

**North Central State College  
Board of Trustees' Meeting  
January 15, 2020**

**I. CALL TO ORDER**

The Chair, Ms. Pamela Mowry 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

**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; and Ms. Charla Irvin of the OSU-Mansfield Advisory Board.

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

Ms. Pamela Mowry explained that the primary focus of tonight's meeting are the main items on the agenda: 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 will not be an Executive Session.

President, Dorey Diab conveyed his condolences on behalf of the College to Board Secretary, Mr. Stephen Williams on the recent passing of his Father. Board Chair, Ms. Pamela Mowry also conveyed condolences on behalf of the Board of Trustees.

## **V. OATH OF OFFICE**

The Board Secretary, Mr. Stephen Williams, administered the oath of office to Mr. Matthew Smith and Mr. Steven Stone who were being re-appointed to their locally appointed terms for another three years. President Dorey Diab reported that the Governor's Office was not going to act on the open position until after its expiration date as they have seen some interest in the position and would give them time to submit applications before making a selection. The Board Secretary will follow-up with the Governor's Office after the position's expiration date on January 16, 2020.

## **VI. REAFFIRMATION OF OFFICERS**

The Board Secretary, Mr. Stephen Williams, reaffirmed the slate of officers beginning the second year of their two-year terms of office. Officers reaffirmed for 2020 are: 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.

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

Board Chair, Ms. Pamela Mowry introduced Ms. Charla Irvin, Trustee for the OSU-M Advisory Board. Ms. Irvin presented her report. Highlights of that report included:

- Mansfield Board's Campus Facilities & Planning Committee reported the \$1.7 million OSU Mansfield will receive this biennium in capital funding is earmarked for maintenance and campus upgrades. It will not be used for new builds or space additions. If there are funds remaining, they will be directed to the completion of the organic chemistry lab.
- John Schuler, Veterinarian in Galion is our campus representative to the OSU Alumni Association's Council. They hold a 2 day meeting in the fall & spring. The last meeting focused on OSU's Time and Change Campaign – it will run until 2022. The goal is 1 million individual gifts toward \$4.5 billion goal in gifts & pledges. OSU Wexner Center is expected to produce 35% of the total giving.
- Antwan Woods is our student board member. He scheduled 3 lunches this academic year to meet with students.
  - The first lunch was with Students of color
    - They indicated they wanted more events, which will allow for interaction with other students.
    - Students stated they would like more events but admitted to not reading their email and therefore did not always know about the events.
  - The 2<sup>nd</sup> luncheon hosted student veterans.
    - We learned they would like to have more time to speak during Welcome Week and more water bottle fillers on campus.

- They also felt the Veterans Lounge is not being used as much as it could. The lounge is available to OSU & NCSC students – they suspect that not many know about the lounge.
  - The 3<sup>rd</sup> luncheon is scheduled for February.
- The OSU-Mansfield Board approved the Dean’s Strategic Plan – it will be on the website in the near future.

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

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

Dr. Dorey Diab explained that Mr. Dustin Boyd was planning to attend to present the PTK and SAP reports but has come down ill therefore, he will be presenting the Student Reports:

**PTK**

- Chapter officers are sending out letters to recruit students next week.
- Members are working on writing essays for the chapter’s hallmark competition.
- The Hallmark competition is an annual competition of the chapter’s service projects, honors topic and college project. If they win, they will have free registration to the PTK conference. This year the chapter studied the impact of Greek and Roman culture on the US. Members did many activities and research about this.

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

- Chapter officers have been working to organize chapter activities. All events are scheduled for spring semester.
- The chapter will be inviting 2000 students to join the organization

**B. North Central State College Foundation Development and Update - *Dr. Dorey Diab on behalf of Ms. Chris Copper***

Dr. Dorey Diab presented the Foundation Development and Update Report as follows.

- Over \$526,000 has come in year to date for Emerald Club 2020.
- Within that amount, there is over \$209,000 in scholarships. Scholarship applications will be opened up Feb 1 through March 1. All students can apply. Selections and scholarships

will be made the first week of April. Students will have one month to return acceptance letters.

**Foundation Events:**

- The 2020 Arts for Success is scheduled for March 5, 2020. The foundation has one table left and are meeting with donors to finalize the attendees for the event.
- The Foundation Board Community Engagement committee are planning the 2020 Hall of Excellence.
  - o The event will be held on Friday, April 17<sup>th</sup>.
  - o There are three tables left for purchase for this 2020 event.

**C. Monitoring Report: Ends Policies – Equal Opportunity Ends Policy (1-20)**

Dr. Dorey Diab explained that the monitoring report discussion will continue with going over the six Ends policies and the 10 Executive Limitations.

This report focuses on the Equal Opportunity Policy.

- The policy states, *“The proportion of students from economically or educationally disadvantaged backgrounds is at least equivalent to the proportion in the local communities.”*
- President Diab explained that there was no change in the data that had been previously presented to the Board and gave a quick summary of that data.
- President Diab discussed the ramifications to both the College and the community of not meeting the growth objectives in this area as well as activities being pursued to overcome it. He explained several factors affecting the enrollment dynamics (i.e. CCP, Online, Adult etc.), especially the drop in demographics in general, and adult students in particular due to a thriving economy.

**D. Updates/Other**

1. Spring 2020 Enrollment. President Diab reported enrollment to be over 2,900 in headcount, and over 22,900 in credit hours.
2. Employee Recognition/Holiday Break. President Diab thanked Trustees for attending the Employee recognition event. All seemed to enjoy the differently structured event as well as the extra time off over the holiday break.
3. Capital Budget. President Diab discussed the capital budget and the need to spend deferred maintenance projects such as boilers and chillers similar to OSU.

4. Community Projects. Dr. Diab indicated that the College is working with the City of Shelby, representatives and legislators on a community project to provide training to first responders at Kehoe.
5. SSI Metrics. SSI has been favorable due to our emphasis on student success activities. The state is now looking at workforce metrics after students graduate. Another possibility is moving away from developmental education subsidies in English and Math.
6. Editorial on New Year’s Resolution. President Diab’s and Keith Stoner submitted a New Year’s Resolution to the News journal that is focused on commitment to increase educational attainment in the region.
7. Part-time work over the Break. President Diab explained that many part-time employees lose money when the College shuts down over the break and wanted to work. Several renovation projects,, mainly carpeting, were accomplished.
8. OSU-M Collaborations and Shared Services. Although marketing will no longer be part of shared services after this year, discussion continues regarding our potential shared activities in Engineering.
9. Other potential collaborations are being considered with Avita Hospital.

**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 Ms. Linda Nelson and seconded by Mr. Matthew Smith and passing unanimously, the following items were approved:

**A. Approval of Minutes for December 4, 2019 “Regular Meeting”**

**B. Consideration of Approval of Status Change – R-2020-01**

***CONSIDERATION OF APPROVAL OF  
STATUS CHANGES***

***R-2020-01***

**STATUS CHANGE**

***BE IT RESOLVED:*** by the Board of Trustees that the following staff members are hereby awarded the following status change:

**BEGINNING December 2, 2019**

*Leah Wachtel, Foundation and Events Specialist*

- *Leah Wachtel is moving from Scheduling and Events Specialist to Foundation and Events Specialist*

**BEGINNING December 2, 2019**

*Michele Schaad, Director, Accounting Services*

- *Restructuring of accounting services department. Michele Schaad is moving from Accounting Manager to Director, Accounting Services.*

**BEGINNING December 2, 2019**

*Alyssa Wright,*

- *Restructuring of accounting services department.*

**BEGINNING December 2, 2019**

*Lisa Barrick, Accounting Clerk*

- *Restructuring of accounting services department. Lisa Barrick is moving from Cashier to Accounting Clerk.*

**B. Consideration of Approval of Employment of College Personnel – R-2020-02**

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

**R-2020-02**

**NEW HIRES**

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

**BEGINNING January 13, 2020**

*Lynayha Wellington, Health Sciences Building Resource Assistant*

**BEGINNING January 13, 2020**

*Marisa Hoffman, Fallerius Building Resource Assistant*

*North Central State College, Associate of Applied Business, Business Management, Marketing*

**BEGINNING January 13, 2020**

*Megan Allwardt, Health Sciences Building Resource Assistant*

**BEGINNING January 13, 2020**

*Larry Carpenter, Kehoe Building Resource Assistant*

**BEGINNING January 13, 2020**  
*Mahmoud Farrag, Biology Faculty*  
*Akron University, PhD, Integrated Bioscience-Neuroscience*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2020-02**

*Building Resource Assistants are new positions.*  
*Mahmoud Farrag is hired as additional Biology Faculty.*

**C. Consideration of Approval of Contracts for Non-Probationary Faculty**  
– R-2020-02

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

**R-2020-03**

**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 2020 through Spring Semester 2023)**

*Jennifer Adkins*  
*Christina Barker*  
*Karen Danielson*  
*Dorie Ford*  
*Janny Nauman*  
*Vickie Rose*  
*Michelle Slattery*  
*Tonya Stanger*  
*Justin Tickhill*

**REGULAR AGENDA**

**A. Treasurer’s Report for November 30, 2019 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer’s Report for the period ending November 30, 2019. She stated that revenues for the month totaled \$2,778,081. Expenditures were \$1,786,745 leaving an excess of \$991,335. Year-to-date revenues totaled \$13,939,887. Year-to-date expenditures totaled \$6,744,590 leaving an excess of \$7,195,297. The Month End Investment Balance for November 2019 was \$6,026,509 (\$3,023,698 in Star Ohio and \$3,002,812 in Richland Bank). Ms. McKee described the trends that are

demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators. Ms. McKee responded to a question regarding the College Credit Plus write-off amount from last year compared to this year.

**ACTION TAKEN:** Mr. Matthew Smith moved for approval of the Treasurer's Report for the period ending November 30, 2019. Mr. Roger Miller seconded the motion and the motion carried unanimously.

**B. Treasurer's Report for December 31, 2019 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer's Report for the period ending December 31, 2019. She stated that revenues for the month totaled \$1,338,175. Expenditures were \$2,757,375 leaving a deficit of \$1,419,200. Year-to-date revenues totaled \$15,278,062. Year-to-date expenditures totaled \$9,502,664 leaving an excess of \$5,775,398. The Month End Investment Balance for December 2019 was \$6,032,412 (\$3,028,440 in Star Ohio and \$3,003,972 in Richland Bank). Ms. McKee described the trends that are demonstrated by the Tracking of the Monthly Cash Flow feature as well as the dashboard indicators. Ms. McKee responded to a question regarding shared services costs.

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

**X. POLICY GOVERNANCE**

**A. Discussion of Agenda Planning – Ms. Pamela Mowry**

1. Review of Actionable Items.

Board Chair, Ms. Pamela Mowry reviewed the listing of Actionable Items which Included: Follow-up on recommendation of having a security company coming to check our firewall security, The BOT receiving the Performance/Self-Evaluation Trend Analysis for 4<sup>th</sup> Quarter of 2019.

President Dorey Diab reported that a security inventory/analysis of our firewall had been conducted. The consultant looked at Hardware, Hardware Configuration, and Web Server Configuration and made recommendations that are being reviewed by the IT department.

2. Owners Connections.

**Mr. Mark Masters** – Acknowledged the demographic challenges that exist and went on to explain the little things we are doing in the region that are paying off. He explained that recent successes at Kingwood Center, the Arts Center, the Imagination District, the local country club and the United Way just to name a few are all examples of the vitality and level of interest that exists in growing Richland County in terms of financial support. He recently interviewed a candidate for a position at his bank that came from outside the

region. When he asked what made them come to Richland County, their response came from a past experience they had had with various people and organizations in the area that made it apparent that the people of this region really care about each other, their families and their communities. It was the kind of place that one was made to feel like they belonged and was sincerely cared about. Richland County was some place special that made a positive impact on this person's impression of our region.

**Mr. Matthew Smith** – Shared recent articles on topics of interest: 1) Retirees are a new source for college campuses, 2) the nation growth rate of .48% is the lowest since 1918, 3) NC State Trustees are captured in the Chancellor's recent video from the Trustee Conference.

**Ms. Pamela Mowry** – Shared a recent reply letter she had received from Governor DeWine regarding North Central State College's involvement in education and social initiatives.

**Ms. Linda Nelson** – shared her recent attendance at a social event where she was able to share the successes of the College Credit Plus and Tuition Freedom programs and encouraged giving to the College for these kinds of activities.

**Dr. Dwight McElfresh** – shared a recent discussion he had regarding the competition of our solar car in which a local trucking firm offered to transport our car to the competition event in Texas.

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

### 1. Discussion of Policy Governance Training Plan.

Board Chair, Ms. Pamela Mowry called for discussion of the Policy Governance Training Plan. Trustees agreed that the annual review of governance policies was a valuable tool and should continue as it has in the past. Dr. Dorey Diab explained that for the past few years the policy governance training plan had included the review/discussion of rehearsal scenarios (case studies) as presented in the Policy Governance Playbook. The December 2019 meeting concluded the Board's exploration of all the Policy Governance Rehearsal Scenarios provided for discussion. It is now necessary to revisit the training plan moving forward for consideration of reusing past tools or introducing new tools or some combination. Past tools have included a review of PolGov principles from the PolGov Source Document, the PolGov 360<sup>0</sup> Quiz, and the Rehearsal Scenarios. Dr. Dwight McElfresh added that perhaps some of the Carver videos could be part of the monthly training plan as well. Following discussion, the Board agreed to alternate among past tools but to be sure to keep the rehearsal scenarios as one of the tools. Dr. Diab stated that he will work with Mr. Steve Williams to devise a policy governance training plan in response to the Board's guidance to get underway for the February 2020 meeting. Trustee, Roger

Miller requested that he be considered for presenting of training material in any month except February and March as those are peak months for activities at his firm.

2. Policy Governance Policy Review (IAW 02.14) – training includes a continuing review, refresher, and reassessment of current Policy Governance policies. Dr. Dwight McElfresh led the discussion and review of policy governance policy 4.9 on Emergency Executive Succession.

3. Annual Emergency Executive Succession Statement. President Dorey Diab announced that in the case of emergency executive succession, Dr. Karen Reed would be his first executive successor, Mr. Tom Prendergast and/or Ms. Lori McKee would be his second executive successor, and Dr. Greg Timberlake and/or Dr. Kelly Gray as his third executive successor.

### **C. 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 4<sup>th</sup> Quarter of 2019 and if there were any trends that Trustees needed further discussion on. It was noted that, should an emergency come up that prevent a trustee from presenting a training session, he/she should contact another trustee to take his or her place.

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

### **A. Follow-up on OACC Governing Board Meeting (December 11<sup>th</sup>)**

Ms. Pamela Mowry called for a report on activities of OACC Governing Board meeting held on December 11th. Dr. Dorey Diab (President) and Trustee, Matthew Smith (NCSC Voting Delegate) attended on behalf of the College. Topics included: Electronic (Teleconference/Videoconference) attendance of Trustees at monthly meetings, Update on Employability Metrics, Budget (State of the Association), Student Success (SSI) initiatives.

### **B. All-Ohio Academic Team Luncheon (April 23, 2020)**

Ms. Pamela Mowry informed Trustees of the date for this year's All-Ohio Academic Team Luncheon that is held at the Statehouse Atrium. A call for Board representation will be done at a future meeting closer to the date of the event.

### **C. Upcoming Events**

Ms. Pamela Mowry called for discussion of Trustee attendance at upcoming events.

- North Central Ohio Hall of Excellence (April 23, 2020, Ralph Phillips Conf. Center)
- Arts for Success (March 5, 2020, Crawford Success Center)

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

Board Chair, Ms. Pamela Mowry called for a discussion on tonight's meeting evaluation. Trustees commented that there was good, well-rounded discussion on all business items. All members were present. Meeting moved efficiently and in good time.

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

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, February 27, 2020 at 5:30pm. in the Gorman Room (165) of the Fallerius Technical Education Building.

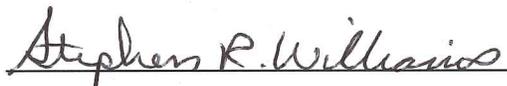
President Diab asked if the Board wanted to consider holding the February meeting or any other meetings at another location as part of their initiative to get more familiar with the campus or other community stakeholders. Trustees indicated their preference in waiting until the weather was more favorable and predictable. Meetings could be held at Byron Kee Center, the Kehoe Center, or the Crawford Success Center. Trustee, Mark Masters indicated that he would be willing to host a future meeting at Mechanics Bank (April – October).

**XIV. ADJOURNMENT**

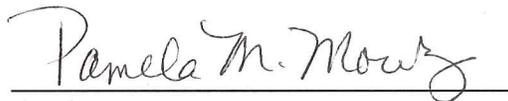
The Chair called for any additional business requiring Board action.

**ACTION TAKEN:** As there was no further business requiring the Board's consideration, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 7:02 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair