

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes March 18, 2008

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, March 18, 2008. Chairman Jim Doyle presided and called the meeting to order at 6:10 p.m.

Roll Call: Present: Sharon Evans, Bill Mercurio, Les Smithers, Élise Spriggs, Vice Chair Andy Bell, Chairman Jim Doyle, and President Rafinski

Excused: Gary Buroker, Faye Flack, and Than Johnson

Others Present: Ronda Black*, Franklin University IT student; Jane Cape, Dean of Business and Applied Technologies; Kristin Culp, Director of College Relations/Executive Director of the Foundation; 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; Dan Heighton*, Cybersecurity Professor; Tim Hines*, Clark State IT student; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; Matt Wilcox*, Clark State IT student; and Bonnie Young, Staff Senate representative

Recognition of Guests/Public Comment

Chairman Doyle welcomed the guests listed above, and President Rafinski introduced them.

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting and Reorganization Meeting held on January 15, 2008. Trustee Evans made a motion to approve the minutes as written. Trustee Smithers seconded, and the motion passed unanimously.

Presentation

Business and Applied Technologies Dean Jane Cape introduced Dan Heighton, an outstanding classroom faculty member who is always looking for new ways to move our programs forward. She noted that Mr. Heighton recently implemented the new Cybersecurity program and created a fantastic internship opportunity for the students.

Mr. Heighton delivered a PowerPoint presentation entitled “The PNNL Experience: A Personal, Professional, and Cultural Enhancement Experience.” He indicated that the experience came about after he traveled to Washington with representatives from AVETeC and Wilberforce University looking for student internship opportunities. The group visited the Pacific Northwest National Laboratory (PNNL)

in Richland, Washington, and talked to representatives about changing their internship model to better meet the needs of our students. This resulted in a five-week internship program during which the group stayed at the PNNL guest house on their campus. Students were involved in a variety of learning experiences and activities, but the overall focus was on Information Technology and cybersecurity. The trip was fully funded by AVETeC with faculty salary support from Clark State.

The PNNL group consisted of five Clark State students, one Clark State grad working on a degree at Franklin University, and one Wilberforce student. In addition to being exposed to the supercomputing activities at the PNNL, the group took weekend trips to visit the Microsoft Executive Briefing Center in Seattle and Hewlett-Packard, Insitu, and Cascade Corporation's headquarters in Portland.

Three of the students, Ronda Black, Tim Hines, and Matt Wilcox, addressed the Board regarding their experiences. All commented that the internship provided them the opportunity to see a breadth of IT functions, helping them identify what specialties they would like to pursue. One of the students was recently offered a full-time position at AVETeC, and another will be starting an internship at Wright Patterson Air Force Base soon. All of them thanked the Board for this amazing opportunity.

A brief question-and-answer period followed the presentation. Chairman Doyle thanked the group for sharing their experience with the Board.

*Ronda Black, Professor Heighton, Tim Hines, and Matt Wilcox departed the meeting at 6:35 p.m.

Human Resources Update

Filled Positions:

Exempt

- Barbara Deschappelles, Executive Director, Information Technology, (1.0 FTE) effective 03/03/08

Resignations/Retirement:

Non-Exempt

- Georgia Hagerman, BEC Receptionist, (1.0 FTE), effective 02/25/2008

Advertised Positions/Searches/Interviews:

Exempt

- Athletics, Activities, and Evening Services Administrator
- Director, Facilities, Operations, and Maintenance
- Contract Training Facilitator, Greene Center
- Program Manager, Contract Training, Greene Center

Faculty (For Fall 2008)

- Industrial and Engineering Technology Instructor
- Developmental Writing Instructor
- Math/CPE Math/Physics Instructor
- Biology Instructor
- Medical Assistant Program Instructor
- Licensed Practical Nursing 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 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 12/31/07:

Investment @ Cost	\$1,267,243
Interest Earnings	\$387,982
Fees Paid	\$22,615
Market Gain	\$3,638
Balance 12/31/07	\$1,636,248
Quarterly (October-December) Rate of Return	2.51%
Lehman Aggregate Index	3.00%
December Return	.04%
Lehman Aggregate Index (December)	.28%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. Christopher Odyniec from The Commonfund met with the Foundation Finance/Investment Committee and other interested parties on September 21, 2007. The purpose of the meeting was to review the objectives of the funds (High Quality Bond Fund, Multi-Strategy Equity Fund, and Multi-Strategy Bond Fund), review performance of the funds, and revisit the Foundation's asset allocation and spending policy.

Liaison Reports

Clark State Foundation

- The Foundation held its February Board meeting in the Sara T. Landess Technology and Learning Center to give Board members a closer look at the facility.
- The Foundation offices have now been relocated to the fourth floor of the Brinkman Educational Center.
- The Foundation fund balance as of December 31, 2007, is \$13.3 million.
- The Foundation kicked off their annual campaign at the February meeting. This year's annual campaign goal is \$115,000, a 44% increase over last year; total revenue goal is \$425,000. Board members signed appeal letters and selected prospects for follow up.
- The Marketing Committee supported the Circle of Friends initiative to update the Performing Arts Center (PAC) image. The Marketing Committee also presented suggestions for promotion of the Education Wall of Honor.
- The Foundation Board approved moving forward with fundraising for the PAC expansion.
- The Circle of Friends has raised \$43,500 in sponsorships toward their \$50,000 goal. Proceeds from the fundraiser will be allocated to the PAC expansion.
- The Circle of Friends allocated \$5,000 to have Qbase analyze the PAC ticket purchaser database for new donor and member prospects.

Council of Governments

- Current enrollment status at the Early Childhood Education Center is as follows: infants – full enrollment; waddlers (12 – 19 months) – one slot available; toddlers – full enrollment; pre-school – four slots available.
- The Center is adequately staffed.
- The Center is working toward their NAEYC accreditation renewal.
- A Week of the Young Child celebration is slated for April 19th. A variety of activities for children, parents, and the community are planned.

Trustee Response to First Annual Report on the Condition of Higher Education

The Board's response to the Statewide Videoconference and Ohio Board of Regents First Annual Condition of Higher Education Report, dated January 29, 2008, was included in the Board packets as an information item. (A copy of the response is available in the President's Office.)

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 recommendation for exempt employees is being presented to the Board of Trustees for formal approval:

New Hire:

- Barbara Deschappelles, Executive Director, Information technology, (1.0 FTE), effective 03/03/08

Impact on students and/or student learning: The above listed employee will have little, if any, interface with students. The biggest impact will be enhanced IT capability, availability, and service to all Clark State IT users.

Implications for budget, personnel, or other resources: Minor budget implications. Funds available due to a recent organizational realignment plus other available funds support this position.

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

Life Insurance Policy Renewal

The premium cost of the life insurance benefit is fully funded by the College. The amount of life insurance for eligible (full-time) faculty and staff is 1.5 times the annual salary rounded up to the next \$1,000. The life insurance policy is up for renewal April 1, 2008. Fortunately, our rates will remain the same this year, based on our recent experience. Below is a listing our current life insurance rates for the renewal effective April 1, 2008:

Group Term Life:	\$.20/per \$1,000.00 coverage
Group AD&D:	\$.02/per \$1,000.00 coverage

Supplemental Insurance Rates (payroll deduction) will remain the same.

Claims Experience:

- For the past year, there were no claims.
- Over the past three years (04/01/05 – 03/01/08) claims totaled \$107,000.
- Total annual premium for 2007 was approximately \$30,000.
- Total annual premium for 2008 is expected to be approximately \$37,000. (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 2008-2009 budget. The total increase is \$7,000.00.

It was requested that the Board of Trustees move to accept the recommendation to renew the life insurance contract with Kanawha Insurance Company for coverage effective April 1, 2008, through March 31, 2009.

Faculty Emeritus Recommendations

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.

To be eligible for emeritus status, faculty members must have been at the College for ten years and have attained the rank of Associate Professor.

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

Nancy Thornton – Nancy served the College from September 1976 through June 2007. She was promoted to the rank of Professor in June 2004. As a faculty member for the Office and Medical Office Administration and Realtime Reporting Programs, Nancy gave 31 years of dedicated and exemplary service to our students and to the College.

William Schindler – Bill served the College from September 1971 through June 2007. Bill was promoted to the rank of Professor in June 1986. As a faculty member for the Accounting and Management programs, Bill gave 36 years of dedicated and exemplary service to our students and to the College.

Impact on students and/or student learning: Both Professor Thornton and Professor Schindler have touched the lives of literally thousands of students during their careers at the college.

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 Professor Nancy Thornton and Professor William Schindler.

2008-2009 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 proposed 2008-2009 fees are reported on the schedule attached. An examination of these will show limited changes for existing courses. The one significant addition relates to the new ATIC courses that are being added to the curricula. These courses are part of a new AS program in collaboration with the Advanced Technical Intelligence Center for Human Capital Development. This group will be located in a new facility next to the Greene Center, and we will work closely with them in offering this degree. The technical courses will be offered by ATIC and fees will be remitted to ATIC to cover the cost of this instruction. Clark State will provide the general education courses to complete the degree.

The overall increase in lab fees, excluding the special ATIC courses, is 0.1%.

If adopted, these fees would begin with Summer Quarter 2008.

(The 2008-2009 Laboratory and Special Fees Schedule is available 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 cover 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 2008-2009 budget income data will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees approve the 2008-2009 Laboratory and Special Fees Schedule as presented effective with the 2008 Summer Quarter.

Mature Citizens Policy Revision

The proposed revision to the Mature Citizens' Educational Policy will prohibit mature individuals from taking the high-skill, non-credit classes offered by Corporate and Community Services for free. Our current policy does not prohibit mature citizens from taking the State Tested Nurse Aid, Phlebotomy, Medical Office Specialist, Welding, Truck Driver Training, and third-party vendor classes, including but not limited to Ed2Go on-line courses, Home Study Activity Director, and Dental Radiography courses.

The Mature Citizens Educational Program was not intended to allow these individuals to prepare for employment at no cost. These high-skill programs are to prepare individuals to enter the workforce and in almost all cases would not serve a mature citizen well as life enrichment.

3358:5-7-09 Continuing Education Policy

A. Admissions and Courses:

The department of continuing education offers a variety of credit and non-credit courses of a technical and vocational nature. Admission to the program is open to all residents of the area served by the college. Students desiring to pursue credit toward an associate degree must comply with college admissions requirements. Non-credit or special interest courses carry no prerequisites.

B. Services:

1. Service to local business, industry, the professions, and government is one of the most important functions of Clark State Community College. Every effort will be made, wherever sufficient interest is shown, to offer instruction which will allow employees to upgrade or retrain themselves through continuing education. A wide range of courses from basic fundamentals to those requiring considerable preparation and background is offered.
2. The department also can develop and administer, both on and off campus, programs specially tailored to meet the needs of private and public organizations, agencies, and groups. Programs can be single-session meetings or those requiring numerous hours for completion.

C. The Continuing Education Unit (CEU):

Various occupational standards, organizations, and professional groups are requiring members to update and upgrade their knowledge through continuing education activities. To facilitate this growing interest in life-long learning, the college awards the continuing education unit (CEU). The CEU is generally equated to be 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and a qualified instructor. The awarding of CEU's provides individuals, groups, and institutions with a standard of measurement for the recording, reporting, accumulation, and transfer of adult participation in approved continuing education activities. Decimal units may also be awarded for participation of less than 10 hours.

D. The Mature Citizens Educational Program:

1. Citizens sixty years of age or older may enroll in **most** college credit and non-credit classes on a space available basis. **Classes which are excluded from this policy include non-credit STNA, Phlebotomy, Medical Office Specialist, Welding, Truck Driver Training, Home Inspection, Specialized Fire Training and high-skill specialized classes developed in the future. Continuing Education third-party vendor courses, including but not limited Ed2Go on-line courses, Home Study Activity Director, and Dental Radiography courses are also excluded from this policy.** Eligible persons desiring to participate in the program shall be exempt from normal admission requirements, as well as instructional and general fees. In addition to course enrollment, participating citizens will have the opportunity to utilize college facilities, educational services, and take part in student activities.
2. Space available means classroom seats unoccupied by regularly enrolled students approximately seven days before the beginning of each quarter.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: With mature citizens being prohibited from taking these courses, the College will actually save tuition and fees.

It was requested that the Board of Trustees approve the revised Mature Citizens Policy as presented effective Spring Quarter 2008.

Appointment of OACC Delegate and Alternate

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that James Doyle be appointed as the college delegate and Andy Bell be appointed as the alternate delegate. It is also recommended that Faye Flack be appointed as the second alternate delegate in the event that Trustees Doyle and Bell are unable to attend any of the meetings.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of James Doyle as the college delegate, Andy Bell as the alternate delegate, and Faye Flack as the second alternate delegate to the OACC governing board.

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

Performing Arts Center Expansion Project Affirmation of Commitment

During its January 2008 Work Session, the Board of Trustees discussed the status of the Performing Arts Center expansion project. Kris Culp, Executive Director of the Foundation, distributed a draft of the case for support and secured the Board's feedback on naming opportunities and the draft funding plan for the project. It was noted that it was important to raise the money and not to rely on borrowing.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm their commitment to the Performing Arts Center expansion project and directs the President to move forward in full collaboration with the Foundation Board of Directors to raise the necessary funding.

Vice Chair Bell made a motion for the Board to affirm its support of Phase I and Phase II of the Performing Arts Center expansion project and to direct the President to move forward in full collaboration with the Foundation Board to raise \$750,000 for the project. Trustee Smithers seconded the motion, and it passed 5-1.

Report of the President

President Rafinski thanked Vice President Devier for his focus on building enrollment and in particular, his tremendous efforts on the Dual Enrollment and Seniors to Sophomores initiatives. He has been contacting all superintendents in the area and gaining their support.

Report of the Board Chairman

Chairman Doyle:

- Reported that he, Vice Chair Bell, and Trustee Flack tuned into the Chancellor Fingerhut's most recent videoconference together. He distributed the University System of Ohio Educational Attainment Dashboard, the proposed accountability measures, to the group and asked that staff start pulling together our current status on each of them. He noted that the ten-year University System of Ohio Plan will be released on March 31.
- Indicated that since Trustee Buroker could not attend tonight's meeting, he asked Chairman Doyle to emphasize the importance of donating to the Foundation Scholarship drive.
- Asked that anyone interested in attending the ACCT Annual Convention in New York from October 29 – November 1, 2008, contact Mellanie Toles for registration details.

Board Members' Open Forum

Trustee Mercurio asked for more information regarding the upcoming Business After Hours event at the Greene Center. Mellanie Toles is to send the details to all Trustees via email tomorrow morning.

Trustee Spriggs thanked everyone for Stella's baby gift.

Adjournment

Trustee Mercurio made a motion to adjourn the meeting, and Vice Chair Bell seconded it. The motion passed unanimously, and the meeting adjourned at 7:20 p.m.