

**North Central State College  
Board of Trustees' Meeting  
December 7, 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. All Trustees participating in tonight's meeting attended in person.

Chair Mr. Matthew Smith called the meeting to order at 5:30 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:**

Ms. Kristin Aspin  
Mr. David Bush  
Mr. Mark Masters  
Dr. Dwight McElfresh  
Ms. Elisabeth Morando  
Ms. Linda Nelson  
Mr. Matthew 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 acknowledged the presence of Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Vice President of Development; Mr. Keith Stoner, Executive Director of Marketing; Ms. Sara Rollo representing the Faculty Caucus and Mayor Steven Schag, Mayor of the City of Shelby, Ohio.

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

Mr. Matthew Smith explained that the primary focus of tonight's meeting will include: A Report on the annual audit from our Auditor, a presentation from the mayor of Shelby as well as reports from our Foundation, and our President. We will attend to our Required Approval Agenda, and our Policy Governance Agenda.

## **V. AUDITOR’S REPORT – Plattenburg & Associates, Inc.**

Mr. Kevin Vaughn presented the results of the annual Auditor’s Report for fiscal year 2022. He explained that the audit report presented begins with the yellow book report and this is the report required by the government auditing standards. It is a report on the procedures we performed related to internal controls and to compliance. From the internal controls, you will see the results from our tests and it basically points out that our audit of internal control was conducted for the limited purpose described in the earlier paragraphs. Given these limitations during our audit, we did not identify any deficiencies in internal controls that we consider to be material weaknesses. Compliance related to our audit of compliance under the yellow book, states that the results of our tests discloses no instances of non-compliance or other matters required to be reported under government auditing standards. So, the College received a “Clean,” Unmodified Yellow Book Report in relation to its financial statements audit. The opinion of the auditor on the financial statements is an Unmodified Opinion and is what is referred to as a “Clean Audit Opinion.” Mr. Vaughn went on to present an overview of the College’s current net financial position and asked for any questions the Board may have on the audit.

Following the report from the Auditor, the Board conveyed their Thanks and Congratulations to Lori and her team for once again turning in a “Clean” audit for the College and Foundation.

## **VI. PUBLIC PARTICIPATION**

Board Chair, Mr. Matthew Smith reported that members of the Board of Trustees recently attended the ACCT Leadership Congress regional awards presentations and our own Dr. Diab was recognized as the Central Region CEO Award recipient. When we returned from that, we reached out to our “Owners” particularly our district mayors to tell them of the good news and if they wanted to join us in recognizing our Chief Executive Officer, they were certainly welcome to do so.

To that end, the Board Chair, Mr. Matthew Smith recognized Mayor Steven Schag, Mayor of the City of Shelby, Ohio and afforded him the time to address the Board.

Mayor Steven Schag delivered a letter of Congratulations to Dr. Dorey Diab, President and CEO of North Central State College for his selection as the 2022 ACCT Central Region, CEO of the Year on behalf of the citizens of Shelby, Ohio.

Trustee, Dr. Dwight McElfresh was recognized and afforded the time to read a letter from Mayor Matt Miller, Mayor of the City of Ashland, Ohio congratulating Dr. Dorey Diab, President and CEO of North Central State College for his selection as the 2022 ACCT Central Region, CEO of the Year on behalf of the citizens of Ashland, Ohio.

Trustee, Ms. Elisabeth Morando was recognized and afforded the time to read a commendation from Mayor Brian White, Mayor of the Village of Lexington, Ohio extending this Commendation to Dr. Dorey Diab, President and CEO of North Central State College for his award as the 2022 ACCT Central Region, Chief Executive Officer

of the Year on behalf of the Village Administration, Village Council and all the residents of the Village of Lexington.

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

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

Dr. Dorey Diab reported that the student government representative was ill and could not join us this evening. Instead, Dr. Diab delivered the Student Organizations Report as follows:

- No major projects to report on other than the organizations continue to utilize their guiding principles from the national organization for conducting meetings and recruiting.
- Members are developing ideas on how to meet the national honors topics on arts and sciences.
- PTK members are working to finish their pillars to get discounts on dues.

### **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:

#### **1. Major Gifts**

**Emerald Club** has generated:

\$400,000 year to date on a \$400,000 goal.

The NCSC Foundation has the following grants that have been approved:

- a \$87,000 for the new chemistry lab
- \$75,000 for the nursing program
- \$10k pledge for Crawford County LPN students
- \$26k for engineering equipment
- \$20K for ACCA new program
- Richland Gives \$10,983.84 general scholarship fund (unless any amount is otherwise dedicated), and \$2000 in special awards for a total of \$12,983.84.

#### **2. Grants**

- **Title III – Dr. Diab**
  - College was awarded \$2.1M
  - Dr. Gray reviewing positions to hire

- Adjust Tech Support position from 2 PT to 1 FT
- Equity and Access Coordinator
- Project Director
- **USDOL Scaling Apprenticeship Grant – Paula (Vince-Lead)**
  - Vince submitted a proposal to extend to 2024, and is working on a revised budget and grant. Randy communicated to stakeholders the \$100 incentive (per apprentice) being offered that can go towards textbooks/tuition. There have been 8 apprentices that have registered since his communication.
  - Design Competency Based Education (CBE)
    - Lab Manager (Chris) started Oct 17
    - Curriculum still being developed
    - Plans to pilot a CBE course for Spring semester
  - Add 6 new apprentices in the Electrical Maintenance and Tool & Die field
  - Goals
    - Convert programs to competency-based with 70 participants
  - \$44,400 until December 2023
- **Rapids**
  - Equipment ship date is now between Dec 27-Jan 10. This delay in shipment will most-likely mean that equipment will not be ready for students to use until Fall '23.
    - \$183,771 - smart factory upgrades
- **Rapids 6**
  - Grant agreement has been signed by Dr. Diab and submitted
    - Consortium-Columbus State Leading
    - Awarded \$152,291
    - Biomanufacturing-Chemistry lab
  - **Tower Tech Grant – Randy**
  - Currently half-way through.
    - All equipment, the tower and fencing have been received and installed.
  - Utilizing trailer of classroom training

### 3. Workforce

FY23 Workforce Financial Goal: \$150,000

1. \$150,000 goal, billed revenue of \$72,000, expect to achieve target
2. Workforce Development delivered our first Leadership Series 1 training in Willard, Ohio at the Huron County Library.

- a. This is the first of many trainings we plan to deliver in Willard, we are also planning Conversational Spanish, Basic Math, and Excel trainings in the future.
3. The Tower Tech tower and fencing project has been completed and our first cohort continues to progress through the program with an expected completion of March 2023.

#### **4. Special Events**

- a. The Crawford Success Center's biggest community recognition and fundraiser, the FY23 Scholarships for Success, will take place on Thursday March 2, 2023. NCSC Foundation is inviting all staff to contribute art or items for the silent auction.
- b. The FY23 Hall of Excellence will be held on Thursday April 13, 2023.

#### **C. Monitoring Report: Executive Limitations Policies – Compensation and Benefits Policy (4.4)**

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 Communication and Support to the Board (Executive Limitations 04-10).

Policy 4.1 Communication and Support to the Board policy states,

The CEO will not

- 4.11 Withhold, impede, or confound information relevant to the board's informed accomplishment of its job.
  - a. Neglect to submit monitoring data required by the board in Board-CEO Linkage policy "Monitoring CEO Performance" in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored, and including CEO interpretations consistent with Board-CEO Linkage policy "Delegation to the CEO," as well as relevant data.
  - b. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy, regardless of the board's monitoring schedule.
  - c. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.

d. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

e. Let the board be unaware of any supplemental information it requires including anticipated media coverage, threatened or pending lawsuits and material internal changes.

f. Let the board be unaware if, in the CEO's opinion, the board is not in compliance with its own policies on Governance Process and Board-CEO Linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the CEO.

4.12 Withhold from the board and its processes logistical and clerical assistance.

a. Allow the board to be deprived of a workable, user-friendly mechanism for official board, officer, or committee communications.

b. Allow the board to be deprived of pleasant and efficient settings and arrangements for board and committee meetings.

4.13 Impede the board's holism, misrepresent its processes and role, or impede its lawful obligations.

a. Deal with the board in a way that favors or privileges certain board members over others except when (1) fulfilling individual requests for information or (2) responding to officers or committees with respect to duties charged to them by the board.

b. Allow the board to do its work without the necessary items on its Required Approvals agenda. Necessary items are those decisions delegated to the CEO yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

*Evidence of communicating with, informing and supporting the board by the president and the administration includes:*

- 1. Conference calls with the executive committee (current chair and vice chair, and former chair) prior to every board meeting to establish and discuss agenda items and related issues, and sending the information to the board three days ahead of time.*
- 2. Providing supplemental information to the board during the meeting or in the board packet.*
- 3. Changing the format of the budget presentation to make it more visual with multiple charts.*

4. *Going over important information during the monthly President's Report including students' input and issues, foundation update, and local, state and national issues and trends.*
5. *Corresponding (phone calls, emails) with board chair, executive committee and board members when important issues arise, including complaints from students, faculty, and staff.*
6. *Sharing presentations with the board on important academic, economic, and political factors affecting the institution, and trends affecting higher education at the state or federal level.*
7. *Inviting representatives from the community or the college to speak before the board and provide additional insight, visit local organizations, or hold a board meeting offsite.*
8. *Being well connected with state and federal entities such as OACC, AACC, ACCT and legislators / representatives and sharing changes affecting the college with the board.*
9. *Alerting the board to different community and state activities and events so they can link and learn, and connect with the owners to independently gather information on issues.*
10. *The president, the president's office, and several college departments continue to provide the board with logistical and clerical assistance such as budget reports, board membership renewal, and travel arrangements. Any board non-compliance policy issues (including with individual board members) are brought to the attention of the board chair and the board.*
11. *Bringing up, before the board, data metrics (federal, state, local) that align board's Ends Policies and Executive Limitations with the strategic plan, the college vision and mission, and the academic and financial viability of the institution, especially during the board retreat. Examples include student access and success metrics; data on college human, fiscal, and physical resources; state share of instruction performance funding formula; budget contingency and reserve.*
12. *Submitting for board consideration feedback from internal (strategic planning participants, Cabinet) and external constituents (advisory boards, community members) on mission, vision, goals, students' skills, ends policy on equal opportunity and diversity.*
13. *The board was also informed about multiple presentations and articles to the written and spoken media in the community and the nation including press releases, public speeches at the chamber and the community, presentations at OACC, AACC and ACCT among others.*

*The President and the administration are very thankful for a board who truly believes in the Carver Policy Model, truly acts on its provisions, and remain strategic in nature to represent the owner's voice while holding steadfast on Carver's principle of "What Good, For Whom, and at What Cost."*

*Because of this shared governance, trust, and teamwork, the President believes that he usually overcompensates in supplying the board with the pertinent information and data to make sound decisions. The President stands ready to make any necessary changes desired or required by the board to continue to work as a team (while being held accountable) to further serve the needs of the students, the college, and the community.*

## **Updates/Other**

### Community Engagement and Outreach

- Participated, along many board members (Smith, McElfresh, Stone, Aspin) in the Ashland County Community Academy public announcement on October 20. Courses to start in January 2023.
- Participated, along many board members (Smith, McElfresh, Stone, Aspin) and College staff (Prendergast, Stone, Walters) in the annual Ashland Chamber of Commerce event on Nov. 3<sup>rd</sup>.
- Participated in several semester business advisory committee meetings (Accounting, Visual Communication & Media Technology – Graphic Design, Engineering, and Information Technology) to stay abreast of changes in the business community and impact on College programs.
- Attended Judge Shane Leuthold's presentation at the Honors College Colloquium on Redemption & Reinvention Court Programs. It was excellent. The program identifies people between the ages of 18 and 25 who are at risk with the courts to help them get GEDs, diplomas, jobs and get connected with community leaders who can be a voice of guidance.
- Celebrated Veterans Day at the College with more than 80 staff during in-service day while engaging in multiple professional development activities (College update, safety measures, IT security and outlook utilization, time management, teaching and learning in an online environment).
- The pandemic has provided employees with a taste and practice of remote work, and remote work has provided a national market place for labor. Furthermore, higher education lags industry in compensation and flexible work. While faculty have been afforded that flexibility, staff have not. In order to mitigate this issue of employee turnover due to availability of jobs with much higher salaries than the College can afford, we are in process of reviewing research on additional benefits that may include remote and flexible work schedules, especially for staff. Determining how to



address employee needs while remaining focused on student success and institutional vitality is part of today's challenges according to the Association of Governing Boards.

- The employee stipend we discussed with the Board, will be distributed in December to help employees celebrate the holidays, and reduce the impact of higher prices and inflation on essential items on many of them. Also, being thankful for our blessings, we distributed a \$20 turkey coupon to ~300 college employees, both full-time and part-time, to help celebrate Thanksgiving.

#### State engagement and advocacy

- Along with many community college presidents of The Ohio Association of Community Colleges, I met with Intel and Ohio Jobs and Family Services representatives during the bi-weekly presidents meeting to get updates on the implementations of the Intel Project.
- The College received \$152,000 RAPIDS grant from the state to establish a chemistry lab. This will be further enhanced from a local foundation grant.

#### National engagement and advocacy

- Participated in the Chair Academy conference in Arizona (Nov. 6-8) to receive the Excellence in Leadership Award, and presented on the topic of "Student Success Leadership while Preparing for the Future of Higher Education."
- Met remotely with the President of the American Association of Community Colleges (AACC), Dr. Walter Bumphus, and his Chief of Staff, Tammy Reichelt, to begin planning for the AACC's 2023 Presidents Academy Summer Institute happening July 15-18 in Toronto, Canada.
- Participated in a webinar by AACC on "Catching Up with Capitol Hill" to review what may be happening during the Congress lame duck session, and in preparation to changes in leadership in the House of Representatives.
- AACC has just published "Competencies for Community College Leaders" (faculty, staff, and administrators). I, along with the President Staff, am currently in the process of reviewing these competencies to enhance College professional development activities.
- Submitted an AACC presentation with Dr. Dan Phelan, President of Jackson College in Michigan and former Board Chair of AACC, on the topics of Board Governance and Board/CEO Relations for the AACC Annual Conference in April. Acquired Dr. Phelan book "Community College Board 2.0 – Covenant Governance," to share with the Board, and invited Dr. Phelan to potentially present to the Board in February or

March, pending Board approval.

## VIII. 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 October 19, 2022 “Regular Meeting”

#### B. Consideration of Approval of Status Change – R-2022-34

### *CONSIDERATION OF APPROVAL OF STATUS CHANGES*

*R-2022-34*

#### *STATUS CHANGE*

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

#### *BEGINNING October 24, 2022*

*Anthony Johnston, Facilities Coordinator*

- *Anthony Johnston is moving from Facilities Assistant to Facilities Coordinator.*

#### *BEGINNING October 24, 2022*

- *Carter Hayes is moving from Network PC Specialist to IT Systems & Security Specialist.*

#### *BEGINNING November 7, 2022*

*Gabriel Smedley*

- *Gabriel Smedley is moving from part-time Custodian to full-time Custodian.*

#### *BEGINNING November 27, 2022*

*Scott George*

- *Scott George is moving from Academic Advisor to Assistant Director, CCP.*

#### *BEGINNING December 5, 2022*

*Sandra Hoffman*

- *Sandra Hoffman is moving from Senior Administrative Assistant, Business Office/HR to Administrative Assistant, Student Success Center*

***BEGINNING December 5, 2022***

*Marcia Plew*

- *Marcia Plew is moving from Payroll/HR Specialist to Human Resources Coordinator*

**C. Consideration of Approval of Employment of College Personnel – R-2022-35**

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

***R-2022-35***

***NEW HIRES***

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

***BEGINNING September 26, 2022***

*Patricia Hargis, Facilitator, LPN Nursing Pathways  
Mary Grove College, MS, Art of Teaching*

***BEGINNING October 17, 2022***

*James Hyder, Program Manager, Semiconductor Training and Education  
Oregon Health & Sciences University, MS, Management in Science/Technology*

***BEGINNING October 24, 2022***

*Hannah White, Administrative Assistant, Crawford Success Center  
North Central State College, Associate, Marketing/Business Management*

***BEGINNING November 7, 2022***

*Deb Loyd, Family Visitor  
North Central State College, AAS, Early Childhood*

***BEGINNING November 28, 2022***

*Brianna Scott, Center Support Specialist, Child Development Center*

***BEGINNING December 5, 2022***

*Denise Harned, Payroll Coordinator  
North Central State College, AAB, Business Administration*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2022-35**

*Patricia Hargis is hired as Facilitator, LPN Nursing Pathways.*

*James Hyder is hired as Program Manager, Semiconductor Training and Education.*

*Hannah White is hired as Administrative Assistant, Crawford Success Center to replace Christine Steiner.*

*Deb Loyd is hired as Family Visitor to replace Rita Moore*

*Brianna Scott is hired as Center Support Specialist to replace Deb Loyd.*

*Denise Harned is hired as Payroll Coordinator.*

**REGULAR AGENDA**

**A. Treasurer’s Report for October 31, 2022 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer’s Report for the period ending October 31, 2022. She stated that revenues for the month totaled \$1,972,659. Expenditures were \$1,466,957 leaving an excess of \$505,701. Year-to-date revenues totaled \$10,164,739. Year-to-date expenditures totaled \$5,585,907 leaving an excess of \$4,578,833. The Month End Investment Balance for October 2022 was \$5,843,016 (\$1,063,297 in Star Ohio and \$4,779,719 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:** Mr. Mark Masters moved for approval of the Treasurer’s Report for the period ending October 31, 2022. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of Supplemental Compensation for Employees of North Central State College – R-2022-36 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL OF  
SUPPLEMENTAL COMPENSATION FOR EMPLOYEES OF  
NORTH CENTRAL STATE COLLEGE**

**R-2022-36**

**WHEREAS:** *it is the desire of the Board of Trustees and the President to provide the hard-working and dedicated employees of North Central State College a one-time compensation stipend as a token of appreciation for their extra efforts during these challenging times, and*

**WHEREAS:** *this compensation stipend shall be based on employee status whereby designated full-time faculty and staff will receive a one-time stipend of \$1000; designated*

*part-time staff and adjunct faculty will receive a one-time stipend of \$200 on pay date 12/23/22; and*

***WHEREAS:*** *funding for such additional compensation is the result of pain-staking efforts by all employees to establish operational efficiencies and cost saving practices while striving to increase enrollment.*

***NOW, THEREFORE, BE IT RESOLVED:*** *by the Board of Trustees of North Central State College that the proposed employee one-time compensation stipend is approved.*

***BE IT FURTHER RESOLVED:*** *that the Board of Trustees of North Central State College wishes to express its sincere appreciation to all College employees for personal resolve in helping the College achieve its mission of service to this north central Ohio region.*

**ACTION TAKEN:** Mr. Steven Stone moved for approval of resolution R-2022-36 Supplemental Compensation for Employees of North Central State College. Ms. Kimberly Winkle seconded the motion and the motion carried unanimously.

## **IX. POLICY GOVERNANCE**

### **A. Nominating Committee Report – Ms. Elisabeth Morando**

Board Chair, Mr. Matthew Smith called upon Ms. Elisabeth Morando to provide a report from the Nominating Committee. Ms. Morando recapped last meetings discussion on recruitment for the replacement of Mr. Matthew Smith of Richland County. They have had a good interview with a potential candidate and should have a confirmation of acceptance by the candidate for consideration at the January meeting.

### **B. Discussion of Agenda Planning – Mr. Matthew Smith**

#### **1. Schedule Owners Connection Activities.**

Board Chair, Mr. Matthew Smith introduced the Annual Agenda (in accordance with policy 2.70) and called for a discussion of Owner Connection activities. Trustees asked if there had been any progress in scheduling an activity with Charles River Laboratories? Dr. Diab responded that inquiries have been made but they have not yet responded. President Diab reported that he had contacted Dr. Dan Phalen, President of Jackson College in Michigan, and former Board Chair of the American Association of Community Colleges (AACC) to speak with the Board at an upcoming Board meeting on Board Governance if the Board was agreeable to the activity. Following some further discussion, the Board agreed to have Dr. Diab schedule Dr. Phalen for one of the upcoming meetings as part of their Owner Connection activities.

## 2. Review of Actionable Items.

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

- a. Post link to Co-Located Campus Audit Report – This item was completed following last month’s meeting.
- b. Schedule Owner Linkage activity with Charles River Laboratories early in 2023 – This item is in progress for an early 2023 meeting.
- c. 2021 vs 2022 Fiscal Year comparison after the numbers are finalized before the audit – If needed, this item may be carried to the meeting following the certification of the audit report.
- d. Send second recommendation for re-appointment of governor-appointed position to Office of Boards and Commissions – This item will be completed after January 16, 2023.
- f. Scheduling of the BOT Rules and Regulations Review – Dr. Diab will review these items with Dr. Dwight McElfresh and bring their recommendation to the Board at the January 2023 meeting for consideration of action required.

## 2. Owners Connections.

Ms. Elisabeth Morando – Announced that on Wednesday, December 12, 2022 at 7:00pm at the Ontario Municipal Building on Stumbo Road, the Mayor of the Village of Ontario will be presenting a commendation to Dr. Dorey Diab for his many accomplishments. All Trustees who are interested and available to come are invited and encouraged to do so

Dr. Dwight McElfresh – shared that the Ashland Christmas Parade was a smashing hit. It was a nice evening, there were thousands of people there and the College was represented well. He further reported that he had the opportunity for a conversation with the CEO of one of Ashland’s largest nursing home providers who told him the staggering number of over 200 people he had hired this year. The challenging task is in replacing people that includes nurses, nursing aids, maintenance and all other support positions. In talking with President Diab, he asked where those 200 people are going to come from? Obviously, North Central State College plays an integral part in providing the Nurses and other health care professionals to these kinds of facilities. The challenge is that many of these folks don’t realize what they’re getting into when they take on these jobs and in a very short time they have decided that this line of work is not for them. Mr. Dave Bush shared that they have a similar kind of thing happening in Crawford County as he has heard it from a number of manufacturers as well.. Perhaps better preparing young people for the kind of work that can be expected in this line of work will better prepare them for entering this area of healthcare.

Ms. Kristin Aspin – added that this is happening in other lines of work as well. In the childcare industry, they have similar difficulties that they have in nursing homes finding nursing directors, executive directors. A lot of their turnover is in those executive-level positions. What they find is that in childcare, a lot of those positions are not necessarily an “eight to five” every single day. Obviously, in talking with manufacturers they experience the same situation although this is just one piece of the issue.

Ms. Linda Nelson – recapped that she had attended an ACCT pre-congress academy regarding the Trustee’s role in Advocacy. She wanted material she gathered from the session to be placed in the Trustees’ Library for anyone who may be interested in reviewing it. Washington State was actually the presenter. She shared the schedule they had put together for the year on how they plan to go about doing advocacy throughout the state of Washington. The schedule is collective in that their board members are all elected and they all meet collectively to come up with this schedule to have a statewide effort of advocacy going on. She explained that she kind of equated it with what we have with Jack Hershey and the staff at OACC. Still, it was interesting to read the book after the fact and to see the presentation so she wanted to make this material available to everyone.

Ms. Kimberly Winkle – shared that she had attended an ACCT online session regarding parliamentary procedures for community colleges. She shared that she found the session a very interesting review of what do you say when you want to make a motion and some improper ways that are commonly used. Mr. Steven Stone asked if the session was recorded? She indicated that she has been on many boards over the years and she found this information very interesting.

Mr. Matthew Smith – shared the impressions of his participation in the Ashland Christmas Parade along with other Trustees and members of the College faculty and staff. Mr. Smith also shared that on November 15<sup>th</sup> he attended the Ohio Energy Conference in Columbus, Ohio. They focused on workforce development in the energy sector. One particular presentation was from Sinclair Community College. They have grants submitted for hybrid-electric vehicles, summer institutes for training, and summer camps for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders on how to change tires, batteries. They have connections with the major OEMs (Honda, GM, Subaru, and Nissan). They have partnerships with them for workforce training/development. That evening he testified in support of the Blossom Solar Project, which is a 144-megawatt energy system located on 1,000 acres. In addition to his testimony, he shared with them that he was a Trustee of North Central State College and as such, we are looking to the future, for Jobs for the Future, and providing our Workforce Development to fulfill those jobs. This was all part of that testimony.

Dr. Dorey Diab – explained that in working with his very creative marketing department, he had asked Mr. Keith Stoner, Executive Director of Marketing to show him where our students are relative to the geographical location of the College. Dr. Diab shared a graphic depicting a dot on the map representing the home address of all our current students. This information helps us to get a better idea of how our reach is expanding across the region and where we need to increase our marketing efforts. President Diab called on Mr. Keith Stoner to provide more detailed discussion on this tool and what it

means in relations to the marketing plan. Mr. Stoner explained that the map contains over 2,000 dots that represents our fall 2022 enrollment. He further explained how this helps to drive the marketing push for enhancing future enrollment.

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

1. Mr. Matthew Smith called upon policy governance coach, Mr. Stephen Williams to provide discussion on the final article in the Ownership Study Series entitled, “*What to do if you find a Consumer on your Board.*”

2. Setting a New Course for Owners Connections – Mr. Matthew Smith introduced draft policy 2.3 Board-Ownership Relationship policy. He explained that while serving as the link between the Ownership and the CEO is one of the paramount responsibilities of the Board, there currently is no policy guidance on how the Board is to carry out this function or how to know if it is fulfilling that role. Draft policy 2.3 Board-Ownership Relationship policy proposes to put this task into perspective and offer some structure for fulfilling this important role. Mr. Matthew Smith called for any additional discussion on the draft proposed policy. Following discussion, Dr. Dorey Diab announced that this policy will be brought back on the January 2023 agenda for consideration of approval.

3. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Mr. Steven Stone led the discussion and review of Executive Limitations policies 4.6 – Financial Conditions and Activities, 4.7 Asset Protection, & 4.8 – ENDS Focus of Grants and Contracts.

- 4.60 Financial Conditions and Activities policy – while the Board found this policy to be both relevant and accurate in content, there was a recommendation to correct some grammatical errors in policy 4.65 to make its intent clearer.
- 4.70 Asset Protection policy - while the Board found this policy to be still relevant it was noted that the dollar amount in policy 4.73 had been increased in procedure 17-301 Direct Purchasing-Competitive Selection Procedure to \$25,000 and that increase was not reflected in this policy therefore, it was not accurate.
- 4.80 ENDS Focus of Grants and Contracts policy – while the Board found this policy to be both relevant and accurate in content, there was a recommendation to edit policy 4.81 to re-prioritize the ways in which grant funds are not to be used to reflect “*unethical, unlawful, or imprudent*” ways.

President Dorey Diab indicated that the recommended edits to these policies will be made and placed on the January 2023 agenda for the Board’s consideration of approval.

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

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



Mr. Matthew Smith recapped the current status of Board members serving on the College Foundation Board and pointed out that there was one position vacant if there was a Trustee who was willing to fill that vacancy. Following some discussion, Mr. David Bush agreed to be considered for filling the available Board vacancy on the College Foundation Board. As such, there will be three College Board members serving on the Foundation Board, one from each county. Ms. Christine Copper thanked Mr. Bush for his willingness to serve and announced that she would present his recommendation for membership to the Foundation Board for consideration of approval at the next quarterly Foundation Board meeting.

#### **B. ACCT National Legislative Summit (Washington, D.C February 5-8, 2023)**

Mr. Matthew Smith called for discussion of attendance at the ACCT NLS. Mr. Smith and President Dorey Diab recapped some of the current issues facing higher education in general and Ohio community colleges specifically. Following some discussion of issues currently up for consideration, Dr. Dwight McElfresh and Ms. Elisabeth Morando expressed their ability and desire to join President Diab in representing North Central State College at the 2023 ACCT National Legislative Summit.

#### **C. Upcoming Events**

**OACC Governing Board Meeting** (December 8th) – Mr. Matthew Smith announced that he would be joining President Diab in attending the OACC Governing Board meeting tomorrow as Dr. Dwight McElfresh was unable to attend. He will report on the highlights of that meeting at the January meeting.

**Arts for Success Event** (March 2, 2023 – Crawford Success Center) – Mr. Matthew Smith reminded Trustees to mark their calendar for this fundraising event to support the Crawford Success Center.

**NCO Hall of Excellence** (April 11, 2023 – Ralph Phillips Conference Center)  
Mr. Matthew Smith reminded Trustees to mark their calendar for this event as the Foundation office will be sending out invitations and notices.

#### **D. Gift of Service**

Mr. Matthew Smith called upon Trustee, Ms. Elisabeth Morando for the presentation of a gift of service. On behalf of the Board of Trustees, Ms. Morando presented President Dorey Diab with a contribution to his Foundation Scholarship Fund as a token of their appreciation of his service.

### **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 on the decorations for the holiday event and conveyed their deep appreciation for the festive nature of the meeting. Kudos for a great Auditor's Report.

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


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 18, 2023 at 5:30 p.m. in the Gorman Room (Board of Trustees Meeting Room – 165-Fallerius).

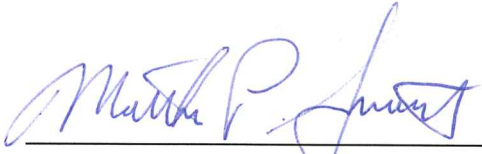
**XIII. ADJOURNMENT**

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 7:23 p.m.

Respectfully submitted:

  
Mr. Stephen R. Williams, Board Secretary

  
Mr. Matthew Smith, Board Chair