

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**June 21, 2011**

The Clark State Community College Board of Trustees met in regular session in the Davidson Grand Lobby of the Performing Arts Center on Tuesday, June 21, 2011. Chairman Andy Bell presided and called the meeting to order at 6:30 p.m.

**Roll Call:** Present: Jim Doyle, Sharon Evans, Bill Mercurio, Peggy Noonan, Heather Tiefenthaler, Vice Chair Heather Corbin, Chairman Andy Bell, and President Rafinski

Others Present: Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Angela Edwards, Assistant to the Vice President for Business Affairs/Staff Senate President; Jim Franks, Executive Director/Dean, Corporate and Public Services; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Jeff Reed, Assistant Professor, Arts and Sciences/Faculty Senate President; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

## **Recognition of Guests**

President Rafinski welcomed the guests and introduced them.

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairman Bell asked for a motion to approve the minutes of the Regular Meeting held on May 17, 2011. Trustee Mercurio made a motion to approve the minutes as written. Vice Chair Corbin seconded, and the motion passed unanimously.

## **Presentation**

Prior to the start of the meeting, the group took a tour of the Creative Arts and Conference Center, which is in the final stages of construction. Performing Arts Center Executive Director Stu Sector and Director of Facilities Randy Conover led the tour and answered questions about the facility.

## **Board Finance and Facilities Committee Report**

The Board Finance and Facilities Committee met on Friday, June 10, 2011, at 7:30 a.m. in the TLC Boardroom. Present were Committee Chairperson Heather Corbin; Committee members Jim Doyle and

Sharon Evans; Board Chair Andy Bell; Trustee Peggy Noonan; President Karen Rafinski; and Vice President Joe Jackson. Agenda items included:

- FY 2011 Financial Performance through May
- FY 2012/FY 2013 State Biennial Budget
- 2011-2012 Tuition
- 2011-2012 Budget
- FY 2011/FY 2012 State Capital Biennial Budget
- Real Estate
- Space Planning Project
- Other Capital Projects
- Board Governance Policy Revision

Minutes of the meeting have been distributed to all Trustees. The next Committee meeting is scheduled for Friday, November 4, 2011, at 7:30 a.m. in the TLC Boardroom.

### **Board Human Resources Committee Report**

The Board Human Resources Committee met on Friday, June 17, 2011, at 12:00 p.m. in TLC 111. Committee Chairperson Peggy Noonan; Board Chairman Andy Bell; Trustee Jim Doyle; and President Karen Rafinski in attendance.

Agenda items included:

- President's Evaluation
- Merit Plan
- Goals for FY12
- Other

### **Human Resources Update**

*Filled Positions:*

#### Non - Exempt:

- Custodians [2 ea.], (1.0 FTE), Darren Smith and Humberto Nieto Ruiz, effective June 6, 2011
- Groundskeeper, (1.0 FTE), Kyle Thullen, effective July 1, 2011

#### Faculty:

- Full-time Instructor, Registered Nursing Program (5 ea.), Violet Ann Clayton, Gina Hughes, Juliet Jane Swope, Deb Fishback, and Elizabeth Your, effective August 29, 2011

*Promotions:*

#### Exempt:

- Interim Director Library Services, Beth Deger, effective July 1, 2011
- Interim Instructional Technology Resource and Online Learning Manager, Cindra Phillips, effective July 1, 2011

*FTE Increase:*

- Records Clerk, Antoinette Yancey, FTE increase from .50 FTE/1,040 hours per year, non-exempt to .75 FTE/1,560 hours per year, non-exempt, effective July 1, 2011

*Advertised Positions/Searches/Interviews:*

Exempt:

- Director, Institutional Research and Planning, (1.0 FTE)

Non-Exempt:

- Event Communications Specialist
- Records Clerk, (.50 FTE)

Faculty:

- Full-time Instructor, Registered Nursing Program
- Full-time Medical Assisting Program Instructor

**Graduation Recap 2011**

After graduation each year, we attempt to do a “recap” of our graduation ceremony and to make suggestions of things that we might do to improve or change the ceremony for the next year. We received many positive comments regarding this year’s ceremony. The brass quintet was once again excellent, and Tiffany Coutts-Dolby provided a wonderful rendition of the National Anthem.

Michael McDorman, President and CEO of the Greater Springfield Chamber of Commerce delivered a sincere message to the graduates about future pursuits of goals in their lives. Our student speaker, Donna True, did a fantastic job and clearly touched the hearts of the audience and her fellow classmates.

Suggestions for improving next year’s graduation:

- There seemed to be a problem with the students coming forward to get their diplomas this year. It was suggested that the Registrar be very specific with the students about moving through the line.
- Krysta Jolly, the interpreter for the graduation ceremony, sent a note regarding a graduate that she noticed relied on sign language. Because of the way that she was positioned on the stage, only the audience could see her, so unfortunately the student missed a large part of his graduation due to the lack of an interpreter. She suggested that we might look into having two interpreters—one facing the audience and one facing the graduating class so the students could have the privilege of hearing the wonderful speakers and presenters. She indicated that we will face a similar situation next year as there are two students who are deaf and are expected to graduate.

We would appreciate any input the Board may wish to present at this time to assist us in our evaluation and planning for next year.

**Liaison Reports**

Clark State Foundation/Circle of Friends

- The Foundation Board has not met since the retreat on May 6.
- The first round of scholarships for 2011-12 has been awarded.
- Graduates who received scholarships wore special medallions at graduation.
- The Dreamkeepers emergency assistance program for students continues to be in high demand.

- The Circle of Friends are currently soliciting sponsorships for the Grand Opening Gala of the Creative Arts and Conference Center on September 17.

#### Council of Governments

- There are currently 126 children enrolled at the Early Childhood Education Center, including 24 schoolagers. The Center is adequately staffed.
- Efforts continue to fill remaining slots.

#### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendation ~ Exempt Employees***

In accordance with established hiring procedures and after approval by President Rafinski, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

#### *Promotions:*

#### Exempt:

- Interim Director Library Services, Elizabeth Deger, effective July 1, 2011, from GL 5 to GL 7.
- Interim Instructional Technology Resource and Online Learning Manager, Cindra Phillips, effective July 1, 2011, from GL 4 non-exempt to GL 6 exempt.

Impact on students and/or student learning: No impact, responsibilities will be assumed through internal reorganization

Implications for budget, personnel, or other resources: These changes are built into the 2011-2012 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

#### ***Personnel Recommendations ~ Instructional Faculty***

In accordance with established hiring procedures and after approval by President Rafinski, the following recommendations for instructional faculty are being presented to the Board of Trustees for formal approval:

#### *New Hires:*

#### Faculty:

- Full-time Instructor, Registered Nursing Program, Violet Ann Clayton, effective August 29, 2011
- Full-time Instructor, Registered Nursing Program, Gina Hughes, effective August 29, 2011
- Full-time Instructor, Registered Nursing Program, Juliet Jane Swope, effective August 29, 2011
- Full-time Instructor, Registered Nursing Program, Deb Fishback, effective August 29, 2011
- Full-time Instructor, Registered Nursing Program, Elizabeth Your, effective August 29, 2011

Impact on students and/or student learning: These positions will interface directly with students in the Nursing program.

Implications for budget, personnel, or other resources: These positions are built into the 2011-2012 budget.

It was requested that the Board of Trustees moves to accept the personnel recommendations as indicated.

### ***Dental Insurance Renewal***

The College self-insures the dental benefit for employees and contracts with CoreSource as the third party administrator. The plan consists of participating dental providers and provides out-of-network benefits as well. This benefit is mandatory for all eligible employees and the Board pays the entire premium for all employees. The plan year for the dental benefit is October 1 through September 30.

The administrative fees for 2011-2012 will increase \$.05 per employee from 2010-2011 levels to \$3.95 per employee. Fortunately, the costs of claims decreased approximately 9.6%/\$15,600 during the past year even with about the same number of employees covered, and our reserves for dental claims are at a level sufficient to cover expected claims for the upcoming year. Therefore, we are able to decrease the amount added to our reserves by 14.6% (\$29,000) to cover the anticipated costs of claims for 2011-2012. Since the Board of Trustees does not meet again until after the beginning of the plan year, Trustees are being requested to authorize President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2011-2012 budget.

Impact on students and/or student learning: The anticipated increase in the cost of this benefit shall not adversely impact funding allocated to instruction, academic support, and student service departments.

Implications for budget, personnel, or other resources: There is an anticipated savings of approximately 14.6% (\$29,000) in the 2011-2012 budget for this benefit.

It was requested that the Board of Trustees authorize President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2011-2012 budget.

### ***Vision Insurance Renewal***

Our current vision insurance coverage is provided by Vision Service Plan (VSP). This plan was renewed and approved by the Board effective July 1, 2008, for a period of four years...July 1, 2008 – June 30, 2012. The first year of the contract ended June 30, 2009. The remaining three years of the contract (which includes a modest, one-time, 10% price increase), began July 1, 2009, and goes through June 30, 2012, and includes a price guarantee for the period.

Since the Board of Trustees does not meet again until after the beginning of the plan year, Trustees are being requested to authorize President Rafinski or her designee to renew the vision insurance benefit at a cost that is within the 2011-2012 budget.

Impact on students and/or student learning: The cost of this benefit shall not adversely impact funding allocated to instruction, academic support, and student service departments.

Implications for budget, personnel, or other resources: The cost of this benefit is built into the 2011-2012 budget.

It was requested that the Board of Trustees authorize President Rafinski or her designee to maintain the above vision insurance services at a cost that is within the 2011-2012 budget.

### ***Health Insurance Renewal***

The College currently utilizes United HealthCare as our health insurance provider. At this time, we have not received our policy renewal rates from our broker, Brower Insurance Company for United HealthCare, but we are anticipating them during the July-August time frame. The preliminary balanced budget assumes an increase of 5% (\$77,000) in the annual premium. The plan year for the health insurance benefit is October 1 through September 30. Since the Board of Trustees does not meet again until after the beginning of the plan year, Trustees are being requested to authorize President Rafinski or her designee to renew the health insurance benefit at a cost that is within the 2011-2012 budget.

Impact on students and/or student learning: As with all other organizations, the cost of providing a health care benefit to employees continues to rise at alarming rates. This benefit has been provided by United HealthCare for the past 12-14 years. Administration will do everything possible to negotiate a benefit that is attractive to employees at a reasonable cost so that funds for instruction are not adversely impacted.

Implications for budget, personnel, or other resources: The proposed 2011-2012 budget includes funds (\$77,000) to absorb a 5% increase.

It was requested that the Board of Trustees authorize President Rafinski or her designee to renew the health insurance benefit at a cost that is within the 2011 -2012 budget.

### ***Salary Increase Recommendation ~ Exempt and Non-Exempt Employees***

A small group consisting of representatives from Staff Senate and Administration has met to discuss issues identified by staff related to salaries, benefits, hiring practices, and hiring additional staff. The meeting provided an opportunity for an exchange of information and data.

The administration recommends the establishment of a pool of money in the amount of \$114,000 for the purpose of salary increases for staff pool for 2012. \$114,000 would be set aside for salary increases. This \$114,000 increase for staff would be at a cost that is within the 2011-2012 budget.

If this recommendation is approved by the Board, it would result in a 1.50% to 2.00% pay increase range for exempt and non-exempt staff.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2010-2011 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase pool equates to an annual amount of \$114,000. This amount is incorporated into the proposed 2011-2012 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$114,000 for salary increases for eligible exempt and non-exempt staff effective September 1,

2011. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

### ***Salary Increase Recommendation ~ Instructional Faculty***

A small group consisting of representatives from the faculty personnel committee and administration has been meeting to discuss issues identified by faculty related to salaries, benefits, personal leave, and working conditions. Issues addressed included salary range movement, salary increase, overload pay, tuition reimbursement, and health insurance coverage issues. This committee operated efficiently and effectively by bringing issues solicited from their respective constituencies and then communicating back the results of these discussions.

The administration recommends the establishment of a pool of money in the amount of \$76,000 for a 2.25% - 2.50% salary increase. This \$76,000 increase for faculty would be at a cost that is within the 2011-2012 budget.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2010-2011 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$76,000. This amount is incorporated into the proposed 2011-2012 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$76,000 for salary increases for eligible faculty members effective September 1, 2011. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

### ***Faculty Promotions in Rank***

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank (a copy of the promotion criteria was distributed to Trustees prior to the meeting and is available in the office of the Vice President of Academic and Student Affairs).

To be considered for promotion in rank, the eligible faculty members must submit an application letter summarizing how they meet the criteria and a curriculum vitae. This letter initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office to release the following information: copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

After consideration by the Faculty Promotion Committee, the Vice President of Academic and Student Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Rafinski as having met all of the criteria required for promotion to the varying ranks.

The following faculty are recommended for promotion this year:

Professor:	Robert Adkins, Accounting
Associate Professor:	Mary Cornell, Registered Nursing
	Rebecca Dodds, Practical Nursing
	Pam Healy, Early Childhood Education
	Dr. Cecilia Kennedy, English/Spanish
	Dr. Jeffrey Reed, History
Assistant Professor:	Cristi Clark, Registered Nursing
	Crystal Jones, Management
	Susan Yowler, Practical Nursing

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2011/2012 already takes into consideration promotions in rank.

It was requested that the Board of Trustees move to adopt the personnel actions outlined in the recommendations for promotion in rank, effective June 2010.

### ***Contract Renewals for Instructional Faculty***

The College renews contracts for instructional faculty each April. Because of Senate Bill 5, the College held off on the appointment of instructional faculty contracts. The administration will be bringing forward a new policy to the Board for approval changing the criteria for awarding instructional faculty contracts early next academic year. At the current time, there is a change in the contracts that are being approved for this year. Those faculty that are eligible for five-year contracts will be given three-year contracts instead.

The new policy will be brought forward as instructional faculty contracts are offered as one-, two-, or three-year contracts. Current Board policy states: *Faculty must serve four years on a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a five-year contract.*

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures.



<b>Recommendations for Contract Renewals Instructional Faculty 9/1/2011</b>				
<b>Name</b>	<b>Hire Date</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>	<b>Notes</b>
Pamela Ball	1/5/2009	1 year	1 year	
Chris Bays	9/1/2005	2 year	2 years	
Aimee Belanger-Haas	9/1/2010	1 year	1 year	
Ronda Black	9/1/2010	1 year	1 year	
Carin Burr	9/1/2005	2 year	2 years	
Cristi Clark	9/1/2007	2 year	2 years	
Kathy DeLong	9/1/2009	1 year	1 year	
Tom Duffee	1/5/2009	1 year	1 year	
Larry Everett	9/1/2003	3 year	3 years	
Wendy Gagliano	9/1/2009	1 year	1 year	
Randall Green	9/1/2010	1 year	1 year	
Nora Hatem	8/1/2008	1 year	1 year	
Pam Healy	9/1/2003	3 year	3 years	
Charlie Hoyman	1/5/2009	1 year	1 year	
Paige Huskey	9/1/2008	1 year	1 year	
Crystal Jones	9/1/2007	2 year	2 years	
Kara Jackson	9/1/2010	1 year	1 year	
Cecilia Kennedy	9/1/2005	2 year	2 years	
Cynthia Lehmkuhle	9/1/2010	1 year	1 year	
Victoria Mahan	9/1/2007	2 year	2 years	
Dana Matt	9/1/2009	1 year	1 year	
Kandyce Meo	9/1/1987	1 year	1 year	
David Miller	9/1/1998	3 year	3 years	
Evelyn Naegele	9/1/2009	1 year	1 year	
Steven Nowka	9/1/2010	1 year	1 year	
Naureen Qasim	9/1/2007	2 year	2 years	
Mark Schmidt	6/1/2003	3 year	3 years	
Donna Smith	9/1/2007	2 year	2 years	
Charles Strecker	9/1/2010	1 year	1 year	Visiting Instructor
Robert Sweet	9/1/1993	3 year	3 years	
M. Adelaide Taylor	9/1/2007	2 year	2 years	
Susan Yowler	9/1/2007	2 year	2 years	

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2011-2012 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty.

## ***Tuition and Fee Schedule 2011-2012***

The higher education portion of the state biennial budget specifically speaks to the maximum amount that institutions can increase tuition. The Executive budget and the budget that was passed by the House both allow for a maximum 3.5% increase. The budget as passed by the Senate allows for a 3.5% increase or a \$200 annual increase. At the June Board Finance and Facilities Committee meeting, data was presented on current tuition levels at not only Clark State but all two-year colleges in Ohio. Clark State's tuition is in the lowest one-third of all two-year colleges in Ohio. The President recommended that tuition be increased \$2.50 per credit hour (3.0%) to be effective Fall Quarter 2011. Some of the reasons for requesting this increase include:

- We have experienced unprecedented levels of enrollment growth over the last several years
- State support per student over the past 10 years has declined by almost 40%
- We are enrolling a greater percentage of less-prepared "at risk" students who require additional intervention services which require resources
- Displaced workers are also coming to Clark State for job assistance and to seek credentials that will propel them into living wage jobs

The increase recommended is well below the amount allowed in any of the three versions of the state budget. The Committee accepted the President's recommendation and recommends the full Board adopt a tuition increase as stated above.

Impact on students and/or student learning: Accepting the above recommendation to increase tuition 3.0% would cost a full-time student (taking 15 credit hours) \$37.50 per quarter or \$112.50 per academic year.

Implications for budget, personnel, or other resources: Increasing tuition 3.0% effective Fall Quarter 2011 is projected to provide an additional \$350,000. This increase will enable the College to continue the commitment to provide students access to the highest quality learning centered educational opportunities.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee \$2.50 per credit hour (3.0%) and to increase the instructional fee for out-of-state students \$5.00 per credit hour, effective Fall Quarter 2011.

## ***Adoption of 2011-2012 General Fund Budget***

Copies of the 2011-2012 General Fund Budget were distributed to Trustees prior to the meeting. Vice President Jackson provided the following background:

### Revenue Assumptions:

- State Share of Instruction as passed by the House and Senate.
- State Share of Instruction represents 36.8% of the total budget.
- Tuition increase of 3.0% (\$2.50 per credit hour) effective Fall Quarter.
- Student fees (credit) revenue assumes an 11% enrollment increase over FY 2011 budget.
- Greene Center enrollment assumes a 24% increase over FY 2011 budget.
- Revenue projections as a result of the Disaster Recovery Learning Lab, Fire Tower and Creative Arts and Conference Center coming online are included in the projections.
- Revenue projected for non-credit Continuing Education and Business & Industry training includes workforce development training programs (medical office, customer service, medical transcription,

welding, STNA, etc.) and the training being done for Code Blue.

Expenditure Adjustments:

- 3.33 FTE new faculty positions; deleted 1 FTE faculty position.
- 3.5 FTE new/expanded staff positions; deleted/reduced 12.8 FTE staff positions.
- Reassigned staff impacted by lost external funding to the semester conversion initiative.
- Funding allocated to support bringing on the Springfield Regional School of Nursing students including adding three new faculty positions.
- Funds budgeted to implement Weekend College at the Greene Center beginning Fall 2011.
- The technology repair and replacement schedule is fully funded at \$380,000.
- A pool of 2% for salary increases for eligible faculty and staff.
- Funding for a 5% increase in the health insurance premium.
- Contingency budget of 2.8%.
- Greene Center operating expenses includes debt service payments on the facility.
- Maintenance, landscaping, utilities, staffing and other operating costs for Greene Center 2<sup>nd</sup> floor
- Funds budgeted to staff and operate the Creative Arts and Conference Center.
- Salary and benefits represent 69.5% of the total budget.
- Total expenditure budget is \$1,023,500 (4.2%) over the FY 2011 budget.
- Compliance with Board Governance policies – financial planning/budgeting and financial condition.

Impact on students and/or student learning: The General Fund budget supports all instructional student support activities with the exception of those funded by restricted grants and contracts, capital expenditures and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2012 General Fund budget was developed using various assumptions which resulted in the revenue projection. The expenditures support the College's strategic plan by funding direct services to students, training programs to employers, cultural activities for the community, and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2012 General Fund budget, as presented, in the amount of \$25,373,561.

***Adoption of 2011-2012 Auxiliary Fund Budgets***

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises and discussed with the Board Finance and Facilities Committee.

The expectation is that the Bookstore will realize a surplus. Additionally, the Bookstore budget contains a \$40,000 administrative overhead charge which augments the General Fund budget. The Food Service

will operate at a deficit and will be subsidized from Bookstore profits. The Commercial Transportation Training Center is projected to break even and is based on training 125 students in the Class-A CDL program.

Parking revenue is generated from a portion of the \$5 auxiliary services fee charged to each student. Approximately 50% of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

(Copies of the budgets were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Implications for budget, personnel, or other resources are reflected in the budgets.

It was requested that the Board of Trustees move to adopt the fiscal year 2011-2012 auxiliary fund budgets, as attached, effective July 1, 2011.

### ***Board Governance Policies Revision***

Statement on Auditing Standards No. 99 was issued in 2008 in response to accounting scandals such as Enron, WorldCom, etc. As a result, audits are now required to be performed to obtain reasonable assurance that financial statements are free of material misstatements whether caused by error or fraud.

The College's Risk Management project included performing a risk assessment to identify sources of risks and then determine individual significance and likelihood of these risks to the College. Improper practices or actions might be used to:

- Misappropriate assets
- Falsely report on operations or performance
- Inappropriately use or avoid liabilities and expenditures
- Improper obtaining revenue or assets, or
- Otherwise harm the College's finances, operations or reputation

The fraud risk assessment targets risks based upon inherent risk, not residual risk – the difference being inherent risk is measured by assessing the consequence and likelihood of a risk occurring before controls are applied while residual risk is the remaining risk after controls have mitigated the inherent risk.

A Risk Assessment Team was formed in 2009 comprised of Business Office, risk management consultant, Foundation, Planning, Information Technology, the external auditor, and a member of the Board Finance and Facilities Committee. The team developed a listing of various items associated with risk and developed risk rankings based upon the scoring for each risk's significance and impact.

At the April 2011 Board Finance and Facilities Committee meeting, there was a discussion on the fraud risk assessment process. The most recent assessment was performed in 2009. The Committee decided to wait until the new external audit team is on board to have them review the fraud risk assessment matrix for any suggested improvements, the internal team to complete a new assessment, and any actions taken be communicated to the Board Finance and Facilities Committee. It was also requested that this topic be placed on the audit exit conference agenda with the external auditors. The Committee also requested that this process be reflected in the Policy Governance documents.

At the June 2011 Board Finance and Facilities Committee meeting, the Committee accepted the changes, as noted below, to the Executive Limitations Asset Protection Policy #4.7 and recommended adoption by the full Board.

## **ASSET PROTECTION**

## **POLICY NO. 4.7**

**Approval Date:** ~~11/21/00~~ **6/21/11**

The President shall ensure that the assets of the College are maintained and protected from unnecessary risk. **This shall include updating the fraud risk assessment instrument every two years, reviewing actions taken with the Board Finance and Facilities Committee, and discussing with the external Auditor at the audit exit conference.**

Accordingly, the President shall not:

1. Fail to insure against theft and casualty losses to at least 80% replacement value and against liability losses to Board members, faculty, staff, or the organization itself in an amount comparable to similar community colleges.
2. Fail to adequately bond all persons who have access to college funds and monies, nor allow unbonded personnel access to College funds and monies.
3. Unnecessarily expose the College, its Board and its faculty and staff to claims of liability.
4. Acquire, encumber or dispose of land and/or buildings without Board approval and Ohio Revised Code compliance. Additionally, the College shall follow Ohio Revised Code procedures for the disposal of other surplus property.
5. Fail to present to the Board annually a three-year renewal and replacement schedule for capital assets.
6. Fail to protect the college trademarks, copyrights, and any other interests the college may have.
7. Allow the investment of funds in violation of the procedures set forth in the Ohio Revised Code.

Impact on students and/or student learning: No direct impact on students. This action is taken in support of the Guiding Principle that states that we will act as good stewards of the resources with which we are entrusted.

Implications for budget, personnel, or other resources: There are no direct costs associated with carrying out the fraud risk assessment process.

It was requested that the Board of Trustees approve changes to Executive Limitations Asset Protection Policy #4.7 as presented.

***Performing Arts Center Renovation – Phase I (Cross Aisle) Bid Award***

The scope of this project is to remove seating in the orchestra section of the Kuss Auditorium so that patrons can cross from one side of the auditorium to the other. In recent years, this has not been possible due to the size of the sound board that is stationed in this cross aisle. This project will also allow for better accommodation of patrons with disabilities and in need of companion seating.

The total estimated project cost allows the flexibility of an invitation to bid because it is below the threshold that requires public bidding per Ohio Revised Code Chapter 153. Four general contractors were invited to bid on this project. Three submitted bids as follows:

- Kapp Construction, Inc. - \$19,554
- A.G. Samuelson Company, Inc. - \$28,760
- C&N Industrial Contractors, Inc. - \$42,800

The cost estimate prepared by the architects was \$36,897. Construction is planned to take place between June 22 and August 12.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None. The cost of this project is being funded from College Reserves appropriated by Board action at the April 19<sup>th</sup> Board meeting.

It was requested that the Board of Trustees move to award this construction project to Kapp Construction in the amount of \$19,554.

***Trustee Evans made a motion to approve all of the action items listed above. Vice Chair Corbin seconded the motion, and it passed unanimously.***

**Report of the President**

President Rafinski reviewed her report, which was presented in writing:

- On Thursday, June 23<sup>rd</sup>, Marvin Nephew, Kathy Wilcox, and President Rafinski will meet with a mediator to respond to a student's filing of a gender, age, and race discrimination accusation under the Civil Rights Laws. We will be represented by the Attorney General's Office representative, attorney Jennifer Bondurant. The student has refused to meet with us for the most part. Our attorney has read the collection of memos we have received over the past year and doesn't see any case here at all. Mediation is the next step. The student must then file a civil rights action suit if there is a determination of cause. The Board will be kept up to date on the status.
- On Tuesday, October 4, the Ohio Association of Community Colleges will have a regional meeting with Cincinnati State, Southern State, Edison State, Clark State and Sinclair at one of the campuses, yet to be determined. This event was held last year as well, and replaces the fall conference held in past history. The meeting will allow us to have some dialogue with other Trustees and area presidents over community college issues and other issues that we may wish to informally discuss. The event has been placed on the upcoming events calendar for the Board.
- The Conference Committee is expected to reconvene on Friday, June 24<sup>th</sup>, and work all day on revisions to House Bill 153. It is anticipated that they will report the bill out of Committee for a

floor vote on Tuesday, June 28<sup>th</sup>. At this time, the OACC has not heard any new developments regarding the \$200 tuition cap. However, there is conversation around a National Guard provision that crept into the budget bill while it was in the Senate. We are hearing from the Board of Regents that this provision will be changed to increase the appropriation to the National Guard Scholarship Fund by \$3.1 million over the biennium. Based on projections provided by the Adjutant General, this would leave the fund with a \$300,000 shortfall. In this case, institutions of higher education would have to pick up the slack in order to fund these scholarships at 100%. If history repeats itself, actual attendees will fall below the AG's projections, which would then free up institutions of higher education from any financial obligation.

- We are currently in the process of enrolling students for Fall 2011, and based on last year's numbers, we have about 40% of the students registered. Summer enrollment is down 4% from the similar date last year, and about 60 students less than final summer counts. Three versions of summer school started yesterday, and one version called Summer B begins in latter July.
- As many of you know, the Gates Foundation, through a grant to the American Association of Community College Trustees, used Ohio community colleges as a pilot site for their first of a kind Governance Success Institute for Trustees. Les, Faye, and Andy attended this conference last year, and agreed it was a beneficial session. It is likely that the Gates Foundation will fund Ohio again in the second round for a session to be held sometime in 2012.
- Rising tuition means many community college students are dependent on financial aid. The percentages of community college students applying for and receiving various types of financial aid in 2009 follow:
  - Any aid: 59% applied; 46% received
  - Federal aid: 42% applied; 21% received federal grants
  - Federal loans: 10% of students received loans
  - State aid: 13% received state aid
  - Institutional aid: 11% received
- Dallas Community Colleges will host the fall ACCT convention October 12-15, 2011. In an effort to meet the early bird deadline, please let Mellanie Toles know if you are interested in attending by early August. The deadline is August 11<sup>th</sup>.
- On Thursday, August 11, the Ohio State University will host the Trustees on college and university boards across the state in a conference from 8:30 a.m. to 3:30 p.m. at the Fawcett Center. Invitations were sent recently via email; please contact Mellanie Toles if you wish to attend.

### **Report of the Board Chair**

Chairman Bell:

- Noted that he attended the ACCT Conference last year and found it very worthwhile.
- Reported that he attended the graduation and pinning ceremonies this year. He found it very rewarding to see the happy faces and pride of the students and their families, knowing that all of their hard work had paid off.
- Indicated that we are still awaiting two Board appointments: hopefully Élise Spriggs can return to the Board and possibly someone from Greene County.

### **Trustees' Open Forum**

No comments were made.

## **Executive Session – President’s Performance**

Trustee Doyle made a motion to move into Executive Session to discuss the President’s performance evaluation. Trustee Noonan seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 6:44 p.m.

Trustee Doyle made a motion to exit Executive Session and return to general session at 7:24 p.m. Trustee Evans seconded, and the motion passed 7-0.

## ***Presidential Compensation Recommendation***

The employment agreement states that the compensation of the President will be reviewed annually by the Board for possible increase at the discretion of the Board. This annual compensation review is to be performed in conjunction with a review by the Board of the performance of the President as set forth in the employment agreement.

The term of the current employment agreement, including amendments, between the Board of Trustees of the College and President Karen Rafinski is for the period of 7/1/08 – 6/30/12. If the performance evaluation demonstrates an acceptable performance level, then the Board shall extend the employment agreement for an additional one-year term beyond that to 6/30/13.

The President’s performance has been reviewed by the Board Human Resources Committee led by Trustee Margaret Noonan and has been discussed by the full Board.

The employment agreement, including amendments, outlines the President’s responsibilities, duties and relationship to the Board.

Impact on students and/or student learning: The President is directly responsible for the development, operation, evaluation, and administration of the affairs of the College in support of the mission, goals, vision and guiding principles of the College.

Implications for budget, personnel, or other resources: The President’s compensation will be incorporated into the FY 2011-2012 General Fund budget.

It was requested that the Board of Trustees adjust the President’s compensation as specified in the amendment to the employment agreement effective July 1, 2011.

Vice Chair Corbin made a motion to approve the Executive Compensation item as discussed. Trustee Doyle seconded, and the motion passed unanimously.

## **Adjournment**

Trustee Tiefenthaler made a motion to adjourn the meeting, and Trustee Mercurio seconded. The motion passed unanimously, and the meeting adjourned at 7:29 p.m.