

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

I. CALL TO ORDER

This meeting was held in person in the Creativity Room at Mechanics Bank, 2 South Main Street, Mansfield, OH as part of the Board's Link and Learn activities. All Trustees participating in tonight's meeting attended in person.

Chair Mr. Matthew Smith called the meeting to order at 5:38p.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):

Ms. Kristin Aspin
Mr. David Bush
Mr. Mark Masters
Dr. Dwight McElfresh
Ms. Elisabeth Morando
Ms. Linda Nelson
Mr. Mathew Smith
Mr. Steven Stone
Ms. Kimberly Winkle

III. INTRODUCTION OF GUESTS

Board Chair, Mr. Matthew Smith asked President Dorey Diab to introduce the guests present. President Diab introduced 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. Ms. Chris Copper, Vice President of Development and the 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 both institutions, a presentation on one of our own programs, and conduct routine business of the College. We will also conduct policy governance training. There will be an executive session toward the end of the meeting to

discuss collective bargaining matters. There will be no further business expected following the executive session.

V. LINK AND LEARN HOST PRESENTATION

Board Chair, Mr. Matthew Smith thanked Trustee and Mechanics Bank President, Mr. Mark Masters for hosting tonight's Link and Learn activity. Mr. Mark Masters began his presentation with some history of the building and the process that was undertaken to restore and preserve the original buildings. He then took the group on a tour of the facilities and explained each of the various departments, their role in the bank and their service to customers.

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

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

President Diab reported that there were no changes in the student organization reports that were presented by Mr. Gaven Remy at the last meeting.

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

Dr. Diab introduced Ms. Copper to deliver the Foundation Report. She presented it as follows:

Foundation

- Goal of \$400,000, \$180,000 in year to date.
- Providing support for several of our students who have had some extenuating circumstances. We have had an up-tick in our Necessities Fund. Certainly, what is happening economically across our communities is impacting our students so I am thankful that we do have those special funds.
- Requests out to support health science upgrades. We believe we will be getting a RAPIDS grant in November that will help us in this area and be the first of good grants to come through.
- Meeting with the Ashland County Foundation request for support for Ashland's new Ashland County Community Academy (ACCA) site.
- Friday is the next step evaluation of our Trustees, we are looking forward to that.

Events

- Arts for Success-March 2, 2022, New Committee members, new Crawford County Chamber President. Event tentatively being held at Pickwick in Bucyrus. This will be a new venue for us. There are lots of other exciting changes that are coming with a very dynamic committee. This will include a celebration as this will be our fifth Arts for Success event.
- Hall of Excellence
 - FY23 date Thursday, April 13, 2023
 - Three Honorees have been notified and accepted the honor:

- Mr. Mark Masters, Mechanics Bank
- Ms. Deanna West-Torrence, North End Community Improvement Cooperative (NECIC)
- Mr. Terry Conard, Hidden Hollow Friendly House
- We are excited to be at the point where we have some wonderful folks that we are going to honor. Our Community Engagement Committee, which is one of our four standing committees for the foundation, is planning this event with Leah and myself and our team.

Workforce

- Revenue: Target \$150,000, a 15% increase year-over-year.
 - As of October 1, 2022, \$26,000 invoiced and there are some invoices outstanding. The team is keeping a very tight control on these.
- We have several of our corporate partners from across the three counties who have expressed interest in Excel training and not-for-credit training. We will be following this up with any other Microsoft product training that folks may be interested in.
- The tower for our tower technician training program was erected this month.
- Workforce Development conducted our first leadership training in Wyandot County recently and we are planning our first leadership training in Willard, Ohio in late October.
- We are also launching our first Leadership Series 2 training in October at the Kehoe Center, and at the ACCA site in January 2023.

Partnerships

- IBEW – Needs equipment for upgraded training and will be requested through donor advised funds at two of our area foundations
- Grant request submitted for upgrades to Health sciences and labs, for \$152,382
- Hospital information sessions are being organized for the 2023 summer cohort

Grants recently submitted

- National Science Foundation (NSF) Revolutionizing Engineering Departments (RED) Consortium grant (\$25,000 over 5 years)
- Choose Ohio First grant submitted-\$180,000
- Achieving the Dream \$300,000-Year 1 \$120K and years 2 & 3, \$90k.
- We have a total of 9 grants that have been submitted and 7 that are in progress right now. Paula Waldruff is our Grant Manager and she is doing a fine job.
- The model that is set up is that there would be a subject matter expert in that respective area that is part of the team and a lot of times is the writing of the narrative, etc. Paula is helping to keep us on track and will write and research as well.
- Kelly did a wonderful job on a recent grant that they put through. Not all of them are standard questions that you would expect. Some of them are quite convoluted and do take time for research, etc. so we are glad to have Paula in place and to have such a great team.

C. Monitoring Report: GLOBAL LIMITATIONS (EXECUTIVE LIMITATIONS)

Policy No. 3357:13-04-00

Dr. Dorey Diab explained that the monitoring report discussion is continuing with going over the six Ends policies and the 10 Executive Limitations.

The CEO will not cause or allow any organizational practice, activity, decision, or circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics and practices.

Although there could be several occasions of complaints or concerns, to the administration awareness, there has been no intentional activity, decision, or circumstance that led to a legal action being taken against the college.

Written complaints by or from students:

- a) Scheduling issue;*
- b) Perceived unfair grading issue*
- c) Lack of response from an adjunct faculty;*
- d) Declining to wear a mask on religious ground at a clinical agency that requires it, which ended up reaching the Office of Civil Rights that declined to review it. This is due to the student unwillingness to provide the charge “in writing, signed and under oath.”*
- e) Potential dismissal of a nursing student due to malpractice at a clinical site*

Complaints from staff:

An EEOC (Equal Employment Opportunity Commission) complaint has been filed by a former part-time employee who has not been hired for full-time positions at the College.

These complaints have been addressed by the assistant dean, dean, VP, or HR. Disciplinary or potential legal actions, if necessary, get discussed with the Attorney General’s Office prior to rendering a final decision.

Updates/Other

Community Engagement and Outreach

- Working with the Leader Richland team: there may be half a dozen schools participating in on-campus visits in May. Participants may include business representatives with NCSC and OSU-M staff, faculty and trustees, with topics that incorporate technical careers, soft skills, and internships.
- As a member of the Executive Committee on the Workforce Development Board, we are working on a marketing strategy to enhance awareness of educational attainment and workforce opportunities for young and adult population.
- Engaged high school counselors to strengthen partnerships for enrollment pathways and scholarships opportunities during the counselors’ breakfast on October 7.
- Great to see many trustees (Smith, Morando, Bush) participating in the Foundation’s in-person scholarship luncheon to recognize our donors and students. Strong testimony from

Superintendent Kimmel and his son on CCP and TFS. Thanks also to trustee Smith and the staff who participated in the Crawford Foundation annual celebration event.

- Looking forward to the Ashland County Community Academy public announcement on October 20. Courses to start in January 2023.

State engagement and advocacy

- In addition to the President serving on the Intel grant steering committee, one new college staff will coordinate the activities of the curriculum committee, and the Dean of Engineering Technology will also serve on the curriculum committee while working directly with OACC and Columbus State.
- We continued our discussion on the Talent Development Council of Team NEO (North East Ohio). Trying to decide on what groups to focus on between K-12, adult and high school graduate, college students, and college graduates for talent development to meet employers' needs.
- The Ohio Association of Community Colleges and the college presidents are working with the Ohio Department of Higher Education (ODHE) and the Chancellor on the state budget for potential additional financial support for students and the workforce, in addition to equipment for colleges.
- College will be submitting the Efficiency Report by October 14 to ODHE on ways we are reducing the cost of higher education to students (scholarships like Tuition Freedom, Choose Ohio First, and second chance; availability of books online for free; sharing resources with co-located campus; experiential learning and competency-based education that focus on outcomes vs. set-time; and policy changes).
- The college will be submitting another proposal to ODHE for additional scholarships on the Choose Ohio First scholarships for our students.

National engagement and advocacy

- The Education Advisory Board (EAB) will be presenting to Cabinet on October 25, on the state of the higher education sector and ways to increase enrollment.
- The college will be submitting a grant proposal to Achieving the Dream on advancing nursing programs in enrollment and student success.

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 by Ms. Linda Nelson and passing unanimously, the following items were approved:

A. Approval of Minutes for September 28, 2022 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2022-33

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

R-2022-33

NEW HIRES

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

BEGINNING October 17, 2022

*Christian Harriman, Academic Faculty Lab Manager/BIT
OSU, Tool and Die Journeyman Certification*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2022-33

Christian Harriman is hired as Academic Faculty Lab Manager/BIT for new position.

REGULAR AGENDA

A. Treasurer’s Report for September 30, 2022 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending September 30, 2022. She stated that revenues for the month totaled \$862,732. Expenditures were \$1,924,076 leaving a deficit of \$1,061,344. Year-to-date revenues totaled \$8,192,080, Year-to-date expenditures totaled \$4,118,949 leaving an excess of \$4,073,131. The Month End Investment Balance for September 2022 was \$5,858,819 (\$1,060,579 in Star Ohio and \$4,798,240 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 September 30, 2022. The motion was seconded by Mr. Steven Stone and passed unanimously.

Ms. Lori McKee further reported to the Board that on Monday the week of October 24th, the auditors will be on campus to begin their audit process and will be back on campus the week of November 7th. Therefore, the auditor is scheduled to be here at the Board’s December 7th meeting to present the Audit Report to the Board and then to the public as part of the Board’s Regular Meeting. As part of the audit process, Trustees should expect to receive the annual fraud questionnaire from the auditor and those Trustees who also serve on the Foundation Board will receive a similar questionnaire with regards to their service on the Foundation Board. The auditor will need a quick turn-around on those questionnaire so Trustees are asked to not delay in returning their fraud questionnaires back to the auditor for inclusion in the audit process.

VIII. POLICY GOVERNANCE

A. Nominating Committee Report (Committee Appointments)

Board Chair, Mr. Matthew Smith called upon the Chair of the Nominating Committee, Ms. Elisabeth Morando for a report. Ms. Morando reported that while the committee has interviewed one candidate and is working through some issues, they have a couple of additional candidates to consider as alternates. The hope is to have a candidate selected for recommendation at the December 7th meeting. Board Corresponding Secretary, Mr. Steve Williams reported that the Board's recommendation for the reappointment of Mr. Steven Stone has been sent to the Mansfield City Schools Board of Education President for action. They should act on it soon. The Board's recommendation for the reappointment of Ms. Kimberly Winkle has been sent to the governor's office for the first time for information. It shall be sent for the second time to the governor's office after January 17th for the governor's consideration once the term has officially expired.

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. Follow-up on Link-n-Learn activity with Charles River Laboratories – There has been follow-up discussion with Charles River Laboratories on perhaps offering them an Owners Linkage activity by coming to one of our meetings instead of us having a Link-n-Learn activity at their facilities and they were very receptive to that prospect. Dr. Kelly Gray added that because of the nature of their activity and the mandated restrictions placed on their facilities it has been difficult to schedule student experiences there as well. These mandates are likely to be the same roadblocks they face in allowing our Board to visit their facilities. Although a date for the Owners Linkage activity has not yet been set, it is likely to not occur until the early part of next year (2023).
- b. Send recommendation for re-appointment of local position to Mansfield City Schools Board of Education for action - This item was addressed earlier in the agenda.
- c. Send recommendation for re-appointment of governor-appointed position to governor's office for consideration – This item was addressed earlier in the agenda.
- d. BOT to receive Performance/Self-Evaluation Trend Analysis for 3rd Quarter Report (July-August-September) at October meeting – this item will be addressed later in the agenda.

e. Reach out to OSU-M regarding location and setting for Joint Board Meeting – This item will be discussed later in the agenda.

f. 2021-2022 Fiscal Year comparison after numbers are finalized before the audit.

- Ms. McKee updated the board on her expectation of the College composite ratio remaining at the full 5.0 level, and the reserve being higher than last year.

2. Community Connections.

Ms. Kimberly Winkle – shared that she recently attended a meeting with Pioneer Career and Technology Center regarding working on a collaboration between Avita, North Central State College and Pioneer CTC that included Ms. Melinda Roepke from NCSC.

Mr. David Bush – reported that the Wynford and Bucyrus School Districts have new superintendents. That relationship is very important especially with the stuff we are doing at the Crawford Success Center. They were both very enthusiastic. Chris Copper brought up the topic of the 5th Annual Arts for Success event. The need for scholarships of this kind across these districts is great. There was much enthusiasm among the committee members for this year’s event.

Dr. Dwight McElfresh – announced that Trustee, Ms. Kristin Aspin has been recognized by the organization Philanthropy Ohio with the Philanthropy Innovation Award. The organization is the state-wide organization for all foundations and United Ways in Ohio. Brady Groves, president of the Richland Foundation nominated her contribution to the work the Women’s Fund Steering Committee is doing to bring accessible, affordable childcare to people who need it most in Ashland County. To date more than three and a half million has been raised for this project to build a childcare center. More information about the initiative can be found at the following website:

www.ashlandforgood.org/childcare. She will be recognized in Cleveland next week.

Mr. Matthew Smith – shared that the Galion Kiwanis Club hosted the Apex people to come in and provide an overview of the wind energy initiative/activity from across the country.

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

1. Ms. Kristin Aspin shared her insights and guided the discussion of the Articles entitled, “Determining Who Your Owners Are” and “Connecting with the Ownership” from the selected writings by Dr. John Carver. She explained that while the concept of “ownership” seemed simple in the beginning, it got more fuzzy as the study went on. However, it also started to become a little more clear and although it may not be crystal clear yet it is important to know who our owners are so the board can listen to the right voices and discern the voice of the owners from the voice of the customers as it is the owners that the Board is legitimately obliged and owes the duty of stewardship to. Dr. Dorey Diab presented a chart to help illustrate the kind of stakeholders who tend to provide Ownership input and the kind of kind of stakeholders who tend to provide

Customer input. Following some discussion on this concept, Ms. Aspin continued the discussion into the second article on ways of connecting with the Ownership and obtaining their voice.

2. Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current governance policies. Ms. Linda Nelson led the discussion and review of Governance Process policies:

4.3 – Treatment of Employees Policy – This policy was found to be still relevant and accurate as presented.

4.4 – Compensation and Benefits Policy – This policy was found to be still relevant and accurate as presented.

4.5 – Financial Planning and Budgeting Policy – This policy was found to be still relevant and accurate as presented.

3. Reflections on 3rd Quarter 2022 Self-Assessment Survey Trend Analysis

Mr. Matthew Smith called for the 3rd 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.

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

A. 2022 ACCT Leadership Congress (October 26-29) (New York, NY)

Mr. Matthew Smith reminded the Board of the ACCT Leadership Congress taking place next week in New York. He explained that the concurrent presentation is scheduled for October 28th at 2:15pm. Mr. Smith inquired if our ACCT voting delegate had been identified. Ms. Elisabeth Morando and Dr. Dwight McElfresh indicated that they were still working that out with regards to the schedule and availability once they get to New York. Both had the necessary information to fill the role once the determination is made.

B. Discussion of Date for NCSC/OSU-M Joint Board Meeting (December 7, 2022)

Mr. Matthew Smith introduced the shared campus audit report coming out of the Auditor's Office and offered to pass it around for any of the Trustees who were interested in looking at it. He alluded to the responses from the nine co-located campuses that the Board may find interesting as they compared our campus to other shared campus environments. Mr. Steve Stone indicated that he was interested in reviewing it but inquired if it was available in a digital format. President Dorey Diab indicated that it was available online and that he would have Mr. Stephen Williams send the link to the report to all trustees to view at their pleasure. Mr. Smith reminded Trustees of the joint board

meeting with OSU on December 7, 2022. We will meet with the OSU-M Board in their Board Room in Eisenhower at 4:00pm – 5:00pm, then we will come to our Board Room to meet with the Auditor(s) at 5:00pm – 5:30pm, then we will call the December Regular Board meeting to order at 5:30pm.

C. Discussion of Date for NCSC/OSU-M Joint Board Meeting (December 1, 2022)

Mr. Matthew Smith announced the date for the NCSC Employee Appreciation and Service Award event will be Thursday, December 1st from 3:00pm – 4:30pm in the Ralph Phillips Conference Center at the Kehoe Center.

X. EXECUTIVE SESSION – *Mr. Matthew Smith*

The Chair called for an Executive Session at 7:02p.m. to discuss Collective Bargaining Matters. Mr. Smith announced that he DOES NOT expect there will be further business following the executive session. Ms. Linda Nelson made a motion and it was seconded by Dr. Dwight McElfresh 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 – “yes”
Ms. Kimberly Winkle – “yes”

At 7:11p.m., Chair, Mr. Matthew Smith declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XI. 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 nice having full attendance. There was great work accomplished on connecting with the Ownership. A great job by Ms. Kristin Aspin on the discussion of our two Ownership articles. Mr. Smith pointed out that he loved the tour of the bank as it shows a lot of work that has taken place restoring it to its current state while preserving the history. Trustees thanked Mr. Masters for serving as our Link-n-Learn Host.

XII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, December 7, 2022 at 4:00 p.m. in the OSU-M Board Room in Eisenhower Hall then back to our own Board Room at 5:00pm to meet with the Auditors.

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 7:13 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Mr. Matthew P. Smith, Board Chair