

**North Central State College
Board of Trustees' Meeting
April 22, 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. This was also based on currently and temporarily approved legislature bill. Subject to the College closure due to COVID-19 this meeting was held exclusively online via Zoom.

Chair Mowry called the meeting to order at 5:33 p.m. in a Zoom virtual video and audio meeting space. 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 (online):

Mr. Mark Masters
Dr. Dwight McElfresh
Mr. Roger Miller
Ms. Elisabeth Morando
Ms. Pamela Mowry
Ms. Linda Nelson
Mr. Matthew Smith
Mr. Steven Stone (5:39 p.m.)

III. INTRODUCTION OF GUESTS

President Dorey Diab introduced participants also online: 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 NCSC Foundation; Ms. Margaret Puckett representing the Faculty; and Mr. Dave Daniels, OSU-M 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 President and our Foundation. We will attend to

our Required Approvals Agenda, our Policy Governance Agenda and an abbreviated version of our Training items. There will be an Executive Session with no business expected afterward.

V. OSU-MANSFIELD ADVISORY BOARD REPORT

Board Chair, Ms. Pamela Mowry thanked OSU-M Advisory Board Member, Mr. Dave Daniels for joining us for today's virtual meeting and granted him the floor for his report. Mr. Daniels explained that there really wasn't much to report at this time, and he presented the following:

- To say the least it has been an interesting month and a half due to the current COVID situation.
- All courses at the University have been switched to online.
- The University has engaged in the exercise of calling every student to see how things are going and what challenges they are facing. Some are having difficulties but most are getting along OK and adapting to the new environment.
- We are all learning new way of doing things.

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

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

Dr. Dorey Diab indicated that there was no current reports from Phi Theta Kappa (PTK) and Sigma Alpha Pi (SAP) due to the current COVID situation. The leadership is focused on getting students tutored online and care for their social and technical needs.

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 2020

Goal: \$300,000

Total: \$655,856.49

2020 % to goal: 216%

PPP Grant

- Chris submitted Friday - 4/10/2020, to pay foundation salaries and benefits for 2.5 months, in the amount of \$27,075

Scholarships

- Award letters are out and follow up will occur with Advisors.

Grant Coordinator (Shawn took another job)

- **NSF-IUSE-Due 8/4**
 - Dr. Toni Johnson is setting meetings and Linda Hess is leading the actual submission.

Foundation Events

- Hall of Excellence
 - Details reconfirmed with all key stakeholders, and it is set for Thursday Sept 10 from 5:30 pm to 9 pm.

Fundraising

- The Richland Gives Now COVID-19 Relief effort will run from April 14 to May 5. Nonprofits that participated in the December 2019 Richland Gives are automatically registered. There are no matches or perks. The link is <https://richlandgives.mightycause.com/organization/ncsc>
- Crawford Gives Now is on May 5 and we will participate with them too.
- Workforce Development
 - Certs grant with Shelby Foundation
 - Richland County Foundation-\$40,000
 - SN Ada Ford Fund-TFS for Adults-\$75,000

C. Monitoring Report: Ends Policies – Enrichment Ends Policy (1-50)

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

This report focuses on the Enrichment Ends Policy.

The policy states, “*Enrichment opportunities exist to reflect community needs and values.*”

- President Diab explained that data in this area is not collected at this time but will be part of the official monitoring report coming up in June. This area basically encompasses Non-credit and Apprenticeship offerings.
- To date this area has provided opportunities in 72 disciplines and serviced 318 people raising some \$77, 000. The Integrated Systems Technology Labs (IST) has accounted for \$10,000 working with (3) companies. Testing has accounted for \$4,000, and Apprenticeships has accounted for \$63,000 with (75) companies.
- Great strides are also being made in offering Supervision and OSHA training.

D. Updates/Other

1. A survey was sent out to our graduating class to get a feel for their preferences in dealing with this year's graduation ceremony. The graduates were presented with several possible options to consider. The overwhelming response was that Graduates want graduation delayed so they can walk across the stage. We just don't know at this time when that would take place.
2. President Diab reported that the Chamber has been doing a good job in communicating with local companies during this challenging time.
3. Very soon, the Board will need to discuss their thoughts on conducting the traditional Board Retreat in June. Will the Board be open to a virtual environment for the retreat or whether to postpone it until a face-to-face can occur?
4. President Diab reported that he has been attending virtual meetings with different organizations such as OACC, AACC, ACCT, and on multiple topics such as the CARES Act, and the Governor's directives. The one common element is much ambiguity that no decisions can be made quickly with things happening so fast that there is not enough data available to guide the decision-making process beyond envisioning multiple scenarios.
5. President Diab explained that he has been communicating with the campus community on what could be next. As he sees it, there are three prominent scenarios possible:
 - a. Things back to normal.
 - b. Continue what we are doing for the near future with courses taught online and employees working remotely.
 - c. An in-between scenario that includes opening back up but with social distancing, wearing masks, taking temperatures, reducing class sizes by breaking sections into smaller groups starting in fall.

We just don't know at this point which way we will be able to go pending future development of the COVID situation and the Governor's directives.
6. President Diab explained that we are still awaiting direction from the Fed on Stimulus funds. A percentage of it must go to students while a percentage may be used by the College for specific purposes related to the pandemic. The student distributions will be based on the impact that COVID had on them, their Pell or Non-Pell condition, and their schedule of credit hours.

Trustee Mr. Matt Smith asked if there was any discussion of contact monitoring at the OACC. President Diab responded that there had been no discussion of it yet. Mr. Smith

also shared an article from the Wall Street Journal that talked about how colleges could negatively be impacted in the fall.

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 Ms. Linda Nelson and seconded by Dr. Dwight McElfresh and passing unanimously, the following items were approved:

A. Approval of Minutes for March 18, 2020 “Regular Meeting”

REGULAR AGENDA

A. Consideration of Approval of Amendment to Governance Process Policy 2.42b Cost of Governance – R-2020-13

CONSIDERATION OF APPROVAL OF AMENDMENT TO GOVERNANCE PROCESS POLICY 2.42b

R-2020-13

WHEREAS: the Board of Trustees has adopted “Policy Governance” as the model for how it carries out its business and,

WHEREAS: the Board of Trustees continues the process of reviewing policies to direct the governance process.

NOW, THEREFORE BE IT RESOLVED: that the Board of Trustees hereby approves this amendment to Governance Process Policy 2.42b – Cost of Governance Policy.

2.42 Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

- a. Up to \$30,000 each fiscal year for training, including attendance at conferences and workshops.
\$30,000
- b. Up to \$25,000 each fiscal year for audit and other third-party monitoring of organizational performance.
- c. Up to \$10,000 each fiscal year for surveys, focus groups, opinion analyses, and meeting costs.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2020-13 Amendment to Governance Process Policy 2.42b Cost of Governance. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

B. Consideration of Approval of a Resolution Pertaining to the Adoption of the North Central State College 403(b) Plan as a Restatement of the Prior Plan – R-2020-14

CONSIDERATION OF APPROVAL OF A RESOLUTION PERTAINING TO THE ADOPTION OF THE NORTH CENTRAL STATE COLLEGE 403(B) PLAN AS A COMPLETE RESTATEMENT OF THE PRIOR PLAN

R-2020-14

***WHEREAS,** the Employer has maintained the North Central State College 403(b) Plan (“Plan”) since January 1, 2009 for the benefit of eligible employees; and*

***WHEREAS,** the Employer is restating the above-referenced Plan to comply with the final Section 403(b) regulations and to continue to receive the tax benefits of an IRS pre-approved plan.*

***NOW, THEREFORE, BE IT RESOLVED** that the Employer hereby adopts the North Central State College 403(b) Plan as a complete restatement of the prior Plan, to be effective on January 1, 2020;*

***BE IT FURTHER RESOLVED** that the undersigned representative of the Employer is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The Employer may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the Board of Trustees, along with a copy of the prior plan, in its files;*

***BE IT FURTHER RESOLVED** that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan.*

ACTION TAKEN: Ms. Elisabeth Morando moved for approval of resolution R-2020-14 Adoption of the North Central State College 403(b) Plan as a Restatement of the Prior Plan. Ms. Linda Nelson seconded the motion and the motion carried unanimously.

C. Consideration of Approval of an Offsite Dual Enrollment Rate for Private School Students and Home Schooled Students Who are Not Eligible for the College Credit Plus Program – R-2020-15

CONSIDERATION OF APPROVAL OF AN OFFSITE DUAL ENROLLMENT RATE FOR PRIVATE SCHOOL STUDENTS AND HOME SCHOOLED STUDENTS WHO ARE NOT ELIGIBLE FOR COLLEGE CREDIT PLUS PROGRAM

R-2020-15

WHEREAS, North Central State College (NCSC), as part of its mission, wishes to provide educational opportunities for qualified students to attend college at affordable costs, and

WHEREAS, it is recommended that the Board of Trustees approve an Offsite Dual Enrollment Rate for NCSC courses that will meet both high school and NCSC graduation requirements for students not eligible for the College Credit Plus Program (CCP) established in Ohio Revised Code Chapter 3365. Such students would primarily be enrolled in Ohio nonpublic/private schools or homeschooled, and

WHEREAS, NCSC launched dual enrollment to support initiatives in our area school districts to enhance rigor and student preparation for college study; it also supports other legislated requirements that colleges take steps to keep college affordable by decreasing time to degree. Ohio Board of Regents Directive 2009-011 Differential Tuition for State Institutions of Higher Education allows for such a rate where the program is designed to keep college affordable and enhance the quality of the educational experience. Under new legislation the vast majority of Ohio based students will now be eligible for the CCP funding stream. However, the dollars for CCP flow differently for students enrolled at nonpublic/private schools and home schools and as such some students may not be eligible for CCP. We have important relationships with many such schools and would like to maintain this as an option, and

*WHEREAS, under this model, NCSC anticipates approximately **100** nonpublic/private and homeschooled students each academic year will have the opportunity to further their education, and*

WHEREAS, this resolution would approve a rate of \$41.64 per semester hour for academic years 2020-2021 for NCSC courses taught off the NCSC campuses by high school faculty who meet the North Central Association/Higher Learning Commission standards under the mentorship of a NCSC faculty member to nonpublic/private school and home school students who are not otherwise eligible for CCP, and

WHEREAS, this resolution would approve a rate of \$83.28 per semester hour for academic years 2020-2021 for NCSC courses taught off the NCSC campuses by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP, and

WHEREAS, this resolution would approve a rate of \$166.55 per semester hour for academic years 2020-2021 for NCSC courses delivered online and taught by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school and homeschool students who are not otherwise eligible for CCP and

WHEREAS, this resolution would approve a rate of \$83.28 per semester hour for academic years 2020-2021 for NCSC courses designed solely for a secondary school in the Schools district delivered online and taught by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP and

WHEREAS, this resolution would approve a rate of \$166.55 per semester hour for academic year 2020-2021 for NCSC courses taught on the NCSC campuses by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP, and

WHEREAS, the impact and success of this CCP model will be reviewed annually, and

WHEREAS, consistent with the procedures set forth in OBR Directive 2009-011 NCSC will submit a tuition waiver request to the Chancellor of the Ohio Department of Higher Education.

NOW, THEREFORE, BE IT RESOLVED that the North Central State College Board of Trustees hereby approves the following:

1. A rate of \$41.64 per semester hour for academic years 2020-2021 for NCSC courses taught off the NCSC campuses by high school faculty who meet the North Central Association/Higher Learning Commission standards under the mentorship of a NCSC faculty member to nonpublic/private school and home school students who are not otherwise eligible for CCP.
2. A rate of \$83.28 per semester hour for academic years 2020-2021 for NCSC courses taught off the NCSC campuses by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP.
3. A rate of \$166.55 per semester hour for academic years 2020-2021 for NCSC courses taught online by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school and homeschool students who are not otherwise eligible for CCP.
4. A rate of \$83.28 per semester hour for academic years 2020-2021 for NCSC courses designed solely for a secondary school in the Schools district delivered online and taught by NCSC faculty who meet the North Central Association/Higher Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP and
5. A rate of \$166.55 per semester hour for academic year 2020-2021 for NCSC courses taught on the NCSC campuses by NCSC faculty who meet the North Central Association/Higher

Learning Commission standards to nonpublic/private school students who are not otherwise eligible for CCP.

ACTION TAKEN: Dr. Dwight McElfresh moved for approval of resolution R-2020-15 Offsite Dual Enrollment Rate for Private School Students and Home Schooled Students Who are Not Eligible for the College Credit Plus Program. Mr. Matthew Smith seconded the motion and the motion carried unanimously.

D. Treasurer’s Report for March 31, 2020 – Ms. Lori McKee

Ms. Lori McKee presented the Treasurer’s Report for the period ending March 31, 2020. She stated that revenues for the month totaled \$801,214. Expenditures were \$1,286,161 leaving a deficit of \$484,947. Year-to-date revenues totaled \$18,490,456. Year-to-date expenditures totaled \$13,494,974 leaving an excess of \$4,995,483. The Month End Investment Balance for March 2020 was \$6,061,813 (\$3,040,738 in Star Ohio and \$3,021,075 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.

ACTION TAKEN: Ms. Linda Nelson moved for approval of the Treasurer’s Report for the period ending March 31, 2020. Mr. Mark Masters 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 has not selected a candidate from the two they are considering. In the light of COVID-19 they are tied up with other matters so there is nothing new to report. Hopefully, a selection will be forthcoming soon. The question was raised as to whether someone is reaching out to the two candidates to let them know what the current status of the appointment is and that they have not been forgotten. Dr. Dwight McElfresh indicated that he would reach out to the candidates.

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. Send 2019 ACCT Presentation Proposal on ACEs to Steve Stone. – 2019 Proposal was sent to Steve Stone for consideration in repeating at the 2020 ACCT Congress.

b. Schedule New Trustee Orientation – This remains an actionable item pending an appointment from the governor’s office.

c. BOT to receive Performance/Self-Evaluation Trends Analysis for 1st Quarter of 2020 – Report was provided and will be reviewed later in the meeting as part of the agenda.

d. Proposed Revision to Governance Process Policy 2.42b Cost of Governance – Policy was considered as part of the Regular Agenda earlier in this meeting.

e. Annual Update/Report on the College’s Sustainability position – Update/Report is to be part of the Board’s annual planning retreat at the June meeting.

2. Owners Connections. – No report

C. 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. Ms. Elisabeth Morando led the discussion and review of Governance Process policies 2.6, Board Secretary’s Role, 2.7 Agenda Planning, 2.8 Board Committee Principles and 2.9 Board Committee Structure.

2. 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. Dr. Dwight McElfresh continued the exploration of Policy Governance principle 1 on Ownership. The case study for scenario 6.3 that asks “*Results on Whose Behalf?*” This scenario considers the Association of Independent Hardware Stores, a small group of members specializes in selling electronic goods. This group needs public awareness of its specialty. Members of this group feel that their focus is not sufficiently prominent in the trade association’s priorities. They are considering setting up their own organization. What should the Board do?

C. Board Performance/Self-Evaluation Survey Trend Analysis, 1st Quarter 2020 – Ms. Pamela Mowry

Board Chair, Ms. Pamela Mowry called for a review of each of the question areas on the Self-Evaluation Survey Trend Analysis Report and called for discussion on any areas that Trustees felt needed discussion toward improving Board performance.

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.

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

Ms. Pamela Mowry called for discussion of the upcoming Leadership Congress. Mr. Steve Stone indicated that he was still considering whether or not to submit his proposal for consideration at the 2020 Congress. Board Chair, Ms. Pamela Mowry suggested that in light of the COVID-19 situation the Board should consider limiting participation at this year's event and would call for further discussion at the next meeting.

C. Foundation Events

Ms. Pamela Mowry reminded Trustees that the North Central Ohio Hall of Excellence has been rescheduled for September 10, 2020.

X. EXECUTIVE SESSION – Ms. Pamela Mowry

The Chair called for an Executive Session at 6:43 p.m. Dr. Dwight McElfresh made a motion and it was seconded by Ms. Linda Nelson to adjourn to Executive Session to discuss Preparing for, conducting, or reviewing collective bargaining strategy. Ms. Mowry announced that she did not expect any further business following the executive session. A roll call vote on the motion was approved unanimously by all members present.

Mr. Mark Masters – “yes”

Dr. Dwight McElfresh – “yes”

Mr. Roger Miller – “yes”

Mrs. Elisabeth Morando – “yes”

Mrs. Pamela Mowry – “yes”

Mrs. Linda Nelson – “yes”

Mr. Matt Smith – “yes”

Mr. Steve Stone – “yes”

At 6:58 p.m., Chair Mowry declared the Executive Session concluded and the Regular Session resumed.

REGULAR SESSION RESUMED

XI. 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 Zoom meeting went well, better than expected.

XII. TIME AND PLACE OF NEXT MEETING

The next Regular meeting of the Board of Trustees is scheduled for Wednesday, May 27, 2020 at 5:30 p.m. Although it is currently planned to take place as a Link-n-Learn at Mechanics Bank, further confirmation will be made closer to meeting time depending upon the COVID-19 restrictions being continued or lifted.

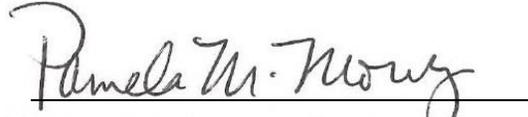
XIII. ADJOURNMENT

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 7:03 p.m.
Respectfully submitted:



Mr. Stephen R. Williams, Board Secretary



Ms. Pamela Mowry, Board Chair