

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
June 21, 2005

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, June 21, 2005. Chairperson Jennifer Baader presided and called the meeting to order at 6:13 p.m.

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

Excused: Les Smithers

Others Present: Larry Everett, Faculty Senate President; Steve Hurley, Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Dr. Larry Jines*, Ohio citizen; Romy Lu**, Director of Information Technology; Andy Runyan, Vice President of Academic and Student Affairs; Terry Thomas, Executive Director of the Ohio Association of Community Colleges; 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.

Ohio taxpayer Dr. Larry Jines presented a short PowerPoint presentation to the Board regarding Clark State's need for additional resources to be good stewards of taxpayer provided resources. Dr. Jines described a recent public records request made to the College and the information received as a result of the request. He indicated that the College may need additional resources to be able to comply with its records retention schedule, and that all employees should be better educated on the College's Guiding Principles and Responsible Use of Technology policy.

*Dr. Jines departed the meeting at 6:22 p.m.

Chairperson Baader stated that the College acknowledges that it has adopted policies and procedures to govern the responsible use of technology, including email, by its employees and students, and to schedule the retention of records created by its employees. She went on to say that the College makes every effort to ensure that its employees and students are aware of and comply with these policies and procedures, and when the College becomes aware that a policy or procedure may not have been followed, it will take appropriate steps to ascertain the reason for noncompliance and make certain that the policy or procedure is followed in the future. Accordingly, the Board directed President Rafinski to review the concerns brought forward by Dr. Jines. The Board also directed President Rafinski to investigate the feasibility of the current records retention schedule and to revise it as necessary.

Approval of Minutes

Chairperson Baader asked for a motion to approve the minutes of the Regular Board Meeting held on May 17, 2005. Trustee Flack made a motion to approve the minutes as written. Trustee Hupp seconded, and the motion passed unanimously.

Presentation

Terry Thomas, Executive Director of the Ohio Association of Community Colleges (OACC), addressed the Board with a presentation entitled, "Ohio's Community Colleges: Centers of Opportunity for All". He began by reviewing the final version of the state budget and OACC's position on various aspects of it.

Mr. Thomas then shared statistics regarding Ohio's estimated employment growth by education and training level through 2012; average starting salaries of recent Ohio college graduates; average tuition and fees at Ohio's community and technical colleges; and how the public graded Ohio's K-12 schools, public universities, and community colleges in a recent survey. He also shared the following quote by Dr. Ned Sifferlen, President Emeritus of Sinclair Community College, "The unique value of community colleges lies in helping working adults and young people advance from \$7 per hour jobs to \$17 per hour careers."

Chairperson Baader thanked Mr. Thomas for his presentation and the great job he does on behalf of Ohio's community colleges.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met at 12:00 p.m. on Tuesday, June 7, 2005, in the LRC Boardroom with Committee members Cathy Balas and Gary Buroker, Committee Chairperson Faye Flack, Vice Presidents Joe Jackson and Andy Runyan, and President Rafinski in attendance.

Agenda items included:

- 2004-2005 Financials/Reserve Statement
- Property
- 2005-2006 Budget
- Tuition Reimbursement Benefit Changes
- Salary Increase Recommendation
- Dental Benefit
- Health Care Benefit
- New Building Project Finance Plan
- PAC Expansion Architect
- Joint Use Agreement
- MBE and Affirmative Action Policies
- Establishment of a Board Investment Committee
- Other

Graduation Recap

After graduation each year, we attempt to do a "recap" to determine what we might improve upon or change for the next year. We received many positive comments regarding the program, Dr. Head's commencement address, and William Perdue's student address.

Suggestions for next year's graduation include the following:

- Do not cut back on the number of tickets that we allow students each year. This year students were allowed four tickets each because of the larger graduation class. There were many empty seats. Next year, we will offer each student six tickets as we have done in the past.
- In order to avoid a crowd of students and guests in the front lobby immediately following the graduation ceremony, have the marshals lead the students back into Turner and loop around thus disbursing the crowd in the front lobby. This process has worked well for JVS when they have held their graduations at the Kuss.

- Set up the punch and cookies in a couple of locations instead of just one location. This will alleviate some of the congestion.
- Have a custodian available to provide access to Turner Studio and the faculty room after the student reception.
- Look into getting a larger table for the diplomas as well as only putting the correct number of diplomas on the table for those students that will be marching.
- Revisit the pre-recorded announcement to emphasize that cell phone use is discouraged during the graduation ceremony.

Vice President Runyan indicated that the suggestion was made to change the order of the processional to allowing platform guests and faculty to come in first and watch the graduates as they come on stage. He asked for the Board's input, and the Trustees concurred that it is a great idea that should be implemented.

Human Resources Update

Resignations/Retirements/New Positions:

Exempt

- TDTI Trainer – Thomas Vass (resignation)
- Academic Counselor, Student Support Services – Kyle Heincker (resignation)

Non-Exempt

- Administrative Support, Business and Applied Technologies (part time) – Jacquelyn Robinson (resignation)
- Campus Police Officer I – Tracy White (resignation)

Instructional Faculty

- Computer Software Development – Reva Hutchins (resignation)

Advertised Positions/Searches/Interviews:

Exempt

- Academic Counselor, Student Support Services
- Community Outreach/Education Director
- Dean, Arts and Sciences and Public Services
- Director of Facilities Operations and Maintenance
- Director of Human Resources
- Director, Truck Driver Training Institute
- Regional Representative, Area 7 Workforce Investment Board
- Tech Prep Consortium Specialist

Non-Exempt

- Administrative Support, Business and Applied Technologies (part time)
- Conference Services Coordinator

Instructional Faculty

- Computer Software Development (temporary full time)
- EMS
- English (2 positions)
- RN Evening Nursing (.5 FTE)
- Social Services
- Theatre Arts (temporary full time)

Filled Positions:

Non-Exempt

- Custodian – David Williams, effective 5/23/05

Instructional Faculty

- Registered Nursing (day/evening split) – Natalie Sherry, effective 9/1/05
- Mathematics – Mike Farley (temporary full time), effective 9/12/05

Major Gifts Campaign Update

The campaign continues to move forward on schedule, and in some areas, ahead of schedule. Revenue to date is \$7,138,483 in cash and pledges from public and private sources.

Awareness

- The campaign video/PowerPoint presentation is moving forward and will have its first showing at a volunteer recognition event in late June/early July; Trustees will receive invitations.
- Karen Rafinski and Kris Culp continue to assist campaign volunteers in educating and cultivating prospective donors.
- The next issue of the campaign newsletter is in production.

Divisions

- The Lead Gifts Division is nearing completion. Most proposals have been presented, and we are waiting for donor decisions on 22 of them.
- Seven team captains in the Advanced Gifts Division have recruited a total of 19 team members. Kris Culp is training all team members, each of whom will solicit three prospects. Approximately 90 prospects will be solicited for gifts in the range of \$25,000 to \$100,000.
- The Special Gifts Division (\$10,000+) and Community Gifts Division (sector campaigns) are having organizational meetings in June.

Management

- Target completion date for the campaign is December 2, 2005.

Liaison Reports

Clark State Foundation

- The primary focus of the Foundation remains the Major Gifts Campaign.
- The second group of fifty Champion City Scholars were introduced at a lunch ceremony on campus on May 12, with a packed house. The first class of Scholars celebrated the completion of their first year at a pizza party on campus on May 31. They also provided feedback on the program, requesting more group activities on campus, more access to tutoring, and more contact with the mentors.
- At last month's retreat, the Board of Directors discussed the vision for the future of the Foundation, and agreed to retreat again in the fall to discuss related operational proposals.
- The Circle of Friends annual membership campaign passed the halfway mark toward its goal of \$60,000.
- The Circle of Friends Steering Committee is currently recruiting new members; Peggy Noonan, Lula Taylor Cosby, and Gayle Sanders have agreed to serve.
- The Friends Donor Recognition Dinner was held at the Performing Arts Center on June 6.

Council of Governments

- The Early Childhood Education Center (ECEC) is at 90% of capacity with 85 children enrolled. Campus Kids Learning Center (CKLC) is at 52% of capacity, with a total enrollment of 34. Both Centers are adequately staffed.

- The decision has been made to merge the two Centers into the ECEC building, and the CKLC building will be either sold or leased. A consultant has been hired to assist the staff throughout the transition period. The merge date is scheduled for July 5, 2005.

Report of the President

President Rafinski submitted a written report to the Board. She also verbally reported the following:

- With the recent notification of two gifts totaling \$800,000, the Major Gifts Campaign total is now close to \$8,000,000.
- The College has received a \$25,000 OCAN grant to fund the work of career coaches at North and South High Schools. The funding will be matched with \$10,000 from Tech Prep and \$10,000 of college funds.
- Springfield City Schools has requested that their GED program be housed on campus; faculty involved would be funded by the city schools. This is a unique opportunity for us to make connections with the GED students and hopefully retain them for college courses.
- An ad thanking Katherine Eckstrand for her years of service to the College will be placed in the Springfield News-Sun. The ad will also invite community members to a farewell open house in Katherine's honor. The event is slated for Wednesday, July 13, from 4:00 to 6:00 p.m. in the Hall of Honor.

Report of the Board Chairperson

Chairperson Baader thanked President Rafinski for her efforts and accomplishments during this fiscal year and commented that the Board is looking forward to another great year.

Chairperson Baader commented that the recent Circle of Friends donor recognition dinner was a terrific event, and she was glad to be a part of it. She also extended her best wishes to Katherine Eckstrand in her future endeavors, noting that she has done a great job for us.

Chairperson Baader reported that she and Trustee Evans attended the LPN pinning ceremony, which was a wonderful event. President Rafinski indicated that 87 RNs and 33 LPNs graduated this month.

Board Members' Open Forum

Chairperson Baader suggested that at the Scholarship Recognition Event in May, it would be helpful if the respective scholarships were announced before the recipients' names to allow time for the benefactors to make it to the stage. She also suggested that they be seated close to the stage for greater convenience.

The possibility of expanding the career coaches' work to Greene County, Champaign County, and other area high schools was suggested. Trustees agreed that this should be part of the outreach discussion during their upcoming retreat.

**Romy Lu departed the meeting at 7:15 p.m.

Action Items

The following items were presented for Board approval:

Joint Use Agreement – Champaign Family YMCA

House Bill 16, the FY 2006/FY 2007 Capital Appropriations Bill, contains the following allocation under Clark State Community College:

- Clark State Health and Education Center \$100,000

This appropriation is considered a community project whereby the College is used as the vehicle to pass the funds through to another non-profit organization. In the case of this appropriation, it is the Champaign Family YMCA. In order to facilitate this pass-through, a Joint Use Agreement needs to be developed and executed between the parties and approved by the College Board of Trustees, the Ohio Board of Regents Board of Trustees, and the State Controlling Board. The College is not responsible for debt service payments on this appropriation and will receive a 1.5% administrative fee.

These funds will be used by the YMCA to construct a shelter house to support the Simon Kenton Bike Path Project whose path ends at the YMCA property. (The joint use agreement is on file in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The College will have access to the facility for educational services, and students, faculty, and staff may utilize the YMCA facilities at no charge.

Implications for budget, personnel, or other resources: The 1.5% administrative fee will generate \$1,500, which will be deposited to the Miscellaneous Income line item in the Revenue budget.

It was requested that the Board of Trustees approve the Joint Use Agreement between the Champaign Family YMCA and the College that results in a mutually beneficial and financially feasible arrangement.

Trustee Flack made a motion to approve the Joint Use Agreement as presented. Vice Chair Balas seconded the motion, and it passed 7-0 . (Trustee Johnson abstained.)

Health Care Benefit

Preliminary renewal rates from United HealthCare equate to a 39% (\$310,000 General Fund/\$351,000 total) increase effective August 1, 2005. Bid packages were sent to eight other health insurance providers and are due back in mid-June. The preliminary balanced budget assumed an increase of 15% (\$120,000). The plan year for the health insurance benefit is August 1 through July 31. Since Trustees do not meet again until after the beginning of the plan year, it was recommended to the Board Finance and Facilities Committee to authorize President Rafinski or her designee to renew the health insurance benefit.

Impact on students and/or student learning: As with all other organizations, the cost of providing a health care benefit to employees continues to rise at alarming rates. This benefit has been provided by United HealthCare for the past 10-12 years. Over that period of time, the College has experienced only modest rate increases. For example, last year the increase was 4%. Administration will do everything possible to negotiate a benefit that is attractive to employees at a reasonable cost so that funds for instruction are not adversely impacted.

Implications for budget, personnel, or other resources: The proposed 2005-2006 budget includes funds (\$120,000) to absorb a 15% increase. If the recommendation is to renew this benefit at an increase more than 15%, the difference would be funded from the contingency budget.

Trustee Hupp made a motion to direct the President to negotiate the health insurance benefit effective August 1, 2005, that best meets the health care needs of employees, is within the 2005-2006 budget, and maintains the current employer (85%) share and employee (15%) share. She further moved that if the renewal cannot be negotiated within these parameters, action on the health insurance benefit renewal will require a special meeting of the Board of Trustees. Trustee Doyle seconded the motion, and it passed unanimously.

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:

Contract Renewal/Non-Renewal

- Jeff Koloze, English, Arts and Sciences, contract non-renewal effective 8/31/05

New Hires

- Mike Farley, Mathematics, Arts and Sciences, Temporary Full Time, effective 9/12/05
- Natalie Sherry, Registered Nursing, Health and Human Services, effective 9/1/05

Resignations/Retirements

- Reva Hutchins, Computer Software Development, Business and Applied Technologies, resignation effective 6/30/05

Impact on students and/or student learning: Faculty are the Institution's direct link with students. They are the suppliers of teaching and the primary providers of support for learning. The two positions being vacated will be filled by Fall quarter 2005.

Implications for budget, personnel, or other resources: The proposed 2005-2006 budget will include funds for the re-employment of renewed faculty as well as replacements for non-renewed and/or resigning faculty.

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

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:

Resignations/Retirements

- Kyle Heincker, Academic Counselor, Student Support Services, resignation effective 5/27/05
- Thomas Vass, Truck Driver Training Institute Trainer, resignation effective 6/30/05

Impact on students and/or student learning: The Truck Driver Training Institute will utilize substitute trainers. This position is being put on hold indefinitely. Students will continue to be served by other staff within the Student Support Services office until the Academic Counselor position is filled.

Implications for budget, personnel, or other resources: The TDTI budget will be reduced by utilizing substitute trainers until a decision is made on whether to fill the full-time position. Depending on the candidate selected to fill the Academic Counselor position, the budget could be impacted positively or negatively depending on starting salary and benefits selected.

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

Dental Insurance Renewal

The College self-insures the dental benefit for employees and contracts with CoreSource as the third party administrator. The plan consists of participating dental providers and provides out-of-network benefits as

well. This benefit is mandatory for all eligible employees, and the Board pays the entire premium for it. The plan year for the dental benefit is September 1 through August 31. Since the College Board does not meet again until after the beginning of the plan year, Trustees are being requested to authorize President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2005-2006 budget.

Impact on students and/or student learning: The modest anticipated increase in the cost of this benefit shall not adversely affect funding allocated to instruction, academic support and student services departments.

Implications for budget, personnel, or other resources: The anticipated increase of approximately \$11,000 (10%) is built into the 2005-2006 budget.

It was requested that the Board of Trustees authorizes President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2005-2006 budget.

Salary Increase Recommendation ~ Instructional Faculty

A small group, consisting of representatives from Faculty Senate and administration, has been meeting to discuss issues identified by faculty related to salaries, benefits and working conditions. Issues addressed include salary range movement, salary increase (including how to allocate the increase), professional development (conference) funding, overload pay, tuition reimbursement, and health insurance coverage issues. This committee operated efficiently and effectively by bringing issues solicited from their respective constituencies and then communicating back the results of these discussions. As a result, a new procedure document was created outlining ways to access funds for professional development; overload pay based on market data was determined to be competitive and no adjustment necessary; the tuition reimbursement benefit recommendation was accepted by the President and recommended to the Board for approval; and a salary range adjustment recommendation was accepted by the President and approved by the Board.

The last item of business was developing a joint administrative/faculty salary increase recommendation to forward to the President. The recommendation is to increase faculty salaries 4% to be administered as a 3.75% increase plus \$100, all added to base, and capping those faculty in the Instructor, Assistant Professor and Associate Professor ranks who would exceed the maximum of their range (in these cases, the increase would be paid as one lump sum not added to base).

The salary increase shall be subject to an adjustment in accordance with adopted procedures, including length of employment during the 2004-2005 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase, including the retirement fringe benefit, equates to an annual amount of \$115,000. This amount is incorporated in the proposed 2005-2006 budget.

It was requested that the Board of Trustees adopt a 4% salary increase for eligible instructional faculty effective September 1, 2005, to be administered as a 3.75% increase plus \$100. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Salary Increase Recommendation ~ Exempt and Non-Exempt Employees

A small group, consisting of representatives from Staff Senate and administration, has been meeting to discuss issues identified by staff related to salaries, benefits, performance management system (merit), and budget issues.

The meetings provided an opportunity for an exchange of information and data. Some of the issues that continue to be worked on as a result of these discussions include:

- Continued review/streamlining of the performance management system
- Request to provide more comprehensive professional development opportunities for staff on campus (i.e., technology, teamwork, customer service, etc.)

The proposal forwarded by Staff Senate was complimentary for what Trustees currently provide in the way of benefits and what has been provided in the recent past in the way of pay increases. The proposal went on to request a 4% salary increase for staff. President Rafinski's recommendation for a 3% pay increase was accepted by the Board Finance and Facilities Committee. If this recommendation is approved by the Board, it would result in a 4.24% pay increase, on average, for exempt and non-exempt staff when combined with the merit increase that went into effect May 2005.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2004-2005 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase, including the retirement fringe benefit, equates to an annual amount of \$160,000. This amount is incorporated into the proposed 2005-2006 budget.

It was requested that the Board of Trustees adopt a 3% salary increase for eligible exempt and non-exempt staff effective September 1, 2005. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Salary Increase Recommendation ~ College President

The term of the current employment agreement between the Board of Trustees of the College and President Karen Rafinski is for the period of 7/1/02 – 6/30/05.

The employment agreement states that the compensation of the President will be reviewed annually by the Board for possible increase at the discretion of the Board. This annual review is to be performed in conjunction with a review by the Board of the performance of the President as set forth in the employment agreement.

The President's performance has been reviewed by the Board Human Resources Committee led by Trustee Alicia Hupp and has been discussed by the full Board. Board Chairperson Jennifer Baader presented the recommendation from the Board Human Resources Committee regarding compensation for the President to be effective July 1, 2005, through June 30, 2008.

The employment agreement outlines the President's responsibilities, duties and relationship to the Board. Based on the President's recent performance evaluation, the Board has extended the term of the employment agreement for the period of July 1, 2005, through June 30, 2008.

Impact on students and/or student learning: The President is directly responsible for the development, operation, evaluation and administration of the affairs of the College in support of the mission, goals, vision and guiding principles of the College.

Implications for budget, personnel, or other resources: The President's compensation will be incorporated into the FY 2005-2006 General Fund budget.

It was requested that the Board of Trustees adjust the President's compensation as specified in the employment agreement effective July 1, 2005, through June 30, 2008.

Tuition Reimbursement Benefit

The College's Professional Development Program includes tuition reimbursement, institutional fee benefit (fee waivers for eligible employees and their dependents for classes taken at Clark State), and strategic plan initiatives.

Reimbursement rates for the tuition reimbursement plan are evaluated every two years for possible adjustment to be effective summer term and are scheduled to be evaluated this year. The rates are usually tied with the tuition and fee schedule from Wright State University. However, they will not be acting on their 2005-2006 tuition until their June Board meeting. In order to affect summer term, the following adjustment is being recommended to the undergraduate and graduate reimbursement rates:

	CURRENT	PROPOSED
Undergraduate	\$166/quarter credit hour \$249/semester credit hour	\$197/quarter credit hour \$295/semester credit hour
Graduate	\$225/quarter credit hour \$337.50/semester credit hour	\$271/quarter credit hour \$406/semester credit hour

It is also recommended that the maximum reimbursement for each participant be capped at 12 quarter credit hours/9 semester credit hours (currently 9 quarter credit hours/6 semester credit hours) per academic year beginning summer term.

Impact on students and/or student learning: Continuing education for faculty and staff to stay abreast of and learn new techniques in their field of expertise directly benefits students and student learning.

Implications for budget, personnel, or other resources: The budget impact is projected to be approximately \$13,500 and has been built into the 2005-2006 budget.

The Board of Trustees values faculty and staff and encourages and supports continuing education. Therefore, it was requested that the Board approve the adjustments to the tuition reimbursement rates and maximum hours as noted above.

Faculty Promotions in Rank

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank (a copy of the promotion criteria was distributed to Trustees prior to the meeting).

To be considered for promotion in rank, the eligible faculty member must submit a letter summarizing their qualifications and a curriculum vitae. This letter initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted.

By submitting an application, the applicant authorizes the office of the Vice President of Academic and Student Affairs to release the following information: copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

After consideration by the Faculty Promotion Committee, the Vice President of Academic and Student Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Rafinski as having met all of the criteria required for promotion to the varying ranks.

The following faculty are recommended this year:

Associate Professor: Veronica Peters – Licensed Practical Nursing
Professor: Marilyn Carlson - Management

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2005/2006 already takes into consideration promotions in rank.

It was requested that the Board of Trustees adopt the personnel actions outlined in the recommendations for promotion in rank, effective June 2005.

Adoption of 2005-2006 General Fund Budget

A copy of the FY 2005-2006 General Fund budget was distributed to Trustees prior to the meeting.

The following revenue assumptions were used to develop the budget:

- State Share of Instruction increased by 7.4% from the 2004-2005 budget and is the same amount as actually received for 2004-2005. The House and Senate versions of the FY 2006/FY 2007 biennial budget bill include an amount for Clark State which is approximately \$300,000 more than is being budgeted. However, the bill most likely will not be decided on by the Conference Committee and acted on by the General Assembly until after the College's June Board meeting.
- Access Challenge funding increased by .7% and reflects the amount that is in the House and Senate versions of the biennial budget bill.
- Tuition increase of 5.0% (\$3.50 per credit hour).
- Enrollment increase of 2%.
- 12.5% increase in interest revenue due to rising interest rates.
- 22.6% increase in revenue generated by the PAC, primarily due to an increase in ticket revenue projected for the Signature and Country Series.
- 25.1% increase in lease receipts due to the leasing of space to the WIA Board (Area 7).
- Increase in total revenues of \$1,157,941 (7.65%).
- State appropriations represent 42.6% of the total budget (for 2004-2005 this figure was 43.1% and for 2003-2004 this figure was 45.9%).

- Student fee revenue including non-credit and B&I training represent 51.6% of the total budget (for 2004-2005 this figure was 51.4%, and for 2003-2004 this figure was 48.2%).

The following expenditure adjustments were taken into consideration during budget development:

- 4 new instructional faculty positions.
- 5 replacement instructional faculty positions.
- 2 part-time non-exempt positions expanded to full-time.
- 20% increase in adjunct faculty salary expenditures.
- 4% pay raises for eligible faculty and 3% for eligible staff.
- Funding for a 15% increase in the health insurance premium.
- 18% increase in personnel development benefit programs for faculty and staff.
- Funds for strategic initiatives as identified in the Strategic Plan.
- Funds for Diversity Plan initiatives.
- Enhanced software for academic programs.
- 14% increase in technology equipment maintenance.
- 27% increase in SERS surcharge.
- 6% increase in utilities.
- 16% increase in instructional lab supplies.
- 8% increase in postage/freight.
- 67% increase in workers compensation premium.
- 9% increase in liability/business insurance premiums.
- 20% increase in PAC expenditures.
- Contingency budget of .5%.
- Compliance with Board Governance policies - financial planning/budgeting and financial condition.

Impact on students and/or student learning: Adopted General Fund budgets must be balanced and acted on by July 1 each year. The General Fund budget provides the majority of instructional and support services to students. Budgets must be sufficient to recruit and retain qualified faculty and staff, to procure adequate instructional supplies and technology equipment in order to provide a quality learning experience for students.

Implications for budget, personnel, or other resources: The budget projects revenue from all sources and establishes funding for all budget line items including personnel.

It was requested that the Board of Trustees move to adopt the FY 2005-2006 General Fund budget in the amount of \$16,288,370.

Adoption of 2005-2006 Auxiliary Fund Budgets

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises.

The Bookstore budget represents an increase of \$40,867 (2.43%) over the 2004-2005 budget. This budget contains a \$40,000 administrative overhead charge, which augments the General Fund budget.

The revenue generated for the Parking budget comes from a portion of the \$5 auxiliary services fee charged to each student. Approximately 50% of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways and to provide some financial support to our campus police operation. The remaining 50% of the auxiliary services fee supports campus police, building security, emergency services, etc.

The Truck Driver Training Institute budget is based on training approximately 400 students. The budget represents an increase of \$196,987 (14.9%) from the 2004-2005 budget. The tuition increase acted on in April will allow the program to cover increases in the cost of fuel, truck parts and maintenance costs. Tuition also includes the cost of a physical examination and drug screening, CDL permit, CDL skill tests, CDL license, and HazMat fees. This budget also contains a \$120,000 administrative overhead charge, which augments the general fund budget and a projected profit of approximately \$150,000.

Impact on students and/or student learning: Adopted budgets for auxiliary enterprises must be balanced, and each of the auxiliary enterprises must be self-sustaining. Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: The budgets project revenue for each of the auxiliary enterprises and establish funding for all budget line items including personnel.

It was requested that the Board of Trustees move to adopt the fiscal year 2005-2006 auxiliary fund budgets as follows:

- Bookstore \$1,721,202
- Parking \$ 36,003
- Truck Driver Training Institute \$1,516,208

Joint Use Agreement ~ Catholic Social Services

House Bill 16, the FY 2006/FY 2007 Capital Appropriations Bill, contains the following allocation under Clark State Community College:

- Springfield Second Harvest Food Bank Building \$100,000

This appropriation is considered a community project whereby the College is used as the vehicle to pass the funds through to another non-profit organization. In the case of this appropriation, it is Catholic Social Services. In order to facilitate this pass-through, a Joint Use Agreement needs to be developed and executed between the parties and approved by the College Board of Trustees, the Ohio Board of Regents Board of Trustees, and the State Controlling Board. The College is not responsible for debt service payments on this appropriation and will receive a 1.5% administrative fee.

These funds will be used to renovate the facility to include classroom space and group therapy space to educate and train primarily single parent, welfare-to-work clients. The facility will provide student internship opportunities in social work, criminal justice, etc.; provide student community service placements; and train clients in food safety handling, warehouse operation and logistics, forklift certification, etc. (The joint use agreement is on file in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The College will have access to the facility for educational services.

Implications for budget, personnel, or other resources: The 1.5% administrative fee will generate \$1,500 which will be deposited to the Miscellaneous Income line item in the Revenue budget.

It was requested that the Board of Trustees approve the Joint Use Agreement between Catholic Social Services and the College that results in a mutually beneficial and financially feasible arrangement.

Joint Use Agreement ~ Tecumseh YMCA

House Bill 16, the FY 2006/FY 2007 Capital Appropriations Bill, contains the following allocation under Clark State Community College:

- Tecumseh Health and Education Center \$100,000

This appropriation is considered a community project whereby the College is used as the vehicle to pass the funds through to another non-profit organization. In the case of this appropriation, it is the Tecumseh YMCA Family Center. In order to facilitate this pass-through, a Joint Use Agreement needs to be developed and executed between the parties and approved by the College Board of Trustees, the Ohio Board of Regents Board of Trustees, and the State Controlling Board. The College is not responsible for debt service payments on this appropriation and will receive a 1.5% administrative fee.

These funds will be used by the YMCA in relation to Phase I of the Tecumseh rehab project, which involves construction of a new aquatic facility, locker rooms, and a new member service area. (The joint use agreement is on file in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The College will have access to the facility for educational services, which will enhance the ability of the College to host an increased range of educational programs for the residents of New Carlisle and Western Clark County. Additionally, a total of 10 students, faculty, and staff may utilize the YMCA facilities at no charge at one time, and they are eligible for discounted membership rates.

Implications for budget, personnel, or other resources: The 1.5% administrative fee will generate \$1,500, which will be deposited to the Miscellaneous Income line item in the Revenue budget.

It was requested that the Board of Trustees approve the Joint Use Agreement between the Tecumseh YMCA Health Center and the College that results in a mutually beneficial and financially feasible arrangement.

Property Acquisition

The College recently became aware of property adjacent to the Leffel Lane campus that is available for sale. The acquisition of this .69 acre parcel could be developed in the future into an additional ingress/egress from Leffel Lane. One idea discussed has been the possibility of routing truck traffic to and from the new location of the loading dock in the interest of safety of pedestrians on campus. E-mail communications were sent to all Trustees recommending that the College be authorized to make an offer on this property. This recommendation was concurred with by the Board Finance and Facilities Committee, which also recommends that the full Board approve this action.

Impact on students and/or student learning: Depending on future use of the property, it could result in a safer environment for student vehicle and pedestrian traffic.

Implications for budget, personnel, or other resources: The purchase price of \$44,900 plus any other fees and expenses related to the purchase of the property will be funded from the Land Acquisition/Demolition Appropriation in College Reserves.

It was requested that the Board of Trustees authorize the President or her designee to enter into a real estate purchase contract to acquire a .69 acre parcel dependent upon appropriate approvals at the state level.

Performing Arts Center Expansion ~ Architect Selection

Planning funds in the amount of \$500,000 are included in the current capital bill. These funds will be used to hire an architectural firm to program/plan for a possible expansion of the Performing Arts Center. Data from the Cultural Arts Groups Retreat in April 2005 and the one held in 2003 will be used as a starting point for this planning process. All interested cultural arts groups will be involved in the process.

The Board Finance and Facilities Committee concurred with President Rafinski's recommendation to authorize her or her designee to issue an RFP, conduct architectural interviews and recommend to the Board a firm to contract with for this planning project.

Impact on students and/or student learning: The Theatre Arts academic program has been involved in the Cultural Arts Groups retreats. Any expansion to the PAC will include an enhancement of the academic learning spaces for students in the program.

Implications for budget, personnel, or other resources: The architectural fees will be funded from funds contained in the current state biennial capital bill (House Bill 16).

It was requested that the Board of Trustees grant authority to the President or her designee to issue an RFP, conduct architectural interviews and recommend to the Board a firm to contract with for this planning project.

Learning Success Center/Health Science Complex Addition ~ Bidding/Construction Phases

Trustees previously approved the new building project only through the Construction Document Phase. Approval for bidding the project was contingent upon sufficient financing of the project. A funding plan was presented to the Board Finance and Facilities Committee at their June meeting and shared with the full Board at their June Work Session. This plan outlines how the project budget for constructing the new building would be funded. The Board Finance and Facilities Committee moved for approval of the recommendation to move into the Bidding/Construction Phases of the project contingent upon sharing the funding plan with the full Board at the June Work Session.

Impact on students and/or student learning: The new building will provide state-of-the-art learning opportunities for students as well as enhanced student support services.

Implications for budget, personnel, or other resources: Budget implications were outlined in the document distributed to Trustees in the Work Session. There will be no effect on the General Fund budget.

It was requested that the Board of Trustees move for approval for the Learning Success Center/Health Science Complex building project to proceed to the Bidding/Construction Phases.

Equal Employment Opportunity and Diversity

In October 2004, the President appointed a Diversity Task Force to focus on a plan that would create new a diversity policy and diversity practices and rescind the Affirmative Action and Minority Business Participation policies, as recommended by our legal counsel.

The Task Force finished their work in early April and forwarded the document to the President. The President has discussed the initiatives and plan with the Faculty, Staff, and Student Senates for input. In addition, the plan is now posted on the Intranet.

An Equal Opportunity and Diversity Policy has been developed, along with a revised Diversity Statement and overall goals for campus diversity. These documents have been reviewed by the College's legal counsel and are now being presented for Board approval, as follows:

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY POLICY

I. Purpose

To reaffirm and restate the College's continuing commitment to diversity and the principles of equal opportunity; to increase effectiveness by setting forth the action being taken and to be taken by the College and its employees concerning equal opportunity in educational programs and employment.

II. Equal Opportunity Statement

Clark State is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to the Director of Human Resources, 100 South Limestone Street, Springfield, OH 45502, (937) 328-6125. Students seeking information regarding services for students with disabilities should contact the Disability/Retention Specialist at the Leffel Lane campus at (937) 328-6019.

III. General Policy

The College is committed to complying with all applicable laws regarding non-discrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal for all persons regardless of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy. The College is also committed to providing educational opportunities, developing definite operational plans, and acting as a responsible institution to reduce and/or eliminate educational and job inequities among all people, and will take positive steps in its response to the needs for equitable distribution of education and job access among all people. The College is further committed to taking steps to increase the number of diverse individuals in positions where they have not been traditionally employed.

IV. Specific Policy - Employment

The College will not discriminate against any employee or applicant for employment because of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and other protected group status as defined by law or CSCC policy. Further, the College, through its employment practices and procedures will recruit and employ qualified personnel for all of its diverse activities and at all of its facilities. The College provides equal opportunities before and during employment by administering each and every phase of its personnel program without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy.

A. Recruitment

Clark State Community College (CSCC) will recruit on the basis of qualifications and individual ability without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or

physical or mental disability and any other protected group status as defined by law or CSCC policy.

1. Recruitment sources will be notified through written and verbal notification of the College's policy and commitment to equal employment opportunity and diversity.
2. Recruitment practices will focus on creating a feeling conducive to attracting qualified diverse candidates.
3. The College will strengthen and develop new recruiting sources from among those specializing in and oriented toward placement of diverse candidates.
4. Clark State will initiate recruitment efforts and liaison programs with secondary schools and colleges having a concentration of people of color and other diverse individuals/groups and will be included in regular recruitment schedules and visits.
5. Some version of the below phrase will be used on all recruitment literature: "Clark State Community College (CSCC) has a strong institutional commitment to diversity and is dedicated to excellence through diversity in education and employment. CSCC, an EEO Employer, provides equal employment and educational opportunities to all who are qualified. In keeping with the College's diversity initiative, CSCC seeks and welcomes applications from diverse candidates, those who have had multicultural experiences, and those who can demonstrate a commitment to diversity".
6. The use of news media directed to people of color, women, and other diverse individuals/groups will be a part of the College's advertising practices.
7. The Human Resources Office shall assist in recruiting qualified applicants for all positions in cooperation with the department or unit having the open position, and shall make special efforts to increase the diversity of the applicant pool.
8. Advertisements of open positions in the instructional, executive/managerial, professional/administrative, and technical categories will be placed in those professional journals and job registries which would broaden the applicant pool and those that are readily available to people of color, women, and other diverse groups.
9. When a search committee is formed, every effort will be made to form a diverse search committee. In any case, the search committee will utilize methods most likely to result in the inclusion of qualified, diverse individuals in the interview pool.

B. Employment and Placement

1. Applicants for employment are considered and placed without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy. The College will continue to display official Equal Employment Opportunity posters in conspicuous places available to employees and applicants for employment.
2. Employment application forms are in compliance with applicable federal law.
3. Screening procedures, such as application review, interviewing, and testing are validated, standardized, and consistent with applicable laws and acceptable personnel practices. So as not to adversely affect the employment opportunities of people of color, women, and other diverse individuals, employment interviewers will be specifically instructed in the College's equal employment opportunity policy and commitment to diversity.
4. The Human Resources Office will maintain records on interviews conducted and on the results of interviews.

C. Promotions, Demotions, and Layoffs.

1. For the purposes of demotions, layoffs, opportunities for promotion, transfer, and filling temporary openings, an employee's performance, including ability to perform the work and service, are considered without regard to race, color, sex, gender, ethnicity, religion, national

origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy.

2. To ensure equal opportunity, the College will make known on a College-wide basis the availability of open positions so that all interested and qualified individuals can be considered.

D. Personnel Policies

Personnel policies and practices such as compensation and benefit programs are the subject of periodic review to ensure that they are consistent with applicable and current legal requirements and that they are administered without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or CSCC policy.

V. Subcontractors, Independent Contractors, and Vendors

CSCC will make an effort to ensure equal opportunity for people of color, women, and other diverse individuals/groups when bidding construction/renovation projects, contracting with independent contractors, and purchasing goods and services.

CSCC will incorporate the Equal Employment Opportunity Statement in each business contract and affiliated agency contract and purchase order.

VI. Release of Information from Personnel Data Files

In order to prevent invasions of privacy, it is the policy of CSCC to carefully control the release of data such as race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability, especially when linked to names. CSCC, however, may be required to release such information in order to comply with Ohio's public records law. Release of student personnel data is subject to the Family Educational Rights and Privacy Act.

DIVERSITY PLAN PURPOSE

Clark State must actively seek a healthy mix of individuals with diverse backgrounds, life experiences, approaches, skill-sets, and understandings so that we may build capacity to produce solutions that will address the needs of a growing diverse student population and workforce. To accomplish this it must be clearly understood that diversity is not simply a mirroring of demographics of the local population. Diversity is about becoming a higher performing organization, which produces outcomes that serve the needs of a diverse college population. Diversity is about being inclusive, not exclusive. Understanding that people within the college will reflect a collection of similarities and differences, diversity will gather the power of many and reflect the spirit of one.

DIVERSITY PLAN GOALS

To achieve this purpose, the Diversity Task Force has identified the following goals:

1. Recruit and retain greater numbers of ethnic minorities into faculty, staff, and administrative positions.
2. Recruit and retain in greater numbers ethnic minority students, with a focus on reaching their goals.
3. Evaluate the current infusion of diversity issues into curricular programs, and develop new focus areas, if needed.

4. Review and incorporate diversity language and visuals across all college documents, publications, and web site on a continuous basis.
5. Create and evaluate new diversity initiatives and develop models of excellence to continuously improve the college environment with appropriate incentives.
6. Continue to seek ways of connecting the community to the college through access to diversified arts, educational, and community experiences.

Impact on students and/or student learning: Understanding diversity is critical to our students, who will work in a multi-cultural society.

Implications for budget, personnel, or other resources: \$24,000

It was requested that the Board of Trustees move to approve the new Equal Employment Opportunity and Diversity Policy and the purpose and goals of the Diversity Plan.

Replacement of Minority Business Participation Policy

The Minority Business Participation policy was sent to legal counsel for review as a result of discussions at the Board Human Resources Committee meeting in April 2004. Based on the current state of the law, legal counsel has advised the College to replace the Minority Business Participation policy with a Diversity Plan that includes a diversity statement, purpose and goals.

The Minority Business Participation policy, put in place by the College in October 1990, is based on Ohio Revised Code 123.151 and Ohio Revised Code 125.081, Ohio's set-aside legislation for construction contracts, and contracts for the purchase of goods and services, respectively.

In recent years, the federal courts struck down ORC 123.151 (the construction document set-aside statute) as unconstitutional finding that the statute did not meet the standards of the strict scrutiny analysis that it be "narrowly tailored to meet a compelling governmental interest." The courts did not find any "strong basis in evidence" or explicit findings of past discrimination by the state to warrant race-conscious remedy or relief by the legislature. While this case was pending on appeal in the federal courts in 1999, the Ohio Supreme Court found ORC 125.081 (the goods and services set-aside statute) to be constitutional much to the annoyance of the federal courts who claimed supremacy to decide federal constitutional issues.

In light of these court decisions, legal counsel advises the College to replace its Minority Business Participation policy because it is directly based, in part, on ORC 123.151, which is now unconstitutional. Although arguably a policy geared solely to the purchase of goods and services may still pass constitutional muster in the state courts, it would not be practical to have conflicting policies in place at the College. Additionally, any policies which might conflict with the federal standards of reviewing discrimination law may subject Trustees to individual liability (e.g., the 1998 case against the Cuyahoga Community College Trustees).

Impact on students and/or student learning: None since the Diversity Plan will include a statement encouraging contracting and purchasing from diverse businesses.

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

It was requested that the Board of Trustees replace the Minority Business Participation Policy as detailed above.

Replacement of Affirmative Action Policy, Program, and Plan

The Affirmative Action policy, program and plan were sent to legal counsel for review as a result of discussions at the Board Human Resources Committee meeting in April 2004. Based on the current state of the law, legal counsel has advised the College to replace the Affirmative Action policy, program and plan with a Diversity Plan that includes a diversity statement, purpose, and goals.

The Affirmative Action policy was originally put in place by the College in 1978 with a complete rewrite in 1988. Legal counsel's opinion is that it would not survive a strict scrutiny analysis based on decisions that have been handed down since 1988 where the deciding factor hinged on whether the organization could document evidence of past discrimination.

A task force was formed and charged with creating a Diversity Plan that would replace the Affirmative Action policy but continue to reflect the College's objectives in promoting fair and equal treatment of all individuals.

Impact on students and/or student learning: None since the Diversity Plan will include a statement that the College is committed to educating, hiring and advancing students and employees to create a structure and system for a diverse community.

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

It was requested that the Board of Trustees replace the Affirmative Action policy, program and plan as detailed above.

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

Adjournment

Vice Chair Balas made a motion to adjourn the meeting at 7:37 p.m. Trustee Flack seconded, and the motion passed unanimously.