

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes April 20, 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, April 20, 2010. Chairman Andy Bell presided and called the meeting to order at 6:22 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; Ed Busher, Dean of Student Affairs and Enrollment Management; Marilyn Carlson, Academic Affairs Coordinator, Greene Center; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; Barb Deschappelles, Executive Director of Information Technology; David Devier, Vice President of Academic and Student Affairs; Jim Franks, Executive Director/Dean, Corporate and Public Services; Ron Gordon, Athletic Director/Evening Administrator; Joseph Jackson, Vice President for Business Affairs; Kelly Mori, Reporter, Springfield News-Sun; Mellanie Toles, Assistant to the President; and Nina Wiley, Director of Retention Services and Student Life

### 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 March 16, 2010. Trustee Spriggs made a motion to approve the minutes as presented. Vice Chair Mercurio seconded, and the motion passed unanimously.

### Presentation

Dr. Ed Busher, Dean of Student Affairs and Enrollment Management; Ron Gordon, Athletic Director/Evening Administrator; and Nina Wiley, Director of Retention Services and Student Life, delivered a presentation regarding Student Life at Clark State. Dr. Busher began by sharing the background of Mr. Gordon and Ms. Wiley and indicating how fortunate we are to have both of them on our Student Services team.

The team indicated that the goals of Student Life revolve around creating positive experiences, building relationships, and developing connections with our students. We strive to provide diverse extracurricular activities that will help develop the total person and prepare students to be engaged global citizens. While students are participating in various activities, they work on social skills, develop leadership skills, and discover hidden talents.

Ms. Wiley provided an overview of the Phi Theta Kappa honor society; the National Society of Leadership and Success; and Student Senate, and Mr. Gordon provided an overview of athletics. Dr. Busher reviewed a list of events we have offered this year, noting that the variety and quality of the program has improved tremendously over the past couple of years.

Chairman Bell thanked the group for their insightful presentation and requested that the Board be sent a list of all student events next year.

\*Ed Busher, Ron Gordon, and Nina Wiley exited the meeting at 6:38 p.m.

### **Quarterly Financial Reports**

The fiscal year-to-date comparison and balance sheet at March 31, 2010, and statement of restricted income and charges from July 1, 2009, through March 31, 2010, were distributed prior to the meeting. Color charts depicting fiscal year-to-date comparisons of general fund income as a percentage of budget, general fund expenditures as a percentage of budget, and expenditures by object code as a percentage of budget were also distributed.

The quarterly revenue/expenditure report along with the Balance Sheet, the Statement of Restricted Income and Charges and the Statement of Reserve Activity were discussed with the Board Finance and Facilities Committee meeting at their April meeting. It was noted that the Restricted Statement now includes a brief description of each initiative.

Vice President Jackson provided an overview of the financials, as follows:

#### Revenue

- Ohio Board of Regents State Share of Instruction (SSI) – This negative variance will continue to decline and revenue for the year is projected to meet budget.
- Student Fees – The positive budget variance is a result of the increase in enrollment and the unbudgeted increase in tuition that went into effect winter quarter. There will be very little change in the actual student fees revenue between now and the end of the fiscal year.
- Business and Industry Training and Continuing Education – This variance is a result of staff turnover within the department and reductions in business training budgets due to the economy.
- Total revenue is up \$2.9 million (16.4%) from the previous fiscal year.

#### Expenditures

- Instruction – Variance is a result of increased hiring of adjunct faculty and increase in purchases of instructional/lab supplies (due to the dramatic increase in enrollment), and replacement of academic computing equipment. Expenses for the Fire Safety Program have been reclassified as instructional whereas up until this fiscal year expenses they were accounted for in the Public Service category.
- Operation/Maintenance of Plant – Variance is a result of a decrease in expenses related to building maintenance and insurance premiums.
- General Administration – Variance is a result of an increase in expenses related to employee professional development and due to the decision to charge the unbudgeted cost of the Ground Lease to this category.
- Bookstore – The increase in revenue and expenses are a direct result of enrollment. The Bookstore is projected to realize a gross margin of about 15% for the fiscal year.
- Commercial Transportation Training Center – Revenue continues to lag budget due to lack of third party funding opportunities. Adjustments to staffing have been implemented to help control costs. The program is projected to incur a deficit for the fiscal year and therefore the management services charge that is assessed to the program is being evaluated.
- Food Service – Food service subsidy payments are tracking favorably compared to budget and compared to last fiscal year.

## **Greene Center Quarterly Financial Report**

Revenue and expenditure information for 2009-2010 through March reflecting projections from the annual budget, March budget, and March actual was distributed prior to the meeting. The following was noted:

### Revenue

- Student tuition revenue reflects enrollments for the entire fiscal year.
- Total revenue is showing a positive variance from budget due to the enrollment increase.

### Expenditures

- Adjunct faculty salaries expended reflect summer, fall and winter quarters only and are directly impacted by the increase in enrollment.
- Professional fees reflect the contract for the building appraisal.
- The lease-building variance is due to expenses for the ground lease. The annual cost of the ground lease of \$128,571 is not included in the annual budget figure.
- The net surplus of actual revenues and actual expenses through March is overstated due to the fact that revenue figures include spring quarter enrollments while the expenses for spring quarter are yet to be reflected. The projected surplus through June 30, 2010, will be closer to the net surplus shown in the variance column.

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

The Board Finance and Facilities Committee met Tuesday, April 6, 2010, at 12 noon in the TLC Boardroom. Those present included Committee Chairperson Heather Corbin; Trustees Andy Bell and Faye Flack; President Karen Rafinski; Vice Presidents Joe Jackson and David Devier; and Commercial Transportation Training Center Director Tom Hicswa. The following agenda items were discussed:

- Quarterly Financial Reports (separate financial report for the Greene Center)
- 2010-2011 Budget Status
- Tuition/Fee Schedule for 2010-2011
- Creative Arts & Conference Center Project
- Greene Center Purchase/Funding
- Disaster Remediation Training Facility Project Estimate
- Corps of Engineers Funded Projects/Authorizing Resolution
- Special Improvement District

Minutes of the meeting have been distributed to all Trustees. The next meeting of the Board Finance and Facilities Committee will be held on Monday, June 7, 2010, at 3:30 p.m. in the TLC Boardroom.

## **Board Human Resources Committee Report**

The Board Human Resources Committee met on Monday, April 5, 2010, at 8:00 a.m. at Bob Evans Restaurant. Those present included Board Chair Andy Bell, Committee Chairperson Elise Spriggs, and President Karen Rafinski. The following items were discussed:

- President's Evaluation Timeline Adjustment
- Logistics of Trustee Feedback for President's Evaluation
- Other

## **Human Resources Update**

### *Filled Positions:*

#### Exempt:

- Director, Career Management and Work-Based Learning, (1.0 FTE), Levon Simmons, Ph.D., effective April 26, 2010

#### Non-Exempt:

- Admissions Specialist, Greene Center, (1.0 FTE), Natalie Johnson, effective April 13, 2010

#### *Resignation:*

- Admissions Specialist, Greene Center, (1.0 FTE), Karim Jackson, effective March 22, 2010

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

#### Non-Exempt:

- Disability Specialist (.75 FTE)

#### Faculty: (All positions effective fall 2010)

- 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)
- Registered Nursing Faculty, (1.0 FTE)
- Information Technology, (1.0 FTE)
- Emergency Medical Services, (.50 FTE)

## **Liaison Reports**

### Clark State Foundation

- The Foundation fund balance as of February 28, 2010, is \$13.2 million.
- The major gifts phase of the campaign for the Creative Arts and Conference Center is nearly complete; we are within \$50,000 of our goal. The proposal to the Conference Facilities Authority has been submitted.
- The audience mural campaign is picking up steam, with 75 seats reserved to date, and revenue of \$43,000 (some "seats" are complimentary to major donors). Two promotional postcards will be sent out in the next month. A number of individuals are using the mural as an opportunity to honor loved ones who have passed away. A "mock-up" of the mural is now in the lobby of the Performing Arts Center.
- The annual campaign is under way with a goal of \$100,000 and 275 donors.
- The Scholarship Committee assisted in awarding scholarships for Spring Quarter.
- Champion City Scholars in grades 9-12 will participate in an all-day retreat at the Heritage Center on April 29. Also, Steve Vrooman is working with Springfield City Schools on a proposal to the Jennings Foundation for a college readiness program in high school, which would use Champion City Scholars as the cohort.
- The Circle of Friends is preparing for the May 8 gala honoring Security National Bank and fundraising concert featuring Kathy Mattea.

### Council of Governments

- There are currently 90 children enrolled at the Early Childhood Education Center, which is 83% of capacity.
- Efforts continue to fill the remaining slots, including increased marketing. The Center received a lot of good publicity from the recent Springfield News-Sun article and coverage on Channel 7. Approximately 15-20 inquiries were received, but, unfortunately, they were all interested in infant and toddler care, and all of those slots are currently filled. The families were added to the waiting list.
- Director Kimble is preparing to open the Blue Preschool Classroom again, so there will be 18 additional slots for preschoolers.
- On Saturday, April 17, from 11:00 a.m. to 3:00 p.m., a Family Fun Fair will be held at the Center to kick off the Week of the Young Child.

## **Action Items**

The following items were presented for Board approval:

### ***Personnel Recommendation ~ Exempt Employee***

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:

#### ***New Hire:***

- Levon Simmons, Ph.D., Director, Career Management and Work-Based Learning (1.0 FTE), effective April 26, 2010. Starting salary: \$52,000

Impact on students and/or student learning: This position/office has a direct impact on student success after students have attained their degrees. Position/office teaches resume writing, interviewing, proper dress, and other soft skills designed to show students how to take what they learn in the classroom to the workplace. Also coordinates/establishes co-ops/internships with local businesses.

Implications for budget, personnel, or other resources: Funding for the position is already built into the 2009-2010 and 2010-2011 budgets.

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

### ***Merit Increases***

Employees' work performance was evaluated in relation to College-wide criteria, individual job-specific criteria, and other/special objectives. The merit 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 increase 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 rating of Commendable, (83% - 92%): 1.00% merit increase
- For all staff who achieve a rating of Outstanding, (93% - 100%): 1.75% merit increase

Please note that instructional faculty do not participate in the 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 \$61,000.00. The portion to be funded from the current fiscal year has already been budgeted. The portion to be funded from fiscal year 2010-2011 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 7, 2010, to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

### ***Salary Range Adjustments***

These proposed salary range adjustments reflect our acknowledgement of the need to remain competitive in the market. Comprehensive reviews of market data are conducted periodically and adjustments of our salary range are made accordingly. For FY 2010-2011, a salary range adjustment of 1.5% is recommended for all faculty and staff. The proposed new ranges follow:

Instructional Faculty 2010-2011							
		Minimum Range		Midpoint Range		Maximum Range	
Level	Minimum	Increase	Midpoint	Increase	Maximum	Increase	Title
1	\$32,793	1.5%	\$40,991	1.5%	\$49,189	1.5%	Instructor
2	\$36,356	1.5%	\$45,446	1.5%	\$54,534	1.5%	Assistant
3	\$40,907	1.5%	\$51,134	1.5%	\$61,361	1.5%	Associate
4	\$46,320	1.5%	\$57,900	1.5%	\$69,479	1.5%	Professor

**Staff 2010 – 2011**

Exempt		Minimum Range		Midpoint Range		Maximum Range
Grade Level	Minimum	Increase	Midpoint	Increase	Maximum	Increase
5	\$32,730	1.5%	\$40,912	1.5%	\$49,095	1.5%
6	\$38,495	1.5%	\$48,217	1.5%	\$57,937	1.5%
7	\$38,892	1.5%	\$49,047	1.5%	\$59,201	1.5%
8	\$43,018	1.5%	\$54,490	1.5%	\$65,963	1.5%
9	\$47,584	1.5%	\$60,539	1.5%	\$73,492	1.5%
10	\$52,636	1.5%	\$67,258	1.5%	\$81,880	1.5%
11	\$58,226	1.5%	\$74,724	1.5%	\$91,222	1.5%
12	\$64,411	1.5%	\$83,019	1.5%	\$101,626	1.5%
13	\$67,832	1.5%	\$87,626	1.5%	\$107,419	1.5%
14	\$71,245	1.5%	\$92,234	1.5%	\$113,214	1.5%

**Non-Exempt**

Grade Level	Minimum	Increase	Midpoint	Increase	Maximum	Increase
2	\$8.45/hr. \$17,574	1.5%	\$10.56/hr. \$21,968	1.5%	\$12.67/hr. \$26,362	1.5%
3	\$10.49/hr. \$21,819	1.5%	\$13.11/hr. \$27,275	1.5%	\$15.74/hr. \$32,730	1.5%
4	\$13.03/hr. \$27,110	1.5%	\$16.29/hr. \$33,887	1.5%	\$19.55/hr. \$40,664	1.5%
5	\$15.74/hr. \$32,730	1.5%	\$19.67/hr. \$40,912	1.5%	\$23.60/hr. \$49,095	1.5%
6	\$18.51/hr. \$38,495	1.5%	\$23.18/hr. \$48,217	1.5%	\$27.85/hr. \$57,937	1.5%

**Impact on students and/or student learning:** Competitive salaries are critical to securing and retaining qualified staff and faculty. This modest adjustment in salary ranges is important to accomplishing that task.

**Implications for budget, personnel, or other resources:** The implication for the 2010-2011 budget is negligible to adjust any salaries that would fall below the proposed minimum ranges for the specified grade levels.

It was requested that the Board of Trustees accept the recommendation to adjust salary ranges for faculty and staff upward 1.5% effective September 1, 2010.

***Amendment to the Clark State Chapter 3305 Alternative Retirement Plan***

Clark State Community College adopted an Alternative Retirement Plan (ARP) under the provisions of Chapter 3305 of the Internal Revenue Code in March 1999. (This ARP may be selected by full time instructional faculty or staff employees in lieu of the State mandated STRS and SERS Retirement Systems.) The Administration seeks Board authorization to amend and restate the Clark State Community College Chapter 3305 Alternative Retirement Plan (the “Plan”) document in order to bring the Plan into compliance with current Internal Revenue Service (“IRS”) rules for qualified plans. The IRS classifies the Plan as a “pre-approved” Plan, specifically, a volume submitter Plan. As a volume submitter Plan, recent IRS rules require that volume submitter plans be completely rewritten every six (6) years to comply with IRS rules for qualified plans. During the six-year period, the IRS may also require adoption of interim amendments. In order for any Ohio alternative retirement plan to maintain its status as a qualified retirement plan, each Ohio institution that sponsors an alternative retirement plan must amend their document during the IRS six-year cycle and must also adopt required interim amendments. This restatement of the Plan takes into account all law changes under the Economic Growth and Tax Relief Reconciliation Act of 2001 (“EGTRRA”).

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance, advice and assistance to Ohio higher education institutions. Legal counsel at the College is working with the Columbus office of Schottenstein, Zox & Dunn Co., LPA to develop the Plan documentation compliant with the IRS EGTRRA amendments, other applicable laws and regulations and Ohio law.

### Specific Changes

The IRS amendment and restatement process resulted in minor changes to the Plan document. As required by the IRS, the Plan document does incorporate any amendments that have been made to the Plan document since the last IRS determination letter was issued for the Plan in 2001. These amendments are required by the IRS to be included in a restated Plan document and the specific changes to the Plan document incorporate these prior amendments. Several other amendments to the Plan and other minor changes have been made to the document to incorporate the most recent IRS technical language for qualified plans. The Plan options on vesting, eligibility, loans and distributions remain unchanged. The resolution follows:

### Resolution

A RESOLUTION PERTAINING TO ADOPTING THE RESTATEMENT OF THE  
ALTERNATIVE RETIREMENT PLAN DOCUMENT AND AMENDMENTS TO  
CONFORM WITH THE ECONOMIC GROWTH AND TAX RELIEF  
RECONCILIATION ACT OF 2001, OTHER APPLICABLE LAWS, REGULATIONS  
AND ADMINISTRATIVE AUTHORITY

Synopsis: Authorization to adopt the restatement of the Clark State Community College's ("College") Chapter 3305 Alternative Retirement Plan to conform to the requirements of: Internal Revenue Code of 1986 ("Code"), as amended; the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA"); other applicable laws, regulations, and administrative authority is proposed.

WHEREAS, the Board of Trustees ("Trustees") originally adopted the Clark State Community College Chapter 3305 Alternative Retirement Plan ("the Plan"), effective March 16, 1999; and

WHEREAS, the College has the ability to amend and restate, from time to time, the Plan; and

WHEREAS, the College desires to amend and restate the Plan to bring the Plan in compliance with the Code, EGTRRA, other applicable laws, regulations, and administrative authority; and

WHEREAS, the College wishes to submit the amendments and the restated Plan to the Internal Revenue Service (the "IRS") for a favorable determination letter and/or compliance statement that the Plan continues to meet the qualification requirements of Section 401 et seq. of the Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Trustees of the College:

Section 1. Amendments and Restatement. The amendments and the restatement of the Plan are hereby adopted effective as stated therein.

Section 2. Execution. The Administration is hereby authorized to execute the Amendments and the Restatement and any other instruments, documents, or conveyances necessary to effectuate the Amendments and the Restatement and to submit the Amendments and the Restatement to the IRS.

Section 3. Conforming Changes. The Administration in carrying out this Resolution, is hereby authorized and empowered to make any necessary changes to the Amendments and the Restatement as may be required to ensure compliance with the applicable and effective provisions of the Code and the Ohio Revised Code, and any related rules and regulations, currently in effect or as hereinafter amended, and to take



such further action as may be necessary or available to implement this Resolution without further ratification or action by the Trustees.

Section 4. Open Meetings. The Trustees find and determine that all formal actions of the Trustees relating to the enactment of this Resolution were taken in an open meeting of the Trustees held on April 20, 2010, and that all deliberations of the Trustees and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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 department.

Implications for budget, personnel, or other resources: Assistance in preparing documentation for adopting this amendment and restating this ARP is being provided through the Ohio Attorney General’s Office by the Columbus office of Schottenstein, Zox & Dunn Co., LPA. The expected budget impact is minimal.

It was requested that the Board of Trustees pass the resolution to (1) restate the Clark State Community College Chapter 3305 Alternative Retirement Plan, effective immediately (and as specifically set forth in the Plan document), and (2) to amend the Clark State Community College Chapter 3305 Alternative Retirement Plan, effective as set forth in the interim amendments, and (3) to approve submission of the restated Plan and the interim amendments to the IRS for issuance of a determination that the Plan continues to meet the qualification requirements of the Internal Revenue Code of 1986 (as amended).

Additionally that the Trustees authorize President Rafinski and/or her named designee: Vice President for Business Affairs and/or Director of Human Resources to make such changes to the ARP as are necessary, including but not limited to, develop/adopt and sign written plan documents for all Clark State Community College Alternative Retirement Plans before April 23, 2010 to insure the Plan remains in compliance with the requirements of Internal Revenue Service Code Section 3305.

***Contract Renewals for Instructional Faculty***

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

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

<b>RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY 9-1-2010</b>				
<b>Notes</b>	<b>Name</b>	<b>Year Employed</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>
	Theresa Abshear	9/1/2006	2 Year	2 Year
	Judy Adams	9/1/2002	5 Year	5 Year
	Pamela Ball	9/1/2009	1 Year	1 Year
	Cristi Clark	9/1/2007	1 Year	1 Year
	Mary Cornell	9/1/2002	5 Year	5 Year
	Kathy DeLong	9/1/2009	1 Year	1 Year
	Terri Dinsmore	9/1/2004	2 Year	2 Year
	Rebecca Dodds	9/1/2002	5 Year	5 Year
	Tom Duffee	1/5/2009	1 Year	1 Year
	Wendy Gagliano	9/1/2009	1 Year	1 Year
	Dee Garwood-Malcuit	9/1/2004	2 Year	2 Year
	John Hale	9/1/2004	2 Year	2 Year
	Nora Hatem	8/26/2008	1 Year	1 Year
	Brian Heaney	9/1/1987	5 Year	5 Year
	Robyn Hennigan	9/1/2002	2 Year	2 Year

Kandyce was not hired as a full-time faculty member – she took on status as full-time faculty effective 9-1-08	Sandy Horn	9/1/1992	5 Year	5 Year
	Charlie Hoyman	1/5/2009	1 Year	1 Year
	Paige Huskey	8/26/2008	1 Year	1 Year
	Ayman Idrees	9/1/2004	2 Year	2 Year
	Crystal Jones	9/1/2007	1 Year	1 Year
	Larry Killian	9/1/1992	5 Year	5 Year
	Daisy Helen Lilly	9/1/2007	2 Year	2 Year
	Victoria Mahan	9/1/2007	1 Year	1 Year
	Dana Matt	9/1/2009	1 Year	1 Year
	Kandyce Meo	9/1/1987	1 Year	1 Year
	Connie Mitchell	9/1/2002	5 Year	5 Year
	Jerome Murray	9/1/2006	2 Year	2 Year
	Evelyn Naegele	9/1/2009	1 Year	1 Year
	Naureen Qasim	9/1/2007	1 Year	1 Year
	Norma Ragland	12/7/2009	1 Year	1 Year
	Jeffrey Reed	9/1/2004	2 Year	2 Year
	Diane Roux	9/1/2006	2 Year	2 Year
	Donna Smith	9/1/2007	1 Year	1 Year
	Racille Smith	9/1/1997	5 Year	5 Year
	M. Adelaide Taylor	9/1/2007	1 Year	1 Year
	Rebecca Wiggenhorn	9/1/1987	5 Year	5 Year
Susan Yowler	9/1/2007	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 2010-2011 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 as presented on the Contract Renewal Recommendations for Instructional Faculty.

#### ***Commercial Transportation Training Center Fee Schedule***

The Director of the Commercial Transportation Training Center has reviewed the fee schedule and is recommending an increase for 2010-2011 from \$4,500 to \$4,800 effective July 1, 2010. This fee increase of 6.25% is for the 5-week Class "A" CDL training. The current fees have been in place since July 2008. This recommendation is being driven by the increase in operating expenses primarily the increased price of diesel fuel, along with ongoing costs associated with maintenance and repair on trucks. This recommendation including information on fees charged by other training schools and pro forma budgets was discussed with the Board Finance and Facilities Committee at their April 6<sup>th</sup> meeting as reflected in those minutes.

Impact on students and/or student learning: This increase in fees will impact students but is necessary to continue to operate the program and provide a quality training experience. Many of the students in the program are able to secure funding from agencies and/or employers to assist with the cost of the program.

Implications for budget, personnel, or other resources: Based on the projected number of 180 students to be trained, this increase would generate \$54,000.00 in revenue for 2010-2011.

It was requested that the Board of Trustees approve increasing the fees for the Commercial Transportation Training Center beginning July 1, 2010.

#### ***Tuition and Fee Schedule 2010-2011***

Under the final state biennial budget that was effective for the two-year period beginning July 1, 2009, all public higher education institutions within the University System of Ohio (USO) are able to raise tuition by up to 3.5% for each year of the biennium. These modest tuition increase caps represent a continued commitment by the USO to keep

costs down for Ohio students and families during this challenging economic environment. State support for higher education on a per student basis has declined due to the dramatic enrollment growth which presents challenges for educational institutions that are only partially addressed by a tuition increase.

As a follow up to the short discussion at the March Board meeting, information on operational and capital needs was discussed with the Board Finance and Facilities Committee at their April 6<sup>th</sup> meeting. Information on actions anticipated by other two-year institutions and a historical look at Clark State's change in tuition charges over the years was also presented. Needs identified that would be funded by a tuition increase include:

- Maintaining student support services for a student population that has increased 25% in the last year with many of these students needing higher levels of support in the areas of tutoring and other services provided by the Success Center.
- The population of students requiring services from the Disabilities Office (interpreting, assistive equipment) has greatly increased.
- Maintaining full-time/part-time faculty ratios by adding six new faculty positions.
- Adequately maintaining buildings and equipment in light of this increased use.
- Replacing technology so that students are prepared to enter the workforce.
- Building reserves in anticipation of a difficult FY 2012/FY 2013 state biennial budget.
- Building reserves in anticipation of the potential loss of federal stimulus dollars which represent 15.5% of the College's current State Share of Instruction.

After extensive internal discussions, the recommendation is to increase tuition 3.5% (\$2.80 per credit hour), effective Summer Quarter 2010. This increase is projected to generate approximately \$392,000 based on enrollment projections. One-half of the revenue generated by this tuition increase (\$196,000) will be allocated to the College's "rainy day fund."

In April 2009, Chancellor Fingerhut issued a directive concerning differentiated tuition which empowers board of trustees of USO institutions to request tuition waivers for specialized initiatives that will benefit students. The special initiatives approved for Clark State include:

- Tuition for active duty Air Force personnel stationed at WPAFB – The recommendation is for this fee to remain at \$45 per credit hour.
- Tuition for Seniors to Sophomores initiative – The recommendation is for this fee to remain at \$45 per credit hour.
- Tuition for College in the Classroom (dual enrollment) – The recommendation is for this fee to increase from \$15 per credit hour to \$25 per credit hour.

Impact on students and/or student learning: Accepting the above recommendation to increase tuition 3.5% would cost a full-time student (taking 12 credit hours) \$33.60 per quarter or \$100.80 per academic year.

Implications for budget, personnel, or other resources: Increasing tuition 3.5% effective Summer Quarter is projected to provide an additional \$392,000, half of which will be allocated to the College's "rainy day fund." This increase will enable the College to continue the commitment to provide students access to the highest quality learning centered educational opportunities.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee \$2.80 per credit hour (3.5%) and to increase the instructional fee for out-of-state students \$5.60 per credit hour, effective Summer Quarter 2010.

### ***Bond Resolution***

At the October 2009 Board meeting, Trustees authorized the President the authority to initiate the purchase option for the Greene Center facility. Subsequently, at the January 2010 Board meeting, Trustees authorized the President to exercise the purchase option dependent upon final negotiated purchase price and financing plan. Information has been shared with the Ad-Hoc Committee of the Board outlining the financial feasibility

of purchasing this facility in lieu of continuing to lease the facility. The primary concern is that the College make accommodation for possible future expansion. In order to fund this purchase, it will be necessary for the College to issue bonds. Attached is the draft Bond Resolution that authorizes the issuance and sale of General Receipts Bonds (please note that a final tracked version of this Resolution will be distributed at the April 20<sup>th</sup> Board meeting. It was important to distribute this draft so that there was ample time for Trustees to review and ask questions prior to taking action at the April meeting. Changes to the Resolution, if any, are not anticipated to be substantive). This Resolution authorizes:

- Principal amount not to exceed \$10.5 million
- Final maturity date not to exceed 25 years
- Average interest rate not to exceed 7%
- Payment of principal and interest from the General Receipts of the College
- President or Vice President for Business Affairs to act on behalf of the College
- Execution and delivery of a Trust Indenture
- The sale of bonds to the Underwriter in consultation with the Board Finance and Facilities Committee
- The preparation of a final Official Statement

As noted above, the Resolution authorizes the payment of principal and interest from the General Receipts of the College including the ability to intercept State Share of Instruction payments. Please note that the assets of the Foundation are **not** pledged for repayment of this debt. Bond holders do not have access to Foundation assets nor can a lien be placed on Foundation assets related to this transaction. (A copy of the Bond Resolution document is available in the Office of the Vice President for Business Affairs.)

The Board Finance and Facilities Committee was updated on this bond issuance at their April 6<sup>th</sup> meeting including the fact that a Bond Resolution would be presented for action at the April full Board meeting. This action is contingent upon approval by the Ohio Board of Regents.

Impact on students and/or student learning: The purchase of the facility will have no additional direct impact on students. It is strictly a financial decision.

Implications for budget, personnel, or other resources: The annual debt service payment projected to be between \$620,000 and \$680,000 depending on the amount of the issuance and the final terms of the sale will be funded from the annual operating budget.

It was requested that the Board of Trustees approves the Bond Resolution as presented contingent upon approval from the Ohio Board of Regents.

### ***Change Order Authorization***

A portion of the funding for the Creative Arts and Conference Center project is coming through the Ohio Cultural Facilities Commission. Information was submitted in February regarding this project for the Commission's project assessment process. Our project is tentatively scheduled to appear on the Commission's May 13<sup>th</sup> meeting agenda for them to consider authorizing entering into a Memorandum of Understanding (MOU) Agreement with the College. The MOU essentially provides preliminary approval of projects in instances where the Commission is not able to make all of the required determinations that result in a project's full approval. The MOU documents specific steps needed to be taken in order for the Commission to make all of the statutorily-required determinations which, after completed, the project would receive final approval triggering release of the state bond funds.

One of the previously submitted items not acceptable to the Commission was the College's current change order authorization process relative to construction change orders. The Commission requires that "the Board" approves all change orders. The Board Finance and Facilities Committee recommends that Trustee Bell, as Chair of the Board, approve all construction change orders that are within the construction contingency budget.

Impact on students and/or student learning: This authorization has no direct impact on students and is necessary in order to access funds to construct the Creative Arts and Conference Center which will include classrooms, Project Jericho space, and community meeting space, all of which have an impact on students and student learning.

Implications for budget, personnel, or other resources: By adopting this authorization, a requirement of the Ohio Cultural Facilities Commission will have been met putting the project in a position to receive final approval from the Commission.

It was requested that the Board of Trustees authorize the Board Chairperson to approve all construction change orders for the Creative Arts and Conference Center project as long as the dollar amount falls within the construction contingency budget.

### ***Authorizing Resolution***

Clark State is the recipient of a federal earmark for a design and construction project authorized by Section 594 of the Water Resources Development Act (WRDA). This project will fall under the constraints of the Section 594 Ohio Environmental Infrastructure Program for eligibility and will be limited to providing construction assistance to a water-related environmental infrastructure project. The scope of the project will be determined jointly. To accomplish this project, the Corps of Engineers (COE) Louisville District intends to enter into a Design and Construction Project Partnership Agreement (PPA) with the College. The COE will contribute 75%, and the College will contribute 25% of the total project costs. Total project cost can include construction, real estate, and administration costs.

The College plans to submit the following projects for this program:

- Disaster Remediation Training Facility Project
- Leffel Lane Campus Water Pressure Improvement Project
- Leffel Lane Campus Storm Sewer and Water Line Relocation Project
- Creative Arts & Conference Center Project

One of the initial steps is for the Board to pass a resolution authorizing the President to participate in the Section 594 project. The following resolution was shared with the Board Finance and Facilities Committee at their April 6<sup>th</sup> meeting and they recommend that the full Board adopt it:

### **RESOLUTION**

**A RESOLUTION AUTHORIZING THE PRESIDENT, CLARK STATE COMMUNITY COLLEGE DISTRICT, SPRINGFIELD, OHIO TO PARTICIPATE IN THE OHIO ENVIRONMENTAL INFRASTRUCTURE PROGRAM – SECTION 594 AND TO EXECUTE CONTRACTS AS REQUIRED.**

WHEREAS, the Environmental Infrastructure Program – Section 594 provides financial assistance to political subdivisions for Capital Improvements to its water and sewer system, and

WHEREAS, Clark State Community College District, Springfield, Ohio is planning to make capital improvements for 2010-2011 Clark State Community College Environmental Infrastructure Program; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for Clark State Community College District, Springfield, Ohio and is a qualified project under Section 594 programs,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees, Clark State Community College District, Springfield, Ohio:

Section 1: Karen E. Rafinski, Ph.D., the President of Clark State Community College, Springfield, Ohio is hereby authorized to apply funds as described above.

Section 2: Karen E. Rafinski, Ph.D., the President of Clark State Community College, Springfield, Ohio is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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 above projects.

It was requested that the Board of Trustees adopt the authorizing resolution as presented.

### ***Special Improvement District***

A Special Improvement District (SID) is defined as a designated, contiguous area of properties that self-assess for the purpose of developing and implementing plans for public services that benefit the District. The SID is a non-profit corporation governed by trustees elected by the property owners of the District to manage the funds that are collected in order to provide services within the District. These services include clean and safe programs, promotions and marketing, and stakeholder services. This idea was conceived by the Center City Association and a number of public forums have been held to communicate, answer questions, and address concerns. The boundaries of the District have not been finalized and, therefore, the actual dollar assessments to property owners have not been finalized. The initial term of the SID would be for four years and would then need to be renewed using a similar process.

As a "governmental entity" the College has the ability to not participate in the assessment but would then be precluded from fully participating in the governance of the SID and enjoying benefits of the SID. These benefits include a cleaner downtown, addressing the perception that downtown is not safe, having ambassadors assisting downtown visitors including those attending performances at the Performing Arts Center, and increasing the possibilities for downtown redevelopment and revitalization by funding programs such as façade improvements, signage, design services, and green energy.

The Board Finance and Facilities Committee recommends that the full Board take action supporting this initiative including participating in the assessment on a not-to-exceed \$30,000 per year amount.

Impact on students and/or student learning: Students, faculty, staff, patrons and other guests working, learning and attending events and meetings at the College's downtown facilities will enjoy a more vibrant revitalized environment as a result of implementing the services described that would be funded by a Special Improvement District.

Implications for budget, personnel, or other resources: The assessment will be incorporated into annual operating budgets.

It was requested that the Board of Trustees move to support this initiative including participating in the assessment on a not-to-exceed \$30,000 per year amount.

### ***Appointment of Ohio Association of Community Colleges Delegate and Alternate***

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of

determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that Andy Bell be appointed as the college delegate and Faye Flack be appointed as the alternate delegate. It is also recommended that Jim Doyle be appointed as the second alternate delegate in the event that Trustees Bell and Flack are unable to attend any of the meetings.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Andy Bell as the college delegate, Faye Flack as the alternate delegate, and Jim Doyle as the second alternate delegate to the OACC governing board.

### ***Third Frontier Resolution***

The Ohio Third Frontier continues to support technology-based economic development in the State of Ohio through investments that not only create new products from Ohio ingenuity, but also create sustainable growth in companies in every stage of development.

In its seven years of operation, the Ohio Third Frontier is living up to its commitment to drive growth in company, job, and wealth creation throughout the state. Since its inception, the Ohio Third Frontier has:

- Generated \$6.6 billion in economic activity in Ohio;
- Created 41,300 total jobs through December 2008;
- Significantly impacted the diversity and competitiveness of Ohio's manufacturers;
- Assisted in the formation, attraction, or initial capitalization of more than 570 companies; and
- Leveraged a \$10 return for every dollar invested during 2003-2008, with the expectation of increased impacts in the years to come.

The current Third Frontier initiative concludes in 2012, and work is beginning now to renew and continue the initiative for another four years.

### *Resolution*

#### *Clark State Community College Board of Trustees*

WHEREAS: State Issue 1 represents an opportunity for the State of Ohio to authorize renewal and continuation of the highly successful Ohio Third Frontier economic development and jobs program; and

WHEREAS: The Ohio Third Frontier program has enabled Ohio to invest in technology, research and entrepreneurship resulting in the creation of 571 new companies, the expansion of existing companies, and more than 48,000 new jobs for Ohioans; and

WHEREAS: The Ohio Third Frontier program has produced more than \$6.6 billion in total economic impact for Ohio, and attracted an

additional \$3.2 billion in investments from public and private sources; and

WHEREAS: Issue 1 will continue to foster job creation through the advancement of new products and services based on science and technology research and development, thus ensuring Ohio's ability to compete globally and prosper today and in the future; and

WHEREAS: Due to the many successes of the Ohio Third Frontier, Issue 1 has attracted strong bipartisan support, as well as support from business, labor, higher education, manufacturing, biomedicine, agriculture and other major sectors of Ohio's economy; and

WHEREAS: The existing funding mechanism for Third Frontier expires in 2012 and the proposed state constitutional amendment will authorize the State of Ohio to issue up to \$700 million in bonds to renew and continue the initiative for another four years;

NOW THEREFORE BE IT RESOLVED, that the Clark State Community College Board of Trustees endorses State Issue 1 to create a better future for all Ohioans and directs that a copy of this resolution be tendered to the Governor, the Ohio General Assembly and other interested constituencies.

Impact on students and/or student learning: There is very little impact on community colleges (less than 1%).

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees support this important state initiative by approving the resolution as presented.

#### ***Acceptance of Trustee Berkshire's Resignation***

Teresa Berkshire, Carpenter Business Representative of the Ohio Regional Council of OVRCC Carpenters, was appointed to the Clark State Community College Board of Trustees on November 30, 2008, for a six-year term expiring on November 30, 2014. She was appointed to replace Sharon Evans, whose term expired on December 1, 2008.

Due to conflicts with her employment and other community commitments, Trustee Berkshire has deemed it necessary to resign from her position on the Board of Trustees effective April 16, 2010.

While on the Board of Trustees, Teresa served as a liaison with the Council of Governments, which oversees the Early Childhood Education Center.

It is requested that the Board officially accept Trustee Berkshire's resignation.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept with regret the resignation of Teresa Berkshire, effective April 16, 2010.

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

\*Jim Franks exited the meeting at 6:41 p.m.

#### **Report of the President**

President Rafinski submitted the following in a written report:



- We received a note from Congressman Austria thanking us for the contribution we made to the Clark County Congressional Art Show. Our local winners move on to compete at the 7<sup>th</sup> District level in Lancaster near the end of April. The competition was held on the Wittenberg campus.
- President Rafinski and Trustee Doyle attended the regional trustee dinner meeting held at Edison Community College on April 6<sup>th</sup>. OACC staff presented information about OACC to Trustees, and each staff member did a presentation on the key initiatives they were working on. Southern State Community College, Edison Community College, Clark State, and Sinclair were represented.
- On May 20<sup>th</sup> beginning at noon, the OACC will have their spring conference at the Embassy Suites on Airport Drive in Columbus. The meeting will go into the evening, and conclude on May 21<sup>st</sup> at noon. If you are interested in attending the meetings, please contact Mellanie Toles for registration.
- Joe Jackson reported that our architects appeared in front of the Board of Appeals of the City's Zoning Commission in regard to the use of metal panels instead of the required hard surface materials such as brick or stone for our new Creative Arts Conference Center. Heather Whitmore supported our request. However, the Board was not impressed. Of the six members present (out of seven), four spoke against our request. After a lengthy 30-45 minutes of discussion, they took a vote. Unbelievably, four voted to support the request while two voted against it. The chairman cast the final deciding vote in favor of our request. The project moves forward. We plan to begin advertising for bids next week. We will soon be confirming pre-bid and bid opening dates.

President Rafinski also noted that the All-Ohio Academic Team luncheon will be held next Tuesday at the Statehouse in Columbus. Clark State students Ebony Allen (Third Team) and Charles Townsend III (Second Team) will be honored. Local legislators have been contacted, and our students will be presented with proclamations from them.

### **Report of the Board Chairman**

Chairman Bell reported the following:

- The mural campaign will draw to a close on June 1<sup>st</sup>, and a mock up of the mural is on display in the Performing Arts Center. He asked that anyone interested in participating contact Kris Culp.
- With the resignations of Gary Buroker and Teresa Berkshire, we are now down to seven Trustees. We have three senior Trustees whose terms are up in December, and at least one of them would like to be reappointed. We need to find some good candidates, ideally one in Champaign County, one in Greene County and two or three in Clark County. We also need more diversity on the Board. We have a good working Board, and we need people who are interested in working hard. Interested parties just need to complete an application online. Anyone with suggestions was asked to contact Chairman Bell as soon as possible.
- Chairman Bell participated in a recent conference call regarding the Third Frontier initiative. He noted that it was basically a fundraising phone call, and the initiative will come to a vote in two weeks. The Board's resolution supporting the initiative will be submitted to the University System of Ohio.
- ACCT will begin offering Governance Institutes, and more information will be shared regarding them at the OACC Spring Conference on May 20<sup>th</sup>. President Rafinski will get the information and share it with the Board.
- The Ohio Board of Regents plans to form four state-wide committees. The Communication committee is already underway, and the Trustee Engagement Education Working Group is now forming. The task of the group will be to determine how best to offer education to Trustees. Trustee Flack expressed interest in serving, and Chairman Bell will forward her name.

### **Trustees' Open Forum**

Trustee Corbin inquired as to whether it would help senior Trustees seeking reappointment if other Trustees write letters on their behalf since their departure will leave such a void on the Board. The group agreed that it could not hurt.

Trustee Corbin indicated that she is not able to attend the June 7<sup>th</sup> Finance and Facilities Committee meeting. An alternate date will be selected.

## **Adjournment**

Trustee Flack made a motion to adjourn the meeting. Vice Chair Mercurio seconded, and the motion passed unanimously. The meeting adjourned at 7:00 p.m.