

**North Central State College
Board of Trustees' Meeting
May 26, 2021**

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 hybrid format with some participants attending in-person in 164 of the Kehoe Center and others online via Zoom.

Chair Smith called the meeting to order at 5:30 p.m. in a Zoom hybrid meeting space. At that time, he asked all to rise and join him in reciting the pledge of allegiance followed by him reading of the Global ENDS Policy for North Central State College.

II. ROLL CALL

The Secretary, Mr. Stephen Williams called the roll.

Present:

Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Mr. Matthew Smith
Ms. Kimberly Winkle

Absent:

Dr. Dwight McElfresh
Mr. Mark Masters
Mr. Steven Stone

III. INTRODUCTION OF GUESTS

Board Chair, Mr. Matthew Smith asked President Dorey Diab to introduce the guests present. President Diab acknowledged the presence of: Dr. Kelly Gray, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Vice President of the College Foundation; and Ms. Renda Cline representing the OSU-Mansfield Advisory Board.

IV. FOCUS OF THE MEETING – *Mr. Matthew Smith*

Mr. Matthew Smith 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 and an Executive Session to discuss Collective Bargaining Strategies with no business expected to follow the Executive Session.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Mr. Matthew Smith introduced Ms. Renda Cline of The Ohio State University at Mansfield Advisory Board and granted her the floor for her report. Ms. Cline reported the following:

- OSU hired at no cost, a consulting design firm for review and improvise the plan for future growth of the Columbus and regional campuses. Thus, it was called the Framework Plan 2.0. Over the past two years, they have been on campus meeting with both OSU-Mansfield and NCSC administrators to learn about our needs and wants to enhance our student experiences. As a result, the Columbus Integrated Campus Planning office has provided two-hundred twenty-thousand dollars to OSU-Mansfield to create a plaza between Eisenhower and the Conard Learning Center that will serve all students as a gathering and event space. This is only a vague outline of the plan and they have not yet given specifics. If approved, funding will be allocated for the year 2022 but we would not expect construction to begin before spring of 2022.
- On May 17 and 18, parking lots 1, 2, 3 and 9 and the entrance road to lot B will be sealed and re-lined for about twenty-thousand dollars. These repairs will help protect the investments we have made in these parking lots and roads about seven years ago.
- Sometime this summer, we will be holding an event for our new historic Marker as part of our baseline project. Ohio Standard Baseline project was at one time an advanced technology pioneered on the Ohio State Mansfield campus (in the late 1960s). The Ohio Standard Baseline (OSB) consisted of eight concrete pillars spaced along a distance of 500 meters. Atop each pillar, equipment – eight mirrors, two quartz meters, and a telescope – measured the reflection of light. As designed, the accuracy of the OSB could detect “the pressure of a finger” touching one of the pillars. This is an important part of our region's proud history of technological and manufacturing achievements, and we're thrilled to have a new monument on our campus to teach people about the OSB. This OSB project was the only one erected in the United States.
- Although a date has not yet been finalized, we'll also hold a ribbon-cutting event for our new organic chemistry lab. The first ever organic chemistry lab at Ohio State,

Mansfield. This addition will make it possible to complete an entire Biology major here and will also support a wide range of health care related fields. You can start here, then complete your education on the Columbus campus after a year or two at Mansfield. We are grateful to Charles River Laboratories for caring scholarship support for our student interested in pharmaceutical and other health care related careers

- Our very own Dr. Donna Hight, has been recognized by The Ohio State University as well as by her alma mater, the University of Georgia with competitive awards this spring for her work to ensure a more inclusive and diverse campus. As she completes her sixteenth year at OSU-Mansfield, these are fitting tributes to her ongoing work. Donna serves as Dean of Student Life and Success and supervises those areas that serve students from OSU-Mansfield and NCSC.

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

Dr. Dorey Diab presented the student reports.

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

PTK

Following the end of the semester, the chapter doesn’t have much currently going on however, chapter members volunteered to decorate cars for the drive-thru graduation for those graduates who wished to have their cars decorated.

SAP

The chapter advisor is in process of wrapping up the year and doing the required year end work.

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: \$775,000

2021 % to goal: 235%

Scholarships

- Completed Goals for FY 21: Secure \$170,000 in new scholarship funds
- YTD generated \$290,000 in total scholarship money

- \$112,000 in new TFS funding
- New Advancing Diversity Scholarship, new Wappner Scholarship
- New Pledges completed in FY21: -
 - Tuition Freedom-new FY21 \$50,000
 - Certs-new FY21 \$75,000

New gifts

- \$50,000 for TFS
- \$10,000 pledge for Advancing Women in Leadership scholarship
- \$75,000 in in-kind donations

Increase Technology support, including HyFlex/Next Gen classrooms

- Updates complete to the mobile trailer, offering flexible capacity.
 - Declined donation from RCF to fund the Kehoe auditorium update
 - A Crawford County manufacturer is building a training plan that it will be used for.
 - Working on staffing/CDL Mobile Unit Assistant

Employee Campaign

- The FY22 Employee Campaign had 10% new employee donors

Community Engagement

- Hall of Excellence nominations are live

Grants

- A Title III grant submission is in the drafting phase. Mr. Howard Walters has agreed to support and take a strong role in the submission.

Increase Alumni Engagement

- New Graduate Year Giving program has been implemented. Ex. if someone graduated in 2003, then the gift is \$20.03
 - 10% increase in Alumni donations
 - Alumni donors will receive a window cling they can display to show their NCSC pride

Workforce

- a. New training program is being implemented with Gorman Rupp
- b. Trailer repairs completed.
- c. Developing new plan to have the Admin support the testing Lab
- d. New Workforce marketing material developed and in printing

C. Monitoring Report: ENDS Policy – Equal Opportunity Ends Policy (1.20)

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 the work of the College to meet College objectives for equal opportunity. Policy 1.20 Equal Opportunity Ends policy states,

The proportion of students from economically or educationally disadvantaged backgrounds is at least equivalent to the proportion in the local communities.

President Diab reported the following items related to Equal Opportunity:

1. While the data is currently incomplete and he will be reporting all of the details at the June Board Retreat, we have some of it and will be showing you today what that is like. We are currently have about 3,300 students taking credit classes. This does not include the non-credit classes which equates to about another 300 students for a total of approximately 3,600 students. The breakdown of the credit students shows we have approximately fifty percent coming from Richland County, fifteen percent coming from Ashland and another fifteen coming from Crawford. Another single digit coming from Huron and the rest are distributed among the surrounding counties.
2. In terms of race from our official service area consisting of the counties of Richland, Ashland and Crawford, the latest census indicates we are about ninety-one percent white, and about nine to ten percent minority. As we look at the students at our institution, we have about eighty-eight percent white and eleven to twelve percent minority. Within this percentage, last year we had about four percent African-American and (suspect it has been significantly impacted by the Covid pandemic) this year we have about 2.7 percent, with Hispanic being 2.9 percent. Two or more races are about 3.5 percent.
3. In terms of Age, the average age has dropped especially due to the drop in the adult students that we have, and due to maintaining the College Credit Plus students, the average age has dropped to twenty-one. Several years ago our average age used to be in the upper twenties, now it is in the lower twenties. Traditionally, students who are under twenty-five years of age made up about seventy-eight percent of our students. Students who are twenty-five years of age or older make up about twenty-two percent.
4. With regard to full-time / part-time, about twenty-two percent are full-time compared to about seventy-eight percent part-time (which has increased). Before Covid that dynamic was due to the economy as fewer students were full-time as they were doing well and working. Now during Covid it is due to the health concerns so the numbers have similarly dropped. In terms of the total, we have been fortunate to have Tuition Freedom to help us maintain some of the full-time enrollment that we have and we certainly need to do more of that.
5. Female versus Male, continues to be about the same over the years. About sixty percent of students are female with forty percent being male. This year it is a little bit higher with about sixty-two percent being female and thirty-eight percent being male.

D. Updates/Other

1. The College conducted the Ethics Training for the college community. Susan Willeke from the Ohio Ethics Commission made that presentation. I am always impressed how she can take a legal and dry subject and really make it fun and engaging. Over 150 people participated in that training.
2. We have been busy hiring employees. Basically, we took a pause because of Covid and I have been very pleased with the management (administrative team) and faculty and staff all working together. However, we did not lay-off people, we did not cut down salaries. The Chronicles of Higher Education indicated that there were over 700,000 people laid-off from higher education institutions from across the nation. Here in our state, thousands of people were laid-off and salaries were cut. Many institutions of higher education from across our region and across the state were doing that and we didn't do any of that. Mainly because of our fiscal discipline over the past years, we are now able to do a lot of hiring for positions we need. Of the new employees we are hiring now, four of them are minorities, seven of them are Ph.D.'s. We have not had that kind of ability to hire in the past at that kind of education level or at that minority level. We have made a lot of changes in terms of diversity, equity and inclusion processes. As an example, we now cover the name of the person who is applying so we can only look at the credentials.
3. I have been working with the Executive Director of Marketing to make appearances on WMFD-TV to talk about the importance of pursuing higher education and upscaling with certificates especially with scholarships and the stimulus dollars that are available for our students. For instance, over the last five academic years, and starting in 2016-2017, over 5,000 high school students have enrolled in almost 80,000 credit hours at the College. This includes College Credit Plus and all three of our CollegeNow programs, saving their families over 12 million dollars in college tuition. Also over these five academic years, 1,500 students received over 3 million dollars in financial support from just the College and the College Foundation. Annually, our students get around 3 million dollars from Pell grants. Over the last five academic years, 573 students have received over 1.4 million dollars from the Choose Ohio First scholarship. Tom Prendergast has done a lot of work on Choose Ohio First scholarships that focus on S.T.E.M.M. (Science, Technology, Engineering, Math, and Medicine). A lot of kudos came to us from the Chancellor as we were very close to the highest request from one of the biggest universities. That has been a very good program for us in making a quality education affordable and accessible to our community. All that being said, the facts remain the same that Covid had a huge impact on reducing our enrollment. We had 10-12 percent drop in enrollment in both the fall and spring semesters.
4. In talking with the Commencement Committee, overall, people were very pleased how the graduation ceremony went. Positives include: it was a festive environment; students, families, Board members, administration, faculty and staff were all engaged. Providing gifts, decorating cars, and it was well organized. Improvements include:

adding another big tent to overcome potential rain, now that we have done it once we know that we should be able to compress the time schedule as we had many gaps. Picture taking was another improvement we could make. If we are able to crunch the time we might be able to allow students to come out of their car to receive their diploma from the President or Board Chair and get their picture taken. Board Chair, Matthew Smith added that seeing the joy on the family members who got the chance to be up close and personal in the process and seeing the family members' support was very nice to see.

5. The auditor is interested in enhancing efficiencies at co-located campuses with shared services, program alignment, reducing student costs. They are going to be doing that at all seven co-located campuses with OSU, Kent State, and Ohio University. It looks like the treasurer will charge community colleges twenty-five thousand dollars, and universities fifty thousand dollars.
6. In terms of presenting at the Association of Community College Trustees leadership pre-congress, I have contacted their President, Noah Brown since the person we have worked with for this activity is retiring. He asked his Director of Educational Events to contact me and let us know what they would like to do in this regard.
7. This past Sunday, I participated in the Galion Early College Academy Graduation ceremony. It was really great to see the smiling faces of the graduates and their families. Seeing pride in their parents' faces in having their child finish high school and earning their associate degree at the same time was just incredible. Galion High School indicated that they would like to do more of it. We had eight students this year and I think they want to have fifteen students next year. We are looking forward to it!

Mr. Roger Miller discussed the twenty-four hundred dollar credit for the first six thousand dollars of wages available to new employees who live in counties that are designated as "rural" counties. There are five counties in Ohio that have been designated as "rural" counties and two of them are Crawford and Seneca. All an employee has to do is to live in Crawford or Seneca counties and be between the ages of 19 and 40 to receive this credit. Employees have 28 days from the time they are hired, to file the paperwork through the Ohio Jobs and Family Services.

Board Chair, Mr. Matthew Smith added that as a Farm Bureau member, he saw a link on their website about a program being offered at the Crawford Success Center with the new Agriculture "AG" Certificate.

VII. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Chair presented the Consent Agenda and called for any items that should be removed from the consent agenda for further discussion. On a motion by Ms. Linda Nelson and

seconded by Ms. Pamela Mowry and passing unanimously, the following items were approved:

A. Approval of Minutes for April 28, 2021 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2021-15

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

R-2021-15

NEW HIRES

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

BEGINNING June 14, 2021

*Howard Walters, Dean, Liberal Arts
University of Southern Mississippi, Ed.D.*

BEGINNING August 12, 2021

*Jaydip Das Gupta, Biology Faculty
University of Calcutta, Ph.D. Molecular Biology and Biotechnology*

BEGINNING August 12, 2021

*Tristan Hayes, Biology Faculty
Virginia Polytechnic Institute and State University, Doctor of Philosophy in Biological Sciences*

BEGINNING August 12, 2021

*Anna Plank, Nursing Faculty
Western Governor’s University, Masters of Nursing in Education*

BEGINNING August 12, 2021

*Shelby Stout, PN Nursing Faculty (NEGP Grant)
Grand Canyon University, MSN*

BEGINNING August 12, 2021

*Xiaolan Ai, Mechanical Engineering Faculty (BASMET)
Northwestern University, Doctor of Philosophy*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2021-15

*Howard Walters is hired as Dean of Liberal Arts to replace Deb Hysell
Jaydip Das Gupta is hired as Biology Faculty to replace Tahir Sulehria.
Tristan Hayes is hired as Biology Faculty to replace Jeff Taylor.*

*Anna Plank is hired as Nursing Faculty to replace Kathy Stevick.
Shelby Stout is hired as PN Nursing Faculty to replace Kelly Grimes who moved to Nursing Clinical Liaison/Interdisciplinary Coordinator.
Xiaolan Ai is hired as a new Mechanical Engineering Faculty (BASMET)*

REGULAR AGENDA

A. Treasurer's Report for April 30, 2021 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer's Report for the period ending April 30, 2021. She stated that revenues for the month totaled \$903,092. Expenditures were \$1,885,252 leaving a deficit of \$982,161. Year-to-date revenues totaled \$18,971,350. Year-to-date expenditures totaled \$12,340,762 leaving an excess of \$6,630,588. The Month End Investment Balance for April 30, 2021 was \$6,105,850 (\$3,050,850 in Star Ohio and \$3,055,075 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. She also noted that April was a three-pay month. She also explained the February-April drawdown from CARES from the federal government. Cares 1 is already out, Cares 2 is in progress awaiting a date for release, and for Cares 3 they only have a note of amount at this time. President Diab further explained the dissemination of Cares dollars.

ACTION TAKEN: Ms. Kimberly Winkle moved for approval of the Treasurer's Report for the period ending April 30, 2021. Mr. Roger Miller seconded the motion and the motion carried unanimously.

B. Fiscal Year 2021-2022 Budget Proposal Presentation – Ms. Lori McKee

Ms. Lori McKee presented the budget proposal for fiscal year 2022. She explained that the budget projections are pretty fluid at this time so some of these numbers may need to be different. Ms. McKee discussed the Challenges and Opportunities as well as Enrollment Projections and Revenue and Expenditure Trends, affecting the fiscal year 2022 budget. She projected Revenues and Expenses to be at \$20,788,403 and went on to explain each of the major line items comprising those projections. Ms. McKee announced that what is being presented is a balanced budget.

VIII. POLICY GOVERNANCE

A. Discussion of Agenda Planning – Mr. Matthew Smith

1. Review of Actionable Items.

Board Chair, Mr. Matthew Smith reviewed the listing of Actionable Items which Included:

a. Executive Committee to decide if May meeting will be Zoom, In-person, or hybrid – This item was completed in preparation for this meeting.

b. Mr. Matthew Smith discussed the importance in having our Diversity data disaggregated to share with the Board at their retreat to help educate the Board on where we are at. – Mr. Smith commented that when you look at the Diversity, Equity and Inclusion work that is going on at this college, I am extremely proud of what has been done.

2. Owners Connections.

Mr. Roger Miller – Shared that he has heard the ads for North Central and conveyed his “Good Job.” He is hearing lots of pushback against four-year colleges being over-sold.

Ms. Elisabeth Morando - shared that she had attended some high school graduation parties where she had a conversation with a Lexington HS teacher who indicated that their son plans to attend NCSC for a year or two. His Son has no idea what he wants to do so this will give him the opportunity to find his path. He wishes he knew more about the opportunities while at Lexington. It seems that students are missing out on some great opportunities because they are not being told.

Ms. Linda Nelson – shared that she recently had a discussion with someone whose daughters had graduated from high school, one is going to NCSC and one had been away to a four-year college and is coming back to NCSC.

Mr. Matthew Smith – shared that he has a tenant who is going to NCSC but is discouraged with finding scholarships however; she finds out that her employer participates in tuition remission with NCSC do, she is all signed up.

B. Board Policy Governance Training (IAW 02.70) – Mr. Matthew Smith

1. Mr. Matthew Smith pointed out that the Policy Governance Enhanced Activity for Principle #6 on Executive Limitations policy was in the viewing of the video by John and Miriam Carver related to the arrow/target analogy and asked if any of the Trustees had any insights to share.

2. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Mr. Roger Miller led the discussion and review of Board-CEO Relationship policies 3.0 – Global Board-CEO Delegation policy, 3.1 Unity of Control policy & 3.2 – Delegation to the CEO policy.

In the discussion of each policy, the Board concluded that all policies were still accurate as written and relevant to the Board’s current governance process/practice.

IX. BOARD CHAIRPERSON REPORT- *Mr. Matthew Smith*

A. 2021 Financial Disclosure Statement Filing Deadline Monday, May 17, 2021

Mr. Matthew Smith announced that although the deadline was May 17, 2021, all Trustees have filed and the NCSC Board is in full compliance with the FDS filing requirement.

B. BOT June Regular Meeting/Annual Planning Retreat (June 23, 2021)

Mr. Matthew Smith reminded Trustees of the June 23rd Annual Planning Retreat following immediately after the June Regular Board meeting. Both meetings will be held in room 164 of the Kehoe Center beginning at 4:00pm with the retreat following the meeting at about 4:40pm. President Dorey Diab presented the draft agenda for the activity and called for any changes or clarifications. Board Secretary, Mr. Stephen Williams added that the event will include a light dinner from Panera Bread so, he will be sending out a request for menu selection in the weeks prior to the meeting/retreat.

C. ACCT Federal Update for Central Region Meeting (May 20, 2021)

Mr. Matthew Smith reported that he participated in the ACCT Central Region meeting. Updates included:

1. Policy Updates
2. State Budgets
3. Cares 1-2-3
4. American Jobs Plan
5. American Families Plan
6. Rescue Plan
7. Free Community College Tuition
8. Increase Pell Grants
9. Access to Childcare
10. College Promise Act going from K-12 to K-14
11. DEI Session slated for next month

D. 2021 ACCT Leadership Congress (October 13-16, San Diego, CA)

Board Chair, Mr. Matthew Smith called for an update on: Trustees planning to attend, status of presentations proposals, and Equity Award submissions.

E. OACC Annual Conference (September 16th at James Kehoe Center of NCSC)

Mr. Matthew Smith announced that the 2021 OACC Fall Conference would be held at the Kehoe Center of NC State and encouraged all Trustees who were available to attend to consider doing so as a show of support for the College.

X. EXECUTIVE SESSION – *Mr. Matthew Smith*

The Chair called for an Executive Session at 6:59 p.m. to discuss preparing for, conducting, or reviewing collective bargaining strategy. Mr. Smith announced that he does not expect further business following the executive session. Ms. Linda Nelson made a motion and it was seconded by Mr. Roger Miller to adjourn to Executive Session. A roll call vote on the motion was approved unanimously by all members in attendance.

Mr. Mark Masters – not present
Dr. Dwight McElfresh – not present
Mr. Roger Miller – “yes”
Ms. Elisabeth Morando – “yes”
Ms. Pamela Mowry – “yes”
Ms. Linda Nelson – “yes”
Mr. Matt Smith – “yes”
Mr. Steve Stone – not present
Ms. Kimberly Winkle – “yes”

At 7:21 p.m., Chair, Mr. Matthew Smith declared the Executive Session concluded and the Regular Session resumed.

XI. MEETING EVALUATION (IAW 02.16) – Mr. Matthew Smith

Board Chair, Mr. Matthew Smith called for a discussion on tonight’s meeting evaluation. Trustees commented that while there were a lot of Trustees missing, the meeting moved along nicely. The Board conveyed their congratulations to Dr. Donna Hight of OSU-M for her recent accolades and asked President Dorey Diab to send a note of congratulations to her on behalf of the Board of Trustees.

XII. TIME AND PLACE OF NEXT MEETING


The next Regular meeting of the Board of Trustees is scheduled for Wednesday, June 23, 2021 at 4:00 p.m. with the Annual Planning Retreat to follow at 5:00pm. Both will be held as hybrid meetings in the Kehoe Center and via Zoom.


XIII. ADJOURNMENT

The Chair called for any additional information items.

ACTION TAKEN: As there was no further business or information items, the Board Chair, Mr. Matthew Smith declared the meeting adjourned at 7:27 p.m.

Respectfully submitted:


Mr. Stephen R. Williams, Board Secretary


Mr. Matthew Smith, Board Chair