

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes March 19, 2013

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, March 19, 2013. Chairman Jim Doyle presided and called the meeting to order at 6:24 p.m.

Roll Call: Present: Andy Bell, Sharon Evans, Brad Phillips, Heather Tiefenthaler, Vice Chair Heather Corbin, Chairman Jim Doyle, and President Rafinski

Excused: Peggy Noonan

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Ed Busher*, Dean of Student Affairs and Enrollment Management; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer*, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Administrative Assistant for Health, Human and Public Services/Staff Senator; Dixie Depew, Controller; David Devier, Vice President of Academic and Student Affairs; Theresa Felder, Interim Dean of the Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Online Learning and Instructional Resources/Staff Senator; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health, Human and Public Services

Recognition of Guests

Chairman Doyle welcomed the guests, and President Rafinski introduced them.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 15, 2013. Trustee Phillips made a motion to approve the minutes as presented; Vice Chair Corbin seconded, and the motion passed unanimously.

Presentation

Duane Hodge, Director of Workforce Development, Sales and Outreach, delivered a presentation entitled "Campus Safety and Security Programs." He started by noting that what began in 2009 as a solution to a single Emergency Management Director's struggle to provide an affordable, quality exercise of their

capabilities to respond to a disaster has evolved into a center that provides services to Emergency Management, Homeland Security, first responders, schools, and public health organizations. The College now offers the following services: planning, exercising the ability to respond to an emergency, and training.

Mr. Hodge noted that House Bill 422 requires that every school district have an emergency response plan submitted to the Ohio Attorney General. Everyone has complied, and there is a possibility that Clark State will get the project of reviewing all of those plans and make sure they are compliant with House Bill 422.

Mr. Hodge reported that one of the things we have done on campus is offer A.L.I.C.E. (Alert – Lockdown – Inform – Counter – Evacuate) training, in an effort to help those who are responsible for the safety of students. Methods of protecting individuals and classrooms are covered during the training.

It was noted that the Safety Team is involved in implementing elements discussed in the training, and Faculty and Staff Senates have both taken active roles in advocating for this and further training. Our Police Academy cadets have conducted door safety assessments to determine what type of equipment is needed to secure each door in emergency situations. Our next step will be hands-on training by the Ohio Peace Officers Training Academy, which will involve more hands-on defensive tactics. After that, we hope to conduct a tabletop exercise and then build our emergency response plan around that.

Another important thing the College has implemented is the Behavior Intervention (BIT) Team, which is trained to deal with unstable individuals who pose security threats on campus. Faculty and staff have all been alerted to report anything suspicious to this Team for investigation. It was noted that having the two police officers assigned to Clark State serve on the Safety Team and BIT Team has been very helpful.

Chairman Doyle thanked Mr. Hodge for his insightful presentation, as it impacts all of us.

*Martha Crawmer and Ed Busher exited the meeting at 6:47 p.m.

Human Resources Update

Filled Positions:

Non-Exempt:

- Assistant to the Vice President of Business Affairs, (1.0 FTE), *Susan Kelly*, effective February 25, 2013
- Maintenance Technician, (1.0 FTE), *Daniel Ayars*, effective March 12, 2013
- Advancement Specialist, (1.0 FTE), *Catie Stipe*, effective March 25, 2013

Exempt:

- Registrar*, (1.0 FTE), *Diana Seaman*, effective April 1, 2013
- Custodial Services Supervisor, (1.0 FTE), *Donald Winburn*, effective April 2, 2013

Resignations:

Non-Exempt:

- Evening and Weekend Library Clerk, *Angelyn Hellman*, effective February 21, 2013
- Human Resources Generalist (1.0 FTE), *Monica Mack*, effective March 18, 2013

Exempt:

- Systems Administrator, Student Information System (1.0 FTE), *Craig Richards*, effective February 28, 2013
- Registrar (1.0 FTE), *Teresa Mabry*, effective March 29, 2013

Promotion:

Exempt:

- *Diane Seaman**, from Assistant Registrar (1.0 FTE) to Registrar (1.0 FTE), effective April 1, 2013

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Evening and Weekend Library Clerk (.46 FTE)
- Human Resources Generalist (1.0 FTE)

Exempt:

- Director, Information Technology (1.0 FTE)
- Systems Administrator, Student Information System (1.0 FTE)
- Assistant Registrar (1.0 FTE)

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Tuesday, March 12, 2013, at 11:00 a.m. in the TLC Boardroom. Those present included Committee Chair Heather Corbin; Committee members Andy Bell and Peggy Noonan; Board Chair Jim Doyle; President Rafinski; and Vice President Joseph Jackson.

Agenda items included:

- FY 2012-2013 Financial Report through February
- FY 2013-2014 Very Preliminary Budget
- Tuition and Fees Schedule – Effective Fall Semester
- Student Success Center Schematic Design Package
- Greene Center Bookstore Renovation – Bid Award
- Green County Tax Assessment Issue

Minutes of the meeting have been distributed to all Trustees. The next Finance and Facilities Committee meeting will be held in June 2013.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/12:

Investment @ Cost	\$1,267,243
Interest Earnings	\$830,344
Commonfund Management Fees	\$(49,933)
Foundation Management Fees	\$(95,045)
Transfer to College for Hollenbeck-Bayley Center	\$(220,000)
Market Gain/(Loss)	\$229,248
Balance 12/31/12	\$1,961,857

Quarterly (Oct-Dec) Rate of Return	0.79%
Barclays Aggregate Bond Index (Oct-Dec Quarter)	0.21%
December Return	-0.02%
Barclays Aggregate Bond Index (December)	-0.14%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$95,045) represents the 1.25% fee for six fiscal years (FY 2007 – FY 2012). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on February 21, 2013, to review fund performance, asset allocation, spending policy, and provide a market forecast.

Liaison Reports

Clark State Foundation/Circle of Friends

- The Foundation Board did not meet in February because Steve Sidlo (Board Chair) and Kris Culp were involved in the presidential candidate interviews on the regular Board meeting day.
- The annual scholarship campaign will kick off at the Foundation's March Board meeting.
- The Circle of Friends is spearheading the Foundation's involvement in President Rafinski's retirement gala on May 23.
- The Finance/Audit/Investment Committee met with our representative from Commonfund on February 21. Investment returns were much improved.
- The Foundation has filled the position of Advancement Specialist, with a starting date of March 25.

Council of Governments

- Interim Director Charles Clark seems to be doing well in his new position.
- The Step Up to Quality review was initiated in December 2012 and completed in January 2013. After much effort, the Center was successful in maintaining the "3 Star" level for the 2012-2013 year.
- Center enrollment is at 66% of capacity. Staffing levels are adequate at this time. Ongoing efforts are being made to increase enrollment, with a goal of full enrollment.
- Bright Beginnings closed February 1, and three children have been enrolled as a result of the closure.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

In accordance with established hiring procedures and after approval by President Rafinski, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

New Hire:

- Donald Winburn, Custodial Services Supervisor (1.0 FTE), effective April 2, 2013

Resignations:

- Craig Richards, Systems Administrator, Student Information System (1.0 FTE) effective February 28, 2013
- Teresa Mabry, Registrar (1.0 FTE), effective March 29, 2013

Promotion:

- Diane Seaman, from Assistant Registrar (1.0 FTE) to Registrar (1.0 FTE), effective April 1, 2013

Impact on students and/or student learning:

- Registrar: This position is responsible for maintaining the academic integrity of the institution by securing grades and institutional data and processing student records, transcripts and related student information. It has been filled via internal promotion.
- Custodial Services Supervisor: This position works closely with custodial staff and is responsible for scheduling, supervising and overseeing the custodial task of cleaning and maintaining the College's buildings, classrooms, labs, and offices to ensure the safety, health and welfare of the students, faculty, staff and the general public.
- System Administrator, Student Information System: This position is crucial to the availability of operation support to our student information system.

Implications for budget, personnel, or other resources:

- Registrar position funding is in the 2012-2013 budget.
- Custodial Services, Supervisor position funding is in the 2012-2013 budget.
- System Administrator, Student Information System position funding is in the 2012-2013 budget.

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

Tuition and Fee Schedule 2013-2014

Rising tuition rates and the affordability of higher education are the subject of scrutiny from policymakers, college presidents, advocacy organizations, the media, parents and students. Rapidly increasing tuition is putting a strain on student budgets and is making higher education, especially at four-year institutions, seem out of reach for more and more students. There are many factors that contribute to tuition increases including technology upgrades, service improvements, the growing cost of health care, competition for faculty, and instability of state funding. Discussions on setting tuition and fee rates take all of this into consideration along with the availability of federal, state and institutional grants, loans and scholarships.

Current budget language around tuition and fee increases in HB 59 is as follows: *each community college, state community college and technical college shall not increase its in-state undergraduate instructional and general fees by more than \$100 over what the institution charged for the preceding academic year.* The bill is now being debated in the house, and so far this language has not been amended. The OACC has provided testimony indicating that they would like the tuition/fee caps to be maintained at the level in the current biennial budget bill (\$200) for consistency. Following is a table reflecting current tuition and the recommended increase of 2.4% (\$3.25 per credit hour/\$97.50 annual increase):

	CURRENT	RECOMMENDED
Instructional/per credit hour	\$114.75	\$118.00
General/per credit hour	\$9.00	\$9.00
Technology/per credit hour	\$9.00	\$9.00
Total Annual Amount*	\$3,982.50	\$4,080.00

*30 credit hours per academic year

The above recommendation was discussed by the Board Finance and Facilities Committee at their March 12th meeting. Please reference the minutes of that meeting. The Committee recommends approval to the full Board.

Impact on students and/or student learning: The increase would cost a full-time student \$97.50 per year.

Implications for budget, personnel, or other resources: Increasing tuition 2.4% effective fall semester 2013 is projected to provide an additional \$350,000 to the operating budget. This increase will enable the College to continue the commitment to provide students access to the highest quality learning centered educational opportunities and will allow the College to fund initiatives related to student success.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee \$3.25 per credit hour (2.4%) and to increase the instructional fee for out-of-state students \$6.50 per credit hour (2.6%) effective fall semester 2013.

Greene Center Bookstore Renovation Bid Award

Bids were advertised beginning December 23, 2012, for the Bookstore Renovation Project at the Greene Center. This project is a single prime contractor delivery method. The bid for this project was for the general contractor only, and the estimate was \$94,700 for the base bid and \$6,000 for Alternate GC-1. The bid opening was held January 22, 2013, and the bid tabulation sheet was distributed to Trustees prior to the meeting. (Copies of this document are available in the office of the Vice President for Business Affairs.) The following recommendation for bid award was presented to the Board Finance and Facilities Committee at their meeting of March 12, 2013: General Trades - DEC, LLC, Gordon, Ohio - Base Bid \$81,987 Alternate GC-1 \$4,985; total bid award came in at \$86,972 (\$13.6%) below the estimate.

The Board Finance and Facilities Committee recommends approval to the full Board.

Impact on students and/or student learning: The renovation of the bookstore will result in a larger bookstore that is able to carry more inventory and provide more full service to students attending at the Greene Center.

Implications for budget, personnel, or other resources: There will be no impact on the General Fund budget. This project will be funded from Bookstore Reserve funds (up to \$125,000) previously approved by the Board (September 18, 2012).

It was requested that the Board of Trustees award the construction bid for the general contract to DEC, LLC including Alternate GC-1 in the total amount of \$86,972.

2013-2014 Laboratory and Special Fees Schedule

The setting of the Lab Fee Schedule for each year is part of the planning process for all academic divisions. Historically, quarterly reports were sent to the divisions on the lab fees collected and expended. This information, along with data on projected enrollments, is used to develop the Lab Fee Schedule for each new year compiled by the Vice President of Academic and Student Affairs. The last two years, with the conversion to semesters, many adjustments had to be made to the fee schedule to reflect the longer (15- vs. 10-week) instructional period. In all cases, great care was taken to establish fees that are as conservative as possible yet covering the true costs for the assorted fees.

The proposed 2013-2014 Laboratory and Special Fees Schedule was distributed to Trustees 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: Student lab fees cover costs for consumable supplies used as part of lab experiences or cover other costs such as liability insurance that the college's tuition and state subsidy are not designed to reimburse, and in some cases, to cover specialized high cost instruction such as

flight training and Advanced Technical Intelligence. The academic departments make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students.

Implications for budget, personnel, or other resources: The 2013-2014 budget development process will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees approve the 2013-2014 Laboratory and Special Fees Schedule effective with fall 2013 semester.

Emeritus Recommendations

The College has a policy on granting of emeritus status to faculty. The process begins when the faculty and administrator of a respective division make a recommendation for Emeritus status to the Vice President of Academic and Student Affairs. Upon approval, the Vice President forwards recommendations to the President.

Faculty members/administrators must have been at the College for ten years and have attained the rank of at least Associate Professor.

We are recommending the following individuals this year for Board consideration:

Faculty

Connie Mitchell – Connie served the College through August 2012. She was promoted to the rank of Associate Professor in June 2003. She served in the Health, Human and Public Services division teaching practical nursing courses. Connie gave 10 years of dedicated and exemplary service to our students and to the College.

Racille Smith – Racille served the College through August 2012. She was promoted to the rank of Associate Professor in June 2007. She served in the Health, Human and Public Services Division teaching Registered Nursing courses. Racille gave 15 years of dedicated and exemplary service to our students and to the College.

Lynn Mealy – Lynn served the College through December 2012. She was promoted to the rank of Professor in June 2002. She served in the Arts and Sciences division teaching developmental writing. Lynn gave 27 years of dedicated and exemplary service to our students and to the College.

Administration/Exempt

Mary Patton – Mary served the College through 2010. She served as the Director for Career Services during the last part of her career and as a Professor teaching business courses before that. Mary gave 30 years of dedicated exemplary service to our students and to the College.

Impact on students and/or student learning: Professor Lynn Mealy and Associate Professors, Racille Smith, Connie Mitchell, and Mary Patton have touched the lives of literally thousands of students during their careers at the college.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the President's recommendation to grant emeritus status to Associate Professor Connie Mitchell, Associate Professor Racille Smith, Professor Mary Patton, and Professor Lynn Mealy.

Trustee Bell made a motion to accept the action items above as indicated. Trustee Tiefenthaler seconded, and the motion passed unanimously.

Reserve Fund Expenditure Recommendation

At the November, 2012 Board Work Session an update was provided on the Student Success Center building project. At that time, it was mentioned that the project estimate had increased by \$2.0 million to \$7.4 million. A detail of the projected expenses was reviewed including estimates for each part of the project – LRC, Rhodes Hall, Site Improvements, Dining, Bookstore, Seating Areas. The additional \$2.0 million would need to be funded from College reserve funds. The impact on the College's Composite Score is that it would reduce it from 3.9 to 3.6.

A packet containing information at the end of the Schematic Design Phase of the project was discussed with the Finance and Facilities Committee of the Board (and presented by The Collaborative, Inc. at tonight's Board Work Session). This packet included floor plans, renderings, project time line and project budget. The Board Finance and Facilities Committee recommends that the full Board release \$2.0 million from College reserve funds for this construction project.

Impact on students and/or student learning: The Student Success Center will align several student support services and create academic support multi-purpose labs. This is part of the College's strategic plan to address the student success agenda. The project will also create an upscale bookstore and food service/dining including soft seating areas to encourage student collaboration with each other and with faculty and providing comfortable spaces to keep students on campus. The project will also renovate the lower level of the LRC so that the Business and Applied Technologies faculty, staff and students can relocate to the Leffel Lane campus to further enhance opportunities for synergy.

Implications for budget, personnel, or other resources: The project will be funded half from State Capital appropriations (\$3.7 million), \$1.7 million from bookstore accumulated reserve funds and \$2.0 million from College accumulated reserve funds.

It was requested that the Board of Trustees approve the expenditure of up to \$2.0 million from College reserves for the Student Success Center construction project.

Trustee Bell made a motion to approve the expenditure from College reserves as indicated. Trustee Tiefenthaler seconded, and the motion passed 5-0. (Trustee Phillips abstained.)

Report of the President

President Rafinski reported the following:

- The Ohio Association of Community Colleges provided legislative testimony last week requesting three things: 1) tuition increases held to \$100 across the state (instead of a flat percentage increase); 2) dual enrollment standards across the state; and 3) reinstatement of OCOG grant funding as a performance-based workforce grant.
- The Early Childhood Education Center received a Three Star Step Up to Quality Rating. The staff worked diligently to recreate the documentation necessary to achieve this rating, and the interim director Charles Clark seems to be working out very well.
- Clark State just received its first large National Science Foundation grant in the amount of \$603,000 for a three-year period. Cathy Balas of Avetec and Professor Dan Heighton co-authored the grant. The logistics need to be worked out, but it appears that Ms. Balas will administer the co-ops/internships, and Professor Heighton will be released half-time to set up the curriculum in high performance computing. Dixie Depew was instrumental in responding to data requests throughout the grant process.

- Clark State student Angelina Nance has been named a Phi Theta Kappa New Century Scholar, a Coca-Cola New Century Scholar, a Phi Theta Kappa Guistwhite Scholar, and a member of the All-Ohio Academic First Team and the All-USA Community College Academic Team. She will receive scholarships totaling \$8,000 for these honors. President Rafinski shared her application essay with the group and indicated that the College will be sending Ms. Nance to the Phi Theta Kappa and American Association of Community Colleges where she will be honored. The Board mentioned that they would like to invite Ms. Nance to a Board meeting soon, and they would like the Springfield News-Sun to do a feature story about her.

Report of the Board Chair

Chairman Doyle reported that Trustee Peggy Noonan has been re-appointed to the Board for another six-year term. Trustee Élise Spriggs was re-appointed also, but felt she must decline due to her work travel schedule; therefore, the Governor's Office is seeking an appointee from Logan County to replace Trustee Spriggs. The Governor's Office had notified us about the potential replacement of Trustee Bill Mercurio with Vicki Giambrone from Greene County. Unfortunately, her work meeting commitments conflicted with the Board's third Tuesday of the month meeting schedule. The Board discussed the possibility of changing meeting nights, but concurred that they would like to leave the schedule as is. President Rafinski was asked to notify the Governor's Office and Ms. Giambrone.

Trustees' Open Forum

Trustee Bell provided an update on the STEM school, noting that a dynamite interim director has been chosen. Clark State's Shull Hall has been selected as its temporary location, and it will be a short-term leasing arrangement. Efforts to recruit 75 students will begin on April 15, interviews are in process for the superintendent position, and the curriculum development is well underway. Although some funding has already been donated, the biggest hurdle will be raising \$4.5 million to be matched by the State to renovate the South High School facility. Another hurdle is that the Ohio Facility Construction Commission will not provide matching funds for another three years; they want to make sure everything is in place and implemented before they will release the funds.

Executive Session

Trustee Bell made a motion to move into an Executive Session to discuss the presidential search. Trustee Phillips seconded, and the motion passed 6-0. Executive session commenced at 7:22 p.m.

Trustee Phillips made a motion to exit Executive Session and return to regular session at 8:10 p.m. Vice Chair Corbin seconded the motion, and it passed 6-0.

Presidential Candidate Employment Negotiations

A motion was made by Vice Chair Corbin to authorize Trustee Andy Bell and Chairman Jim Doyle to move forward with hiring the presidential candidate recommended by the Search Team and to negotiate a compensation package with the guidance of Jacqueline Woods, Senior Consultant with Academic Search. Trustee Phillips seconded, and the motion passed unanimously.

Adjournment

Vice Chair Corbin made a motion to adjourn the meeting, and Trustee Tiefenthaler seconded. The motion passed unanimously, and the meeting adjourned at 8:15 p.m.