

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes April 19, 2005

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, April 19, 2005. Chairperson Jennifer Baader presided and called the meeting to order at 6:10 p.m.

Roll Call: Present: Gary Buroker, Jim Doyle, Faye Flack, Alicia Hupp, Than Johnson, Vice Chair Cathy Balas, Chairperson Jennifer Baader, and President Rafinski

Excused: Sharon Evans and Les Smithers

Others Present: Jim Anderson, Faculty Senate President; Kris Culp, Director of College Relations/Executive Director of the Foundation; Dee Garwood*, Sociology/Social Work Instructor; Joseph Jackson, Vice President for Business Affairs; Laurie Means, Staff Senator; Andy Runyan, Vice President of Academic and Student Affairs; and Mellanie Toles, Assistant to the President

Recognition of Guests/Public Comment

Chairperson Baader welcomed the guests listed above and asked President Rafinski to introduce them. There were no public comments.

Approval of Minutes

Chairperson Baader asked for a motion to approve the minutes of the Regular Board Meeting held on March 15, 2005. Trustee Hupp made a motion to approve the minutes as written. Trustee Buroker seconded, and the motion passed unanimously.

Presentation

Dee Garwood, Social Work and Sociology Instructor, delivered a presentation entitled, "Bridges Out of Poverty".

Ms. Garwood began by stating that she recently became a certified trainer for the Bridges Out of Poverty, an international program which strives to positively impact the education and lives of individuals in poverty around the world. She briefly reviewed the various strategies used to accomplish this goal, including learning the "hidden rules" of economic class to understand students who come from generational poverty.

Ms. Garwood reported that based on the living wage, the poverty rate is below \$25,000 in annual income. Of the 3,809 students currently enrolled at Clark State, 2,022 of them make less than \$25,000 per year, therefore classifying them as living in poverty. Fifty-three percent of the student population is below the poverty rate.

Ms. Garwood indicated her desire to bring the program to Clark State. The benefits of doing so include:

- Providing opportunities for students and faculty to begin to understand the culture of poverty;
- Providing alternative intervention techniques to bridge the gap between poverty and middle class;
- Addressing retention issues, in direct correlation with those students who come from generational poverty; and
- Identifying the developmental needs of students concerning the culture of poverty and ways to assist them in their academic success.

Ms. Garwood plans to deliver a two-hour Bridges Out of Poverty presentation to faculty and staff in June and to develop a core course based on the program. She would also like to adapt the program for adolescents, utilize it with our Champion City Scholars, and do a ten-year longitudinal study on the participants for her Ph.D. dissertation.

A brief question-and-answer session followed, and Chairperson Baader thanked Ms. Garwood for her efforts and insightful presentation.

*Ms. Garwood departed the meeting at 6:40 p.m.

Quarterly Financial Reports

The fiscal year-to-date comparison and balance sheet at March 31, 2005, and statement of restricted income and charges from July 1, 2004, through March 31, 2005, 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 expenses as a percentage of budget, and expenditures by object code as a percentage of budget were also distributed.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met at 12:00 p.m. on Tuesday, April 5, 2005, in the LRC Boardroom with Committee members Cathy Balas and Gary Buroker, Committee Chairperson Faye Flack, and Vice Presidents Joe Jackson and Andy Runyan present.

Agenda items included:

- 2004-2005 Financials/Reserve Statement
- Release of Reserve Funds for Purchase of Technology Replacements
- 2005-2006 Draft Budget
- 2005-2006 Tuition
- Salary Range Movement
- Merit Increases
- Biennial Capital Bill
- Building Project
- PAC Expansion/Regent Theatre

The next meeting of the Finance and Facilities Committee is scheduled for Tuesday, June 7, 2005, at 12:00 p.m. in the LRC Boardroom.

Human Resources Update

Resignations/Retirements/New Positions:

Exempt

- Community Outreach/Education Director – Mary “Nuggie” Libecap (resignation)
- Manager of Human Resources – Ron Connally (resignation)

Non-Exempt

- Administrative Assistant Conference Services – Margie Watson (retirement)

Advertised Positions/Searches/Interviews:

Exempt

- Dean, Arts & Sciences and Public Services
- Director of Facilities Operations and Maintenance
- Director, Truck Driver Training Institute

Non-Exempt

- Administrative Support Arts & Sciences and Public Services
- Custodian
- Evening Receptionist

Instructional Faculty

- English
- Registered Nursing (Evening)
- Social Services

Filled Positions:

Exempt

- Regional Representative, Area 7 Workforce Investment Board – Olivia Freeman, effective 3/21/05

Non-Exempt

- Admissions Specialist – Jamie Minter, effective 4/4/05

Major Gifts Campaign Update

The campaign continues to move forward on schedule, and in some areas, ahead of schedule. Revenue to date is \$7,080,883 in cash and pledges from public and private sources.

Awareness

- The first campaign newsletter will be mailed shortly. A video/PowerPoint presentation is being developed, and Karen Rafinski and Kris Culp are available to assist campaign committee volunteers in educating and cultivating prospective donors.

Divisions

- Lead Gifts Division committee members are currently cultivating and soliciting prospects, with a goal of completing the division by the end of May.
- Seven team captains in the Advanced Gifts Division have begun to recruit their team members. The organizational meeting for the teams is slated for April 13.
- The remaining divisions are being restructured to maximize volunteer efforts. Lower divisions will be reorganized into various geographic, corporate, professional and affinity groups.

Management

- Dr. Pendleton Armistead, our fundraising counsel, will join us for the Foundation retreat on May 13 to focus on the direction of the Foundation post-campaign.

Liaison Reports

Clark State Foundation

- The primary focus of the Foundation remains the Major Gifts Campaign. Campaign progress is outlined in Board Information Item 6D.
- The Annual Campaign is under way, concentrating on renewals.
- Seventh graders are beginning to submit their applications for the Champion City Scholars program. Interviews will be held in April, with the public announcement at a luncheon ceremony on campus on May 12.
- The annual Foundation Board retreat is slated for Friday, May 13, 2005. Trustees are invited to attend. Arrangements have been made with the Turner Foundation to use Bonded Lodge.
- A slate of new officers and several new Board members will be presented at the Foundation's April Board meeting.
- The annual Scholarship Reception will be held on Tuesday, May 24, 2005, at 6:00 p.m.
- The Circle of Friends annual membership campaign will kick off in mid-April.

Council of Governments

- The Early Childhood Education Center (ECEC) currently has 90 children enrolled, which is 95% of capacity. Campus Kids Learning Center (CKLC) is at 54% capacity, with a total enrollment of 35. Both Centers are adequately staffed.
- An outside consultant has been hired to assess the viability of the CKLC and ECEC, including evaluation of the quality of the Centers' programming and financial management. The consultant's report and recommendations will be discussed at a special Council of Governments meeting slated for Wednesday, April 20, at 5:00 p.m.

Report of the President

President Rafinski reported that eighty-one applications were received for the Champion City Scholars program this year; there are fifty spots available. Candidate interviews are now in progress.

A revised list of upcoming events was distributed, and Trustees were asked to contact Mellanie Toles if they plan to attend any of them.

President Rafinski distributed and briefly reviewed the updated OACC legislative agenda, which was revised after the House version of the state budget was released. Another revision will be made after the Senate's version of the budget is passed.

Report of the Board Chairperson

Chairperson Baader reminded Trustees about the OACC Excellence Awards Luncheon to be held on May 16, 2005, as well as the ACCT Leadership Congress slated for September 8 – 11, 2005, in Seattle. She asked that Trustees interested in attending either event contact Mellanie Toles as soon as possible.

Board Members' Open Forum

Senator Mike DeWine is unable to speak at this year's commencement ceremony. Other potential candidates were briefly discussed. President Rafinski will work to secure a speaker as soon as possible.

Trustee Buroker indicated that the Foundation's annual scholarship campaign will take place this year in addition to the Major Gifts Campaign. He distributed pledge forms to the Trustees and noted that over 100 students will benefit from scholarships as a result of the campaign.

The group briefly discussed the Presidential evaluation timeline and process. The Board concurred that they would like to discuss the 2006 evaluation process either during the August retreat or the Board Work Session in January.

The Board congratulated President Rafinski on her recent Leader of the Year award from Leadership Clark County.

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

- Olivia Freeman, Regional Representative Area 7 Workforce Investment Board, effective 3/21/05

Resignations/Retirements

- Ron Connally, Manager of Human Resources, effective 4/29/05
- Nuggie Libecap, Community Outreach/Education Director, effective 5/13/05

Impact on students and/or student learning: The person that fills the COE Director position must continue the momentum of Project Jericho to positively impact the lives of at-risk students in the community. The lead position in the HR department will play a vital role with the implementation of the action steps in the Diversity Plan, which should result in an enriched educational experience for students.

Implications for budget, personnel, or other resources: The Area 7 hire has no effect on the College’s budget since the Area 7 unit is set up as an Agency Fund. The COE Director resignation has no effect on the General Fund budget since this is a grant-funded (restricted) budget position. The resignation of the Manager of Human Resources could have an effect on the 2005-2006 General Fund budget depending on whether the HR department is restructured.

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

Truck Driver Training Institute Fee Schedule 2005-2006

The Director of the Truck Driver Training Institute has recommended adjustments for the fees charged for both Class A and Class B programs. These adjustments will enable the program to absorb increased costs for salaries, training facility rental, equipment repair, truck/trailer replacement, utilities, gasoline, insurance, etc. Additionally, we are now including the cost of background and fingerprint check (\$94) for the HazMat endorsement in the total cost of the training. Recommendations are as follows:

PROGRAM	CURRENT TUITION	RECOMMENDED TUITION	PERCENT INCREASE
CLASS A			
20 Week	\$4,935	\$5,050	2.3%
4 Week	\$3,335	\$3,535	6.0%
3 Week*	\$2,635	\$2,795	6.0%
CLASS B			
2 Week	\$1,635	\$1,735	6.1%

*We are considering eliminating this program.

Data on fees charged by other truck driver training schools shows that the recommended tuition will continue to be less than what is charged by our competitors.

Impact on students and/or student learning: The modest increase in tuition for the 20-week program will be covered by grants/loans. The 6% increase in the tuition for the other programs should not deter anyone interested in pursuing a career in the trucking industry. Our tuition will continue to be lower than other for-profit training companies. We need to replace equipment so it is relevant to what is being used in business and industry and adequately maintain equipment in the interest of safety.

Implications for budget, personnel, or other resources: Based on the student enrollment projected for 2005-2006, this increase will generate approximately \$60,000 additional revenue.

It was requested that the Board of Trustees approve an increase in the fees for the Truck Driver Training Institute as stated above effective with classes beginning July 1, 2005.

Tuition and Fee Schedule 2005-2006

The Board Finance and Facilities Committee met on April 5, 2005, with one of the agenda items being the 2005-2006 tuition/fee schedule recommendation (please reference the meeting minutes). The Governor's version and the House Substitute Bill of the next state biennial budget contain restrictions on how much tuition and fees can be raised. The Governor's budget permits a base tuition increase of 6% and also authorizes campuses to increase fees an additional 3% if these funds are earmarked for student financial aid. The House Substitute Bill imposes a cap of 6%.

A survey of other two-year colleges shows that most plan to raise tuition 4%-6%. Currently, Clark State's instructional, general, and technology fees total \$70 per credit hour.

In light of the widely publicized state budget challenges and flat funding for higher education, we find it necessary to recommend a 5% increase in tuition. The Board Finance and Facilities Committee concurred with this recommendation. This \$3.50 per credit hour increase would be applied to the instructional fee.

Impact on students and/or student learning: The revenue generated will allow us to continue to provide a quality learning experience for students (technology upgrades, faculty hiring, facilities upkeep, student life amenities) and will support enrollment growth. In order for graduates to be marketable to local employers, it is critical that the College provide a state-of-the-art learning environment facilitated by qualified and skilled faculty. Students eligible for a full Pell grant will continue to have their full tuition covered by the Pell grant.

Implications for budget, personnel, or other resources: The total budget effect of a \$3.50 per credit hour increase will be approximately \$370,000.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee \$3.50 per credit hour (5%) and the instructional fee for out-of-state students \$7 per credit hour (5.9%) effective Summer Quarter 2005.

Merit Increases

The current compensation system was developed in conjunction with Watson/Wyatt in 2001. The final phase deals with performance management. Two years ago, we completed the first cycle of performance evaluations under this system but did not implement merit (i.e., pay for performance). Last year, merit was implemented. A team met late last summer to evaluate the process and forwarded recommendations, some

of which have been implemented. We have now completed the third cycle of performance evaluations but this will be the second round of merit pay. 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 was recommended to the Board Finance and Facilities Committee that the following merit adjustments be approved:

- For all staff who achieve a rating of Meets Expectations – 1% merit increase
- For all staff who achieve a rating of Exceeds Expectations – 2% merit increase

This Committee recommended that the full Board approve this recommendation. The Committee noted that they expect changes to this program over the next year.

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 include: Teamwork, Cooperation, Customer Service, Innovation/ Initiative, and Interpersonal Skills.

Implications for budget, personnel, or other resources: Merit increases are projected to total approximately \$60,000. The portion to be funded from the current fiscal year has already been budgeted. The portion to be funded from fiscal year 2005-2006 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, 2005, to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

Salary Range Adjustment

Salary ranges for Instructional Faculty, Exempt and Non-Exempt employees were adjusted 2% in September 2004. Salary ranges for Exempt and Non-Exempt employees were initially established using job evaluations during the implementation of the compensation system in 2001. Instructional Faculty salary ranges were not included in this compensation study and continue to be based on academic rank.

Ranges are established around a midpoint and consist of a minimum of the range equal to 80% of the midpoint and a maximum equal to 120% of the midpoint. The difference from minimum to maximum provides the opportunity to recognize various levels of performance, seniority, previous experience and degrees attained both for determining starting salaries as well as periodic increases in salary.

It is essential that the College's salary ranges be competitive with relevant labor markets. In order to ensure this competitiveness, ranges are studied in relation to data derived from, among other sources, College & University Personnel Association (CUPA), Ohio Association of Community Colleges (OACC), Springfield Human Resource Management Association (SHRMA), the Springfield Area Chamber of Commerce, and the Consumer Price Index.

Based on data gathered, it is recommended that ranges be increased 2.25% effective September 1, 2005. The midpoint of the salary range for each of the grade levels for Exempt and Non-Exempt positions will be

increased 2.25%. Minimum and maximums for each grade level will then be calculated based on this new midpoint. Salary ranges for Instructional Faculty will be increased in a similar manner and will result in the following schedule effective September 1, 2005:

Instructor:	\$30,675 – \$46,000	Assistant Professor:	\$34,000 – \$51,000
Associate Professor:	\$38,250 – \$57,400	Professor:	\$43,300 – \$65,000

The discussion with the Board Finance and Facilities Committee at their April 5, 2005, meeting is reflected in the minutes of that meeting. Subsequent to that meeting, a formal recommendation was communicated based on an evaluation of the OACC salary survey data.

Impact on students and/or student learning: Salary ranges represent the “pricing” of jobs at the College. If jobs are not “priced” appropriately, it could result in turnover which is costly to the College and serves to disrupt the learning process.

Implications for budget, personnel, or other resources: Salary adjustments may result from salary range movement. The salary administration policy states that, to the extent possible, salaries will be advanced an additional 1.5% over and above the increase in salary ranges. If granted, salary adjustments will be funded in the 2005-2006 operating budget.

It was requested that the Board of Trustees accept the recommendation to increase salary ranges for Instructional Faculty, Exempt and Non-Exempt employment positions by 2.25% effective September 1, 2005.

Contract Renewals for Instructional Faculty

The College renews contracts for Instructional Faculty each April. Instructional Faculty contracts are offered as one, two, or five-year contracts. Present 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 five-year contract.*

Contract terms are recommended by the appropriate Divisional Administrator based on the College evaluation system, instructional needs, and other performance measures.

<i>RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY 2005-2006</i>				
Division	Name	Year Employed	Contract Eligibility	Contract Recommendation
Arts & Sciences Division	Laurie Buchanan	9/1/01	2 Year	2 Year
	Michelle Burch	9/1/99	2 Year	2 Year
	Dee Garwood	9/1/04	1 Year	1 Year
	David Hare	9/1/99	2 Year	2 Year
	Brian Heaney	9/1/87	5 Year	5 Year
	Fabian Novello	9/1/01	2 Year	2 Year
	Jeffrey Reed	9/1/04	1 Year	1 Year
Business and Applied Technologies Division	Teresa Campbell	9/1/99	2 Year	2 Year
	Larry Everett	9/1/03	1 Year	1 Year
	John Hale	9/1/04	1 Year	1 Year
	Robyn Hennigan	9/1/02	1 Year	1 Year
	Reva Hutchins	9/1/99	2 Year	1 Year*
	Pat Jacobs	9/1/99	2 Year	2 Year
	Lee Kelleher	9/1/01	2 Year	1 Year*

Division	Name	Year Employed	Contract Eligibility	Contract Recommendation
	Glen Pottenger	9/1/01	2 Year	1 Year*
	Debbie Smith	9/1/04	1 Year	1 Year
	Rebecca Wiggenghorn	9/1/87	5 Year	5 Year
Health and Human Services Division	Judy Adams	9/1/02	1 Year	1 Year
	Mary Cornell	9/1/02	1 Year	1 Year
	Terri Dinsmore	9/1/04	1 Year	1 Year
	Rebecca Dodds	9/1/02	1 Year	1 Year
	Barbara Duane	1/1/05	1 Year	1 Year
	Pam Healy	9/1/03	1 Year	1 Year
	Sandy Horn	9/1/92	5 Year	5 Year
	Ayman Idrees	9/1/04	1 Year	1 Year
	Bridget Ingram	9/1/99	2 Year	2 Year
	Larry Killian	9/1/92	5 Year	5 Year
	Daisy Helen Lilly	9/1/04	1 Year	1 Year
	Connie Mitchell	9/1/02	1 Year	1 Year
	Veronica Peters	9/1/96	5 Year	5 Year
	Mia Toles-Pickard	9/1/04	1 Year	1 Year
	Mark Schmidt	6/1/03	1 Year	1 Year*
	Lisa Sheehan	9/1/03	1 Year	1 Year
	Racille Smith	9/1/97	5 Year	5 Year
	Don Swabey	9/1/99	2 Year	2 Year
	Kathy Traub	1/5/98	2 Year	1 Year*
	Tammy Watt	9/1/99	2 Year	2 Year

Notes:

- *Reva Hutchins has requested a one year contract even though she is eligible for a two year contract.*
- *Lee Kelleher is eligible for a two year contract; dean is recommending a one year contract.*
- *Glen Pottenger is eligible for a two year contract; dean is recommending a one year contract.*
- *Kathy Traub has requested a one year contract even though she is eligible for a two year contract.*
- *Mark Schmidt's renewal is contingent on completion of his Master's Degree by July 1, 2005.*

Impact on students and/or student learning: Faculty are the institutions direct link with students. They are the suppliers of teaching 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 2005-2006 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 personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty.

Trustee Doyle made a motion to approve all of the action items above as presented. Trustee Flack seconded, and the motion passed unanimously.

Adjournment

Chairperson Baader adjourned the meeting at 7:19 p.m.