

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
June 15, 2010

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, June 15, 2010. Chairman Andy Bell presided and called the meeting to order at 6:15 p.m.

Roll Call: Present: Heather Corbin, Jim Doyle, Faye Flack, Les Smithers, Élise Spriggs, Vice Chair Bill Mercurio, Chairman Andy Bell, and President Rafinski

Others Present: Mary Beth Aust-Keefer**, Dean of Library and Online Learning; Mark Brush, Custodian/Staff Senate President; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer*, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; David Devier, Vice President of Academic and Student Affairs; Jim Franks, Executive Director/Dean, Corporate and Public Services; Jim Hebner*, Manager of Information Technology Support; Joseph Jackson, Vice President for Business Affairs; Pat Jacobs, Manager of IT Infrastructure and Systems; Marvin Nephew, Director of Human Resources; Stu Sector, Executive Director of the Performing Arts Center; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health and Human Services

Recognition of Guests/Public Comment

Chairman Bell welcomed the guests, and President Rafinski introduced them. There were no public comments.

Approval of Minutes

Chairman Bell asked for a motion to approve the minutes of the Regular Board Meeting held on May 18, 2010. Trustee Spriggs made a motion to approve the minutes as presented. Trustee Flack seconded, and the motion passed unanimously.

Presentation

Vice President Devier introduced Jim Hebner, Manager of Information Technology Support, and Pat Jacobs, Manager of IT Infrastructure and Systems, who provided an overview of Clark State's IT Roadmap: Past, Present, and Future.

Jim Hebner provided an overview of the College's infrastructure, services, and software as well as the major IT capital projects completed in recent years. Although the College has not been able to fully fund the repair and replacement schedule in the past few years (approximately \$255,000 per year is needed), the IT department has done a good job replacing things as conscientiously as possible. Mr. Hebner indicated that we are beginning to pilot a desktop virtualization project, which will keep most of the actual computer processing on a central server. Although there is a high initial investment and

additional training is needed for IT staff, this project can provide a tremendous cost savings in the long run by increasing the life of the PCs and conserving energy. We have also purchased two virtual servers to pilot, which allow six servers to run on one physical box, thereby reducing cost and helping the environment by using less energy.

Pat Jacobs reviewed the following future priorities and new projects:

- Replace phone system servers and gateways, central disk SAN units, end-of-life LAN switches, Legacy servers, firewall and network traffic shaping equipment, and PCs on a four-year cycle;
- Replace necessary classroom equipment, including adding technology components to six classrooms;
- Install 16 wireless access points to various campus buildings;
- Install and implement EMAS (admissions and retention customer relationship management) software and a space scheduling program;
- Secure an outside agency to conduct a network assessment (needed for credit card industry compliance);
- Purchase tools needed for regulatory compliance (configuration monitoring and internal vulnerability testing); and
- Provide increased Help Desk coverage to three people at night (one at the BEC, one at Leffel Lane, and one at the Greene Center).

A brief question-and-answer period followed the presentation. It was noted that spending \$400,000 per year over the next five years would be adequate to maintain existing equipment and keep up with the growth and advances in technology. Chairman Bell indicated that the Board has expressed a strong desire to make sure our technology is where it needs to be.

*Martha Crawmer and Jim Hebner exited the meeting at 7:04 p.m.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Friday, June 11, 2010, at 7:30 a.m. in the TLC Boardroom. All members were scheduled to be present. Agenda items discussed included:

- 2009-2010 Bookstore Budget Adjustment
- 2010-2011 General Fund Budget
- 2010-2011 Auxiliary Fund Budget
- Creative Arts and Conference Center Bid Awards
- Corps of Engineers Design and Construction Project Partnership Agreement and Letter of Intent
- Authority to Award Bids – Disaster Remediation Training Facility
- Status of Bond Issuance/Facility Purchase

Minutes of the meeting have been distributed to all Trustees. The next meeting of the Board Finance and Facilities Committee will be held on Tuesday, November 9, 2010, at 12 noon, in the TLC Boardroom.

Board Human Resources Committee Report

The Board Human Resources Committee met on Friday, June 4, 2010, at 7:30 a.m. in the TLC Boardroom. Those present included Board Chair Andy Bell, Committee Chairperson Elise Spriggs, and Trustees Heather Corbin, Faye Flack, and Les Smithers. The President's performance evaluation and future goals were discussed.

Human Resources Update

Filled Positions:

Non-Exempt:

- Part-Time Staff Accountant (.50 FTE), Melissa Checkie, effective July 1, 2010

Faculty:

- Instructor, Geospatial Technology, Business and Applied Technologies Division (1.0 FTE), Aimee Belanger, effective August 30, 2010
- Instructor, Nursing, Health and Human Services Division (1.0 FTE), Kara Jackson, effective August 30, 2010
- Instructor, Nursing, Health and Human Services Division (1.0 FTE), Shannon Oberding, effective August 30, 2010
- Associate Professor, Math, Arts and Sciences Division (1.0 FTE), Cynthia Lehmkuhle, effective August 30, 2010
- Associate Professor, Physics/Math, Arts and Sciences Division (1.0 FTE), Dr. Mutazz Nuseirat, effective August 30, 2010
- Instructor, Social Sciences, Arts and Sciences Division (1.0 FTE), Christine M. Stoliecki, effective August 30, 2010
- Instructor, English, Arts and Sciences Division (1.0 FTE), Stephen L. Nowka, effective August 30, 2010

Appointments/Promotions/FTE Level Increases:

- Marilyn Carlson, Professor/Academic Affairs Coordinator, Greene Center, appointed Dean, Greene Center, Grade Level (GL) 12, effective July 1, 2010
- Andrew Deans, Application Developer, GL 5, promoted to Application Developer, GL 6, effective September 1, 2010
- Teresa Kelble, Payroll Specialist, GL 4, promoted to Payroll Specialist GL 5, effective September 1, 2010
- Laurie Means, Web Developer, GL 4, promoted to Online and New Media Marketing Coordinator, GL 5, effective September 1, 2010
- Steve Goheen, Fire Training Coordinator, GL 6, .50 FTE increased to 1.0 FTE effective September 1, 2010
- Maria Nash, Human Resources Generalist, GL 4, .75 FTE increased to 1.0 FTE effective July 1, 2010

Advertised Positions/Searches/Interviews:

Non-Exempt:

- Disability Specialist (.75 FTE)
- Community Outreach and Education Specialist I (1.0 FTE)
- Community Outreach and Education Assistant (.50 FTE)
- Academic Support Specialist (1.0 FTE)
- Records Clerk (.50 FTE)

Faculty:

- Computer Networking/Computer Software Development Program, (1.0 FTE)
- Emergency Medical Services, (.50 FTE)

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-Dolby provided a wonderful rendition of the National Anthem.

Medina Upshaw, Clark State Alumnus, and Graduation Speaker gave a sincere message to the graduates about her life and the pursuit of her educational goals. Our student speaker, Charidy Murphy, did a fantastic job and clearly touched the heart of the audience and her fellow classmates.

The Board members thanked Patty Devier for sewing the new tassels on their caps. Also a thank you to David Devier who took the banners home and shortened the cross pieces making the banner stands sturdier.

Suggestions for improving next year’s graduation:

- It was decided that open seating (those without tickets) will begin ten minutes prior to the ceremony. If graduates or their guests do not show up and seats are empty, this will give those who wanted extra tickets an opportunity to have other guests attend.
- This year the person who was assigned to bring out the microphone at the same time that the diploma table was being wheeled on stage wore a suit. This made a big difference in the formality of the ceremony.
- It was suggested that we have the faculty president carry a mace. We will investigate this suggestion.
- Dr. Rafinski would like to order tams for platform guests so that it would be more uniform.
- The Brass Quintet stopped playing before the recessional was completed, and this needs to be corrected for next year.

Any input the Board may wish to present to assist us in our evaluation and planning for next year would be appreciated.

Liaison Reports

Clark State Foundation

- We have concluded our solicitations for major gifts for the Creative Arts and Conference Center. We are still waiting for notification from the Convention Facilities Authority regarding our request for \$50,000.
- We now have 115 “reservations” for seats within the Audience Mural for the new building. To date the project has secured more than \$80,000. Active solicitation will conclude June 30, but reservations will continue to be accepted.
- We are working on logistics and materials for the Groundbreaking on June 16 at 2 p.m.
- Phil Teusink (Huntington Bank) and Sunny Dhingra (Roediger Realty and Jeff Wyler) have agreed to serve on the Foundation Board of Directors. Dennis Roark will become Board Chairman at the June Foundation Board meeting.
- The Circle of Friends has adjourned for the summer.

Council of Governments

- There are currently 85 children enrolled at the Early Childhood Education Center, including schoolagers who are out of school for the summer.

- Efforts continue to fill the remaining slots, including increased marketing.
- The Center's pre-school graduation ceremony will be held at Clark State in LRC 207-209 on Wednesday, June 16.

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:

Appointments/Promotions/FTE Status Increases:

- Marilyn Carlson, Academic Affairs Coordinator, Greene Center, appointed Dean, Greene Center, Grade Level (GL) 12, effective July 1, 2010.
- Andrew Deans, Application Developer, GL 5, promoted to Application Developer, GL 6, effective September 1, 2010.
- Steve Goheen, Fire Training Coordinator, GL 6, .50 FTE increased to 1.0 FTE effective September 1, 2010.

Impact on students and/or student learning:

- Appointment to Dean, Greene Center – Incumbent has been performing the job admirably for over one year. This appointment aligns her position title better with responsibilities and is consistent with other positions at Clark State. Directly impacts students' success by helping insure the Greene Center operates efficiently and effectively.
- Promotion to Application Developer, GL 6 – Helps to compensate the efforts and consistent high performance of incumbent in this critical, one-deep, IT position. Indirectly impacts students' success by helping insure critical IT applications supporting the College are in place and operating effectively.
- Fire Training Coordinator FTE status increase from .50 FTE to 1.0 FTE – Provides the opportunity to fully develop, expand, and better manage a 12-county fire training program. Directly impacts students' success by having an efficient, effective program.

Implications for budget, personnel, or other resources: Positions are funded in 2010-2011 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:

- Instructor, Geospatial Technologies, Business and Applied Technologies Division (1.0 FTE), Aimee Belanger, effective August 30, 2010.
- Instructor, Nursing, Health and Human Services Division (1.0 FTE), Kara Jackson, effective August 30, 2010.

- Instructor, Nursing, Health and Human Services Division (1.0 FTE), Shannon Oberding, effective August 30, 2010.
- Associate Professor, Math, Arts and Sciences Division (1.0 FTE), Cynthia Lehmkuhle, effective August 30, 2010.
- Associate Professor, Physics, Arts and Sciences Division (1.0 FTE), Dr. Mutazz Nuseirat, effective August 30, 2010.
- Instructor, Social Sciences, Arts and Sciences Division (1.0 FTE), Christine M. Stoliecki, effective August 30, 2010.
- Instructor, English, Arts and Sciences Division (1.0 FTE), Stephen L. Nowka, effective August 30, 2010.

Appointments:

- Marilyn Carlson, Professor/Academic Coordinator, Greene Center is appointed Dean, Greene Center, Grade Level 12, effective July 1, 2010. She will retain her rank as Professor.

Impact on students and/or student learning: These positions will interface directly with students primarily in the Geospatial Technologies, Nursing, Math, Physics, Social Sciences, and English areas.

Implications for budget, personnel, or other resources: These positions are built into the 2010-2011 budget.

It was requested that the Board of Trustees move 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. The benefit is mandatory for all eligible employees. The Board pays the entire premium for this benefit. The plan year for the dental benefit is September 1 through August 31.

The administrative fees for 2010-2011 will remain the same as for 2008-2009 and 2009-2010. Fortunately, the costs of claims decreased approximately 9.5%/\$16,000 during the past year even with about 3% more employees. However, the amount in our reserves does not cover our existing expenses. Therefore we are increasing our reserves by 6% (\$11,300) to cover the anticipated costs of claims for 2010-2011. 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 2010-2011 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: The anticipated increase of approximately 6% (\$11,300) is built into the 2010-2011 budget.

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 2010-2011 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 dental insurance benefit at a cost that is within the 2010-2011 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 2010-2011 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 2010-2011 budget.

Health Insurance Renewal

The College currently utilizes United HealthCare as our health insurance provider. At this time, we have not received our renewal rates from Brower Insurance Company for United HealthCare, but we are anticipating them soon. The preliminary balanced budget assumes an increase of 6% (\$87,000) in the annual premium. The plan year for the health insurance benefit is September 1 through August 31. 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 2010-2011 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 2010-2011 budget includes funds (\$87,000) to absorb a 6% 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 2010 -2011 budget.

Tuition Reimbursement Adjustment

The College's Professional Development Program includes tuition reimbursement, institutional fee benefit (fee waivers for eligible employees and their dependents for classes taken at Clark State), and strategic plan initiatives.

Reimbursement rates for the tuition reimbursement plan are evaluated every two years for possible adjustments to be effective summer term and have been evaluated this year. The rates are usually tied to the tuition and fee schedule from Wright State University. The following adjustments are being recommended to the undergraduate and graduate tuition reimbursement rates:

	Current Rates:	Proposed Rates:
Undergraduate Studies	\$219/quarter credit hour \$295/semester credit hour	\$234/quarter credit hour \$351/semester credit hour
Graduate Studies (Includes Doctorial Studies)	\$298/quarter hour \$406/semester credit hour	\$345/quarter credit hour \$468/semester credit hour

The maximum reimbursement for each participant is capped at 12 quarter credit hours/9 semester credit hours per academic year beginning summer term.

Impact on students and/or student learning: Continuing education for faculty and staff to stay abreast/learn new techniques in their field of expertise directly benefits students and student learning.

Implications for budget, personnel, or other resources: The budget impact is expected to be approximately \$20,000 and is built into the 2010-2011 budget.

It was requested that the Board of Trustees adopt a recommendation to adjust the tuition reimbursement rates as specified above to be effective with classes taken beginning summer term 2010.

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 \$283,000 for the purpose of salary increases for staff and a merit pool for 2011. \$223,000 would be set aside for salary increases and \$60,000 for a merit pool based on performance. This \$283,000 increase for staff would be at a cost that is within the 2010-2011 budget.

If this recommendation is approved by the Board, it would result in a 1.75% to 2.75% 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 2009-2010 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 and merit pool equates to an annual amount of \$283,000. This amount is incorporated into the proposed 2010-2011 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$283,000 for salary increases and performance merit for eligible exempt and non-exempt staff effective September 1, 2010. 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 \$116,000 for the purpose of salary increases for eligible instructional faculty. This \$116,000 increase for faculty would be at a cost that is within the 2010-2011 budget.

If this recommendation is approved by the Board, it would result in a 3.25% to 3.50% pay increase range for instructional faculty.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2009-2010 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 \$116,000. This amount is incorporated into the proposed 2010-2011 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$116,000 for salary increases for eligible faculty members effective September 1, 2010. 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 is attached).

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: Paulette Grodner, Nursing
Dr. David Miller, Biology/Geology
Dr. Laurie Buchanan, English
Sandra Horn, Medical Laboratory

Assistant Professor: Jerome Murray, Mathematics
Naureen Qasim, Anatomy and Physiology
Diane Roux, Computer Software Development

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 2010/2011 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.

2012 Summer Calendar Adoption

In odd years, the Board takes action on a two-year college calendar. This past year, the Board approved the 2010/2011 and 2011/2012 calendars without the inclusion of summer quarter 2012. This was done so that the semester calendar committee could put together the transitional summer from quarters to semesters. This proposal is attached.

The current proposal was provided for review by the entire campus community and was discussed by appropriate groups including Faculty, Staff, and Student Senates as well as the Academic and Administrative Councils.

From the attached calendar you will note the following start/end dates for the terms:

- Summer A begins June 18 and ends July 20 (5 weeks)
- Summer C begins June 18 and ends August 10 (8 weeks)

The first day of classes under semesters will begin on August 20, 2012.

(A copy of the calendar is available in the office of the Vice President of Academic and Student Affairs.)

Impact on students and/or student learning: This summer academic calendar provides the framework for supporting courses and instruction for the important last term(s) on quarters. Revisions have been carefully considered as to their impact on students and processes that support students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopts the 2012 Summer Calendar as presented.

Springfield Regional School of Nursing Transfer of Program

Over the past 18 months the College has been working to bring the transfer of the Springfield Regional School of Nursing (SRSN) to the Clark State nursing program to fruition. This transfer potential was created by the merger of the two hospitals, the construction of the new hospital and the resulting pending demolition of the SRSN facility in 2012. With no new SRSN facility planned for construction, the Community-Mercy Health Partners (CMHP) determined to pursue an area institution to transfer the SRSN in order to continue educating nurses. After months of research and data collection, the CMHP management recommended to their Board on December 21, 2009, a transfer to Clark State Community College. The Clark State Community College Board of Trustees initially approved this action in January 2010 and now needs to update that action to better describe the process taking place.

Impact on students and/or student learning: This transfer of the SRSN with Clark State's nursing program will not adversely affect current or future Clark State students and, in fact, will provide for additional resources, faculty, and clinical slots. The current SRSN students (including the fall 2010 admissions) will remain fully housed and instructed by the current SRSN faculty and staff while all admissions after fall 2010 will be admitted to Clark State and enter clinical beginning September 2011 and each fall and spring semester thereafter.

Implications for budget, personnel, or other resources: The College has agreed to accept all SRSN full-time faculty and will use reasonable efforts to employ SRSN staff in open positions for which they are qualified. The additional revenue for tuition and state share of instruction generated as a result of this transaction exceed the expenses required to support this transition.

It was requested that the Board of Trustees move to rescind the action taken at the January 19, 2010, Board meeting fully committing to the merger of the SRSN with CSCC. Further that the Board of Trustees grants authority to the president or her designee to finalize the draft Memorandum of Understanding, Trade Name License Agreement, and Student Records Custody Agreement between SRSN and CSCC, and execute the final versions. These documents accurately describe this transaction as a transfer of certain elements of the SRSN to CSCC including transfer of student records, a license to use the SRSN name and marks, hiring of the faculty, etc., while clearly stating there will be no assumption of liabilities except those specifically disclosed.

Bid Award – Disaster Remediation Training Facility

Clark State Community College is collaborating with Code Blue, City of Springfield, Chamber of Commerce, DJFS, other local businesses as well as our legislative team in the interest of economic development. Clark State's role is to provide a trained workforce. In order to do this, Clark State also committed to providing the training facilities including construction of a Disaster Remediation Training Facility.

The project was advertised for bids beginning May 27, 2010, a pre-bid meeting was held June 9th and bids are scheduled to be opened June 17th. The project will include constructing a 1,300 square foot house, storage, road, limited parking, and extension of water, sanitary sewer and electrical utilities.

Cost estimates for this work:

General Trades Contract	\$318,000
Plumbing Contract	\$15,000
HVAC Contract	\$14,000
Electrical Contract	<u>\$15,000</u>
Total	\$362,000

The bid documents also include the alternate to construct an adjacent 1,700 square foot training classroom and enhanced storage. Cost estimates for this alternate work:

General Trades Contract	\$145,000
Plumbing Contract	\$11,000
HVAC Contract	\$19,000
Electrical Contract	<u>\$12,500</u>
Total	\$187,500

Impact on students and/or student learning: There are multiple professional certifications in the insurance and risk management fields of study that will be available with the implementation of this new curriculum.

Implications for budget, personnel, or other resources: Capital funding identified for the project:

Corps of Engineers (Federal)	\$190,000
State Capital Bill	<u>\$235,000</u>
Total	\$425,000

It was requested that the Board of Trustees authorize the President to award bids and contract with the lowest, responsible and responsive bidder(s) as long as the total bids awarded are within 10% of the funding identified for the project.

Adoption of 2010 – 2011 General Fund Budget

Vice President Jackson provided the following overview of the budget:

Revenue Assumptions

- State Share of Instruction increased by 6% over FY2010 actual SSI.
- Tuition increase of 3.5% with one-half (\$196,000) of the revenue generated by this increase allocated to a contingency fund.
- Student fees (credit) revenue assumes a 21% enrollment increase over FY2010 budget and 17.5% enrollment increase over FY2009 actual.
- Greene Center enrollment assumes a 60% increase over FY2010 budget and 50% increase over FY2009 actual.
- Figures in Greene Center column are included in the proposed budget 2010-2011 figures.
- Increase in total revenues over FY2010 projected actual of \$736,000 (3.1%).
- State Share of Instruction includes \$1,538,000 of federal stimulus funds.
- State Share of Instruction represents 40% of the total budget.
- Non-Credit Continuing Education is projected to increase by 13% over FY2010 projected actual primarily due to implementation of the Code Blue training.
- Business & Industry training activities are projected to equal FY2010 budget which would be a 92%

increase from FY2010 projected actual as a result of additional staffing in the department and outreach efforts in Greene County.

- The Management Services overhead charge of \$120,000 to the Commercial Transportation Training Center has been eliminated.

Expenditure Adjustments

- Six new faculty positions added to the budget.
- 3.25 FTE new/expanded staff positions.
- The technology repair and replacement schedule is fully funded at \$400,000. The IT operational budgets have increased \$43,000 (3.3%).
- Budgets for interpreters and tutoring have increased by \$104,000 (133%).
- Funds have been budgeted to hire part-time staff during peak times in the financial aid office and records office.
- Funds have been budgeted to hire a graduate assistant from Wright State University for the entire academic year to work as an admissions specialist at the Greene Center.
- There is a \$55,000 (18%) increase in the marketing budget including an increase of \$20,000 (21%) in funds dedicated to marketing the Greene Center.
- 1.75%-2.75% composite pay increase for eligible staff.
- 3.25%-3.50% composite pay increase for eligible faculty.
- 3% increase in the pay rate for adjunct faculty and full-time faculty overload rate.
- Funding for a 6% increase in the health and dental insurance premiums.
- Contingency budget of 3.1%.
- Greene Center operating budget includes both building and ground lease expenses.
- Increase in total expenditures over FY2010 projected actual of \$3,337,000 (15.9%).
- 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 FY2011 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 FY2011 General Fund budget, as presented, in the amount of \$24,350,000.

Adoption of 2010 – 2011 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 150 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 and to provide financial support to our campus police operation. 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.

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 were reflected on the document distributed to Trustees. (A copy is available in the office of the Vice President for Business Affairs.)

It was requested that the Board of Trustees move to adopt the fiscal year 2010-2011 auxiliary fund budgets, as attached, effective July 1, 2010.

Bid Award – Creative Arts and Conference Center

Bids were advertised for construction of the Creative Arts and Conference Center beginning April 28, 2010. The bid opening was held May 27, 2010, and the bid tabulation sheets were distributed to Trustees prior to the meeting. The tabulation sheets show estimates for the base bids and all alternates along with the amounts bid by each contractor by trade and include a summary page showing the low bids compared to estimate. Recommendations for bid awards are as follows:

- General – Jeffrey Carr Construction, Massillon, Ohio
- Plumbing & Fire Protection – DeBra Kuempel, Dayton, Ohio
- HVAC – H&A Mechanical, Baltimore, Ohio
- Electrical – Ohio Electric Services, Inc., Dayton, Ohio

Lincoln Street Studio and the Vice President for Business Affairs performed due diligence on the apparent low bidders. This work included verifying that all required documentation such as bid guaranty, power of attorney, drug-free workplace enrollment, properly executed and signed bid forms, etc., was included in the bids submitted. Other due diligence performed included reviewing financial statements, current work, experience with similar projects, and project management to be assigned so that we could determine if they had the capacity to perform the work. We also spoke with individuals from companies/organizations where these contractors performed past work.

Impact on students and/or student learning: In support of our mission:

- Provide technologically state-of-the-art facilities, customer-oriented services, student life amenities, and expansion of facilities to accommodate new and/or growing academic programs

Directly impacts the following goals:

- Students are successful in gaining entry to and advancing in the workplace, resulting in pay commensurate with skills attained and personal goals
- The community recognizes the College as an energizing force to address common issues, a vital community resource and a source of community pride

Implications for budget, personnel, or other resources: There will be no impact on the General Fund (i.e., operational) budget. This construction project will be funded from a combination of federal, state appropriations, local and private grants, and contributions from individuals and businesses via the Foundation's Major Gifts Campaign.

It was requested that the Board of Trustees move for approval of the construction bids including alternates as noted above so that the project can proceed to the Construction Phase.

Letter of Intent/Statement of Financial Capability (Corps of Engineers)

At the April 2010 Board meeting, Trustees took action authorizing President Rafinski to participate in the Ohio Environmental Infrastructure Program–Section 594 and to execute contracts as required. The program submitted to the Corps of Engineers (COE) contains four different projects where the College plans to use a portion of this earmark funding. The program has been accepted by the COE and has been used to draft a Program Partnership Agreement (PPA) which is currently under review by the College's legal counsel. The COE also requires that the Board of Trustees indicate that they are familiar with the projects included in the PPA and that the College is responsible for encumbering its local match for this funding. The COE needs to be satisfied that the College has the ability to pay construction costs and then submit for reimbursement from the COE. The Letter of Intent is a document prescribed by the COE to satisfy this requirement. (The document was distributed to Trustees prior to the meeting and is on file in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The projects to be funded will directly impact student learning by providing new training and learning opportunities, increase utility efficiencies and allow for future construction in accordance with the Campus Master Plan.

Implications for budget, personnel, or other resources: The College's cost share of 25% will be incorporated into the respective budgets for each of the projects included in the PPA.

It was requested that the Board of Trustees authorize the Chairperson to execute the Letter of Intent/Statement of Financial Capability required by the Army Corps of Engineers in order to access the federal earmark funding.

Trustee Smithers made a motion to approve all of the action items above. Trustee Corbin seconded, and the motion passed unanimously with the following abstentions: Chairman Bell abstained from voting on the Health Insurance Renewal; Trustee Spriggs abstained from voting on the Springfield Regional School of Nursing Transfer of Program and the Bid Award – Creative Arts and Conference Center; and Trustee Doyle abstained from voting on the Springfield Regional School of Nursing Transfer of Program.

Report of the President

President Rafinski submitted the following in a written report:

- The Clark State women's fast pitch softball team won the 2010 Ohio Collegiate Athletic Conference championship by defeating the University of Cincinnati-Clermont 2-1. The team is coached by Jon Young, who just completed his first year. The roster lists 12 players.
- In light of the conversation held at the Board Finance and Facilities Committee meeting this past Friday regarding the almost 300 volunteers that keep our Performing Arts Center operating effectively, Stu Sector will be identifying six volunteers to appear in the Audience Mural as a show of our appreciation. Those with a large number of volunteer hours will be selected. Some have indicated that they simply cannot afford the price tag.
- Recently the Performing Arts Center volunteers were recognized at their annual recognition dinner at the Courtyard by Marriott. Together they represent 6,515 hours of service this year. If paid at minimum wage, it would equate to \$47,559. Two of the volunteers, Clara Young and Phyllis Wakley, received their 5,000 service hours pins. PAC Ticket Office Manager Marylu Shobe collected over \$3,500 worth of door prizes for the event.

**Mary Beth Aust-Keefer exited the meeting at 7:07 p.m.

Report of the Board Chairman

Chairman Bell reported the following:

- He attended the LPN and RN pinning ceremonies and the commencement ceremony. He noted that the quality of students and the pride displayed by them and their families made these events very rewarding, and he encouraged all Trustees to attend in the future, if possible. A record number of students graduated this year, and the event went very smoothly.
- The Creative Arts and Conference Center groundbreaking ceremony will be held tomorrow and all Trustees were encouraged them to attend; a Board group photo will be taken during the event.
- Copies of the Board retreat minutes were distributed with the Board packets; Trustees were asked to review them since the initiatives discussed will be worked on during the next year.

Chairman Bell asked Kris Culp to provide an overview of Dreamkeepers. Vice President Culp indicated that the grant, funded through Scholarship America, Walmart, the Lumina Foundation, and Kresge, is open to non-Achieving the Dream schools. We will receive \$50,000 the first year, and \$35,000 the second year (which requires a funding match). The funding will allow us to help students with emergency expenses, and the goal is for us to sustain this ourselves over time. A team will be on campus during late summer to provide training for its implementation. It was noted that this funding will be used as a retention tool to keep our students in school when emergency expenses arise and that they must attain a certain number of credit hours before they are eligible to receive the funds.

Trustees' Open Forum

No comments were made.

Executive Session – President's Performance

Trustee Smithers made a motion to move into Executive Session to discuss personnel and real estate matters. Trustee Corbin seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 7:14 p.m.

Trustee Spriggs made a motion to exit Executive Session and return to general session at 8:35 p.m. Trustee Smithers 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 – 6/30/11. 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 Élise Spriggs 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 2010-2011 General Fund budget.

Trustee Spriggs made a motion to approve the Board Human Resources Committee recommendation for presidential compensation and extension of the Employment Agreement for President Rafinski as detailed in the Amendment to Employment Agreement document effective July 1, 2010. Trustee Flack seconded, and the motion passed unanimously.

Adjournment

Chairman Bell adjourned the meeting at 8:37 p.m.