

**North Central State College  
Board of Trustees' Meeting  
January 19, 2022**

**I. CALL TO ORDER**

This meeting was held in a hybrid format with some participants attending in-person in the Board Room (165-Fallerius) and others online via Zoom. Six Trustees participating in tonight's meeting attended in person while one was virtual.

Chair Mr. Matthew Smith called the meeting to order at 5:33 p.m. and asked all to rise and join him in reciting the pledge of allegiance followed by his reading of the Global ENDS Policy for North Central State College.

**II. ROLL CALL**

The Secretary, Mr. Stephen Williams called the roll.

**Present (in person):**

Mr. Mark Masters  
Dr. Dwight McElfresh  
Ms. Elisabeth Morando  
Ms. Linda Nelson  
Mr. Matthew Smith  
Mr. Steven Stone

**Present (on line)**

Ms. Kimberly Winkle

**III. INTRODUCTION OF GUESTS**

Board Chair, Mr. Matthew Smith asked President Dorey Diab to introduce the guests present. President Diab acknowledged the presence of Dr. Kelly Gray, Vice President of Academic Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Vice President of the Development; and Ms. Sara Rollo, representing the Faculty Caucus.

**IV. FOCUS OF THE MEETING – *Mr. Matthew Smith***

Mr. Matthew Smith explained that the primary focus of tonight's meeting will include: An oath of office, the confirmation of officers, the College update, our policy governance work and there will be no executive session planned tonight.

**V. OATH OF OFFICE**

The Board Secretary, Mr. Stephen Williams, administered the oath of public office to Dr. Dwight McElfresh who was being re-appointed to his locally appointed term for another three years.

## **VI. CONFIRMATION OF OFFICERS**

The Secretary to the Board, Mr. Stephen Williams, confirmed the slate of officers continuing on with the second year of their two-year terms of office. Officers confirmed for 2022 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.

## **VII. OSU-MANSFIELD ADVISORY BOARD**

Board Chair, Mr. Matthew Smith announced that there would be no OSU-Mansfield Advisory Board report for this meeting. The next meeting of the OSU-Mansfield Advisory Board meeting would be March 10, 2022 and called for a Trustee to represent the NCSC BOT at that meeting. Ms. Kimberly Winkle indicated that she would serve as representative for the March 10, 2022 meeting.

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

Dr. Diab announced that our student representative was unable to attend the meeting tonight therefore, he would be presenting the Student Organizations Report on his behalf:

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

NLSL (National Society for Leadership and Success-Sigma Alpha Pi)

- Invitations have been sent out to 1200 students. Last semester, the Chapter recruited 57 new members.
- Barb and Gaven are going to meet to finalize the semester schedule.
- The Chapter will be hosting 6 new member orientations, 6 speaker broadcasts and goal setting sessions, and 3 leadership training.

PTK (Phi Theta Kappa)

- The Chapter is working on sending out invitations to all eligible students. Last semester, we recruited 32 students.
- The Chapter will be hosting open houses and new member orientations this semester to increase engagement.

Both chapters

- will be revitalizing the green initiative.

- James Anderson, an environmental geologist, will be speaking with our students and helping the chapter create a plan to reduce the negative footprint NSCS has on the environment.
- Kevin Kline will also be working with us on this initiative. He has already made significant changes within the facilities department.
- Our students and chapter members are mentoring at Sherman Elementary. Those who qualify will be paid through work-study funds, some will work toward a free class, and some will be volunteers.
- The Chapter asks to let them know if there are any other projects/initiatives in which the president or the Board would like them to take part or to initiate.

**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 2021/2022**

Goal: \$350,000

Total: \$557,428.72 + pledged \$75,000=\$632,428.72

2021/22 181% to goal. One check from Richland Gives is still outstanding.

- Scheduling is in process with hospitals LPN information sessions for the summer cohorts.

**LPN**

Total: \$250,800 in, the NCSC Foundation is covering tuition and books not covered by the hospitals and other aid

**Dr Dorey Diab Scholarship Gifts**

- \$960 in new gifts, a huge thank you to the College Board for your support

**Grant Manager**

- DOL Grant

**Events**

- Arts for Success - \$21k in so far, \$35,000 goal
  - Planning a hybrid online event with Avita and OhioHealth input at Trillium Event Center in Bucyrus
  - Avita is catering, if virtual meals will still be given, individually wrapped
  - Auction item donation requests-gift cards, memorabilia, art
- HOE-\$21k so far, \$45,000 goal
  - Honorees are: - Chris update
    - Brigitte Coles
    - Dan Seckel
    - Doug Leuthold
  - Tina Husted requested to speak on women in leadership-Dave Bush will

introduce, Grant Milliron will host.

### **Workforce**

- Interim Manager for Development and Workforce-Randy Blankenship
- Budget update (see spreadsheet)-\$122,441.01, **\$64,019.90 workforce**, \$58,421.11 apprenticeships, \$5,795 not invoiced yet
- Standardization of recruitment materials, training templates, and marketing plan in process
- MAC college committee will be going through Sup and Leadership training used with corporate partners

### **Foundation Board**

- Updated CSC Board on the PN program
- Feb 24 next meeting via zoom
- Debbie Adams will be stepping off June 30, 2022, Board Dev to determine new Board member recruitment plan

## **C. Monitoring Report: Executive Limitations Policies – ENDS Focus of Grants and Contracts (4.8)**

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 the Ends Focus of Grants and Contracts (Executive Limitations 04-80).

### **3357:13-04-80 ENDS Focus of Grants and Contracts (Executive Limitations)**

The CEO will not enter into any grant or contract arrangements that fail to emphasize the production of ends and the avoidance of unacceptable means.

The CEO will not

4.81 Allow grantees to be unaware of restrictions on particular methods and activities to preclude grant funds from being used in imprudent, unlawful or unethical ways.

4.82 Make grants to grantees that do not have, in the CEO's opinion, the capacity to produce appropriately targeted, efficient results.

4.83 Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

*The College acts as a financial agent on multiple grants. These grants are performed by college employees or other quasi-employees (i.e., they receive their paychecks from the College, who acts as the financial agent, with employees being either directly or indirectly employed by the College). Examples include TRIO, Motorcycle Ohio, and Early Head Start. The College holds such employees to the standards specified by the grantor, in addition to the College standard operating procedures. We generally do performance evaluations of these employees in collaboration with the entities they represent. Renewal of many of these grants is evidence of the*

*college acting in a prudent, lawful and ethical way. We also turned down some grants that were not in alignment with our mission, or did not have the capacity to do.*

*Should the capital budget be approved, the College is expecting \$1.9 million that will go toward renovation, information technology, and utilities. Federal stimulus dollars for students are being used to support their academic (tuition) and basic needs (housing, utilities, transportation, technology...). Federal stimulus dollars for the College are being used for information technology infrastructure, online curriculum, HVAC systems, boilers, chillers, and generators.*

*Since 2014, the college has managed over 22 million dollars in grants, including capital projects, in prudent, lawful and ethical ways. Any major changes to grant contracts are addressed with government representatives or the state controlling board to receive official permissions prior to proceeding. Grants/Scholarships Awarded in 2020-2021 (total over \$2.8 million) were in the areas of state scholarships like Choose Ohio First and short-term certificate training, and federal support for the child development center (Early Head Start).*

*During the Chancellor update with the trustees, he gave kudos to the College for being first among community colleges in the state to provide second chance opportunities for students who dropped out. He texted me on Monday night, February 10, that the College is now in first place with most student grants, exceeding all four-year universities and community colleges.*

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

##### 1. College

- a. College spring-semester start-up
  - a. Continuing with our safety protocols: masks required inside the buildings, social distancing, classroom sanitization, plastic separators in labs
  - b. Enrollment: goal was 20,300 credits like last spring. It is around 18,000 to date. We still have CCP credits to register with high schools.
  - c. Cyber security: between January 5<sup>th</sup> and 11<sup>th</sup> one of our servers was under cyber attack. To this point, it appears that our Sophos software was able to stop the attacks at every turn. The attackers were after employees credentials. We are in the process of hiring a forensic incident response team to dig deeper into the assessment. The IT department is working with our employees to change everyone's password.

##### 2. Community Engagement and Outreach

- a. Steve Dickerson, Superintendent of Hillsdale Local Schools from Wooster contacted the College about establishing an associate degree similar to the one at Galion.

- b. Chamber board: My term ended after 6 years. Enjoyed my service and contribution especially toward strategic planning. Was very pleased with the collaborative efforts between the Chamber and the Richland Community Development Group (RCDG) acting as one. Will continue to participate on the RCDG leadership group.
- c. All of our supervisors completed all employees' performance evaluations
- d. Dr. Jones and I have been invited to speak at Mansfield Senior MLK event on Monday, January 17.

### 3. State engagement and advocacy

- a. OACC presidents and executive committee discussion topics: budget, cyber security auditing company, Governing Board meeting in late February (2/21 or 2/23); college campus reopening; OACC not participating in NLS, co-located campuses audit (latest on IT)
- b. Co-located campuses audit: ideas on improving efficiencies; IT shared services; courses and degrees offered; scheduling; operation expenditures; list of faculty and staff; organization charts;
- c. Tour of the College with the Lt. Governor's northwest region liaisons to show exceptional things happening in education (CCP, College-Now, Baccalaureate, project-based learning, internships...)

### 4. National engagement

- a. AACC Presidents Academy Executive Committee meeting (I represent the Central Region of the U.S.): in preparation for the presidents academy professional development summer institute, the training topics for new presidents include: the future of community colleges post Covid, shifting the culture with best practices for change, data that matters, strategies to influence diversity/equity/inclusion, mental health for students and employees, trauma-informed care, crisis leadership and communication. I will be coordinating/presenting two of the sessions at the Presidents Academy this summer.
- b. I joined 25 Achieving the Dream Leader-College-of-Distinction presidents meeting focused on high priority research topics to inform community colleges around the nation. Topics included: enrollment management; future of community colleges; focus on rural colleges; focus on minority males; remote teaching and remote work; non-academic student support; bachelor degrees; dual enrollment; trustee governance; workforce; funding
- c. I joined a dozen presidents from the Ohio Association of Community Colleges who is collaborating with the National Center for Inquiry and Improvement through a grant from Ascendium to launch the rural regional guided pathways project.

**IX. 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, the roll was called:

Ayes: Mr. Masters, Dr. McElfresh, Ms. Morando, Ms. Nelson, Mr. Smith, Mr. Stone, Ms. Winkle

Nays: None

Passing unanimously, the following items were approved.

**A. Approval of Minutes for December 1, 2021 “Regular Meeting”**

**B. Consideration of Approval of Employment of College Personnel – R-2022-01**

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

***R-2022-01***

**NEW HIRES**

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

***BEGINNING December 6, 2021***

*Christine Steiner, Administrative Assistant  
Ashworth College, Paralegal Certificate*

***EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2022-01***

*Christine Steiner is hired as Administrative Assistant for Crawford Success Center to replace Crystal Dean.*

**C. Consideration of Approval of Personnel Professional Growth Recognition – R-2022-02**

***CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION***

***R-2022-02***

***WHEREAS: Jonathan DeWitt*** has supplied documentation that he has completed 60% towards the completion of a Master of Science in Electrical Engineering degree at Ohio University.

**THEREFORE, BE IT RESOLVED:** by the Board of Trustees that \$2,074.00 is added to base salary effective December 27 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

**WHEREAS:** *April Gregory* has supplied documentation that he has completed a Bachelor’s degree in Public Administration at Mount Vernon Nazarene University.

**THEREFORE, BE IT RESOLVED:** by the Board of Trustees that \$2,053 is added to base salary effective January 10 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

**WHEREAS:** *Kelly Grimes* has supplied documentation that he has completed a Master of Science of Nursing at Chamberlain University.

**THEREFORE, BE IT RESOLVED:** by the Board of Trustees that \$3,000 is added to base salary effective January 24 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”

**D. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2022-03**

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

**R-2022-03**

**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 2022 through Spring Semester 2025)**

*Jonathan DeWitt  
Patricia Herb  
M. Daniel McCool  
Lisa Music  
Pamula Robison  
Sara Rollo  
Christine Shearer*

**REGULAR AGENDA**

**A. Treasurer’s Report for November 30, 2021 – Dr. Dorey Diab**



Dr. Dorey Diab presented the Treasurer's Report for the period ending November 30, 2021. He stated that revenues for the month totaled \$3,948,727. Expenditures were \$1,033,346 leaving an excess of \$2,915,381. Year-to-date revenues totaled \$12,869,424. Year-to-date expenditures totaled \$6,401,307 leaving an excess of \$6,468,117. The Month End Investment Balance for November 2021 was \$6,094,901 (\$3,052,242 in Star Ohio and \$3,042,659 in Richland Bank). Dr. Diab described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators.

**ACTION TAKEN:** Mr. Steve Stone moved for approval of the Treasurer's Report for the period ending November 30, 2021. The motion was seconded by Ms. Elisabeth Morando, and the roll was called:

Ayes: Mr. Masters, Dr. McElfresh, Ms. Morando, Ms. Nelson, Mr. Smith, Mr. Stone, Ms. Winkle

Nays: None

The item was passed unanimously.

#### **B. Treasurer's Report for December 31, 2021 – Dr. Dorey Diab**

Dr. Dorey Diab presented the Treasurer's Report for the period ending December 31, 2021. He stated that revenues for the month totaled \$1,667,816. Expenditures were \$1,044,870 leaving an excess of \$622,946. Year-to-date revenues totaled \$14,537,240. Year-to-date expenditures totaled \$7,446,177 leaving an excess of \$7,091,062. The Month End Investment Balance for December 2021 was \$6,089,046 (\$1,052,329 in Star Ohio and \$5,036,717 in Richland Bank). Dr. Diab described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of the Treasurer's Report for the period ending December 31, 2021. The motion was seconded by Mr. Mark Masters, and the roll was called:

Ayes: Mr. Masters, Dr. McElfresh, Ms. Morando, Ms. Nelson, Mr. Smith, Mr. Stone, Ms. Winkle

Nays: None

The item was passed unanimously.

## **X. POLICY GOVERNANCE**

### **A. Nominating Committee Report – Mr. Steven Stone**

Board Chair, Mr. Matthew Smith called upon Mr. Steven Stone to provide a report from the Nominating Committee. Mr. Stone recapped last meetings discussion on recruitment for replacement of Mr. Roger Miller of Crawford County. They have worked through

their pool of eight candidates but have not had any luck with any expressing an interest to serve on the Board at this time. Mr. Stone encouraged all Trustees to continue looking for viable candidates to consider as the search for a Crawford County Trustee continues. Other considerations regarding the appointment of a non-Crawford County Trustee to fill the current vacancy was also discussed with interest expressed by potential candidate from Richland County.

Mr. Stone reported that they have interviewed a candidate from Ashland County to fill the vacancy left by the departure of Ms. Pamela Mowry and feel that Ms. Kristin Ashton would be a good addition to the Board.

**ACTION TAKEN:** Mr. Steven Stone moved for approval of the Nominating Committee's recommendation for consideration of Ms. Kristin Ashton as a governor appointed Trustee on the North Central State College Board of Trustees representing Ashland County. Ms. Elisabeth seconded the motion and the roll was called:  
Ayes: Mr. Masters, Dr. McElfresh, Ms. Morando, Ms. Nelson, Mr. Smith, Mr. Stone, Ms. Winkle  
Nays: None  
The motion to forward a recommendation for consideration of Ms. Kristin Ashton to the Governor's Office on Boards and Commissions was passed unanimously.

## **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. Provide Trustees with a listing of meeting dates and responsibilities/expectation for consideration of service on the Foundation Board – This item will be discussed later in the agenda.
- b. Re-submit BOT Recommendation for Reappointment of Mark Masters to Governor's Office – This item was completed prior to the meeting.
- c. BOT to receive Performance/Self-Evaluation Trend Analysis for 4<sup>th</sup> Quarter of 2021 – This item will be completed later in the agenda.
- d. Discuss reschedule of BOT Meeting for October 2022 due to conflict with 2022 ACCT – This item was discussed and there was a consensus of the Board to move the October 2022 meeting date to the Wednesday prior. The October meeting date will be on Wednesday, October 19, 2022.

### 2. Owners Connections.

Dr. Dwight McElfresh – shared that North Central State College was announced as a sponsor of the Lexington-Ashland Basketball game on the local television channel.

Mr. Mark Masters - shared the new North Central State College class at Mechanics Bank has twenty employees registered. Their professor, Mr. Lynn Jones is doing a great job of teaching and inspiring his students in their educational pursuits. The bank is excited and the students are excited about the experience. This is the third class that has been offered at the bank and now we have several who have taken two of the three classes. Approximately three-quarters of the class are first-time college students.

Mr. Matthew Smith – participated in the Crawford County Survey through the Crawford County Partnership. The survey was in reference to the off route thirty corridor discussion.

Ms. Elisabeth Morando – shared a Michigan article on the college enrollment decline. Four states are experiencing an over fifty percent decline. One of those four states includes Ohio. The article states that seven percent of the overall decline is attributed to the job market and ease of finding good paying jobs without the need for higher education or advanced training.

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

1. Dr. Dwight McElfresh led the discussion of Policy Governance Principle #9 Any Reasonable Interpretation.

2. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Mr. Matthew Smith led the discussion and review of Executive Limitations policies 4.9 – Emergency CEO Succession Policy. It was confirmed that this policy is still relevant and still accurate as presented.

3. Annual Emergency Executive Succession Statement. In order to protect the board from sudden loss of CEO services, the CEO will have no fewer than two other executives sufficiently familiar with board and CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

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.

### **D. Board Performance/Self-Evaluation Survey Trend Analysis for 4<sup>th</sup> Quarter**

Mr. Matthew Smith asked if all Trustees had the opportunity to review the Board Performance/Self-Evaluation Survey Trend Analysis for the 4<sup>th</sup> Quarter of 2021. The

Board reviewed each survey topic, discussed trend analysis results, and considered areas for improvement.

## **XI. BOARD CHAIRPERSON REPORT- *Mr. Matthew Smith***

### **A. Takeaway from the Chancellor’s Annual State Trustees Update (December 16, 2021 – Virtual)**

Mr. Matthew Smith reported that some of the topics discussed at the Chancellor’s Annual State Trustees Update included:

- Concerns from the State regarding –
  - software breaches
  - Mid-west high school graduates down nine percent
- College comeback
- NC State was noted for our second-chance grant
- The Chancellor’s Year End Report (scrolled through some of the features and shared comments on specific charts and graphs along the way)

### **B. ACCT National Legislative Summit (Washington, D.C February 6-9, 2022)**

Mr. Matthew Smith announced that earlier plans for him and Ms. Chris Copper attending the ACCT National Legislative Summit in Washington D.C. have been cancelled due to complications from the Covid variant that would prevent them from meeting with legislators. Still, appropriate data will continue to be collected and shared with our legislators to lobby them on the importance of federal funding in these critical initiatives and other policies affecting student aid and their ability to afford college.

### **C. Trustee Appointments to the NCSC Foundation Board**

Mr. Matthew Smith called for discussion of status of Trustees serving on the Foundation Board. He pointed out that the Board is allowed to have 3-4 representatives on the Foundation Board and although Smith, McElfresh, and Morando currently serve, with Miller’s departure from the Board, there would be room for a fourth Trustee to serve if someone was interested in doing so. Mr. Smith called for any other Trustees who might be interested in serving on the Foundation Board as a representative of the NCSC BOT. Hearing none at this time, he invited trustees to ponder the opportunity and let it be known if they decide at a later date to try it out.

### **D. Upcoming Events**

**Arts for Success Event** (*Crawford Success Center - March 3rd*) – Mr. Matthew Smith reminded Trustees to mark their calendar for this fundraising event to support the Crawford Success Center. The decision will be made on February 1<sup>st</sup> on whether this event will be in-person or virtual.

**NCO Hall of Excellence** (April 8, 2022 – Ralph Phillips Conference Center)  
Mr. Matthew Smith reminded Trustees to mark their calendar for this event as the Foundation office has sent out invitations and notices. The decision will be made on March 1<sup>st</sup> on whether this event will be in-person or virtual.

**XII. 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 all were present. There were good discussions and everyone stayed on track with the agenda.

**XIII. TIME AND PLACE OF NEXT MEETING**


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 23, 2022 at 5:30 p.m. in the Gorman Room (Board of Trustees Meeting Room – 165-Fallerius).

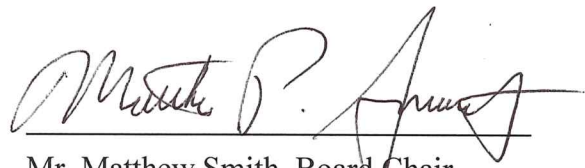
**XIV. ADJOURNMENT**

The Chair called for any additional information items.

**ACTION TAKEN:** As there was no further business or information items, the Board Chair, Mr. Matthew Smith declared the meeting adjourned at 6:44 p.m.

Respectfully submitted:

  
Mr. Stephen R. Williams, Board Secretary

  
Mr. Matthew Smith, Board Chair