

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**April 19, 2011**

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 19, 2011. Chairman Andy Bell presided and called the meeting to order at 6:00 p.m.

**Roll Call:** Present: Heather Corbin, Jim Doyle, Peggy Noonan, Heather Tiefenthaler, Chairman Andy Bell, and President Rafinski

Excused: Faye Flack and Bill Mercurio

Others Present: 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; Angela Edwards, Assistant to the Vice President for Business Affairs/Staff Senate President; Jim Franks, Executive Director/Dean, Corporate and Public Services; Hal Goodrich, Risk Manager, Consolidated Insurance Agency; Steve Goheen, Fire Training Coordinator; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Jeff Reed, Assistant Professor, Arts and Sciences/Faculty Senate President; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

## **Recognition of Guests**

Chairman Bell welcomed the guests and asked them to introduce themselves.

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairman Bell asked for a motion to approve the minutes of the Regular Meeting held on March 15, 2011. Trustee Doyle made a motion to approve the minutes as written. Trustee Noonan seconded, and the motion passed unanimously.

## **Presentation**

Vice President Jackson introduced Hal Goodrich, the College's independent Risk Manager, and provided an overview of the process used in 2008 to select Consolidated Insurance Agency to move the College forward in addressing and managing risk exposures over a three-year period. He noted that the

contract will come to a close this fall, and the Risk Management Team is excited to share their accomplishments thus far. The Team's goal is to treat risk in the methods most beneficial, economical, feasible, and sensible for the safety, security, and integrity of the College, students, and employees.

Mr. Goodrich reviewed the following areas of potential risk that have been identified and acted upon to date: financial, human resources, insurance, facilities, and information technology. He noted that a Fraud Risk Assessment was completed in the spring of 2009, and an Audit Matrix was developed for use by the Board Finance and Facilities Committee as a best practices tool to prevent fraud.

A Business Continuity Plan is under development and is to be completed by the summer of 2011. The College has contracted with Agility Recovery Solutions to provide necessary equipment and a trailer in order to continue operations in the event of emergency. The LRC is also being retrofitted for external generator hookup since the building houses critical IT servers.

A brief question-and-answer period followed the presentation. Questions arose as to whether the College looks into the risk management policies/practices of the organizations we partner with to offer shared services and whether our students involved in fire science training (or other areas that might involve risk of injury) sign release of liability statements. The Team will investigate these issues. It was noted that we have had attempts to penetrate our firewall, but our IT team is staying vigilant and doing the best job they can to prevent such breaches. The group was cautioned that the liability for financial fraud does not fall on banks so much anymore, but rather who could have controlled the area of the breach; it was noted that the banks we do business with come in annually to review what we are doing and discuss what we could do better.

Chairman Bell thanked Mr. Goodrich and Team members for their work in reducing/controlling the College's risks.

### **Quarterly Financial Reports**

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

#### Revenue

Ohio Board of Regents State Share of Instruction (SSI) – We received notification in September that the June 2011 payment (\$635,000) will lapse and not be received until July 2011. More recently, there has been some indication from the Chancellor that this June payment may be received in June 2011 after all.

Student Fees – The positive budget variance is a result of the 10.96% increase in enrollment for summer, fall and winter quarters.

Business & Industry Training is lagging budget while all other revenue items are tracking fairly close to budget.

Total revenue is up \$2.3 million (11.1%) from the previous fiscal year.

#### Expenditures

Instruction – Expenses for instruction have increased \$733,000 (10.5%) over last year. These increases are due to additional adjunct and full-time faculty as well as instructional lab supplies as a result of

increased enrollment. Also, the STNA program previously categorized in Public Service is now reflected in Instruction.

Academic Support – Expenses have actually decreased about \$3,000 (0.9%).

Operation/Maintenance of Plant – Expenses have increased \$52,000 (3.0%) primarily due to the timing of the payment of the quarterly professional services fee contract to the Springfield City Police Department. Also, expenses for utilities and grounds equipment are down but expenses for maintenance & repairs, maintenance contracts and equipment are up.

Student Services – Expenses have increased \$126,000 (9.6%). The increase is a result of increased staffing in academic support service departments including advisors, interpreters, financial aid position at the Greene Center, and the new assistant registrar and transfer specialist positions in the records office.

General Expenses – Expenses have increased \$298,000 (15.3%) primarily due to the purchase of equipment in accordance with the technology repair/replacement schedule. Scholarships for dual enrollment, seniors-to-sophomores and the Wright State collaboration have increased. Increased expenses for marketing as well as semester conversion expenses are also reflected in this category.

General Administration – Expenses have increased \$91,000 (5.3%) primarily due to the timing of the annual surcharge payment to the retirement system. Additionally, legal fees have increased as well as an increase in the FTE staffing in the HR office. These increases have been somewhat offset by the decrease in the lease costs for the Greene Center since the College purchased that facility.

Public Service – Expenses have decreased \$10,000 (0.8%) in spite of expenses related to implementing the training curriculum in collaboration with Code Blue. Areas where expenses have decreased include reclassification of STNA program to Instruction and professional fees at the Performing Arts Center.

#### Auxiliary Enterprises

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 – Through March, the program is operating at a \$7,000 deficit versus last year through March where the operating deficit was \$153,000. This is a result of a reduction in force and cutting other expenses in the training program.

Food Service – The amount that the College subsidizes for food service has increased about \$12,000 (30%) over last year due to implementing a change last year in how inventory is accounted for.

#### Balance Sheet

Cash balances total \$15.1 million which is an increase of \$1.8 million (13.5%) from March 31, 2010. At least half of this increase is due to the timing of the receipt of federal Pell grants for students.

Total current funds which includes the General Fund, Auxiliary Enterprises, and all Restricted Funds has increased \$3.6 million (23.2%) from March 31, 2010.

## Restricted Statement

The restricted budgets, along with the Grantor stipulations, were approved by Trustees at the September Board meeting. New projects can be identified by the fact that they show a January 2011 start date for the grant. There are three new/renewed Project Jericho grants, four different initiatives funded through the Ohio Board of Regents, a collaboration between Project Jericho and the Rotary Club, the US Department of Commerce Connect Ohio, and USDE Realtime Reporting. Descriptions of these new initiatives are included in the Statement. The Future Jobs initiative might be of particular interest to Trustees in relation to the January Board discussion on economic development.

## **Greene Center Quarterly Financial Report**

Revenue and expenditure information for 2010-2011 through March reflecting the annual budget, March budget and actual, and variance of March budget to actual were distributed prior to the meeting. The following was noted:

### Revenue

- Student tuition revenue reflects summer, fall and winter enrollments.
- Enrollment has increased over last year by 24.9%.
- 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 and reflect a negative variance to budget because of class sections added to accommodate increased enrollments.
- Several facility-related line items are showing a negative variance to budget. This is because when the budget was established the facility was being leased and these expenses were being shared with the STEM school or borne by the landlord. These variances are more than offset by the positive variance to budget in the Lease-Building/Ground line item.
- The STEM school's share of the facility operating expenses (\$50,000 through March) will be used to fund renovation costs for the 2<sup>nd</sup> floor once they vacate.
- Total expenditures are tracking favorably to budget.

## **Board Human Resources Committee Report**

The Board Human Resources Committee met at 11:45 a.m. on Thursday, April 7, 2011, in the TLC Boardroom with Committee Chair Peggy Noonan, Board Chair Andy Bell, and committee member Heather Corbin in attendance. Representing the College were President Karen Rafinski and Director of Human Resources Marvin Nephew.

The following items were discussed:

- President's Evaluation Questionnaire – Review and Finalize
- Board's Evaluation Questionnaires – Review and Finalize
- Evaluation Process – Review and Finalize
- Other

Minutes of the meeting were distributed to all Trustees.

## **Human Resources Update**

### *Filled Positions*

#### Exempt:

- Counseling Services Coordinator (.50 FTE), Melinda Van Noord, effective April 18, 2011

### *Promotions*

#### Non-Exempt:

- Administrative Assistant to the Dean, Greene Center, Stephanie Gaston, effective March 28, 2011
- Staff Accountant and Transcript Evaluation Specialist, Melissa Checkie, effective April 4, 2011
- Administrative Assistant to the Dean, Business and Applied Technologies, Michele Leen, effective April 11, 2011

### *Resignations*

#### Non-Exempt:

- Records Clerk (.50 FTE), Paulette Saksa, effective April 15, 2011

### *Reorganization/Positions Eliminated*

#### Non-Exempt:

- Marketing Specialist (1.0 FTE), Jerry Sowards, effective March 31, 2011
- Assistant Ticket Office Manager (1.0 FTE), Petra Deason, effective April 15, 2011

### *Retirements:*

#### Non-Exempt:

- Groundskeeper (1.0 FTE), Richard Cochenour, effective June 30, 2011

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

#### Non-Exempt:

- Administrative Support to the Dean, Business and Applied Technologies (internal search only)
- Custodian (2 positions)

#### Faculty:

- Instructor, Medical Assisting Program

## **Liaison Reports**

### Clark State Foundation/Circle of Friends

- The Foundation fund balance as of February 28, 2011, is \$13.7 million.
- The Foundation's annual campaign is under way. Foundation board members are making calls to secure gift renewals.
- The Dreamkeepers program is receiving many requests for emergency funding, demonstrating how unexpected life events can derail our students. We believe this will be an important retention tool.
- We are in the process of awarding scholarships for the 2011-12 academic year.

- Plans for the Circle of Friends annual Founder's Award dinner and concert are coming together. There will be an open bar and open house/tours at 5, dinner/program/awards from 6 to 7:30, concert at 8 with The Pointer Sisters. A Save-the-Date postcard will be sent out shortly.
- The annual Board Retreat will be Friday, May 6, from 11:30 to 4 at the Polo Club. All Trustees are invited and encouraged to attend. We will be discussing fundraising priorities for the next several years.

#### Council of Governments

- There are currently 97 children enrolled at the Early Childhood Education Center, including schoolagers. Enrollment is at 80.5%, and the Center is adequately staffed.
- Efforts continue to fill the remaining slots.
- The National Association for the Education of Young Children's (NAEYC's) Week of the Young Child was observed the week of April 10. The week of special events culminated with a Family Fun Fair, which community members were invited to attend.
- The Center was recently awarded its Two-Star banner for the Step Up to Quality Program. It is the only Two-Star program in Clark County.

#### **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*

#### Exempt:

- Counseling Services Coordinator (.50 FTE), Melinda Van Noord, effective April 18, 2011

Impact on students and/or student learning: This position will lead the College's behavior intervention efforts for students identified as needing special attention.

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

It was requested that the Board of Trustees move to accept the personnel recommendation 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 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 \$71,600 (\$62,000 salary and \$9,600 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 2011-2012 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 2, 2011 to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

### ***Revisions to Leave Policies***

Due to a recent change to our Summer Hours Procedures, we found minor contradictions with our leave policies, specifically our *Vacation Leave Policy*, *Sick Leave Policy*, and *Leave Policies for Regular Employees* as well as our *Work Week Policy*. Our revised summer hours work schedule procedures allow most full-time staff employees to complete their 40-hour work week at 2:00 p.m. on Friday and go home three hours earlier than normal. The change establishes an 8 ½-hour work day Monday through Thursday (7:30 a.m. – 5:00 p.m.) and a 6-hour work day on Friday (7:30 a.m. – 2:00 p.m.) for 40 hours, which changes our normal 8:00 a.m. to 5:00 p.m. Monday through Friday schedule.

An employee taking the whole day of vacation, sick, or personal leave Monday through Thursday under the provisions of our revised Summer Hours Procedures would be in violation of current policies which call for vacation leave, sick leave, and personal leave to be taken in “whole-hour” increments. The proposed change to the above policies reduces the “whole-hour” increment provision to “30 minutes” increments. This allows our Vacation Leave, Sick Leave, Leave Policies for Regular Employees, and Work Week policies to remain in concert with our Summer Hours Procedures and prevent automatic policy non-compliance issues.

### **Vacation Leave**

#### **Policy number 3358:5-5-09, Benefits/Privileges**

A. Eligible employees earn vacation as follows:

1. Eligible employees in Grade Levels 7-14 shall earn vacation at the rate of 6.15 hours per pay period (20 days per year). Part-time employees in these levels whose work schedule requires them to work 52 weeks per year shall earn vacation on a pro-rata basis based on a 260 day work year. Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than 960 hours each fiscal year shall not earn vacation.
2. Eligible employees in Grade Levels 5 and 6 shall earn vacation at the rate of 4.62 hours per pay period (15 days per year). Part-time employees in these levels whose work schedule requires

them to work 52 weeks per year shall earn vacation on a pro-rata basis based on a 260 day work year (exempt employees) or 2080 hours work year (non-exempt employees). Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than 960 hours each fiscal year shall not earn vacation.

Upon completion of five years of service, eligible employees in these grade levels shall earn one additional vacation day for each year to a maximum of 20 days.

3. Eligible employees in Grade Levels 4 and below shall earn vacation at the rate of 3.08 hours per pay period (10 days per year). Part-time employees in these levels whose work schedule requires them to work 52 weeks per year shall earn vacation on a pro-rata basis based on a 2080 hour work year. Employees in these levels who complete a work schedule at the beginning of each fiscal year or those who work less than 960 hours each fiscal year shall not earn vacation.
  4. Upon the completion of five years of service, eligible employees in these levels shall receive one additional vacation day for each year to a maximum of 20 days.
- B. Effective June 30, 2008, eligible employees may accumulate up to a maximum of 25 days vacation. No vacation shall be accrued in excess of 25 days. Accurate and timely reporting of leave used is the responsibility of the employee and their immediate supervisor.
  - C. Vacation leave may not be taken prior to being accrued. Vacation leave must be taken in ~~whole hour~~ **30-minute** increments.
  - D. All accrued vacation time, computed at the employee's per diem or hourly rate, shall be paid to the employee in the event of voluntary resignation, termination by the college, retirement, or to the employee's beneficiary in the event of death.
  - E. Vacation should be scheduled as far in advance as possible. Such requests must be approved by the immediate supervisor. Consideration will be given to all vacation requests and an employee's preference will be granted whenever possible. However, the supervisor reserves the right to deny requests which jeopardize the operation of the department. Conflicts in vacation requests will be resolved by seniority.
  - F. When a legal holiday, as noted on the official college calendar, falls in the midst of an employee's vacation leave, the employee shall not have the holiday charged against their accrued vacation balance.
  - G. Vacation shall not be accrued while on an unpaid leave of absence.

Effective: **June 1, 2011** ~~July 7, 2008~~

Prior effective dates: 3/13/78, 6/15/82, 7/24/87, 3/10/94, 7/5/97, 7/1/98, 9/1/01, 4/24/06, 6/7/06, **7/7/08**

## **Sick Leave Policy**

### **Policy number 3358:5-5-06, Benefits/Privileges**

- A. Each regular employee of Clark State Community College is entitled to 15 days sick leave with pay, each year, which shall be credited at the rate of 1 1/4 days per month on an FTE basis. (e.g. regular college employees who render less than full-time service shall be entitled to sick leave for the time



actually worked at the same daily rate (pro-rated) as that granted full-time employees). There is no maximum limit of sick leave days an employee can accrue.

- B. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family (as defined in the policy entitled "Leave Policies for Regular Employees" number 3358:5-5-07 section (B)(2)).
  - 1. Pregnancy and childbirth is to be treated the same as other causes of disability under the fringe benefit plan.
  - 2. Mandatory leaves for pregnant women arbitrarily set as a time in their pregnancy and not based on their individual inability to work is prohibited.
  - 3. Reinstatement rights of women on leave for pregnancy, including credit for previous service and accrued retirement benefits, and accumulated seniority, are protected.
- C. Five days sick leave credit is granted initially to a new full-time regular employee who has no prior accumulated sick leave. No additional sick leave days are accrued during the first four months of employment.
- D. Regular employees who transfer from an Ohio public agency shall be credited with the unused balance of their accumulated sick leave provided the person is employed within 10 years of the date of the last termination from public service.
- E. Regular employees using sick leave shall be required to document their absence on their bi-weekly timesheet. Sick leave must be taken in ~~whole hour~~ **30-minute** increments.
- F. When a legal holiday, as noted on the official college calendar, falls in the midst of an employee's paid sick leave, the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.
- G. Sick leave shall not be accrued while on an unpaid leave of absence.

Effective: **June 1, 2011** ~~June 7, 2006~~

Prior effective dates: 1/28/78, 3/13/78, 6/15/82, 7/1/94, 7/1/98, 11/8/02, 4/24/06, **6/7/06**

## **Leave Policies for Regular Employees**

### **Policy number 3358:5-5-07, Benefits/Privileges**

Efficient operation of the college requires employees to attend work regularly and to be on time daily. When this is impossible, the employee should inform his/her immediate supervisor as soon as possible so that plans can be made to cover his/her duties. During prolonged absence, periodic contact should be made with the employee's immediate supervisor. The college recognizes justifiable causes for absence and follows a policy of granting reasonable requests for time off from work as follows:

- A. Personal Leave

1. Two days personal leave with full pay is granted each fiscal year. The absence must be submitted to the immediate supervisor within five days prior to the leave but no later than three days after the leave (in those situations where prior approval is not possible). Personal leave is not cumulative and is not an accrued benefit. However, effective June 30, 2008, up to one day of unused personal leave (up to eight hours) may be rolled over at the end of the fiscal year to the next fiscal year. (One personal leave day is determined by an employee's FTE status). **Personal Leave** balances are not paid out on separation from the college.
2. Personal leave must be taken in ~~whole hour~~ **30-minute** increments. Accurate and timely reporting of leave used is the responsibility of the employee and their immediate supervisor.
3. Personal leave for employees hired after the beginning of the fiscal year shall be prorated as follows:
  - a. Employees hired in July, August or September shall receive two days.
  - b. Employees hired in October, November or December shall receive 1 ½ days.
  - c. Employees hired in January, February or March shall receive one day.
  - d. Employees hired in April, May or June shall receive ½ day.

#### B. Bereavement Leave

1. Accumulated sick leave may be used for an employee's absence due to a death in the employee's immediate family.
2. Immediate family is defined as brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and step-grandchildren.
3. Bereavement leave due to a death not in the employee's immediate family shall be taken as personal leave, or vacation leave, or unpaid leave.
4. Employees shall document this leave to the immediate supervisor within five days prior to the leave but no later than three days after the leave.

#### C. Jury Duty

1. In order to fulfill their civic responsibilities as jurors and/or court witnesses, leaves of absence for this purpose will be granted. Jury duty or duty as a court witness is that service and time spent away from the job as a result of an order or subpoena issued by the court.
2. Payment for this leave will be regular pay less the amount received for jury or witness duty. This leave may be taken in addition to any vacation time earned (for those employees who are eligible for vacation leave).
3. Requests for approval of this leave should be directed to the immediate supervisor within five days prior to the leave but no later than three days after the leave.

#### D. Military Training

1. Members of the reserve branches of the armed forces' national or state guard units who are required to attend two weeks active duty training will be granted a military leave for such training.
2. These military leaves of absence will be granted with pay based on the schedule used to compute the regular pay less any compensation received from the government for such training. This leave may be taken in addition to any vacation time earned (for those employees who are eligible for vacation leave).
3. Requests for military leaves of absence should be directed to the immediate supervisor within five days prior to the leave but no later than three days after the leave.

#### E. Professional Leave

Professional leave to attend meetings or conferences may, at the discretion of the immediate supervisor, be granted whenever attendance would directly contribute to the professional development of the employee, or as otherwise considered to be in the best interest of the institution.

#### F. Rest Periods (applies to non-exempt employees only)

1. The college does not designate a formal rest period for its employees. Rest periods depend on the department/division 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 employees to have a rest period.
2. When rest periods are allowed, they 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.

#### G. Unpaid Leave of Absence

1. Requests for approval for an unpaid leave of absence (i.e., professional, personal, etc.) shall be sent to the immediate supervisor, executive cabinet officer, and the human resources office no later than thirty days prior to the first day of the requested leave. Requests will be acted upon by the board of trustees or the college president. Employees whose positions are contracted and/or funded by outside sources are not eligible for unpaid leaves of absence. The college assumes no financial obligation for unpaid leaves of absence.
2. For unpaid leaves that fall under the Family Medical Leave Act (FMLA), the employee shall be responsible for continuing to pay, on a bi-weekly basis, the employee share of insurance premiums under which they are covered as well as other debts owed to the college that would normally be satisfied through payroll deduction. For unpaid leaves not eligible for FMLA, the employee shall pay, on a bi-weekly basis, the full amount of insurance premiums under which they are covered as well as other debts owed to the college that would normally be satisfied through payroll deduction. While on an unpaid leave of absence, neither sick leave nor vacation leave shall be accrued.
3. Unpaid leave requests shall be approved for a maximum of thirty days. If, after three consecutively approved unpaid leaves of absence (or the expiration of the twelve-week period under FMLA for those leaves which are FMLA eligible), the employee does not return to work, the college may choose to terminate employment and re-fill the employee's position.

- H. Voting Leave - Since employees can usually vote without inconvenience before or after their regular working hours, the college does not make provisions for time off taken to vote.
- I. Sick Leave - Please refer to policy number 3358:5-5-06 for the details of the sick leave policy.
- J. Family and Medical Leave - Please refer to policy number 3358:5-5-20 for the details of the family and medical leave policy.
- K. Vacation Leave - Please refer to policy number 3358:5-5-09 of the Administrative Code for details of the vacation leave policy.
- L. Floating Holiday Leave - Please refer to rule 3358:5-5-12 of the Administrative Code for the details of the floating holiday leave policy.

Effective: **June 1, 2011** ~~July 7, 2008~~

Prior effective dates: 3/13/78, 6/15/82, 7/1/94, 7/1/98, 12/18/00, 10/8/01, 6/14/02, 2/14/03, 4/24/06, 6/7/06, **7/7/08**

## **Work Week Policy**

### **Policy number 3358:5-3-13, Conditions of Employment**

- 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 a.m. - 5 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 ~~reduced~~ **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 ~~quarter~~ **term**.

Effective: **June 1, 2011** ~~June 16, 2006~~

Prior effective dates: 3/13/78, 7/1/98, 1/6/03, 4/24/06, **06/16/06**

Impact on students and/or student learning: Revised schedules will be adjusted as necessary to maintain required, high quality student services.

Implications for budget, personnel, or other resources: No impact on budget. Getting off early on Fridays is designed to boost employee morale.

It was requested that the Board of Trustees accept the proposed changes to the Vacation Leave, Sick Leave, Leave Policies for Regular Employees, and Work Week Policies effective June 1, 2011.

### ***Fire Facility***

Since 2007 when Clark State took over the fire training from the Springfield Clark CTC, the volume and scope of offerings has increased dramatically. In total, fire departments in thirteen counties are currently served by the extensive basic and advanced fire training as well as fire students in training. The need for this controlled facility has grown with the increase in enrollment and the lack of houses and other structures to burn in the city. The use of these declining sources has also been a source of liability concerns, which the new fire facility will alleviate. In addition, new State certification requirements make this new facility a necessity to continue our offerings.

*(A detailed proposal regarding the fire facility was distributed prior to the meeting and is available in the office of the Vice President of Academic and Student Affairs.)*

Impact on students and/or student learning: This proposed fire training facility will provide the ongoing training site that will be state of the art, safe, and highly functional, and will be built no later than December 2011.

Implications for budget, personnel, or other resources: The ongoing budget for the operation of the fire training facility will be within the normal tuition, subsidy, personnel and lab fee structure. The initial cost of the tower is approximately \$400,000; engineering fees and design assistance will be necessary on a one-time basis.

It was requested that the Board of Trustees approve the expenditure of up to \$425,000 from College reserves as noted above.

## ***Reserve Spending Recommendation***

At the November 2010 Board meeting, action was taken on the Annual Allocation Plan for Reserve funds. This plan includes the following allocations:

Service District Outreach in the amount of \$400,000 – In order to prepare the second floor of the Greene Center for our use beginning fall 2011, it will be necessary to hire an architect and complete renovations. The request is to approve the expenditure of up to \$300,000 from this allocation to include costs of architect fees, renovations, furnishings, technology, and equipment.

Strategic Plan Projects in the amount of \$225,000 – One of the projects in the strategic plan is to construct a link connecting the LRC and Rhodes Hall. In order to move forward on the planning for this project, it will be necessary to relocate water/sewer infrastructure that runs between these buildings. The majority of the costs for this project will be funded by the Army Corps of Engineers. However, there is a 25% College match requirement. Also, in the strategic plan is a project addressing infrastructure. As we continue to add/expand facilities at Leffel Lane, the water pressure problem is exacerbated. In order to address the pressure, a booster station needs to be constructed. This project will also be funded primarily by the Army Corps of Engineers, again with a 25% College match requirement. The request is to approve the expenditure of up to \$225,000 from this allocation.

Repair/Replacement Plan Projects in the amount of \$300,000 – Originally, one of the four thrusts in the Major Gifts Campaign included interior renovations of the Performing Arts Center. These renovations were to address the overcrowding of the administrative office suite due to growth in staffing since the facility was built, creating a landing pad for the core of volunteers, and eliminating the blockage of the cross aisle by the sound equipment within the Kuss Auditorium itself. This work was removed from the Creative Arts & Conference Center construction project in order to be certain that there were adequate funds to construct and equip the conference center. The request is to approve the expenditure of up to \$300,000 for architect fees, renovation, furnishings and equipment from this allocation.

Impact on students and/or student learning: Providing an appropriate learning environment at the Greene Center facility will allow for additional classes, instruction, programs and services to be offered to students at that facility.

Implications for budget, personnel, or other resources: There are no implications for the operating budget.

It was requested that the Board of Trustees approve the expenditure of up to \$825,000 from College Reserves as noted above.

***Vice Chair Corbin made a motion to approve all of the action items listed above. Trustee Doyle seconded the motion, and it passed unanimously.***

## **Report of the President**

President Rafinski submitted the following in a written report:

- The Springfield Regional School of Nursing will hold its commencement at the Kuss Auditorium on Tuesday, June 7, at 7:00 p.m. The transition is moving smoothly.
- We received information today that Jim Doyle has been reappointed to the Board, pending Senate confirmation and individual paperwork. Everything should go smoothly, and we will administer his official oath of office soon. Other appointments are anticipated to be completed in approximately 30 days.

- Headcount on the 14<sup>th</sup> day (although not yet verified) is 5,399, reflecting a 5% increase. We have 48,020.65 in student credit hours, up 3.6%. The Greene Center had 753 students (up 13.9%) and 6,597.75 student credit hours (up 13.7%). Overall, the annual enrollment is up 8.4% in student credit hours and 3,685 in Full Time Equivalent. Eight thousand, five hundred and sixty-four (8,564) different students attended Clark State this academic year.
- We are considering Tuesday, Wednesday or Thursday, August 16, 17 or 18, 2011, to dedicate our Creative Arts and Conference Center building. Mellanie Toles will send out the date once it is finalized.
- The Ohio Board of Regents has asked us to host the Statewide Trustee Conference on Thursday, August 11<sup>th</sup>; however, we have asked to defer hosting until 2012 when the new building will be open.

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

Chairman Bell:

- Congratulated faculty and staff on Spring enrollment, noting that it was a job well done.
- Requested that Trustees submit their completed presidential evaluation forms to Trustee Noonan as soon as possible, indicating that comments are appreciated.
- Noted that the Access and Affordability Subcommittee meeting will be held this Friday, and the Workforce Development Subcommittee met last week.

### **Trustees' Open Forum**

Vice Chair Corbin inquired about the status of Trustee Flack's reappointment. President Rafinski reported that Trustee Mercurio had made a telephone call regarding the appointments since we risked not having a quorum at tonight's meeting. The Governor's Office moved forward with Trustee Doyle's reappointment but did not provide any additional information.

### **Adjournment**

Trustee Tiefenthaler made a motion to adjourn the meeting, and Vice Chair Corbin seconded. The motion passed unanimously, and the meeting adjourned at 6:46 p.m.