

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
May 18, 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, May 18, 2010. Chairman Andy Bell presided and called the meeting to order at 6:05 p.m.

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

Excused: Jim Doyle and Les Smithers

Others Present: Mark Brush, Custodian/Staff Senate President; Jane Cape, Dean of Business and Applied Technologies; Marilyn Carlson, Academic Affairs Coordinator, Greene Center; 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; Joseph Jackson, Vice President for Business Affairs; Kelly Mori, Reporter, Springfield News-Sun; Marvin Nephew, Director of Human Resources; and Mellanie Toles, Assistant to the President

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 April 20, 2010. Trustee Spriggs made a motion to approve the minutes as presented. Trustee Corbin seconded, and the motion passed unanimously.

Graduation Activities 2010

Below is a listing of the graduation activities scheduled this year:

Thursday, June 10, 2010

7:00 p.m. Kuss Auditorium LPN Pinning Ceremony

Friday, June 11, 2010

7:00 p.m. Kuss Auditorium RN Pinning Ceremony

Saturday, June 12, 2010

9:00 a.m. Green Room – PAC Coffee/Muffins for Distinguished Guests
9:30 a.m. Green Room – PAC Robe and fall in line for processional
10:00 a.m. Kuss Auditorium Graduation Ceremony
11:45 a.m. Courtyard by Marriott Graduation Luncheon for Trustees/Speaker

Thursday, August 26, 2010

7:00 p.m. LRC 207/209 LPN Evening Program Pinning Ceremony

Graduation Highlights:

Commencement Speaker: Medina Upshaw, Clark State Alumnus

Student Speaker: Charidy Murphy

Music: Springfield Symphony Brass Quintet

Vocalist: Tiffany Coutts-Dolby

Division	Marshall	Nomenclator
Business & Applied Technologies	John Hale	Pam Ball
Health & Human Services	Natalie Sherry	Susan Yowler
Arts & Sciences	Kandyce Meo	Brian Heaney
Corporate and Public Services	Tom Drerup	Tom Duffee

Student Recognition Event

The Student Recognition Night celebrates the student success of our student scholars, athletes, and student leaders. A total of forty-six (46) students were honored at this year’s event, which was held on May 6th in the Library Resource Center, rooms 207-209. This was the College’s fourteenth annual Student Recognition Night celebration.

For the category of “Outstanding Student in an Academic Program,” students were selected by faculty from their respective academic disciplines. The “Student Athlete Award” recipients were chosen by coaches and the Athletics, Activities and Evening Services Administrator. The “Outstanding Student Leaders and Student Workers” were chosen by faculty, club advisors, and Student Affairs staff.

The attendees at the event included over one hundred eighty-eight (188) students, students’ guests, faculty, and staff.

Human Resources Update

Filled Positions:

Faculty:

- Instructor, Health and Human Services Division (1.0 FTE), Shannon Oberding, effective August 30, 2010

Resignations:

Exempt:

- Director, Institutional Planning and Research (1.0 FTE), Dr. Kelly Hall, effective May 11, 2010

Faculty:

- Instructor, Health and Human Services Division (1.0 FTE), Judith Adams, effective August 31, 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)

Faculty:

- Geospatial Technology Program Faculty, Greene Center, (1.0 FTE)
- English/English Composition Faculty, Greene Center, (1.0 FTE)
- Math/College Prep Math Faculty Greene Center, (1.0 FTE)
- Physics/Math Faculty, (1.0 FTE)
- Social Sciences Faculty (1.0 FTE)
- Information Technology, (1.0 FTE)
- Emergency Medical Services, (.50 FTE)

Performing Arts Center Endowment

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 3/31/10:

Investment @ Cost	\$1,267,243
Interest Earnings	\$627,951
Commonfund Management Fees	\$(33,935)
Foundation Management Fees	\$(47,522)
Market Gain/(Loss)	\$51,441
Balance 3/31/10	\$1,865,178

Quarterly (January-March) Rate of Return 2.96%

Barclays Aggregate Bond Index (Jan-Mar Quarter) 1.78%

March Return 0.62%

Barclays Aggregate Bond Index (March) -0.12%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$47,522) represents the 1.25% fee for three fiscal years (FY 2007 – FY 2009). Lynne Funk from The Commonfund met with the Foundation Finance/Investment Committee in September to review fund performance. Lynne is available to meet

with Trustees to review the objectives of the High Quality Bond Fund and review performance of the Fund.

Liaison Reports

Clark State Foundation

- The Foundation held their annual retreat on Friday, May 7, at the Polo Club. They discussed the focus of the Foundation for the next several years, as we conclude the capital campaign. A number of College and Foundation priorities were discussed. These conversations will continue over the summer.
- A reception for Champion City Scholars who are graduating from high school this year was held on May 6 in the Brinkman Center. In 2010-11, for the first time, the program will be fully populated, with Scholars in each year, from 8th grade through the second year at Clark State.
- Sunny Dhingra and Phil Teusink have agreed to join the Foundation Board of Directors to fill slots that will be vacated by Monte Zinn and Todd Leventhal, who have reached their three-term/nine-year limit.
- Dennis Roark will become Chair of the Board in June, as Randy Kapp completes his two-year term. Steve Sidlo has agreed to serve as Vice Chair, which will lead him to chair in two years. John Raisbeck will become Secretary-Treasurer in Monte's place.
- The Circle of Friends held their successful fundraising gala and concert on Saturday, May 8. A good crowd attended the dinner honoring Security Bank with the Founder's Award.

Council of Governments

- There are currently 87 children enrolled at the Early Childhood Education Center, which is 81% of capacity.
- Efforts continue to fill the remaining slots, including increased marketing.
- The Family Fun Fair held on April 17 was a successful event, with over 250 in attendance.
- The Council of Governments met on May 12th. Discussion centered on ways to balance next year's operating budget, and the decision was made to move \$60,000 from reserves to balance it.

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 recommendation for exempt employees is being presented to the Board of Trustees for formal approval:

Resignation:

- Director, Institutional Planning and Research (1.0 FTE), Dr. Kelly Hall, effective May 11, 2010

Impact on students and/or student learning: This position is instrumental in developing the strategic planning for the College, which impacts student learning in our being prepared to support the learning process.

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

It was requested that the Board of Trustees move to accept the personnel recommendation 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 Hire:

- Instructor, Health and Human Services Division (1.0 FTE), Shannon Oberding, effective August 30, 2010

Resignation:

- Instructor, Health and Human Services Division (1.0 FTE), Judith Adams, effective August 31, 2010

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

Implications for budget, personnel, or other resources: No impact to budget, as this position is already built into the budget.

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

Associate Degree and Certificate Authorization

For the past several months, students have been petitioning to graduate at the 2010 Commencement. The Records Office has checked each of these records, and the faculty have certified that the students have met all requirements for graduation from their respective divisions. Graduates at the 2010 Commencement are in the following areas:

Degree Type	Number Awarded
Associate of Arts Transfer	42
Associate of Science Transfer	32
Associate of Applied Business	69
Associate of Applied Science	239
Associate of Technical Studies	0
TOTAL	382
Certificates	62

Honors	Associate Degrees	Certificates
4.0 GPA	13	1
3.5+ GPA	93	9

Diversity	Total	Female	Male
Associate Degrees	382	285	97
African-American	29	23	6
Asian	8	4	4
American Indian	2	1	1
Hispanic	4	3	1
Caucasian	309	234	75
Unknown	30	20	10

Diversity	Total	Female	Male
Certificates	62	58	4
African-American	7	6	1
Asian	1	1	0
American Indian	0	0	0
Hispanic	0	0	0
Caucasian	50	47	3
Unknown	4	4	0

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Rafinski to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have met all of the institutional qualifications for graduation.

Trustee Mercurio made a motion to approve all of the action items above. Trustee Flack seconded, and the motion passed unanimously.

Presentation

Joe Jackson, Vice President for Business Affairs, delivered a PowerPoint presentation detailing the 2010-2011 Preliminary Budget.

He began by sharing information regarding the State biennial budget (Substitute House Bill 1), indicating that the total funding increase indicated for State Share of Instruction (SSI) is 1.77% in FY10 and 0.54% in FY11, while the SSI increase indicated for community colleges is 1.39% in FY10 and 1.68% in FY11. Increases for each two-year college will vary from these percentages based on FY09 and FY10 subsidy-eligible enrollments. A portion of FY10 funding (4.24%) has been deferred to FY11 to remain in compliance with the American Recovery and Reinvestment Act (ARRA). Mr. Jackson noted that tuition increases of 3.5% are permitted for community colleges in each year of the biennium. It was also noted that 15% of the SSI allocation is comprised of ARRA dollars, which will greatly impact the next biennium if those funds are no longer available.

As part of House Bill 1, 3% in savings realized through efficiencies is required to be demonstrated to the Chancellor. President Rafinski indicated that each college has been invited to make a presentation on their respective efficiency initiatives on July 1; our presentation will be delivered via videoconference.

Mr. Jackson reviewed components of the University System of Ohio Plan, indicating that state subsidy formulas will be based on a set of core principles to support the goals of the Plan beginning with the FY10/FY11 biennium. By 2017, tuition to obtain a college education in the University System of Ohio will be among the lowest in the nation.

Mr. Jackson indicated that the preliminary General Fund Revenue Budget is based upon the following assumptions:

- Draft SSI based on updated FY10 statewide enrollments as of April 2010;
- Credit enrollment of 140,000 credit hours (7.89% decrease from FY10 actual enrollment but an 18.64% increase over FY10 budgeted enrollment);
- Credit enrollment of 17,300 credit hours at the Greene Center;
- A 3.50% tuition increase with one-half of the revenue generated allocated to the contingency fund;
- A 14.41% decrease in non-credit revenue from the FY10 budget;
- No increase in Business and Industry Training revenue over the FY10 budget;
- A 40.00% decrease in Interest Revenue;
- The elimination of the administrative overhead charge to the Commercial Transportation Training Center;
- A 21.00% increase in Performing Arts Center sales revenue; and
- Other adjustments based on current year projections through June 30.

Vice President Jackson briefly reviewed the preliminary revenue budgets for our auxiliary (self-sustaining) enterprises: Bookstore, which reflects a 26.32% increase; Commercial Transportation Training Center, which reflects a 21.97% decrease; Parking, which reflects a 20.78% increase; and Food Service, which reflects a 17.86% decrease.

*Trustee Corbin exited the meeting at 6:38 p.m.

Vice President Jackson reported that the General Fund Expenditure Budget takes the following planning initiatives into consideration:

- Faculty personnel changes, including the addition of six new positions totaling 6.0 FTE (Social Sciences; Physics/Math; Paramedic to RN Transition, Greene Center; Geospatial Technology, Greene Center; English, Greene Center; and Math/CPE Math, Greene Center) and an increase in overload pay rate and adjunct faculty pay rate;
- Staff personnel changes, including 1.5 FTE in new positions (Staff Accountant .5 FTE and Academic support Specialist 1.0 FTE – funded by Perkins Grant); .75 FTE in expanded positions (Human Resources Generalist – increase from .75 to 1.0 FTE and Fire Training Coordinator – increase from .50 to 1.0 FTE); and 1.06 FTE in various seasonal positions in Student Services and an archivist position.
- 6% increase budgeted for potential health, dental, and vision insurance premiums;
- 23% increase in adjunct faculty expenditures;
- pay raise for faculty and staff;
- 1-1.75% merit pay for staff; and
- the establishment of a 2% Contingency budget.

Vice President Jackson reported that the draft budget is currently out of balance by \$750,000. He noted that adjustments will be made, and a balanced budget will be presented to the Board Finance and

Facilities Committee on June 11th. Upon their recommendation, the budget will be presented to the full Board for official approval in June.

Trustees requested that administration begin evaluation of programs and their respective cost benefits.

Chairman Bell thanked Vice President Jackson for his insightful presentation.

Report of the President

President Rafinski submitted the following in a written report:

- Kelly Hall has resigned her position as Director of Strategic Planning and Institutional Research effective Tuesday, May 11, 2010. She has accepted a position as a Graduate Academic Director with Walden University, an online college that has several locations but is based in Minneapolis.
- Doug Toles, our graphic arts instructor, has been nominated by the Greater Dayton Advertising Association for a Mercury Award for Educator of the Year. The winner will be revealed at a banquet on May 20th.
- Please place on your calendars the date of June 16th at 2:00 p.m., when we will break ground for the Creative Arts and Conference Center. We'll have hard hats and shovels for Trustees!
- The project development plan has been completed for the Army Corps of Engineers. We are currently developing a Model Agreement for Design and Construction Assistance, Project Partnership Agreement, and Letter of Intent/Statement of Financial Capability. We will be presenting the agreements to the College Board in June.
- The Ohio Board of Regents posted our Debt Issuance document online for public comment on May 5th for a period of two weeks. We are currently developing a strategy with real estate counsel to accommodate future expansion of the Greene Center.
- There is a hearing slated for May 13th to approve the MOU to encumber funding for the construction of the Creative Arts and Conference Center. Joe Jackson and Kris Culp will be representing us at the Commission meeting that day. We are expecting the release of \$500,000 from a state earmark in 2004 for the Creative Arts and Conference Center.
- We made an appeal before the Board of Building Permits regarding our disaster remediation training facility when they had around eight questions that appeared to be of concern. Our appeal was successful; we now have a permit to build! We would accept bids on the house the week of May 24th, with the idea that we are aiming for approval of the contractor for the project at the June meeting. We are working directly with CodeBlue to develop a realistic timeline and an exact location for the facility.
- Partial funding for Phase I and II of the Center City Park was appropriated under Clark State in the last Capital Bill; we are working with the Chamber of Commerce to develop a Joint Use Agreement to release and encumber the funds.
- This past weekend, our Real-time Reporting students participated in a national Veterans' History project by transcribing recorded oral histories from war veterans with other court reporting schools around the nation. A videographer recorded the sessions as well for submission to the Library of Congress. Interviews were held at the Greene Center with about a dozen veterans from various wars. More interviews are slated for November. The News-Sun will cover this story. In an effort to recruit more students to this program, we are moving ahead and developing online content to attract a broader range of students for the program in the future.
- The Ohio Board of Regents has officially approved our Cybersecurity Technology program and the Geospatial Technology program.
- Kris Culp has been successful in securing a sustainability fellowship for a representative to attend a national conference on sustainability, one of the focus areas for Kresge. We continue to explore the idea of a third Kresge grant called Dreamkeepers, a pool of money to aid students to stay in school.

The target is \$50,000 in the first year and \$25,000 the second year to be matched with the Foundation's \$25,000.

- We are busy conducting orientations and information sessions for new students for this coming fall. Billboards have been secured in Bellefontaine to promote our Hi Point campus opportunities.
- A visiting team was on campus last week as we officially sought permission to deliver full nursing offerings at the Greene Center, including our new program with Wright State in Paramedic to RN. The evaluator was very complimentary about the quality of our facilities in the Sara T. Landess Technology and Learning Center. We will expect another visitation from the NLNAC organization when we become the successor organization for the Springfield Regional School of Nursing.
- The Circle of Friends fundraising event was held at the Performing Arts Center on Saturday, May 8, where Security National Bank was honored for their support to the PAC over its history. The event was followed by a Kathy Mattea concert.
- The annual Foundation Board retreat was held on May 7th at the Polo Club in Springfield. Challenges ahead for the College were discussed to create the alignment necessary for projects of the Foundation in the future.
- Dr. David Devier represented Clark State as a model in the annual style show fundraising event in Greene County for the American Red Cross on Saturday, May 7th. Clark State provided two baskets for auction – one for PAC tickets and one for a free college class with assorted items from the college bookstore.
- Dr. Devier organized about 50 faculty, staff and students to participate in a Habitat for Humanity build-out on the weekend of May 1st and 2nd.
- On Thursday, May 6, the College held its annual Student Recognition Dinner in LRC 207-209. Faculty selected outstanding students to receive medallions that will be worn at graduation.
- Graduation plans are underway, with Medina Upshaw, one of our graduates who current works at Wright Patterson providing the keynote. Please place the date of June 12th at 9:30 a.m. on your calendars for our graduation ceremony.
- Attorney General Richard Cordray has asked President Rafinski to serve as the moderator for the Springfield Community Forum, set for LRC 207-209 on Tuesday, June 8, at 6:00 p.m. The forum, titled “Stand Up to Scams and Crime” is focused on consumer protection. Fifteen agencies and organizations have been invited to have information tables at the event.
- With the moratorium on earmarks on the Republican side of Congress, all attention has been shifted to Senator Brown and to a lesser extent Senator Voinovich. We are one of 347 projects from a field of 10,000 that have been identified by Senator Brown as viable. There is much work to be completed before we even know whether there will be action on earmarks this year; certainly not before the election in November. The project identified is the emergency training center, whose first phase includes the building of a fire tower on campus.
- A plan for the Greater Springfield area is in the making. President Rafinski is on a committee, along with Trustee Spriggs and Chairman Bell, to develop a vision for Greater Springfield. Key topics covered in our strategic plan has been forwarded to the group, facilitated by Fred Bartenstein, so that could be drawn into the baseline for a “vision stretch.”
- President Rafinski received a request from Ed Marrinan, Executive Director of Greene Giving, to meet to discuss an alliance comprised of colleges and universities in Greene County to advance their agenda. Shannon Martin and Jerry Sutton are part of this group that would like to see a collaboration formed from the usual Wright State, Sinclair, and University of Dayton to Wright State University, Cedarville, Clark State and other institutions in Greene County.

President Rafinski reminded Trustees about the ACCT Annual Congress, which will be held October 20 – 23 in Toronto; the early bird registration deadline is in August. Trustees were asked to contact Mellanie Toles if they are interested in attending.

Report of the Board Chairman

Chairman Bell:

- indicated that he attended Student Recognition Night, the Circle of Friends fundraising gala, and a recent Champion City Scholar event and provided a brief overview of each event. He reminded Trustees about the commencement ceremony on June 12th and encouraged them to attend if at all possible.
- congratulated President Rafinski on being honored with the Southwest Region Ohio School Boards Association President's Award.
- distributed Clark State Foundation Scholarship Fund campaign pledge forms and asked Trustees to give whatever they can to the worthwhile cause; he indicated that he would like to achieve 100% participation among the Board.
- reported that two possible new Trustees have been identified and will soon complete their application forms.

Trustees' Open Forum

Trustee Flack reported that she has officially been appointed to the statewide Trustee Education Work Group. Approximately twelve people are on the committee, which will hold its first meeting in June.

Executive Session – President's Performance

Trustee Spriggs made a motion to move into Executive Session to discuss the President's performance evaluation. Trustee Flack seconded, and the motion passed 4-0 by a roll call vote. Executive Session commenced at 6:58 p.m.

Trustee Spriggs made a motion to exit Executive Session and return to general session at 7:30 p.m. Trustee Flack seconded, and the motion passed 4-0.

Adjournment

Chairman Bell adjourned the meeting at 7:31 p.m.