

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes June 19, 2007

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, June 19, 2007. Chairperson Faye Flack presided and called the meeting to order at 6:12 p.m.

**Roll Call:** Present: Gary Buroker, Than Johnson, Bill Mercurio, Les Smithers, Élise Spriggs, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Andy Bell and Sharon Evans

Others Present: Nancy Bridgman\*, Neighborhood Housing Partnership of Greater Springfield; Martha Crawmer, Dean of Arts and Sciences and Public Services; Wendy Cromer, Staff Senate representative; David Devier, Vice President of Academic and Student Affairs (effective August 1); Patty Devier, guest; Jim Franks, Director of Corporate and Community Services; Jennifer Dietsch, Director of Marketing; Kelly Hall, Director of Institutional Planning, Research, and Grants; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; and Kathy Wiesenauer, Dean of the Greene Center

### Recognition of Guests/Public Comment

Chairperson Flack welcomed the guests listed above, and President Rafinski introduced them. Dr. Devier briefly shared his background with the group, and the Board welcomed him to Clark State.

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 May 15, 2007. Trustee Buroker made a motion to approve the minutes as written. Trustee Smithers seconded, and the motion passed unanimously.

### Presentation

President Rafinski introduced Nancy Bridgman, Development Director for the Neighborhood Housing Partnership of Greater Springfield, who delivered a presentation entitled, "Partners in Wireless Springfield, Ohio".

Ms. Bridgman provided an overview of the establishment of the Partners in Progress, which includes AVETeC, Center City Association, CFA, City of Springfield, Clark State, Community Mercy Health

Partners (CMHP), HarborLink Network, Neighborhood Housing Partnership, The Turner Foundation, and Wittenberg University. The group has worked diligently for two years, focused on Springfield becoming a digital community. It was noted that digital community benefits include improved citizen satisfaction, increased student migration to the city, energized economic vitality (since modern infrastructures and new technology attract business, investment and jobs), increased government efficiency, and improved job satisfaction.

The group's efforts recently culminated in the launch of the first beta test site, hosted at the Brinkman Educational Center (BEC), in May 2007. The site covers the BEC and City Plaza, moving north along Fountain Boulevard to the Wittenberg library north of Ward Street, offering a free wireless access amenity to residents and area visitors. The site will be tested for a one-year period. If all goes well, Phase II will be implemented in 2008, covering the South Limestone corridor neighborhoods from the BEC to Clark State's Leffel Lane campus. Phase III, which would encompass all Springfield City Schools, will be implemented in 2009, and Phase IV, encompassing the new CMHP hospital campus, will be implemented in 2010.

A brief question-and-answer period followed, and Chairperson Flack thanked Ms. Bridgman for her exciting presentation.

\*Ms. Bridgman departed the meeting at 6:38 p.m.

### **Board Finance and Facilities Committee Report**

The Board Finance and Facilities Committee met at 7:30 a.m. on Monday, June 18, 2007, in the LRC Boardroom. The following agenda items were discussed:

- 2007-2008 General Fund Budget
- 2007-2008 Auxiliary Fund Budget
- Salary Increase Recommendation
- Building Projects
  - Landess TLC
  - Greene Center
  - PAC Expansion
  - Business Incubator
- Reserve Balance
- Audit Pre-Engagement Conference with Crowe Chizek

Minutes of this meeting were distributed to all Trustees shortly after the meeting.

### **Graduation Recap**

After graduation each year, we attempt to recap our graduation ceremony and make suggestions for improvement for the next year. We received many positive comments regarding the program, Sheriff Kelly's commencement address, and Holly Boyer's student address.

The Clark State Choir, under the direction of Tonya Reynolds, composed and performed the new Clark State Alma Mater.

### Suggestions for next year's graduation:

- This year there was a mix up with the VIP and general admission tickets. Some individuals that held VIP seating were told that the seats were reserved and were not allowed to sit in their assigned seats. All volunteers who work graduation need to be informed of the VIP seating numbers.
- It was noted that Clark State's graduates are usually much higher than reported because many students graduate at the end of summer, fall, and winter quarter but do not actually petition to graduate. It was suggested that transcripts be reviewed at the end of each quarter and a list be provided of all students who have completed their programs. This list should then be compared to the list of students on our graduation program.

Board members were asked for additional input to assist in our evaluation and planning for next year.

### **Human Resources Update**

#### *Filled Positions:*

#### Exempt

- Andrew Deans, Windows Application Developer, (1. FTE), effective 5/14/07
- Donnel Jones, Part-Time Grant Writer, (.75 FTE), effective 6/11/07
- James Franks, Director of Corporate and Community Services, (1.0 FTE), effective 6/12/07
- Dr. David Devier, Vice President of Academic and Student Affairs, (1.0 FTE), effective 8/1/07

#### Non-Exempt

- Brenda Justice, College Tech Prep Technician, (.50 FTE), effective 5/9/07 (also serves as Customer Service Specialist, Student Support Services .50 FTE)
- Jennifer Whittington, Part-Time Reference Librarian, (15 hours/week), effective 5/21/07
- Jonathan Boleratz, Financial Aid Specialist, (1.0 FTE), effective 6/11/07
- Kimberly Cole, Workforce Development Technician, (1.0 FTE), promotion effective 6/18/07
- Susan Weldon, Part-Time Reference Librarian, (20 hours/week), effective 7/1/07

#### Faculty

- Mary Ann Taylor, Registered Nursing Program Instructor, (1.0 FTE), effective 8/27/07
- Susan Yowler, Licensed Practical Nursing Program Instructor, (1.0 FTE), effective 8/27/07

#### *Resignations/Retirement:*

#### Exempt

- Patricia Garrison, Executive Director, Workforce Investment Board, Area 7, (1.0 FTE), effective 5/25/07.
- Ruth George, Gear Up Advisor, (.50 FTE), effective 6/1/07

#### Non-Exempt

- Paulette Saksa, Administrative Support, Corporate & Community Services, (1.0 FTE), retirement effective 6/30/07

#### Faculty

- William P. Schindler, Professor, Business and Applied Technologies, (1.0 FTE), retirement effective 6/30/07
- Erin Yontz, Instructor, Health and Human Services, (1.0 FTE), resignation effective 8/1/07
- Susan Doubt, Instructor, Health and Human Services, (.50 FTE), resignation effective 8/31/07

*Advertised Positions/Searches/Interviews:*

Exempt

- Program Manager, Engineering/Industrial Technology
- Program Manager, Contract Training
- Instructional Design Coordinator
- Gear Up Advisor

Non-Exempt

- Administrative Assistant, Area 7
- Administrative Assistant, Corporate and Community Services
- Administrative Support, Admissions
- Help Desk Specialist

Faculty

- Instructional Faculty, Registered Nursing Program (2 positions)
- Instructional Faculty, Management
- Instructional Faculty, Accounting

**Major Gifts Campaign Update**

As we move to close the campaign:

- Total campaign proceeds to date are \$11.8 million.
- Kris Culp is meeting with donors to finalize their naming opportunities. Hard hat tours with donors have been temporarily suspended while contractors are staining the floors.
- The public dedication of the Sara T. Landess Technology and Learning Center will be on Friday, August 24, 2007. A private reception and building preview for Trustees, Foundation Board, Campaign Cabinet, and donors will be held on the previous evening.

**Sara T. Landess Technology and Learning Center Progress Report**

Staffing over the past month for the project averaged 65 workers per day representing the various Trades. Status of work is as follows:

Site work – 99% complete

- Pond construction – 100% complete
- Sidewalks east – 100% complete
- Fine grade/seed/landscape – 75% complete

Basement – 99% complete

- Mechanical room temperature control – 99% complete

Building Foundations/Enclosure – 100% complete

Building finishes – 93% complete

- First floor wire and cable – 100% complete
- First floor lighting control system – 95% complete
- First floor fire alarm – 90% complete
- Telephone/data – 80% complete

- First floor security system – 75% complete
- First floor lighting fixtures – 95% complete
- Drywall (south ceilings/soffits/walls) – 100% complete
- Ceramic tile flooring/walls – 95% complete
- Prime paint – 100% complete
- Finish paint – 70% complete
- Temperature control main – 100% complete
- Acoustical panel ceiling grid – 90% complete
- Sprinkler drops – 90% complete
- VCT flooring – 90% complete
- Toilet compartments – 100% complete
- Toilet accessories – 100% complete
- Finish carpentry and casework – 80% complete
- Ceiling pads – 85% complete
- Doors and hardware – 80% complete
- Carpet and base – 70% complete
- Air devices north – 100% complete
- Air devices south – 70% complete
- First floor devices – 10% complete

Change orders processed to date total \$547,423. 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).

The project completion date has been extended again from June 7<sup>th</sup> to June 19<sup>th</sup>. All General Trades construction work will be finished sooner, then electrical work follows. Some electrical work cannot be completed until furnishings are installed in the presentation classrooms. Furniture installation is scheduled for June 18<sup>th</sup> through July 13<sup>th</sup>. IT staff will also be installing computers, servers, etc., during this time. Beginning mid/late July, staff will begin to relocate as will the Library, Success Center, Self-Paced Lab, and Health Science Classroom/Labs.

A team made up of faculty, staff and students has made recommendations for signage including café/bookstore, directory boards, donor recognition wall, education wall of honor, building plaque, interior directional, commemorative plaques, and exterior posts and panels.

A team made up of faculty, staff and students has made recommendations related to artwork including dedicating an area for display of student and Project Jericho artwork. Vendors will meet with the team in late June to tour the building and bring back proposals for supplying artwork to all other common areas of the building. The Foundation is working on commissioning the Landess portrait.

Students, faculty and staff continue to receive updates on the progress of construction via the Internet and the floor plan is available at <http://www.clarkstate.edu/construction.html>.

Through May, 92.2% of the total contract had been paid to contractors. Bond proceeds are invested with Security National Bank and the total portfolio is currently earning 4.80%.

The College, in conjunction with the Chamber of Commerce, will host a Business After Hours event on August 30<sup>th</sup> at the Landess Technology and Learning Center. Tentatively scheduled are a VIP reception on August 23<sup>rd</sup> and the building dedication on August 24<sup>th</sup>.

## **Liaison Reports**

### Clark State Foundation

- The Clark State Foundation did not meet as a full Board in May; however, there were meetings for the Fundraising Committee, Scholarship Committee, Marketing Committee, Finance/Investment Committee and Executive Committee.
- The fund balance as of May 31, 2007, is \$13.9 million, compared to \$12.0 million on May 31, 2006.
- The annual campaign is well under way, toward a goal of \$115,000.
- The first recognition ceremony for current Champion City Scholars was held on May 8, and the induction ceremony for 50 new Scholars was on May 24. Both events received nice coverage in the Springfield News-Sun.
- The scholarship reception event was held on May 22. Next year this event may be changed to a fall luncheon.
- The next Foundation Board meeting is slated for June 14.
- The Circle of Friends held their annual fundraising gala on May 12, netting \$13,362. They have just kicked off their annual membership drive.

### Council of Governments

- The Early Childhood Education Center enrollment is currently 95% of capacity, and the summer school age program has begun.
- The Center is working on a new incentive from the State called "Step up to Quality," which could provide another \$10,000 to \$35,000 per year in funding.
- Baffles (for sound absorption) in the gymnasium and a sunshade in the back of the building have been installed with proceeds from a Turner Foundation grant.

## **Action Items**

The following items were presented for Board approval:

### ***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:

### New Hires

- Mary Ann Taylor, Registered Nursing Program Instructor, (1.0 FTE), effective 8/27/07
- Susan Yowler, Licensed Practical Nursing Program Instructor, (1.0 FTE), effective 8/27/07

### Retirement/Resignations

- William P. Schindler, Professor, Business & Applied Technologies, (1.0 FTE), retirement effective 6/30/07
- Erin Yontz, Instructor, Health & Human Services, (1.0 FTE), resignation effective 8/1/07
- Susan Doubt, Instructor, Health & Human Services, (.50 FTE), resignation effective 8/31/07

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 ~ 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

- Andrew Deans, Windows Application Developer, (1. FTE), effective 5/14/07
- Donnel Jones, Part-Time Grant Writer, (.75 FTE), effective 6/11/07
- James Franks, Director of Corporate and Community Services, (1.0 FTE), effective 6/12/07
- Dr. David Devier, Vice President of Academic and Student Affairs, (1.0 FTE), effective 8/1/07

#### Resignations

- Patricia Garrison, Executive Director, Workforce Investment Board, Area 7, (1.0 FTE), effective 5/25/07
- Ruth George, Gear Up Advisor, (.50 FTE), effective 6/1/07

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.

### ***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. The Board pays the entire premium for this benefit. 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 2007-2008 budget.

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

Implications for budget, personnel, or other resources: The anticipated increase of approximately 10% (\$5,500) is built into the 2007-2008 budget.

It was requested that the Board of Trustees authorize President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2007-2008 budget.

### ***Health Care Benefit***

The College currently utilizes United HealthCare as our health insurance provider. At this time, we have not received our renewal rates from Consolidated Insurance for United HealthCare, but we are anticipating them soon. The preliminary balanced budget assumes an increase of 6% (\$76,500) in the annual premium. The plan year for the health insurance benefit is August 1st through July 31st. 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 health insurance benefit at a cost that is within the 2007-2008 budget.

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 since August 1, 1993. 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 2007-2008 budget includes funds (\$83,596) to absorb a 6% increase.

It was requested that the Board of Trustees authorize President Rafinski or her designee to renew the health insurance benefit at a cost that is within the 2007-2008 budget.

### ***Salary Increase Recommendation ~ Instructional Faculty***

A small group, consisting of representatives from the faculty personnel committee and administration, has been meeting to discuss issues identified by faculty related to salaries, benefits and working conditions. Issues addressed included salary range movement, salary increase, personal days, overload pay, 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.

The group discussed the proposal of a salary increase for faculty at an amount of 4%. This increase for faculty would be at a cost that is within the 2007-2008 budget.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2006-2007 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 equates to an annual amount of \$115,500. This amount is incorporated in the proposed 2007-2008 budget.

It was requested that the Board of Trustees adopt a 4% salary increase for eligible instructional faculty effective August 27, 2007. 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 met to discuss issues identified by staff related to salaries, benefits, and budget issues. The meeting provided an opportunity for an exchange of information and data.

The group discussed the proposal of a salary increase for staff at an amount of 2%. This increase for staff would be at a cost that is within the 2007-2008 budget.

If this recommendation is approved by the Board, it would result in a 3.5% pay increase, on average for exempt and non-exempt staff, when combined with the merit increase that went into effect May 2007.

The salary increase shall be subject to an adjustment in accordance with adopted procedures including length of employment during the 2006-2007 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 improved retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$134,000. This amount is incorporated into the proposed 2007-2008 budget.

It was requested that the Board of Trustees adopt a 2% salary increase for eligible exempt and non-exempt staff effective September 1, 2007. 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.

### ***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 for promotion this year:

Professor: Robert Sweet, Ph.D. – Philosophy

Associate Professor: Kathy Traub – Nursing  
Dan Hunt – Theatre Arts

Assistant Professor: Jeffrey Reed, Ph.D. – English  
Mark Schmidt – Anatomy and Physiology  
Lisa Sheehan - Nursing

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 2007/2008 already takes into consideration promotions in rank.

It was requested that the Board of Trustees move to adopt the personnel actions outlined in the recommendations for promotion in rank, effective June 2007.

### ***Medical Assistant One-Year Certificate and Associate Degree Programs***

In summer of 2006, we submitted and obtained preliminary approval from Ohio Board of Regents to develop a Medical Assistant program. Our reasons for requesting approval to develop this program include:

- Ohio Department of Jobs and Family Services (ODJFS) lists it as one of Ohio's fastest growing occupations and predicts a 47.7% growth in the Dayton/Springfield area with 139 annual job openings with an average wage of \$11.76/hour.
- Survey responses from area physician offices indicated they felt opportunities for growth were good and that they would hire trained individuals for these positions if they were available.
- There is no current medical assistant program in Clark or Champaign County area.
- Programs in Dayton area are for profit, are most expensive for students, and/or only provide the option for obtaining certification after completion of associate degree.
- Various departments on campus report receiving consistent calls asking for this program.

Over the past year, two certified medical assistants who have practice and educational experience were retained as consultants, an advisory committee composed of area physician, nurse practitioner, medical assistants, and an office manager was formed, and the curriculum and course syllabi were developed. The course syllabi have been submitted to the College's curriculum committee for review, and the final proposal for OBR approval is being written and will be ready for submission by end of June. The curriculum includes a one-year certificate option as well as the two-year associate degree program. Coursework required for a student to sit for an exam to obtain certification as a medical assistant would be completed after the first year of the program.

(A copy of the curriculum was distributed to all Trustees prior to the meeting and is on file in the offices of Health and Human Services and the Vice President of Academic and Student Affairs for review.)

Impact on students and/or student learning: A Medical Assistant program would better prepare individuals to function in this role in our community. Area physician offices and ambulatory care centers who are the current and potential employers of these graduates report hiring and providing on-the-job training due to lack of trained individuals and indicate that they would prefer to hire trained individuals.

Implications for budget, personnel, or other resources: Expenses would include initial inventory (capital) and non-inventory equipment costs of approximately \$30,000 for capital equipment and \$20,000 for non-inventory equipment. The initial cost for stocking of supplies (approximately \$13,600) would be recovered in student lab fees. The annual salary of \$35,000 for certified medical assistant to function as program coordinator and instructor would be offset by tuition collected. If projected 20 students were enrolled in and completed the first year (certificate program), tuition generated from the technical courses in the curriculum would equal \$77,500. (The \$30,000 for capital equipment and \$35,000 for coordinator/instructor were included in previously submitted personnel and capital equipment requests.)

It was requested that the Board of Trustees approve submission of a formal proposal to offer a one-year certificate and Associate of Applied Science degree in Medical Assistant Technology to the Ohio Board of Regents.

### ***Tuition Reimbursement Adjustment***

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 to the tuition and fee schedule from Wright State University. The following adjustment is being recommended to the undergraduate and graduate reimbursement rates:

	<b>CURRENT</b>	<b>PROPOSED</b>
Undergraduate	\$197/quarter credit hour \$295/semester credit hour	\$219/quarter credit hour \$295/semester credit hour
Graduate	\$271/quarter credit hour \$406/semester credit hour	\$298/quarter credit hour \$406/semester credit hour

The maximum reimbursement for each participant is capped at 12 quarter credit hours/9 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/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 \$5,700 and has been built into the 2007-2008 budget.

Because the Board of Trustees values faculty and staff and encourages and supports continuing education, it was requested that the Board approve the adjustments to the tuition reimbursement rates as noted above to be effective with classes taken beginning summer term 2007.

### ***2006-2007 Budget Adjustments***

In June 2006, Trustees approved the General and Auxiliary fund budgets for 2006-2007. Based on revenue and expense projections through June 30, 2007, it is necessary to request Board action on the following adjustments:

Auxiliary enterprises, by definition, are self-sustaining entities meaning that revenues generated should equal or exceed expenses incurred. The 2006-2007 Board-approved Bookstore Budget totals \$1,800,169. Both revenue and expense are projected to exceed this amount. Therefore, it is necessary to request approval by Trustees to increase the Bookstore budget by \$85,000 to \$1,885,169 in order for total expenditures to fall within budgeted expenditures. Bookstore operations for 2006-2007 are expected to generate a net surplus.

The total General Fund budget is \$17,374,982 and will remain the same. However, it will be necessary to transfer \$88,000 from the Public Service functional category to the General Administration functional category. The newly established Greene Center expenses total \$124,500 through May, of which \$69,300 have been charged to the General Administration functional category.

Impact on students and/or student learning: The Bookstore provides a service to students, including using Bookstore profits to subsidize the food service operation. The Greene Center was established to more adequately serve students residing in that portion of the College's service area.

Implications for budget, personnel, or other resources: Increasing the Bookstore budget by \$85,000 for both revenue and expense results in a balanced budget adequate to fund projected 2006-2007 expenditures. The General Fund budget transfer will result in projected expenditures in each functional category falling within budget.

It was requested that the Board of Trustees approve an increase of \$85,000 to the 2006-2007 Bookstore auxiliary fund budget and approves a transfer of \$88,000 from the Public Service functional category to the General Administration functional category in the General Fund budget.

### ***Bid Acceptance – Business Incubator Project (Revised)***

At the May 15, 2007, Board meeting, Trustees approved the recommendation for the award of construction bids. These bids were for the General Trades contract, Electrical contract, and HVAC contract. Subsequent to that meeting, it was determined that the recommended HVAC contractor was not in compliance with bidding requirements due to the fact that the bid was not signed. As a result, Trustees are being asked to rescind the award of the HVAC contract and instead approve the recommendation to award this contract, including Alternate H-1, to Roger Storer & Son, Inc., Springfield, Ohio, in the amount of \$12,868. The additional amount of \$1,298 will be absorbed by reducing the budget for carpet/interiors.

Impact on students and/or student learning: Creating a Business Incubator will not directly impact students/student learning.

Implications for budget, personnel, or other resources: None. The project is being funded by a federal grant.

It was requested that the Board of Trustees rescind the award of the HVAC contract previously approved at the May meeting and award the contract to Roger Storer & Son, Inc., as noted above.

### ***Adoption of 2007-2008 General Fund Budget***

#### Revenue Assumptions:

- State Share of Instruction increased by 5.2%. The state biennial budget bill is currently in Conference Committee. The Governor's version projected an 8.2% increase for Clark State; House version a 2% increase; and Senate version a 5.6% increase.
- Access Challenge funding as projected in the Governor's version of the biennial budget.
- No tuition increase.
- Student fee credit revenue assumes no enrollment increase except at the Greene Center (5,775 credit hours).
- Figures in Greene Center column are included in the proposed budget 2007-2008 figures.
- Decrease in Interest revenue due to smaller balances.
- Increase in total revenues of \$838,000 (4.8%).
- State appropriations represent 44.9% of the total budget.
- Student fee revenue including non-credit and B&I training represent 48.7% of the total budget.

#### Expenditure Adjustments:

- Two new full-time faculty positions.
- Expansion of three part-time faculty positions totaling 1.0 FTE.
- Combined a full-time faculty position and a full-time exempt position.
- 2.6 FTE new/expanded staff positions.
- 3.8% composite pay raise for eligible faculty and staff.
- Funding for a 6% increase in the health insurance premium.
- Contingency budget of 2.5%.
- Landless TLC utilities expenses projected at \$93,000.
- Established budget for new platform for on-line learning.
- Greene Center operating budget does not include capital lease expense (\$55,000/month).
- Increase in total expenditures of \$1,921,000 (11.8%) [\$1,473,000 (9.1%) exclusive of the 07-08 contingency amount].
- 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: Implications for budget, personnel, or other resources are reflected on the budget document, which was distributed to Trustees prior to the meeting.

It was requested that the Board of Trustees move to adopt the FY 2007-2008 General Fund budget in the amount of \$18,177,118.

### ***Adoption of 2007-2008 Auxiliary Fund Budgets***

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises and reviewed with the Board Finance and Facilities Committee. The Committee requested the following changes be made to the information:

- Adding the column that shows projections through 6/30/07
- Reflecting Food Service as a separate item
- Reflecting the percentage difference of proposed 07-08 budget vs. projected actual at 6/30/07

The proposed budget shows revenues equaling expenditures for each fund. However, the expectation is that the Bookstore and the Parking auxiliaries will realize a surplus. Additionally, the Bookstore budget contains a \$40,000 administrative overhead charge which augments the General Fund budget. The Food Service will operate at a deficit and will be subsidized from Bookstore profits. The Truck Driver Training Institute is projected to break even and is based on training 250 students in the Class-A CDL program and includes a \$120,000 administrative overhead charge, which augments the general fund budget.

Parking revenue is generated 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 financial support to our campus police operation. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

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 either in terms of revenue generated or fund transfers. 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: Implications for budget, personnel, or other resources are reflected on the budget document, which was distributed to Trustees prior to the meeting.

It was requested that the Board of Trustees move to adopt the fiscal year 2007-2008 auxiliary fund budgets, as attached, effective July 1, 2007.

***Salary Range Adjustments***

These proposed salary range adjustments reflect our acknowledgement of the need to remain competitive in the market. FY 2007 salary range adjustments were made after a comprehensive review of market data and working with Watson Wyatt, a compensation consulting firm. Further comprehensive reviews of market data will be conducted periodically and adjustments of our salary range will be made accordingly. Therefore, for FY 2007-2008, a salary range adjustment of 1.5% is recommended for all faculty and staff. Below are the new ranges:

<b>Instructional Faculty – 2007-2008</b>							
		<b>Min Range</b>		<b>Mid Range</b>		<b>Max Range</b>	
<b>Level</b>	<b>Minimum</b>	<b>Increase</b>	<b>Midpoint</b>	<b>Increase</b>	<b>Maximum</b>	<b>Increase</b>	<b>Title</b>
1	\$31,830	1.5%	\$39,788	1.5%	\$47,746	1.5%	Temporary
2	\$31,830	1.5%	\$39,788	1.5%	\$47,746	1.5%	Instructor
3	\$35,290	1.5%	\$44,112	1.5%	\$52,934	1.5%	Assistant
4	\$39,707	1.5%	\$49,634	1.5%	\$59,560	1.5%	Associate
5	\$44,960	1.5%	\$56,201	1.5%	\$67,441	1.5%	Professor

**Staff – 2007 – 2008**

Exempt Grade Level	Min Range		Mid Range		Max Range	
	Minimum	Increase	Midpoint	Increase	Maximum	Increase
5	\$31,769	1.5%	\$39,712	1.5%	\$47,654	1.5%
6	\$37,365	1.5%	\$44,263	1.5%	\$56,237	1.5%
7	\$37,751	1.5%	\$47,608	1.5%	\$57,464	1.5%
8	\$41,756	1.5%	\$52,892	1.5%	\$64,027	1.5%
9	\$46,189	1.5%	\$58,762	1.5%	\$71,336	1.5%
10	\$51,092	1.5%	\$65,285	1.5%	\$79,478	1.5%
11	\$56,518	1.5%	\$72,532	1.5%	\$88,546	1.5%
12	\$62,521	1.5%	\$80,583	1.5%	\$98,645	1.5%
14	\$69,163	1.5%	\$89,528	1.5%	\$109,893	1.5%

**Non-Exempt**

Grade Level	Minimum	Increase	Midpoint	Increase	Maximum	Increase
2	\$17,058	1.5%	\$21,323	1.5%	\$25,588	1.5%
3	\$21,180	1.5%	\$26,474	1.5%	\$31,769	1.5%
4	\$26,314	1.5%	\$32,892	1.5%	\$39,471	1.5%
5	\$31,769	1.5%	\$39,712	1.5%	\$47,654	1.5%
6	\$37,365	1.5%	\$44,263	1.5%	\$56,237	1.5%

Impact on students and/or student learning: Competitive salaries are critical to securing and retaining qualified staff and faculty. This modest adjustment in salary ranges is important to accomplishing that task.

Implications for budget, personnel, or other resources: The implication for the 2007-2008 budget is negligible to adjust any salaries that would fall below the proposed minimum ranges for the specified grade levels.

It was requested that the Board of Trustees accept the recommendation to adjust salary ranges for faculty and staff upward 1.5% effective August 27, 2007.

*Trustee Buroker made a motion to approve the action items listed above as presented. Trustee Mercurio 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:

- The second meeting between President Rafinski, Chairperson Flack, Sinclair president Steve Johnson, and Sinclair board chair Kathy Hollingsworth is slated for Thursday, June 28, at 3:00 p.m. at the Greene Center. It is anticipated that areas of collaboration will be identified and specific committees will be formed to address those ideas.
- We are working with OARNet and AT&T to implement the OPTEMAN project, which will link the Greene Center and Leffel Lane and provide us the 20 MBPS Internet connection (to substantially increase our bandwidth), by August 1.
- In a recent review of our LPN program, the Ohio Board of Nursing (OBN) placed the program on provisional status because it did not contain a sufficient focus on pediatrics. Subsequently, a new coordinator has been appointed to the program, and the curriculum has been altered to include the

pediatrics element, effective fall quarter. We would expect the OBN to remove our provisional status in April 2008.

- This Friday, June 22, Ohio Edison will be repairing an electrical pole that feeds power to the Leffel Lane campus. In order to complete the work and lessen the repair costs, it is necessary to shut the power to the Leffel Lane campus off completely. Employees will relocate to the BEC to work or will work on alternative assignments.
- We continue to have discussions with Wright State regarding increased collaboration in four distinct areas. We will continue work to ensure that our Greene Center works closely with Wright State, and that all agreements are current and tight.
- We are working to complete hirings this summer in preparation for fall quarter, including a new engineering faculty member who will oversee the lab and work on contract training, a new anatomy/physiology/dissection science instructor, and replacements for faculty who retired at the end of spring quarter in accounting and administrative support programs. We will also be filling several vacancies that occurred due to recent promotions.
- We have received an initial quote of an 11.7% increase in United HealthCare premiums if we continue with them. We have budgeted for a 6% increase and will work diligently to adjust the benefits to arrive at that figure. Renewal is scheduled for August 1.
- A cohort group is taking LPN to RN bridge courses at Ohio Hi Point in Bellefontaine. This will help us gain efficiencies.

### **Report of the Board Chairperson**

Chairperson Flack asked that anyone interested in attending the ACCT Annual Conference to be held in San Diego, September 26 – 29, 2007, or the Business After Hours event on August 29, 2007, contact Mellanie Toles for registration.

### **Board Members' Open Forum**

The group discussed Ohio's nursing shortage and the increasing challenge of finding clinical sites, which limits the number of students we can train.

### **Executive Session**

Trustee Mercurio made a motion to move into Executive Session to discuss the President's evaluation/compensation. Trustee Smithers seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 7:05 p.m.

Trustee Smithers made a motion to exit Executive Session and return to general session at 8:08 p.m. Trustee Buroker seconded, and the motion passed 7-0.

### ***Salary Increase Recommendation ~ College President (Revised)***

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 compensation 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 term of the current employment agreement, including amendments, between the Board of Trustees of the College and President Karen Rafinski is for the period of 7/1/05 – 6/30/08. If the performance evaluation demonstrates an acceptable performance level, then the Board shall extend the employment agreement for an additional one year term beyond 6/30/09.

The President's performance has been reviewed by the Board Human Resources Committee led by Trustee Les Smithers and has been discussed by the full Board.

The employment agreement, including amendments, outlines the President's responsibilities, duties and relationship to the Board.

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 2007-2008 General Fund budget.

It was requested that the Board of Trustees adjust the President's compensation as specified in the amendment to the employment agreement effective July 1, 2007.

*Vice Chair Doyle made a motion to approve the President's salary increase recommendation as outlined above. Trustee Mercurio seconded, and the motion passed unanimously.*

## **Adjournment**

Trustee Johnson made a motion to adjourn the meeting, and Trustee Smithers seconded it. The motion passed unanimously, and the meeting adjourned at 8:10 p.m.