

**North Central State College
Board of Trustees' Meeting
December 6, 2017**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:31 p.m. in the Gorman Room (165) of the Fallerius Technical Education Center. At that time, she asked all to rise and join her in reciting the pledge of allegiance followed by her reading of the Global ENDS Policy for North Central State College.

II. ROLL CALL

The Recorder, Mr. Stephen Williams called the roll.

Present:

Mr. Mark Masters
Dr. Dwight McElfresh
Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Ms. Janet Pry
Mr. Matthew Smith
Mr. Steven Stone

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Koffi Akakpo, CFO; Dr. Karen Reed, CAO; Ms. Margaret Puckett was present representing the Faculty; Ms. Chris Copper was present on behalf of the College Foundation; Ms. Hannah Dion, Ms. Isabella Zhong and Ms. Ma'Tia Porter were present representing Student Leadership; Mr. Mark Brunn was present representing The Ohio State University Mansfield Advisory Board; and Mr. Kevin was present on behalf of Plattenberg & Associates Certified Public Accountants.

IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando

Ms. Elisabeth Morando explained that the primary foci of tonight's meeting include: the annual report from the auditors on the College finances, a report from the students and our College Foundation. We will consider the regular agenda items, policy governance training and upcoming activities. There will also be an Executive Session to discuss College security matters.

V. AUDITOR'S REPORT – Plattenburg & Associates, Inc.

Mr. Terry explained that pages 7 and 8 contained the summary of this year's audit. Mr. Kevin reported that this year's audit was a clean audit with no material weaknesses with Internal Controls. Their unmodified opinion was materially in compliance. There were no material weaknesses with internal controls, No material report in federal awards. This year's report along with previous reports makes the College a low risk.

Mr. Terry thanked the Accounting offices for the preparation, cooperation, and professionalism they demonstrated throughout this audit process. President Dorey Diab thanked Ms. Lori McKee and congratulated her and her staff for achieving another clean audit for the College. Ms. Elisabeth Morando echoed Dr. Diab's thanks and congratulations on behalf of the Board of Trustees.

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

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

Dr. Dorey Diab introduced Ms. Hannah Dion, Isabella Zhong, and Ms. Ma'Tia Porter representing the student body leadership.

Ms. Hannah Dion presented the Phi Theta Kappa report as follows:

1. We are planning for the beginning of spring term. We are going to mail our recruitment letters the first week of the term, so we have plenty of time to recruit before induction.
2. We are planning the events for spring term (meetings, induction, service projects, competitive edge meetings, orientations, and information sessions).
3. Brandi Estes-Gladden, our current president will be moving later this month, so Hannah Dion has agreed to serve as President until induction.
4. We are looking for new officers to take over in the spring.
5. We are finishing our research on our honor's project, "The History of Mental Health in the US." We will begin to write our essays for the regional competition early January.
6. We are planning to do a holiday event at the DeWald Center.
7. We are planning to do a service project in the spring at the Ronald McDonald House. We are thinking about doing a toiletry drive and/or cook a meal for the residents.

Ms. Isabella Zhong presented the Sigma Alpha Pi report as follows:

1. Feast of Love was a big success. Our members from both Sigma Alpha Pi and Phi Theta Kappa supported the event by donating food, and folding and packing boxes.

2. We had 85 new members this semester. They have been working through the steps of induction.
3. We will be creating our schedule of events for spring semester soon.
4. Our members are participating in a variety of community service projects.
5. We will do another recruitment campaign at the beginning of spring semester.

B. Honors College Report – Ms. Kimberly Lybarger

President Dorey Diab introduced Ms. Kimberly Lybarger to provide a report from the Honors College.

Ms. Lybarger reported that:

1. The 2017 Feast of Love Food Drive was a wonderful success with the College meeting its goal of serving 100 families! Many people stepped up and some last minute donors made the loft goal a reality.
2. Ms. Lybarger gave a review of some of the student projects as well as the Colloquium Speakers from the fall term that have really served as a testament for the quality of the program and its participants.
3. Ms. Lybarger explained how participation from the Board and the Administration serves as encouragement to these special students that their efforts to push themselves up and above the norm is an important endeavor and she encouraged Trustees and Administrators to place these special events on their calendar and try to attend as they are able. They are likely to be amazed at the kinds of things these special students are doing, learning, and contributing and their interest really goes a long way in demonstrating to these students how much this extra effort matters.

C. North Central State College Foundation Development and Update – Ms. Chris Copper, Executive Director of the College Foundation

1. Richland Gives: A huge thank you to the College Board of Trustees for your generous gifts during this giving campaign. We secured \$7420 from donations, \$1500 from the Richland Foundation and a \$10,000 match for a total of \$18,920. The Richland Foundation brought in \$189,000 from the one-day event with 42 non-profits participating.
2. Scholarship Plan: Streamlined the spring process, maximizing the online process, and one form is being used for all scholarships. The same process is being used for fall semester, with over \$100,000 given out.
3. Foundation Board, “Best in Class” Strategic Plan: A dashboard is being worked on to capture the smart goals for the Board that address the following opportunities:
 1. Increase Board member engagement and education
 2. Increase Foundation Assets
 3. Optimize Foundation Board Structure
 4. Establish Strategic Goals and assets

Resource Development Committee - Bill Jilek/Matt Smith

- RDC is now going to get a quarterly look back from each investor and do a side by side comparison to ensure we maximize our investments.

Board Development Committee - Gayle Green

- Dorey will be attending the next mtg to review the recommended changes to the MOU.

Activities Committee - Sally Gesouras

- Scholarship Luncheon – February 9, 2018
- Hall of Excellence, 2018 – April 13, 2018-Winners have been selected and are being notified.
- 50th Anniversary of the College Plan

Alumni Association - Ricky Branham

- Growing the Alumni donor base, planning to partner with admissions and create the link into the Strategic Plan
- Graduate Picnic – May 10, 2018

4. Emerald Club: The Emerald Club 2018 Annual Campaign has been launched with our goal being to raise \$225,000. To date, we've raised \$124,305 which includes \$46,000 unrestricted and does not include the Richland Gives money.

Our top Emerald Club investors for 2018, so far are: Leadership Circle

Cleveland Financial Group – Chuck Hahn

Russell and Mary Gimbel Foundation

Mechanics Bank

Richland Bank

President's Level

Gorman Rupp Company

Jay Industries, Inc.

OhioHealth – elevated this year to President's Level

Milliron Industries, Inc.

5. Recent gifts: \$10,068 from Joe Shadeed, \$10,000 from the John Q Shunk Foundation, \$10,000 from the Arthur J Freese Foundation.

6. Crawford Success Center: \$50,000 in and \$35,000 in pledges marked to come in the second half of the year.

7. Grant requests submitted in the past month: Designated to cover Tuition Freedom: First Energy for \$10,000, Walter Hessenauer Foundation, \$10,000, Max Dreyfuss, \$25,000, and the Landers Foundation for \$20,000. Working on the Community Foundation for Crawford County Grant request that would support the LPN program.

8. Foundation Board will receive a message for the end of year giving opportunity.

D. Discussion on “College Risk”

Dr. Dorey Diab introduced the Mitigating Risk document and discussed several of the key areas of concern: 1. College Safety Training, 2. Cyber Security, 3. Financial Risk, Legal Risk, and Political/Regulatory Risk. Following some additional follow-up from OACC on the topic, Dr. Diab called for some discussion/thoughts from the Board on the topic. Some thoughts from the Board included:

1. Cyber Insurance Policy
2. 3rd Party Review of Cyber Security Risk Assessment
3. CDC: Liability Risk Assessment
4. Enrollment Risk (2100 enrollment generating 18,000 credit hours)

E. Baccalaureate Degree, Capital Budget, Other items

Dr. Dorey Diab reported that the capital budget for the upcoming year/cycle will be in the neighborhood of \$1.7M.

Dr. Dorey Diab reported that he received communication from the Chancellor indicating that we should begin moving forward with our request to offer a Baccalaureate Degree. He explained the parameters for offering the degree and added that our request was to offer a Baccalaureate degree in Applied Mechanical Engineering Technology.

Dr. Dorey Diab shared some results from recent employee exit interviews. Some areas of interest centered on Benefits versus Advancement. Trustee Steven Stone asked about intrinsic motivation versus other extrinsic factors.

Dr. Dorey Diab shared some follow-up from the recent Employee Appreciation/Awards Dinner reporting that the event was a 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 Mr. Roger Miller and seconded by Mr. Matthew Smith and passing unanimously, the following items were approved:

A. Approval of Minutes for October 26, 2017 “Regular Meeting”

B. Consideration of Approval of Status Change – R-2017-38

CONSIDERATION OF APPROVAL OF

STATUS CHANGES

R-2017-38

STATUS CHANGE

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

BEGINNING November 20, 2017

Veronica Mullet, Custodian

SALARY: \$11.02/hr. to \$12.99

Explanation of Status Changes:

Completion of Bachelor of Science in Business Administration from Ashland University.

C. Consideration of Approval of Employment of College Personnel – R-2017-39

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

R-2017-39

NEW HIRES

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

BEGINNING JANUARY 16, 2018

Donna Niederkohr, Adjunct Liaison

Masters of American Literature

SALARY: 4 hrs. load in Fall and Spring semesters, 2 hrs. load in Summer semester.

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2017-39

Donna Niederkohr was hired as Adjunct Liaison to replace Lori Hardiman.

REGULAR AGENDA

A. Consideration of Approval of Policy 14-58 Textbook Selection Policy – R-2017-40

CONSIDERATION OF APPROVAL OF 3357:13-14-58

TEXTBOOK SELECTION POLICY

WHEREAS; *Sec. 3345.025 of HB 49 requires that the board of trustees of each state institution of higher education as defined in section 3345.011 of the Revised Code shall adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution, and*

WHEREAS; *The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials.*

NOW, THEREFORE; *Be it resolved by the Board of Trustees of North Central State College that policy 3357:13-14-58 Textbook Selection Policy is hereby approved.*

ACTION TAKEN: Mr. Mark Masters moved for approval of resolution R-2017-40 Textbook Selection Policy 14-58. Ms. Pamela Mowry seconded the motion and the motion carried unanimously.

B. Consideration of Approval of Supplemental Compensation for Part-Time Staff and Adjunct Faculty of North Central State College – R-2017-41

CONSIDERATION OF APPROVAL OF SUPPLEMENTAL COMPENSATION FOR PART-TIME-STAFF AND ADJUNCT FACULTY OF NORTH CENTRAL STATE COLLEGE

R-2017-41

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 efforts, and*

WHEREAS: *this compensation stipend shall be paid to part-time staff and adjunct faculty working Fall semester that have been on the payroll for at least two pay periods as a one-time stipend of \$50.*

NOW, THEREFORE, BE IT RESOLVED: *by the Board of Trustees of North Central State College that the proposed one-time stipend for appropriate part-time staff and adjunct faculty is approved.*

ACTION TAKEN: Ms. Pamela Mowry moved for approval of resolution R-2017-41 Supplemental Compensation for Part-time Staff and Adjunct Faculty of North Central State College. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

F. Treasurer's Report for October 31, 2017 – Dr. Koffi Akakpo

Dr. Koffi Akakpo presented the Treasurer's Report for the period ending October 31, 2017. He stated that revenues for the month totaled \$778,457. Expenditures were \$1,030,691 leaving a deficit of \$252,234. Year-to-date revenues totaled \$8,545,242. Year-to-date expenditures totaled \$4,652,371 leaving an excess of \$3,892,870. The Star Ohio month-end balance for October 2017 is \$2,041,172. Mr. Akakpo described the trends that are demonstrated by the new Tracking of Monthly Cash Flow feature as well as the dashboard indicators. Mr. Akakpo had no further special notes for this report. Mr. Matthew Smith asked if it would be possible to show the funding portions for CCP.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending October 31, 2017. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

VIII. OSU-MANSFIELD BOARD OF TRUSTEES GUEST REPORT

Board Chair, Ms. Elisabeth Morando introduced Mr. Mark Brunn of the OSU-M Advisory Board and gave him the floor for some remarks. Highlights from Mr. Brunn's update included:

- The \$1.7M Capital Budget for the campus would include work on the Chemistry Lab, Biology Lab, and the HVAC system.
- The northeast student outreach initiative is allowing students to reach back to their home schools and area via social media. This will enable reach back to roughly 200 schools.
- OSU-M reported finishing the Richland Gives event in 3rd place and bringing in roughly \$5,700 for the OSU-M programs.
- Coming soon will be a Brutus Buckeye statue to the campus.

Dr. Dorey Diab, added that he and OSU-M Interim Dean, Dr. Jones will be doing and op Ad regarding both institutions that make up the Mansfield Campus.

IX. POLICY GOVERNANCE

A. Nominating Committee Report

Ms. Elisabeth Morando called for a report from the Chair of the Nominating Committee, Dr. Dwight McElfresh. Dr. Dwight McElfresh explained the nomination and search process undertaken and introduced information on a potential candidate to fill the vacancy left by Ms. Janet Pry upon her departure from the Board.

Dr. Dwight McElfresh reported that it is the recommendation of the Nominating Committee that the locally appointed position vacated by Ms. Janet Pry be filled by Trustee, Ms. Linda Nelson and that a recommendation be forwarded to the governor's office that Ms. Shelly Niese be considered for appointed by the governor to fill the unfulfilled term vacated by Ms. Linda Nelson once she assumes her local appointment.

ACTION TAKEN: Ms. Janet Pry moved for approval of the Nominating Committee's recommendation for the local appointment of Ms. Linda Nelson and to forward a recommendation for the consideration of Ms. Shelly Niese in filling the governor appointment term of Ms. Linda Nelson. Mr. Steven Stone seconded the motion and the motion carried with a vote of 8:0:1 (8 for, none against, and 1 abstain).

Discussion of Agenda Planning

Ms. Elisabeth Morando recapped the **Owner Connections** activities and called for recent activities to share:

Ms. Pamela Mowry shared the recent calling hours for Senator Bill Harris where she had the opportunity to introduce President Dorey Diab to the Harris family.

Mr. Roger Miller shared a report of the positive impact had by including the NC State Mobil Training Center trailer in both the Galion and Bucyrus Christmas parades. Mr. Miller also shared a recommendation of including video testimonials on the College facebook and/or Twitter presence.

Mr. Matthew Smith shared an announcement from Perdue University regarding Tuition Freedom to all in-state schools as a "last dollar" scholarship. He also shared the ongoing discussion with the City of Shelby regarding solar power as a measure of cost savings where the Kehoe Center could be a site and serve as a model of potential savings. Mr. Smith also shared his experience in "Book Reading" with the kids of the Campus Child Development Center and recommended it to others to consider in the future.

Ms. Pamela Mowry similarly shared her experience with the CDC Child Book Reading Project and noted that the CDC is looking for substitute teachers and kitchen help.

Ms. Elisabeth Morando shared her experience with the CDC Child Book Reading Project and noted that the CDC welcomes "Guest Readers."

Mr. Roger Miller pointed out that there needed to be better access lighting for the Kehoe Center in order to accentuate the magnificent beauty of the building and to make it a more readily identifiable structure of North Central State College.

C. Board Policy Governance Training (IAW 02.70) – Ms. Elisabeth Morando

1. Policy Governance Rehearsal Scenarios –PolGov training includes a guided discussion/rehearsal of potential scenarios that trustees might expect to encounter in order to further enrich the board’s understanding of the principles of the Carver Policy Governance Model and to take their confidence in application to the next level. Ms. Pamela Mowry led the rehearsal exercise for scenario 3.14 that asks “*If Consumers are Upset, does This Mean the CEO is Wrong?*” *In the scenario, the CEO has made a major change to the organization’s programming, to the consternation of some consumers. Consumers question how the board could have allowed the CEO to make that decision. What should the board do?*”
2. Policy Governance Policy Review – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. The guided discussion and review of policy governance policies 4.6, 4.7 and 4.8 was led by Ms. Janet Pry.

X. BOARD CHAIRPERSON REPORT- Ms. Elisabeth Morando

A. Chancellor’s Annual Trustee Conference

Ms. Elisabeth Morando on called for a recap of the activity. Ms. Linda Nelson reported on a couple of areas she found particularly interesting: 1. The duty of the Trustee, 2. Recruiting – a website that includes adults instead of all young students, 3. Financial accountability to donors in communicating what you did with the money they contributed will go a long way in encouraging donors to contribute again and again.

B. Employee Appreciation/Awards Banquet

Ms. Elisabeth Morando called for a recap of the activity. Trustees noted that it was a nice event and all those present seemed to be interacting with each other and having a good time. It was particularly nice to see Doug Hanuscin recognized with the College’s highest recognition and to see Tom Prendergast recognized as Staff Member of the Year! The citations of many of the awards recipients was quite revealing of the good work that is being done by individuals of the college.

C. Joint OSU-M/NCSC Board Gathering (December 11th 5:30pm-7:30pm)

Ms. Elisabeth Morando reminded Trustees of the joint OSU-M and NCSC Board Gathering that will take place on December 11 from 5:30pm to 7:30pm in the OSU-M Board Room in the Fallerius Center in the Gorman Room (165-F)

D. 2018 Meeting Date (October 24, 2018 conflict)

Ms. Elisabeth Morando pointed out that once again, the ACCT Leadership Congress will conflict with the October Regular Board meeting. Ms. Morando called for discussion in holding the October meeting a week earlier or a week later than scheduled in order to

avert this conflict. Following discussion, it was decided to hold the October 2018 Regular Board meeting a week later. The October meeting will be held on Wednesday, October 31, 2018.

E. 2018 ACCT National Legislative Summit (February 11-14, 2018)

Ms. Elisabeth Morando announced the dates of the 2018 ACCT National Legislative Summit and called for discussion on the need for attendance at this year's event.

XI. EXECUTIVE SESSION

The Chair called for an Executive Session at 7:26 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Pamela Mowry to adjourn to Executive Session to discuss security matters relating to security arrangements and emergency response protocols. Ms. Elisabeth Morando explained that there will not be further business following the executive session. A roll call vote on the motion was approved unanimously by all members present.

Mr. Mark Masters – “yes”
Dr. Dwight McElfresh – “yes”
Mr. Roger Miller – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – “yes”
Mrs. Linda Nelson – “yes”
Mrs. Janet Pry – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”

At 7:34 p.m., the Chair, Ms. Elisabeth Morando declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XII. MEETING EVALUATION – Ms. Elisabeth Morando

Ms. Elisabeth Morando called for discussion of today's meeting. Trustees expressed their pleasure for having full Trustee attendance. Trustees expressed their appreciation for a clean audit and that the meeting once again remained focused on the business of the agenda.

XIII. TIME AND PLACE OF NEXT MEETING

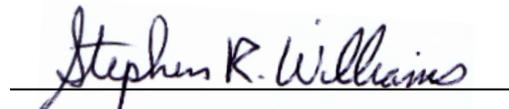
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 17, 2018 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

XIV. 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, Ms. Elisabeth Morando declared the meeting adjourned 7:36 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Elisabeth Morando, Board Chair