

**North Central State College
Board of Trustees' Meeting
January 16, 2019**

I. CALL TO ORDER

The Chair, Ms. Elisabeth Morando called the meeting to order at 5:30 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
Mr. Matthew Smith
Mr. Steven Stone

Absent:

Ms. Shelly Niese

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Koffi Akakpo, CFO; Ms. Lori McKee, Controller, Ms. Chris Copper, Executive Director of the College Foundation and Mr. Tom Prendergast, Executive Director of Institutional Research. Ms. Margaret Puckett was present representing the Faculty. Mr. Kidron Stamper was present representing student trustee of The Ohio State University Mansfield Advisory Board.

IV. FOCUS OF THE MEETING – Ms. Elisabeth Morando

Ms. Elisabeth Morando explained that the primary foci of tonight's meeting include: 1. OSU-M Advisory Board Report; 2. A Report from our Students, our Foundation, and our President 3. We will attend to our Required Approvals Agenda items, 4. Policy Governance Agenda and Training items and, 5. Hear the President's Annual Statement on Executive Succession Planning. We will also call for an Executive Session to discuss matters regarding the employment and/or appointment of specific public employees. We DO NOT expect any further business following the Executive Sessionbut before we

get to all of that, today's meeting is one of transition and in a few minutes, we will install a new slate of officers. Therefore, as my last official act as your Board Chair, I would like to propose a final resolution.

Consideration of Approval of a Resolution in Recognition the Exceptional Service to the College by Dr. Koffi Akakpo – R-2019-04

***RESOLUTION IN RECOGNITION
OF EXCEPTIONAL SERVICE TO THE COLLEGE***

DR. KOFFI AKAKPO

R-2019-04

WHEREAS: *Dr. Koffi Akakpo was hired August of 2011 as Vice President for Business and Administrative Services and as Treasurer to the Board of Trustees, and*

WHEREAS: *Dr. Akakpo's financial and business acumen has been indispensable in moving the college forward, transforming its culture, and sustaining its viability at a time of tremendous challenges in decreasing demographics and state support, and*

WHEREAS: *Dr. Akakpo's role on the Ohio Association of Community Colleges Performance Funding Committee is a testament to his capabilities in a state where subsidies are focused 100% on student success, and*

WHEREAS: *Dr. Akakpo has been instrumental taking the institution's budgeting reserve from 5% to 31%, and the financial composite score from 2.75 to 4.5, and*

WHEREAS: *Dr. Akakpo's willingness to take on the responsibilities of student services division led to that division reaching out to more than 55 high schools thereby enhancing access to the College, and*

WHEREAS: *Dr. Akakpo works hard, leads by example and has demonstrated his commitment to the college mission of student access and success while aligning human, fiscal, and physical resources, and*

WHEREAS: *North Central State College, its employees, students, and communities owe Dr. Akakpo a debt of gratitude for his many services to the region.*

NOW, THEREFORE, BE IT RESOLVED: *on this 16th Day of January, Two Thousand Nineteen by the Board of Trustees of North Central State College that Dr. Koffi Akakpo be commended for his distinguished leadership, exceptional service to the institution, and genuine concern for the students of North Central State College.*

BE IT FURTHER RESOLVED: that the Board of Trustees of North Central State College wishes to extend its best wishes for continued success as Dr. Koffi Akakpo transitions to a new stage in his professional life as a College President.

Ms. Elisabeth Morando introduced the resolution and conveyed her personal gratitude to Dr. Akakpo for his service during her term as Board Chair and presented Dr. Akakpo with a memento “Presidential Survival Kit” on behalf of the Board of Trustees as he begins his experience as a College President.

ACTION TAKEN: Ms. Linda Nelson moved for approval of resolution R-2019-04 Recognition of Exceptional Service to the College for Dr. Koffi Akakpo. Ms. Pamela Mowry seconded the motion and the motion carried unanimously.

V. OATH OF OFFICE

The Board Recorder, Mr. Stephen Williams, administered the oath of office to Dr. Dwight McElfresh and Mr. Roger Miller who were being re-appointed to their locally appointed terms for another three years.

VI. INSTALLATION OF OFFICERS

The Board Recorder, Mr. Stephen Williams, installed the slate of officers for 2019 by issuing the oath of executive office to: Ms. Pamela Mowry as Chair, Mr. Matthew Smith as Vice Chair, and Dr. Dwight McElfresh as Secretary of the Board of Trustees for North Central State College.

As the newly appointed Board Chair, Ms. Pamela Mowry thanked Ms. Morando on behalf of herself and the other members of the Board for her service in the position of Board Chair for the past two years by presenting her a plaque to signify her accomplishment. Ms. Elisabeth Morando thanked all those who helped her during her term as Chair.

VII. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Ms. Pamela Mowry introduced Mr. Kidron Stamper, Student Trustee of the OSU-M Advisory Board and gave him the floor for his report. Highlights included:

- Mr. Kidron introduced himself as a Senior at OSU-M majoring in Psychology; he was named to the recent Homecoming Court; he is a Junior Admissions Counselor with the University and currently works for Richland Source. In his current job, classes, and volunteer work he uses Microsoft programs, Adobe, Canva, and some other document design tools.
- He serves on the student experience committee.
- His objective as a Student Trustee is to serve as “Champion” for the Student’s Voice. Projects they are working on include:
- Textbook swap event in the Student Union
- Student to Student website that is kind of an eBay site for OSU-M Students

- Establishment of a Student Emergency Fund for books and necessities
- Working to resolve Travel issues for students
- Providing local student transportation services

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

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

Dr. Dorey Diab presented the Phi Theta Kappa and Sigma Alpha Pi reports on behalf of the student representatives who were not able to attend the meeting.

Sigma Alpha Pi:

1. All events have been scheduled for spring. The SAP Chapter will offer the following spring 2019:

- Two new member orientations
- Two Leadership training sessions (Each student is required to attend a 2.5 hour leadership training. They do the DISC assessment, which is included in their membership fee before the training to prepare.)
- Six speaker broadcasts
- Six goal setting sessions

2. They will schedule weekly meetings for our leadership team after they have their schedules.

3. They will be participating in the spelling bee that will be held at Mansfield Senior High School for third graders. Many schools around the area will be represented.

4. 2000 Membership invitations will be sent out the first day of class.

5. Induction will be held on 4/28/2019 at the Kehoe Center.

Phi Theta Kappa:

1. They are planning to attend the Ohio Convention in March. Members are excited about getting involved and learning more about PTK.

2. They will meet weekly after they determine the availability of their leadership team.

3. They are working to get students engaged with PTK. They will have a recruitment campaign early in the semester. They will be sending out invitations to 1200 eligible students, though a letter and email.

4. Induction will be held on 4/14/2019 at the Kehoe Center

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

Ms. Christine Copper presented the Foundation Development and Update Report as follows.

Emerald Club:

- \$600,000 has come in year to date on a \$250,000 goal.
 - A total of \$52,000 is designated for the Engineering Program.
 - \$50,000 is committed to the CSC PN Program in Crawford County from the Timken company.

New Partnerships:

- A gift came in this week from the Hire Foundation for \$20,000. This is the first gift from them in many, many years. They are interested in the engineering program.
- The Classic Car club in Shelby, Ohio has asked to host a car show on August 18 at Kehoe and will make a donation to start a new endowment. More details will be forthcoming.
- Arcelor Mittal has requested me send a letter of intent to their HQ to submit for a national grant.
- We will be submitted for a grant that will provide a Next Generation smart classroom from the Steelcase company.
- Members of the company Milark are touring Kehoe this month and their Plant Manager is joining our Foundation Board Community Engagement committee.

Foundation Board:

- The next Foundation Board meeting, on Feb 28, will be at OhioHealth Mansfield. New President, Vinson Yates will be welcoming us and providing a vision of where healthcare will be in the next 10 years and offer insights into how we can prepare as a college to support our healthcare community.
- NCSC Foundation Board members Maura Siegenthaler and Lee Tasseff, along with Keith Stoner and I met to establish the marketing plan for the foundation this year. The plan includes billboards that will be donated by Lind Media recognizing our HOE inductees.

Events:

- The Arts for Success fundraiser at the Crawford Success Center on February 21, 2019 is almost sold out. The goal of \$10,000 next has been met with sponsorships. Proceeds will go to our scholarships for the CSC.
 - Art has all been donated and come in from as far away as Florida and beyond. Silent auction art was donated by Crawford County HS art students.
- The Foundation Board sponsored event called “Passion into Action” event is March 7, 2019 at the Renaissance Theatre – sponsored/hosted by Mechanics Bank. Attendees will preview the Mamma Mia set. Final plans are in motion.
- The 2019 Hall of Excellence is Friday, April 12.
 - Invitations are going out this week.
 - 24 of the 38 tables are sold.
 - Press releases are going out this week to make a general announcement about the inductees.

- Honorees Jeff Gorman and Dr. Joe Shadeed have submitted who will speak for their videos.
- Pictures will be taken with Miss Ohio at 5 pm with the College Board of Trustees and Foundation Board of Trustees.

C. Monitoring Report: Enrichment End Policy

Dr. Dorey Diab read the Enrichment Ends policy as “Enrichment opportunities exist to reflect community needs and values.”

Dr. Diab indicated that enrichment fulfills a part of the college mission by providing continuing education opportunities that meet the needs of the community for lifelong learning. He pointed out that this area has new leadership with the addition of Ms. Linda Hess. Programming includes; Customized training, Apprenticeship training that equates to approximately 100 students per year, the development of a new Center for Design and Manufacturing Excellence with partners like NexGen Films and Nanogate Technologies. Also the Integrated Systems Technology Laboratory has been moved to the second floor of Kehoe and provides robotics, and hydraulic and pneumatic training. This past year we served 65 area businesses and approximately 426 individuals on some type of workforce training including supervision, management, customer service, and apprentices.

Community colleges from across the state have visited our Kehoe Center to see what we are doing and how we are doing it so they might emulate the success we are having in this area. We enhance these activities by serving on multiple boards including the Richland County Development Group (RCDG), the Mansfield-Richland Area Chamber of Commerce, the Crawford County Partnership, and the Workforce Development Board. These accomplishments have led to our selection from the Richland Community Development Group (RCDG) for the “Investing in our Future Award”. Our success in this area also includes Internships as we have served more than 300 students with more than 00 companies over the last several years.

Following Dr. Diab’s report on Enrichment, Trustee, Matthew Smith added the growing desire for enrichment classes in “How to Survive in the Digital World” for those who have come to the realization that they need to improve their skills and functional comprehension in the digital technology. Classes or a series of class offerings in “crash courses” on various digital technologies is gaining great momentum and seems like an easy area of enrichment to take advantage of.

D. Updates/Other

1. Dr. Dorey Diab reported that our Assistant Registrar, as a member of the Enrollment management Committee, had been personally reaching out to offer advising service to 20-30 adult students who registered for the spring semester. This work is primarily done through online advising as it works best for their busy work schedules. The work of the Enrollment Management Committee has been focused on adult students. One of the latest

initiative is a Tuition Freedom Scholarship for Adult Students. Proposed criteria include: 25 years of age or older, 25% of course work towards a degree is already complete, a grade point average of 2.75 or above, an income cap of \$50,000-\$60,000 to be more likely eligible for the Pell Grant, taking at least 6 credit hours per semester or 18 credit hours per year to enhance persistence, and they must fill out a FAFSA.

Mr. Prendergast provided further details on the potential cost to the college. He indicated reaching out to close to 400 students who previously attended the college, with 60% to 70% of them being Pell eligible. If 10% to 20% of these students end up registering (40 to 80), the annual cost to the college can be \$40,000-\$80,000.

2. Dr. Dorey Diab provided a report on spring semester enrollment. He reported that the Headcount is: 2,925 (+15 in comparison to last year at the same time); Credit Hours is: 23,711 (+288); and Full-time Equivalencies (FTEs) is: 1,581 (+20). Overall, enrollment to this point in the semester is looking positive.

3. Dr. Dorey Diab provided an update on the legislative policy agenda provided by the Ohio Association of Community Colleges (OACC). Highlights of the update included:

1. Provide pathways to prosperity for Medicaid recipients by providing workforce training to reduce reliance on Medicaid
2. Reimagine Ohio's financial aid policy for low income individuals by providing the Ohio College Opportunity Grant for low-income students
3. Fund short-term certificates
4. Work-based learning tax credits for businesses who support employee training
5. Provide additional state subsidy support for community colleges, and allow increase in tuition
6. Establish a workforce rapid recovery fund by earmarking a portion of the Rainy Fund during a downturn in the economy with reduced state income but increased enrollment at community college
7. Support College Credit Plus through the state instead of the K-12 system

IX. 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. Steven Stone and seconded by Ms. Elisabeth Morando and passing unanimously, the following items were approved:

A. Approval of Minutes for December 5, 2018 "Regular Meeting"

B. Consideration of Approval of Status Change – R-2019-01

CONSIDERATION OF APPROVAL OF

STATUS CHANGES

R-2019-01

STATUS CHANGE

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

BEGINNING January 2, 2019

Christie Bowie, Office Assistant

SALARY: \$11.07/hr. (no change in rate)

Explanation of Status Changes:

Christie Bowie moved from part-time to full-time Office Assistant in the Liberal Arts division.

C. Consideration of Approval of Employment of College Personnel – R-2019-02

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

R-2019-02

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 JANUARY 2, 2019

Shane Smith, Transition Specialist

SALARY: \$14.89/hr.

BEGINNING JANUARY 2, 2019

Thomas Baldosser, IST Lab Assistant

SALARY: \$17.50/hr.

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2019-02

- *Shane Smith was hired as Transition Specialist (temporary, part-time) for Spring Semester.*
- *Thomas Baldosser was hired as part-time IST Lab Assistant.*

D. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2019-03

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

R-2019-03

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 2019 through Spring Semester 2022)**

Elizabeth Franz

Patricia Herb

M. Daniel McCool

Lisa Music

Margaret Puckett

Sara Rollo

Christine Shearer

REGULAR AGENDA

A. Treasurer’s Report for November 30, 2018 – Dr. Koffi Akakpo

Dr. Koffi Akakpo presented the Treasurer’s Report for the period ending November 30, 2018. He stated that revenues for the month totaled \$3,032,545. Expenditures were \$1,570,085 leaving an excess of \$1,462,460. Year-to-date revenues totaled \$13,911,946. Year-to-date expenditures totaled \$7,809,164 leaving an excess of \$6,102,782. The Star Ohio month-end balance for November 2018 is \$5,135,988. Dr. Akakpo described the trends that are demonstrated by Tracking of the Monthly Cash Flow feature as well as the dashboard indicators and explained that the major difference between this year’s margin and last year’s margin was due to the College Credit Plus Write-off.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending November 30, 2018. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

B. Treasurer’s Report for December 31, 2018 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending December 31, 2018. She stated that revenues for the month totaled \$1,322,211. Expenditures were \$1,244,742 leaving an excess of \$77,469. Year-to-date revenues totaled \$15,234,157. Year-to-date expenditures totaled \$9,053,906 leaving an excess of \$6,180,251. 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 December 31, 2018. Mr. Roger Miller seconded the motion and the motion carried unanimously.

C. Mid-Year Review – Dr. Koffi Akakpo

Dr. Koffi Akakpo presented the Mid-year Review of the 2018-2019 Budget. He compared the current financial status (FY2019) to that of this same time last year (FY2018).

- a. Enrollment (headcount) declined by 1.8% from 3,256 in FY2018 compared to 3,195 in FY2019.
- b. Enrollment (credit hours) increased by 1.4% from 28,576 in FY2018 compared to 28,979 in FY2019.
- c. SSI increased by 5.3% from \$7,782,066 in FY2018 compared to \$8,191,824 in FY2019.
- d. Revenues increased by 7.5% from \$15,234,157 in FY2019 compared to \$14,174,502 in FY2018.
- e. Expenditures increased by 19.1% from \$9,053,906 in FY2019 compared to \$7,604,088 in FY2018
- f. Current budget excess decreased by 5.9% from \$6,180,251 in FY2019 compared to \$6,570,414 in FY2018.
- g. Actual Revenues is \$111,619 less than the budgeted to date amount of 15,345,776
- h. Actual Expenditures 9,053,906 is \$43,309 over the budgeted to-date amount.
- i. While the actual amounts for revenues and expenditures actually occur on a cyclical basis, the budgeted projections (for g., h., and i above) are based on an allocation proxy of 50% for the sake of comparison at this fiscal year mid-point. We are doing okay in that our revenues stand at 76.6% and our expenses at 45.5%.

X. POLICY GOVERNANCE

A. Discussion of Agenda Planning

1. Sustainability Discussion.

President Dorey Diab asked for confirmation that it was the Board's desire to see all of the College's pieces on sustainability brought together at the Annual Planning meeting for an update/report on the College's Sustainability position. The consensus of the Board confirmed their desire for an annual update/report on the College's Sustainability position.

2. Review of Actionable Items.

a. Acquisition of Business Cards for all Trustees who want them.

Board Secretary, Mr. Stephen Williams, reported that Trustee information was submitted to the printer and a proof of each Trustee's business card was provided for the Trustee's review. All Trustees have reviewed and approved their respective proof. Tomorrow, we will communicate our authorization to the printer to proceed with printing in hopes that cards will be ready to deliver to Trustees at the February Regular Meeting.

b. Revised Board Travel and Reimbursement Guidelines posted to BOT website.

Board Secretary, Mr. Stephen Williams, reported that the revised guidelines have been posted to the Board of Trustees Toolbox area of their website; however, a recent revision of the College website is currently in progress which may prevent all content on the BOT website from being active. Work is underway to get this situation remedied and should be back up very soon.

c. Annual Update/Report of the College's Sustainability position.

This item was attended to earlier in the agenda and will be presented at the Annual Planning Retreat in June.

d. The Board is to receive the monthly self-evaluation survey trend analysis data on a quarterly basis

This item will be attended to later in the agenda for the 4th Quarter of 2018 report.

3. Owners Connections.

Mr. Matthew Smith

1. Had a discussion with Mr. Gary Frankhouse regarding the development of a \$10 million sports complex. Six acres of the land for the project was donated by NexGen Films. Additional donations may be made by a community foundation.

2. Brought to light several points from the [Open Letter by the President of Purdue University](#) that he had previously shared with the other Trustees including drop in high school graduations and the importance of the student experience.

3. Introduced the Utilities Ohio (under Sustainability) "Power Forward Roadmap"

4. Amp Ohio Broker – signed an agreement with Bowling Green for Shelby and Galion.

5. Reviewed article that stated in the future, 64% of power will be renewable (Wind/Solar Power).

6. Passed through the airport in Denver and saw Senator Portman. Stopped by to greet him and say Hello on behalf of North Central State College and the Board of Trustees.

7. Shared an article from a Purdue University magazine regarding a study on the shifts in mental stability of the current youth.

Dr. Dwight McElfresh

Attended “Arts Made in Ashland” one of the features was toward higher education. What career choices are available in the Arts?

Mr. Mark Masters

1. Following the Board’s visit to Mansfield Engineered Components and a recent tour of the James W. Kehoe Center, he reflected on the value of Trustees getting some additional exposure to some of the other areas of the College. Perhaps one of the upcoming Board meetings could be held in another location of the College with a tour of the facilities to broaden the Board’s understanding of experiences and capabilities at the College.

2. Sharing an article regarding Tuition Freedom Scholarships and College Credit Plus successes. The author was cynical about the concept of free tuition.

3. Shared a story of others who took advantage of a Columbia Gas grant regarding funds to replace old boilers (Mansfield and Shelby YMCAs) may be something worth looking into to help with such costs for the College.

Ms. Linda Nelson

She is teaching an Industrial Technology (Shop) class using Computer Assisted Design (CAD) software and shared some of the higher education opportunities in this field offered at North Central State College for those students who were interested in this area.

Mr. Roger Miller

1. Reported that he is very pleased with a recent NC State graduate that he hired who has went on to earn her Bachelor in Arts degree from Franklin University.

2. Shared information about the North Central People’s Electric Co-Op Fund that might consider funding a Tuition Freedom Scholarship.

Ms. Pamela Mowry

Shared interest in a book she recently read entitled, “A Happiness Advantage” by Shawn Achor that she shared copies of with various Trustees. She explained that the book had a positive impact on her and thought some others may enjoy and appreciate the exposure to it as well.

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

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. Mr. Mark Masters led the rehearsal exercise for scenario 6.9 that asks “*A board that recruits its own new board members is wondering what types of people it should look for. How should it answer this question?*”

Following a discussion of how this scenario might be answered through the application of our own policy governance policies, Mr. Masters shared some additional thoughts on this topic that may warrant some additional Board discussion or consideration in a different setting and perhaps at a different time.

1. None of our current policy governance policies regarding the recruitment of potential board members talks specifically about the desired objective of diversity in membership.
2. There should be a more clear and deliberate awareness of the Fiduciary Responsibility inherent to the service on this kind of public governing body that could also carry specifications of personal liability. Potential new board members should be clearly aware of this potential as they are being recruited and considering service on the Board.
3. Potential Board members should be made clearly aware that the North Central State College Board of Trustees follows the Carver Model of Policy Governance and they will be required to learn and adhere to these principles as a requirement of their service on the Board. This model is very much different than many who serve on other boards may be accustomed to and requires quite a bit of study and exposure to not only learn but to develop a working comprehension for how to implement the principles into their role of governing the College.
4. Board members both new and experienced need to understand and submit to their duty of candor in the conduct of their duties as a member of the Board and a representative of the Owners of their respective county. Every Trustee has an obligation of duty to speak up when it is appropriate to do so even if the appropriate input differs or even contradicts that of others.

5. As current policy talks about recruiting members who can help the collective be better informed through the inclusion of Trustees with specific expertise. This expertise should not be called upon or relied upon to make decisions for the collective rather to help raise the understanding of the collective in matters that they may not otherwise have understanding of or experience in. This heightened understanding by the collective will not only enable the Board to make more informed decisions but will help each Trustee gain a heightened understanding of the various elements of the decision to help them explain the decision to any who may enquire about the rationale. This concept gives way to a Board seeking new membership in gaining an understanding of those qualities and expertise that exists with current members. Other Boards that he has serviced on have established a Board Member Matrix in order to ascertain the qualities and expertise of existing members so they may ascertain any gaps that may be advantageous to fill with qualities and expertise in potential new members. Perhaps this Board should consider establishing this kind of tool for the benefit of a future Nominating Committee in seeking members to fill gaps in qualities and expertise that the Board may find advantageous to their governing role.

Secretary to the Board, Mr. Stephen Williams, pointed out that not too long ago, the Board created such tools to assist the Nominating Committee in their task of recruiting new Trustees. The tools included a listing of New Trustee Interview Questions and Prospective Trustee Profile and Duties and Obligations. Perhaps it would be prudent and timely to bring these tools back before the Board for discussion and consideration for improvement. President Dorey Diab suggested this topic be placed on the February agenda for Board consideration.

2. Policy Governance Policy Review – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. Ms. Linda Nelson led the discussion and review of policy governance policy 4.9.
3. Annual Emergency Executive Succession Statement. President Dorey Diab announced that with the departure of Dr. Koffi Akakpo his emergency executive succession plan would need to be modified from what it has been in the previous few years. Therefore, in the case of emergency executive succession, Dr. Karen Reed would be his first executive successor, Dr. Greg Timberlake would be his second executive successor and he will also name Dr. Kelly Gray as his third executive successor.

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

A. Board Performance/Self-Evaluation Survey Trend Analysis

Ms. Pamela Mowry asked if all Trustees had the opportunity to review the Board Performance/Self-Evaluation Survey Trend Analysis for the 4th Quarter of 2018 and if there were any trends that Trustees needed further discussion on.

B. Foundation Events

Ms. Pamela Mowry asked Trustees to note the dates of the upcoming Foundation Fundraising events and encouraged all to consider participating to the fullest extent possible to support the Foundation.

XII. EXECUTIVE SESSION – Ms. Pamela Mowry

The Chair called for an Executive Session at 7:35 p.m. Ms. Linda Nelson made a motion and it was seconded by Dr. Dwight McElfresh to adjourn to Executive Session to discuss personnel matters regarding the employment/appointment of specific public employees. Ms. Mowry announced that she did not expect any further business following the executive session. A roll call vote on the motion was approved unanimously by all members present.

Mr. Mark Masters – not present (had to leave before executive session)
Dr. Dwight McElfresh – “yes”
Mr. Roger Miller – “yes”
Mrs. Elisabeth Morando – “yes”
Mrs. Pamela Mowry – “yes”
Mrs. Linda Nelson – “yes”
Ms. Shelly Niese – not present
Mr. Matt Smith – “yes”
Mr. Steve Stone – “yes”

At 7:52 p.m., Chair Mowry declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XIII. MEETING EVALUATION – Ms. Pamela Mowry

Ms. Pamela Mowry called for an evaluation of today’s meeting. Trustees noted that full attendance is always desired as even one absence detracts from the quality of the discussion. Still, they understand that from time-to-time such absences are unavoidable. Otherwise, it was a good meeting.

XIV. TIME AND PLACE OF NEXT MEETING

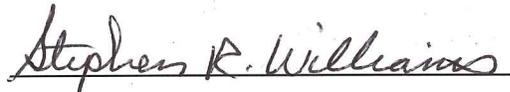
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 27, 2019 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

XV. ADJOURNMENT

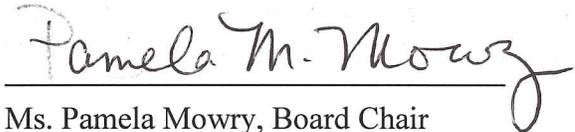
The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board's consideration, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 7:54 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair