

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**April 16, 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, April 16, 2013. Chairman Jim Doyle presided and called the meeting to order at 6:37 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

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; Dixie Depew\*, Controller; David Devier, Vice President of Academic and Student Affairs; Theresa Felder, Dean of the Greene Center; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health, Human and Public Services

## **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 March 19, 2013. Trustee Phillips made a motion to approve the minutes as presented; Vice Chair Corbin seconded, and the motion passed unanimously.

## **Presentation**

President Rafinski presented the budget challenges for the upcoming fiscal years. She also provided highlights of Substitute House Bill 59, which was unveiled on April 9<sup>th</sup>:

- It maintains the \$3.602 billion for State Share of Instruction (SSI), and also creates the SSI Bridge fund to provide supplemental funding of \$8.1 million for FY14 to hold campuses harmless in the first year of the transition to the new funding formula.
- It retains the performance-based funding system developed by the Higher Education Funding Commission as well as the studies called for to determine the funding system for the biennium's second year.
- It deletes the College Credit Plus and Advanced Standing provisions.

- It did not accept the OACC's amendment offered by State Representative Tim Derickson, R-Oxford, to create a state needs-based workforce development grant that would have replaced Ohio College Opportunity Grants for two-year students.
- It requires the Chancellor of the Board of Regents to establish the Year-One credit articulation system where graduates of Ohio Technical Centers who meet certain criteria will receive college technical credit hours.
- It deletes the Faculty Workload Policy.
- It retains the College Completion Plan.

Dr. Rafinski indicated that a vote by the full House is expected by April 18. She will keep the Board apprised of future developments.

A brief question-and-answer period followed. It was noted that our local legislators are on the conservative side and would like us to hold tuition low but still serve as many students as we can.

Chairman Doyle thanked President Rafinski for her insightful presentation.

\*Dixie Depew exited the meeting at 7:04 p.m.

### **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. The following was noted:

#### 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 – FY 2012-2013 enrollment was projected to decrease 6.9%. Actual enrollment shows a decrease of 4.2% which has a positive budget impact of \$387,000. Actual enrollment numbers must still be certified by the OBR.

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

Total revenue is up \$317,000 (1.3%) from the previous fiscal year. SSI has increased about \$536,000 (7.6%).

#### Expenditures

Instruction – Expenses increased \$705,000 (8.6%). Compared to last year, full-time faculty salaries are up \$241,000 (8.8%) partially due to accelerating payroll by two weeks because of the earlier academic year start-up. Adjunct faculty salaries are up \$255,000 (9.6%) compared to last year primarily due to the conversion to the semester calendar (last year's figures still had the entire spring quarter to be expensed while this year's figure reflects expenses for about 65% of spring semester).

Operation/Maintenance of Plant – Expenses increased \$551,000 (30.4%). This increase is due to the reclassification of debt service principal and interest (\$501,000) from the General Administration functional expense category.

General Expenses – Expenses increased \$651,000 (27.0%). Marketing expenses are up \$74,000, Scholarships (dual enrollment, Wright State, seniors to sophomores, military, OHP) are up \$507,000 (245%) and expenses for IT maintenance contracts are up \$59,000 (18.8%).

General Administration – Expenses decreased \$370,000 (19.4%). This decrease is the result of the reclassification of debt service principal and interest as noted above.

Public Service – Expenses decreased \$97,000 (7.8%). Full-time and part-time salaries for the Corporate Services department are down \$68,000 (21.2%). Expenses related to Code Blue job training are down \$35,000 (38.8%). Expenses at the HBC increased \$9,000 (24.4%).

Total expenses are up \$1.4 million (8.2%).

### Auxiliary Enterprises

Bookstore – Revenue is lagging budget by approximately 2.6%. 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. Another \$300,000 in sales is projected for summer term leaving us short of annual revenue budget by about \$500,000 (13.0%). Expenses are tracking favorably with budget with the expectation of ending the fiscal year with a gross margin of 13.3% (\$450,000).

Commercial Transportation Training Center – The program is generating a surplus very close to budgeted surplus. Revenues are below budget, but adjustments have been made to reduce expenses accordingly.

### Balance Sheet

Total Current Funds have increased \$543,000 (2.6%) compared to the third quarter of FY 2012 primarily as a result of an increase in Cash and Accounts Receivable.

The corresponding increase on the other side of the ledger is primarily due to an increase in Deferred Income and Auxiliary Enterprise (Bookstore) Fund Balance.

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.

New programs, since December, include funding from DJFS for Project Jericho for CY 2013 (\$184,000), small grants from Arts Midwest and Think Tank. Detailed descriptions of these new initiatives as well as all of the other programs reflected were distributed prior to the meeting with the Restricted Statement.

### **Greene Center Quarterly Financial Report**

Revenue and expenditure information for 2012-2013 through March reflecting the annual budget, March budget and actual, and variance of March budget to actual was distributed prior to the meeting. The following was noted:

Revenues are tracking favorably with budget due to enrollment levels. Enrollments were down 14.2% during the summer but were up 17.8% in the fall and spring combined (compared to last year fall, winter, spring). Enrollment for the 2012-2013 academic year is up 14.7%. Bookstore activity is showing a profit of \$153,000.

The negative variances in several expenditure line items are primarily due to timing differences (i.e., marketing and adjunct faculty salaries).

The Greene Center bookstore renovation project is ahead of schedule 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.

## **Human Resources Update**

### *Filled Positions:*

#### Non-Exempt:

- Veteran Services Specialist (.50 FTE), Dana Kapp, effective April 1, 2013
- Evening/Weekend Library Clerk (.46 FTE), Corazon Britton, effective April 15, 2013

#### Exempt:

- Assistant Registrar (1.0 FTE), Jayna Brown, effective April 29, 2013

### *Resignations:*

#### Non-Exempt:

- Event Communications Specialist (1.0 FTE), Holly Brennan, effective April 19, 2013

#### Exempt:

- Academic Coordinator, Student Support Services (1.0 FTE), Mallory DePalma, effective March 29, 2013
- Academic Counselor, Student Support Services (1.0 FTE), Sheila Ross, effective April 19, 2013

### *Open/Advertised Positions/Searches/Interviews:*

#### Non-Exempt:

- Event and Communications Specialist (1.0 FTE)
- Human Resources Generalist (1.0 FTE)

#### Exempt:

- Math Emporium Specialist (1.0 FTE)
- Director, Information Technology (1.0 FTE)
- Systems Administrator, Student Information System (1.0 FTE)
- Academic Advisor (1.0 FTE)
- Academic Coordinator, Student Support Services (1.0 FTE)
- Academic Counselor, Student Support Services (1.0 FTE)

Instructional Faculty:

- Instructional Faculty for Medical Laboratory Technician Program (1.0 FTE)
- Instructional Faculty for Registered Nursing Program (1.0 FTE)
- Instructional Faculty Position for Developmental Reading/Writing (1.0 FTE)
- Instructional Faculty/Program Coordinator for Diesel Technology Program (1.0 FTE)

**Student Recognition Event**

The Student Recognition Night celebrates the student success of our student scholars and student leaders. A total of thirty-seven (37) students were honored at this year’s event, which was held on April 10th in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College’s seventeenth annual Student Recognition Night celebration.

For the category of “Outstanding Student in an Academic Program,” students were selected by faculty from their academic discipline. The “Outstanding Student Leaders” were chosen by faculty, club advisors, and Student Affairs staff.

The attendees at the event included over one hundred forty-five (145) students, students’ guests, faculty, and staff.

**Graduation Activities**

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

Wednesday, May 1, 2013

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

Friday, May 3, 2013

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

Saturday, May 4, 2013

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

Graduation Highlights:

Commencement Speaker: Dr. Karen E. Rafinski

Student Speaker: Nancy Jane McGlothen

Music: Springfield Symphony Brass Quintet

Vocalist: Joseph Brewer, Clark State Retiree

<b>Division</b>	<b>Marshall</b>	<b>Nomenclator</b>
Health and Human Services	Sandy Horn	Evelyn Naegele
Arts and Sciences	Charles Strecker	Laurie Buchanan
Business and Applied Technologies	Deb Peairs	Larry Everett

## **Liaison Reports**

### Clark State Foundation/Circle of Friends

- The Foundation fund balance as of February 28, 2013, is \$12,638,792. The Finance/Audit/Investment Committee is now meeting with our investment managers twice a year. They met recently with our manager from Common Fund, and will meet this month with Security Bank.
- The Circle of Friends is spearheading the planning of President Rafinski's retirement gala, to be held May 23, 2013 at the Hollenbeck Bayley Creative Arts and Conference Center.
- The Scholarship Committee is preparing to evaluate scholarship applications for the first round of 2013-14 awards.
- The Annual Scholarship Campaign is under way. Thanks to the Trustees who have already made their gifts.
- The Foundation's annual Board retreat will be Friday, May 17, from 11:30 to 4:00 at the Polo Club. Topics will include marketing and benchmarking. Trustees are welcome to attend!
- Kris Culp is completing her eighth and final year as Rotary Scholarship Chair in order to give other committee members the opportunity to lead.
- The Foundation has filled the position of Advancement Specialist with Catie Stipe, a 2012 graduate of Wittenberg University, who interned at Avetec as a grant writer.

### Council of Governments

- Center enrollment is at 88 children (74% of capacity). Staffing levels are adequate at this time. Ongoing efforts are being made to increase enrollment, with a goal of full enrollment.
- New flooring has been installed throughout the Center. A new refrigerator and freezer have been installed as well.
- Prevent Blindness Ohio is providing free staff training on a free vision screening machine for use at the Center. This will help diagnose vision problems sooner and add another benefit to children and their families.

## **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:

#### *Resignations:*

- Mallory DePalma, Academic Coordinator, Student Success Services (1.0 FTE), effective March 27, 2013
- Sheila Ross, Academic Counselor, Student Success Services (1.0 FTE), effective April 19, 2013

#### *Promotions:*

- Jayna Brown, promoted from Academic Advisor to Assistant Registrar (1.0 FTE), effective April 29, 2013

### Impact on students and/or student learning:

All of these positions are critical to our students' success.

### Implications for budget, personnel, or other resources:

- Academic Coordinator and Academic Counselor are funded by the TRIO Grant, which is separate from our general budget.
- President and Assistant Registrar are in the 2012-2013 and 2013-2014 budgets.

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

***Merit Increases***

The employee’s work performance was evaluated in relation to College-wide criteria, individual job-specific criteria, and other/special objectives. This program draws direct lines between an employee’s performance and his/her pay. All exempt and non-exempt employees will continue to be eligible for some type of base salary increase, based on budget, while those who achieve certain ratings on their performance evaluation will be eligible to receive this additional merit increase as budgets permit.

It is recommended to the Board of Trustees that the following merit adjustments be approved:

- For all staff who achieve a performance rating of Commendable, (83% - 92%): 1.00% merit increase
- For all staff who achieve a performance rating of Outstanding, (93% – 100%): 1.75% merit increase

Please note that instructional faculty does not participate in this performance management system.

Impact on students and/or student learning: Performance management aligns individual goals with department goals and College Strategic Plan goals. It helps employees connect the vision and guiding principles of the College to the work they do (either individually or as part of a team). The College-wide criteria measure, in part, how well students are being served and covers Job Performance and Personal Performance attributes such as Job Knowledge, Initiative and Creativity, Judgment, Compliance, Teamwork, Reliability, Work Ethic, and Customer Service.

Implications for budget, personnel, or other resources: Merit increases are projected to total approximately \$80,000 (\$69,000 salary and \$11,000 retirement and FICA). The portion to be funded from the current fiscal year has already been budgeted. The portion to be funded from fiscal year 2013-2014 is included in preliminary budget projections.

It was requested that the Board of Trustees accept the recommendation to award merit increases as noted above effective May 1, 2013 to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

***Life Insurance Policy Renewal***

The premium cost of the life insurance benefit is fully funded by the Board. The amount of life insurance for eligible (regular/960 hours or more) faculty and staff is 1.5 times annual salary rounded up to the next \$1,000. Our life insurance policy with Humana Insurance Company is up for renewal April 1, 2013. Our insurance rate for the Group Term Life insurance has remained the as the 2012-2013 rate of \$.24/ \$1,000 of coverage.

	<u>Current: 04/01/12-03/31/13:</u>	<u>Renewal: 04/01/13-03/31/14:</u>
Group Term Life:	\$.22/per \$1,000.00 coverage	\$.22/per \$1,000.00 coverage
Group AD&D:	\$.02/per \$1,000.00 coverage	\$.02/per \$1,000.00 coverage

Supplemental Insurance Rates (payroll deduction) will remain the same. All rates are guaranteed for one year.

Claims Experience and Annual Premiums:

- For the past year, there were no claims.
- Total annual premium for 2012-2013 was approximately \$48,000.

- Total annual premium for 2013-2014 is expected to be approximately \$54,000. (Increase based on more employees and higher salaries).

Impact on students and/or student learning: Although this item has no direct impact on students and/or student learning, it is a benefit for faculty and staff who interface directly with students.

Implications for budget, personnel, or other resources: The increased premium cost will be incorporated into the 2013-2014 budget. The total increase is \$6,000.

It was requested that the Board of Trustees accept the recommendation to renew the life insurance contract with Humana Insurance Company for coverage effective April 1, 2013 through March 31, 2014.

***Contract Renewals ~ Instructional Faculty***

The College renews contracts for Instructional Faculty each April. Instructional Faculty contracts are offered as one-, two-, or three-year contracts. Current Board policy states: *Faculty must serve four years on a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a three-year contract.*

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Vice President of Academic and Student Affairs who recommends as appropriate to the President.

<b>2013 Contract Renewal Recommendations for Instructional Faculty</b>			
<b>Name</b>	<b>Date Employed</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>
Pamela Ball	1/5/2009	2 Year	2 Year
Chris Bays	9/1/2005	3 Year	3 Year
Aimee Belanger-Haas	9/1/2010	1 Year	1 Year
Rhonda Black	9/1/2010	1 Year	1 Year
Janice Bruns	9/1/2012	1 Year	1 Year
Carin Burr	9/1/2005	3 Year	3 Year
Julie Cuy Castellanos	9/1/2011	1 Year	1 Year
Violet Ann Clayton	9/1/2012	1 Year	1 Year
Deb Corvin	9/1/2011	1 Year	1 Year
Lisa Crispin	9/1/2012	1 Year	1 Year
Mark Curtner	9/1/2012	1 Year	1 Year
Scott Dawson	9/1/2012	1 Year	1 Year
Kathy DeLong	9/1/2009	2 Year	2 Year
Tom Drerup	9/1/2000	3 Year	3 Year
Tom Duffee	1/5/2009	2 Year	2 Year
Theresa Flicko	9/1/2012	1 Year	1 Year
Wendy Gagliano	9/1/2009	2 Year	2 Year
Randall Green	9/1/2010	1 Year	1 Year
Sharon Halter	9/1/2012	1 Year	1 Year



<b>Name</b>	<b>Date Employed</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>
Melissa Holmes	9/1/2012	1 Year	1 Year
Charlie Hoyman	1/5/2009	2 Year	2 Year
Crystal Jones	9/1/2007	2 Year	2 Year
Kara Jackson	9/1/2010	1 Year	1 Year
Cecilia Kennedy	9/1/2005	3 Year	3 Year
Cynthia Lehmkuhle	9/1/2010	1 Year	1 Year
Victoria Mahan	9/1/2007	2 Year	2 Year
Dana Matt	9/1/2009	2 Year	2 Year
Evelyn Naegele	9/1/2009	2 Year	2 Year
Steven Nowka	9/1/2010	1 Year	1 Year
Julie Oaks	9/1/2012	1 Year	1 Year
Deb Peairs	9/1/2011	1 Year	1 Year
Naureen Qasim	9/1/2007	2 Year	2 Year
Paula Rice	9/1/2012	1 Year	1 Year
Cheryl Risner	9/1/2012	1 Year	1 Year
Judith Stickel	9/1/2012	1 Year	1 Year
Juliet Swope	9/1/2011	1 Year	1 Year
Charles Strecker	9/1/2010	1 Year	1 Year
Janet Taylor	9/1/2011	1 Year	1 Year
M. Adelaide Taylor	9/1/2007	2 Year	2 Year
Gregory Teets	9/1/2000	3 Year	3 Year
Elizabeth Your	9/1/2011	1 Year	1 Year
Grace Zartman	9/1/2012	1 Year	1 Year

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

Implications for budget, personnel, or other resources: The proposed 2013-2014 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

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

### ***Associate Degree and Certificate Authorization***

For the past few months, students have been petitioning to graduate at the Spring 2013 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 Spring 2013 Commencement are in the following areas:

Degree Type	Number Awarded
Associate of Arts Transfer	20
Associate of Science Transfer	22
Associate of Applied Business	85
Associate of Applied Science	233
Associate of Technical Studies	0
<b>TOTAL</b>	<b>360</b>
<b>Certificates</b>	<b>61</b>

Honors	Associate Degrees	Certificates
4.0 GPA	6	0
3.5+ GPA	94	10

Diversity	Total	Female	Male
<b>Associate Degrees</b>	360	252	108
African-American	23	17	6
Asian	8	5	3
American Indian	2	2	0
Hispanic	3	0	3
Caucasian	308	215	94
Unknown	16	13	3

Diversity	Total	Female	Male
<b>Certificates</b>	61	55	6
African-American	6	5	1
Asian	1	1	0
American Indian	1	1	0
Hispanic	1	0	1
Caucasian	48	44	4
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 moves 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.

### ***College Summer Hours/Work Week Policy Revision***

For about six years, Clark State has operated a different summer hour calendar for staff, initially reducing the number of hours per week worked by closing offices on Fridays at 2:00 p.m. This "awarded" each

employee two and one-half hours of compensatory time. In more recent years, hours have been adjusted to “take back” the two and one-half hours, still allowing staff to work a forty-hour work week and leave early on Fridays. Work began at 7:30 a.m. instead of 8:00 a.m. and closed at 5:00 p.m., allowing one-half hour to be accumulated each day of the week. On Fridays, the College closed at 2:00 p.m., with employees taking one-half hour for lunch. This created a different pattern of leave time recorded and extra rules to implement.

Now that we have converted to a semester system, and have an earlier graduation and an eight-week summer school, it will be more efficient and effective to rescind the entire Summer Hours Procedures and remove the Work Week Policy reference to summer hours, thus returning to a regular forty-hour work week schedule year-round.

### **Work Week Policy 3358:5-3-13**

- (A) Full-time instructional faculty members are expected to teach according to the schedule that has been established by the respective dean. In addition to their teaching assignment, instructional faculty are expected to give time to committee work, general or division staff meetings, and have posted office hours for student consultation. Full-time instructional faculty members are to be available to students, through posted office hours, five hours per week. Two of the five hours may be scheduled for use of innovative methods to increase accessibility to students.

Faculty members are expected to hold classes at times and places listed in the class schedule. Requested changes must be cleared through the divisional office and reported to the dean.

Faculty members who are unable to meet assignments due to illness or other unavoidable reason shall inform their dean as soon as possible.

Whenever it is necessary for a faculty member to be away from campus for any reason, appropriate arrangements shall be made for the missed classes and the absence shall be reflected on the bi-weekly time summary which is completed by the dean.

- (B) Non-exempt staff are assigned working hours with full-time employees working eight hours per day during a five-day work week. Employees assigned to administrative or academic units typically follow a daily 8:00 a.m. to 5:00 p.m. work schedule with one hour allowed for lunch. Maintenance/custodial personnel frequently follow a different eight hour daily schedule to allow access to unoccupied classrooms and office areas.

The College does not designate a formal rest period for non-exempt employees. Taking a break depends on the department involved and whether or not the work of the department is of such a nature that it can be interrupted at some time during the day for these employees to have a few minutes off. When rest periods are allowed, these are limited to two 15 minute breaks per day -- one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day.

- (C) Exempt staff are generally assigned working hours with full-time employees working eight hours per day during a five-day work week. However, it is understood and recognized by these employees that there may be instances, due to work load, College functions, etc., where they may be required to work additional hours per week.

- (D) ~~Non-exempt and exempt staff are assigned a revised work week schedule during the summer, commencing on the Friday following graduation and concluding three weeks prior to Friday of the first week of fall term.~~

Impact on students and/or student learning: It provides service to students throughout a normal work week from 8:00 a.m. to 5:00 p.m. year-round.

Implications for budget, personnel, or other resources: None

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

***Trustee Phillips made a motion to accept the action items above as indicated. Trustee Corbin seconded, and the motion passed unanimously.***

## **Report of the President**

President Rafinski shared the following:

- The “Voice of Ethics” newsletter from the Ohio Ethics Commission was distributed to Trustees for information purposes.
- The Ohio Association of Community Colleges’ annual conference is slated for May 30-31, 2013, in Columbus, Ohio, and the Association of Community College Trustees’ annual conference will be held October 2-5, 2013, in Seattle, Washington. Trustees were encouraged to attend both events, if possible.
- Photos of the Phi Theta Kappa students and advisors who went to the Phi Theta Kappa national conference in San Jose, California, were shared. Angelina Nance was honored for being selected as the Phi Theta Kappa New Century Scholar, a Coca-Cola New Century Scholar, and a Phi Theta Kappa Guistwhite Scholar. Twila Murray was honored as Chapter Advisor of the Year, and the group received recognition for raising \$3,500.49 for Relay for Life (ranked 8<sup>th</sup> on the list of top chapter donations across the country).
- President Rafinski will be delivering a Rotary presentation on June 17<sup>th</sup>, during which she will provide a synopsis of her 16 years here. She will also introduce Dr. Blondin, who will provide remarks as well. Trustees are invited to attend.
- A Dayton Daily News article detailing Sinclair Community College’s announcement of its plan to undertake a major renovation of downtown Dayton was distributed to Trustees. An \$18 million student housing complex is planned at the site of the former Dayton Daily News building.

## **Report of the Board Chair**

Chairman Doyle encouraged Trustees to attend the OACC and ACCT annual meetings if at all possible. He noted that both are very worthwhile events, great for making connections and learning from other institutions.

## **Trustees’ Open Forum**

There were no comments made.

## **Executive Session**

Trustee Bell made a motion to move into an Executive Session to discuss personnel issues. Trustee Phillips seconded, and the motion passed 7-0. Executive session commenced at 7:32 p.m.

Trustee Phillips made a motion to exit Executive Session and return to regular session at 8:16 p.m. Trustee Bell seconded the motion, and it passed 7-0.

## **Personnel Recommendation ~ President**

On August 13, 2012 Dr. Karen E. Rafinski, Ph.D. announced her intention to retire after 16 exemplary years of service at the College, effective June 30, 2013. Ohio Revised Code 3358.08 authorizes the Board of Trustees to employ a president. The Board Chair appointed a Search Committee made up of Faculty, Staff, community members, Foundation Directors and chaired by a College Trustee. The Committee engaged a search firm to assist with the process. A Presidential Profile was developed with input from the entire College community. This profile served to identify strengths and weaknesses of the College so that credentials of applicants could be evaluated with these in mind. This profile also served to familiarize potential candidates with the College to help them determine if they would be interested in being considered for the leadership position. The position was advertised and the search firm reviewed all resumes and narrowed the potential candidates for consideration by the Search Committee. The Committee selected candidates and held personal interviews. The pool was narrowed once more and these finalists were brought to campus for more in-depth interviews and open sessions with various College constituents including community leaders. At the conclusion of the search, the Board made an offer of employment to Jo Alice Blondin, Ph.D. and she accepted the Board's offer of employment.

Impact on students and/or student learning: The President of Clark State Community College will be an engaging, visionary leader, with superb communication skills. The President is committed to strategically addressing opportunities and challenges including developing innovative programs and services to address the needs of employers, building partnerships, embracing student success, reinforcing alliances with business and industry, and providing fiscal and philanthropic leadership.

Implications for budget, personnel, or other resources: None. Compensation for the President is already included in the operating budget.

Trustee Bell made a motion to hire Jo Alice Blondin, Ph.D. as the President of the College, effective July 1, 2013. Trustee Phillips seconded, and the motion passed unanimously.

## **Adjournment**

Vice Chair Corbin made a motion to adjourn the meeting, and Trustee Tiefenthaler seconded. The motion passed unanimously, and the meeting adjourned at 8:18 p.m.