

**North Central State College
Board of Turstees' Meeting
January 17, 2018**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:35 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

Sandra Hoffman called the roll in lieu of the absence of Steve Williams.

Present:

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

Absent:

Ms. Janet Pry

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Vice Presidents Dr. Karen Reed and Dr. Koffi Akakpo; Ms. Chris Copper was present to provide the report for College Foundation; Ms. Hannah Dion was present to provide the report for Phi Theta Kappa and Student Government, and Mr. Mark Brunn from the Ohio State University Advisory Board.

IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando

Ms. Elisabeth Morando announced that the focus of tonight's meeting will include: the student organization reports for Phi Theta Kappa and Sigma Alpha Pi as well as the report from the College Foundation. The meeting will include the required approvals agenda, and the Treasurer's Report. We will also hear the President's Report and the Ohio State Advisory Board Report.

V. OATH OF OFFICE- Dr. Dorey Diab

-Dr. Diab administered the oath of public trustee office to Ms. Elisabeth Morando & Ms. Linda Nelson

VI. CONFIRMATION OF OFFICERS- *Dr. Dorey Diab*

Dr. Diab administered the oath of board executive officers

- Chair- Ms. Elisabeth Morando
- Vice Chair- Ms. Pamela Mowry
- Secretary- Mr. Matthew Smith

Elisabeth Morando, Chair needed to leave. Ms. Pamela Mowry chaired the meeting.

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

A. Student Government/Phi Theta Kappa (PTK) Update

Dr. Dorey Diab introduced Hanna Dion, the new Phi Theta Kappa chapter President. Ms. Dion gave both the Phi Theta Kappa and Student Government Reports.

Phi Theta Kappa:

- We are working on sending out recruitment letters for the spring semester.
- We are finishing our honors in action project and college project.
- We are submitting hallmark applications for the regional and international awards.
- We will be discussing the new honors study topics at future meetings.
- Hannah Dion has become the new chapter president

Student Government Report:

- We sent out 2000 letters for our new recruitment campaign.
- Matia porter graduated so we have a new board member, Antwan Woods.
- We have scheduled all events for spring semester.
- Gloria and Brianna spoke at an event on campus, Richland Works, about the service projects in which our students participate.
- We are supporting the spelling bee for Richland County in Feb.

B. North Central State College Foundation/Development Update

Dr. Dorey Diab introduced Executive Director of the College Foundation, Ms. Christine Copper to present the College Foundation Report.

Ms. Copper's Foundation Report was as follows:

Scholarships: Through the work of our board and the generous donors to NCSC the Foundation was able to make the following gifts:

- Awarded 85 scholarships, a total of \$92,050 to students for the spring semester.

- The Foundation awarded \$315 to 3 students that serve as Ambassadors for the college. The money is used for books and attire for the Ambassadors that are providing tours for new prospective students.
- The foundation provided the \$50 registration fee for a student that did not have the means to pay the fee. This potential Psi Beta honor society student is set to complete his degree this semester, so time was of the essence to help him get registered for this honor society that he would like to join.
- The Foundation provided \$1,000 for TRIO students to have branded shirts for the program

Foundation Events:

- Scholarship Luncheon – Friday, February 9, 2018- Invitations have gone out and RSVP's are being accepted
- Hall of Excellence, 2018 – April 13, 2018, Save the dates went out, honorees, past college presidents, Doc Stumbo, and Mike Miller
- Kickoff for the 50th Anniversary of the College
- Graduate Picnic – May 10, 2018

Emerald Club: The Emerald Club 2018 Annual Campaign was launched in September with our goal being to raise **\$225,000**. We have connected with past Emerald Club donors, new potential donors, College & Foundation Board members, and sub-committee members, and soon employees and retirees. Information was included in the Alumni newsletter mailed out in November. To date, we've raised **\$160,085.95**.

- \$80,911 is for scholarships – of that amount \$37,225 is for Tuition Freedom
- \$51,674.95 is unrestricted

Employees will be solicited in March with the goal of improving upon last year's giving percentages (18% of full-time staff and 11% of full-time faculty).

General Announcements

Great Lakes Dash Grant- The North Central State College Foundation has agreed to provide the College with the final matching fund amount (\$8,000) that was required to receive the \$34,700 grant from the Great Lakes Insurance Company. The grant money is allocated to assist low-income students by allocating small grants to meet financial emergencies that might otherwise block them from continuing in their programs and completing their degrees. Jim Gorman agreed to make the \$8,000 gift.

Recent gifts: \$15,000 from The Richard and Arlene Landers Foundation for Tuition Freedom.

A special thank you and note of appreciation from our Foundation to all College Board members who help to secure donations and contribute to the success of the college.

C. Discussion on the renaming of Kee Hall

Dr. Dorey Diab indicated that due to confusion for students and other stakeholders of the building names Kehoe and Kee Hall (especially during verbal communication) we need

to consider differentiating the names. He explained that only the Board of Trustees could name buildings.

Dr. McElfresh provided some history about the building; the building was named after a past President, Byron Kee and was designated as the Engineering building. Now, the building is housed by admissions, financial aid, testing, the cashiers, and other student services. He noted that the name should represent the current use for students.

Some suggestions included:

Kee Center

Kee Student Center

Kee Student Services

Kee Center for Student Success

Kee Institute for Student Success

Byron Kee Center

Have a contest where students could suggest names.

The consensus of the Board was to change the name of Kee Hall. Ms. Mowry asked the Board how they wished to proceed. She indicated the group could think about it for the next meeting.

After discussion, the Board determined that student input would be beneficial. We will ask a focus group of Phi Theta Kappa students to participate by providing them a list of suggested names to choose from along with a place to make their own suggestions.

D. OACC Update

Dr. Diab gave an update on the OACC President's meeting in January indicating the focus of the meeting was on Baccalaureate degrees. He announced that NCSC has submitted an application to offer a Baccalaureate degree in Applied Mechanical Engineering Technology. He will update the Board once the Ohio Department of Higher Education makes its decision.

E. Other

Dr. Diab reported that spring enrollment is ahead of last year's numbers for headcount, credit hours, and FTE. He pointed out that this is due to partnerships with high schools and the hard work of our team.

As a follow-up from the last meeting when Mr. Roger Miller pointed out the need for better access lighting for the Kehoe Center. Dr. Diab indicated lighting would be added to the entrance and the arch; we are getting one more quote.

As follow-up from the last meeting regarding College Risk discussion, Dr. Diab indicated the College has 1 million dollars of aggregate coverage for Cyber Security Insurance.

Dr. Diab read a thank you card from faculty members expressing appreciation for the \$20 gift cards during the holidays.

Dr. Diab shared a college article published in the Community College magazine that the American Association of Community Colleges requested based on our success with the Right Signals.

VIII. REQUIRED APPROVALS AGENDA-*Ms. Pamela Mowry*

CONSENT AGENDA

Pam Mowry 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. Mark Masters and seconded by Mr. Matthew Smith and passing unanimously, the following items were approved.

A. Approval of Minutes for December 6, 2017 “Regular Meeting”

B. Consideration of Approval of Status Change- R-2018-01

CONSIDERATION OF APPROVAL OF STATUS CHANGES

R-2018-01

STATUS CHANGE

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

BEGINNING January 15, 2018

Elizabeth Ebeling

Associate of Applied Science, North Central State College

SALARY: \$10.70/hr to \$11.12/hr

BEGINNING January 15, 2018

Michelle Moore

Associate of Applied Science, North Central State College

SALARY: \$10.80/hr to \$11.12/hr

BEGINNING January 15, 2018

Bethany Gardner

Associate of Applied Science, North Central State College

SALARY: \$9.67/hr to \$10.49/hr

BEGINNING January 15, 2018

Mary Cornette

SALARY: \$9.62/hr to \$10.00/hr

Explanation of Status Changes:

Wage restructure for Child Development Center

C. Consideration of Approval of Employment of College Personnel –R-2018-02

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

R-2018-02

NEW HIRES

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

BEGINNING DECEMBER 18, 2017

Heidi Ankrum, Teacher, Child Development Center

Bachelors in Education, Baldwin Wallace

SALARY: \$11.91/hr

BEGINNING JANUARY 11, 2018

Kristen Herrick, Career Pathway Coordinator

Bachelor of Arts, Ashland University

SALARY: \$37,571.76

BEGINNING JANUARY 16, 2018

Wesley Adams, Physics Faculty

Masters of Physics, Texas A & M University

SALARY: \$41,200

BEGINNING JANUARY 16, 2018

Hannah Cronk, Chemistry Faculty

Doctor of Philosophy

SALARY: \$46,000

BEGINNING JANUARY 8, 2018

Tyree Shine, Utility Worker

SALARY: \$10.00/hr

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2018-02X

Heidi Ankrum was hired as a teacher at the CDC to replace Shannon Malec who retired.

Kristen Herrick was hired as Career Pathway Coordinator to replace Caitlin Rethorst, who resigned.

Wesley Adams was hired as Physics Faculty to replace Gary Wood who retired

Hannah Cronk was hired as Chemistry Faculty to replace Doug Urban who resigned.

Tyree Shine was hired as Utility Worker to replace Dustin Johnson who resigned.

D. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty- R-2018-03

**CONSIDERATION OF APPROVAL OF CONTRACTS FOR
NON-PROBATIONARY FACULTY**

R-2018-03

BE IT RESOLVED: by the Board of Trustees of North Central State College that approval is hereby given to the Administration of the College for the “memos of intent” issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:

**THREE-YEAR NON-PROBATIONARY 9-MONTH CONTRACT
(Fall Semester 2018 through Spring Semester 2021)**

Cynthia Cornell

Lynn Damberger

Lou Ellen Huff

Ellen Johnson

J. Ross Justice

Molly McCue

Carmen Morrison

Jeffrey Taylor

Tricia Winters

REGULAR AGENDA

Dr. Koffi Akakpo gave the Treasurer’s Reports. Referring to an analysis of current revenue and expenditures spreadsheet, he addressed a question from the

last meeting, indicating the numbers are only for projection; we are comparing ourselves to our history. Dr. Diab pointed out that it is related to when students pay their tuition, the reason for which the numbers change based on registration months.

A. Treasurer's Report for November 30, 2017

Dr. Akakpo presented the Treasurer's Report for the period ending November 30, 2017. He indicated revenues for the month totaled \$4,377,720, Expenditures were \$1,120,133, leaving an excess of \$3,257,587. Year-to-date revenues totaled \$12,922,962, expenditures totaled \$5,772,504, leaving an excess of \$7,150,458. All things being equal, we have collected 66.7 percent of revenues and expended 29.8 percent of our expenditures. Of revenue collected, 25 percent is State Share of Instruction, 71 percent is student tuition and fees, and 4 percent is other revenue.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending November 30, 2017. Mr. Roger Miller seconded the motion and the motion carried unanimously.

B. Treasurer's Report for December 31, 2017

Dr. Akakpo presented the Treasurer's Report for the period ending December 31, 2017. He indicated revenues for the month totaled \$1,255,297; Expenditures were \$1,845,168, leaving a deficit of \$589,871. This reflects 73.2 percent collected in revenue and 39.3 percent expended.

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

IX. OSU-MANSFIELD ADVISORY BOARD GUEST REPORT – Ms. Pamela

Mowry introduced Mr. Mark Brunn (OSU-M BOT). Mr. Brunn reported that Dr. Norman Jones, Interim Dean and Director for OSU Mansfield has been meeting with Dr. Greg Timberlake about a Manufacturing Engineering Program that OSU-M would like to offer. Dr. Jones is excited about the collaboration and they are ready for the next level. Mr. Brunn announced the OSU Mansfield Board retreat is January 18 from 12 – 4 p.m. and invited NCSC Board members to attend.

When asked about the Director search, Mr. Brunn indicated OSU hopes to have a Director hired by June 2018.

Ms. Pamela Mowry expressed appreciation to Mr. Brunn for coming and sharing his update.

X. POLICY GOVERNANCE

A. Discussion of Agenda Planning

Ms. Pamela Mowry recapped the **Owner Connections** activities and called for recent activities to share:

Mr. Mark Masters reported on meetings with people from Ashland University to give feedback on what other Colleges are doing.

- 1) They offer organizations to have input on their programs (what employees might benefit from).
- 2) Tuition discounts to organizations employees enrolled in graduate programs.
- 3) They have a new Student Support Program and offer an opportunity to contribute to it; it has a counseling component as well. (If a student has a parent who died during college.) Different way to reach out to our students.
- 4) They offer local employers meeting space as long as no classes or other events.

Lastly, Mr. Masters suggested scholarships for employees of organizations that give to the Emerald Fund.

Dr. Diab liked the student support program and the suggestion about the Emerald Club; he will talk with Ms. Copper at the Foundation about any opportunities.

B. Board Training Plan (IAW 02.70)

1. Discussion of Policy Governance Scenario 4.8 – *Ms. Linda Nelson*
– “*Should Board Members Speak On Behalf of the CEO?*”

Policy Governance Rehearsal Scenarios- Policy Governance 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. Linda Nelson led the rehearsal exercise for scenario 4.8 that asks “*Should Board Members Speak On Behalf of the CEO?*” *In the scenario, an individual was hurt on the organization’s property; The CEO submitted the liability claim to the insurance company and notified the board of the situation. A board member is contacted by a lawyer for the plaintiff, asking the board member questions about the safety history of the organization, as well as what he knows about the specific injury accident. What should he do?*

To resolve the scenario relating to Executive Limitations, Ms. Nelson led the Board to NCSC policy Governance policies:

4.11e The CEO will not let the board be unaware of any supplemental information it requires including anticipated media coverage, threatened or pending lawsuits and material internal changes.

4.72 The CEO will not unnecessarily expose the organization, its board or staff to claims of liability.

4.78 The CEO will not endanger the organization's public image, credibility, or its ability to accomplish Ends.

Regarding Board-Management Delegation, Ms. Nelson documented NCSC Policy Governance Policies 3.0 and 3.3. For the Governance Process she referred to 2.1 and 2.12.

2. Governance Policy Review (4.90) on CEO succession
- *Mr. Mark Masters*

3. Annual Emergency CEO Succession Statement (IAW 04.90)

Dr. Diab explained that in order to protect the board from sudden loss of CEO services, the CEO would 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. He indicated the two people for NCSC are Dr. Koffi Akakpo and Dr. Karen Reed.

XI. BOARD CHAIRPERSON'S REPORT – *Ms. Pamela Mowry*

A. Follow-up on OACC Governing Board Meeting (December 12th)

Dr. Diab, Matt Smith, Dr. Akakpo, and Dr. Reed attended the OACC Governing Board Meeting on December 12, 2017. The Chancellor talked about baccalaureate degrees and College Credit Plus, workforce development and the progress we are making. Community colleges are taking the lead with CCP. Also Cuyahoga Community College presented on management.

Mr. Matthew Smith announced and congratulated Dr. Diab as the Treasurer of the OACC. Mr. Smith discussed the Trustee Engagement Committee and the need to promote it and bring along trustees.

B. Follow-up on Joint OSU-M/NCSC Board Gathering (December 11th)

Ms. Pamela Mowry expressed appreciation for the leadership of Dr. Norman Jones.

Ms. Linda Nelson appreciated the attendance of both OSU and NCSC.

Mr. Matthew Smith discussed how much the joint scholarships mean to him personally, with his family fulfilling their full promise for that.

Lastly, Ms. Mowry wanted to inform the Board that Steve Gavazzi lost his son during the holidays for anyone who might want to send him their condolences.

XII. EXECUTIVE SESSION – Ms. Pamela Mowry

A. To discuss personnel matters regarding the contract and compensation of a public employee.

Ms. Pamela Mowry called for an Executive Session at 6:55 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Mr. Matthew Smith to adjourn to Executive Session to discuss personnel matters regarding the contract and compensation of a public employee. Ms. Mowry explained that there would not be further business following the executive session. All members present approved a roll call vote on the motion unanimously.

Mr. Mark Masters- yes
Dr. Dwight McElfresh - yes
Ms. Pamela Mowry - yes
Mr. Matthew Smith - yes
Mr. Roger Miller - yes
Ms. Linda Nelson- yes
Mr. Steve Stone – yes

At 7:00 p.m., Ms. Pamela Mowry declared the Executive Session concluded and the Regular Session resumed.

XIII. MEETING EVALUATION – Ms. Pamela Mowry

Ms. Pamela Mowry called for discussion of today's meeting. Trustees talked about renaming Policy Rehearsal and Policy Review and separating their locations. Mr. Matthew Smith distributed an article from the Wall Street Journal about textbooks and saving students money.

XIV. TIME AND PLACE OF NEXT MEETING

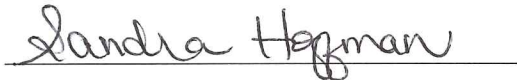
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 28, 2018 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

XV. ADJOURNMENT

Ms. Mowry called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board's consideration, Ms. Pamela Mowry declared the meeting adjourned at 7:03 p.m.

Respectfully submitted:



Ms. Sandra Hoffman, Acting Board Secretary



Ms. Elisabeth Morando, Board Chair