

**North Central State College
Board of Trustees' Meeting
June 28, 2023**

I. CALL TO ORDER

This meeting was held exclusively in-person in room 164 of the James W. Kehoe Center in Shelby, Ohio.

Chair, Dr. Dwight McElfresh called the meeting to order at 4:00 p.m. in room 164 of the Kehoe Center. 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:

Ms. Kristin Aspin
Mr. David Bush
Dr. Dwight McElfresh
Ms. Elisabeth Morando
Ms. Linda Nelson
Mr. Steven Stone
Mr. Patrick Williams
Ms. Kimberly Winkle

Absent:

Mr. Mark Masters

III. INTRODUCTION OF GUESTS

Board Chair, Dr. Dwight McElfresh 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; and Mr. Tom Prendergast, Vice President of Student Services.

IV. FOCUS OF THE MEETING – *Dr. Dwight McElfresh*

Dr. Dwight McElfresh 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 2023-2024 Budget, the annual approval of the Investment Policy, and our Policy Governance Agenda.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Dr. Dwight McElfresh explained that there would be no OSU-M Board report for this meeting. Dr. McElfresh announced that the next meeting of the OSU-M Advisory Board will be on September 21, 2023 and called for a volunteer to represent the NCSC BOT at this meeting.

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

Dr. Dorey Diab explained that while many of the elements of the President's Report will be included as part of the Retreat, discussions regarding the annual strategic planning process this year have led to a recommendation for modifying the College Vision Statement to reflect current conditions. President Diab presented the following proposed College Vision Statement for the Board's consideration of approval.

Previous Vision Statement: North Central State College is committed to being a leader in excellent, affordable, and accessible higher education and a partner in achieving greater community prosperity and a better quality of life.

Proposed Vision Statement: North Central State College changes lives and transforms communities through exceptional, affordable and caring education for continuous learning.

Ms. Linda Nelson offered a modification to the proposed Vision Statement to better align the descriptive element of caring to the learning environment rather than to the education itself.

Proposed Vision Statement as Amended: North Central State College changes lives and transforms communities through exceptional and affordable education within a caring environment for continuous learning.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the proposed College Vision Statement as amended. Mr. Patrick Williams seconded the motion and the motion carried unanimously.

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. Elisabeth Morando and seconded by Mr. Steven Stone and passing unanimously, the following items were approved:

A. Approval of Minutes for May 24, 2023 “Regular Meeting”

B. Consideration of Approval of Status Change – R-2023-26

**CONSIDERATION OF APPROVAL OF
STATUS CHANGES**

R-2023-26

STATUS CHANGE

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

BEGINNING June 26, 2023

June Miller

- *June Miller is moving from PT Teacher Assistant Substitute to FT Lead Infant Toddler Teacher, Child Development Center.*

BEGINNING June 26, 2023

Tori Sauder

- *Tori Sauder is moving from Infant/Toddler Teacher to Lead Infant Toddler Teacher, Child Development Center.*

BEGINNING June 26, 2023

Grace Krupa

- *Grace Krupa is moving from PT Teacher Assistant Substitute to FT Infant Toddler Teacher, Child Development Center.*

C. Consideration of Approval of Employment of College Personnel – R-2023-27

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

R-2023-27

NEW HIRES

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

BEGINNING June 5, 2023

*Tessa R. Mowry, Substitute Teacher Assistant, Child Development Center
North Central State College, Associate of Applied Science, Early Childhood Education*

BEGINNING June 5, 2023

Adrianna J. Moore, Substitute Teacher Assistant, Child Development Center

BEGINNING June 26, 2023

Kylea Foss, Substitute Teacher Assistant, Child Development Center

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2023-27

Tessa Mowry is hired as a Substitute Teacher Assistant, Child Development Center.

Adrianna Moore is hired as a Substitute Teacher Assistant, Child Development Center.

Kylea Foss is hired as a Substitute Teacher Assistant, Child Development Center.

REGULAR AGENDA

A. Treasurer’s Report for May 31, 2023 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending May 31, 2023. She stated that revenues for the month totaled \$921,684. Expenditures were \$2,579,964 leaving a deficit of \$1,658,280. Year-to-date revenues totaled \$19,819,672. Year-to-date expenditures totaled \$15,815,418 leaving an excess of \$4,004,254. The Month End Investment Balance for May 31, 2023 was \$5,978,363 (\$1,092,155 in Star Ohio and \$4,886,208 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 May 31, 2023. Mr. David Bush seconded the motion and the motion carried unanimously.

B. Consideration of Approval of Operating Budget for Fiscal Year 2023-2024

– R-2023-28 – Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
2023-2024 OPERATING BUDGET**

R-2023-28

WHEREAS: *the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2023-2024 Operating Budget, and*

WHEREAS: *the Board of Trustees acknowledges that the allocation of payroll expenditures includes an increase in compensation for all full-time and designated part-time employees of 2.0% to base salary; as well as establishing a minimum pay rate for all employees of \$14/hour; and*

WHEREAS: *the Board of Trustees acknowledges the employee contribution of health insurance will remain unchanged at 81% from the College and 19% from the full-time employee; 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 2023-2024 Operating Budget of the College is hereby adopted as presented.*

Ms. Lori McKee distributed a revised budget sheet showing a redistribution in a couple of line items relative to the Child Development Center and the change in the manner in which compensation and benefits are to be distributed to employees in response to the increase in medical insurance. She went on to present the remainder of the proposed fiscal year 2023-2024 budget and pointed out that there were no changes made in the overall proposal amount from the budget that was presented at the May meeting.

ACTION TAKEN: Ms. Kimberly Winkle moved for approval of the Fiscal Year 2023-2024 Operating Budget as presented. Mr. Patrick Williams seconded the motion and the motion carried unanimously.

C. Consideration of Approval of Investment Policy for the 2023-2024 Fiscal Year
– R-2023-29- Dr. Dorey Diab/Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
INVESTMENT POLICY FOR THE 2023-2024 FISCAL YEAR**

R-2023-29

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 2023-2024 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: Ms. Elisabeth Morando moved for approval of resolution R-2023-29 Consideration of Approval of Policy 17-04 Investment Policy. Mr. David Bush seconded the motion and the motion carried unanimously.

VIII. POLICY GOVERNANCE

A. Discussion of Agenda Planning – Dr. Dwight McElfresh

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

Board Chair, Dr. Dwight McElfresh called for discussion of policy governance policy 2.70 Agenda Planning Policy. He pointed out that this policy lays out a cycle that concludes each year on June 30th. Following this cycle, the college begins the new cycle with planning, budgeting, taking a look at the Ends statements for the coming year, ownership activities and Board training as well as conducting the routine business of the College. Policy 2.75 outlines the timeline for the CEO's evaluation/remuneration. He explained that at the end of today's activities, the Board will ascertain by vote, whether a majority of Board members felt that the individual monitoring reports have demonstrated fulfillment of a reasonable interpretation of the Board Ends and Executive Limitations policy expectations. Following a review of the agenda planning policy, the Board Chair asked for any questions with the agenda cycle. President Dorey Diab pointed out that the Board had previously discussed if the presentation of the Monitoring Reports in June provided ample time to retrieve all of the data necessary for a complete overview of the accomplishments of the academic year that had just concluded in early May. Some of this data would not be available for the College as well as the other benchmark institutions which makes it difficult to present a complete analysis/comparison. Because of its close proximity to the conclusion of the end of the academic year, the Institutional Research Department needs a few more weeks for the data to post before they are able to retrieve it and provide an analysis of the data. This data is based on student completion and the faculty needs time to post student grades upon the completion of the term. President Diab pointed out that while the June meeting is typically when such things as the College Budget and other associated activities took place, these items can just as easily be conducted at the May Regular meeting. This would enable the Board to consider conducting these activities in May and move the June Board meeting to July and cancelling the June meeting. Board Treasurer, Ms. Lori McKee explained that by approving the proposed Budget in May would give her staff as well as all the budget managers some extra time to prepare for the opening of the new budget as soon as it posts in the first days of July. Then, if there are any changes in the budget after July 1st, she can come back to the Board with a budget amendment to make any necessary adjustments. Ms. Linda Nelson asked that if these were to be changed to reflect the Board meeting in July rather than June, would the Agenda Planning Policy need to be changed? President Diab responded that the dates in the policy are a guideline and would not need to be changed until such time that the Board decides to do so. This schedule adjustment is submitted to the Board at this time for consideration as the

Board may choose to keep the current schedule for these activities or try the change for the 2023-2024 academic year. The ultimate decision on this matter is up to the desire of the Board. Ms. Kimberly Winkle commented that while many folks plan their vacation time during the month of July, whether the change takes place in early, mid, or late July, if the decision to adjust the schedule was done early enough, folks could plan their summer vacation plans accordingly. Therefore, making the decision to keep the activities in June or moving them to July would be better to be made sooner rather than later. This gives folks a year to know that the date is locked in and they can make their plans around it. Dr. McElfresh explained that he will discuss this matter further with the Board Executive Committee and bring back to the Board for further consideration at the August meeting. The Board Chair continued the review of the Board's Annual Calendar/Agenda for the 2023-2024 Academic/Reporting Year.

2. Review of Actionable Items.

Board Chair, Dr. Dwight McElfresh reviewed the listing of Actionable Items which Included:

- a. Distribution of Board Annual Self-Evaluation Survey – This item was addressed prior to this meeting and will be addressed 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.
- d. Revise/Revisit Policy 11-07 Bonding of Officers and Employees – This item is deferred to a later date once research and revision is accomplished.
- e. BOT to consider moving the June Regular meeting and the Board Annual Planning Retreat to July (beginning 2024) – This item was discussed earlier in the agenda and a decision will be made later.

2. Owners Connections.

None to Report.

3. Annual Board Self-Evaluation Survey Results for 2022-2023

Dr. Dwight McElfresh asked if all Trustees had the opportunity to review the Annual Board Self-Evaluation Survey results for 2022-2023? Overall, results are positive with some indications of improvement.

IX. BOARD CHAIRPERSON REPORT- *Dr. Dwight McElfresh*

A. Follow-up to 2023 OACC Annual Meeting (June 8, 2023)

Dr. Dwight McElfresh conveyed his appreciation for such good representation from the College Board for the annual meeting. He reported that there were discussions on the future of Intel and Artificial Intelligence (AI). Trustees also commented on this year's meeting was so much better formatted this year with breakouts and a panel discussion that was geared specifically toward the benefit of Board members.

B. ACCT Leadership Congress (October 9-12)

Dr. Dwight McElfresh announced that the Board has been approved to present at this year's ACCT Leadership Congress.

X. MEETING EVALUATION (IAW 02.16) – *Mr. Matthew Smith*

Board Chair, Dr. Dwight McElfresh 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.

XI. TIME AND PLACE OF NEXT MEETING


The next regular meeting of the Board of Trustees is scheduled for Wednesday, August 23, 2023 at 5:30 p.m. in the Board Meeting Room (the Gorman Room, 165-Fallerius).

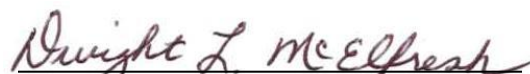
XII. ADJOURNMENT

The Chair called for any additional information items.

ACTION TAKEN: As there was no further business or information items, the Board Chair, Dr. Dwight McElfresh declared the meeting adjourned at 4:57pm.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Dr. Dwight McElfresh, Board Chair