

**North Central State College  
Board of Trustees' Meeting  
March 18, 2020**

**I. CALL TO ORDER**

The Chair, Ms. Pamela Mowry explained that due to the special circumstances brought about by the COVID-19 situation, the offices of the Ohio Attorney General and Secretary of State have temporarily approved Trustee participation in Regular Open Meetings via teleconference and similar means. Such participation may also be counted for Trustee attendance and applied towards meeting quorum requirements for that meeting.

As such, she 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 Secretary, Mr. Stephen Williams called the roll.

**Present:**

Dr. Dwight McElfresh  
Ms. Pamela Mowry  
Mr. Matthew Smith  
Mr. Steven Stone

**Teleconference:**

Mr. Mark Masters  
Ms. Linda Nelson

**Absent:**

Mr. Roger Miller  
Ms. Elisabeth Morando

**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 (6:00pm); Ms. Chris Copper, Executive Director of the NCSC Foundation (Teleconference); Ms. Margaret Puckett representing the Faculty; and Ms. Teresa Purtiman, OSU-M Advisory Board (Teleconference).

**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 an abbreviated version of our Training items. There will not be an Executive Session.

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

Board Chair, Ms. Pamela Mowry thanked OSU-M Board Chair, Ms. Teresa Purtimean for joining us for today's meeting via teleconference and granted her the floor for her OSU-M Advisory Board report. Ms. Purtimean explained that there really wasn't much to report at this time however she presented the following:

- The University is excited about offering their Engineering Degree although a bit disappointed with having to cancel classes due to the recent corona virus outbreak.
- Online classes for OSU-M students will be starting on Monday.
- On behalf of the OSU-M Advisory Board, she expressed appreciation to President Diab and the NCSC Board of Trustees for the campus teamwork during this challenging situation.

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

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

Dr. Dorey Diab presented the Student Reports:

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

- Students are working on completing the steps for induction. We will work with students to do this online. They have also started working on their service projects.

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

- We are working to recruit new members. We will be sending out letters to invite students to join if they choose. We are working on getting more students in leadership roles and involved
- Green Project - we would like to create a handout based on research that suggests things that everyone on campus can do to make better environmental choices. Some suggestions we have already discussed is environmentally friendly paper products to purchase for various campus events; keeping a glass plate, silverware, and a coffee cup in one's office to reduce the need for disposable products; purchasing environmentally friendly straws and requesting that the cafeteria do this as well;

making two-sided copies, etc. We will also send out a questionnaire to the college community to determine what people are already doing and what they would like us to do

- Water bottles and their waste. Kevin, the facility manager, would like to put in at least water fountain in each building that is designed for students to fill a water bottle. We are also going to do a fundraiser to purchase reusable water bottles to hand out to the college community.
- The students would like to put up beehives. There is a lot of research around the dwindling bee population and this is a concern because bees pollinate 90% of our food supply. Kevin has spoken to Mr. Robinette as he works for OSU and is a beekeeper. Sheryl Cress is also a beekeeper. We are discussing the possibility of putting the hives up on campus where they are away from people, near the woods.

#### **B. North Central State College Foundation Development and Update - Ms. Chris Copper**

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

##### **Emerald Club**

- The Emerald Club's Goal was \$300,000. The current amount raised is \$642,995, which is 214% of the 2020 goal.

##### **Foundation & Government Relations Board of Trustee Report**

- The Foundation supported the 2020 Arts for Success. The event generated \$28,000. A first Arts-for-Success Leadership award was given to honoree and Crawford Success Center champion, Tina Husted. Her husband Lt. Gov. Jon Husted joined her. The NCSC Board of Trustees were represented by Board Chair, Pam Mowry. Dr. Diab shared an important message on the role the CSC serves in the Crawford County community.
- The Hall of Excellence is sold out. First time sponsor First Energy is sponsoring the dignitary table. Pictures will be taken of the College and Foundation Boards.
- All College Board of Trustees are invited to attend the Graduate picnic.
- A new Smart Classroom has been funded by the Hire Foundation. The IT team are evaluating with the Deans which classroom should be updated next.

- Cedar Fair has agreed to provide tickets again for the 2020 summer. Tickets will support the annual Emerald Club, Employee Campaign, and targeting increased donations. There will be more information as the programs are built out.
- Mechanics Bank has maximized their Emerald Club benefits and held training onsite at their business for employees. This program is something the college and foundation are interested in replicating.
- The Alumni Association will sponsor the Graduate picnic again this year. All College Board members are invited to attend.
- The Foundation held a recent meeting with investors. The Foundation investments are down ~\$1,000,000 due to the economic downturn with the COVID-19. All investors have been invited to attend in person the May meeting.

### **C. Monitoring Report: Ends Policies – Transferability Ends Policy (1-40)**

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 Transferability Ends Policy.

- The policy states, *“Students prepared for advanced academic success will have the ability and the prerequisite academic experience sufficient for entry into a four-year college or university.”*
- President Diab explained that data in this area is not collected at this time but will be part of the official report coming up in the next few months. Yet, generally speaking we have transfer agreements with more than 30 universities.
- The College currently has roughly three dozen CCP agreements with regional high schools and career centers. These students make up approximately one third of our enrollment and are mostly engaged in general education courses that are part of the transfer model to all Ohio universities.

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

1. President Diab presented a COVID-19 update and explained that all focus is on this pandemic with the priorities on keeping everyone safe while fulfilling our education mission and serving our students.

2. President Diab reported that he has extended spring break by two days to give time to meet with Faculty to find ways of converting as much instruction and delivery to online as possible.
3. Students, who are not taking online courses and are part of in-person courses or labs, will be back on Wednesday and Thursday to receive packets of materials and assignments that can possibly last them until the end of the semester.
4. President Diab reported that he is meeting on Thursday for an update from deans and others to decide how to proceed based on feedback from faculty and students.

Following the President’s update, Board Chair, Ms. Pamela Mowry conveyed her confidence that the College personnel are doing a great job protecting our students and staff.

**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. 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 26, 2020 “Regular Meeting”**

**B. Consideration of Approval of Employment of College Personnel – R-2020-09**

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

***R-2020-09***

**NEW HIRES**

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

***BEGINNING March 10, 2020***

*Lindy Caudill, Cashier  
Ashford University, Associates of Arts*

***BEGINNING March 19, 2020***

*Lynette Bates, Financial Aid Administrative Assistant*

*North Central Technical College, Associates in Accounting*

**EXPLANATIONS OF NEW HIRES FOR RESOLUTIONS R-2020-09**

*Lindy Caudill is hired as Cashier to replace Brenda Perry.*

*Lynette Bates is hired as Financial Aid Administrative Assistant to replace Sara Gerhart.*

**C. Consideration of Approval of College Personnel Professional Growth Recognition – R-2020-10**

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

**R-2020-10**

**WHEREAS:** *Mohamed Ghonimy has supplied documentation that he has completed 60% towards a Ph.D., Information Assurance and Security degree at Capella University.*

**THEREFORE, BE IT RESOLVED:** *by the Board of Trustees that \$1,685.00 is added to base salary of \$46,400.00 to \$48,085.00 effective February 24, 2020 in accordance with the policy adopted under resolution 1991-30 for “Professional Growth Recognition.”*

**D. Consideration of Approval of Contracts for Probationary and Non-Probationary Faculty – R-2020-11**

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

**R-2020-11**

**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)**

*Michael Beebe  
Sharon Conley  
Mohamed Ghonimy  
Jason Tucker*

**PROBATIONARY FOURTH-YEAR 9-MONTH CONTRACT**

*(Fall Semester 2020 and Spring Semester 2021)*

*Kathleen Stevick*

***PROBATIONARY THIRD-YEAR 9-MONTH CONTRACT***

*(Fall Semester 2020 and Spring Semester 2021)*

*Wesley Adams*

*Leesa Cox*

*Hannah Cronk*

*Celeste Francis*

*Heidi Kreglow*

*John Stewart*

***PROBATIONARY SECOND-YEAR 9-MONTH CONTRACT***

*(Fall Semester 2020 and Spring Semester 2021)*

*Brian Baldridge*

*Randee Frangella*

*Pamela Studer*

**REGULAR AGENDA**

**A. Consideration of Approval of Nominations for the 2020 Association of  
Community College Trustees (ACCT) Equity Awards – R-2020-12**

***CONSIDERATION OF APPROVAL OF NOMINATIONS  
FOR THE 2020 ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)  
EQUITY AWARDS***

***R-2020-12***

***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 2020 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-2020-12 Nomination for the 2020 ACCT Equity Awards. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

**B. Treasurer’s Report for February 29, 2020 – Ms. Lori McKee**

Ms. Lori McKee presented the Treasurer’s Report for the period ending February 29, 2020. She stated that revenues for the month totaled \$762,871. Expenditures were \$1,465,894 leaving a deficit of \$703,023. Year-to-date revenues totaled \$17,689,242. Year-to-date expenditures totaled \$12,208,812 leaving an excess of \$5,480,430. The Month End Investment Balance for February 2020 was \$6,063,982 (\$3,037,327 in Star Ohio and \$3,026,655 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.

President Diab talked about the OACC Presidents concern for the impact of COVID-19 on enrollment, the budget, unemployment, and their effect on the Reserve.

**ACTION TAKEN:** Dr. Dwight McElfresh moved for approval of the Treasurer’s Report for the period ending February 29, 2020. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

**VIII. POLICY GOVERNANCE**

**A. Nominating Committee Report – Dr. Dwight McElfresh**

Dr. Dwight McElfresh reported that the Governor’s Office on Boards and Commissions is currently interviewing candidates for the vacancy and have shared the names of the candidates they are considering. He reported that as both candidates are known to the President and the Committee, the committee feels that either candidate the Governor’s Office selects will be a great addition to the Board of Trustees. Hopefully, a selection will be forthcoming soon.

**B. 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:

- a. Poll of Trustees for March 18<sup>th</sup> Meeting Date. – Poll successfully established this meeting.
- b. Link-n-Learn at Mechanics Bank on May 27, 2020 – The consensus was to tentatively accept the invitation for Link-n-Learn on May 27<sup>th</sup> if the current health and safety conditions due to COVID-19 virus make it possible.
- c. Link-n-Learn at ES Consulting on September 23, 2020 – President Diab explained that one of the industries the Board has not had much exposure to has been the information technology sector. The potential visit to ES Consulting was an attempt to help the Board broaden exposure to that industry with one of our local technology companies. The consensus of the Board was once again to tentatively accept the invitation for Link-n-Learn on September 23<sup>rd</sup> if the current health and safety conditions make it possible.
- d. New Trustee Orientation – This remains an actionable item pending an appointment from the governor’s office.
- e. Leader Richland commitments for May 14<sup>th</sup> - Board Chair, Ms. Pamela Mowry stated that with the cancellation of this year’s LeaderRichland activity due to the Corona virus situation, this item is no longer needed. She expressed her thanks to those who were willing to participate in this year’s activity in hopes that it will resume next year.

## 2. Owners Connections.

**Ms. Linda Nelson** – Ms. Nelson shared that she has had the opportunity to share some of the innovative programs and activities North Central State College is engaged in to help the College overcome some of the financial obstacles and other challenges in providing effective and efficient service to our students. Everyone she has talked to has been impressed with what NC State is doing. Kudos to all!

**Mr. Mark Masters** – Mr. Mark Masters reported that the class at Mechanic’s Bank has been well received. A couple of the older students have expressed that they never imagined they would ever be able to attend college. This experience has been an inspiration and they are very thankful for the opportunity.

**Mr. Steve Stone** – Mr. Stone expressed his thanks for the support from the college for the Ashland Mental Health Recovery Board’s nomination for the Ashland Area Chamber of Commerce Award. Although they were not selected for the award, the community support was very encouraging and meant a lot to him and his staff.

**Ms. Pamela Mowry** – Ms. Mowry talked about the Arts for Success event held in Crawford County and the success of the event in reaching its goals for financial support and community awareness.

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

1. Policy Governance Policy Review (IAW 02.14) – training will continue to include a review, refresher, and reassessment of current Policy Governance policies. Mr. Matthew Smith led the discussion and review of Governance Process policies 2.3, Board Members Code of Conduct, 2.4 Cost of Governance, and 2.5 Chief Governance Officer’s Role.
2. Policy Governance Training – General Principles.

Board Chair, Ms. Pamela Mowry called for Dr. Dwight McElfresh to lead the discussion of Policy Governance Principle 1 on Ownership. Dr. McElfresh discussed the difference between Owners and Stakeholders explaining that all Owners (most members of the service community) are also Stakeholders however all Stakeholders are not also Owners (such as faculty and staff). This is an important designation as the Board strives to serve as the voice of the Ownership.

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

**A. 2019 Financial Disclosure Statement Filing**

Ms. Pamela Mowry reminded Trustees of the deadline to file as May 15, 2020. Board Secretary, Mr. Stephen Williams reported that according to the Liaison Dashboard, four of the 10 required filers have already filed.

**B. ACCT Leadership Congress (September 30-October 3, Chicago, IL)**

Ms. Pamela Mowry called for discussion of the upcoming Leadership Congress. President Diab recalled the conversation from the February meeting. The two ideas from Dr. Dwight McElfresh were discussed but it was felt that the presentation “Effective Trusteeship” was probably the stronger and most needed for other participants at the Congress. Dr. Mcelfresh pointed out that the presentation they delivered in 2015 had many of the same principles that would be relevant in this year’s presentation on that topic and would once again be likely well received especially for those who may not have been in a Trustee role within the past five years. There was also a recap of the discussion regarding the format for last year’s presentation on ACE’s by Trustee, Steve Stone. Perhaps the format was not conducive to that subject matter and perhaps Mr. Stone would be interested in presenting again at the 2020 Congress in a Concurrent Session format. Mr. Steve Stone indicated that he would be interested in presenting the subject again but only if approved for a Concurrent Session setting. Board Secretary, Mr. Stephen Williams indicated that he would resend the presentation information from last year so that it might be reviewed for potential adjustments prior to submission for 2020 consideration.

### **C. LeaderRichland Participation Commitments (May 13, 14, and 18)**

Board Chair, Ms. Pamela Mowry stated that with the cancellation of this year's LeaderRichland activity due to the Corona virus situation, this item is no longer needed. She expressed her thanks to those who were willing to participate in this year's activity in hopes that it will resume next year.

### **D. All-Ohio Academic Team Luncheon (April 23<sup>rd</sup>)**

President, Dorey Diab reported that the event has been cancelled and they are seeking alternate means for recognizing All-Ohio Academic Scholars this year besides face-to-face methods. There will be more information on this event in the coming weeks.

### **E. Foundation Events**

Ms. Pamela Mowry called for discussion of upcoming events.

- North Central Ohio Hall of Excellence is postponed and will be rescheduled at a later date.

### **X. 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 tonight's meeting was a good first one that included teleconferencing.

Dr. Dwight McElfresh asked Ms. Margaret Puckett, representing the College Faculty, to please convey the Board's appreciation for all they are doing during these challenging times to adjust their modes of delivery to help meet the needs of our students.

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

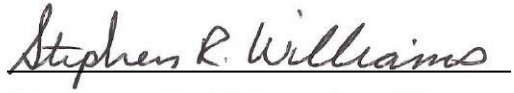
The next Regular meeting of the Board of Trustees is scheduled for Wednesday, April 22, 2020 at 5:30 p.m. in the Gorman Room (165) of the Fallerius Technical Education Building and will likely once again offer teleconferencing capabilities.

### **XII. ADJOURNMENT**

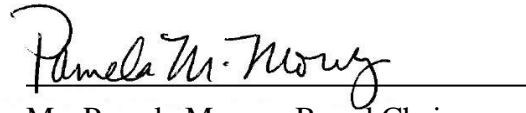
The Chair called for any additional information items.

**ACTION TAKEN:** As there was no further information items, the Board Chair, Ms. Pamela Mowry declared the meeting adjourned at 6:30 p.m.

Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair