

**North Central State College  
Board of Trustees' Meeting  
May 25, 2022**

**I. CALL TO ORDER**

NOTE: The Ohio General Assembly re-enacted the limited-time exception to the “in person” requirement which again temporarily permits public bodies to meet virtually. Sub. H.B. 51, 134th General Assembly, was passed on an emergency basis and Governor DeWine quickly signed it into law, making it immediately effective. This means that public bodies may again hold meetings via teleconference, videoconference, or any other similar electronic technology and still be considered to be meeting in person for purposes of the Open Meetings Act. Once again, this exception is temporary and will expire July 1, 2022.

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. Seven Trustees participating in tonight’s meeting attended in person while one was virtual.

Chair Mr. Matthew Smith called the meeting to order at 5:31p.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. David Bush  
Mr. Mark Masters  
Dr. Dwight McElfresh  
Ms. Elisabeth Morando  
Ms. Linda Nelson  
Mr. Mathew Smith  
Ms. Kimberly Winkle

**Present (on line):**

Ms. Kristin Aspin

**Absent:**

Mr. Steven Stone

**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. Lori

McKee, Vice President of Business Services; and Ms. Chris Copper, Vice President College Foundation.

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

Mr. Matthew Smith explained that the primary focus of tonight's meeting will include: hearing College updates from President Diab and others, and conduct routine business of the College including resolutions on policy approvals and a presentation on the budget proposal for the coming fiscal year. We will also conduct policy governance training. There is be a brief executive session to discuss collective bargaining strategy however there is no business expected to follow the executive session.

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

Board Chair, Mr. Matthew Smith announced that the OSU-M Board representative that was to attend tonight's meeting came down ill therefore, there would be no representative at tonight's meeting; however, Mr. Smith attended the OSU-M Advisory Board meeting on behalf of the NCSC BOT and will share his report. Mr. Matthew Smith reported highlights of the OSU-M Advisory Board meeting as follows:

- He shared news from NC State as: New Trustee, Kristin Aspin is now onboard, the passing of Dr. Mehdi Ressallat, April being Community College month NCSC took out the full-page ad and shared the contents of the article with the OSU-M Trustees. He also passed around the graduation program and shared information on the upcoming OACC Annual Conference at Kehoe on June 2<sup>nd</sup>. Finally, Mr. Smith conveyed his appreciation for Dr. Norman Jones as Dean and Director as he transitions to his new role.

President Dorey Diab shared some of the highlights of the report that would have been presented. They include:

- The Ohio State Mansfield Board has combined its committees into three from five. It will now have Finance and Facilities, Student Support and Community Relations, and a Nominating Committee. Charla Irvin, Chair, also announced the slate of officers for the upcoming year: Charla Irvin, Chair; Kelly Blay, Vice Chair; and Renda Cline, Secretary. A recommendation to OSU Provost Melissa Gilliam to appoint Sam Ratvasky, a BSET major, is awaiting approval as the former student rep has moved on to Columbus.
- From their Day of Giving they have added more than \$111,000 additional scholarship funds available for students.
- Recent Alumni Awards event honored Sesquicentennial honorees Dr. John Riedl, Julie Cochran Rogers, The Conard Foundation, James Gorman and Avery Hand, Charter next Generation, and Sally Lanyon. In 2020 Honorees included Julie

McCready, Helen Bond, John Grove, and Sara Schmidt; Brooke Miller was the recipient of the 2021 Emerging Alumna award, and the 2021 Distinguished Alumni awards went to Jeremy Secrist, Kelly Christiansen, and Marcella Smith.

- Chair Irwin and Dean Jones presented Teresa Purtiman with an Ohio State University rocking chair as thanks for her nine years of board service

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

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

Dr. Diab explained that our student representative was unable to attend so he will be glad to share their report as follows:

#### **NSLS**

- Since 2015, we have had 519 students join NSLS.
- Both fall and spring semester every year, we have had 90-100 students join.
- Due to Covid, in 2021-2022 we had 86 students join.
- Until Covid, students were required to do 5 hours of community service. 2015-2019, our members completed at least 900 hours of community service each year.
- We are recruiting officers to join our leadership team. Currently, we have a president (Gaven Remy), VP of Student Wellness (Dharmik Amin), and VP of Service (Sheldon Johnson). The leadership team met weekly, planned events and completed required reports.
- We will again this year earn 9/10 pillars and be awarded the President’s Circle Award. The dues are normally \$3600, but we were only required to pay \$1400 (shared with OSU Mansfield).
- Next year, we will apply for a scholarship to cover the dues.
- Over the summer, we will plan events for fall.

#### **PTK**

- Since PTK began on our campus on 4/25/1999, we have had 1930 students join.
- Last year, we have had 50 students join.
- The new Honor’s Topic (until 12/2023) is “The Art and Science of Play.” We will be hosting an event in June to encourage engagement. At that time, we will begin the process to choose our honor’s topic for fall and the projects we would like to implement.
- We are currently recruiting a new officer team. In the interim, Gaven will serve as PTK President.

#### **BOTH Organizations**

We are going to have an induction ceremony on June 9<sup>th</sup>. At that event, we will have sign-up sheets for the following:

- Student representative for standing committees
- Green project field trips and projects
- Officer positions
- Honor's project: which subtopic interests the students and what would they like to do

Surveys will also be given to students to find out how we can improve and how they would like to engage in the upcoming year.

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

Dr. Diab introduced Ms. Chris Copper to present the Foundation Development and Update Report. Ms. Copper presented the Foundation Development report as follows:

### **Emerald Club 2021/2022**

- Goal: \$350,000
- Total: \$890,000
- FY23 Budget has been drafted and ready for approval at the May 26 Foundation Board meeting
  - Meeting will be in the Health Science building and a tour of the Respiratory lab will be conducted.

### **Events**

- Arts for Success-committee evaluating FY23 plan, set \$35,000 as target net
- Hall of Excellence
  - FY23 date April 13, 2023
  - Nominations are being accepted now

### **Workforce**

Revenue \$119,000 on a \$130,000 target

#### Tower Tech

- Curriculum has been received
- Most of the equipment has been inventoried and received, a few items on back order
- Target – June start

#### Leadership Workshops

- Resignation of Heidi Jones
  - Interviewing candidates
  - Continued strong interest, possible Pioneer partnership

Charter Next Gen – Meeting Friday, May 20.

## Grants

Strengthening Community Colleges grant proposal - \$350,000 over four years

### **C. Monitoring Report: ENDS Policies – Equal Opportunity Policy (1.20)**

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 Career Readiness and Development ENDS Policy (ENDS policy 01-30).

#### **CAREER READINESS AND DEVELOPMENT POLICY (ENDS)**

**Policy No. 3357:13-01-30**

**Career Readiness & Development** – Students acquire and enhance relevant business and industry credentials, job skills, work habits, job leads and pathways to economic self-sufficiency especially in high demand technologies

*The region recognizes and values the career and job readiness of NC State graduates and certificate completers because they are hiring them in their fields or related career fields. This is helping the service area reduce the skills gap and increase employment. Graduate and employer satisfaction with core competencies and occupation specific skills is evident through the feedback from advisory committee members.*

*Despite COVID-19, we were able to hold the integrated advisory committees of all programs virtually this year again in order to continue to get their feedback. We know that employers are finding NC State graduates to be reliable, responsible workers who have the needed technical skills to solve problems, with needed improvement in the area of soft/human/lifelong skills. Employers are also increasingly seeking out NC State students for internships, co-ops and work experience. It is a known fact that the tripod of career success is the combination of technical skills (to help students get the job), soft skills (to help students keep the job), and internships or project-based and experiential learning (so students don't get caught not having a job because they don't have experience, and not having experience because they don't have a job).*

*Here are the outcomes of the survey we did with our business advisory committees:*

- 1. The number one impact of Covid is lack of available workers*
- 2. 97% are satisfied to very satisfied with NC State graduates (50% to 47% respectively)*
- 3. In response to the question: "What would you like the College to do moving forward to provide you with the best graduates / employees?", they indicated:*
  - a. Needing more graduates (we responded that we are graduating 30 more students than last year despite drop in enrollment)*
  - b. Preparing students to work remotely while maintaining productivity*
  - c. Meeting students prior to graduation: we responded that we had a job fair on March 30, 2022; while we continue with our internship program*

- d. *Would like to see a full-time academy started so agencies could consider paying for the classes and get a quick turnaround (OPOTA, LPN)*
  - e. *Update PTA interventions to what is current in the field*
  - f. *Continue preparing students with knowledge, skills and abilities; especially critical thinking, work ethic, communication, technical and practical skills. Survey conducted prior to the annual meeting showed the following desired skills in order of preference*
    - i. *Critical thinking/problem solving/data analysis 85%*
    - ii. *Work ethic (attendance, time management, professional presence) 68%*
    - iii. *Communication (Verbal and Written) 58%*
    - iv. *Attitude/Adaptability/Willingness to change 48%*
    - v. *Technical Skills in the field 40%*
4. *Our classroom assessment of critical thinking and communication showed the following results and improvements in terms of mastering the desired skills:*
- a. *Critical thinking/problem solving/data analysis: first year (2020) 86%; second year (2021) 92%*
  - b. *Communication (oral): first year (2020) 94%; second year (2021) 97%*
  - c. *Communication (written): first year (2020) 72%; second year (2021) 88%*
  - d. *Intercultural knowledge (openness): first year (2020) 83%; second year (2021) 97%*
- Work ethic, time management, and professional presence continue to be the skills that employers are desiring year after year.*

*Since 2013, NC State College has had a strong partnership with the Ohio State University – Mansfield campus (OSU-M) to serve the needs of the community and the workforce through internships and work-based learning. The two colleges have invested in a common position to coordinate these activities, until past year when NC State took it over while still coordinating with OSU. Up to now, 619 students have participated in internships with 216 organizations, 328 interns from NC State (with an increase of 44 students from NC State this past year), and 291 interns from OSU-M.*

*Licensure/certification rate as percentage of graduates in 2021:*

<i>Physical Therapy</i>	<i>74%</i>
<i>Radiology</i>	<i>100%</i>
<i>Respiratory Therapy</i>	<i>78% (2 students have not tested yet)</i>
<i>Registered Nursing</i>	<i>84%</i>
<i>Practical Nursing</i>	<i>86%</i>
<i>OPOTA:</i>	<i>100%</i>

*Recent documentation shows a 289% return on investment for an average NC State graduate:*

- *Federal IPEDS (Integrated Postsecondary Education Data System) – Average cost for an associate degree at NC State: \$13,372.*
- *State ODJFS (Ohio Department of Job and Family Services) – Average annual wages of NC State graduates 6 months after graduation: \$38,689.*

*A focus of the College has been the delivery of fully online programs and certificates. We currently provide the following online programs: Business Management, Business Analytics, Criminal*

*Justice, Criminal Justice Law Enforcement/Corrections (fast-track), Liberal Arts, English, Education, Communications, and Psychology. Online certificates include Bookkeeping, Microsoft Applications, Operations Management, and Business Analytics.*

*The college is also connected to the state's "OhioMeansJobs" program that lists the jobs in demand as well as high demand jobs that are aligned with most of the top industries transforming Ohio including manufacturing, automotive, health, information technology, and financial services. Our students are advised through our career services how to identify the availability of these jobs in the surrounding areas and the salaries associated with such jobs.*

*Certain fundamental skills remain important regardless of changes in job markets. These fundamental skills include soft skills such as ability to learn, problem solving skills, critical thinking skills, work/college/family time management, life balance skills, and cultural and diversity skills. They are embedded in all the programs, especially in the required general education courses.*

## **Updates/Other**

### College

- a. We have heard good comments about commencement and the fact that each session was short (less than one hour). This works well for students and their families and friends. We have graduated more than 330 students in support of talent needs in our region, including the 27 LPN graduates at the pinning ceremony the evening before.
- b. We have heard from the Higher Learning Commission that they will do an expedited desk review of our BSN program, instead of a site visit.
- c. We continue to focus on enrollment for summer and fall. The U.S. DOE's extension of stimulus dollars until June 30, 2023, is helping the College with support for our students in their tuition (providing full-time students with \$400 for the summer and \$1,000 for fall, and half these amounts for part-time students).
- d. With the help of the workforce development department at the College, we have started the monthly implementation of the professional development plan for the middle managers at the College with pertinent management topics.
- e. The College leadership community, including representatives from faculty and staff, will be engaged in strategic planning meetings all day on May 24 and May 26 in preparation for the board annual monitoring report and retreat. We will review last year's accomplishments; the data on student access, student success, and college resources; and establish the goals and benchmarks for next year.

### Community Engagement and Outreach

- a. Board members may have noticed that much of commencement speech is focused on community engagement and outreach topics (raising educational attainment, workforce), and on marketing the institution (Tuition Freedom, Baccalaureate Degrees, Honors Students, Quality, Return on Investment...)

- b. Last month, the President did a podcast with the Richland County Chamber that focused on the reputation and importance of North Central State College in raising educational attainment in the region and developing the workforce and the talent that the employers need. The slide below shows the relationship between higher education and income within our region, the state and the nation.

Lumina 2019 "A Stronger Nation": Post-High School Educational Attainment of Working-Age Americans (25-64) – Updated 4/10/2022 (based on latest 2019 data)

Location (88 counties in OH)	Educational Attainment (2019)	Educational Attainment (2019 vs. 2018)	~Population (2021)	Educational Attainment Rank (2019 vs. 2018)
Ashland Co., OH	31%	Same	52K	42 <sup>nd</sup> (was 39)
Crawford Co., OH	27%	Down 1%	41.7K	55 <sup>th</sup> (was 49)
Richland Co., OH	29%	Up 1%	125K	50 <sup>th</sup> (was 54)
Delaware Co., OH	65.4%	Same	221K	1 <sup>st</sup> (was 1)
Holmes Co., OH	12.5%	Same	44K	88 <sup>th</sup> (was 88)
USA	52%	Up 5%	332M	
Ohio	49.5%	Up 4%	11.8M	33 <sup>rd</sup> (was 31)
Washington D.C.	69.0%	Same	670K	1 <sup>st</sup> (same)
Nevada	42.5%	Up 5%	3.1M	50 <sup>th</sup> (same)

Median household income (in 2020 dollars): USA \$67.5K. Ohio \$58K. Delaware \$111K. Ashland \$55K. Richland \$49K. Crawford \$46K. Sources: U.S. Census Bureau QuickFacts, American Community Survey

### State engagement and advocacy

- Ohio Association Community College (OACC) Presidents Council bi-weekly meetings focused mostly on Intel. We have also held two important meetings with Intel and Jobs Ohio. Intel’s focus is on curriculum development, faculty development, and project-based learning.
- We will be submitting two grants related to Intel: one in collaboration with all community colleges to Intel; another in collaboration with nine other community colleges to U.S. DOL, both by the end of May.
- We are preparing for the OACC Annual Conference on June 2 at the Kehoe Center (8:30a.m.-4:00p.m.). Key agenda items include the Governing Board meeting in the morning, a keynote address by Governor DeWine during lunch, followed by the presentation of the Excellence Awards, a presentation by the President of the Higher Learning Commission (Dr. Barbara Gellman-Danley) after lunch, and Chancellor Gardner in the afternoon. We are still working on the possibility of having Ohio Senator Portman sometime during the day.

### National engagement

- We did two presentations at the American Association of Community Colleges’ (AACC) Annual Conference in New York. One with OACC on Open Education Resources (OER). The other with the General Council from Del Mar College District in Texas (Augie Rivera) on freedom of speech on campus. They both went very well.



An Article in the Community College Daily was published about the OER presentation that was previously shared with the board.

- b. We also heard at AACC that the new FAFSA changes will start in fall 2023 for the 2024-25 academic year with a simplified process and data coming directly from the IRS, with applicant consent, which also minimize verification and response time.
- c. Continuing the work with the AACC Presidents Academy Executive Committee, representing the Central Region of the U.S., for the presidents' professional development summer institute. Facilitating and presenting with a panel on the future of community colleges. I have invited an AACC board member to speak to the College Board on the future of community colleges at the Board retreat.

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

#### **A. Approval of Minutes for April 27, 2022 “Regular Meeting”**

#### **B. Consideration of Approval of Status Change – R-2022-16**

### ***CONSIDERATION OF APPROVAL OF STATUS CHANGES***

#### ***R-2022-16***

#### **STATUS CHANGE**

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

#### ***BEGINNING May 30, 2022***

*Brad Dunmire, Registrar*

- *Brad Dunmire is moving from Assistant Registrar to Registrar.*

#### ***BEGINNING July 1, 2022***

*Sheila Campbell*

- *Sheila Campbell is moving from Interim Director, Information & Systems Technology to Director, Information Systems & Institutional Research.*

#### **C. Consideration of Approval of Employment of College Personnel – R-2022-17**

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

**R-2022-17**

**NEW HIRES**

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

**BEGINNING May 2, 2022**

*Tiffany Hoff, Substitute Teacher Assistant*

**BEGINNING May 9, 2022**

*Taryn Baldy, Substitute Teacher Assistant*

**BEGINNING May 9, 2022**

*Paul Allen, Director of Information Technology  
University of Windsor, MBA*

**BEGINNING May 9, 2022**

*Heidi Marsh, Infant/Toddler Lead Teacher  
North Central State College, Early Childhood Education*

**BEGINNING May 9, 2022**

*Jessica Tenney, Teacher Assistant*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2022-17**

*Tiffany Hoff is hired as Substitute Teacher Assistant.*

*Taryn Baldy is hired as Substitute Teacher Assistant.*

*Paul Allen is hired as Director of Information Technology to replace Major Price.*

*Heidi Marsh is hired as Infant/Toddler Lead Teacher to replace June Miller.*

*Jessica Tenney is hired as Teacher Assistant to replace Heidi Marsh who moved to Infant/Toddler Lead Teacher.*

**REGULAR AGENDA**

**A. Consideration of Approval of Amendment to Policy (14-58) Textbook Selection/Auto Adoption Policy – R-2022-18 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL OF AMENDMENT TO POLICY (14-58)  
TEXTBOOK SELECTION/AUTO ADOPTION POLICY**

**R-2022-18**

**WHEREAS**, consistent with requirements in the federal “[Higher Education Opportunity Act of 2008](#)” the College shall, to the maximum extent practicable, disclose required and recommended text books no later than the time at which students can first begin to register for a course; and

**WHEREAS**, in accordance with HB 110 Section 733.20, if textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e. same title and edition) from the prior semester offering of the course; and

**WHEREAS**, the Textbook Selection Policy promulgated under Board of Trustees resolution R-2017-40 on December 6, 2017 does not clearly identify these critical elements of the textbook selection process.

**NOW, THEREFORE BE IT RESOLVED:** that the Board of Trustees hereby approves this amendment to policy 3357:13-14-58 – Textbook Selection/Auto Adoption Policy.

*(see attached)*

#### 3357:13-14-58 Textbook Selection/Auto Adoption Policy

- (A) In support of the College’s strategic goals of academic excellence and fiscal stewardship, North Central State College requires the textbook selection process to meet the standards required of the course as determined by the department and the faculty while selecting the best cost solution including Open Education Resources.
- (B) The College expects all departments and faculty to select appropriate, high quality course materials that benefit the student’s learning experience. However, academic departments are also encouraged to take into consideration the cost and expense of the textbook and other materials for the student taking the course when making adoption decisions.
- (C) Consistent with requirements in the federal “[Higher Education Opportunity Act of 2008](#)” the College shall, to the maximum extent practicable, disclose required and recommended text books no later than the time at which students can first begin to register for a course.
- (D) In accordance with HB 110 Section 733.20, if textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e. same title and edition) from the prior semester offering of the course.

Promulgated under Board of Trustees resolution R-2017-40 on December 6, 2017.

Effective: May 25, 2022

Expires: May 1, 2027

Review dates: 11/28/17, 2/25/22

**ACTION TAKEN:** Ms. Linda Nelson moved for approval of resolution R-2022-18 Textbook Selection/Auto Adoption Policy (14-58). The motion was seconded by Dr. Dwight McElfresh and passed unanimously.

**B. Consideration of Approval of Amendment to Governance Process Policy 2.60 Board Secretary’s Role – R-2022-19 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL  
OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 2.60**

**R-2022-19**

***WHEREAS:** the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business,*

***WHEREAS:** the Board of Trustees continues the process of reviewing policies to direct and refine the governance process,*

***NOW, THEREFORE BE IT RESOLVED:** that the Board of Trustees hereby approves this amendment to Governance Process Policy 2.60 – Board Secretary’s Role Policy.*

*(see attached)*

3357:13-02-60 Board Secretary’s Role Policy (Governance Process)

The Board Secretary (also known as Secretary of the Board) is an officer of the board whose purpose is to ensure the integrity of the board’s documents and the Board’s executive succession plan.

The responsibility for conduct of the board’s documents shall fall upon the Corresponding Secretary (also known as the Secretary to the Board), who is not a member of the Board and carries the corresponding duties to the Board of Trustees as part of their regular job description. The Corresponding Secretary is a paid employee of the institution who serves both the Board of Trustees and the institution’s Chief Executive Officer.

2.61 The assigned result of the Secretary’s job is to see to it that all board documents and filings are accurate and timely.

- a. Policies will be current in their reflection of board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or board member recognitions need not be placed in policy.

- b. Policies will rigorously follow Policy Governance principles.
  - c. By-laws will contain all the elements necessary for legal compliance and for consistency with the principles of Policy Governance and will be known to the board.
- 2.62 The authority of the Secretary is access to and control over board documents, and the use of the Corresponding Secretary’s time that in the CEO’s opinion is neither excessive nor disruptive.
- 2.63 The assigned result of the Corresponding Secretary’s job is to draft all board correspondence, documents, and notifications per the direction of the Board/CEO.
- a. Requirements for format, brevity, and accuracy of board minutes will be known to the CEO.
  - b. Records on all meetings of the Board of Trustees shall be kept.
  - c. All legal notices and postings shall be carried out.
  - d. All regular documents of the board to include regular and special meeting minutes and certifications of board action shall be signed by the Corresponding Secretary.
  - e. Board members shall be notified of all meetings and other relevant events.
  - f. In the absence of the Corresponding Secretary, any person appointed by the Chairperson shall perform the duties of the Corresponding Secretary and shall keep the minutes thereof.

Effective: May 25, 2022

Expires: May 1, 2027

Review Dates: 8/25/10, 7/30/11, 4/25/12, 5/15/13, 5/21/14, 5/27/15, 4/27/16, 4/26/17, 4/25/18  
5/23/18, 4/24/19, 4/22/20, 4/28/21, 5/25/22

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2022-19 Amendment to Governance Process policy (2.60). The motion was seconded by Ms. Elisabeth Morando and passed unanimously.

**C. Consideration of Approval of Amendment to Governance Process Policy 2.72  
Agenda Planning Policy – R-2022-20 – Dr. Dorey Diab**

***CONSIDERATION OF APPROVAL OF AMENDMENT TO  
GOVERNANCE PROCESS POLICY 2.72***

***R-2022-20***

**WHEREAS:** *the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business,*

**WHEREAS:** *the Board of Trustees continues the process of reviewing policies to direct and refine the governance process,*

**NOW, THEREFORE BE IT RESOLVED:** *that the Board of Trustees hereby approves this amendment to Governance Process Policy 2.72 – Agenda Planning Policy.*

*(see attached)*

3357:13-02-70 Agenda Planning Policy (Governance Process)

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

02-71 The cycle will conclude each year on June 30<sup>th</sup> so that administrative planning and budgeting can be based on accomplishing a one-year segment of the board’s most recent statement of long-term Ends.

02-72 The cycle will start with the board’s development of its agenda for the next year.

(A) Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged **by** the first quarter of the **new** fiscal year, to be held during the balance of the fiscal year.

(B) Governance education, education related to Ends determination, (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) **and the policy review calendar,** will be arranged in the first quarter of the fiscal year, to be held during the balance of the fiscal year.

02-73 Throughout the year, the board will attend to consent agenda items as expeditiously as possible.

02-74 The board will ascertain by vote whether a majority of members judge the individual monitoring reports to have demonstrated fulfillment of a reasonable interpretation of the applicable policy.

02-75 CEO evaluation/remuneration will be decided by the end of August after a review of monitoring reports received in the last year is completed, with remuneration, if any, retroactive to July 1.

Effective: May 25, 2022

Expires: May 1, 2027

Review Dates: 8/25/10, 7/30/11, 4/25/12, 5/15/13, 5/21/14, 5/27/15, 5/25/16, 4/26/17, 4/25/18,

4/24/19, 4/22/20, 4/28/21, 4/27/22, 5/25/22

**ACTION TAKEN:** Ms. Kimberly Winkle moved for approval of resolution R-2022-20 Amendment to Governance Process Policy 2.72 Agenda Planning Policy. The motion was seconded by Mr. David Bush and passed unanimously.

**D. Treasurer's Report for April 30, 2022 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending April 30, 2022. She stated that revenues for the month totaled \$870,366. Expenditures were \$1,383,420 leaving a deficit of \$513,054. Year-to-date revenues totaled \$18,525,204, Year-to-date expenditures totaled \$12,811,670 leaving an excess of \$5,713,534. The Month End Investment Balance for April 2022 was \$5,935.065 (\$1,053,150 in Star Ohio and \$4,881,915 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. Linda Nelson moved for approval of the Treasurer's Report for the period ending April 30, 2022. The motion was seconded by Mr. Mark Masters and passed unanimously.

**VIII. POLICY GOVERNANCE**

**A. 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. Distribution of Board Self-Reflection Questionnaire  
- This item will be distributed in preparation for the Annual Planning Retreat.
- b. Board to receive Performance/Self-Evaluation Trend Analysis for 1<sup>st</sup> quarter of 2022  
- This item to be addressed later in the agenda.
- c. Update Governance Process policies on Board Secretary's Role and Agenda Planning and bring back to the Board for discussion and approval.  
- This item was addressed earlier in the agenda.

2. Owners Connections.

Dr. Dwight McElfresh – shared that he read an article regarding the expansion of Charles Rivers Laboratories in Ashland that will bring approximately 500 new jobs to the area. He remarked that this might be a good opportunity for a Link-n-Learn activity for the

Board to get better acquainted with the company and for them to get better acquainted with North Central State College.

Ms. Kimberly Winkle – reported that she had attended the Information meeting on Intel hosted by the Richland County Economic Development forum with President Dorey Diab.

Mr. Matthew Smith shared an article he read regarding a “Clean Future for Ohio”

### 3. Reflections on 1<sup>st</sup> Quarter 2022 Self-Assessment Survey Trend Analysis

Mr. Matthew Smith called for the 1<sup>st</sup> Quarter 2022 Self-Assessment Survey Trend Analysis results to be displayed and called for discussion on areas the Board is doing well in or areas for improvement.

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

1. Dr. Dwight McElfresh led the review/discussion for Policy Governance Principle #1 Ownership.

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 of Governance Process policies:

3.0 – Board-CEO Delegation Policy – This policy was found to be still relevant and still accurate as presented.

3.1 – Unity of Control Policy – This policy was found to be still relevant and still accurate as presented.

3.2 – Delegation to the CEO Policy – This policy was found to be still relevant and still accurate as presented.

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

### **A. 2022 June Regular Meeting & Annual Planning Retreat (June 22, 2022)**

Mr. Matthew Smith reminded Trustees to mark their calendars and plan to attend the annual planning retreat on June 22<sup>nd</sup> following the June regular meeting. The regular meeting will begin early at 4:00pm and wrap up around 5:00pm. There will be a light dinner provided prior to the kick off of the annual planning retreat. President Dorey Diab provided some additional detail on the agenda and briefed new Trustees on what to expect.

### **B. 2022 ACCT Leadership Congress (October 26-29) (New York, NY)**

Mr. Matthew Smith called for a recap of those Trustees planning to attend the ACCT Leadership Congress, those participating in the Concurrent Session and those available to



participate in the pre-congress academy should be asked to do so. President Diab stated that the College will continue to assist Board of Trustees members with registration and/or other travel arrangements for ACCT or other similar educational events. Mr. Smith also called for discussion on who would be filling the duties of Voting Delegate. Ms. Elisabeth Morando stated that she would serve in that capacity if it did not conflict with our concurrent session if we are selected. Dr. Dwight McElfresh indicated that he would standby to serve as her alternate should she have a conflict arise. Mr. Matthew Smith recapped the deadline for submission of the ACCT Equity Awards as June 13<sup>th</sup>.

### **C. OACC Annual Conference (June 2, 2022) (Ralph Phillips Conference Center)**

Mr. Matthew Smith called for a recap of those Trustees planning to participate in the OACC Annual Conference that will be held this year at the North Central State College Ralph Phillips Conference Center. Highlights of the event agenda were shared and discussed.

### **X. EXECUTIVE SESSION – *Mr. Matthew Smith***

The Chair called for an Executive Session at 7:18 p.m. to discuss reviewing collective bargaining strategy. Mr. Smith announced that he does not expect further business following the executive session. Ms. Linda Nelson made a motion and it was seconded by Ms. Kimberly Winkle to adjourn to Executive Session. A roll call vote on the motion was approved unanimously by all members in attendance.

Ms. Kristin Aspin – “yes”

Mr. David Bush – “yes”

Mr. Mark Masters – “yes”

Dr. Dwight McElfresh – “yes”

Ms. Elisabeth Morando – “yes”

Ms. Linda Nelson – “yes”

Mr. Matt Smith – “yes”

Mr. Steve Stone – not present

Ms. Kimberly Winkle – “yes”

At 7:26 p.m., Chair, Mr. Matthew Smith declared the Executive Session concluded and the Regular Session resumed.

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

Board Chair, Mr. Matthew Smith called for a discussion on tonight’s meeting evaluation. Trustees commented that we are back to a full slate of Trustees and was only missing one. There was great discussion on the policy reviews and everyone stayed on track. We stuck to the agenda.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 22, 2022 at 4:00 p.m. at the Kehoe Center Room 164-AT

**XIII. 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 7:28 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Mr. Matthew P. Smith, Board Chair