

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
May 17, 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, May 17, 2011. Vice Chair Heather Corbin presided and called the meeting to order at 6:03 p.m.

Roll Call: Present: Jim Doyle, Sharon Evans, Bill Mercurio, Peggy Noonan, Heather Tiefenthaler, Vice Chair Heather Corbin, and President Rafinski

Excused: Chairman Andy Bell

Others Present: Jane Cape, Dean of Business and Applied Technologies; Marilyn Carlson, Dean of the Greene Center; 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; 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

President Rafinski welcomed the guests and introduced them.

Public Comment

There were no public comments.

Approval of Minutes

Vice Chair Corbin asked for a motion to approve the minutes of the Regular Meeting held on April 19, 2011. Trustee Doyle made a motion to approve the minutes as written. Trustee Noonan seconded, and the motion passed unanimously.

Presentation

Joe Jackson, Vice President for Business Affairs, delivered a PowerPoint presentation detailing the 2011-2012 Preliminary Budget.

He began by sharing information regarding the State biennial budget (House Bill 153), indicating that the total funding increase indicated for State Share of Instruction (SSI) for all of higher education is 1.5% in FY12 and 0.9% in FY13, while the SSI increase indicated for community colleges is 6.3% in FY12 and 0.9% in FY13. Although Clark State's total SSI will decrease 6.0% (\$600,000) in FY12 and decreases by \$405,000 for the biennium, it is not as bad as what we originally anticipated. Mr. Jackson noted that tuition increases of 3.5% are permitted for community colleges in each year of the biennium; a 3.5% increase in tuition would equal \$2.90/credit hour for our students.

Mr. Jackson indicated that the preliminary General Fund Revenue Budget is based upon the following assumptions:

- SSI based as passed by the House;
- Credit enrollment of 160,000 credit hours (3.5% decrease from FY11 actual enrollment but an 11.1% increase over FY11 budgeted enrollment);
- Credit enrollment of 22,000 credit hours at the Greene Center;
- A 2.4% tuition increase;
- A 21.0% decrease in non-credit revenue from the FY11 budget;
- A 9.3% decrease in Business and Industry Training revenue from the FY11 budget;
- A 33.3% decrease in Interest Revenue;
- A 17.0% increase in Performing Arts Center sales revenue;
- A 5.7% increase in Lease Receipts due to the Creative Arts and Conference Center opening; and
- Other adjustments based on current year projections through June 30.

Vice President Jackson briefly reviewed the preliminary revenue budgets for our auxiliary (self-sustaining) enterprises: Bookstore, which reflects a 29.1% increase; Commercial Transportation Training Center, which reflects a 2.2% decrease; Parking, which reflects a 9.5% increase; and Food Service, which reflects a 12.7% increase.

Vice President Jackson reported that the General Fund Expenditure Budget takes the following planning initiatives into consideration:

- faculty personnel changes, totaling a net 2.33 FTE increase (the addition of three Registered Nursing positions, a .33 FTE New Media position, and the deletion of a History position);
- staff personnel changes, totaling a net 9.27 FTE decrease (3.0 FTE in new positions; .56 FTE in expanded positions; and -12.83 FTE in deleted and reduced positions);
- funding for semester conversion, Weekend College at the Greene Center, operation of the Creative Arts and Conference Center and the second floor of the Greene Center, IT repair/replacement cycle, college work-study program, and equipment;
- 5% increase budgeted for potential health insurance premiums;
- 19.1% increase in adjunct faculty expenditures;
- pay raise for faculty and staff;
- 1-1.75% merit pay for staff; and
- the establishment of a 2% Contingency budget.

Vice President Jackson reported that the draft budget is currently out of balance by \$595,000. He noted that adjustments will be made, and a balanced budget will be presented to the Board Finance and Facilities Committee on June 10th. Upon their recommendation, the budget will be presented to the full Board for official approval in June.

A brief question-and-answer period followed the presentation. Vice President Jackson indicated that administration has been working closely with the personnel committees of the Faculty and Staff Senates regarding possible cost-cutting strategies across campus. The suggestions are being prioritized and will be considered during the budget balancing process.

Vice Chair Corbin thanked Vice President Jackson for his insightful presentation.

Graduation Activities 2011

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

Thursday, June 9, 2011

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

Friday, June 10, 2011

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

Saturday, June 11, 2011

9:00 a.m. Green Room – PAC Coffee/Muffins for Distinguished Guests
9:30 a.m. Green Room – PAC Robe and fall in line for processional
10:00 a.m. Kuss Auditorium Graduation Ceremony
11:45 a.m. Courtyard by Marriott Graduation Luncheon for Trustees/Speaker

Thursday, August 25, 2011

7:00 p.m. LRC 207/209 LPN Evening Program Pinning Ceremony

Graduation Highlights:

Commencement Speaker: Michael McDorman, President, Greater Springfield Chamber of Commerce

Student Speaker: Donna True

Music: Springfield Symphony Brass Quintet

Vocalist: Tiffany Coutts-Dolby

Division	Marshall	Nomenclator
Business and Applied Technologies	Robert Adkins	Rebecca Wiggenhorn
Health and Human Services	Natalie Sherry	Kathy Traub
Arts and Sciences	Jim Anderson	Theresa Lauricella
Corporate and Public Services	Tom Drerup	Tom Duffee

Student Recognition Event

The Student Recognition Night celebrates the student success of our student scholars, athletes, and student leaders. A total of fifty-six (56) students were honored at this year's event, which was held on May 5th in the LRC, rooms 207-209. This was the College's fifteenth annual Student Recognition Night celebration.

For the category of "Outstanding Student in an Academic Program," students were selected by faculty from their respective academic disciplines. The "Student Athlete Award" recipients were chosen by coaches and the Athletics, Activities and Evening Services Administrator. The "Outstanding Student Leaders and Student Workers" were chosen by faculty, club advisors, and Student Affairs staff.

Attendees included over two hundred twelve (212) students, students' guests, faculty and staff.

Human Resources Update

Filled Positions:

Non-Exempt:

- Administrative Support, Business and Applied Technologies, Petra Deason, effective April 18, 2011

Promotions:

Exempt:

- Director, Strengthening Student Success (1.0 FTE), Amy Sues, grade level increase from GL 6 to GL 7 effective July 1, 2011

Non-Exempt:

- Institutional Research Specialist (1.0 FTE), Jennifer Nickell, grade level increase from GL 4 to GL 5, effective July 1, 2011

FTE Increase:

Exempt:

- Nursing Skills Lab Teaching Assistant, Kathy Stute, FTE increase from .34 FTE/720 hours per year, non-exempt to .65 FTE/1,340 hours per year, exempt, effective September 1, 2011

Resignations:

Faculty:

- Instructor, Arts and Sciences (1.0 FTE), Christine Stoliecki, effective August 31, 2011

Retirements:

Exempt:

- Dean of Library and Online Learning (1.0 FTE), Mary Beth Aust-Keefer, effective July 1, 2011

Faculty:

- Associate Professor, Health and Human Services (1.0 FTE), Kathleen Traub, effective June 30, 2011

Positions Eliminated:

Tech Prep Consortium (2 ea): - Funding discontinued effective July 1, 2011

Exempt:

- Tech Prep Consortium Director (1.0 FTE), Barbara Yontz, effective June 30, 2011

Non-Exempt:

- College Tech Prep Technician (.80 FTE), Brenda Justice, effective June 30, 2011

Performing Arts Center (1 ea): - College reorganization, position eliminated April 15, 2011

Non-Exempt:

- Assistant Ticket Office Manager (1.0 FTE), Petra Deason, effective April 15, 2011

Advertised Positions/Searches/Interviews:

Exempt:

- Director, Institutional Research and Planning (1.0 FTE)

Non-Exempt:

- Custodian (1.0 FTE), (2 ea.)
- Event Communications Specialist (1.0 FTE)
- Groundskeeper (1.0 FTE)
- Records Clerk (.50 FTE)

Faculty:

- Full-time Instructor, Registered Nursing Program (6 ea.)
- Full-time Medical Assisting Program Instructor

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 3/31/11:

Investment @ Cost	\$1,267,243
Interest Earnings	\$706,638
Commonfund Management Fees	\$(39,712)
Foundation Management Fees	\$(79,204)
Market Gain/(Loss)	\$102,657
Balance 3/31/11	\$1,957,622

Quarterly (January-March) Rate of Return 0.92%

Barclays Aggregate Bond Index (Jan-Mar Quarter) 0.42%

March Return -0.04%

Barclays Aggregate Bond Index (March) 0.06%

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 (\$79,204) represents the 1.25% fee for five fiscal years (FY 2007 – FY 2011). Lynne Funk from The Commonfund met with the Foundation Finance/Investment Committee on October 21, 2010, to review fund performance, asset allocation, spending policy, investment policy and provide a market forecast.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Wednesday, May 4, 2011, at 7:30 a.m. in the TLC Boardroom. Present were Committee Chairperson Heather Corbin; Committee members Jim Doyle and

Faye Flack; Board Chairperson Andy Bell; President Karen Rafinski; and Vice President Joe Jackson.
Agenda items included:

- Auditor Selection Process
- Fraud Risk Assessment
- Real Estate
- 2011-2012 Budget
- 2011-2012 Tuition

Minutes of the meeting have been distributed to all Trustees. The next Committee meeting, originally scheduled for June 7, needs to be rescheduled.

Liaison Reports

Clark State Foundation/Circle of Friends

- The Foundation Board's annual retreat was Friday, May 6, with Chairman Bell and Trustees Doyle and Tiefenthaler in attendance (thank you!) representing the College Board. The majority of the time was spent reviewing the Needs Assessment Report, which analyzed many funding needs and prioritized them. Assistance to students, in the forms of scholarships, loans and Dreamkeepers, is the top priority. Quarter to quarter retention among these recipients is very high. We also have an opportunity to better serve our students in Greene County with these programs through targeted solicitations. If you would like a copy of the report, please contact Kris Culp.
- Scholarship awards are in progress for the 2011-12 academic year. We will not begin administering the Springfield Regional School of Nursing scholarship programs until 2012, per the Springfield Foundation.
- The Circle of Friends Committee is meeting frequently to plan the gala Grand Opening/Founder's Award/Pointer Sisters Concert on September 17. Sponsorship benefit packages have been developed and potential sponsors have been identified for contact. For more information, please contact Kris Culp or Stu Sector.

Council of Governments

- There are currently 102 children enrolled at the Early Childhood Education Center, including schoolagers. The Center is adequately staffed.
- Efforts continue to fill the remaining slots.

Action Items

The following items were presented for Board approval:

Personnel Recommendation ~ 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:

Promotion:

Exempt:

- Director, Strengthening Student Success (1.0 FTE), Amy Sues, Grade level increase from GL 6 to GL 7 effective July 1, 2011

Position Eliminated:

Exempt:

- Tech Prep Consortium Director (1.0 FTE), Barbara Yontz, effective June 30, 2011 (Tech Prep program funding ends June 30, 2011)

Retirements:

Exempt:

- Dean of Library and Online Learning (1.0 FTE), Mary Beth Aust-Keefer, effective July 1, 2011

Impact on students and/or student learning: Dean: Little impact. Responsibilities will be assumed through internal reorganization

Implications for budget, personnel, or other resources: Director, Strengthening Student Success promotion: Salary included in 2011-2012 budget; Tech Prep: Funding provided by grant; no impact to General Fund Budget

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

Personnel Recommendations ~ Instructional Faculty

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

Resignation:

- Instructor, Arts and Sciences (1.0 FTE), Christine Stoliecki, effective August 31, 2011

Retirement:

- Associate Professor, Health and Human Services (1.0 FTE), Kathleen Traub, effective June 30, 2011

Impact on students and/or student learning:

- Arts and Sciences Faculty: Position will not be filled at this time. Teaching duties will be covered by adjunct faculty.
- Health and Human Services Faculty: Position to be filled via external search.

Implications for budget, personnel, or other resources: No impact on budget as these positions are built into the 2011-2012 budget.

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

Life Insurance Policy Renewal

The premium cost of the life insurance benefit is fully funded by the Board. The amount of life insurance for eligible (regular employees @ 960 hours or more) faculty and staff is 1.5 times their

annual salary rounded up to the next \$1,000.00. Our life insurance policy (with Kanawha Insurance Company, recently purchased by Humana Insurance Company) was renewed on April 1, 2011. Our 2011-2012 insurance rate for Group Term Life insurance remains the same as our 2010-2011 rate of \$.24/ \$1,000.00 of coverage.

	<u>Current: 04/01/10-03/31/11:</u>	<u>Renewal: 04/01/11-03/31/12:</u>
<i>Group Term Life:</i>	\$.22/per \$1,000.00 coverage	\$.22/per \$1,000.00 coverage
<i>Group AD&D:</i>	\$.02/per \$1,000.00 coverage	\$.02/per \$1,000.00 coverage

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

Claims Experience and Annual Premiums:

- For the past year, there were no claims.
- Over the past four years (04/01/07 – 03/01/11), claims totaled \$107,000.00
- Total annual premium for 2010-2011 was approximately \$46,000.00
- Total annual premium for 2011-2012 is expected to be approximately \$50,000.00. (Modest increase based on higher employees salaries and fewer employees covered.)

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

Implications for budget, personnel, or other resources: The increased premium cost is incorporated into the 2011-2012 budget. The total increase is \$4,000.00.

It was requested that the Board of Trustees move to accept the recommendation to renew the life insurance contract with Humana Insurance Company, for coverage effective April 1, 2011 through March 31, 2012.

Amendment to the Clark State Community College Chapter 3305 Alternative Retirement Plan and the Clark State Community College 403(b) Plan

The Administration seeks the Board of Trustees' authorization to amend both the Clark State Community College Chapter 3305 Alternative Retirement Plan (the "ARP") document and the Clark State Community College 403(b) Plan (the "403(b) Plan") document in order to bring the Plans into compliance with the Pension Protection Act ("PPA"); the Heroes Earnings Assistance and Relief Tax Act ("HEART"); and the Worker, Retiree, and Employer Recovery Act ("WRERA").

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance, advice and assistance to Ohio higher education institutions. The Director of Human Resources, Marvin Nephew, is working with the Columbus office of Schottenstein, Zox & Dunn Co., LPA in connection with the ARP and the 403(b) Plan.

Specific Changes

These amendments are technical in nature and resulted in minor changes to the ARP and 403(b) Plan documents. These amendments are required by the IRS to be included in the ARP and 403(b) Plan documents to comply with PPA, HEART and WRERA. The Plan options on vesting, eligibility, loans, and distributions remain unchanged.

Under PPA, the ARP and the 403(b) Plan have been amended to provide that:

- nonspouse beneficiaries are permitted, effective January 1, 2010, to make direct rollovers into an IRA that is treated as an inherited IRA.
- participants may elect a qualified option survivor annuity if they waive the qualified joint and survivor type of benefit, to the extent the ARP or 403(b) Plan provides a qualified joint and survivor type of benefit.
- the rollover notice period, the participant's consent to distribution notice period, and the notice period under the joint and survivor annuity rules may be increased from the 90-day maximum period to 180 days.
- a court order does not fail to be a Qualified Domestic Relations Order (QDRO) merely because of the time it was issued, or because it modified a prior court order or QDRO.

Under the HEART Act, certain benefits may be provided to employees who are in the military. These benefits may include that:

- if a participant dies while performing qualified military service, the ARP and the 403(b) Plan must provide that the deceased participant's beneficiaries are entitled to any survivor benefits that are contingent upon termination of employment on account of death.
- if a participant dies or becomes disabled while performing qualified military service, the ARP and the 403(b) Plan may provide that the period of qualified military service will be counted for purposes of benefit accruals or contributions and vesting.
- if the College pays military differential wage payments to participants, the ARP and 403(b) Plan must include military differential wage payments in the definition of compensation used for Internal Revenue Code ("Code") Section 415 and other Code requirements, but not necessarily plan allocation purposes.

Under WRERA, participants and beneficiaries were permitted to elect between receiving and not receiving required minimum distributions at age 70-1/2 for the 2009 plan year.

(Copies of the resolutions are available in the Human Resources Office.)

Impact on students and/or student learning: The cost of this benefit shall not adversely impact funding allocated to instruction, academic support and student service department.

Implications for budget, personnel, or other resources: Assistance in preparing documentation for amending the College's ARP and 403(b) plan documents is being provided through the Ohio Attorney General's Office by the Columbus office of Schottenstein, Zox & Dunn Co., LPA. The expected budget impact is minimal.

It was requested that the Board of Trustees pass the presented resolutions to: (1) amend the Clark State Community College Chapter 3305 Alternative Retirement Plan, effective as stated in the amendment, and (2) amend the Clark State Community College 403(b) Plan, effective May 17, 2011, as stated in the amendment.

Faculty Salary Range Adjustments

These proposed salary range adjustments reflect our acknowledgement of the need to remain competitive in the market. Comprehensive reviews of market data are conducted periodically, and

adjustments of our salary range are made accordingly. For FY 2011-2012, a salary range adjustment of 1.5% is recommended for all faculty. The current and proposed new ranges follow:

Current Ranges:

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

Proposed Ranges:

Instructional Faculty 2011-2012							
		Minimum Range		Midpoint Range		Maximum Range	
Level	Minimum	Increase	Midpoint	Increase	Maximum	Increase	Title
1	\$33,285	1.5%	\$41,606	1.5%	\$49,927	1.5%	Instructor
2	\$36,901	1.5%	\$46,128	1.5%	\$55,352	1.5%	Assistant
3	\$41,521	1.5%	\$51,901	1.5%	\$62,281	1.5%	Associate
4	\$47,015	1.5%	\$58,769	1.5%	\$70,521	1.5%	Professor

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

Implications for budget, personnel, or other resources: Higher starting ranges will allow us to attract and retain quality faculty thus retaining a competitive position within the market.

It was requested that the Board of Trustees accept the recommendation to adjust salary ranges for faculty upward 1.5% effective September 1, 2011.

Trustee Doyle made a motion to approve Action Items A-E, detailed above, as presented. Trustee Noonan seconded, and the motion passed unanimously.

Selection of Auditor

Pursuant to Ohio Revised Code Chapter 117.11 and 117.43, the Auditor of State has led the process to engage an independent public accounting firm (IPA) to perform the next five regularly scheduled audits (FY 2010-2011 through FY 2014-2015) of the College and the Foundation. We provided information to the Auditor State that they incorporated in their preparation of a Request for Proposal (RFP). Fourteen firms expressed interest in responding to an RFP. Seven firms were selected to receive an RFP. Six of the firms responded and were evaluated.

The proposals were evaluated based on expertise, experience and audit approach. Once this portion of the scoring was completed, the dollar cost submitted by each firm was then revealed and additional points awarded.

The Board Finance and Facilities Committee concurred with our recommendation to contract with Clark Schaefer Hackett & Company, and we are now seeking official Board approval. It was noted that staff and the Finance Committee were extremely pleased with the service and quality of audits received over the past five years from Crowe Horwath.

Impact on students and/or student learning: The auditor will express an opinion on the fair presentation of financial statements in accordance with accounting principles and federal financial assistance programs in compliance with OMB Circular A-133 to ensure fiscal soundness of future years to continue the mission of the College.

Implications for budget, personnel, or other resources: The cost for the College and Foundation audit for FY 2010-2011 will be \$45,000. This represents a savings of almost \$16,000 compared to the cost of the FY 2009-2010 audit. Over the five-year period, the total savings, compared to the cost of the previous five-year period, is \$47,000. The cost of each annual audit will be incorporated into the College's and the Foundation's budgets.

It was requested that the Board of Trustees accept the recommendation to contract with Clark Schaefer Hackett & Company to perform the next five regularly scheduled audits (FY 2010-2011 through FY 2014-2015) of the College and the Foundation.

Trustee Mercurio made a motion to accept the recommendation to contract with Clark Schaefer Hackett & Company to perform the next five regularly scheduled audits of the College and the Foundation. Trustee Doyle seconded the motion, and it passed unanimously.

Associate Degree and Certificate Authorization

For the past several months, students have been petitioning to graduate at the 2011 Commencement. The Records Office has checked each of these records, and the faculty have certified that the students have met all requirements for graduation from their respective divisions. Graduates are in the following areas:

Degree Type	Number Awarded
Associate of Arts Transfer	45
Associate of Science Transfer	42
Associate of Applied Business	125
Associate of Applied Science	263
Associate of Technical Studies	0
TOTAL	475
Certificates	95

Honors	Associate Degrees	Certificates
4.0 GPA	20	4
3.5+ GPA	129	21

Diversity	Total	Female	Male
Associate Degrees	475	303	172
African-American	42	23	19
Asian	1	1	0
American Indian	1	0	1
Hispanic	1	0	1
Caucasian	396	258	138
Unknown	34	21	13

Diversity	Total	Female	Male
Certificates	95	83	12
African-American	6	6	0
Asian	1	1	0
American Indian	0	0	0
Hispanic	0	0	0
Caucasian	83	72	11
Unknown	5	4	1

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Rafinski to confer the appropriate degrees/certificates for all Associate Degree and Certificate candidates who have met all of the institutional qualifications for graduation.

Trustee Tiefenthaler made a motion to authorize President Rafinski to confer the appropriate degrees/certificates for all Associate Degree and Certificate candidates who have met all of the institutional qualifications. Trustee Mercurio seconded the motion, and it passed unanimously.

Report of the President

President Rafinski:

- Shared a thank-you note from Les and Priscilla Smithers in appreciation for the sympathy flowers sent on the Board's behalf for the recent passing of Priscilla's twin sister.
- Congratulated Sharon Evans on her appointment to the Board, noting that we are patiently awaiting our last two Trustee appointments.
- Reported that Executive Cabinet has been working with the leaders of the Faculty and Staff Senates regarding possible cost savings, indicating that a balanced budget will be presented to the Board at their next meeting.
- Reviewed the agenda for the OACC Annual Meeting, which will be held on May 26 and 27. She encouraged Trustees to contact Mellanie Toles if they are available to attend.

Report of the Board Chair

Vice Chair Corbin:

- Reported that a new Board roster had been distributed.
- Reminded Trustees that graduation will be held on Saturday, June 11, at 10:00 a.m., noting that it would be great to have as many Trustees as possible to attend. She also encouraged their attendance at the LPN and RN pinnings occurring June 9th and 10th.
- Reported that the Clark State Student Art Show will be held on May 23, from 6:00 to 8:00 p.m. in LRC 207-209.

Trustees' Open Forum

No comments were made.

Executive Session – President's Performance

Trustee Doyle made a motion to move into Executive Session to discuss the President's performance evaluation. Trustee Mercurio seconded, and the motion passed 6-0 by a roll call vote. Executive Session commenced at 6:50 p.m.

Trustee Doyle made a motion to exit Executive Session and return to general session at 7:30 p.m. Trustee Evans seconded, and the motion passed 6-0.

Adjournment

Trustee Noonan made a motion to adjourn the meeting, and Trustee Mercurio seconded. The motion passed unanimously, and the meeting adjourned at 7:31 p.m.