

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes April 17, 2007

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, April 17, 2007. Chairperson Faye Flack presided and called the meeting to order at 6:32 p.m.

Roll Call: Present: Andy Bell, Gary Buroker, Sharon Evans, Bill Mercurio, Les Smithers, Élise Spriggs, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Than Johnson

Others Present: Jane Cape, Dean of Business and Applied Technologies; Kris Culp, Director of College Relations/Executive Director of the Foundation; Kelly Hall, Director of Institutional Research, Planning, and Grants; Joseph Jackson, Vice President for Business Affairs; Romy Lu*, Director of Information Technology; Marvin Nephew, Director of Human Resources; Mary Patton, Director of Career Services and Community Outreach; Marylu Shobe, Staff Senate representative; and Mellanie Toles, Assistant to the President

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 Regular Board Meeting held on March 20, 2007. Vice Chair Doyle made a motion to approve the minutes as written. Trustee Bell seconded, and the motion passed unanimously.

Presentation

Romy Lu, Director of Information Technology, provided an overview of the recent IT Audit conducted by The Greentree Group, which included the following findings and recommendations for improvement:

- The technical infrastructure to support the transfer of knowledge between the faculty and students – the computer hardware, software, and telecommunications network – is in place and reasonably current. One concern that was identified was the need to ensure adequate funding is made available to periodically replace items to keep the infrastructure current. The suggestion was made to budget for these expenses annually rather than rely on how much funding is available for replacement a particular year.

- Clark State's network is reasonably secure, but increasing pressures could put this at risk as students and faculty demand greater access to information any place and at any time. Increased use of wireless networks is a special concern that must be closely monitored to ensure it does not adversely impact the security of Clark State's business systems.
- Clark State currently does not have sufficient bandwidth available to support the demands for access to the Internet by faculty, staff, and students. A greater concern is that Clark State's process for predicting future bandwidth usage appears to be based on past usage patterns and not on future needs. It was recommended that the College upgrade from T-1 to DS3 telecommunications connections. In addition, a joint meeting between Clark State, AVETeC, and OARNet should be convened to determine roles and responsibilities for connecting the College to the Third Frontier Network.
- The management of IT projects at Clark State needs improvement. Sufficiently detailed planning does not occur in all cases to adequately identify resource requirements (funding, people, and time) necessary to accomplish IT projects. Projects are often approved before adequate information on financial or labor hour requirements is available. It was recommended that a moratorium be placed on all but essential IT projects for 2007, until such time as sufficient detail can be provided to determine the cost and benefits associated with each project. A rigorous project planning process should be initiated that requires the purpose, cost, duration, and benefit of each project to be defined prior to being considered for approval, and a project review process should be initiated to review the progress of each project on a quarterly basis. In addition, development of an IT roadmap that will guide Clark State's IT efforts for the next three to five years was suggested.
- The technical qualifications of the Clark State staff are adequate to support the existing IT infrastructure. However, in some areas, the IT staff is only one position deep; when a vacancy occurs, it can have a significant adverse impact on the operation of various aspects of the IT infrastructure. In light of the targeted IT environment (to be identified in the IT roadmap), the IT skills needed for that environment should be identified and transition of the staff to those skills should begin. It was also recommended that the College reduce the number of different computer operating systems that the IT staff has to support, and a workload capacity planning process should be implemented within the IT department to ensure sufficient labor hours are allocated for both day-to-day operations and new IT projects. It was also suggested that the IT department be reorganized so various staff members are cross-trained to support other technical functions.
- Customer satisfaction with the IT Department is poor. The assessment revealed significant negative feedback from Clark State's faculty and staff about the quality of IT customer service provided. Some improvement had been noted in the Help Desk operation, and the planned Help Desk project for 2007 should also contribute to better customer service. However, there is still much to do overall to achieve an acceptable level of customer satisfaction. Improving customer satisfaction should be made a priority in future editions of the Technology Plan, and goals indicating that support to customers is a top priority should be incorporated.
- The strategic planning, project planning, and budget planning cycles should be aligned so they are logically synchronized around the College's fiscal year.

A question-and-answer period followed the presentation. Discussion ensued regarding the best way to proceed with the bandwidth issue, and President Rafinski provided an update on the status of the Ohio Supercomputer/Third Frontier Network. The Board indicated their preference to consider the College's future needs and upgrade to 28mb instead of 10mb, depending on the cost. Mr. Lu is to research the cost difference.

Chairperson Flack thanked Mr. Lu for his presentation.

*Mr. Lu departed the meeting at 7:00 p.m.

Quarterly Financial Reports

The fiscal year-to-date comparison and balance sheet at March 31, 2007, and statement of restricted income and charges from July 1, 2006, through March 31, 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.

It was suggested that a column entitled "Projected/Revised Projection" be added to the financials for ease of understanding.

Sara T. Landess Technology and Learning Center Progress Report

Staffing over the past two months for the project averaged 45-50 workers per day representing the various Trades. Status of work is as follows:

Site work – 89% complete

- Pond construction – 85% complete
- Sidewalks east – 10% complete

Basement – 82% complete

- Mechanical room piping and equipment – 100% complete
- Mechanical room temperature control – 45% complete

Building foundations/enclosure work – 93% complete

- Metal panels – 80% complete
- Roofing sheet metal – 40% complete
- Curtain walls – 100% complete
- Skylight – 100% complete
- Exterior aluminum doors – 40% complete

Building finishes – 71% complete

- First floor wire and cable – 85% complete
- First floor rough-in, lighting control system and fire alarm – 90% complete
- Fire protection rough-in – 100% complete
- Telephone/data – 35% complete
- First floor security system – 40% complete
- First floor lighting fixtures – 45% complete
- Drywall (south walls) – 100% complete (hanging)/85% complete (tape/finish)
- Drywall (south ceilings/soffits) – 95% complete (hanging)/90% complete (tape/finish)
- Ceramic tile flooring/walls – 90% complete
- Prime paint – 60% complete
- Finish paint – 35% complete
- Temperature control main – 95% complete
- Acoustical panel ceiling grid – 45% complete
- Sprinkler drops – 45% complete
- Lab casework – 100% complete
- VCT flooring – 80% complete
- (North) finish air devices – 95% complete

- Plumbing fixtures – 30% complete
- Toilet compartments – 10% complete
- Toilet accessories – 50% complete
- Finish carpentry and casework – 30% complete

Change orders processed to date total \$427,000. 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
- Fine grade/seed
- Roofing sheet metal
- Plumbing fixtures
- Fire alarm, telephone/data, clock system
- Prime/paint
- Ceramic tile flooring/walls
- VCT flooring and carpet
- Finish carpentry and casework
- Finish paint

A team made up of faculty, staff and students is working on recommendations related to the following signage: interior/exterior wayfinding, café/bookstore, directory boards, building names, roadway (stop, yields, speed limit, do not enter, etc.), parking lot designation, donor recognition wall, education wall of honor, donor naming opportunities (commemorative plaques), and campus entrance marquees.

A team made up of faculty, staff and students is working on recommendations related to the following artwork: building dedication plaque, donor recognition wall, education wall of honor, commemorative plaques, Landess portrait, and artwork throughout the building.

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 March, 80.6% of the total contract had been paid to contractors. Bond proceeds are invested with Security National Bank and the total portfolio is currently earning 4.85%.

Tours have been conducted for faculty, staff, donors, and the Landess family and are available to any interested Trustees. The College, in conjunction with the Chamber of Commerce, will host a Business After Hours on August 30th at the Landess Technology and Learning Center.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met at 12 noon on Tuesday, April 10, 2007, in LRC 307. In attendance were Board Chairperson Faye Flack, Committee Members Andy Bell, Jim Doyle, and Gary Buroker, President Karen Rafinski, and Vice President Joe Jackson.

The following agenda items were discussed:

- Tuition and Fees
- The Governor's Higher Education Compact
- Other – The following handouts were distributed:
 - Quarterly Financial Reports through 3/31/07
 - Statement of Reserves through 3/31/07
 - Truck Driver Training Institute 2007-2008 Fee Schedule
 - Facilities Projects Update

Minutes of this meeting were distributed to all Trustees shortly after the meeting. The next meeting of the Board Finance and Facilities Committee is slated for Monday, June 18, 2007, at 7:30 a.m. in the LRC Boardroom.

Board Human Resources Committee Report

The Board Human Resources Committee met at 4:30 p.m. on Wednesday, April 11, 2007, in the LRC Boardroom. In attendance were Committee Chair Les Smithers, Committee Members Andy Bell and Sharon Evans, President Karen Rafinski, and Human Resources Director Marvin Nephew.

The following agenda items were discussed:

- President's Evaluation Questionnaire
- Board's Evaluation Questionnaire
- Evaluation Process
- Merit Pay Process for Staff
- Contract Renewals for Instructional Faculty
- Other

Human Resources Update

Filled Positions:

Exempt

- Dr. Kathy L. Wiesenauer, Administrative Dean, Greene Center, effective 5/7/07
- Ronald Gordon, Recruiter (.80 FTE), Truck Driver Training Institute, effective 3/19/07

Resignations/Retirements/Terminations:

Exempt

- Jerilyn Friedman-Burgess, Part-Time Grants Writer, resignation effective 4/19/07

Non-Exempt

- Barbara Bendure, Part-Time Records Clerk, resignation effective 4/6/07

Instructional Faculty

- Laura Mast, Instructor, Health and Human Services, resignation effective 8/31/07
- Nancy J. Thornton, Professor, Business and Applied Technologies, retirement effective 6/30/07

Advertised Positions/Searches/Interviews:

Exempt

- Vice President, Academic and Student Affairs
- Part-Time Classroom Trainer, Truck Driver Training Institute
- Director, Corporate and Community Services
- Program Manager, Engineering/Industrial Technology
- Program Manager, Contract Training
- Windows Application Developer

Non-Exempt

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

Faculty

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

Major Gifts Campaign Update

As we move to close the campaign:

- Kris Culp is meeting with donors to finalize their naming opportunities.
- A few proposals are still pending. A final report will be delivered at the Foundation retreat on April 20.
- A new \$100,000 planned gift has been secured for a naming opportunity in the Sara T. Landess Technology and Learning Center.
- President Rafinski and Kris Culp took the Landess family for a tour of the new facility, and they were very pleased with the building. Tours for other building donors will be scheduled in the coming months.

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of February 2007 is \$13.8 million.
- The annual campaign for scholarships kicked off at the March meeting. Prospects are being contacted in cluster groups: Medical, Small Business, Manufacturing, and Individuals. Appeals are customized for those groups.
- The annual Board Retreat will be held on Friday, April 20, from 11:30 a.m. to 4:00 p.m. at the Polo Club. Trustees are encouraged to attend.
- The next 50 Champion City Scholars (the fourth class) will be announced at an Induction Ceremony on Thursday, May 24, at 11:00 a.m. in the Library Resource Center, Rooms 207-209. A Recognition Ceremony for current Scholars will be held in the Kuss Auditorium on Thursday, May 8, at 7:00 p.m.
- Seals and Seals will perform at the Circle of Friends concert following the Founder's Award dinner honoring Jim Foreman on Saturday, May 12. For ticket information, please contact the Box Office.

Council of Governments

- An initial offer on the Sunset Avenue property (formerly Campus Kids Learning Center facility) has been received, and the Council is working to finalize the deal in the near future.
- The next Council of Governments meeting is slated for late Spring, along with the dedication of the new addition.

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

- Dr. Kathy L. Wiesenauer, Administrative Dean, Greene Center, (1.0 FTE), effective 5/7/07
- Ronald Gordon, Recruiter, Truck Driver Training Institute, (.80 FTE), effective 3/19/07

Impact on students and/or student learning: The above listed employees will 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.

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:

- Laura Mast, Instructor, Health and Human Services, (1.0 FTE), resignation effective 8/31/07
- Nancy J. Thornton, Professor, Business & Applied Technologies, (1.0 FTE), retirement effective 6/30/07

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

Implications for budget, personnel, or other resources: These positions will need to be replaced by next academic year.

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 was recommended to the Board Human Resources 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

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 \$64,000. The portion to be funded from the current fiscal year has already been budgeted. The portion to be funded from fiscal year 2007-2008 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 April 30, 2007, to eligible exempt and non-exempt employees who meet the appropriate performance criteria.

Truck Driver Training Institute Fee Schedule 2007-2008

The Director of the Truck Driver Training Institute has reviewed the fee schedule and is recommending no fee adjustments for 2007-2008. Even with increased costs for salaries, benefits, equipment repair, truck/trailer replacement, utilities, gasoline, insurance, etc., we can balance the budget by eliminating the 20-week program. We will do this by increasing the number of students in the four-week day and eight-week night/weekend class.

PROGRAM	CURRENT FEE	RECOMMENDED FEE	PERCENT INCREASE
CLASS A			
20 Week	\$5,700	Program eliminated	
4 Week Day/8 Week Night-Weekend	\$3,900	\$3,900	0%
3 Week	\$3,000	\$3,000	0%
CLASS B			
4 Week	\$3,900	\$3,000	0%

Data on fees charged by other truck driver training schools shows that the fees continue to be competitive with this market. The fee for the passenger endorsement will increase from \$320 to \$500.

Impact on students and/or student learning: Fees will continue to be lower than most other training schools in our region. Holding tuition constant will assist in the program being accessible to those interested in the trucking industry.

Implications for budget, personnel, or other resources: The draft revenue budget for 2007-2008 is based on training 250 students plus generating another \$355,000 from corporate training.

It was requested that the Board of Trustees approve no increase in the fees for the Truck Driver Training Institute as stated above effective with classes beginning July 1, 2007.

Tuition and Fee Schedule 2007-2008

The Board Finance and Facilities Committee met April 10, 2007, with one of the agenda items being the 2007-2008 tuition/fee schedule recommendation (please reference meeting minutes).

The Governor, in his FY 2008/FY 2009 Executive Budget for Higher Education, has proposed a Higher Education Compact that recommends a 5% increase in the State Investment in Instruction (SII) in FY 2008 for public colleges and universities who choose to participate, provided they do not increase tuition in FY 2008, and a 2% increase in the SII in FY 2009 for those public colleges and universities who increase tuition by no more than 3% (reference the March 20, 2007, Board of Trustees Work Session discussion on tuition and fees).

Clark State Community College is committed to student access and providing opportunities for students to participate in higher education by keeping tuition as affordable as possible. In this spirit, we support the Governor's proposal to create a Compact for public higher education that provides increased state funding in each of the two fiscal years in return for a commitment to tuition restraint. The administration has reviewed the potential financial impact of the Compact on the College and will carefully monitor as the State biennial budget is reviewed and acted upon by the General Assembly.

Impact on students and/or student learning: By freezing tuition at current levels, the College's commitment to student access and educational opportunities is reinforced.

Implications for budget, personnel, or other resources: By freezing tuition, there would be no effect on the student fee revenue budget. By participating in the Compact, the College could realize up to an 8.2% (\$550,000) increase in SII. This would be dependent on enrollment and final decisions related to administration of the funding formula that will be contained in the FY 2008/FY 2009 State biennial budget.

It was requested that the Board of Trustees authorize President Rafinski or her designee to elect to participate in the Governor's Higher Education Compact if enacted as substantially proposed, and, as such, that the College agrees to not increase tuition for 2007-2008 and limit a tuition increase in 2008-2009 to not more than 3%.

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.

**RECOMMENDATIONS FOR CONTRACT RENEWALS
INSTRUCTIONAL FACULTY 9-1-2007**

	Name	Year Employed	Contract Eligibility	Contract Recommendation
Arts & Sciences Division	Chris Bays	9/1/2005	1 Year	1 Year
	Laurie Buchanan	9/1/2001	2 Year	2 Years
	Michelle Burch	9/1/1999	5 Year	5 Years
	Dee Garwood	9/1/2004	1 Year	1 Year
	Midge Hall	9/1/1994	5 Year	5 Years
	Cecilia Kennedy	9/1/2005	1 Year	1 Year
	Jerome Murray	9/1/2006	1 Year	1 Year
	Fabian Novello	9/1/2001	2 Year	2 Years
	Jeff Reed	9/1/2004	1 Year	1 Year
Business and Applied Technologies Division	Teresa Campbell	9/1/1999	5 Year	5 Years
	Larry Everett	9/1/2003	2 Year	2 Years
	Susan Everett	9/1/1994	5 Year	5 Years
	John Hale	9/1/2004	1 Year	1 Year
	Dan Heighton	3/22/1989	5 Year	5 Years
	Pat Jacobs ¹	9/1/1999	5 Year	1 Year
	Lee Kelleher ²	9/1/2001	2 Year	No contract
	Glen Pottenger ³	9/1/2001	2 Year	1 Year - .5 FTE
	Diane Roux	9/1/2006	1 Year	1 Year
	Debbie Smith	9/1/2004	1 Year	1 Year
Health and Human Services Division	Carin Burr	9/1/2005	1 Year	1 Year
	Terri Dinsmore	9/1/2004	1 Year	1 Year
	Heidi Fernung	9/1/2005	1 Year	1 Year - .5 FTE
	Pam Healy	9/1/2003	2 Year	2 Years
	Ayman Idrees	9/1/2004	1 Year	1 Year
	Bridget Ingram	9/1/1999	5 Year	5 Years
	Daisy Helen Lilly	9/1/2006	1 Year	1 Year
	Laura Mast ⁴	9/1/2005	1 Year	No contract
	Mark Schmidt	9/1/2003	2 Year	2 Years
	Lisa Sheehan	9/1/2003	2 Year	2 Years
	Natalie Sherry	9/1/2005	1 Year	1 Year
	Don Swabey ⁵	9/1/1999	5 Year	1 Year
	Tammy Watt	9/1/1999	5 Year	5 Years
	Erin Yontz	1/2/07	1 Year	1 Year
Theatre Arts Program	Teresa Abshear	9/1/2006	1 Year	1 Year

1. Recommended for a 1-year contract. Has not yet completed his degree requirements.
2. Not recommended for a contract. Position was combined with one from Corporate and Community Services. New position is a 12-month exempt position.
3. Recommended for a 1-year contract. Has not yet completed his degree requirements.
4. No contract. Position will be converted from a .75 FTE to full-time faculty position. Faculty member not interested in full-time position and has decided to work as an adjunct for 2007-2008.
5. Requested one year contract.

Impact on students and/or student learning: Faculty are the College's 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 2007-2008 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 as presented.

Admissions Policy Revision

During fall quarter 2006, the Ohio Board of Regents conducted an enrollment audit of FY 2005 records. The audit team made the following recommendation concerning residency:

The Ohio Board of Regents recommends that Clark State Community College review existing policies or establish a policy to ensure that admissions applications are complete for all students reported to OBR through HEI. This policy should be in place by the start of the next term and will be reviewed during subsequent audits.

In response to this recommendation, the College reviewed the existing Admissions Policy #3358:5-7-07 and related procedures #3358:5-7-07.1. General admissions procedure A.5. states: "Students shall be accepted into the College after their completed application has been received by the admissions office." To ensure that admissions applications are complete for all students reported to OBR through HEI, a policy change recommendation has been submitted through the appropriate governance channels for approval: "Students will be considered admitted when a completed admissions application is entered into the College's data system. Applications will be considered complete when the correct residency status has been determined for applicants." The proposed Admissions Policy follows:

3358:5-7-07 Admissions Policy

- A. Clark State Community College is committed to providing each student with the maximum opportunity to develop and learn. As such, we adhere to an open admissions policy.
- B. Admission to the college is offered to applicants who are high school graduates or possess GED equivalency, to applicants over eighteen years of age who have the ability to benefit from the college's programs or courses, and to applicants eligible to participate in the various special programs offered at the college.
- C. Admission to the college does not assure admission to a particular program of study. Many technologies have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the admissions office for specific information.
- D. For some students, additional coursework in science, mathematics, and English may be needed prior to enrollment in certain courses and programs. Such coursework is determined through a review of a student's past academic record or through the college's placement test. While all degree programs can be completed in two years of full-time study, it may take longer for some students. This is particularly true if the student is attending on a part-time basis, if the student needs to take developmental courses, or if the student is also working.

E. Clark State admits students in the following enrollment categories:

1. High school students seeking to enroll in the Post Secondary Enrollment Options (PSEO) Program.
2. High school students seeking to enroll at Clark State while in high school that are not enrolled in the PSEO program.
3. High school aged students seeking to enroll at Clark State who have not graduated from high school and who are not currently attending high school.
4. High school graduates, applicants over 18 years of age who have the ability to benefit from the college's programs or courses, or adults with no prior college experience.
5. Students transferring to Clark State who have attended or are attending another college.
6. International student admission.
7. Senior citizens program.

F. Students will be considered admitted when a completed admissions application is entered into the College's data system. Applications will be considered complete when the correct residency status has been determined for applicants.

Impact on students and/or student learning: Through the proposed policy change, student residency reporting will be in compliance with HEI reporting guidelines.

Implications for budget, personnel, or other resources: None.

It was requested that the Board of Trustees approve the revised Admissions Policy as presented.

Vice Chair Doyle made a motion to approve all of the action items as presented. Trustee Bell 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:

- Jane Cape and Dan Heighton are working diligently on a five-week paid co-op education experience at the Pacific Northwest National Laboratory for six to eight of our best IT students. The students will have the opportunity to work with key researchers at the laboratory, and AVETeC will cover the group's expenses. Mr. Heighton also has interest in developing program certifications that would be add-ons to his current program in Cybersecurity Management I and II, Cybersecurity Operating Systems and Networks, Cybersecurity-Firewall Technologies, and Cybersecurity-Forensic Analysis.
- Clark State is part of a Q-Base initiative seeking special funding from the state to develop a career pathway of STEM initiatives for K-12 and new career programs in the area of Health Information and Imaging Technology. Partners include Wright State, Wittenberg, Clark State, Springfield City Schools, Clark-Shawnee Schools, and Greene County Career Center. Representative Chris Widener is spearheading the funding requests from the legislature.
- Clark State has been an active partner in the development of a WIRED initiative grant for the greater Dayton area. Supported by the Workforce Investment Act Boards of Montgomery, Greene, and Clark Counties along with the Dayton Development Coalition and a variety of colleges, universities, and K-12 organizations of the Miami Valley, this grant provides an opportunity for up to \$5 million in funding focused in technology growth areas, in STEM programming, and a job search/seeker infrastructure. Areas of focus include information technology, advanced manufacturing, health informatics, and simulation training. We have just been informed that we are one of two proposals that will be forwarded by the Governor to the national grant competition.
- President Rafinski presented a session with Liz Murphy, the Vice President of Datatel, on the "Faces of Philanthropy" at the recent American Association of Community Colleges Annual Conference. Eighty-

five people attended the session and eagerly snapped up copies of our Major Gifts Campaign CD. President Rafinski also noted that the keynote speaker was Bob Woodward, who spoke about his five-hour interview with President Bush regarding the Iraqi war. She encouraged Trustee attendance at future, if their schedules permit it.

- On May 2nd, two Clark State students will be honored at the All-Ohio Academic Team Luncheon in Columbus; one made the Second Team, and one made the Third Team.

Report of the Board Chairperson

Chairperson Flack:

- Suggested the date of Wednesday, June 6, 2007, for the Board to host a dinner meeting for the Foundation Board of Directors. She asked that Trustees mark their calendars and indicated that an agenda and details will be distributed soon. An alternate date of June 13, 2007, was also suggested.
- Encouraged Trustees to attend the Circle of Friends Fundraising Concert and Gala featuring Seals and Seals on Saturday, May 12, 2007.
- Asked what the College is doing in terms of programs for veterans returning from combat. Discussion ensued regarding the benefits available to veterans and the need for the College to actively pursue how best to meet their needs. It was suggested that we find out when they are returning to the area and send them a personal letter from President Rafinski. The need for a planned marketing program to attract these students was also discussed. It was noted that the College is currently exploring the possibility of accepting DANTES credits, which are based on a national test used primarily by military personnel.
- Provided an overview of the Futures Assembly, which she and Trustee Johnson attended in January.

Board Members' Open Forum

It was noted that there was considerable discussion at the Board Human Resources Committee meeting regarding merit increases. The Committee was concerned that too many people are receiving merit increases (i.e., staff receive merit increases if they either meet or exceed performance expectations) and concurred that the process needs to be revamped for next year. Brief discussion ensued regarding how that could negatively impact the performance of those who consistently exceed expectations. President Rafinski indicated that a task force will be formed to review this process as well as the performance evaluation process.

Trustee Bell expressed disappointment that he is the only Trustee who will attend the upcoming Foundation Retreat, particularly due to the increasing importance of fundraising for community colleges. Trustee Spriggs indicated that she may be able to attend and will confirm with Trustee Bell.

Trustee Evans thanked the Board for the flowers received in honor of her recent awards. The Trustees congratulated her again, indicating that they are very proud of her accomplishments.

In light of the recent events at Virginia Tech, Trustee Spriggs asked what type of plans we have in place if such an emergency would occur on campus. President Rafinski indicated that the College has a Crisis Response Manual, but in terms of a comprehensive risk management plan, many components are missing. Over the next several months, we will be working diligently to complete a plan, which will include information technology risks, terrorist activities, biohazards, as well as how best to disseminate information during emergency situations.

Adjournment

Chairperson Flack adjourned the meeting at 8:20 p.m.