

**North Central State College
Board of Trustees' Meeting
June 22, 2022**

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 hybrid format with some participants attending in-person in 164 of the Kehoe Center and others online via Zoom.

Chair Smith called the meeting to order at 4:03 p.m. in a Zoom hybrid meeting space. At that time, he asked all to rise and join him in reciting the pledge of allegiance followed by him 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)
Ms. Kristin Aspin
Mr. David Bush
Ms. Elisabeth Morando
Ms. Linda Nelson
Mr. Matthew Smith
Ms. Kimberly Winkle
Dr. Dwight McElfresh
Mr. Steven Stone

Absent:
Mr. Mark Masters

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; Ms. Lori McKee, Vice President of Business Services; Ms. Chris Copper, Vice President of the College Foundation; 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 be to tend to our Required Approval Agenda that will include consideration of the FY 2022-2023 Budget, the College Completion Plan, and our Policy Governance Agenda.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Mr. Matthew Smith explained that there would be no OSU-M Board report for this meeting. Mr. Smith announced that the next meeting of the OSU-M Advisory Board will be on September 15, 2022 and called for a volunteer to represent the NCSC BOT at this meeting. Ms. Linda Nelson responded that she would attend the September 15, 2022 OSU-M Advisory Board meeting on behalf of the NCSC BOT.

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

Dr. Dorey Diab explained that elements of the President’s Report will be included as part of the 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 Ms. Linda Nelson and seconded by Ms. Elisabeth Morando and passing unanimously, the following items were approved:

A. Approval of Minutes for May 25, 2022 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – *R-2022-21*

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

R-2022-21

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 31, 2022

***Jeremy Swank, Academic Liaison, BIT
Ohio University, Applied Management***

BEGINNING June 13, 2022

*Randy Blankenship, Workforce Development Manager
Professional Golfers Career College, AA, Professional Golf Management*

BEGINNING July 1, 2022

*Pam Ratvasky, Instructional Technologist
Cappella University, Ph.D., Psychology*

BEGINNING August 11, 2022

*Brandel Boyd, Business Faculty
Indiana Wesleyan, MBA*

BEGINNING August 11, 2022

*Morgan Baker, VCMT Faculty
BGSU, Bachelor of Arts, Graphic Design*

BEGINNING August 11, 2022

*Heidi Chamber, Radiological Sciences Faculty
University of Cincinnati Blue Ash College, Bachelor of Radiation Science Technology*

BEGINNING August 11, 2022

*Kelly Cominsky, Nursing Faculty
Walden University, MSN*

BEGINNING August 11, 2022

*Taryn Hutton, Nursing Faculty
University of North Carolina, MSN*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2022-21

*Jeremy Swank is hired as Academic Liaison for BIT to replace Brandel Boyd.
Randy Blankenship is hired as Workforce Development Manager to replace Linda Hess.
Pam Ratvasky is hired as Instructional Technologist.
Brandel Boyd is hired as Business Faculty to replace Lynn Jones.
Morgan Baker is hired as VCMT Faculty to replace Lynn Damberger.
Heidi Chambers is hired as Radiological Sciences Faculty to replace Andrea Johnston.
Kelly Cominsky is hired as Nursing Faculty to replace Pam Studer.
Taryn Hutton is hired as Nursing Faculty to replace Celeste Francis.*

REGULAR AGENDA

A. Treasurer's Report for May 31, 2022 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending May 31, 2022. She stated that revenues for the month totaled \$882,455. Expenditures were \$2,677,117

leaving a deficit of \$1,794,662. Year-to-date revenues totaled \$19,407,659. Year-to-date expenditures totaled \$15,488,787 leaving an excess of \$3,918,872. The Month End Investment Balance for May 31, 2022 was \$5,951,612 (\$1,053,850 in Star Ohio and \$4,897,762 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. Kimberly Winkle moved for approval of the Treasurer's Report for the period ending May 31, 2022. Mr. Steven Stone seconded the motion and the motion carried unanimously.

B. Consideration of Approval of Operating Budget for Fiscal Year 2022-2023

– R-2022-22 – Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
2022-2023 OPERATING BUDGET**

R-2022-22

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2022-2023 Operating Budget, and*

WHEREAS: *the Board of Trustees acknowledges that the allocation of payroll expenditures includes: an increase in compensation for all full-time employees of 1.5% to base salary; for designated part-time staff of 1.5% to base salary or \$.50/hour if making less than \$12.00/hour; and*

WHEREAS: *full-time employees are to receive a one-time 1% stipend; however, considering this year's insurance renewal of 7.35% from the Council of Governments (COG), and the increase of the employee contribution percentage from 18% to 19%, compensation will include an increase in the one-time stipend amount to the greater of 1% or \$750 that will be disbursed in a lump sum in the last pay of this fiscal year (i.e. on July 8, 2022); and*

WHEREAS: *designated part-time staff will receive a one lump-sum stipend of \$350 in the last pay of this fiscal year, and adjunct faculty who taught in both fall and spring semesters of FY 21-22 will receive a one-time lump-sum stipend of \$200 in the last pay of this fiscal year.*

WHEREAS: *the Board of Trustees acknowledges that the allocation of expenditures for employee fringes includes an increase in the full-time employee participation rate for healthcare coverage that will go from eighteen percent to nineteen percent, and*

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

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees that the 2022-2023 Operating Budget of the College is hereby adopted as presented.*

Ms. Lori McKee presented the proposed fiscal year 2022-2023 budget by pointing out that there were no changes made from the budget that was presented at the May meeting.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2022-22 FY2022-2023 Operating Budget. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

C. Consideration of Approval of Investment Policy for the 2022-2023 Fiscal Year
– R-2022-23- Dr. Dorey Diab/Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
INVESTMENT POLICY FOR THE 2022-2023 FISCAL YEAR**

R-2022-23

WHEREAS: *the Board of Trustees of the North Central State College District shall operate the College as provided by law under Section 3357.09 of the Ohio Revised code; and*

WHEREAS: *the Board may provide for the investment of district funds as provided by law under Section 3357.10 (C); and*

WHEREAS: *notwithstanding the foregoing or any provision of the Revised Code to the contrary, the board of trustees may provide for the investment of district funds in any manner authorized under section 3345.05 of the Revised Code; and*

WHEREAS: *the Board seeks to establish by policy, a vehicle for ongoing exploration of the most advantageous tools for the investment of district funds per fiscal year.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby approves policy 17-04 Investment Policy for the 2022-2023 fiscal year.*

Ms. Lori McKee presented the resolution explaining the necessity for approval of the Investment policy each year along with the approval of the Operating Budget.

ACTION TAKEN: Mr. Steven Stone moved for approval of resolution R-2022-23 Consideration of Approval of Policy 17-04 Investment Policy. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

D. Consideration of Approval of College Completion Plan – R-2022-24- Dr. Dorey Diab/Mr. Tom Prendergast

CONSIDERATION OF APPROVAL OF

**CAMPUS COMPLETION PLAN UPDATE
FOR NORTH CENTRAL STATE COLLEGE**

R-2022-24

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 2022 is hereby approved.*

ACTION TAKEN: Ms. Elisabeth Morando moved for approval of resolution R-2022-24 Consideration of Approval of Campus Completion Plan. Mr. David Bush seconded the motion and the motion carried unanimously.

E. Consideration of Approval of a Resolution in Recognition of Exceptional Service to the College – R-2022-25- Mr. Matthew Smith

**RESOLUTION IN RECOGNITION
OF EXCEPTIONAL SERVICE TO THE COLLEGE**

REID THOMAS CARYER

R-2022-25

WHEREAS: *Attorney Reid Thomas Caryer has served with honor, integrity and great distinction as legal counsel to North Central State College for over ten years, and*

WHEREAS: *Attorney Caryer's legal expertise, prompt response, countless hours of research and preparation and attention to detail have been proven time and time again to be indicative of his personal and professional character, and*

WHEREAS: *Attorney Caryer's passion, care and concern are evidence that he genuinely cares for his clients and strives to help them through challenging times by providing excellent representation and informing the institution of the best options to take in resolving the issue(s) at hand and protecting College interests, and*

WHEREAS: Attorney Caryer is now leaving his service as legal counsel to North Central State College.

NOW, THEREFORE, BE IT RESOLVED: on this 22nd Day of June, Two Thousand Twenty-Two by the Board of Trustees that Attorney Reid Thomas Caryer is commended for his distinguished counsel, exceptional service, genuine concern for the well-being of the institution and cherished friendship to the Board of Trustees, Administration, Staff and Faculty of North Central State College.

BE IT FURTHER RESOLVED: that the Board of Trustees of North Central State College on behalf of the entire college community, wishes to extend Attorney Reid Caryer our sincere gratitude and best wishes for continued success in his future endeavors.

ACTION TAKEN: Ms. Linda Nelson moved for approval of resolution R-2022-25 Resolution in Recognition for Exceptional Service. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

VIII. POLICY GOVERNANCE

A. Discussion of Agenda Planning – Mr. Matthew Smith

1. Discussion of Policy Governance Policy 2.70 Agenda Planning Policy.

Board Chair, Mr. Matthew Smith called for discussion of policy governance policy 2.70 Agenda Planning Policy. Earlier discussions of policy 2.70 and associated policies highlighted that while the Board routinely conducts these activities on an annual basis, it does not have a published annual agenda that highlights these activities for planning throughout the coming year. A draft of the Board's Annual Agenda has been assembled and submitted for consideration as a routine part of the monthly Board Package. This will enable the Board to follow its progress throughout the year and make edits as they become necessary to accomplish its job products with a governance style consistent with board policies. The draft agenda is submitted at this June meeting so that the cycle of activity it represents may commence the planning cycle for the 2022-2023 reporting year effective July 1, 2022.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of the proposed Board Policy Governance Annual Agenda for the 2022-2023 reporting year. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

2. Review of Actionable Items.

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

Included:

- a. Distribution of Board Self-Reflection/Evaluation Questionnaire – This item will be completed later in the agenda.
- b. Board Secretary to send Board Retreat light dinner menu options prior to retreat. – This item was completed in preparation for the retreat.
- c. Annual Update/Report of College’s Sustainability Position – This item was sent in preparation for and will be presented at the Board Annual Planning Retreat.

2. Owners Connections.

Ms. Elisabeth Morando - shared a follow-up from graduation she had with a graduate from our Nursing program on the quality of the program and their excitement in our upcoming Bachelor of Science in Nursing program.

Mr. Matthew Smith – shared that he had attended the Ohio Environmental Council meeting entitled, “Powering a Clean Future for Ohio (PCFO).” The PCFO has a greenhouse gas reduction goal of 30 percent by 2030, a 30 x 30 plan promotion.

3. Annual Board Self-Reflection Questionnaire Results for 2021-2022

Mr. Matthew Smith asked if all Trustees had the opportunity to review the Annual Board Self-Reflection Survey results for 2021-2022? Overall, results are positive with some indications of areas for further exploration and improvement. Trustees felt that further discussion was warranted for questions Q3, Q27, Q39, and Q43. Discussion ensued on the following:

Q3: In terms of future Executive Leadership (i.e., President, Vice President) succession, is the College appropriately prepared?

Q27: Do the skills and background of the current Board adequately represent the voice of the owners?

Q39: What do you consider to be the top challenges for the College in 2022-2023?

Q43: What could the Board do to improve its efficiency and/or effectiveness? What aspects of the Board’s performance could be improved and how?

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

A. Follow-up to 2022 OACC Governing Board Meeting (June 2, 2022)

Mr. Matthew Smith conveyed his appreciation for such good representation from the College Board for the annual meeting held right here in our own Kehoe Center. Trustees also commented on how well the meeting was organized and the value and relevance of the speakers chosen to present at this event. Highlights included:

- Welcome and Opening Remarks by Jack Hershey, OACC & Dr. Dorey Diab, NCSC
- Dr. Barbara Gellman-Danley, Higher Learning Commission
- “A National Perspective on Responding to Workforce Needs” by Jen Worth, Senior VP, Academic & Workforce Development, AACC
- “Finding Common Ground: perspectives on how higher education can meet workforce needs”, panel discussion with the Buckeye Institute and Policy Matters Ohio.
- “The State of Higher Education in Ohio” by Chancellor Randy Gardner, ODHE

B. Annual Ethics Training (review options and select date)

Mr. Matthew Smith recapped the departure of Attorney Reid Caryer, who had previously conducted the Board’s annual ethics training. With the business of the preparations for ACCT and the early October meeting to compensate for the ACCT, the Board thought it would be more beneficial to explore conducting the annual ethics training with the new counsel at the August or September meeting. This would also give Trustees some additional time to take one of the online options if we were unable to make the same arrangements with our new counsel or if other complications arose. President Diab also suggested that we might be able to reach out to Susan Willeke of the Ohio Ethics Commission to conduct that training for the Board if our new counsel was unable to do so. Board Chair asked President Diab, or Board Secretary, to contact our new legal counsel to confirm annual ethics training arrangements at one of the next meetings.

X. 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 although the meeting was condensed, it stayed on task and provided opportunity for discussion when needed. Facilities was excellent with the high-tech classroom.

XI. TIME AND PLACE OF NEXT MEETING

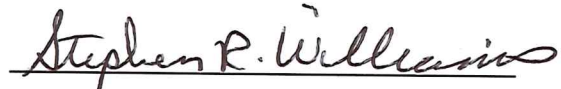
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, August 24, 2022 at 5:30 p.m. Location and setting are to be determined pending the State’s pandemic precaution status.


XII. 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 5:00 p.m.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Mr. Matthew Smith, Board Chair