

**North Central State College  
Board of Trustees' Meeting  
September 25, 2019**

**I. CALL TO ORDER**

The Chair, Ms. Pamela Mowry called the meeting to order at 5:34 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:**

Dr. Dwight McElfresh  
Mr. Roger Miller  
Ms. Elisabeth Morando  
Ms. Pamela Mowry  
Ms. Linda Nelson  
Ms. Shelly Niese  
Mr. Matthew Smith  
Mr. Steven Stone

**Absent:**

Mr. Mark Masters

**III. INTRODUCTION OF GUESTS**

President Dorey Diab introduced Dr. Karen Reed, Vice President of Academic Services; Ms. Lori McKee, Vice President of Business Services; Mr. Tom Prendergast, Vice President of Student Services; Ms. Chris Copper, Executive Director of the College Foundation; Ms. Margaret Puckett was present representing the faculty and Ms. Kelly Blay 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 the main items on the agenda: A Report from our guest from the OSU-M Advisory Board, A Report from our Students, our Foundation, and our President. We will attend to our Required Approvals Agenda, our Policy Governance Agenda and Training items. There is not an Executive Session expected.

## V. OSU-MANSFIELD ADVISORY BOARD REPORT

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

- The OSU-M Advisory Board held its meeting on September 19<sup>th</sup> and invited Stan Jefferson, Superintendent of Mansfield City Schools to talk about the One on One initiative. The initiative has a focus on digital learning. The theme of the initiative is “Leading with Hope” Key challenges are that 85% of students are facing some kind of economic challenge and 20% are facing some kind of learning deficiency. The initiative is slated to be initiated on January 1, 2020.
- The 15<sup>th</sup> day report had: enrollment down by 7 students; headcount is lower by 21 FTEs and CCP has seen a decrease of 14 students.
- The Dean will be holding a lunch meeting in October with the Diversity Council and in November with the Student Veterans.
- The Bachelor of Science in Mechanical Engineering degree is waiting on the Chancellor’s signature to move forward.
- The OSU-M Advisory Board agreed to the December 4<sup>th</sup> date for the NCSC/OSU-M Joint Board meeting. This year it will be held in Eisenhower Hall from 4:00pm – 5:00pm.
- Retention data was reported: 1<sup>st</sup> Year Students (70.5%); First Generation Students (68%); Pell eligible Students (62.5%); and African American Students (68%). All of these results have shown a positive increase over the prior year.

Ms. Linda Nelson attended the OSU-M Advisory Board meeting as a representative for the NCSC Board of Trustees and had the following points to add:

- Superintendent Stan Jefferson referred to three important points:
  - Academic Rigor (must be relevant and build relationships with students, parents, community, and other partners).
  - Environment Conducive to Learning (reachout and touch)
  - Engagement and Drive (Hear Us Roar and improve report cards, Spanish Immersion Program)

Dr. Cornell West states “Love Them, Serve Them, Save Them” “If you are not in it to serve then you are not on the same pathway.”

All students/staff will receive Chrome Books that are integrated with 65” LCD displays in the classrooms. These are the tools needed to be successful.

- Dean Jones shared some Strategic Planning Discussion – focus on Teaching and Learning, Research and Innovations, Outreach and Engagement, and Resource Stewardship.

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

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

Dr. Dorey Diab reported that Mr. Dusty Boyd would be unable to attend today's meeting so he would present the Phi Theta Kappa and Sigma Alpha Pi reports in his absence.

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

The PTK chapter president has scheduled information sessions the first few weeks of the semester.

The chapter is working on its honors project, culture fair, and holiday extravaganza.

The Student of the Year scholarship application was recently made available and will soon be sent out to the college community to begin making nominations.

### **Society for Leadership and Success (Sigma Alpha Pi – SAP)**

Sigma Alpha Pi events begin next week. There was a meeting with the officer team to discuss the next two weeks and who will cover each event.

Students from both groups have been invited to submit applications for Propel Ohio.

### **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 2020

Goal: \$300,000

Total: \$300,000

2020 goal has been met! Thanks to all!

To date, our Top Level Emerald Club donors are:

#### **Leadership Circle**

Mechanics Bank

Robert & Esther Black Family Foundation

OhioHealth

Nanogate

Richland Bank

Richland County Foundation

Gorman Rupp

Dewald

Lind Media

Cedar Fair

Gorman Fund

**President's Level**

Jay Industries, Inc.  
Phillips Tube Group  
Millrion

**General Announcements:**

- The Foundation brought on 2 new Board members at our Annual meeting.

**Foundation Events:**

- Turn the Page Concert final numbers should be in this week
- FY19 Scholarship Luncheon - October 10, 2019
- Hall of Excellence is Friday, April 17, 2020
  - Two of the inductees for this year's event have been named and they are:
  - Jim Cutwright, Ashland County Community Foundation
  - Dr. Matt Bernhard, Orthopedic Surgeon at Ohio Health, Mansfield

**C. Monitoring Report: Executive Limitations 4.80 Ends Focus of grants and Contracts & 4.90 Emergency Executive Succession**

Dr. Dorey Diab explained that his presentation on monitoring reports for this meeting follow executive limitations 4-80 on the Ends focus on grants and contracts, and 4-90 on emergency executive succession planning. His discussion of these items will be an updated recap of that information reported in his monitoring report on these items at the June Board retreat.

04-80 Ends Focus of Grants and Contracts - the College acts as a financial agent on multiple grants. These grants are performed by college employees or other quasi-employees (directly or indirectly hired by the College). We generally do performance evaluations of these employees in collaboration with the entities they represent. Renewal of many of these grants is evidence of the college acting in a prudent, lawful and ethical way. Since 2014, the college has managed over 17 million dollars in state and federal grants, and over the past year has been managing multi million dollars in capital projects (mainly at Kehoe) in prudent, lawful and ethical ways. President Diab discussed the current status of the Choose Ohio First grant, RAPIDS grant, TRiO grant, and the CCP Teachers grant.

04-90 Emergency Executive Succession Planning – Potential successors have been announced to the Board at its January 2019 meeting. They are: Dr. Karen Reed, Chief Academic Officer then, either Dr. Kelly Gray, Dean of Health Sciences; or Dr. Greg Timberlake, Dean of Business, Industry and Technology. Additionally, new Vice President of Business Lori McKee; and new

Vice President of Student Services and Institutional Effectiveness Tom Prendergast should be ready very soon to be potential successors.

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

1. Dr. Dorey Diab presented the enrollment Report (Headcount is 3,022 (+2%); Credit Hours is 24,700 (+1%) and CCP is (+7%) this represents one third of our FTE's.
2. Dr. Diab announced the Superintendent's Summit on Friday, October 4<sup>th</sup>.
3. Dr. Diab announced the ACCT initiative on Rural Communities where they will be choosing five states to participate in the project. There will likely be more discussion on this initiative at the upcoming ACCT Leadership Congress in October.
4. Dr. Diab presented information and a demo on the "Reach Out" app that was shared with him for information by Trustee Steven Stone.

### **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. Ms. Linda Nelson called for item (A.) the Minutes from the August 28, 2019 meeting to be removed from the consent agenda for further discussion. The item was placed on the regular agenda for discussion "Immediately" following the consent agenda. On a motion by Ms. Elisabeth Morando and seconded by Dr. Dwight McElfresh and passing unanimously, the following items were approved:

**A. <<Removed>>**

**B. Consideration of Approval of Employment of College Personnel – R-2019-33**

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

**R-2019-33**

#### **NEW HIRES**

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

**BEGINNING August 15, 2019**

*Kimberly Beal, English Faculty (temporary, full-time)*

*Ohio University, Master of Arts, English*

**BEGINNING October 2, 2019**  
*Brenda Perry, Part-time Cashier*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2019-33**

*Kimberly Beal hired for Fall and Spring semesters for FY 19-20 to fill numerous English sections.*

*Brenda Perry is hired as part-time cashier to replace Deanna Lewis.*

**C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2019-34**

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

**R-2019-34**

**WHEREAS:** *Cheryl Cates has supplied documentation that she has completed a Master’s Degree.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that \$3073.00 is added to base salary of \$70,266.37 to \$73,339.37 effective September 15, 2019 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

**REGULAR AGENDA**

**A. Approval of Minutes for August 28, 2019 “Regular Meeting”** *(removed from consent agenda to “immediate” on the Regular Agenda for discussion)*

Board Chair, Ms. Pamela Mowry called on Ms. Linda Nelson to begin the discussion of the minutes from the August 28, 2019 Regular meeting. Ms. Nelson explained that the minutes as submitted for consideration of approval did not exactly recount the discussion that took place on item C of the Board Chairperson Report regarding the recording of attendance for the June “Regular” meeting and the Annual Planning Retreat that take place on the same day. Her recollection of the discussion was that the Board had asked for a listing of pros and cons regarding the counting of this meeting as two separate meetings for discussion at the September meeting in order to make a determination if the two activities should be counted as one meeting or as two different meetings taking place on the same day. She was surprised that the discussion was not reflected in the minutes as such and that the requested material was not included in the board package for discussion at the September meeting. Board Chair, Ms. Pamela Mowry concurred that the minutes

did not recount the discussion as such. Board Secretary, Mr. Stephen Williams explained that he will amend the minutes as Ms. Nelson recalled them. Ms. Mowry called for any further changes to the minutes for August 28<sup>th</sup> meeting. Hearing none, she called for a motion to approve the Minutes of the August 28, 2019 “Regular” meeting as amended.

**ACTION TAKEN:** Mr. Roger Miller moved for approval of the August 28, 2019 minutes as amended. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

**B. Discussion of the Pros and Cons of counting the June “Regular” Board meeting and the Board’s Annual Planning Retreat as two separate meetings for attendance purposes.**

The Board Chair, Ms. Pamela Mowry asked Board Secretary, Mr. Stephen Williams if the discussion of pros and cons of this issue should be brought back to the next meeting or if he was able to present pros and cons for the Board’s consideration? Mr. Williams indicated that he is able to proceed with the presentation of pros and cons now. He explained that these two activities were traditionally held on two different days in order to differentiate the objectives of each. As a matter of convenience for our Trustees, the decision was made to hold both events on the same evening as the June “Regular” meeting since Trustees would already be on campus.

Pros to counting these two meetings individually include:

- Sunshine Law consideration – provides notification to the public of the content of each of the meetings as they consider attendance at one or both.
- Enables guests of the retreat to not have to sit through the “Regular” meeting.
- Provides an opportunity for a light dinner between meetings.
- Provides an opportunity for Trustees to shift focus on the change of content.
- Lends to the formulation of two separate agendas tailored to the content of each.
- Makes Trustee attendance accounting more accurate for Trustees who can only attend one activity or the other.
- Rewards Trustees struggling with attendance issues who are able to attend both.

Cons to counting these two meetings individually include:

- Penalizes Trustees who are unable to attend both activities of the day with two absences.

Mr. Williams added that in either case, a combined agenda and other means of communication and coordination could be developed to overcome the challenges of combining the two activities into a single meeting if that is the Board’s preference. Following some deliberations, the consensus of the Board was that the two meetings be combined under a single agenda and that the activities of the day be counted as one activity for Trustee attendance purposes.

### **C. Treasurer's Report for August 31, 2019 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending August 31, 2019. She stated that revenues for the month totaled \$1,955,250. Expenditures were \$1,043,706 leaving an excess of \$911,544. Year-to-date revenues totaled \$7,737,996. Year-to-date expenditures totaled \$2,316,353 leaving an excess of \$5,421,643. The Month End Investment Balance for August 2019 was \$6,003,360.21 (\$3,008,227.72 in Star Ohio and \$2,995,132.49 in Richland Bank). Ms. McKee explained that the payroll for July only reflects one pay period. She also described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators.

**ACTION TAKEN:** Ms. Linda Nelson moved for approval of the Treasurer's Report for the period ending August 31, 2019. Dr. Dwight McElfresh seconded the motion and the motion carried unanimously.

## **VIII. POLICY GOVERNANCE**

### **A. Nominating Committee Appointments**

Board Chair, Ms. Pamela Mowry called upon Dr. Dwight McElfresh, the Chair of the Nominating Committee for his report from the Nominating Committee. Dr. McElfresh reported that the committee has recommended all three incumbent candidates for reappointment and while Mr. Matthew Smith and Mr. Steven Stone have accepted their recommendation for reappointment, Ms. Shelly Niese has respectfully declined the committee's recommendation for reappointment. The Nominating Committee will immediately begin the search process for other candidates to encourage to apply to the governor's office for consideration in filling the impending vacancy.

**ACTION TAKEN:** Dr. Dwight McElfresh submitted on behalf of the nominating committee, the recommendation to reappoint Mr. Matthew Smith and Mr. Steven Stone for reappointment to their locally appointed positions. Ms. Linda Nelson moved for approval of the nominating committee's recommendation. Ms. Elisabeth Morando seconded the motion and the motion carried unanimously.

Dr. Dwight McElfresh further reported that the current slate of officers have confirmed their acceptance of the second year of their two-year term in their respective offices.

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

#### **1. Review of Actionable Items.**

- a. Send charge to the newly appointed members of the 2020 Nominating Committee: It had been sent as directed.

- b. Send confirmation to counsel on providing BOT Ethics training at the September meeting: It had been sent as directed.
- c. Communicate NCSC/OSU-M joint board meeting date to OSU-M for consideration: it had been communicated as directed.
- d. Ongoing Items were reviewed for information

2. Owners Connections.

**Mr. Matthew Smith**

Reported on his participation at the Crawford County Kiwanis of their relationship with the offices of Jobs and Family Services (JFS) for Richland and Crawford counties. Ms. Sharlene Neumann of the Richland County JFS was a guest speaker invited to speak on workforce and training grant funds available. Mr. Gary Frankhouse was also present to add to the discussion for Crawford County.

Participated in a webinar sponsored by Ohio University regarding Shale mining in Ohio.

Reported on the Shelby City sale of property to save on energy.

Shared the discussion of Referendum Senate Bill 6 Bailout of Nuclear Energy Coal. Suggested connections with China regarding impact on money/banks.

Green Energy Ohio will be conducting Solar Farm Tours in Ashland County.

Shared that he had recently attended lunch with Representative Mark Romanchuk who presented him with a Proclamation on behalf of the Ohio House of Representatives for his being selected for the OACC Maureen Grady Award.

**Dr. Dwight McElfresh**

Announced that President Diab will be attending the Ashland Noon Lion's Club meeting next Thursday (October 3) to discuss the Bachelor's degree in Mechanical Engineering Technology offered by NC State.

He further expressed that it is great to see Ashland have a Hall of Excellence inductee in Mr. Cutwright.

**Ms. Linda Nelson**

Reported that the September 18<sup>th</sup> edition of the Galion Enquirer provided information on the College's new Bachelor of Science degree in Mechanical Engineering Technology and included a photo of the first class of College Juniors as part of this program.

### **Ms. Pamela Mowry**

Shared that she had recently had the opportunity to meet one-on-one with Governor Mike DeWine and had the opportunity to share the importance of the community college role to our area and her connection with North Central State College.

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

1. Policy Governance Rehearsal Scenarios (IAW 02.70b.) – 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. Ms. Linda Nelson led the case study for scenario 6.4 that asks “*Should Donors Be on the Board?*” In this scenario, a significant funder is threatening to stop contributing to a nonprofit organization unless given a board seat. What should the board do?
2. Policy Governance Policy Review (IAW 02.14) – training also includes a continuing review, refresher, and reassessment of current Policy Governance policies. Mr. Matthew Smith led the discussion and review of policy governance policies 4.0, 4.1, & 4.2 on Executive Limitations.

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

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

Ms. Pamela Mowry called for any further discussion on activities of the upcoming ACCT Leadership Congress. Dr. Dorey Diab inquired if the issue of assigning a voting delegate had been resolved or if it needed some discussion. Dr. Dwight McElfresh replied that he had agreed to serve in that capacity for this year’s Congress. Ms. Pamela Mowry thanked him for agreeing to serve as this year’s voting delegate.

#### **B. Upcoming Events**

Ms. Pamela Mowry called for discussion on meeting the Trustees annual ethics training requirement by once again inviting our legal counsel to the September meeting. Trustees agreed that it was an effective way of getting the training done for the majority of the Board while leaving time for alternatives for those who are unable to attend this training.

- College Foundation Fall 2019 Scholarship Luncheon (October 10, 2019)
- ODHE Trustee Conference (October 30, 2019)
- Employee Appreciation/Awards Event (December 5, 2019)
- Joint NCSC/OSU-M Board Gathering (December 4, 2019)(Eisenhower Hall)

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

Board Chair, Ms. Pamela Mowry called for a meeting evaluation discussion. Trustees noted that today's moved along and discussions stayed on topic. It is always a goal for 100% attendance although absences are sometimes unavoidable.

**XI. TIME AND PLACE OF NEXT MEETING**

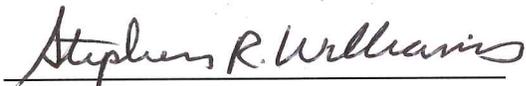
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, October 23, 2019 at 5:30pm. in the Gorman Room (165) of the Fallerius Technical Education Building.

**XII. 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 6:47 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair