

**North Central State College  
Board of Trustees' Meeting  
December 2, 2020**

**I. CALL TO ORDER**

NOTE: Due to the continuing circumstances brought about by the COVID-19 pandemic, the offices of the Ohio Attorney General, the Secretary of State have temporarily extended Trustee participation in Regular Open Meetings via teleconference and similar means beyond December 1, 2020. Such participation may also be counted for Trustee attendance and applied towards meeting quorum requirements for that meeting. This was based on extended legislation under section 12 of House Bill 197\_06. This meeting was held in a virtual format with all participants attending online via Zoom.

Chair Mowry called the meeting to order at 5:30 p.m. in a Zoom virtual video and audio meeting space. 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 Secretary, 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  
Mr. Matthew Smith  
Mr. Steven Stone

**Absent:**

Ms. Kimberly Winkle

**III. INTRODUCTION OF GUESTS**

Board Chair, Ms. Pamela Mowry asked President Dorey Diab to introduce the guests present. President Diab acknowledged the presence of Ms. Zoi Romanchuk representing the OSU-M Advisory Board; Dr. Karen Reed, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Executive Director of the College Foundation; Ms. Cindy Cornell, and Ms. Margaret Puckett representing the Faculty. Dr. Kelly Gray, Dean of Health Sciences also attended.

#### **IV. FOCUS OF THE MEETING – Ms. Pamela Mowry**

Ms. Pamela Mowry explained that the primary focus of tonight’s meeting will include: A Report from our Students, our Foundation, and our President. We will attend to our Required Approval Agenda, our Policy Governance Agenda.

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

Mr. Kevin Vaughn presented the annual Auditor’s Report. He explained that they had mostly completed the fiscal year 2020 audit. There are basically three main parts to the audit, the financial statements, the yellow book report on internal controls and compliance, and the federal awards that were expended under federal guidance. The federal awards part however is not yet complete because of the new CARES Act. Related guidance on this component has not been released yet. In the Yellow Book Report, an opinion has been issued that we did not identify any material weaknesses on internal controls or compliance issues. The financial statements for the 2020 fiscal year (and on page 1 of the report) we have our opinion paragraph on the bottom of the page the financial statements in all material respects of financial position, we have issued an unmodified opinion which means all reports tested were correct with no issues noted. In the management discussion of analysis (on page 4) there is a discussion of the financial position for the College that was consistent with last year. On page 6, the operating revenues were also consistent with last year. Taking some differences in the pension liability calculations from last year to this year into account, the operating expenses were also consistent with last year. Mr. Vaughn reported that this year’s audit was an unmodified, clean audit. Their unmodified opinion was materially in compliance. There were no material weaknesses with internal controls and we do not have the single audit that is required under the federal auditing standards for federal awards yet. Guidance on those standards should be coming out in the next month or two. We will get those completed as the guidance becomes available.

#### **VI. OSU-MANSFIELD ADVISORY BOARD REPORT**

Board Chair, Ms. Pamela Mowry thanked OSU-M Advisory Board Member, Ms. Zoi Romanchuk for joining us for today’s meeting and granted her the floor for her report. Ms. Romanchuk reported the following:

- Dr. Amy Brunell, Faculty President, reported on the professional service contribution of some of their tenured tract faculty. Some highlights included:
  - Faculty serving as editors to professional journals
  - Chairing some national and professional committees within their discipline
  - Working on web resources within their discipline
  - Helping to create general audience content for the YouTube Science Channel
  - Serving as judges or jurors in community high school events
  - Mentoring some of the junior faculty

- The OSU-M Board unanimously passed a resolution thanking the faculty and staff for their extraordinary work during the pandemic. Thanks to their efforts:
  - Student retention rate held steady at 75% despite the Covid interruptions,
  - Retention rates for Pell students and first generation students actually increased more than three points,
  - The number of continuing students that choose to return to OSU-Mansfield is still climbing steadily (including fall) despite an overall decrease in new students,
  - We are grateful to the faculty and staff for creating a good learning environment that students want to return to.
- Jennifer Fry, Director of Admissions shared the following presentation with us:
  - Our average class size is 15,
  - The enrollment for the autumn term is 1,012,
  - Enrollment is being drawn from 35 different Ohio counties this semester,
  - After the 15<sup>th</sup> day, headcount 22.2% of our students identify as students of color,
  - One out of 7 of our OSU Bachelor graduates, actually started or finished on a regional campus so the regional campuses are doing very well.
- We had weekly Covid-19 testing before Thanksgiving, available for students at the Molyet Village.
- The final weeks of this semester are going to be completed virtually as well as the first two weeks of next semester. The current plan is for the in-person class meetings to resume on January 25<sup>th</sup>.
- Approximately 30% of the classes offered in the spring semester will include some in-person meetings.

#### NCSC Representative Report (Ms. Linda Nelson)

- Now there is a common application for OSU whether you are going to the Columbus campus or one of the regional campuses.
- They are really pushing for students to get to one of the regional campuses because they only accept so many on the main campus.
- They segregate applications and make decisions. There are only two readers as a minimum per application and if from that they can't decide which way to direct them they give it to two additional readers. The point is that students have the opportunity to be admitted to OSU through one of the regional campuses if they are not selected for admission to the main campus.
- They have reached out to 550,000 OSU alumni to get them involved.
- They discussed the vision for the campus master plan.  
(*skipped at this Board meeting as it was reported on at the Joint Board meeting*)
- They reported that they still have 140 students who have not paid for the semester and are working to bring that number down to zero.
- Ms. Nelson shared an OSU-M information summary sheet that is very informative regarding things that are happening on the OSU-Mansfield campus.

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

Dr. Diab presented the reports for student organizations as the student representative was not able to attend.

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

Phi Theta Kappa (PTK) is:

- Chapter officers are currently recruiting for PTK.
- Members have updated the PTK cabinet with pictures.
- Officers are currently working on the bulletin board, including the one added at Kehoe.
- PTK is also working on sending out 1000 encouragement packages to students. The kit includes a booklet on managing stress, tutoring center pencils, NC State pens, smiley face magnets, magnets with encouraging sayings, bookmarks they are making, sticky notes, and a list of campus and community resources. The goal is to get those out next week, so students can get them at the beginning of finals week.

National Society for Leadership and Success (NSLS/Sigma Alpha Pi)

- The chapter has had 118 new members for NSLS semester and engagement is higher than ever.
- Students are attending online orientations, speaker broadcasts, leadership trainings and goal setting sessions more than ever before.
- Doing these meetings virtually is actually helping the numbers.
- NSLS is doing the food drive for the food pantry.
  - Collection boxes have been placed in Byron Kee, the CDC, Health Science and Fallerius.
  - The drive has been receiving more cash donations than food, which is fine.
  - Chapter Advisor, Barb Keener, is going to send out an email to students and ask if anyone needs help with their thanksgiving dinner.
  - Ms. Keener will encourage them to come to the food pantry and get some food.

### **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:

#### **Emerald Club**

- Goal: \$330,000
- Total: \$420,000
- 2021 % to goal: 127%

#### **Richland Gives**

- The 2020 Richland Gives event will be from 7 am to 7 pm on Tuesday Dec 1.
- A new video has been created to support the new Advancing Diversity Scholarship and planned first award to a Criminal Justice or Police Academy student.
- The video features foundation board members Fred Todd and Patrick Williams.

### **Public Records Policy**

- The foundation was made aware through the recent audit process that a Public Records Policy will need to be established, similar to the colleges. A draft has been completed for approval at the upcoming Foundation Board meeting.
- A public notice will need to go out via the local print media. The Foundation will follow the college's process for this notice.

### **Investment Managers**

- The NCSC Foundation Resource Development committee has recommended that the investment managers meet annually instead of bi-annually and will be voted upon at the Foundation Board meeting on Nov 19, 2020.

### **Community Engagement**

- Foundation Board members continue to share the impact of COVID-19 to ensure the foundation stays apprised of the current state in the community.
- NC State masks were distributed to all board member - s, college and foundation.
- Arts for Success – scheduled for March 4, 2021, will be virtual.
- Hall of Excellence - Reschedule date of April 9, 2021, will announce virtual plan Dec 1 to donors, including updated benefits.

### **Blackbaud Ransomware**

- The foundation CRM, Blackbaud-eTapestry, was part of an attempted ransomware attack.
  - No personal financial info is kept in the database, i.e. Social Security (SS) or credit card info.
  - A letter was sent to each donor to alert them what happened and that the info in the record is name, address, and amount of a donation, not credit card or SS info.

### **Grants**

- The open state and federal grant coordinator role has been frozen and unfilled. The Workforce Director is interested in filling this role and plans are underway to further define the core responsibilities and support growth in both areas.

### **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 compensation and benefits of Our Employees.

Policy 4.4 Compensation and Benefits policy states,

*With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the CEO will not cause or allow jeopardy to fiscal integrity or to public image.*

*The CEO will not*

*4.41 Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.*

*4.42 Create obligations over a longer term than revenues can be safely projected.*

President Diab reported the following items related to compensation and benefits:

1. Reinstated benefits

- Tuition Reimbursement for selected activities (per Covid safety protocols), and professional development activities were reinstated
- No 3% reductions in pay to employees (projected budget shortfalls from state share and tuition were not extreme)
- No employee layoffs

2. Negotiations with faculty in spring

- Pending financial outcomes on enrollment, state share of instructions, and federal and state subsidies, we are hoping to do something for faculty and staff in terms of a raise based on their efforts during the Covid-19 pandemic

3. Retirements/realignments of personnel

Based on multiple retirements that will be occurring at the College starting in the spring semester, and as a result of good succession planning and internal personnel capabilities, while reducing cost, the following realignment of positions will take place:

- Dr. Kelly Gray to become Chief Academic Officer (replacing Dr. Karen Reed who is retiring)
- Ms. Melinda Roepke becomes Dean, Health Sciences/Director of Nursing (replacing Dr. Gray)
- Dr. Toni Johnson becomes Dean, Academic Services (responsibilities in Online, DEI)
- Ms. Chris Copper promoted to Vice President of the Foundation (responsibilities in gov. relations, grants)
- Mr. Dan Wagner becomes Dean, Business, Industry and Technology (replacing Dr. Greg Timberlake who is retiring)
- Ms. Amanda Kaltenbaugh becomes Director, Financial Aid (replacing Mr. Jim Phinney who is retiring)
- Ms. Amanda Sheets becomes Director of Outreach (responsible for CSC, Mansfield Sr.)

4. Other personnel positions

- Engineering faculty (to fill Dan Wagner's move to Dean)
- Full-time Clinical Coordinator (in response to increased clinical sites protocols and application requirements)
- Instructional Designer (responsibilities in heightened online and OER, grant position)
- TRIO Assistant Director (replacing an employee moved to another state)
- English faculty (replacing Ms. Beth Franz who is retiring)
- (2) Staff Accountant positions

## 5. Savings to be realized as a result of these realignments

### **D. Updates/Other**

1. Graduation rates have improved from 17% to 29% over the last four years of non-college credit plus (CCP) students between fall 2014 and fall 2017.

2. Congratulations to our Financial Aid department for their audit results. They are able to get their audit from the Department of Higher Education. In reviewing some 900 student records, they discovered zero errors. Congratulations to Lori McKee, Jim Phinney, Amanda Kaltenbaugh and their staffs on a job well done.

3. Covid-19 Vaccine. Now that the Covid-19 vaccine is coming out, it is expected that those who have put off their pursuit of higher education will come back. Now that employment is improving, people who found themselves unemployed will recognize the fact that they need to get up-skilled, and will consider coming back to school. Still, we cannot count on that completely so we are going to be hiring a marketing company (interact communication) to help us with the onboarding process especially with adults and minorities.

3. OACC Presidents Council Highlights included:

- Authority for boards to meet virtually has been approved for extension.
- Capital budget is likely to be approved for campus renovations.
- There is likely to be another round of stimulus dollars approved from the Fed.
- Invited Dave Baime from AACC (policy and government activities). He is hoping the new administration (especially with Jill Biden being a past full-time community college faculty, and higher education advocate) will give community colleges a higher degree of importance.

4. Space Utilization and Energy Conservation:

- *(skipped at this Board meeting as it was reported on at the Joint Board meeting)*

5. Institutional Capacity Assessment Tool Results by Achieving the Dream

- 72 people participated (administrators, faculty and staff)
- Looked at seven pillars in our institution
  - Leadership and Vision
  - Data and Technology
  - Equity

- Engagement and Communication
  - Teaching and Learning
  - Strategy and Planning
  - Policies and Practices
  - Out of a top score of 4 (being fully and exceptionally well done)
    - We got an overall rating of 3 indicating that we have strong systems in place
    - The highest level was in Leadership and Vision
    - The lowest level (yet close to 3) was in Policies and Practices (maybe due to large number of part-time employees participating who may not be aware of our policy manual)
6. Diversity, Equity and Inclusion (DEI) Committee Developments
- Doing a great job of incorporating the mission into the course syllabus
  - Enhancing the search process for new employees by omitting key identifiers

## 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 Dr. Dwight McElfresh and passing unanimously, the following items were approved:

#### A. Approval of Minutes for October 28, 2020 “Regular Meeting”

#### B. Consideration of Approval of Employment of College Personnel – R-2020-25

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

*R-2020-25*

#### *NEW HIRES*

***BE IT RESOLVED:*** *by the Board of Trustees that the following staff member is hereby employed as stipulated below:*

***BEGINNING January 11, 2021***

*Thomas Shields, English Faculty*

*Morehead State University, Master of Arts in English*

***BEGINNING January 11, 2021***

*Min Lu, Mechanical Engineering Technology Faculty*

*Western Michigan University, Ph.D in Mechanical Engineering*



**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2020-25**

*Thomas Shields is hired as English Faculty to replace Jodi Nowowiejski.*

*Min Lu is hired as Mechanical Engineering Technology Faculty.*

**C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2020-26**

**CONSIDERATION OF APPROVAL OF  
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION  
R-2020-26**

**WHEREAS:** *Caroline Henry has supplied documentation that she has completed a Bachelor of Business Administration Degree at Mount Vernon Nazarene University.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that \$2,053.00 is added to her base salary of \$33,709.10 to \$35,762.10 effective November 2, 2020 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

**REGULAR AGENDA**

**A. Consideration of Approval of Designation of Emeritus Status for Ms. Elisabeth Franz – R-2020-28**

**CONSIDERATION OF APPROVAL OF DESIGNATION OF EMERITUS STATUS FOR  
MS. ELISABETH A. FRANZ**

**R-2020-28**

**WHEREAS:** *in accordance with Board Resolution R-1998-20, and the NCState – NCFA-AAUP Collective Bargaining Agreement dated August 23, 2017, qualified retiring faculty members may be recommended for the designation of Emeritus status, and*

**WHEREAS:** *Ms. Elisabeth Franz, who after 30 years retired as an Associate Professor of English, has met all qualifications, and*

**WHEREAS:** *Ms. Elisabeth Franz has requested consideration for Emeritus status, has been approved by the regular bargaining unit faculty of her division and is endorsed by the Vice President, Academic Services and the President’s Staff.*

**NOW, THEREFORE, BE IT RESOLVED:** *by the Board of Trustees, that Ms. Elisabeth Franz is granted Emeritus Status.*

**ACTION TAKEN:** Ms. Elisabeth Morando moved for approval of resolution R-2020-28 Designation of Emeritus Status for Ms. Beth Franz. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

**B. Consideration of Approval of 2020 Report of Efficiency Review and Implementation Plans for North Central State College – R-2020-27**

***CONSIDERATION OF APPROVAL OF 2020 REPORT OF EFFICIENCY REVIEW AND IMPLEMENTATION PLANS FOR NORTH CENTRAL STATE COLLEGE***

***R-2020-27***

***WHEREAS:*** *In the early part of 2015, Gov. John R. Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio’s institutions of higher education based on three simultaneous principles,*

*1) to be more efficient both in expense management and revenue generation*

*2) while offering an education of equal or higher quality*

*3) decreasing costs to students and their families, and*

***WHEREAS:*** *In October 2015, the Task Force issued a report with ten recommendations to advise institutions on efficiency and academic practices which will improve both the quality of education and lower costs for students, and*

***WHEREAS:*** *House Bill 49 (Section 381.550) requires each institution’s board of trustees to complete an efficiency review, based on the Task Force’s recommendations, and*

***WHEREAS:*** *House Bill 49 (ORC 3333.951) requires colleges and universities to annually review best practices and shared services and include this review as part of the efficiency report.*

***NOW, THEREFORE BE IT RESOLVED:*** *by the Board of Trustees that the following 2020 Report of Efficiency Review and Implementation Plans is hereby approved for submission to the Chancellor, Ohio Department of Higher Education as required.*

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of resolution R-2020-27 2020 Report of Efficiency Review and Implementation Plans for North Central State College. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

Mr. Matthew Smith conveyed his kudos to all of those involved in putting this report together and to the College for the accomplishments that this report outlines.

## **B. Treasurer's Report for September 30, 2020 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending October 31, 2020. She stated that revenues for the month totaled \$2,785,537. Expenditures were \$1,675,486 leaving an excess of \$1,110,051. Year-to-date revenues totaled \$11,205,780. Year-to-date expenditures totaled \$5,303,875 leaving an excess of \$5,901,905. The Month End Investment Balance for October 2020 was \$6,105,711 (\$3,049,288 in Star Ohio and \$3,056,423 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:** Dr. Dwight McElfresh moved for approval of the Treasurer's Report for the period ending September 30, 2020. Mr. Mark Masters seconded the motion and the motion carried unanimously.

## **IX. POLICY GOVERNANCE**

### **A. Nominating Committee Report – Dr. Dwight McElfresh**

Board Chair, Ms. Pamela Mowry called upon Dr. Dwight McElfresh to provide a report from the Nominating Committee. Dr. McElfresh stated there was nothing new to report at this time.

### **B. Discussion of Agenda Planning – Ms. Pamela Mowry**

#### 1. Review of Actionable Items.

Board Chair, Ms. Pamela Mowry reviewed the listing of Actionable Items which Included:

a. Send program of ACCT Concurrent/General sessions to all Trustees – This item was completed.

b. Trustees to review ACCT program of Concurrent/General sessions for topics of interest for future considerations – This item will be discussed later in the agenda.

c. Trustees to consider service on NCSC Foundation Board and notify Board Chair if interested in consideration for service – This item will be discussed later in the agenda.

f. Executive committee to decide if December meeting will be Zoom, In-person, or Hybrid – This item was completed in preparation for this meeting.

#### 2. Owners Connections.

Dr. Dwight McElfresh – Shared the facebook article regarding the articulation agreement between Ashland University and North Central State College. Ms. Linda Nelson shared that she had seen the same article in the Galion Inquirer.

Ms. Pamela Mowry – Conveyed her kudos for the North Central State College Foundation’s success in “Richland Gives” in raising funds for the Equity Scholarship.

**C. Board Policy Governance Training (IAW 02.70) – Ms. Pamela Mowry**

1. Mr. Roger Miller led the discussion of Case Study 6.8 as it pertains to Policy Governance Principle #4 Ends Policies. In the Case Study entitled: “Who Gets the Benefit? Who Doesn’t?” A group advocating on behalf of people with traumatic brain injuries wants the board of the mental health system to include these patients in its Ends policies. How should the board respond? Mr. Miller reiterated the slogan, What Good? For Whom? At What Cost? This understanding really gets to the heart of this discussion.

2. 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.

In the discussion of policy 4.74, Mr. Matthew Smith raised a concern for the protection of intellectual property, information and files and whether the policy needed to be further defined. Following discussion, the board concluded that subject to the CEO’s interpretation, the policy already holds the CEO accountable for maintaining a reasonable interpretation of protection as conveyed in the policy. President Diab stated that he was planning a presentation to the board to do just that, convey his interpretation of a reasonable degree of protection and the actions that have already been put into place or are in the process of being implemented in response to his interpretation of a reasonable level of protection for these assets.

**X. BOARD CHAIRPERSON REPORT- Ms. Pamela Mowry**

**A. Sessions for Future Consideration from 2020 ACCT Leadership Congress**

Ms. Pamela Mowry called for Board Secretary, Mr. Stephen Williams to discuss the tool distributed for reviewing the Congress General and Concurrent sessions for identification of topics of interest. Ms. Pamela Mowry called for all Trustees to review these topics and make note of those sessions in which they may have some interest and send to Mr. Williams for compiling. Perhaps board members can identify their top three presentations. We will compile these sessions of interest to ascertain potential sessions for inclusion in future meeting agendas.

**B. Trustee Appointments to the Foundation Board**

Ms. Pamela Mowry recapped that while the terms of two Trustees on the Foundation Board are expiring soon, it is the desire to extend the opportunity to serve on the Foundation Board as a representative of the College Board of Trustees to other Trustees. Ms. Mowry indicated that while she had heard from a Trustee who explained that service on this board may present a conflict to her, that Ms. Elisabeth Morando was interested in serving a term on the NCSC Foundation Board. Hearing of no additional interest, and the willingness of Dr. Dwight McElfresh to accept a re-appointment, Board Chair, Ms. Pamela Mowry re-appointed Dr. Dwight McElfresh for consideration to another term on the NCSC Foundation Board and appointed Ms. Elisabeth Morando for consideration to filling her vacated term on the NCSC Foundation Board pending approval of the NCSC Foundation Board at one of their upcoming meetings.

### **C. Upcoming Events**

**Employee Appreciation/Awards Event** (*December 3 at 3:00pm*) - Ms. Pamela Mowry reminded Trustees that this year's event will be held virtually via Zoom. All Trustees were invited and encouraged to attend as their availability allowed.

**Arts for Success Event** (*Crawford Success Center - March 4<sup>th</sup>*) – Ms. Pamela Mowry reminded Trustees to mark their calendar for this fundraising event to support the Crawford Success Center).

## **XI. MEETING EVALUATION (IAW 02.16) – Ms. Pamela Mowry**

Board Chair, Ms. Pamela Mowry called for a discussion on tonight's meeting evaluation. Trustees commented that we are getting better with the Zoom meeting environment but they are still not as good as meeting in-person. Ms. Elisabeth Morando conveyed her kudos to Board Secretary, Mr. Stephen Williams for running a well organized meeting in the Zoom environment.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, January 20, 2021 at 5:30 p.m. The Board's Executive Committee will meet one week prior to the meeting to review meeting preparation and make a determination if the meeting is to be held face-to-face or via Zoom. This information will be sent to Trustees and others along with the Electronic Board Package and other materials.

## **XIII. ADJOURNMENT**

The Chair called for any additional information items.

Board Secretary Mr. Stephen Williams reminded Trustees of the Chancellor's State Trustee Update being held online on December 15<sup>th</sup>. All interested in attending need to submit their RSVP to the Chancellor's office. Mr. Williams asked that Trustees also inform him if they plan to attend or would like for him to RSVP on their behalf.

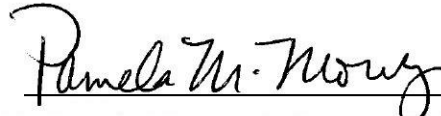
The Board acknowledged Dr. Karen Reed, Ms. Molly McCue and all of the other Retirees for their service to the College and the positive ways they have impacted the institution and the students of North Central State College over their years of service.

**ACTION TAKEN:** As there was no further business or information items, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 6:57 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair