

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 20, 2007

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, March 20, 2007. Chairperson Faye Flack presided and called the meeting to order at 6:10 p.m.

Roll Call: Present: Andy Bell, Gary Buroker (participated via conference call), Than Johnson*, Bill Mercurio, Les Smithers, Élise Spriggs, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Sharon Evans

Others Present: Ed Busher, Dean of Student Affairs and Enrollment Management; Kris Culp, Director of College Relations/Executive Director of the Foundation; Scott Dawson*, Community Outreach and Education Director, Performing Arts Center; Beth Dixon*, Community Outreach and Education Specialist; Kelly Hall, Director of Institutional Research, Planning, and Grants; Joseph Jackson, Vice President for Business Affairs; Sarah Leavens*, Community Outreach and Education Specialist; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

Recognition of Guests/Public Comment

Chairperson Flack welcomed the guests listed above.

There were no public comments.

Approval of Minutes

Chairperson Flack asked for a motion to approve the minutes of the Reorganization Meeting and Regular Board Meeting held on January 16, 2007. Vice Chair Doyle made a motion to approve the minutes as written. Trustee Smithers seconded, and the motion passed unanimously.

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

- Jerilyn Friedmann-Burgess, Part-Time Grants Writer, (.75 FTE), effective 2/12/07
- Marvin A. Nephew, Director of Human Resources, (1.0 FTE), effective 3/7/07

Impact on students and/or student learning: The above listed employees will either interface directly with students or support learning in some aspect of their positions.

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.

Faculty/Administration Emeritus Recommendation

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

Faculty members must have been at the College for ten years and have attained the rank of Associate Professor to be eligible.

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

Mary Pirozok – Mary served the College from September 1985 through June 2005, a total of 20 years of service. She was promoted to the rank of Associate Professor in June 1994. Mary served the College in a dual capacity as a counselor and personal growth instructor.

Impact on students and/or student learning: Associate Professor Mary Pirozok has touched the lives of many students, both in her counseling efforts and in classroom instruction. Students have cited her efforts toward their benefit.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the President's recommendation to grant emeritus status to Associate Professor Mary Pirozok.

2007-2008 Laboratory and Special Fees Schedule

The setting of the Lab Fee Schedule for the next year is part of the planning process for all academic divisions. Each year, quarterly reports are sent to the divisions on the lab fees collected and expended. This information, along with information on the projected enrollments, is used to recommend a Lab Fee Schedule to the office of the Vice President of Academic and Student Affairs.

The percentage of change for general lab fees equates to an increase of 3.2%. This increase is primarily due to the cost of materials in new courses added to the curriculum. The schedule of laboratory and special fees, which provides an explanation of increases and decreases from last year's schedule, were distributed to Trustees prior to the meeting. The increase of 3.9% in liability fees is due to a new course in patient care, which has a clinical component requiring liability insurance coverage. The 26.3% decrease in

certification fees is based on a seminar class in Medical Laboratory Technology, which is no longer requiring that certification fees be collected.

If adopted, these fees would become effective Summer Quarter 2007.

(The 2007-2008 Laboratory and Special Fees schedule is available for review in the office of the Vice President of Academic and Student Affairs.)

Impact on students and/or student learning: Student lab fees cover costs for consumable supplies used as part of a lab experience or other costs that the College's tuition and state subsidy are not designed to reimburse. 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 2007-2008 budget income data will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees approve the 2007-2008 Laboratory and Special Fees Schedule effective Summer Quarter 2007.

Trustee Johnson made a motion to approve the items above. Vice Chair Doyle seconded, and the motion passed unanimously.

Life Insurance Renewal

The premium cost of the life insurance benefit is fully funded by the Board. The amount of life insurance for eligible faculty and staff is 1.5 times annual salary rounded up to the next \$1,000. The life insurance policy is up for renewal. Since Clark State will experience an increase this year, the insurance company was required to give us a 30-day notice and therefore moved the effective date to May 1, 2007. Following is a comparison of April 2006 and May 2007 insurance rates:

	April 2006	May 2007
Group Term Life	\$.16/per \$1000	\$.20/per \$1000
Group AD&D	\$.02/per \$1000	\$.02/per \$1000

Supplemental insurance rates (payroll deduction) will remain the same.

This premium increase was necessary due to higher than expected claims. For the past year, there were claims totaling \$64,000 and over the past three years claims totaling \$152,000 while the total annual premium is approximately \$41,000. In April 2002 our combined rate was \$.21/per \$1,000, and it dropped to the current \$.18/per \$1,000 in April 2003.

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 2007-2008 budget. The total increase is \$6,800 while the General Fund impact is \$5,900.

It was requested that the Board of Trustees accept the recommendation to renew the life insurance contract with Kanawha for coverage effective May 1, 2007.

Trustee Johnson moved to accept the recommendation. Trustee Smithers seconded, and the motion passed 5-0. (Trustee Bell abstained.)

Presentation

President Rafinski introduced Performing Arts Center Community Outreach and Education staff members Scott Dawson, Beth Dixon, and Sarah Leavens, who provided an overview of Project Jericho, a collaborative program between the Clark County Department of Job and Family Services and the Clark State Performing Arts Center. The program changes lives through positive in-depth arts experiences for at-risk youth and families from all walks of life. By providing a wide variety of arts-related activities, which break down barriers to communication, self-expression, and confidence, the participants have demonstrated decreased delinquent behavior and court referrals, increased communication and social skills, and improved ability to complete home and school tasks.

Mr. Dawson and Ms. Leavens gave a brief description of, and distributed detailed information regarding, each of the Project Jericho initiatives such as the Bucket Band, improvisation workshops, dance classes, a complimentary ticket program, and an after-school arts program. It is estimated that 2,369 youth between the ages of 6 and 17 and their families were served from June 2006 through January 2007. Project Jericho is almost entirely grant funded, while the College covers the administrative costs. It was noted that this unique program is a testament to the College's commitment to community outreach.

Ms. Dixon described her recently implemented idea to bring Project Jericho to incarcerated youth at the Clark County Juvenile Detention Facility. She approached the court administration and convinced them to fund the initiative with a Reclaim Ohio grant. Ms. Dixon now serves as coordinator and artist to help maximize the potential of the funds she has been granted. It was noted that incarcerated young women with an inability to express themselves often turn to self-mutilation, but since Ms. Dixon has been working at the facility and giving these young women a positive means of self-expression through creative writing and art, there have been no incidences of self-mutilation among them. She also described how the program has had a tremendous positive influence on the lives of the children, including a significant decrease in the number that return to incarceration.

Ms. Leavens invited Board members to attend the public presentation of this semester's After School Arts Presentation, during which four area schools will come together to share their artwork on the theme "Beyond Tolerance." The presentation will be held on Monday, May 14, 2007, in the Turner Studio Theatre at 5:00 p.m.

A brief question-and-answer period followed the presentation. When asked whether consideration has been given to offering the program beyond Clark County, Mr. Dawson indicated that at this point, he is trying to balance the tremendous growth of the program among a staff of three, but it is a possibility for the future. Trustee Johnson suggested outreach into Champaign County, particularly with the Champaign County Juvenile Detention Facility.

Chairperson Flack expressed appreciation for sharing an overview of their efforts with the Board, indicating that they find these types of outreach activities very energizing.

*Trustee Johnson, Scott Dawson, Beth Dixon, and Sarah Leavens departed the meeting at 6:45 p.m.

Human Resources Update

Filled Positions:

Exempt

- Jerilyn Friedmann-Burgess, Part-Time Grants Writer, effective 2/12/07
- Marvin A. Nephew, Director of Human Resources, effective 3/7/07

Non-Exempt

- Mary Catherine Tagg, Administrative Support/Marketing, effective 2/12/07
- Melissa R. Weller, Marketing Specialist, effective 3/12/07

Resignations/Retirements/Terminations:

Exempt

- Timothy Roberts, Trainer, TDTI, resignation effective 1/22/07
- Merrill Bageant, Recruiter, TDTI, retirement effective 1/26/07
- Priscilla Janney-Pace, Part-Time Grants Writer, resignation effective 2/8/07
- Duane C. Hodge, Program Manager, Contract Training, resignation effective 3/7/07

Non-Exempt

- Melissa M. Griever, Tech Prep Technician, resignation effective 2/7/07
- Kimberly C. Lewis, Administrative Support, Arts & Sciences and Public Services, termination effective 2/23/07

Instructional Faculty

- Veronica L. Peters, Associate Professor, Health and Human Services, resignation effective 6/12/07

Advertised Positions/Searches/Interviews:

Exempt

- Vice President of Academic and Student Affairs
- Dean, Greene Center
- Part-Time Classroom Trainer, TDTI
- Part-Time TDTI, Trainer
- Director of Corporate and Community Services
- Program Manager, Continuing Education (job shared)
- Program Manager, Engineering/Industrial Technology
- Program Manager, Contract Training

Advertised Positions/Searches/Interviews (continued):

Non-Exempt

- Administrative Support, Tech Prep/Workforce Development
- Student Records Specialist
- Administrative Support, Arts & Sciences and Public Services
- Financial Aid Specialist
- Part-Time Reference Librarian

Faculty

- Instructional Faculty, Registered Nursing Program
- Instructional Faculty, Practical Nursing Program

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 and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/06:

Original investment – April 2002	\$796,000
Additional Investment - December 2002	\$256,790
- December 2003	\$205,000
- May 2004	\$9,453
Interest Earnings	\$301,559
Fees Paid	\$17,899
Market Loss	(\$19,533)
Balance 12/31/06	\$1,531,370

Quarterly (October-December) Rate of Return	1.12%
Lehman Aggregate Index	1.24%
December Return	-0.81%
Lehman Aggregate Index (December)	-0.58%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. A representative from the Commonfund met with the Foundation Finance/ Investment Committee on August 18, 2005, to review the objectives of this fund and have a discussion of all of the Foundation investments with the Commonfund.

Sara T. Landess Technology and Learning Center Progress Report

Staffing over the past two months for the project averaged 48-50 workers per day representing the various Trades. Status of work is as follows:

Rhodes Hall/Applied Science Center renovations – 100% complete

Site work – 89% complete

- Pond construction – 85% complete

Basement – 82% complete

- Mechanical room piping and equipment – 90% complete
- Basement switchgear – 100% complete
- Basement lighting – 100% complete
- Mechanical room temperature control – 30% complete
- Basement wiring and cabling – 100% complete

Building foundations/enclosure work – 92% complete

- Metal panels – 80% complete
- Roofing sheet metal – 40% complete
- Roofing-south – 100% complete
- Curtain walls – 90% complete
- Skylight – 90% complete

Building finishes – 66% complete

- South interior metal stud walls – 100% complete
- First floor rough-in, lighting control system and fire alarm – 90% complete
- Fire protection rough-in – 95% complete
- Telephone/data – 25% complete
- First floor security system – 40% complete
- First floor lighting fixtures – 20% complete
- Drywall (south walls) – 75% complete
- Drywall (north walls) – 100% complete
- Ceramic tile flooring/walls – 60% complete
- Prime paint – 10% complete
- Finish paint – 4% complete

Change orders processed to date total \$379,617. The College has paid \$54,500 in additional costs for work such as relocation of underground utilities, utility surveying, and structural steel connection inspection. These changes/additional costs, to date, have either been absorbed by the contingency allowance (\$150,000) included in the original base bids or the construction contingency originally set aside (\$729,125).

Over the next month, the following work is scheduled to take place:

- Pond completion
- East sidewalks
- Metal panels
- Roofing sheet metal
- Curtain walls and skylight
- Fire alarm, telephone/data, clock system
- Hang drywall
- Prime/paint
- Ceramic tile flooring
- VCT flooring and carpet
- Finish carpentry and casework

A signage team will recommend interior and exterior wayfinding and building signage, and a team will be formed to plan artwork.

Students, faculty and staff continue to receive updates on the progress of construction and are encouraged to communicate safety/security concerns to the Vice President for Business Affairs. The floor plan is available at <http://www.clarkstate.edu/construction.html>.

Through February, 73% of the total contract had been paid to contractors. Bond proceeds are invested with Security National Bank and the total portfolio is currently earning 4.98%.

Tours have been conducted for faculty and staff and are available to any interested Trustees and donors. The College, in conjunction with the Chamber of Commerce, will host a Business After Hours in August at the Center.

Major Gifts Campaign Update

Campaign revenue is \$9.8 million in private funds and \$1.3 million in public funding for a total of \$11.1 million to date. Foundation Board members continue to follow-up on the last round of proposals sent to prospective donors. As we move to close the campaign, prospects who have not been contacted are being transitioned to the Foundation's annual campaign. We are continuing to work with donors to select their naming opportunities. We will soon begin scheduling hard hat tours for building donors, as well as some constituency groups such as retirees and alumni.

Liaison Reports

Clark State Foundation

- The 2007 Annual Campaign to raise funds for student scholarships will begin in March and will incorporate approximately 600 names identified during the major gifts campaign who have not yet been solicited.
- The Foundation's new web site (www.clarkstatefoundation.org) was launched on February 1.
- During a recent SWOT analysis conducted with Clark State employees, the Foundation was rated as the #1 strength of the College. The Champion City Scholars Program was rated as #13.
- The Springfield Foundation recently pledged \$7,500 for the Champion City Scholars Program.
- The Board did not meet in February. A regular meeting is scheduled for March, and a retreat is scheduled for April 20th.

Council of Governments

- Early Childhood Education Center enrollment is currently 98% of capacity.
- Although the Center is adequately staffed, attracting and retaining qualified personnel continues to be a struggle as education and qualification requirements increase.
- Ohio has a new STARS program, and the Center is striving for three stars, which would mean more funding for all of the children receiving subsidized care.
- A JVS class is constructing two outdoor storage units for the Center (for the cost of material only).
- The week of April 22 is the NAEYC Week of the Young Child. The Center will hold daily events, including an open house on Wednesday, April 25, showcasing their new addition.

Continuation of Work Session Discussion

Greene Center Discussion

Vice President Jackson reviewed the budget with Trustees. Ed Busher reported that 70 students are now enrolled at the Greene Center, indicating that Criminal Justice and transfer courses seem to be popular whereas the self-paced courses are not doing as well. Dr. Busher is to provide a detailed report on the demographics of the Greene Center enrollments for the April Work Session.

It was noted that the enrollment projections for the Greene Center may change based on new curriculum development suggested by The Greentree Group's report.

Dr. Busher distributed a snapshot of opportunities at Greene County high schools and indicated that admissions representatives are focusing on establishing relationships with the students and staff at those high schools. We are also working on establishment of four Wright State study groups that will lead to dual enrollments. It was also suggested that we work to establish a relationship with Wright Patterson Air Force Base's education office.

It was requested that a chart with enrollment initiatives/targets be created and updates on the status of each be emailed to the Board periodically for review.

Chairperson Flack indicated that the Board is thrilled with the tremendous amount of effort that has been put into the Greene Center initiative thus far.

Discussion turned to the publicity surrounding the Greene Center, which may be viewed either positively or negatively. The need to cultivate our relationship with Cox Publishing was noted. The group concurred that our marketing should focus on our affordability, convenience and quality. The key to our success will be getting students in the door and serving them the best way possible.

The group discussed the need to have a conversation with Sinclair Community College regarding potential areas of collaboration in Greene County. President Rafinski and Chairperson Flack will invite Sinclair President Johnson and Board Chair Katherine Hollingsworth to campus for a luncheon meeting in the near future (slated for April 30, at 12:00 p.m., in the Performing Arts Center Hall of Honor).

State Legislative Issues

President Rafinski briefly shared the rationale of the Ohio Association of Community Colleges' Legislative Committee regarding HB2 and HB85 to reorganize the Ohio Board of Regents.

President Rafinski thanked Trustee Spriggs for mentioning to Senator Austria the need for Clark State Greene Center highway signs. As a result, Senator Austria called to assess our needs for insertion into the Ohio Department of Transportation Bill.

March Monitoring Reports

- Quarterly Enrollment Report – In addition to the Quarterly Enrollment Report, Ed Busher provided an updated Demographics/Program Enrollment Report to the Board in response to questions from Trustees prior to the meeting. The group reviewed strategies that will be used to increase enrollment including having students from the same high school or geographic area follow up with applicants who have not yet enrolled and personal phone calls to people who have financial aid money available but have not yet enrolled. The focus will be on using the personal touch to engage potential students.
- Student Learning Assessment Report – Discussion ensued regarding the importance of having the College's objectives impact the way the entire institution operates, including what happens in the classroom on an individual level. It was noted that the Assessment Committee reviews all resource requests made by each program and provides feedback to the programs and academic deans; appropriate decisions are then made based on prioritization of other needs.

Report of the President

President Rafinski provided a written report to the Board. She also noted the following:

- Invitations to the Circle of Friends annual fundraiser were distributed to Trustees. The event will be held on May 12, 2007, and will include dinner and a performance by Seals and Seals. Jim Foreman, one of the leaders in the fundraising campaign to build the Performing Arts Center, will be honored with the Founder's Award that evening.

- Invitations to the All-Ohio Academic Team Luncheon were also distributed to Trustees. The event will take place on May 2, 2007, in the Ohio Statehouse Atrium in Columbus.

Discussion ensued regarding the search process for the Vice President of Academic and Student Affairs position. President Rafinski indicated that thirteen candidates have been selected for interviews, which will be conducted the first and second weeks in April. The Board concurred that they would like to be involved in interviews with the finalists rather than being involved in the initial round of interviews.

Report of the Board Chairperson

Chairperson Flack indicated that she will provide a full report on the Community College Futures Assembly she and Trustee Johnson attended in January at the April Board Meeting.

Chairperson Flack reminded the Board that the deadline for filing Ohio Ethics Commission Financial Disclosures Statements is Monday, April 16, 2007.

Board Members' Open Forum

Trustees requested updated "Clark State Fast Facts" wallet cards; College Relations will work on this.

Trustee Bell reported that the Foundation Board Annual Retreat will be held on Friday, April 20, from 11:30 a.m. to 4:00 p.m. at the Polo Club. He indicated the importance of Trustee attendance if at all possible, since the Foundation Board's involvement in Greene County will be discussed. Trustees were asked to contact Kris Culp or Trustee Bell if they plan to attend.

Trustee Bell also informed the Board about the following events:

- Champion City Scholars Recognition Ceremony, Tuesday, May 8, 7:00 p.m., Kuss Auditorium
- Scholarship Reception, Tuesday, May 22, 6:00 p.m., Kuss Auditorium
- Champion City Scholars Induction Ceremony, Thursday, May 24, 11:00 a.m., LRC 207-209

Chairperson Flack also encouraged Trustees to participate in events such as this, indicating that she would like to have Board representation at each event.

It was suggested that we move forward with the planning of a get-together with the Foundation Board, including a tour of the new building and some type of meal or reception. Kris Culp is to investigate possible dates.

Trustee Smithers reported that Trustee Evans was unable to attend tonight's meeting because she is being honored at another event with the Air Force Material Command Contracting Officer of the Year award. He also noted that she will also be honored with the Secretary of the Air Force Contracting Professional Award in Washington, DC, in April. In light of these high honors, a congratulatory gift will be sent to Trustee Evans on behalf of the Board.

Vice Chair Doyle shared details of the National Legislative Summit that he, Trustee Johnson, and President Rafinski attended in February.

Adjournment

Chairperson Flack adjourned the meeting at 8:05 p.m.