

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes October 16, 2007

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, October 16, 2007. Chairperson Faye Flack presided and called the meeting to order at 6:18 p.m.

Roll Call: Present: Andy Bell, Sharon Evans, Than Johnson, Bill Mercurio, Élise Spriggs, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Gary Buroker and Les Smithers

Others Present: Beth Deger*, Staff Senate representative; David Devier, Vice President of Academic and Student Affairs; Jim Franks, Director of Corporate and Community Services; Kelly Hall, Director of Institutional Planning, Research, and Grants; Joseph Jackson, Vice President for Business Affairs; Matthew Malcuit, Health/Sciences Lab Assistant; Marvin Nephew, Director of Human Resources; and Mellanie Toles, Assistant to the President

Recognition of Guests/Public Comment

Chairperson Flack welcomed the guests listed above and asked them to introduce themselves.

There were no public comments.

Approval of Minutes

Chairperson Flack asked for a motion to approve the minutes of the Regular Board Meeting held on September 18, 2007. Trustee Johnson made a motion to approve the minutes as written. Trustee Mercurio seconded, and the motion passed unanimously.

Presentation

Vice President Devier introduced Jim Franks, Director of Corporate and Community Services, indicating that since coming on board in June he has been doing a phenomenal job transforming his unit, and he is already perceived as a leader in the community. Mr. Franks' presentation was entitled, "Corporate and Community Services: A Story of Transition and Growth".

Mr. Franks began his presentation by noting that he uses the College mission and vision to inspire Corporate and Community Services employees. They realize they are doing something significant outside of themselves, and they are excited to come to work.

He reviewed the actual revenues of Corporate Services versus the budget goals from 2004 to 2007, and indicated that in the last four months, contracts have been signed which will surpass this year's revenue goal of \$100,000 by almost 50 percent. In addition, there are other projects in the pipeline totaling over \$100,000. Clients in Clark, Champaign, Franklin, and Greene Counties have been secured. The unit's corporate strategy is to partner with existing customers to enhance relationships; to upgrade the unit's image with industry-standard instructor certification, new marketing strategies, and an upgrade of materials; and to offer new high-demand programs, such as cyber-security and talent management.

Mr. Franks reported that the unit's other programs include the following:

- Continuing Education, in which a complete strategic rework is underway;
- Workforce Development, which is focused on attracting new businesses to Springfield and our business incubator project;
- Workplus, which is focusing on building a closer relationship with the Department of Jobs and Family Services as well as expanding services into Greene and Champaign Counties; and
- Firefighter/Safety Training and STNA/Phlebotomy programs, which have just come under our auspices and are quickly organizing to meet the needs of the surrounding communities.

A brief question-and-answer period followed the presentation. Chairperson Flack thanked Mr. Franks for his presentation and indicated that we are thrilled to have him on board.

Quarterly Financial Statements

The fiscal year-to-date comparison and balance sheet at September 30, 2007, and statement of restricted income and charges from July 1, 2007, through September 30, 2007, were distributed prior to the meeting. Color charts depicting fiscal year-to-date comparisons of general fund income as a percentage of budget, general fund expenditures as a percentage of budget, and expenditures by object code as a percentage of budget were also distributed.

Human Resources Update

Filled Positions:

Exempt

- Steven Goheen, Part-Time Fire and Emergency Medical Services Training Coordinator, (.50 FTE), effective 10/01/07

Non-Exempt

- Patricia Devier, State Tested Nursing Aid Program Coordinator, (.50 FTE), effective 10/05/07
- Danielle Roberts, Admissions/Welcome Center Specialist, (1.0 FTE), effective 10/02/07

Resignations/Retirement:

Exempt

- Lynnette Rodrigue, Chief of Police, (1.0 FTE), resignation effective 10/13/07

Non-Exempt

- Tawni Arnold, Police Sergeant, (1.0 FTE), resignation effective 9/30/07
- Denise Turner, Part-Time Human Resources Generalist, (.50 FTE), resignation effective 10/11/07

Advertised Positions/Searches/Interviews:

Non-Exempt

- Administrative Support of Library and Education Resources and Circulation Specialist
- Community Outreach and Education Assistant
- Transfer Credit Specialist
- Part-Time House Operations/Assistant
- Part-Time Human Resources Generalist
- Part-Time Computer Technician

Liaison Reports

Clark State Foundation

- In place of the Foundation's September Board meeting, Board members and spouses gathered for an informal reception at Kris Culp's house. More than 40 people attended.
- Dr. Dennis Roark has agreed to serve on the Foundation Board. This brings the total Board membership to 22, and the three remaining slots are being reserved for future Greene County members.
- The Finance/Investment Committee met with their account executive from Commonfund to review investment performance. The Committee, including Trustees Bell and Doyle, was pleased with the report.
- The Circle of Friends membership campaign stands at \$41,981 and 235 members, toward a goal of \$50,000 and 250 members. A follow-up campaign is underway.

Council of Governments

- The Early Childhood Education Center is currently at full enrollment. As a result of this and the Early Learning Initiative (ELI) funding, the financials are strong.
- After an Associate Director is hired, Center Director Deb Kimble plans to work on the SUTQ (Step UP To Quality) voluntary 3-star rating system for centers in the state of Ohio.
- Children and staff have been enjoying this great fall weather. Two field trips are planned next week to visit pumpkin patches, and a costume parade will take place on October 26.

*Beth Deger departed the meeting at 7:02 p.m.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

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

New Hires:

- Steven Goheen, Part-Time Fire and Emergency Medical Services Training Coordinator, (.50 FTE), effective 10/01/07

Resignations:

- Lynnette Rodrigue, Chief of Police, (1.0 FTE), resignation effective 10/13/07

Impact on students and/or student learning: The above listed employees directly interface with students.

Implications for budget, personnel, or other resources: No impact to budget, as these positions were already built into the budget.

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

Six-Year Capital Plan

The State's capital funding system provides campuses with state capital support principally through a formula that determines each campus's share of available debt service equivalent. This formula gives equal weight to the volume of educational activity (primarily credit instruction but also job-related non-credit instruction) on a campus and the age of campus academic facilities. From this formula allocation, an amount equal to the debt service the State will pay for new capital appropriations is subtracted. If the result is negative, the difference is deducted from State Share of Instruction. If positive, the difference is appropriated to the College in the Capital Component line item in the subsequent operating budget.

This formula allocation for Clark State for the FY 2008-2009/2009-2010 biennium results in an amount of \$1.4 million. If we were to request capital appropriations totaling \$1.4 million, there would be no effect on our State Share of Instruction. By not requesting specific capital appropriations, our Capital Component allocation will increase by \$110,000 per year.

The current capital planning cycle at the State level has been impacted by:

- Tobacco securitization – The next proceeds from securitizing 100% of Ohio's tobacco settlement receipts over the next 40 years is estimated at just over \$5 billion, \$.92 billion of which is targeted in the Executive Budget for FY 2008 and FY 2009 for higher education facilities.
- Statewide deferred maintenance problem – The projected cost to renovate all public college and university facilities is \$2.7 billion.
- The challenge of continuing information technology investments.

The recommendation is to not request any capital appropriations in the next biennium. With the recent addition of 82,000 square feet of physical facilities, coupled with the popularity of on-line learning, this seems to be the most fiscally prudent way to proceed. We cannot request capital funding for constructing/renovating auxiliary spaces (i.e., bookstore, dining, athletics).

The capital bill will continue to include funding for instructional technical equipment (projected at \$99,000 for Clark State) and basic renovations (projected at \$615,000 for Clark State).

(Copies of the Six-Year Capital Plan were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs for review.)

Impact on students and/or student learning: Basic renovation allocations will be used to address items in the repair/replacement schedule while instructional technical equipment funding will be used to address instructional technology needs as identified in the Technology Plan.

Implications for budget, personnel, or other resources: These external State resources will allow projects to be completed and equipment to be purchased without affecting the General Fund.

It was requested that the Board of Trustees approve the six-year capital plan for FY 2009-2014 as presented.

Strategic Plan 2007 - 2010

Each year the Board of Trustees has reviewed the College's strategic plan. The current proposed plan, which was sent to all Trustees prior to the meeting, is a three-year plan addressing twelve initiatives over that time period. The Board has directed the President to pay special attention to five of the strategic initiatives.

(Copies of the Plan were distributed to Trustees prior to the meeting. The document is available on the College intranet for review.

Impact on students and/or student learning: The Strategic Plan provides college initiatives that focus on students and their success.

Implications for budget, personnel, or other resources: There are some budget implications, but the financial plan is handled each fiscal year, upon Board approval.

It was requested that the Board of Trustees approve the 2007 – 2010 Strategic Plan as presented.

Vice Chair Doyle made a motion to approve the action items listed above as presented. Trustee Mercurio seconded, and the motion passed unanimously.

Rescission of Rights to Privacy – Employee Records Policy

It was requested that, along with consideration of new public records policy language, the Board of Trustees rescind the policy below:

33:58:5-3-08 Rights to privacy – employee records.

- (A) Whereas, it is the desire of the Clark State Community College Board of Trustees to protect the privacy of employees with respect to information contained in their personnel records; and, whereas it is the further desire of said Board to limit access to such personnel records; and, whereas it is the intent of said Board to provide opportunity for all employees to examine their records and to object to the inclusion of information therein.
- (B) Therefore, be it resolved that it is the policy of the Clark State Community College Board of Trustees to include in personnel records only those categories of information which are related to the employment relationship and to provide the opportunity for each employee, through existing institutional procedures, to object to matters therein contained, and
- (C) That it is the policy of this institution to protect the rights of employees to privacy in their official personnel records and to control access thereto to those having an official "need to know" interest therein, and
- (D) That absent written request of the employee or an official public records request, authority to grant access to or disclose information from personnel records is limited to the president and to those whom he/she may designate.
- (E) When an official public records request is served upon the institution, it shall be complied with in accordance with the open records statutes.

Trustee Johnson made a motion to rescind Policy 3358:5-3-08 Rights to Privacy – Employee Records, which is incongruent with current legislation. Vice Chair Doyle seconded the motion, and it passed unanimously.

Public Records Policy

Trustee Johnson also made a motion to table the proposed action on Policy 3358:5-3-08.1 until the College's legal counsel has an opportunity to review it and provide recommendations. Trustee Spriggs seconded, and the motion passed unanimously.

Report of the President

President Rafinski provided a written report to the Board and verbally highlighted the following items:

- At the end of this week, the OACC Fall Conference will take place in Columbus. The event will kick off with an address by Chancellor Fingerhut on October 18, and will conclude with an ethics education session on October 19. Directions and parking permits were distributed to all Trustees.
- The PACE institutional climate survey was distributed campus-wide on Monday and will be returned by the end of the week to the University of North Carolina for analysis. The same survey has been administered in 1998, 2001, and 2004, and the comparative analysis will be used to determine whether we are moving toward our goal of continuous improvement.
- President Rafinski was interviewed by Channel 7 news yesterday in regarding to the resignations of our two full-time Campus Police officers, four intermittent part-time officers, and three cadets within a 15-day period. A front page article also appeared in today's *Springfield News-Sun*. We are working diligently to ensure campus safety and security by contracting with a security firm on a temporary basis as we examine alternatives for future alignment of the unit. Brief discussion ensued, and several Trustees commended President Rafinski for handling the interview well.

Report of the Board Chairperson

Chairperson Flack reminded the Board about a social reception she is hosting at her home on Sunday, November 18, at 6:00 p.m.

Board Members' Open Forum

The group discussed the tentative date of November 6th for the Board Finance and Facilities Committee meeting, and Vice President Jackson indicated that the auditor will attend to discuss our audit report. Mellanie Toles is to communicate with Trustees regarding possible dates and times via email.

Executive Session – Personnel and Compensation Issues

Trustee Evans made a motion to move into Executive Session to discuss the President's compensation and a personnel issue. Trustee Bell seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 7:25 p.m.

Vice Chair Doyle made a motion to exit Executive Session and return to general session at 8:08 p.m. Trustee Johnson seconded, and the motion passed 7-0.

Adjournment

Vice Chair Doyle made a motion to adjourn the meeting, and Trustee Johnson seconded it. The motion passed unanimously, and the meeting adjourned at 8:10 p.m.