

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes June 16, 2015

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, June 16, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:32 p.m.

Roll Call:

Present: David Ball, Andy Bell, Jim Doyle, Mike McDorman, Brad Phillips, Pam Strickler, Vice Chair Sharon Evans, Chairperson Peggy Noonan, and President Jo Alice Blondin

Excused: Maurice McDonald

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Cynthia Applin, Director of Institutional Research; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Michael Cuffman, Assistant Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Director of Information Technology; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Tina Jones, Financial Aid Specialist; Darci Jordan, contracted marketing professional; Dana Matt, Assistant Professor, Health, Human and Public Services/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Director of Human Resources; Toni Overholser, Director of Business and Community Development; Cindra Phillips, Director of Center for Teaching and Learning; Cecil Pratt, Student Senate President; Dr. Amit Singh, Vice President of Academic Affairs; Amy Sues, Director of Student Success and Completion; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; and Nina Wiley, Dean of Enrollment Services

Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on April 28, 2015. Trustee Phillips made a motion to approve the minutes as presented; Trustee Bell seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Thursday, May 5, 2015, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Dave Ball, Jim Doyle and Brad Phillips; Peggy Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Matt Franz, Chief Information Officer; Joe Jackson, Vice President for Business Affairs. Agenda items included:

- FY 2015 – 2016 Budget
 - Tuition
 - Pay Increase
 - Enrollment
- Personal Day
- Health Insurance
- Food and Bioscience Training Center
- LRC Renovation
- TAACCCT Improvements at Shull Hall
- Other
- Next Meeting

Minutes of the meeting have been distributed to all Trustees.

Following are requests made by the Committee and the follow-up responses:

- Revenue and expense figures for the Hollenbeck Bayley Creative Arts and Conference Center:

	2011-2012	2012-2013	2013-2014	2014-May 2015	2014-2015 Budget
Revenue	\$49,974	\$73,799	\$81,063	\$60,530	\$55,000
Expense	\$61,879	\$67,786	\$92,776	\$55,794	\$96,285
Variance	-\$11,905	\$6,013	-\$11,713	\$4,736	-\$41,285

- The cost of one personal day: \$68,000
- The percent of eligible faculty and staff who participate in the health savings account (HSA) insurance benefit: 22.8% (42 out of 184 employees)

Financial Statements through May 2015

The Income and Expense Statement for the General Fund and each Auxiliary Fund through May 31st were distributed to Trustees prior to the meeting. Vice President Jackson noted the following:

Revenue

Ohio Board of Regents (OBR) State Share of Instruction (SSI) – The FY 2015 budget is based on course

completion (50%), success points (25%) and completion milestones (25%). The final projection from the OBR, including bridge funding, of \$11,164,635 is \$160,410 above budget.

Student Fees – Enrollment for this fiscal year was budgeted based on an increase of 2.5%. Actual enrollment for Fall Semester is approximately 1.4% above Fall Semester 2013. Enrollment for Spring Semester is approximately 4.2% up from Spring Semester 2014. Enrollment is approximately 0.9% up from Summer 2014.

Business and Industry Training – Business in Greene County has exceeded budget, while other counties are lagging budget.

Continuing Education – Workforce Development programs are performing well above budgeted expectations.

Management Services – This line item will fall approximately \$97,000 short of budget by year end due to no longer leasing a faculty member to do training at Honda.

Performing Arts Center – Projected to have a budget shortfall at year end of \$125,000 due to lower than expected ticket sales for Country Series.

Total revenue is up \$1.3 million (4.8%) from the previous fiscal year. This increase is a result of an increase in SSI, student fee revenue, non-credit continuing education and lease receipts.

Expenditures

Instruction – The negative budget variance is primarily due to expenses in several academic departments, including Fire Services, EMS, Arts and Sciences and Health Technologies.

General Expense – The negative budget variance is due to expenses related to dual enrollment scholarships, which are projected to be over-expended by approximately \$1 million.

These also explain the negative budget variances in Salaries and Miscellaneous (Scholarships). The budget variance for Salaries is due to increased expenses for Adjunct Faculty.

Total expenses are up \$3.2 million (14.0%).

Auxiliary Enterprises

Bookstore – The surplus year-to-date is better than the budgeted surplus through eleven months of the fiscal year.

Commercial Transportation Training Center has seen a recent decline in class sizes. Parking and Food Service net surplus/deficits are performing close to budget. The Food Service deficit was impacted by the purchase of a new Point of Sale system (\$11,500) in order to be PCI compliant.

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 3/31/15:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$969,121
Commonfund Management Fees (June 2002 to present)	\$(61,778)
Foundation Management Fees (2007 - 2014)	\$(126,727)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (Aug 2009-Present)	\$(225,408)
Market Gain/(Loss) (June 2002 to present)	\$222,414
Balance 3/31/15	\$1,824,865

Quarterly (Jan-Mar) Rate of Return	1.63%
------------------------------------	-------

Barclays Aggregate Bond Index (Jan-Mar Quarter)	1.61%
-------------------------------------------------	-------

March Return	0.43%
--------------	-------

Barclays Aggregate Bond Index (March)	0.46%
---------------------------------------	-------

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 (\$126,727) represents the 1.25% fee for eight fiscal years (FY 2007 – FY 2014). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on October 15, 2014, to review fund performance, asset allocation, spending policy, and provide a market forecast.

LRC Renovation Project Bids

At the April 28, 2015, Board Meeting, Trustees authorized the President or her designee to award the construction bid for the LRC Renovation project to the lowest, responsible, responsive bidder as long as the bid amount was within the total construction budget of \$605,000.

On May 14, bids were received and opened on the above referenced project (the Bid Tabulation sheet was distributed to Trustees prior to the meeting and is available in the office of the Vice President for Business Affairs). After careful consideration of all bids received, due diligence on the apparent low bidder was conducted including a telephone conference and subsequent face-to-face meeting on May 18 with Francis Wayne, LTD. The Collaborative, Inc. (TCI) discussed the following items with Francis Wayne, LTD:

- Scope of work in the bid documents to which they responded appropriately to all posed questions and/or concerns
- Francis Wayne, LTD believes their number is sufficient.
- Francis Wayne, LTD believes the schedule is obtainable.
- They are very excited about being the low bidder on the project and are eager to work at Clark State.
- Francis Wayne, LTD plans to self-perform much of the work, with the exception of the mechanical, electrical and plumbing trades, millwork, and flooring.
- Francis Wayne, LTD envisions Rocky Stapleton or Dennis Huff as their project superintendent. The award schedule will influence the selection.

At this time there is no reason to find their bid non-responsive or not responsible. As a result, TCI recommended the award of contract, in the amount of \$449,621.00, to Francis Wayne, LTD, Springfield, OH.

The appropriate paperwork was submitted to the Ohio Board of Regents in early June so that the Controlling Board could approve the award of contract and release funds at their July 6th meeting. The funds freed up by the bid coming in lower than estimate will be reallocated to fund technology, security and equipment and possibly additional work on the 1st floor of the LRC. These funds must be spent since we are required to provide a 50% match to the funds awarded by the Ohio Board of Regents.

Graduation Recap

We received many positive comments regarding this year's ceremony. There were 259 students who participated in the graduation ceremony, and the auditorium was packed with family and friends.

The brass quintet was once again excellent, and Leslie Ray, Conference Services Manager, did an outstanding job performing the National Anthem. Students were recognized for their outstanding achievements, and our veterans appropriately received prolonged applause.

Sam Coons delivered a powerful speech. He graduated with an Associate of Science degree with a 3.95 GPA. He has already transferred to Wright State University as a full-time student where he plans to obtain a bachelor's degree in electrical engineering. While at Wright State, Sam completed his requirements for his associate degree at Clark State.

Mark Elliott inducted the second group of graduates into the alumni association. The Foundation will continue to engage this group throughout the year. Dr. Blondin ended the ceremony by awarding a graduate with a Microsoft Surface, which was very exciting and fun for the students.

Dr. Blondin hosted a luncheon following the ceremony. It was attended by faculty, staff, and Trustees. It was very much appreciated and a great opportunity to celebrate the end of the school year and the success of the graduation ceremony.

Human Resources Update

Filled Positions:

- Teresa Carter, Assistant to the Executive Director, Area 7 (1.0 FTE), effective 7/6/2015
- Trisha Ritter, Academic Counselor (1.0 FTE), effective 6/22/2015
- Lisa Castle, Administrative Assistant, Student Support Services (1.0 FTE), effective 6/8/2015
- Nathaniel Walters, Client Support Manager (1.0 FTE), effective 5/26/2015
- Lori Geary, Operations Director, Area 7 (1.0 FTE), effective 5/26/2015

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Financial Aid Specialist (1.0FTE)
- Grants Writer (.50 FTE)

Exempt:

- Assistant Dean, Business and Applied Technologies (1.0 FTE)

Faculty:

- Life Sciences Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (1.0 FTE)
- Developmental Reading/Writing Instructional Faculty (1.0 FTE)
- Food Science Technology (1.0 FTE)
- Geospatial Technology (1.0 FTE)

Retirement:

- Veronica Leech, Financial Aid Specialist, effective 7/1/2015

The question was raised as to what the College can do to recruit diverse populations; several ideas were discussed including utilizing online diversity sites, actively recruiting from master's and doctoral level programs, making connections with area higher education institutions to recruit their graduates, and recruiting at Wright Patterson Air Force Base for military spouses coming into the area. It was noted that this is something that the Diversity Council can focus on next year.

Trustees asked for an update on the College's turnover rate and where we stand in comparison to other institutions.

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of February 28, 2015, is \$12.9 million.
- The Foundation Board of Directors did not meet in May; the Foundation Board Retreat has been rescheduled for fall to better fit with the feasibility study timeline.
- Catie Stipe is now dedicating half of her time to preparation for the major gifts campaign feasibility study. The first step is developing the case for support.
- A reception for the students participating in the Johns Hopkins program, along with their parents, were guests at an orientation/open house on campus on June 3, so that they could view the facilities and receive more information about the programs.

Council of Governments

- The Early Childhood Education Center's (ECEC) enrollment is close to full enrollment, including full-day classrooms and ODE Grant (half-day preschool program).
- The Center is awaiting the results of its Step Up to Quality review.
- Center Director Charles Clark is working with Rick Smith to pursue a new ECEC oversight partner. President Blondin provided details regarding potential plans to dissolve the Council of Governments (COG) and turn over operations to another organization. A transition plan is under development, and a final decision will be made by January 1, 2016. The plan will be discussed in detail at the June 30th COG meeting. It was noted that regardless of whether another organization takes over operations, the COG will be dissolved, and the College will be out of the childcare business by next spring.

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 Blondin, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

Filled Positions:

- Trisha Ritter, Academic Counselor (1.0 FTE), effective 6/22/2015
- Nathaniel Walters, Client Support Manager (1.0 FTE), effective 5/26/2015
- Lori Geary, Operations Director, Area 7 (1.0 FTE), effective 5/26/2015

Impact on students and/or student learning:

- The Academic Counselor provides TRIO project participants with academic support and counseling, as well as academic advising and counseling to the general student population.
- The Client Support Manager provides Tier 1 and Tier 2 computer/IT support to all customers on all campuses, as well as training and support for commonly used software and hardware.
- The Operations Director, Area 7, provides both program and fiscal oversight for the 43-member counties of the Area 7 Workforce Investment Board.

Implications for budget, personnel, or other resources: These position are in the 2015-2016 budget.

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

Salary Increase Recommendation

A small group consisting of representatives from Staff Senate and administration has met to discuss issues identified by staff related to salaries and benefits. The meeting provided an opportunity for an exchange of information and data.

The administration recommends the establishment of a pool of money in the amount of \$154,000 for the purpose of staff salary increases for 2015. The pool would be set aside and allocated as follows: \$130,000 for staff salary increases and \$24,000 for the School Employees Retirement System plus FICA. This \$154,000 increase for staff would be at a cost that is within the 2015-2016 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2014-2015 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The staff salary increase pool equates to an annual amount of \$154,000. This amount is incorporated into the proposed 2015-2016 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$154,000 for salary increases for eligible exempt and non-exempt staff effective July 1, 2015. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Salary Increase Recommendation ~ Instructional Faculty

A small group consisting of representatives from the faculty personnel committee and administration has been meeting to discuss issues identified by faculty related to salaries, benefits, personal leave, and working conditions. Issues addressed included salary increase, overload pay, personal days, and health insurance coverage issues. This committee operated efficiently and effectively by bringing issues solicited from their respective constituencies and then communicating back the results of these discussions.

The administration recommends the establishment of a pool of money in the amount of \$83,000 for the purpose of faculty salary increases for 2015. The pool would be set aside and allocated as follows: \$70,000 for faculty salary increases and \$13,000 for the State Teachers Retirement System plus FICA. This \$83,000 increase for faculty would be at a cost that is within the 2015-2016 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible faculty members.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2014-2015 academic year, proration for part-time employees, and salary range minimums/maximimums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$83,000. This amount is incorporated into the proposed 2015-2016 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$83,000 for salary increases for eligible faculty members effective August 17, 2015. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Revisions to Leave Policies for Regular Employees

The Board has shown its commitment to providing a comprehensive and competitive benefits package to all eligible Clark State employees. Recently, the administration held meetings with representatives from the faculty and staff personnel committees to discuss salary, insurance costs, overload pay, and personal days, etc. As a result of these meetings the administration recommends the increase of the award of employee personal days from two (2) to three (3) per fiscal year. Included in this recommendation, employees would retain the ability of to roll over one unused personal day (up to eight hours) from one fiscal year to the next.

The "Leave Policies for Regular Employee" policy includes the following eleven (11) policies: Personal Leave, Bereavement Leave, Jury Duty, Military Training, Professional Leave, Rest Periods, Unpaid Leave of Absence, Voting Leave, Sick Leave, Family Medical Leave, and Vacation Leave.

Minor changes for clarity and operational efficiencies have been made to the Military Training and Unpaid Leave of Absence policies as well.

If approved, the policy would go into effect July 1, 2015.

3358:5-5-07 Leave Policies for Regular Employees

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~~ **Three (3)** 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). 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~~ **upon** separation from the College.
- (2) Personal leave must be taken in 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~~ **three (3)** days.
 - (b) Employees hired in October, November, or December shall receive ~~one and one-half~~ **two** days.
 - (c) Employees hired in January, February, or March shall receive one day.
 - (d) Employees hired in April, May, or June shall ~~receive one-half day~~ **not receive a personal day for that fiscal year.**

(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 **or reserve** 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. **Employee is required to provide a copy of his/her military orders for military training/active duty to human resources before the leave begins.**

(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~~ **council** officer, and the human resources office no later than 30 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, **other than FMLA**, neither sick leave nor vacation leave shall be accrued.

- (3) Unpaid leave requests shall be approved for a maximum of 30 days. If, after three consecutively approved unpaid leaves of absence (or the expiration of the 12-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 for the details of the vacation leave policy.

Effective: July 1, 2015

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, 6/1/11, 6/18/13

Impact on students and/or student learning: Providing a comprehensive, competitive benefits package for eligible employees improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The cost of one personal day (salary plus all benefits) is approximately \$68,000. This amount is incorporated into the proposed 2015-2016 budget.

It was requested that the Board of Trustees approve the revised Leave Policies for Regular Employees as presented.

Trustee Doyle made a motion to approve the Personnel Recommendations, Salary Increase Recommendations, and Revisions to Leave Policies as presented. Trustee Bell seconded, and the motion passed unanimously.

Faculty Promotions in Rank

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank. (A copy of the promotion criteria was distributed to Trustees prior to the meeting and is available in the office of the Provost/Vice President of Academic Affairs.)

To be considered for promotion, eligible faculty members must submit an application letter summarizing how they meet the criteria and a curriculum vitae, which initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office to release the following information: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

After consideration by the Faculty Promotion Committee, the Provost and Vice President of Academic Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Blondin as having met all of the criteria required for promotion to the varying ranks. The following faculty are recommended for promotion this year:

Professor: Michelle Coleman, Bridget Ingram, and Tammy Watt

Associate Professor: Deborah Peairs

Assistant Professor: Janice Bruns, Violet Ann Clayton, Lisa Crispin, Scott Dawson, and Grace Zartman

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2015-2016 already takes into consideration promotions in rank.

It was requested that the Board of Trustees move to adopt the personnel actions outlined in the recommendations for promotion in rank, effective June 2015.

Laboratory and Special Fees Schedule 2015-2016

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 academic year compiled by the Provost and Vice President of Academic Affairs. Adjustments are made each year to reflect the rising costs of supplies and fees as well as costs deleted for those courses that have either been discontinued or had changes of delivery that no longer require lab or special fees. 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 2015-2016 Laboratory and Special Fees Schedule was distributed to Trustees prior to the meeting and is available in the office of the Provost/Vice President of Academic 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 2015-2016 budget development process will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees approve the 2015-2016 Laboratory and Special Fees Schedule, as presented, effective with fall 2015 semester.

Vice Chair Evans made a motion to approve the Faculty Promotions in Rank and Laboratory and Special Fees Schedule as presented. Trustee Bell seconded the motion, and it passed unanimously.

Adoption of 2015-2016 General Fund Budget

Revenue Assumptions:

- State Share of Instruction (SSI) based on 50% access, 25% course completion, 25% success points
- SSI projected increase of 5.6% from FY 2015 budget (increase of 4.1% from FY 2015 actual)
- SSI represents 38.5% of total budget
- No tuition (instructional, general, technology fees) increase
- Implementation of on-line fee of \$5.00/credit hour for on-line instruction only
- Student fees (credit) revenue (55.5% of total budget) assumes a 1.0% enrollment decrease from FY 2015
- Revenue projected for non-credit Continuing Education and Business and Industry training includes offerings in workforce development training programs

Expenditure Adjustments:

- 1.0 FTE new faculty position
- 0.4 FTE increase in administrative positions (net)
- 0.25 FTE increase in staff positions (net)
- Funding provided for: student success initiatives, academic support programs, strategic planning projects, and risk management
- The technology repair and replacement schedule is funded at \$333,000.
- A pool of 2.0% for salary increases for eligible faculty and staff
- Funding for a 6% increase in the health insurance premium
- Contingency budget of 1.7%
- Salary and benefits represent 68.3% of total budget
- Total expenditure budget is \$1,139,352 (3.9%) over the FY 2015 budget
- Scholarships budgeted in the General Fund were increased by \$520,000.
- Funds were allocated to the Human Resources project to implement E-recruiting (on-line employment applications), job description builder and E-Appraisal (Performance Management System)

Impact on students and/or student learning: The General Fund budget supports all instruction, academic and student support services with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2016 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund using any new funds. The expenditures provide support for student success initiatives, direct services to students, training programs for employers, cultural activities for the community, leased facilities, the new Rafinski Student Center, new Food Science, Insurance and Welding academic programs and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2016 General Fund budget, as presented, in the amount of \$30,213,850.

Adoption of 2015-2016 Auxiliary Fund Budgets

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises:

	ADOPTED BUDGET 2014-2015	PROJECTED @ 6/30/15	PROPOSED BUDGET 2015-2016	BUDGET INCREASE/ DECREASE
Bookstore				
Revenue	3,618,270	3,937,000	3,770,256	4.20%
Expenditure	<u>3,326,663</u>	<u>3,497,000</u>	<u>3,446,975</u>	3.62%
Surplus/Deficit	291,607	440,000	323,281	
Parking				
Revenue	51,450	59,800	54,700	6.32%
Expenditure	<u>51,450</u>	<u>59,800</u>	<u>54,700</u>	6.32%
Surplus/Deficit	0	0	0	
Commercial Transportation Training Center				
Revenue	614,765	475,000	598,000	-2.73%
Expenditure	<u>586,950</u>	<u>501,000</u>	<u>567,688</u>	-3.28%
Surplus/Deficit	27,815	(26,000)	30,312	
Food Service				
Revenue	0	0	0	0.00%
Expenditure	<u>93,480</u>	<u>108,500</u>	<u>117,765</u>	25.98%
Surplus/Deficit	(93,480)	(108,500)	(117,765)	

The expectation is that the Bookstore and the Commercial Transportation Training Center will realize a surplus. The Food Service will operate at a deficit and will be subsidized from Bookstore profits.

The Bookstore continues to offer more titles that students can rent. This will reduce Bookstore earnings but results in large savings for students. The new dining service opened in May, 2015. We anticipate increased revenue with the expanded menu and appealing environment these spaces will provide for students, but expenses for the food service operation will also increase.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student each semester. Approximately 50% of the auxiliary services fee is allocated to this budget to pay for the

operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff, provide excellent service to students as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Implications for budget, personnel, or other resources are reflected above.

It was requested that the Board of Trustees move to adopt the fiscal year 2015-2016 auxiliary fund budgets, effective July 1, 2015.

Tuition and Fees Schedule 2015-2016

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.

Legislative leaders continue to debate HB 64 the FY 2016/FY 2017 State Biennial Budget. Lawmakers, led by Senate President Keith Faber, are challenging Ohio public colleges and universities to reduce the overall higher education cost for students by 5%, but allowing schools to decide how to meet that goal. Some of the ways Clark State will meet this challenge include:

- Increasing participation by high school students in College Credit Plus
- A commitment to reduce credit hours required for all Associate Degrees to between 60-65
- Implement the Tuition Challenge Program that allows eligible students to receive a 5%/10% reduction in tuition
- Keep tuition (instructional, general and technology fees) at FY 2014-2015 levels

	CURRENT	RECOMMENDED
Instructional/per credit hour	\$121.33	\$121.33
General/per credit hour	\$9.00	\$9.00
Technology/per credit hour	\$9.00	\$9.00
Total Annual Amount*	\$4,179.90	\$4,179.90

*30 credit hours per academic year

The above recommendation was discussed by the Board Finance and Facilities Committee at its May 5th meeting. The Committee recommends approval to the full Board.

Impact on students and/or student learning: The reduction in costs to students and their families will put a college degree within reach of more citizens. This will result in more degree and certificate completion, producing an educated workforce who will remain in Ohio.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the recommendation to maintain the current levels for the in-state instructional fee, general fee and technology fee effective Fall semester 2015.

Tuition and Fees Schedule Commercial Transportation Training Center

The Program Director is recommending a raise in the tuition for the 5 week Class “A” CDL training from \$5,100.00 to \$5,500.00 effective July 1, 2015. The reason for this request is twofold:

- It will help cover operational costs to allow the program to meet budget goals for next fiscal year.
- The cost of diesel fuel and maintenance on our tractor trailers has increased.

To make sure that we stay competitive with other CDL training schools the local market was researched, with a good representation of the cost of CDL training for schools in Ohio:

- Apollo (Lima)	5 week program cost is \$4,500.00 (includes all fees)
- Southern State Comm. College (Wilmington)	4 week program cost is \$4,800.00 (includes all fees)
- Napier (Hamilton)	5 week program cost is \$5,195.00 (tuition only)
- Cuyahoga Comm. College (Cleveland)	4 week program cost is \$5,495.00 (includes all fees)
- Ohio Business College (Middletown)	3 week program cost is \$5,995.00 (includes all fees)
- Road Master (Columbus)	3 week program cost is \$6,995.00 (tuition only)

Increasing tuition \$400.00 will not put us out of reach for students. Our current tuition for Class “A” CDL training includes all fees; DOT physical and drug screen, permit, all testing, HazMat training and certification and CDL license. There are no other out of pocket expenses for our students. The last time tuition increased for the Class “A” CDL training was in 2012.

Impact on students and/or student learning: Many students are funded by County Workforce Development Funds, or current/prospective employers or some other type of aid. The increase should not deter enrollment and will allow for teaching and learning to take place on industry relevant equipment.

Implications for budget, personnel, or other resources: The adjustment to tuition will generate \$40,000 for FY 2015-2016 based on enrollment projections.

It was requested that the Board of Trustees approve increasing tuition charged by the Commercial Transportation Training Center to \$5,500, effective with classes beginning after July 1, 2015.

Vice Chair Evans made a motion to adopt of the 2015-2016 General Fund Budget and Auxiliary Budgets, and to approve the Tuition and Fees Schedule for 2015-2016 and the Tuition and Fees Schedule for the Commercial Transportation Training Center as presented. Trustee Ball seconded, and the motion passed unanimously.

Report of the President

President Blondin:

- Thanked Chairperson Noonan for driving to Cleveland with her for the Ohio Association of Community Colleges (OACC) Annual Meeting, noting that the focus was on student success. Kay McKlenney, a national leader on completion, stressed that students do not do “optional.” Dr. Blondin also noted that the OACC dues are increasing by \$8,000 due to increased lobbying efforts and the work of Jack Hershey, which she feels is well worth the extra money.
- Distributed a preview of the Performing Arts Center season, a copy of the College’s Program Review Schedule, and copies of correspondence between Dr. Blondin and Dr. Walter Bumphus regarding her presentation on Gen X presidents at the American Association of Community Colleges conference.

- Indicated that the visit from CampusWorks will continue until August 21, and the consultants have been busy evaluating IT and business processes. The report of their work, which includes 18 projects that the College needs to prioritize, was distributed to Trustees.
- Reported that the Association of Community College Trustees is offering a Governance Leadership Institute in Washington, DC, and asked interested Trustees to contact her.
- Expressed appreciation for the overwhelming support and concern shown to her during the difficult time surrounding the passing of her mother.

President Blondin asked new Student Senate President Cecil Pratt, new Faculty Senate President Dana Matt, and Staff Senate President Matt Ison for Senate updates.

Mr. Pratt reported that Student Senate is currently on break for the summer but in the fall, they will be working on an adopt-a-highway project and finishing the Fallen Warrior Memorial project.

Ms. Matt indicated that Faculty Senate is also on break and will be working on the following initiatives next academic year: working with Dr. Singh to update the faculty handbook, working with Staff Senate on a shared governance handbook, implementing the faculty peer observation process, and using Blackboard discussion boards to improve communication with faculty committees.

Mr. Ison shared that six new Staff Senators were elected and the Senate is now comprised of representatives from six different departments and three academic divisions. Next academic year, Staff Senate will work on revamping their assemblies to garner increased participation and will focus on donations from members in lieu of fundraisers.

Report of the Board Chair

Chairperson Noonan provided a brief overview of the OACC annual conference, noting that the keynote speaker recommended mandatory orientation, a mandatory student success course and tutoring, and clear pathways with few electives. It was noted that in a survey of graduates, 90% indicated that academic advising support was very helpful to their success, but it is estimated that 45% of students never see an academic advisor.

Trustees' Open Forum

Trustee Strickler apologized if she offended anyone by comments she made during the discussion regarding our hiring processes, noting that she meant no harm and only wants to ensure that we bring in as many qualified candidates as we can for all open positions.

Executive Session ~ President's Performance Evaluation

Trustee Doyle made a motion to move into Executive Session to discuss the President's performance evaluation. Trustee Bell seconded the motion, and it passed 8-0 by a roll call vote. Executive Session commenced at 7:32 p.m.

Trustee Phillips made a motion to exit Executive Session and return to general session at 7:48 p.m. Trustee Bell seconded, and the motion passed 8-0.

Adjournment

Trustee Bell made a motion to adjourn the meeting, and Vice Chair Evans seconded. The motion passed unanimously, and the meeting adjourned at 8:01 p.m.