

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
April 17, 2012

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, April 17, 2012. Chairman Andy Bell presided and called the meeting to order at 6:46 p.m.

Roll Call: Present: Jim Doyle, Sharon Evans, Bill Mercurio, Peggy Noonan, Brad Phillips, Heather Tiefenthaler, Chairman Andy Bell, and President Rafinski

Excused: Vice Chair Heather Corbin and Élise Spriggs

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Chris Bays, Faculty Senate President/Assistant Professor, Arts and Sciences; Angela Branch, Staff Senator/Administrative Support, Health and Human Services; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; Barb Deschappelles, Executive Director of Information Technology; David Devier, Vice President of Academic and Student Affairs; David Farrell, Staff Accountant; Jim Franks, Executive Director/Dean of Corporate and Public Services; Joe Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

Recognition of Guests

Chairman Bell welcomed the guests, and guests introduced themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Bell asked for a motion to approve the minutes of the Regular Meeting held on March 20, 2012. Trustee Evans made a motion to approve the minutes as presented. Trustee Noonan seconded, and the motion passed unanimously.

Presentation

Cynthia Applin, Director of Institutional Research and Planning, delivered a presentation on the key findings of the SENSE (Survey of Entering Student Engagement), which is designed to provide a clear

picture of both student behaviors in the earliest weeks of college and the institutional practices that affect students during this critical time. The survey was administered in fall 2011; approximately 1,200 students in 50 classes were surveyed over a two-and-a-half week period regarding their early experiences with Clark State. The College was one of 218 institutions in a cohort group spanning 2009 to 2011.

Ms. Applin reviewed the SENSE benchmarks of effective practice with entering students: Early Connections; High Expectations and Aspirations; Clear Academic Plan and Pathway; Effective Track to College Readiness; Engaged Learning; and Academic and Social Support Network.

Based on the responses given, Clark State ranked higher than the cohort group in the following areas:

- 75% of our respondents learned of academic advising in the first three weeks of class;
- 88% were first general college students;
- 86% participated in new student orientation;
- 80% cited their reason for attending to attain an associate degree;
- 94% would recommend Clark State to a family member or friend;
- 92.6% asked questions in class or participated in class discussions during the first week of the quarter;
- 62.6% indicated that the college provided them with adequate information about financial assistance; and
- 80.2% prepared at least two drafts of a paper or assignment before turning it in during the first three weeks of their first quarter.

The College performed least favorably on the following items:

- 47.9% (compared to 59.6% in the cohort) indicated that an advisor helped them select a course of study, program or major;
- 26.5% (compared to 36.6% in the cohort) indicated that an advisor helped them set academic goals and create a plan for achieving them; and
- 13.4% (compared to 36.3% in the cohort) used the writing, math or other skills lab.

Ms. Applin reported that her next steps will be to dive deeper into the results; host faculty and student focus groups to discuss academic advising/planning; connect academic planning to curriculum offerings and program review; and capture the outcomes of each degree/certificate plan and communicate with Admissions.

A brief question-and-answer period followed. Trustees expressed appreciation for the data and encouraged administration to put it to use to increase student success in the future. Chairman Bell thanked Ms. Applin for her insightful presentation.

Quarterly Financial Reports

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

Revenue

Ohio Board of Regents State Share of Instruction – The FY 2012 budget is 6% (\$600,000) less than FY 2011. Therefore, the amount received through March is \$415,000 less than what was received through last March.

Student Fees – The positive budget variance is a result of enrollments for the entire academic year exceeding budgeted enrollments by 7.7%.

All other revenue line items, with the exception of Lease Receipts and Performing Arts Center Ticket Sales, are lagging budget.

Total revenue is up \$571,000 (2.5%) from the previous fiscal year.

Expenditures

Instruction – Expenses increased \$495,000 (6.4%). This increase is primarily due to hiring additional adjunct faculty to accommodate increased enrollment (\$277,000).

Student Services – Expenses decreased \$105,000 (7.3%) due to the reorganization in Career Management and utilizing Perkins funds from the state for tutoring expenses.

General Expenses – Expenses increased \$165,000 (7.4%) due to an increase in maintenance contracts, insurance premiums, and Greene Center debt service. These increases were partially offset by a decrease in utilities expenses.

General Administration – Expenses increased \$107,000 (5.9%) due to an increase in the debt service payments on the Greene Center (compared to rental payments last year). Also, there was an increase in scholarship expenses (faculty, staff and dependents taking classes at Clark State).

Total expenses are up \$707,000 (4.3%).

Auxiliary Enterprises

Bookstore – The increase in revenue and expenses are a direct result of enrollment. The Bookstore is projected to realize a gross margin of about 15% for the fiscal year.

Commercial Transportation Training Center – Revenue is level from last year but expenses have decreased 3.5% resulting in a surplus from operations year to date.

Balance Sheet

Total current funds have increased \$2 million (10.3%) compared to the first quarter of 2011. This increase is a result of a \$1.1 million increase in General Funds, a \$126,000 increase in Auxiliary Funds, and a \$703,000 increase in Restricted Funds. Total Investment in Plant is just over \$44 million compared with \$42.5 million last year at this time. This increase is due to capitalizing the construction of the Hollenbeck Bayley Center which more than offset depreciation expense of all other capital assets.

Restricted Statement

The restricted budgets, along with the grantor stipulations, were approved by Trustees at the October 2011 Board meeting. The Statement of Restricted Income and Charges, which was also distributed prior to the meeting, reflects the following changes since December 2011:

- Total budget increased by \$449,000 primarily due to two new grants from DJFS related to Project Jericho, a grant related to Project Jericho from Keifer school, a grant from the Ohio Department of Youth Services for GearUp STARS, and a grant from the Springfield Foundation for glass art

education at the Museum (all of these are reflected with a beginning date of January 2012).

- There were also increases in three existing programs including partnerships and sponsorships at the Performing Arts Center and funding for Realtime Reporting from the U. S. Department of Education.

Detailed descriptions of these new initiatives as well as all of the other programs reflected were distributed prior to the meeting with the Restricted Statement.

Greene Center Quarterly Financial Report

Revenue and expenditure information for 2011-2012 through March reflecting the annual budget, March budget and actual, and variance of March budget to actual was distributed prior to the meeting. The following was noted:

Revenue

- OBR State Share of Instruction reflects funding based on last year's enrollment.
- Student tuition revenue reflects enrollments for the entire academic year.
- Enrollment has increased over last year by 26.5%.
- Total revenue is showing a positive variance from budget due to the enrollment increase.

Expenditures

- Full-time faculty salaries reflect a doubling of full-time faculty working from the Greene Center campus compared to last year.
- Adjunct faculty salaries reflect summer, fall and winter quarters only and reflect a negative variance from budget due to adding class sections to accommodate increased enrollment.

Surplus from operations through March total \$2.3 million.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Monday, April 9, 2012, at 4:00 p.m. in TLC Room 111. Present were Committee members Jim Doyle, Peggy Noonan and Brad Phillips; Board Chair Andy Bell; President Karen Rafinski; and Vice Presidents Joe Jackson and David Devier. Agenda items included:

- Board Information Items
 - Quarterly Financial Reports
- Board Action Items
 - Deed of Easement for Public Water Line
 - Reserve Spending Recommendation – Service District Outreach
 - 2012-2013 Tuition and Fees Schedule
- 2012-2013 General and Auxiliary Fund Budgets
- Real Estate
- Next Meeting Date

Minutes of the meeting have been distributed to all Trustees. The next meeting will be held in June.

Human Resources Update

Filled Positions:

Non-Exempt:

- Human Resources Generalist, (1.0 FTE), *Monica Mack*, effective March 19, 2012

Exempt:

- System Administrator, Student Information System, (1.0 FTE), *Craig Richards*, effective April 16, 2012
- Director, Registered Nursing Programs, (.60 FTE), *Dala DeWitt*, effective July 1, 2012

Transfers:

- *Patty Devier*, from Corporate and Public Services Division .50 FTE non-exempt STNA/ Phlebotomy Coordinator, to Health and Human Services Division .80 FTE exempt, STNA/ Phlebotomy Coordinator, effective July 1, 2012
- *Scott Dawson*, from Performing Arts Center/Project Jericho, Community Outreach and Education Director to Arts and Sciences Division, full-time Instructor, effective August 13, 2012

Resignations:

Instructional Faculty:

- Assistant Professor, Health and Human Services Division, (1.0 FTE), *Susan Yowler*, effective June 12, 2012
- Instructor, Health and Human Services Division, (1.0 FTE), *Gina Hughes*, effective June 12, 2012

Retirements:

Non-Exempt:

- Institutional Research Specialist, (1.0 FTE), *Jennifer Nickell*, effective August 31, 2012

Instructional Faculty:

- Instructor, Health and Human Services Division, *Daisy Helen Lilly*, effective June 30, 2012
- Associate Professor, Health and Human Services Division, *Racille Smith*, effective August 31, 2012
- Associate Professor, Health and Human Services Division, *Connie Mitchell*, effective August 31, 2012

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Administrative Assistant, Business and Applied Technologies (1.0 FTE)
- Administrative Assistant, Arts and Sciences (1.0 FTE)
- Admissions Specialist (1.0 FTE)
- Customer Service Specialist, Student Support Services (.50 FTE)
- PT Administrative Support, Business and Applied Technologies (.50 FTE)
- Bookstore Specialist (1.0 FTE)
- Bookstore Clerk, Greene Center (1.0 FTE)
- Office Services Clerk (1.0 FTE)
- House/Operations Assistant (.24 FTE)
- Community Outreach and Education Specialist

Exempt:

- Academic Advisor (1.0 FTE)
- Success Center Specialist, Greene Center (1.0 FTE)
- Application Developer, System Administrator (1.0 FTE)
- Head Custodian (1.0 FTE)

Instructional Faculty:

- Instructional Faculty, Political Science/Geography/Economics (1.0 FTE)
- Instructional Faculty, Register Nursing, Mental Health (1.0 FTE), 2 positions
- Instructional Faculty, Registered Nursing, Pediatric (1.0 FTE)
- Instructional Faculty, Registered Nursing, Medical Surgical (1.0 FTE), 2 positions
- Instructional Faculty, Practical Nursing Program (1.0 FTE)

Liaison Reports

Clark State Foundation/Circle of Friends

- The Foundation fund balance is \$12.8 million, as of February 29, 2012.
- The Foundation's annual planning retreat will be Friday, May 11, from 11:30 a.m. to 4:00 p.m. at The Polo Club; Trustees are invited.
- The first six Champion City Scholars will graduate from Clark State in June 2012.
- The Founder's Award Selection Committee has selected Dr. Nicholas and Mrs. Thalia Pavlatos as the recipients of the 2012 Founder's Award. It will be presented at the gala on October 13, with a performance by The Four Babes.
- The Circle of Friends has fulfilled their pledge of \$100,000 for the Hollenbeck Bayley Creative Arts and Conference Center.

Council of Governments

- The Center is preparing for its annual Family Fun Fair in celebration of NAEYC's Week of the Young Child.
- Center enrollment is at 85% of capacity, and staffing levels are adequate at this time.
- Director Deb Kimble is gearing up for the Center's summer program and has expressed appreciation for the use of the Clark State vans for transportation.

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:

New Hires:

- *Craig Richards*, System Administrator, Student Information System, (1.0 FTE), effective April 16, 2012
- *Dala DeWitt*, Director, Registered Nursing Programs, (.60 FTE), effective July 1, 2012

Transfers and FTE Increases:

- *Scott Dawson*, from Performing Arts Center/Project Jericho, Community Outreach and Education

Director to Arts and Sciences Division, full-time Instructor, effective August 13, 2012

- *Patty Devier*, from Corporate and Public Services Division .50 FTE non-exempt STNA/ Phlebotomy Coordinator, to Health and Human Services Division .80 FTE exempt, STNA/ Phlebotomy Coordinator, effective July 1, 2012

Impact on students and/or student learning:

- System Administrator, Student Information System: Position has direct impact on administration of our Datatel/Colleague, our backbone information technology system for the College. This affects students, administration, faculty and staff.
- Director, Registered Nursing Programs: With the growth of our registered nursing programs due to the agreement with the closing of the Springfield Regional School of Nursing, this is a critical position to helping manage the programs and students therein. Major impact on student learning.
- Arts and Sciences Instructor position will teach and manage the Graphic Design and New Media Programs. Major impact on student learning.
- FTE increase in STNA/Phlebotomy Coordination position is critical to meeting the need of increased STNA student enrollment.

Implications for budget, personnel, or other resources: Funding for all positions is in the 2012-2013 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:

Resignations:

- *Gina Hughes*, Instructor, Health and Human Services Division, (1.0 FTE) effective June 12, 2012
- *Susan Yowler*, Assistant Professor, Health and Human Services Division, (1.0 FTE), effective June 12, 2012

Retirements:

- *Daisy Helen Lilly*, Instructor, Health and Human Services Division, (1.0 FTE), effective June 30, 2012
- *Connie Mitchell*, Associate Professor, Health and Human Services Division, (1.0 FTE), effective August 31, 2012
- *Racille Smith* Associate Professor, Health and Human Services Division, (1.0 FTE), effective August 31, 2012

Impact on students and/or student learning: Health and Human Services positions: All are critical nursing faculty positions. They must be filled in time for fall semester

Implications for budget, personnel, or other resources: Health and Human Services positions: Funds are in current budget and will be in the 2012-2013 budget

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

Merit Increases

The employee's work performance was evaluated in relation to College-wide criteria, individual job-specific criteria, and other/special objectives. This program draws direct lines between an employee's performance and his/her pay. All exempt and non-exempt employees will continue to be eligible for some type of base increase while those who achieve certain ratings on their performance evaluation will be eligible to receive this additional merit increase as budgets permit.

It is recommended to the Board of Trustees that the following merit adjustments be approved:

- For all staff who achieve a rating of Commendable (83% - 92%): 1.00% merit increase
- For all staff who achieve a rating of Outstanding (93% – 100%): 1.75% merit increase

Please note that instructional faculty do not participate in the performance management system.

Impact on students and/or student learning: Performance management aligns individual goals with department goals and College Strategic Plan goals. It helps employees connect the vision and guiding principles of the College to the work they do (either individually or as part of a team). The College-wide criteria measure, in part, how well students are being served and covers Job Performance and Personal Performance attributes such as Job Knowledge, Initiative and Creativity, Judgment, Compliance, Teamwork, Reliability, Work Ethic, and Customer Service.

Implications for budget, personnel, or other resources: Merit increases are projected to total approximately \$78,000 (\$67,000 salary and \$11,000 retirement and FICA). The portion to be funded from the current fiscal year has already been budgeted. The portion to be funded from fiscal year 2012-2013 is included in preliminary budget projections.

It was requested that the Board of Trustees accept the recommendation to award merit increases as noted above effective May 1, 2012, to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

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/960 hours or more) faculty and staff is 1.5 times annual salary rounded up to the next \$1,000.00. Our life insurance policy with Humana Insurance Company is up for renewal April 1, 2012. Our Insurance rate for the Group Term Life insurance has remained the as the 2012-2012 rate of \$.24/ \$1,000.00 of coverage.

	<u>Current: 04/01/11-03/31/12:</u>	<u>Renewal: 04/01/12-03/31/13:</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) will remain the same. All rates are guaranteed for one year.

Claims Experience and Annual Premiums:

- For the past year, there were no claims.
- Total annual premium for 2011 2012 was approximately \$46,000.

- Total annual premium for 2012-2013 is expected to be approximately \$52,000. (Increase based on more employees and higher salaries.)

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 will be incorporated into the 2012-2013 budget. The total increase is \$6,000.00.

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, 2012, through March 31, 2013.

Salary Range Adjustments

These recommended 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 2012-2013, a salary range adjustment is recommended as indicated for staff.

- **Midpoint** adjustment is **4%** increase from 2011-2012 midpoint
- **Minimum** adjustment is **75%** of the Midpoint
- **Maximum** adjustment is **125%** of the Midpoint

The current and new ranges are listed below:

Salary Ranges Full Time/Regular Employees 2011-2012, effective September 1, 2011

Exempt Staff 2011-2012

Grade level	Minimum	Midpoint	Maximum
5	\$34,694	\$43,367	\$52,041
6	\$40,805	\$51,110	\$61,413
7	\$43,049	\$53,921	\$64,791
8	\$45,599	\$57,759	\$69,921
9	\$50,439	\$64,171	\$77,902
10	\$56,847	\$72,639	\$88,430
11	\$62,884	\$80,702	\$98,520
12	\$69,564	\$89,661	\$109,756
13	\$73,259	\$94,636	\$116,013
14	\$76,954	\$99,613	\$122,271

Non-Exempt Staff 2011-2012

Grade level	Hourly Amount	Annual Minimum	Hourly Amount	Annual Midpoint	Hourly Amount	Annual Maximum
2	\$8.79	\$18,277	\$10.98	\$22,847	\$13.18	\$27,416
3	\$10.91	\$22,692	\$13.64	\$28,366	\$16.37	\$34,039
4	\$13.56	\$28,194	\$16.94	\$35,242	\$20.33	\$42,291
5	\$16.68	\$34,694	\$20.85	\$43,367	\$25.02	\$52,041
6	\$19.62	\$40,805	\$24.57	\$51,110	\$29.53	\$61,413

Salary Ranges Full Time/Regular Employees 2012-2013, effective August 13, 2012

Exempt Staff 2012-2013

Grade level	Minimum	Midpoint	Maximum
5	\$33,826	\$45,102	\$56,377
6	\$39,866	\$53,154	\$66,443
7	\$42,058	\$56,078	\$70,097
8	\$45,052	\$60,069	\$75,087
9	\$50,053	\$66,738	\$83,422
10	\$56,658	\$75,545	\$94,431
11	\$62,948	\$83,930	\$104,913
12	\$69,936	\$93,247	\$116,559
13	\$73,816	\$98,421	\$123,027
14	\$77,698	\$103,598	\$129,497

Non-Exempt Staff 2012-2013

Grade level	Hourly Amount	Annual Minimum	Hourly Amount	Annual Midpoint	Hourly Amount	Annual Maximum
2	\$8.57	\$17,821	\$11.42	\$23,761	\$13.42	\$29,701
3	\$10.64	\$22,125	\$14.18	\$29,501	\$16.67	\$36,876
4	\$13.22	\$27,489	\$17.62	\$36,652	\$20.70	\$45,815
5	\$16.26	\$33,826	\$21.68	\$45,102	\$25.48	\$56,377
6	\$19.17	\$39,866	\$25.56	\$53,154	\$30.03	\$66,443

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the recommendation to adjust salary ranges for staff upward as indicated above effective August 13, 2012.

Contract Renewals for Instructional Faculty

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

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Vice President of Academic and Student Affairs, who recommends as appropriate to the President.

<i>RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY 9-1-2012</i>				
Name	Year Employed	Contract Eligibility	Contract Recommendation	Notes
Pamela Ball	2009	1 Year	1 Year	Hired in January – Need 4 full one-years before offered a two-year contract
Aimee Belanger-Haas	2010	1 Year	1 Year	
Rhonda Black	2010	1 Year	1 Year	

Name	Year Employed	Contract Eligibility	Contract Recommendation	Notes
Teresa Campbell	1999	3 Year	3 Year	
Julie Castellanos	2011	1 Year	1 Year	
Michelle Coleman	1999	3 Year	3 Year	
Kathy Delong	2009	1 Year	1 Year	
Terri Dinsmore	2004	3 Year	3 Year	
Tom Duffee	2009	1 Year	1 Year	
Susan Everett	1994	3 Year	3 Year	
Deb Fischbach	2011	1 Year	1 Year	
Wendy Gagliano	2009	1 Year	1 Year	
Randall Green	2010	1 Year	1 Year	
John Hale	2004	3 Year	3 Year	
Midge Hall	1994	3 Year	3 Year	
Nora Hatem	2008	2 Year	2 Year	
Dan Heighton	1989	3 Year	3 Year	
Robyn Hennigan	2002	2 Year	2 Year	
Charlie Hoyman	2009	1 Year	1 Year	
Gina Hughes	2011	1 Year	1 Year	
Paige Huskey	2008	2 Year	2 Year	
Ayman Idrees	2004	3 Year	3 Year	
Bridget Ingram	1999	3 Year	3 Year	
Kara Jackson	2010	1 Year	1 Year	
Theresa Lauricella	2006	2 Year	2 Year	
Cynthia Lehmkuhle	2010	1 Year	1 Year	
Dee Malcuit	2004	3 Year	3 Year	
Dana Matt	2009	1 Year	1 Year	
Kandyce Meo	1987	2 Year	2 Year	Hired as FT faculty in 2008
Jerome Murray	2006	2 Year	2 Year	
Evelyn Naegele	2009	1 Year	1 Year	
Steven Nowka	2010	1 Year	1 Year	
Deb Peairs	2000	1 Year	1 Year	Hired as FT faculty 9-1-2011
Jeffrey Reed	2004	3 Year	3 Year	
Diane Roux	2006	2 Year	2 Year	
Juliet Swope	2011	1 Year	1 Year	
Charles Strecker	2010	1 Year	1 Year	
Janet Taylor	2011	1 Year	1 Year	
Elizabeth Your	2011	1 Year	1 Year	
Tammy Watt	1999	3 Year	3 Year	

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2012-2013 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the Contract Renewal Recommendations for Instructional Faculty, as presented.

Commercial Transportation Training Center Fee Schedule

The Director of the Commercial Transportation Training Center has reviewed the fee schedule and is recommending an increase in tuition for 2012-2013 for the 5 week Class “A” CDL Training from \$4,800 to \$5,100 effective July 1, 2012. The reason for this request is twofold:

- A raise in tuition will help cover operational costs to allow the program to meet budget goals for the upcoming fiscal year.
- Cost of diesel fuel and maintenance on the tractor trailers has increased, and all sources indicate that diesel (along with gasoline) will increase significantly by this summer.

To make sure that the Commercial Transportation Training School is competitive with other CDL training schools, research was done on the market as follows:

Road Master (Columbus)	3 week program cost is \$6,495 (tuition only)
Apollo (Lima)	6 week program cost is \$5,000 (includes all fees)
	4 week program cost is \$4,000 (includes all fees)
Cuyahoga Community College (Cleveland)	3 week program cost is \$5,495 (includes all fees)
Southern State Community College (Wilmington)	3 week program cost is \$3,995 (includes all fees)
Tri State (Hamilton)	3 week program cost is \$5,995 (includes all fees)
Napier (Hamilton)	5 week program cost is \$5,195 (tuition only)

This is a good representation of the cost of CDL training for schools in Ohio.

The current tuition for Class “A” CDL training is \$4,800 and 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 the students. The last time tuition was increased for CDL “A” was in 2010.

This recommendation, including information on fees charged by other training schools and pro forma budgets, was discussed with the Board Finance and Facilities Committee at their April 9th meeting as reflected in those minutes.

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

Implications for budget, personnel, or other resources: This increase in fees would generate additional revenue to offset the increased operational costs.

It was requested that the Board of Trustees approve increasing the fees for the Class “A” CDL Training beginning July 1, 2012.

2012-2013 Tuition and Fee Schedule

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.

The state biennial budget allows for a \$200 annual increase. Following is a table reflecting current tuition, the recommended increase of 3.5% (\$3.00 per credit hour/\$134 annual increase) and the semester equivalent of the recommended tuition rates:

	CURRENT	RECOMMENDED	SEMESTER EQUIVALENT
Instructional/per credit hour	\$73.50	\$76.50	\$114.75
General/per credit hour	\$6.00	\$6.00	\$9.00
Technology/per credit hour	\$6.00	\$6.00	\$9.00
Total Annual Amount*	\$3,845.00	\$3,979.00	\$3,979.00

**15 credit hours per academic term*

The above recommendation was presented to the Board Finance and Facilities Committee at their April 9th meeting. After a lengthy discussion, the Committee chose not to act on the recommendation but instead requested that additional rationale for an increase be distributed to the full Board for discussion.

Impact on students and/or student learning: The increase in tuition would cost a full-time student \$134 per year.

Implications for budget, personnel, or other resources: Increasing tuition 3.5% effective fall semester 2012 is projected to provide an additional \$480,000 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.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee \$3.00 per credit hour (3.5%) and to increase the instructional fee for out-of-state students \$6.00 per credit hour (4.1%) effective fall semester 2012.

Deed of Easement for Public Water Line

The Water/Sewer Infrastructure projects will serve to relocate underground utilities from the footprint of the possible future Student Success Center, address the water pressure problem at the Leffel Lane campus, and install a new public water line.

Once the public water line portion of the project is completed, the City will actually own and be responsible to maintain this infrastructure. In order for them to be able to do this, it is necessary for the Board to execute a Deed of Easement to the City of Springfield. This easement sets out responsibilities for the City to inspect, maintain, repair and replace the water line at its sole cost and expense. It also requires that the City indemnify and hold the College harmless from any loss, cost or damage arising from the City's use of this easement.

The easement was prepared by College legal counsel and presented to legal counsel for the City of Springfield. The Board Finance and Facilities Committee recommends approval of this request.

(A copy of this document is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: This action actually requires that any future expenses related to this water line be borne by the City of Springfield.

It was requested that the Board of Trustees approve the Deed of Easement for Public Water Line as presented.

Reserve Spending Recommendation ~ Service District Outreach

The Service District Outreach reserve allocation in the amount of \$400,000 was approved by the Board of Trustees at their November 2010 meeting. In April 2011, Board action was taken to expend up to \$300,000 to renovate and furnish the 2nd floor of the Greene Center after the departure of the Dayton Regional STEM School in June 2011. To date, \$200,000 has been expended for furnishing and equipping the classrooms, installing technology, and refurbishing the spaces including painting and flooring. This work was completed summer 2011 so that all classrooms could be fully utilized during the 2011-2012 academic year.

The Business Plan was updated last fall to include academic programs (both new and existing) that needed to be offered out of this facility, the types of student support services required to help students be successful, and the appropriate staffing level of full-time faculty.

We are now ready to complete the renovation, furnishing and equipping of the 2nd floor. This will primarily entail creating offices for full-time faculty, furnishing all faculty and staff offices, furnishing soft spaces for students, and a realignment of programs and services from the 1st floor.

We are now seeking Board approval for the expenditure of the remaining \$100,000 of the original appropriation. The Board Finance and Facilities Committee recommends approval of this request.

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

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

It was requested that the Board of Trustees approve the expenditure of up to an additional \$100,000 from College Reserves.

Trustee Doyle made a motion to approve all of the action items listed above. Trustee Mercurio seconded, and the motion passed unanimously.

Report of the President

President Rafinski reported the following:

- As was recently reported in the Springfield and Dayton newspapers, Sinclair has received permission from the FAA to fly unmanned air vehicles at the Springfield airport. We have always said that our role would be slightly different; that is, data analytics work that is part of the computer system placed on the drone. Sinclair has recently announced their interest in this type of analytic work as well. We have been the recipient of two National Science Foundation grants on our work in cybersecurity. We have taken students to the Seattle area to participate alongside Pacific Northwest National Lab researchers. More recently, we are an applicant for the a grant with the Air Force Research Lab at Wright Patterson Air Force Base to continue our work and expertise in

cybersecurity programs for local area students. Cathy Balas at AVETeC has led this initiative along with Dan Heighton, our cybersecurity lead instructor. (A letter written by President Rafinski endorsing the application was shared with the Board.) Sinclair is hosting the first national conference on UAS today and tomorrow; we have a representative there. It was noted that administration will keep an eye on this and will prepare and distribute some talking points about this and related programs (e.g., Geospatial, ATIC, etc.).

- On Friday, Rhodes State College accepted us into their consortium for allied health. Approximately three years ago, they received a grant from the federal government to initiate this pathway, and they recently announced that they will be continuing the program and sought partners. Opportunities will now be open for majors in Radiologic Technology, Respiratory Therapy, and Occupational Therapy. Students will apply at both Clark State and Rhodes State to get into the program. The liberal arts will be taken with us, and the technical curriculum will be offered online or through video conferencing to our site. Every other Friday, students will travel to Rhodes State. Clinicals will be handled locally, allowing students to physically be with us at Clark State and be part of a technical program that will lead to graduation at Rhodes State. The programs are designed to commence in the Fall 2012 semester.
- Clark State, along with Easter Gateway College, led the percentage enrollment growth in the State this spring, with 6% and 7% growth respectively. Big negative dips of -8% (North Central), -7% (Northwest), -10% (Owens), -12.8% (Rhodes State), -9% (Sinclair), -11% (Southern State), and -6.7% (Stark State) were noted.
- The Ohio Association of Community Colleges annual meeting will be held in Columbus May 24-25.
- Our nursing program recently received continued accreditation from the National League for Nursing Accrediting Commission, with the condition that the program submit a Follow-Up Report in two years. If the report is accepted, the next evaluation visit will be scheduled for Fall 2019.
- The list of upcoming events was reviewed. It was noted that this year's commencement speaker will be Bruce Matthews, a graduate of one of the first court reporting classes.

Report of the Board Chair

Chairman Bell:

- Encouraged Trustees to attend Governance Institutes of Student Success in the future, as he found it very worthwhile. He also encouraged Trustees to attend the Association of Community College Trustees' Annual Congress in Boston, which will be held October 10-13, 2012.
- Asked Trustees to review the Board evaluation results, as we will not be conducting another one this year. He also encouraged them to look through the book and governance materials distributed.
- Reported that the Board Retreat will be held on Friday, June 1, from 12:00 to 4:30 p.m. at the Springfield Country Club.
- Reminded the group that the Foundation Board Retreat will be held on Friday, May 11, from 11:30 a.m. to 4:00 p.m. He encouraged as many Trustees as possible to attend.
- Offered Trustees the opportunity to serve on the architect selection committee for the LRC/Rhodes Hall Connector project. He asked that anyone interested contact Joe Jackson for more information.

Trustees' Open Forum

There were no comments.

Adjournment

Trustee Mercurio made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 7:55 p.m.