts for Success event taking place on March 4, 2021.

E. OACC Governing Board Meeting (January 28th)

Mr. Matthew Smith announced that he would be attending the OACC Governing Board meeting along with President Diab on January 28th. President Diab pointed out that Dr. Dwight McElfresh is the current OACC Governing Board Alternate for the College.

XII. EXECUTIVE SESSION – *Mr. Matthew Smith*

The Chair called for an Executive Session at 7:55 p.m. to discuss preparing for, conducting, or reviewing collective bargaining strategy. Mr. Smith announced that he does not expect further business following the executive session. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session. A roll call vote on the motion was approved unanimously by all members in attendance.

Mr. Mark Masters – not present

Dr. Dwight McElfresh – “yes”

Mr. Roger Miller – not present

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 8:06 p.m., Chair, Mr. Matthew Smith declared the Executive Session concluded and the Regular Session resumed.

XIII. MEETING EVALUATION (IAW 02.16) – *Mr. Matthew Smith*

Board Chair, Mr. Matthew Smith called for a discussion on tonight’s meeting evaluation. Trustees commented that it was a long meeting but time well spent. The Board expressed their appreciation for the IT update presentation and conveyed their kudos to Mr. Major Price.

XIV. TIME AND PLACE OF NEXT MEETING


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 24, 2021 at 5:30pm. Meeting location and setting to be announced.

XV. ADJOURNMENT

The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board’s consideration, the Board Chair, Mr. Matthew Smith declared the meeting adjourned at 8:10 p.m.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Mr. Matthew Smith, Board Chair