

**North Central State College
Board of Trustees' Meeting
October 16, 2024**

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. Trustee participation was eight in person and none online.

Chair, Dr. Dwight McElfresh called the meeting to order at 5:56 p.m. due to the annual ethics training for Trustees prior to the meeting running over schedule and asked all to rise and join him in reciting the pledge of allegiance followed by 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
Mr. Steven Stone
Mr. Patrick Williams
Ms. Kimberly Winkle

Absent:

Ms. Linda Nelson

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Kelly Gray, Vice President of Academic & Student Services; Ms. Chris Copper, Vice President for Development/Foundation (online); Dr. Andrew Shella, Dean for Engineering Technology, Business, and Criminal Justice Division; Ms. Michele Schaad filling in for Ms. Lori McKee, Vice President of Business Services (online); Mr. Tom Prendergast, Executive Director for Institutional and Strategic (online) and Ms. Sara Rollo representing the Faculty (online).

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

Dr. Dwight McElfresh explained that the primary focus of tonight's meeting will include: Board Committee Structure; consider edits to our Board governance process policy, and

the nominating committee recommendations; conduct board training; and conduct routine business of the Board.

V. OSU-MANSFIELD ADVISORY BOARD REPORT – *Dr. Dwight McElfresh*

Board Chair, Dr. Dwight McElfresh explained that the OSU-M Advisory Board meeting scheduled for November 21, 2024 has been cancelled. There are no projected meeting dates established at this time.

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

A. Student Engagement Updates

President Dorey Diab presented the Student Engagement report as follows:

- **TRiO:**
 - This is an “in-between” time for students with not as much large programming happening. One thing of note, is that the department is finalizing the details for a First-Generation College Celebration scheduled for November 6 from 11 AM – 1 PM.
 - The TRIO program is collaborating with Justin Tickhill, Associate Professor, Biology, for “Tuesdays with Tickhill”. Each Tuesday morning, Mr. Tickhill comes to the TRIO Resource Room to review content from lectures, answer questions and to also connect with TRIO students! This has been a great example of meeting students “where they are” in a space that they are comfortable in. We have seen a steady increase in the number of students attending with a high of 13 students just recently. One student who has attended on a regular basis, reported seeing an improvement in her grade in the course.
 - During Fall break week, the TRIO program is bringing students together for a fun and engaging night of bowling on Wednesday, October 9. This is one of the most popular TRIO events and is a great opportunity for TRIO staff to provide college and program updates while also helping to foster further connection among students in the program. In a recent review of student feedback taken from a survey administered during the college’s first year experience course, we see that more and more students are interested in getting help with meeting new friends. It is events like a Bowling Night where we are helping to fill this need and create a sense belonging for students.
- The Student Accounting Club is in its initial stages and will begin kicking off with its first group of students this month.
- Phi Theta Kappa

- PTK had its initial interest meeting with students and has nominated its president for the upcoming year.
 - The next meeting is scheduled and deadline for members to enroll and pay the membership fee is in November.
 - At that point, we should know what the current student group of PTK for 2025 consists of and they can begin making plans for their service projects.
- Honors College
 - The next Honors College colloquium will be: Wednesday, October 23, 5-6:00 p.m.
 - Dr. Blake Wagner – “Navigating Mental Health in the Digital Age”
 - The Honors College currently has 19 students pursuing honors credits with 20 research projects for fall semester.
 - 17 faculty are serving as Honors College mentors (9-fulltime; 8 adjunct)
 - Human Services and Social Work Career Expo/Job Fair

The Human Services and Social Work Career Expo/Job Fair will be on Tuesday, December 3, 1-5:00 p.m. in the Byron Kee Hall building.

We are anticipating up to 20 businesses/non-profit organizations to participate. The goal of these participants will be to fulfill ongoing needs for social work positions thru practicums and employment positions.

We will also have staff members on hand to showcase educational opportunities and provide registration information for the upcoming spring semester.

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

President Dorey Diab introduced Ms. Chris Copper, Vice President for Development and the College Foundation. Ms. Copper submitted the following report:

Emerald Club 2024/2025

- Goal: \$493,900
 - Total in YTD: \$141,000
 - Approved \$45,761, for certs expect by the end of Sept 2024
 - Approved \$20,000 Emerald Club
 - Approved \$30,000 for IDAS
- Ask in for \$105,000 to support LPN to RN scholarships.
Ask in for \$45,000 for equipment in the engineering area.

Events

- Scholarship Luncheon on Thursday, October 3, 2024, with a full house and engineering focus
- Arts for Success-March 6, 2025, taking nominations for Leadership Award
- Hall of Excellence
 - FY25 date April 10, 2025
 - Honorees selected include:
 - Ms. Betty Preston
 - Mayor Matt Miller of Ashland
 - Ms. Duana Patton the President of the Area Agency on Aging District 5

Partnerships

- Leadership and Supervision classes are full and will require all instructors on deck
- Hospital information sessions are being organized for the 2025 nursing program with our hospitals and long-term care cohorts.
 - Hosted Columbus OhioHealth staff in late September on campus.
- Working with long term care facilities: meetings are occurring and scholarships for their staff will be awarded to feed into NCSC nursing programs.
- Hosted OhioHealth Columbus Oct 15

Workforce

- Next Drone program launch Nov 1
- Our 3rd Tower Tech Cohort in partnership with ODRC is wrapping up soon.
- Customized 2025 training program for Newman Technologies, Gorman Rupp, and Stoneridge are in process.
- Launching Turbo Cert with Crawford County High Schools and MOESC in January 2025.
- On track to meet FY25 workforce target

C. Monitoring Report: Executive Limitations Policy – Emergency CEO Succession (4-90)

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

EMERGENCY CEO SUCCESSION (EXECUTIVE LIMITATIONS)

Policy No. 3357:13-04-90

In order to protect the board from sudden loss of CEO services, the CEO will have no fewer than two other executives sufficiently familiar with board and CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

The executives who can take over with reasonable proficiency as interim successors are:

1. *Dr. Kelly Gray, Chief Academic Officer.*
2. *Lori McKee, Chief Fiscal Officer.*

The two vice presidents have special strengths, and their biggest strength is how they complement one another as a team.

D. College Update

1. Enrollment at 15-day comparison is at 7% increase in headcount and credit hours over last year.
2. Several employees from NC State and OSU-M participated in the United Way kickoff breakfast at the Blueberry Patch on September 26.
3. Dr. Diab continues to visit classes with many kudos for so many of our faculty due to their student support to achieve success.
4. We have been successful in attracting a new Dean for our Engineering, Business, and Criminal Justice Division starting on October 14. He comes to us from another Ohio community College with the same position.
5. On September 30th, a group of faculty, staff and administration from the College visited Marion Tech to review their e-sport program.
6. On September 30th, Dr. Diab attended an event for our representative Marilyn John, and spoke with President Matt Huffman of the Senate about the Route 30 Broadband project. He indicated that he requested the Governor's Office to support the project.
7. On October 2nd, we held the first meeting of the Artificial Intelligence (AI) Council to review initiatives to embed AI in the classroom and potential productivity concepts outside the classroom.
8. On October 2nd, Dr. Diab attended a cyber threat in Ohio that was initiated by the Richland Chamber at OSU-M
9. Very soon, we will begin the planning for the renovation of the Fallerius Technical Education Center. We have already begun the inspections with the architect. Construction will not likely get started until around May with the actual renovation piece, and will likely be done in phases to minimize the disruptions and to help us keep tabs on construction costs.
10. Highlights of the OACC Presidents meeting included a meeting with Senator Matt Huffman regarding issues affecting Career Centers and Community Colleges.

VII. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Chair, Dr. Dwight McElfresh, 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, seconded by Mr. Patrick Williams and passing unanimously, the following items were approved:

A. Approval of Minutes for September 25, 2024 “Regular Meeting”

B. Consideration of Approval of Status Change – R-2024-39

CONSIDERATION OF APPROVAL OF

STATUS CHANGES

R-2024-39

STATUS CHANGE

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

BEGINNING October 14, 2024

Rocket Whisler

- *Rocket Whisler is moving from Part Time Custodian to Part Time Special Events Specialist.*

C. Consideration of Approval of Employment of College Personnel – R-2024-35

CONSIDERATION OF APPROVAL OF EMPLOYMENT OF COLLEGE PERSONNEL

R-2024-35

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 October 14, 2024

*Dr. Andrew Shella, Dean, Engineering Technology, Business and Criminal Justice Division
Bowling Green University, B.S., Environmental Science
Cleveland State University, M.A., Environmental Studies
University of Toledo, Ph.D., Higher Education*

BEGINNING October 29, 2024

*Zachary Sherman, Manager, Tutoring Center
Mount Vernon Nazarene University, B.A., Theological Studies
Mount Vernon Nazarene University, Dual Master Degrees, Ministry and Business*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2024-35

Dr. Andrew Shella is hired as the Dean of Engineering Technology, Business & Criminal Justice to replace Daniel Wagner.

Zachary Sherman is hired as the Manager, Tutoring Center to replace Violetta Chinni.

REGULAR AGENDA

A. Treasurer's Report for September 30, 2024 – Ms. Michele Schaad

Ms. Michele Schaad presented the Treasurer’s Report on behalf of Ms. Lori McKee for the period ending September 30, 2024. She stated that revenues for the month totaled \$1,224,436. Expenditures were \$1,485,877 leaving a deficit of \$261,441. Year-to-date revenues totaled \$9,311,292. Year-to-date expenditures totaled \$4,524,855 leaving an excess of \$4,786,437. The Month End Investment Balance for September 2024 was \$6,423,590 (\$1,174,538 in Star Ohio and \$5,290,052 in Park National Bank). Ms. Schaad described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators.

ACTION TAKEN: Mr. Steven Stone moved for approval of the Treasurer’s Report for the period ending September 30, 2024. Mr. Mark Masters seconded the motion and the item was approved with a unanimous vote.

B. Consideration of Approval of Amendment to Board Governing Process Policy 2-80 Board Committee Principles – R-2024-36 – Dr. Dwight McElfresh

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO GOVERNANCE PROCESS POLICY
2.80 BOARD COMMITTEE PRINCIPLELS**

R-2024-36

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

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

***NOW, THEREFORE BE IT RESOLVED:** that the Board of Trustees hereby approves the amendment to Governance Process Policy 2.80 – Board Committee Principles Policy.*

(see attached)

3357:13-02-80 Board Committee Principles Policy (Governance Process)

Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to CEO.

Accordingly:

2.81 Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board’s broader focus, board committees will normally not have direct dealings with current staff operations.

2.82 Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the CEO.

2.83 Board committees cannot exercise authority over staff. Because the CEO works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.

2.84 Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee that has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.

2.85 Committees will be used sparingly and ordinarily in an *ad hoc* capacity.

2.86 This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. **It does not apply to committees formed under the authority of the CEO.**

ACTION TAKEN: Ms. Kimberly Winkle moved for approval of resolution R-2024-36 Amendment to Governance Process Policy 2.80 Board Committee Principle. Mr. David Bush seconded the motion and the item was approved with a unanimous vote.

C. Consideration of Approval of Amendment to Board Governing Process Policy 2-90 Board Committee Structure and to Rescind Board Operating Policy 11-08 Committees of the Board – R-2024-37 – Dr. Dwight McElfresh

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO GOVERNANCE PROCESS POLICY
2.90 BOARD COMMITTEE STRUCTURE AND TO RESCIND BOARD OPERATING
POLICY 11-08 COMMITTEES OF THE BOARD**

R-2024-37

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

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

WHEREAS: *in the Board’s review of Board Operating Policy 11-08 Committees of the Board there were many redundancies with Governance Process Policy 2.90 Board Committees Structure and was deemed no longer needed.*

NOW, THEREFORE BE IT RESOLVED: *that the Board of Trustees hereby approves the amendment to Governance Process Policy 2.90 – Board Committee Structure Policy.*

BE IT FURTHER RESOLVED: that the Board of Trustees hereby rescinds Board Operating Policy 11-08 Committees of the Board.

(see attached)

3357:13-02-90 Board Committee Structure Policy (Governance Process)

A committee is a board committee only if its existence and charge come from the board, regardless whether board members sit on the committee. **The Chairperson of the Board of Trustees shall appoint special/ad hoc committees as deemed necessary by the Board.** The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

ACTION TAKEN: Mr. David Bush moved for approval of resolution R-2024-37 Amendment to Governance Process Policy 2.90 Board Committee Structure and to Rescind Board Operating Policy 11-08 Committees of the Board. Mr. Patrick Williams seconded the motion and the item was approved with a unanimous vote.

D. Consideration of Approval of Amendment to Resolution R-2024-29 Appointment to Trustee Selection Committee – R-2024-38 – Dr. Dwight McElfresh

**CONSIDERATION OF APPROVAL
OF AMENDMENT TO RESOLUTION R-2024-29 APPOINTMENT TO TRUSTEE
SELECTION COMMITTEE**

R-2024-38

WHEREAS: Ohio Revised Code 3357.05(B)(2), charges the executive committee of the technical college's board of trustees to appoint the members of the trustee selection committee, and

WHEREAS: the executive committee had previously appointed Ms. Duana Patton of Crawford County to the Trustee Selection Committee for 2025, and

WHEREAS: the executive committee now finds it necessary to rescind the appointment of Ms. Duana Patton, and

WHEREAS: the executive committee appoints Ms. Edith Humphrey of Richland County to the Trustee Selection Committee for 2025.

NOW, THEREFORE BE IT RESOLVED: that the Executive Committee of the North Central State College Board of Trustees hereby approves the amendment to resolution R-2024-29 Appointment to the North Central State College Trustee Selection Committee for 2025.

ACTION TAKEN: The majority of the Executive Committee of the North Central State College consisting of Dr. Dwight McElfresh, Board Chair; and Ms. Elisabeth Morando,

Immediate Past Chair, Approved and Adopted this amendment to the appointment resolution on the 16th day of October 2024. Ms. Linda Nelson, Board Vice Chair was absent.

VIII. POLICY GOVERNANCE

A. 2025 Nominating Committee Report – *Mr. Steven Stone*

Mr. Steven Stone reported that the Nominating Committee recommends Ms. Duana Patton of Crawford County for consideration of appointment to a term of service to the North Central State College Board of Trustees to fill the term of Mr. David Bush of Crawford County upon the completion of his current term. Ms. Duana Patton has accepted the committee's recommendation for appointment.

ACTION TAKEN: Mr. Steven Stone made a motion for approval to forward the Board's recommendation of Ms. Duana Patton to the North Central State College Trustee Selection Committee for consideration of appointment. Ms. Elisabeth Morando seconded the motion, and the item was approved with a unanimous vote.

B. Discussion of Agenda Planning – *Dr. Dwight McElfresh*

1. 2024-2025 Annual Calendar/Agenda

Board Chair, Dr. Dwight McElfresh called for and previewed the 2024-2025 Annual Calendar\Agenda for the upcoming months of November, December, and January 2025.

2. Review of Actionable Items.

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

- a. Prepare recommendation for reappointment for Dr. Dwight McElfresh for submission to locally-appointed position to the Trustee Selection Committee once 3rd member is appointed. – This item to be accomplished before the next meeting.
- b. Send recommendation for reappointment for Mr. Mark Masters to governor-appointed position to Office of Boards and Commissions (1st submission) – This item was accomplished prior the meeting.
- c. Bring revised Board Committee Principles policy (02-86) back to the Board for Consideration of Approval – This item was completed earlier in the agenda.

- d. Bring revised Board Committee Structure policy (02-90) back to the Board for Consideration of Approval – This item was completed earlier in the agenda.
- e. Confirm Ethics Training method for completion before October Meeting: This item was completed prior to the meeting.
- f. BOT to receive Performance/Self-Assessment Trend Analysis for 3rd Quarter Report (July, August-September) at October BOT Meeting: This item will be addressed later in the agenda.

3. Community Connections.

Mr. Steven Stone – shared an article from the New York Times regarding a Job Fair held in Milwaukee, WI at a community college to help fill the skills gap in manufacturing. He felt well on we have been preparing for several years for this kind of thing with the development of certificate programs, the need for engaging early on by getting into the high schools, things we have been doing for some time being highlighted as best practices was very affirming that we are on line with these ways of responding to national trends.

Ms. Elisabeth Morando – tied her comments into Mr. Stones comments by sharing that she thought these actions are reflected in the actions of so many universities that are developing two-year programs to address workforce needs with the understanding that workforce needs cannot wait four years to fill their skills needs for many of their jobs. The biggest numbers of job openings that futurists are predicting are in unskilled labor or labor that only requires certificate skills or two-year degrees. Dr. Dorey Diab added that this is all related to two major issues we are facing as a nation, a state, and a community: the demographic issue and the immigration issue.

Mr. Patrick Williams – shared that he had attended the NCSC Foundation Scholarship Luncheon and was delighted to see so many familiar faces of students who have received scholarships and many whom he has worked alongside but haven't seen for some time in the course of his job in being around town.

Ms. Kim Winkle – shared that she also attended the NCSC Foundation Scholarship Luncheon and was seated at a table with many Avita students. She was happy to witness the success stories of Avita Health System students. Students shared how impressed they were that the president of the College came to their class to solicit their feedback. They enjoyed seeing the president in their class. The only complaint she heard from students were the night classes and the challenges they face in working third shift. Dr. Dorey Diab shared some of his insights and activities in working to improve the challenges that are faced in the evening classes of these programs. Ms. Chris Copper added some insights as well.

Ms. Kristin Aspin – shared that at the Ashland County Community Foundation, they have been working to issue scholarships in Ashland as well and have come up with a workforce program for adult/non-traditional students to provide a loan program for them to pursue professional/skill certificates. Within the last six months, their education program director was tasked with working with the committee to come up with a program that would be more centered on the non-traditional student as well as people pursuing certificates to be able to apply at any time and to get quick/fast turnaround in a loan amount that would be beneficial. They have just launched this program in October so it is online and ready for applications. It is exciting because it is a loan program that is specifically offered to non-traditional students for certificate and other programs that are not your traditional 2-year or 4-year. The way it is set up is that applicants need to be Ashland County residents who can benefit if they are not able to take advantage of some other tuition assistance options. They have tried to make it as streamlined as possible with in-house approval guidelines so that once they apply, we can guarantee that within 10 business days, they will have an answer and we can loan them half of what their program cost is.

C. Board Policy Governance Training (IAW 02.70) – Dr. Dwight McElfresh

1. Ms. Kimberly Winkle led the discussion of Rehearsal Scenario 3.16 “Unrealistic ENDS?” Says Who?

In this scenario: The Arts Council board has established Ends policies requiring results that the CEO believes are unattainable given available resources. The CEO has told the board of his opinion. What should the board do?

2. Policy Governance Policy Review (IAW 02.14) – training includes a continuing review, refresher, and reassessment of current Policy Governance policies. Mr. Patrick Williams led the discussion and review of Governance Process policies 4.3, 4.4, and 4.5. The Board concurred that 4.3, 4.4, and 4.5 are all still relevant and still accurate.

D. Self – Assessment Trends Report

1. Reflections on 3rd Quarter 2024 Self-Assessment Survey Trends (July-August-September)

Dr. Dwight McElfresh asked if all Trustees had the opportunity to review the Board Performance/Self-Assessment Survey Trend Analysis for the 3rd Quarter of 2024. The Board reviewed each survey topic, discussed trend analysis results, and considered areas of success and areas for improvement.

IX. BOARD CHAIRPERSON REPORT- Dr. Dwight McElfresh

A. 2024 ACCT Leadership Congress (October 23-26, Seattle, WA)

Dr. Dwight McElfresh reported that the presentation team met to go over the presentation, assigned roles, and practiced their delivery prior to tonight's meeting.

B. Joint NCSC/OSU-M Board Meeting (December 4th, Eisenhower Hall Room 113)

C. NCSC Employee Appreciation/Awards Event (December 5th 330pm-5:00pm)

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

Board Chair, Dr. Dwight McElfresh called for a discussion on tonight's meeting evaluation. Trustees commented that they had good ethics training and conveyed a "good job" to Ms. Elizabeth Smith and Ms. Gina Dwyer of the AG's office and expressed their gratitude for their willingness to deliver the training in person. There were good discussions and good policy governance training, kudos to Kim Winkle and Patrick Williams.

XI. TIME AND PLACE OF NEXT MEETING


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, December 5, 2024 at 5:30pm in the Gimble Community Classroom (164-Fallerius). A "Board Members Only" report on the College/Foundation audit will be conducted thirty minutes prior to the meeting at 5:00pm in the Gorman Room (165-F).

XII. ADJOURNMENT

The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board's consideration, the Board Chair, Dr. Dwight McElfresh declared the meeting adjourned at 7:15 p.m.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Dr. Dwight McElfresh, Board Chair