

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 15, 2013

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, January 15, 2013. Chairman Jim Doyle presided and called the meeting to order at 6:12 p.m.

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

Excused: Élise Spriggs

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Administrative Assistant for Health, Human and Public Services/Staff Senator; Dixie Depew, Controller; David Devier, Vice President of Academic and Student Affairs; Theresa Felder, Interim Dean of the Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joe Jackson, Vice President for Business Affairs; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Online Learning and Instructional Resources/Staff Senator; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; and Mia Yaniko*, Ohio Assistant Attorney General, Education Section

Recognition of Guests

Chairman Doyle welcomed the guests, and President Rafinski introduced them.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting held on November 20, 2012. Trustee Noonan made a motion to approve the minutes as presented; Trustee Phillips seconded, and the motion passed unanimously.

Presentation

Cynthia Applin, Director of Institutional Research and Planning, delivered a presentation regarding Clark State's enrollment and demographics. She began by sharing the following statistics about our students in Fall 2012:

- We had a total of 4,849 enrolled, with 58% attending part-time and 42% attending full-time.
- Approximately 60-65% were placed into developmental math, writing or reading courses based on their scores on the COMPASS test.
- While 99% were state residents, 57 lived out of state.
- A little over 66% were female, and 44% were male.
- Approximately 73% were Caucasian, 15% were African-American, 1.2% were Hispanic, .8% were Asian, .4% were American Indian, and 9.5% were unknown/not reported.
- Close to 47% were 24 years old or younger, and 53% were over 25.
- Approximately 47% were from Clark County, while 18% were from Montgomery, 15.3% were from Greene, 6.4% were from Champaign, 2.6% from each Logan and Madison, and 8% were from outside those areas.

Just under 2,000 students were enrolled in online courses for a total of 11,250 credit hours. Their average age was 29.5 years. The majority of these students were female (74%) and attended part-time (55%). Close to 80% were Caucasian, 10% were African American, and 10% were classified under other.

It was noted that the most popular majors at Clark State were Nursing, Physical Therapist Assistant, Criminal Justice, Management, and General Transfer Associate of Arts. The programs with the highest number of graduates in 2012 included Registered Nursing, General Transfer Associate of Arts, Criminal Justice, Management, and Accounting.

*Mia Yaniko entered the meeting at 6:19 p.m.

Ms. Applin then provided an overview of the typical traits of the "Millennials" generation, noting that the College needs to think of new ways to reach and teach these students to make a positive impact on their completion rates.

Chairman Doyle thanked Ms. Applin for her insightful presentation.

Quarterly Financial Reports

The quarterly revenue/expenditure report along with the Balance Sheet and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting.

Revenue

Ohio Board of Regents State Share of Instruction (SSI) – The FY 2013 budget is based on preliminary enrollment numbers for FY 2012 for the entire two-year college sector. The final allocation of SSI has now been determined to be \$10,137,000.

Student Fees – Summer enrollment was projected to decrease 20%. Actual enrollment shows a decrease of 22% which has a negative budget impact of \$25,400. Fall enrollment was projected to decrease 5.6%. Actual enrollment shows a decrease of 4.2% which has a positive budget impact of \$90,000. Fall numbers were boosted by the eight-week academic term which began in October. Spring enrollment was projected to decline 5.9%. Actual enrollment (through December 31) shows a decrease of 7.2%.

All other revenue line items, with the exception of the PAC, are lagging budget.

Total revenue is up \$3.9 million (24.1%) from the previous fiscal year. However, \$3.6 million of this increase is in student fee revenue and is due to the timing of fee receipts under the semester calendar. SSI has increased about \$339,000 (7.3%).

Expenditures

Instruction – Expenses increased \$779,000 (14.5%). Compared to last year, full-time faculty salaries are up \$196,000 (10.3%) partially due to accelerating payroll by two weeks because of the earlier academic year start-up. Adjunct faculty salaries are up \$298,000 (17.2%) compared to last year primarily due to the conversion to the semester calendar (last year's figures reflect approximately 1/3 of the annual expense since we still had winter and spring quarters yet to go while this year's figure represents approximately 1/2 of the annual projected expense).

Operation/Maintenance of Plant – Expenses increased \$429,000 (33.7%). This increase is due to the reclassification of debt service principal and interest (\$425,000) from the General Administration functional expense category.

General Expenses – Expenses increased \$410,000 (26.6%). Marketing expenses are up \$125,000, Scholarships (dual enrollment, Wright State, seniors to sophomores, military, trustees) are up \$219,000 and expenses for IT maintenance contracts are up \$43,000.

General Administration – Expenses decreased \$355,000 (25.6%). This decrease is the result of the reclassification of debt service principal and interest as noted above.

Public Service – Expenses decreased \$59,000 (7.1%). Full-time and part-time salaries for the department are down \$79,000. Expenses related to Code Blue job training are down \$38,000. Non-personnel expenses at the PAC increased \$52,000 and expenses at the HBC increased \$9,000.

Total expenses are up \$1.2 million (10.3%).

Auxiliary Enterprises

Bookstore – Revenue is lagging budget by approximately 9%. It has been challenging trying to project the timing of revenues due to conversion to the semester calendar which entails not only the major academic terms but also implementing the eight-week sessions. Sales to students utilizing their financial aid will occur in January and are projected to total \$1.3 million. Another \$300,000 in sales is projected for summer term leaving us short of annual revenue budget by about \$300,000 (8%). Expenses are tracking favorably with budget with the expectation of ending the fiscal year with a gross margin of 15% (\$450,000).

Commercial Transportation Training Center – Revenue is down \$42,000 (14.1%). The average class size has been around 8 students versus the budgeted number of 10. Expenses are tracking favorably with budget which is to be expected due to lower enrollments.

Balance Sheet

Total current funds have increased \$2.74 million (14.3%) compared to the first quarter of FY 2012 primarily as a result of a \$4.4 million increase in Accounts Receivable. Receivables for spring semester, which began January 7th, would have been higher than receivables last year at this time under the quarter system due to semester tuition being higher than tuition on quarters. Pell payments of \$2.8 million and loans posted to students accounts in January (last year these posted in December). This increase is largely due to receivables for spring semester. Total current funds cash increased by \$700,000 to \$12.4 million.

The corresponding increase on the other side of the ledger is primarily due to an increase of \$3.5 million in the various fund balance accounts.

Total Investment in Plant is just under \$46 million compared to \$44 million last year at this time. This increase is due to the construction and capitalization of the fire training tower, renovations at the Greene Center, interior renovation of the PAC, and the water/sewer infrastructure projects.

Restricted Statement

The restricted budgets, along with the grantor stipulations, were approved by Trustees at the September 2012 Board meeting. Any grants/contracts where the expended/encumbered amount exceeds the received amount is the result of timing differences. Many programs require quarterly billings which will go out during the month after quarter end. The Ohio Hi Point ABLE/GED program is new this year and we are continuing to improve processes related to drawing down those funds. The student financial aid Pell grants are drawn monthly on the 15th.

New programs, since September, include funding from the OBR for AVETEC Internships and a reimbursement from Homeland Security for the windstorm damage last summer. Descriptions of all of these programs were distributed to Trustees prior to the meeting.

Greene Center Quarterly Financial Report

The report reflecting the second quarter financial information at the Greene Center was distributed to Trustees prior to the meeting. Revenues are tracking favorably with budget due to enrollment levels. Enrollments were down slightly during the summer but were up in fall and are running ahead of last year for spring. Bookstore activity is showing a loss of \$107,000 due to the fact that purchases charged to students' financial aid will be reflected in January.

The negative variances in several expenditure line items are primarily due to timing differences (i.e., marketing activities took place in November and December for spring semester, January debt service was paid in December).

The Greene Center bookstore renovation project is currently out to bid. A pre-bid meeting was held January 10th and the bid opening is scheduled for January 22nd. The Notice to Proceed is planned to be issued in February with an anticipated project completion in June 2013. Construction is estimated at \$100,700. The architect fee is \$14,000 and there is a construction contingency of \$10,070, for a total of \$124,770. The project is being funded from Bookstore Reserves. Scope of work items not included in the construction contract include signage, furnishings/equipment, security cameras, IT cabling. The planning team is working to specify needs in these areas and begin soliciting prices.

2013-2014 Budget Timeline

Personnel budget requests	1/11/13
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/13
Initial revenue projection	2/15/13
Capital budget requests (as reflected in Strategic Plan)	3/1/13
Expenditure requests forwarded by budget managers to supervisors (Administrative Council)	3/1/13
Expenditure requests forwarded by supervisors (Administrative Council) to Executive Cabinet	3/8/13
First revision to revenue projection	3/15/13
Expenditure requests forwarded by Executive Cabinet Officer to Controller	3/22/13
Budget issues presented to Board Finance and Facilities Committee (<u>date tentative</u>)	4/2/13

Budget hearings conducted by Executive Cabinet. Discussions to include College's strategic plan, the University System of Ohio plan, Board strategic conversations, and the Greene Center business plan.	4/2– 4/25/13
Board of Trustees action on tuition/fees for 2013-2014	4/16/13
Second revision to revenue projection	4/19/13
Draft budget presented to Board of Trustees as information	5/21/13
Further discussion/adjustments to expenditure requests and revenue projection by Executive Cabinet/Administrative Council	5/21/13 – 5/31/13
Third revision to revenue projection	5/31/13
Balanced budget reviewed with Board Finance and Facilities Committee (date tentative)	6/4/13
Final balanced budget presented to Board of Trustees for action	6/18/13

Human Resources Update

Filled Positions:

Exempt:

- Enrollment Specialist, Greene Center, (1.0 FTE), *Travis Binkley*, effective January 2, 2013

Resignation:

Instructional Faculty:

- Associate Professor, Health, Human and Public Services Division, (1.0 FTE), *Donna Smith*, effective December 18, 2012

Retirements:

Non-Exempt:

- Assistant to the Vice President, Business Affairs, (1.0 FTE), *Angela Edwards*, effective April 1, 2013

Exempt:

- Executive Director, Information Technology, (1.0 FTE), *Barbara Deschappelles*, effective May 1, 2013

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Maintenance Technician (1.0 FTE)

Exempt:

- Custodial Services, Supervisor (1.0 FTE)

December 2012 Graduation Recap

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 did a wonderful vocal of the National Anthem.

Steve Sidlo, Chairperson of the Clark State Foundation, was our commencement speaker, and he gave a sincere message to the graduates about his personal family challenges and the will to overcome if you keep trying. Our student speaker, Lauren Strickland, made an excellent presentation and clearly touched the hearts of the audience and her fellow classmates.

This was our first December graduation after beginning semesters this fall. We had a total of 82 students who graduated, and 28 of those participated. Those that walked and their family members enjoyed the commencement. The faculty were in full attendance and support of the event.

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 Clark State Foundation Board did not meet in December because of our various special events. We had great turnouts of guests at the Holiday in the City reception and at the Norwegian Christmas parties in Springfield and Beavercreek. Thanks to those who attended!

Council of Governments

- The Center has recently undergone a leadership change with the departure of Deb Kimble and the hiring of Interim Director Charles Clark, effective January 7, 2013.
- Center enrollment is at 80% of capacity. Staffing levels are adequate at this time. Ongoing efforts are being made to increase enrollment, including actively recruiting families from Bright Beginnings, the Springfield Regional Medical Center childcare center that will be closing soon.
- Center staff is gathering information to maintain the Center's Step Up To Quality Level Three status; the recertification visit is slated for January 28, 2013.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ 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:

New Hire:

- *Travis Binkley*, Enrollment Specialist, Greene Center, (1.0 FTE), effective January 2, 2013

Retirement:

- *Barbara Deschappelles*, Executive Director, Information Technology, (1.0 FTE), effective May 1, 2013

Impact on students and/or student learning:

- Enrollment Specialist, Greene Center: This position plans and implements the recruitment activities for the Greene Center, which has direct impact on student enrollment.

Implications for budget, personnel, or other resources: Enrollment Specialist position funding is in the 2012-2013 budget.

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

Personnel Recommendation ~ Instructional Faculty

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

Resignation:

- *Donna Smith*, Associate Professor, Health, Human and Public Services Division, (1.0 FTE), effective December 18, 2012

Impact on students and/or student learning: Critical nursing faculty position. Provides direct services to nursing students.

Implications for budget, personnel, or other resources: Duties are being picked up by current full time faculty and adjunct faculty. Funding for the position is in the 2012-2013 budget.

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

College Calendar/Holiday Pay Policy Revision

In a previous meeting, the Board of Trustees approved a revised college calendar for FY14, which altered the initial starting date and adjusted other days to more closely align with other Ohio Board of Regents institutions.

The proposed policy revisions align expectations and understandings for the staff of creating a new “Winter Break” during which the campus is locked and secured for a more extended period of time during the Holiday season.

3358:5-5-12 College Calendar/Holiday Pay Policy

- (A) The Board shall adopt a two-year calendar in odd-numbered years to include the following holidays.
- (1) Ten holidays as determined by the Ohio Revised Code. ~~Floating holidays are defined as those holidays that the College may decide to observe on days other than the stated legal holiday.~~
 - (a) Independence Day
 - (b) Labor Day
 - (c) Columbus Day ~~(floating holiday)~~ **Holiday observed the day after Thanksgiving**
 - (d) Veterans Day
 - (e) Thanksgiving Day
 - (f) Christmas Day

- (g) New Years Day
- (h) Martin Luther King Day
- (i) Presidents Day (~~floating holiday~~) **Holiday observed during Winter break**
- (j) Memorial Day

(2) **The College shall observe a Winter Break commencing with December 25th and ending on January 1st, inclusive of the two holidays.** ~~The College also provides an 11th holiday to be determined by exempt and non exempt staff for their individual use in cooperation with their supervisors. This 11th holiday must be taken in whole hour increments. Exempt and non exempt staff hired after the beginning of the fiscal year shall be provided this holiday as follows:~~

- ~~(a) Staff hired July through December shall be granted a full day.~~
- ~~(b) Staff hired January through June shall be granted a half day.~~

- (B) To be paid for a holiday, exempt and non-exempt staff must accrue earnings on their scheduled work day preceding and their scheduled work day following such holiday. Part-time employees shall not be paid for a holiday that falls on a day of the week that they are not normally scheduled to work. Full-time employees whose normal work schedule is other than Monday through Friday and where the holiday falls on the day of the week that they are not normally scheduled to work shall take their first scheduled work day following the holiday as a holiday.
- (C) Employees are paid for no more hours for a holiday than those hours they normally work each day.
- (D) When a legal holiday, as noted on the official College calendar, falls in the midst of an employee's paid leave (i.e., vacation, sick), the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.

Effective: February 6, 2013

Prior effective dates: 3/13/78, 7/1/98, 7/1/99, 7/1/00, 6/14/02

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: No budgetary impact, but it does increase the number of holidays for staff members.

It was requested that the Board of Trustees approve the revised policy as presented.

Trustee Bell made a motion to accept the action items above as indicated. Vice Chair Corbin seconded, and the motion passed unanimously.

Report of the President

President Rafinski reported the following:

- Charter Night will be held on Tuesday, February 19; invitations will be mailed soon. Trustees were encouraged to attend and bring spouses/guests.

- Tuition and lab fee recommendations will be presented to the Board for approval in March instead of April to allow for earlier publication of the college catalog. The draft budget will be presented to the Board in May, and a balanced budget will be presented in June.

Report of the Board Chair

Chairman Doyle reported that he and President Rafinski will represent the College at the ACCT National Legislative Summit in Washington, DC, in early February. He asked that anyone with issues they would like taken forward to legislators let him know as soon as possible. He also noted that the next Board meeting will be held in March due to the Charter Night festivities on February 19th.

Trustees' Open Forum

Trustee Bell indicated that he thoroughly enjoyed his three years as Board Chair, and he fell in love with community colleges due to the students we serve. He expressed appreciation to faculty and staff for all they do for our students.

Executive Session

Trustee Phillips made a motion to move into an Executive Session to discuss pending or imminent court action and personnel. Vice Chair Corbin seconded, and the motion passed 7-0. Executive session commenced at 6:52 p.m.

Vice Chair Corbin made a motion to exit Executive Session and return to regular session at 7:51 p.m. Trustee Evans seconded the motion, and it passed 7-0.

Greene Center Assessment Issue

Trustee Bell Moved and Trustee Phillips seconded the following motion:

- Vice President Jackson is to research the Greene Center Purchase Agreement to see if the sales price was discounted because of the Assessment.
- Provided the sales price was not discounted, Vice President Jackson is to pay the assessment for January - June 2012, which is due in February 2013 and enclose a "disclaimer" letter indicating that we do not believe we owe this money. Vice President Jackson is also to ask the Ohio Attorney General to appoint special counsel on behalf of Clark State with regard to the roadway, water and sewer assessments.

The motion passed unanimously.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:53 p.m.