

**North Central State College
Board of Trustees' Regular Meeting
June 26, 2019**

I. CALL TO ORDER

The Chair, Ms. Pamela Mowry called the meeting to order at 4:05 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 Secretary, Mr. Stephen Williams called the roll.

Present:

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

Absent:

Ms. Elisabeth Morando
Mr. Roger Miller
Ms. Shelly Niese

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced Dr. Karen Reed, Ms. Lori McKee, and Mr. Tom Prendergast; Ms. Margaret Puckett was present representing the Faculty and Ms. Brandel Boyd was present representing the Staff Caucus. Ms. Teresa Purtiman was present representing the OSU-M Advisory Board.

IV. FOCUS OF THE MEETING – Ms. Pamela Mowry

Ms. Pamela Mowry explained that tonight's meeting will be an abbreviated one so that the Board may maximize the time available for the Annual Planning Retreat. The primary foci of tonight's regular meeting will be to attend to the required approvals agenda as expeditiously as possible, to hear the report from our OSU-M Advisory Board guest, and to attend to our policy governance agenda.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Ms. Pamela Mowry introduced Ms. Teresa Purtiman, Trustee of the OSU-M Advisory Board and gave her the floor for her report. Highlights included:

- OSU-M is excited about rolling out its new Engineering Technology degree for fall semester, 2020. President Diab offered clarification that the degrees will complement each other as the OSU-M degree is an engineering management degree while the NCSC degree is an engineering technology application degree.
- Efforts are underway for celebrating OSU’s Sesquicentennial this year.
- There have been some changes in personnel on the OSU-M Advisory Board. The board is excited about getting the new members onboard and up-to-speed.
- Ms. Teresa Purtiman will be taking over the leadership of the OSU-M Advisory Board as she assumes the Chair role for the coming year.

VI. REQUIRED APPROVALS AGENDA

CONSENT AGENDA

The Chair presented the Consent Agenda and called for any items that needed 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 May 22, 2019 “Regular Meeting”

B. Consideration of Approval of Employment of College Personnel – R-2019-22

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

R-2019-22

NEW HIRES

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

BEGINNING JUNE 4, 2019

*Sheryl Cress, Assistant Director TRIO Student Support Services
University of Arkansas at Little Rock, Master of Education
SALARY: \$37,571.66*

EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2019-22

Sheryl Cress is hired as Assistant Director, TRIO Student Support Services.

C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2019-23

**CONSIDERATION OF APPROVAL OF
COLLEGE PERSONNEL PROFESSIONAL GROWTH RECOGNITION**

R-2019-23

WHEREAS: *Lori Zeigler has supplied documentation that she has completed a professional certification for Digarc Basic Certification (Curriculog Basic Certificate & Acalog Basic Certification).*

THEREFORE, BE IT RESOLVED: *by the Board of Trustees that \$600.00 is added to base salary of \$35,000.16 to \$35,600.24 effective May 5, 2019 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

REGULAR AGENDA

A. Consideration of Approval of the Kehoe Center Infrastructure Renovations Project Contract and Contingency Amounts – R-2019-24 – Dr. Dorey Diab

**CONSIDERATION OF APPROVAL OF THE KEHOE CENTER INFRASTRUCTURE
RENOVATION PROJECT PHASE II CONTRACT
AND CONTINGENCY AMOUNTS**

R-2019-24

WHEREAS: *The State of Ohio Appropriates Funds for Capital renovations projects for North Central State College, and*

WHEREAS: *The Kehoe Center Infrastructure phase II renovation project will be funded under HB529, and*

WHEREAS: *the Kehoe Center roof is in dire need of replacing the original roof, and roof dormers that is leaking due to the age of building.*

WHEREAS: *sealed bids were received until 1:00 p.m., on Wednesday, June 5th, 2019, for the Kehoe Center Roof Infrastructure Renovation project, and*

WHEREAS: *the low bid is within 10% of the projected estimate, and*

WHEREAS: *the College is in conformance with the bidding process under Section 153 of the Revised Code of the State of Ohio.*

NOW, THEREFORE BE IT RESOLVED: the Board of Trustees of North Central State College authorizes the following contract and contingency amount.

<u>General Contractor</u>	<u>Amount:</u>
General Restoration	\$ 1,048,800.00
6411 Nichols Drive	
Columbus, Ohio 43235	
Federal ID# 31-1049304	
<u>Contingency:</u>	\$ 51,200,000.00
<u>Total Amount:</u>	\$ 1,100,000.00

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolutions R-2019-24 Consideration of Approval of the Kehoe Center Infrastructure Renovation Project Phase II Contract and Contingency Amounts. Mr. Mark Masters seconded the motion and the motion carried unanimously.

B. Treasurer’s Report for May 31, 2019 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending May 31, 2019. She stated that revenues for the month totaled \$797,408 Expenditures were \$2,065,545 leaving a deficit of \$1,268,137. Year-to-date revenues totaled \$19,608,728. Year-to-date expenditures totaled \$16,442,030 leaving an excess of \$3,166,698. The Star Ohio month-end balance for May 2019 is \$5,200,489. Ms. McKee described the trends that the Tracking of Monthly Cash Flow features as well as the dashboard indicator demonstrates. Ms. McKee highlighted that payroll reflects one pay period in July and that the Grants and Scholarships line includes CCP Scholarships for FY2018 in the amount of \$1,467,366.

ACTION TAKEN: Mr. Matthew Smith moved for approval of the Treasurer’s Report for the period ending May 31, 2019. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

C. Consideration of approval of 2019-2020 operating budget – R-2019-25 – Dr. Dorey Diab/ Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
2019-2020 OPERATING BUDGET**

R-2019-25

WHEREAS: the Board of Trustees of North Central State College has reviewed the income and expense portion of the proposed 2019-2020 Operating Budget, and

WHEREAS: the Board of Trustees acknowledges that the allocation of payroll expenditures includes: an increase in compensation for all full-time staff of \$1,000 or 2%, whichever is greater, to base salary; an increase in compensation for all full-time faculty in accordance with Memorandum of Understanding #2019-01, \$1,000 or 2%, whichever is greater, applied to base for fiscal year 2020; a \$.50/hour increase to hourly rate for designated part-time staff; and a \$50 stipend to adjunct faculty that successfully complete Fall semester 2019 and a \$50 stipend to adjunct faculty that successfully complete Spring semester 2020

WHEREAS: the Board of Trustees acknowledges that the allocation of expenditures for employee fringes includes an increase in the full-time employee participation rate for healthcare coverage that will go from fifteen percent to sixteen percent, and

WHEREAS: the Board of Trustees approves the income and allocation of payroll and non-payroll expenditures of this budget.

NOW, THEREFORE, BE IT RESOLVED: by the Board of Trustees that the 2019-2020 Operating Budget of the College is hereby adopted as presented.

Fiscal Year 2020 Proposed Revenue

Revenues:	Approved FY 2017	Approved FY 2018	Approved FY 2019	Proposed FY 2020
State Appropriations	\$ 7,660,000	\$ 7,730,000	\$ 8,109,374	\$ 8,999,696
Student Tuition and Fees	\$ 10,113,945	\$ 10,741,432	\$ 10,822,200	\$ 11,066,500
Other Revenues	\$ 310,250	\$ 174,305	\$ 207,100	\$ 258,600
University Center	\$ 45,000	\$ 40,000	\$ 40,000	\$ 30,000
Capital Debt Service	\$ 100,000	\$ 80,000	\$ 80,000	\$ 80,000
Child Development Center	\$ 483,000	\$ 455,000	\$ 470,000	\$ 498,000
Workforce & Community Dev.	\$ 101,000	\$ 101,000	\$ 47,000	\$ 47,000
Facilities	\$ 67,465	\$ 60,100	\$ 112,916	\$ 112,916
Total Revenues	\$ 18,880,660	\$ 19,381,837	\$ 19,888,590	\$ 21,092,712

Fiscal Year 2020 Proposed Expenses

Expenditures:	Approved FY 2017	Approved FY 2018	Approved FY 2019	Proposed FY 2020
Payroll	\$ 7,777,971	\$ 7,805,886	\$ 7,975,915	\$ 8,233,166
Fringes	\$ 3,301,202	\$ 3,234,818	\$ 3,359,362	\$ 3,612,593
Printing	\$ 61,200	\$ 61,200	\$ 61,200	\$ 60,800
Advertising	\$ 171,950	\$ 174,190	\$ 174,090	\$ 194,090
Postage	\$ 65,700	\$ 65,700	\$ 65,700	\$ 65,700
Shared Campus Expense	\$ 1,150,000	\$ 1,150,000	\$ 1,128,416	\$ 1,128,416
Professional Development	\$ 266,881	\$ 187,251	\$ 281,559	\$ 280,681
Grants and Scholarships	\$ 1,115,000	\$ 1,320,000	\$ 1,360,000	\$ 1,835,000
Equipment Lease and Rental	\$ 113,367	\$ 64,300	\$ 113,967	\$ 113,967
New Equipment	\$ 197,482	\$ 342,482	\$ 349,482	\$ 405,926
Professional Fees	\$ 254,018	\$ 242,372	\$ 247,187	\$ 351,069
All Other Expenses	\$ 2,384,446	\$ 2,605,965	\$ 2,556,927	\$ 2,618,456
Child Development Center	\$ 412,280	\$ 447,691	\$ 480,969	\$ 495,550
Corporate	\$ 132,461	\$ 215,512	\$ 215,185	\$ 224,370
Facilities	\$ 1,426,702	\$ 1,414,470	\$ 1,468,631	\$ 1,422,928
Total Expenditures	\$18,830,660	\$19,331,837	\$19,838,590	\$21,042,712

Dr. Dorey Diab qualified the resolution by reminding the Board that while there is a new administration at the State level and negotiation is still taking place with the legislature, this budget is submitted pending approval of the State budget.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2019-25 Consideration of Approval of 2019-2020 Budget. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

D. Consideration of Approval of College Personnel Employment Contracts
– R-2019-26 – Dr. Dorey Diab/Ms. Lori McKee

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

R-2019-26

BE IT RESOLVED: *by the Board of Trustees that contracted College personnel are hereby awarded such employment agreements at the salary and dates stipulated in accordance with the previously approved 2019-2020 budget under Resolution 2019-25*

ACTION TAKEN: Mr. Mark Masters moved for approval of resolution R-2019-26 Consideration of Approval of College Personnel Employment Contracts. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

E. Consideration of Approval of Investment Policy for the 2019-2020 Fiscal Year
– R-2019-27- Dr. Dorey Diab/Ms. Lori McKee

**CONSIDERATION OF APPROVAL OF
INVESTMENT POLICY FOR THE 2019-2020 FISCAL YEAR**

R-2019-27

WHEREAS: *the Board of Trustees of the North Central State College District shall operate the College as provided by law under Section 3357.09 of the Ohio Revised code; and*

WHEREAS: *the Board may provide for the investment of district funds as provided by law under Section 3357.10 (C); and*

WHEREAS: *notwithstanding the foregoing or any provision of the Revised Code to the contrary, the board of trustees may provide for the investment of district funds in any manner authorized under section 3345.05 of the Revised Code; and*

WHEREAS: *the Board seeks to establish by policy, a vehicle for ongoing exploration of the most advantageous tools for the investment of district funds per fiscal year.*

NOW, THEREFORE, BE IT RESOLVED: *that the Board of Trustees hereby approves policy 17-04 Investment Policy for the 2019-2020 fiscal year.*

ACTION TAKEN: Mr. Steve Stone moved for approval of resolution R-2019-27 Consideration of Approval of Policy 17-04 Investment Policy. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

V. POLICY GOVERNANCE

A. Discussion of Agenda Planning (IAW 02.72) – Ms. Pamela Mowry

1. Review of Actionable Items.

a. Development /Enhancement of Trustee Profile/Recruitment Tools

President Diab pointed out that work will continue on the development of these tools with further reporting if changes are made.

b. Board Policy Governance Review and New Trustee Orientation

President Diab pointed out that work will continue on the development of these tools with further reporting if changes are made.

c. 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 to follow.

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

President Diab noted that the Annual Self-Evaluation Analysis will be presented later in the agenda with the 2nd Quarter report presented as part of the August Regular meeting.

e. 2019-2020 Budget Proposal Presentation to be posted to the BOT website or sent via email so that Trustees may review in preparation for Budget Approval at the June meeting.

President Diab noted that the 2019-2020 was posted to the BOT website for Trustees to review in preparation for the budget approval.

2. Owners Connections.

Mr. Matthew Smith

Shared highlights from the OACC Annual Conference held on June 12-13. He headed up the Trustee Townhall discussion that included nine participants on the first day and seven participants on the second day. Mr. Smith shared his impressions of the success of the activity.

Ms. Linda Nelson

Shared her reflections on the NCSC BOT Presentation at the OACC Annual Conference. She reported that the crowd seemed very engaged in the subject matter. Mr. Matt Smith led the discussion on some case studies that were presented to improve participants understanding of the subject matter.

Mr. Mark Masters

Shared his attendance at the Complete to Compete meeting held recently here on the campus. This was a workforce development activity. It was a very impressive forum that

demonstrated that NCSC is a leader in collaboration and has a great relationship with other entities within the community. There were approximately 50 people in attendance.

3. Annual BOT Self-Assessment Survey Results.

Board Chair, Ms. Pamela Mowry called for discussion of the Annual BOT Self-Assessment Survey results. Overall, results are positive with some indications of areas for improvement. Question 5 “The Board works on clarifying Board priorities/values among the range of potential outcomes, beneficiaries and costs of outcomes” seems a bit unclear which makes it difficult to assess the performance it is intended to measure. The Board will consider this question further in preparation for next year’s survey. Question 3 “The Board regularly deepens its understanding and application of the process through discussion of case studies” is currently being performed however, presenting the case study scenario to all Trustees prior to the meeting could improve the discussion of the principles the scenario is seeking to reinforce. The Board would like this material to go out to all Trustees in preparation for the monthly discussion.

VII. MEETING EVALUATION – Ms. Pamela Mowry

Ms. Pamela Mowry called for discussion of today’s meeting. Trustees noted that the meeting was quick, to the point, and followed the agenda.

VIII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, August 28, 2019 at 5:30 p.m. the Gorman Room (165) of the Fallerius Technical Education Building.

IX. ADJOURNMENT

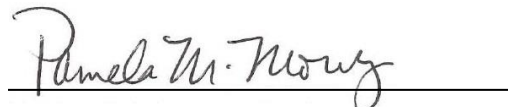
The Chair called for any additional business requiring Board action.

ACTION TAKEN: As there was no further business requiring the Board’s consideration, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned 4:59 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair