

**North Central State College  
Board of Trustees' Meeting  
March 20, 2019**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

The Recorder, Mr. Stephen Williams called the roll.

**Present:**

Mr. Mark Masters  
Dr. Dwight McElfresh  
Ms. Elisabeth Morando  
Ms. Pamela Mowry  
Ms. Shelly Niese  
Mr. Matthew Smith  
Mr. Steven Stone

**Absent:**

Mr. Roger Miller  
Ms. Linda Nelson

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced; Dr. Karen Reed, Vice President of Academic Services; Ms. Lori McKee, Interim Vice President of Business Services, Ms. Chris Copper, Executive Director of the College Foundation and Ms. Margaret Puckett was present representing the Faculty. Colonel Michael Howard was present representing The Ohio State University Mansfield Advisory Board.

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

Ms. Pamela Mowry explained that the primary foci of tonight's meeting include: 1. The Oath of Office for the reappointment of Mr. Mark Masters; 2. OSU-M Advisory Board Report; 3. A Report from our Students, our Foundation, and our President 4. We will attend to our Consent Agenda and Required Approvals Agenda items including our ACCT Equity Award Nominations and the Conferral of an Honorary Degree. We will attend to agenda planning items that includes our Policy Governance Agenda and

Training items. We will conclude with and evaluation of our performance at this meeting. There will not be an Executive Session at this meeting.

## **V. OATH OF OFFICE**

The Board Secretary, Mr. Stephen Williams, administered the oath of office to Mr. Mark Masters who has been re-appointed to his governor appointed term by Governor Mike DeWine for another three years.

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

Board Chair, Ms. Pamela Mowry introduced Colonel Michael Howard, Trustee of the OSU-M Advisory Board and gave him the floor for his report. Highlights included:

- Colonel Howard reported that his report will not have much more than was reported last month by Mr. Heydinger as their next Full Board meeting will take place tomorrow (March 21<sup>st</sup>). Their next meeting will include a presentation from the Mansfield Richland Area Chamber of Commerce on “Mansfield Rising” as well as an appearance from their Vice President of Outreach from the main campus.
- OSU-Mansfield is planning their Alumni Dinner for then induction of their 2019 class of the Alumni Hall of Fame on Thursday, March 28<sup>th</sup>.
- OSU-Mansfield has opened the search for a Director of Diversity and Inclusion. This is a position to fill the position previously held by Ms. Renae Thompson.
- OSU-M will be holding a “Women’s Conference on campus on March 29<sup>th</sup>.
- There will be a “New Entrance” meeting held tomorrow (March 21<sup>st</sup>) to discuss the new sign for the campus entrance.
- The OSU-M Advisory Board has three vacancies coming up next academic year including the position of student trustee. Ms. Pam Siegenthaler, Mr. Michael Howard, and Mr. Pat Heydinger will be retiring from the Board. The Board has begun the process of prospecting and interviewing candidates.

## **VII. 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 Mr. Ron Hedrick, student representative, who was unable to attend the meeting.

### **Phi Theta Kappa (PTK)**

Members are planning to set up tables around campus to tell students about PTK, SAP, and Psi Beta.

Chapter officers are meeting each week and brainstorming what we are going to study for our honor’s topic.

## **National Society of Leadership and Success (Sigma Alpha Pi)**

The chapter continues to have weekly events. This week the officers had a goal setting session and a speaker broadcast.

While officers are not meeting this week, they will resume meetings next week.

### **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:**

- Total: \$781,191 has come in year to date on a \$250,000 goal.
- Outstanding asks:
  - In May the \$50,000 is coming for CSC PN Program in Crawford County from the Timken company, not included in this total.
  - \$100,000 grant in front of the Conard Foundation for the RN updates.
  - \$27,000 in front of the Foundation for Crawford County for a Next Gen Smart Classroom
  - \$50,000 for TFS has been submitted to RCF
  - A large grant for Workforce Development is in the beginning stages of discussion and planning with a potential donor.

#### **Foundation Board:**

- The Foundation Board meeting, on Feb 28, at OhioHealth Mansfield was well attended. New President, Vinson Yates provided a vision of where healthcare will be in the next 10 years and expressed the importance of our college continuing to build out our program to support their continuous need for employees, especially nurses.

#### **Events:**

- Chris Copper has been asked to speak on Women in Leadership, at the upcoming Shelby Foundation April event.
- The 2019 Hall of Excellence is Friday, April 12

- Media will arrive at 5:45 pm for pictures and interviews with Collier Landry and Miss Ohio. Honorees have been invited to attend if they are interested.
- Pictures will be taken with Miss Ohio at 5 pm with the College Board of Trustees and Foundation Board of Trustees.
- The 2019 Graduate Picnic is Thursday, May 9

**C. Monitoring Report: Executive Limitations 4.10 Communication and Support to The Board**

Dr. Dorey Diab explained that his presentation on monitoring reports for this meeting would follow the Board’s recommendation to continue drafting the Board Orientation document and forward it to the nomination committee for their review prior to consideration by the full board.

President Diab presented a brief look at the Orientation Manual materials that included: The breakdown of three distinct divisions.

1. The first division included material that was intended for pre-appointment information for the nominating committee to use when seeking viable candidates to recommend for filling vacancies on the Board as they become available.
2. The second division included material that was intended for Board Orientation once a candidate has been selected and officially appointed to the Board. This was a more in-depth look at Carver Policy Governance principles, board governance system and source document (what it is and what it is not), board members potential personal and professional characteristics, board fiduciary responsibilities, board and organization structure, and board meeting agenda.
3. The third division included material that was intended as an ongoing reference resource for Trustees that includes documents and forms that are useful resources for current Board members.

**D. Updates/Other**

Dr. Dorey Diab reported that he invited the Mansfield Richland Area of Chamber of Commerce to come to a meeting of his administrative staff to receive the “Mansfield Rising” presentation. From that presentation, he did not think it was necessary to deliver the presentation to the NC State Board of Trustees at this time.

**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 Mr. Matthew Smith and seconded by Dr. Dwight McElfresh and passing unanimously, the following items were approved:

**A. Approval of Minutes for February 27, 2019 “Regular Meeting”**

**B. Consideration of Approval of Status Change – R-2019-11**

**CONSIDERATION OF APPROVAL OF  
STATUS CHANGES**

**R-2019-11**

**STATUS CHANGE**

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

**BEGINNING February 25, 2019**

*Brad Dunmire, Assistant Registrar/Online Programs Coordinator*

**SALARY:** \$39,371.70 to \$43,423.85

- *Brad Dunmire is moving from Assistant Registrar to Assistant Registrar/Online Programs Coordinator.*

**BEGINNING March 11, 2019**

*Lori Zeigler, Academic Services Coordinator*

**SALARY:** \$33,224.05 to \$35,000.16

- *Increase reflects change in responsibilities of position.*

**C. Consideration of Approval of Employment of College Personnel – R-2019-12**

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

**R-2019-12**

**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 (TBD)**

*Dan Wagner, Director/Chair Engineering Technology Program*

*MS Engineering, University of Toledo*  
*SALARY: \$65,885*

***BEGINNING JUNE 1, 2019***

*Dr. Steven Haynes, Assistant Dean, Liberal Arts*  
*PhD History, Kent State University*  
*SALARY: \$60,000*

***EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2019-12***

*Dan Wagner is hired as Director/Chair Engineering Technology Program, (moving from current position of Assistant Dean, BIT).*  
*Dr. Steven Haynes is hired as Assistant Dean of Liberal Arts to replace Deb Hysell who is now the Dean.*

***D. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2019-13***

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

***R-2019-13***

***BE IT RESOLVED:*** *by the Board of Trustees, that approval is hereby given to the administration of the college for the “memos of intent” to be issued to the following faculty, recommended without reservation, for renewal of contracts for the period stated below:*

***PROBATIONARY SECOND-YEAR 9-MONTH CONTRACT  
(Fall Semester 2019 through Spring Semester 2020)***

*Wesley Adams*  
*Leesa Cox*  
*Hannah Cronk*  
*Celeste Francis*  
*Heidi Kreglow*  
*Jodi Nowowiejski*  
*John Stewart*

***PROBATIONARY THIRD-YEAR 9-MONTH CONTRACT  
(Fall Semester 2019 through Spring Semester 2020)***

*Michael Beebe*  
*Sharon Conley*

Mohamed Ghonimy  
Nicole Koch  
Kathleen Stevick  
Jason Tucker

**REGULAR AGENDA**

**A. Consideration of Approval of Nominations for the 2019 Association of Community College Trustees (ACCT) Equity Awards – R-2019-14 – Ms. Pamela Mowry**

**CONSIDERATION OF APPROVAL OF NOMINATIONS  
FOR THE 2019 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)  
EQUITY AWARDS**

**R-2019-14**

**WHEREAS:** *the Board of Trustees of North Central State College believe it is fitting and proper to recognize the outstanding efforts and contributions of individual trustees, College Faculty and Staff when appropriate, and*

**WHEREAS:** *such recognition for special service to the college and the community can be bestowed through nomination for state, regional and national awards, as such opportunities arise.*

**NOW, THEREFORE BE IT RESOLVED:** *that the North Central State College Board of Trustees, takes pleasure in submitting the following nominations for the 2019 ACCT Equity Awards: Ms. Sara K. Rollo for the Faculty Member Award and Mr. Stephen R. Williams for the Professional Board Staff Member Award.*

**BE IT FURTHER RESOLVED:** *that the Board authorizes Board Chair, Pamela Mowry to cause the associated letters of support to be written on behalf of the North Central State College Board of Trustees.*

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of resolution R-2019-14 Approval of Nominations for the 2019 ACCT Equity Awards. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**B. Consideration of Approval for the Conferral of the Honorary Degree of Associate of Applied Business – R-2019-15 – Dr. Dorey Diab**

**CONSIDERATION OF APPROVAL FOR THE CONFERRAL OF THE HONORARY  
DEGREE OF ASSOCIATE OF APPLIED BUSINESS TO  
RANDALL (RANDY) L. GARDNER**

**R-2019-15**

**WHEREAS:** upon the recommendation of the president with the approval of the board of trustees the honorary degree of associate of applied science or applied business will be awarded to those outstanding individuals who have distinguished themselves within the community, as well as with North Central State College, and

**WHEREAS:** honorary degrees are typically awarded to a living individual who has achieved extraordinary distinction in a career that has affected the lives of others, particularly through scholarly achievement, through public service, or through philanthropy, and

**WHEREAS:** by awarding honorary degrees, North Central State College recognizes outstanding individuals whose accomplishments are of such excellence that they provide inspiration to our graduates, and in honoring such individuals, the College is honored as well, and

**WHEREAS:** Randall L. Gardner has displayed the level of exemplary achievement deemed worthy of the singular recognition conveyed by the conferral of an honorary degree from North Central State College.

**NOW, THEREFORE BE IT RESOLVED:** that the North Central State College Board of Trustees, takes pleasure in conferring upon Randall L. Gardner the Honorary Degree of Associate of Applied Business, honoris causa, as part of the May 10<sup>th</sup>, 2019 North Central State College Commencement Ceremony in accordance with the policy adopted under resolution 1978-08 for "Honorary Degrees."

**ACTION TAKEN:** Ms. Elisabeth Morando moved for approval of resolution R-2019-15 Approval for the Conferral of the Honorary Degree of Associate of Applied Business. Ms. Shelly Niese seconded the motion and the motion carried unanimously.

**C. Treasurer's Report for February 28, 2019 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending February 28, 2019. She stated that revenues for the month totaled \$774,549. Expenditures were \$1,534,437 leaving a deficit of \$759,889. Year-to-date revenues totaled \$17,265,456. Year-to-date expenditures totaled \$11,797,161 leaving an excess of \$5,468,295. 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:** Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending February 28, 2019. Mr. Mark Masters seconded the motion and the motion carried unanimously.



## **IX. POLICY GOVERNANCE**

### **A. Nominating Committee Report – Ms. Pamela Mowry**

Ms. Pamela Mowry reported on behalf of Ms. Linda Nelson who was not present. Ms. Mowry reported that Mr. Mark Masters' reappointment by the Governor's Office and confirmation by the Senate been confirmed. We are glad to have Mr. Masters reappointed to the North Central State College Board of Trustees and look forward to his contributions for another term.

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

#### 2. Review of Actionable Items.

- a. BOT to receive Performance/Self-Evaluation Trend Analysis on a quarterly basis.

Board Secretary, Mr. Stephen Williams, reported that 1st Quarter Report at April BOT Meeting.

- b. Annual Update/Report on the College's Sustainability position at Annual Planning Retreat.

President Diab noted that the report will be delivered as part of the Board's annual planning retreat in June.

- c. Development /Enhancement of Trustee Profile/Recruitment Tools

President Diab pointed out that this item was presented earlier in the meeting, and work will continue on the development of these tools with further reporting as progress is made.

- e. Board Policy Governance Review and New Trustee Orientation

President Diab pointed out that this item was introduced earlier in the meeting and work, will continue on the development of these tools with further reporting as progress is made.

#### 3. Owners Connections.

### **Mr. Matthew Smith**

1. Attended the Kennedy Space Center regarding a program on Farming and Space relative to sustainability. Collaborating with high school kids growing crops here the same as in space. Control Center personnel were from Galion, Ohio. Discussed the All

Ohio mission also known as the “Woodpecker” mission, Mr. Smith explained. Mr. Smith also discussed his presence at the Delta 4 launch which was the launch of a satellite.

### **Dr. Dwight McElfresh**

Announced the “Made in Ashland” event to bring arts information in the local schools. North Central State College will have a presence (booth) at the event. The event will be presented for the local schools on April 5<sup>th</sup> and will be presented for the general public on April 6<sup>th</sup>.

### **Ms. Pamela Mowry**

Distributed a “Save the Date” card and discussed the 6<sup>th</sup> Annual Ashland County Veterans Appreciation Day event on Saturday, August 3<sup>rd</sup> at the Ashland County Airport. Live entertainment will be provided by country western Nashville singer Ricki Lee. All are invited to attend.

### **Mr. Mark Masters**

Met recently with President Dorey Diab and Ms. Chris Copper to discuss workforce development opportunities with employers Educational Reimbursement Plan. Some of the key take-aways for him from the meeting were:

1. Suggestions for on-site education opportunities in a regularly scheduled time block.
2. Because of the tuition rate much lower than surrounding colleges, Mark is going to propose to his board that their tuition reimbursement policy that currently only covers 75% of tuition for employees with the company over 1 year but less than 5 years be changed to 100% if students attend North Central State College and that the company name North Central State College as their preferred provider for higher education courses.
3. The company is working on their Emerald Club status to find some equitable means for including/taking advantage/promoting of the opportunities provided by the Adult Tuition Freedom initiative.

### **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. Matthew Smith led the case study for scenario 5.10 that asks “*If Decisions Have Already Been Made, Why Attend Board Meetings?*” In this scenario A new board member concerned about an upcoming ends decision mentions to the CGO that she hopes it will get full discussion. The CGO tells her

that quite a few board members have discussed this since the last meeting and “the votes have been counted.” He encourages her not to raise her concerns, as it would be “disruptive.” What should she do?

2. Policy Governance Policy Review – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. Ms. Shelly Niese led the discussion and review of policy governance policies 2.3, 2.4 & 2.5.

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

### **A. 2018 Financial Disclosure Statement Filing**

Ms. Pamela Mowry reminded Trustees of the deadline to file as May 15, 2019. Board Secretary, Mr. Stephen Williams reported that according to the Liaison Dashboard, 7 of the 10 required filers have already filed.

### **B. 2019 ACCT Leadership Congress (October 16-19)**

1. Call for Presentations – Dr. Dorey Diab reported that he had further developed the presentation ideas from Trustee, Dr. Dwight McElfresh. If approved, this presentation will be on the concurrent presentation schedule. Dr. Diab previewed the draft presentation for the concurrent session for further discussion and refinement. Presenters identified included: Dr. Diab, Dr. Dwight McElfresh, Mr. Matthew Smith and Ms. Pamela Mowry as the current Board Chair. There was discussion on whether North Central State has been approached yet to help present during one of the Pre-Congress Academies. Dr. Diab indicated that it was not stated officially yet but was a strong possibility that we would be soon.
2. Call for Participants and Initial Registration Coordination – Ms. Pamela Mowry called for discussion of registration deadlines for group travel arrangements to be made for those planning to attend. Dr. Dorey Diab commented that those Trustees who are comfortable doing so should declare their plans to participate in this year’s event by submitting the registration worksheet that was distributed earlier to Trustees so that registration and accommodation arrangements can be made by the College. Mr. Mark Masters and Ms. Shelly Niese confirmed that they will not be attending this year’s ACCT Congress. Ms. Elisabeth Morando stated that she was still uncertain at this time. Mr. Roger Miller was not present to get his declaration. All remaining Trustees submitted their intention to attend along with their registration worksheets as requested.

### **C. LeaderRichland Participation Commitments (May 15, 16, and 20)**

Ms. Pamela Mowry called for discussion of the upcoming LeaderRichland activity. Dr. Dorey Diab announced that this year’s event would take place on May 15, 16, and 20 and would consist of 7<sup>th</sup> and 8<sup>th</sup> grade Boys. Ms. Elisabeth Morando confirmed her

participation and stated that her preference would be for the Thursday, May 16<sup>th</sup> date. Dr. Dwight McElfresh confirmed that he would also participate along with Ms. Morando. Mr. Matt Smith indicated that he would need to consult his schedule and respond at a later date.

#### **D. All-Ohio Academic Team Luncheon (April 25<sup>th</sup> Statehouse Atrium)**

Ms. Pamela Mowry asked Trustees for those interested in attending the All-Ohio Academic Team Luncheon on April 25<sup>th</sup>. Dr. Dwight McElfresh indicated that he would like to attend. Mr. Matthew Smith indicated that he would likewise need to consult his schedule and respond at a later date.

#### **E. 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.

### **XI. MEETING EVALUATION – Ms. Pamela Mowry**

Ms. Pamela Mowry called for an evaluation of today's meeting. Trustees noted that there was good discussion, the meeting was very streamlined and remained on task. There was some great discussions during the Owners Connections. Attendance was less than the desired 100% but was still acceptable.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, April 24, 2019 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

### **XIII. ADJOURNMENT**

The Chair called for any additional business requiring Board action.

Mr. Mark Masters announced that while he served as this year's United Way Campaign Chair, he had a very strong leadership team and Dr. Dorey Diab served on that leadership team to oversee the campaign from the Mansfield Campus of NCSC and OSU-M. The campaign was very successful due to the contributions of the caliber of leadership he and others like him contributed and for that he offered his Thanks. This effort and degree of community engagement should be made known to the Board.


Colonel Michael Howard announced that it should also be noted that Mr. Mark Masters deserves our "Thanks" as well in serving as this year's United Way Campaign Chair. He also was a big part of this year's Campaign's success.

Ms. Pamela Mowry reminded Trustees of the book "The Happiness Advantage" that she had an extra copy of for anyone who was interested in reading.

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 7:19 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair