

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
May 15, 2012

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, May 15, 2012. Chairman Andy Bell presided and called the meeting to order at 6:23 p.m.

Roll Call: Present: Jim Doyle, Bill Mercurio, Peggy Noonan, Brad Phillips, Élise Spriggs, Heather Tiefenthaler, Vice Chair Heather Corbin, Chairman Andy Bell, and President Rafinski

Excused: Sharon Evans

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Chris Bays, Faculty Senate President/Assistant Professor, Arts and Sciences; Angela Branch, Staff Senator/Administrative Support, Health and Human Services; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; Barb Deschappelles, Executive Director of Information Technology; David Devier, Vice President of Academic and Student Affairs; David Farrell, Staff Accountant; Jim Franks, Executive Director/Dean of Corporate and Public Services; Joe Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

Recognition of Guests

Chairman Bell welcomed the guests, and guests introduced themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Bell asked for a motion to approve the minutes of the Regular Meeting held on April 17, 2012. Trustee Spriggs made a motion to approve the minutes as presented. Trustee Mercurio seconded, and the motion passed unanimously.

Presentation

Joe Jackson, Vice President for Business Affairs, delivered a PowerPoint presentation detailing the 2012-2013 Preliminary Budget.

He began by sharing information regarding the State biennial budget (Amended Substitute House Bill 153), indicating that the total funding increase slated for State Share of Instruction (SSI) for all of higher education was 1.0% in FY12 and an additional 1.0% in FY13, while the SSI increase indicated for community colleges was 6.0% in FY12 and an additional 1.0% in FY13. Clark State's total SSI for the biennium will increase \$115,000, with the portion of SSI based on Success Points increasing from 7.5% in FY 2012 to 10% in FY 2013. Mr. Jackson noted that tuition increases of \$200 are permitted for community colleges in each year of the biennium.

Mr. Jackson indicated that the preliminary General Fund Revenue Budget is based upon the following assumptions:

- SSI using enrollment projections updated as of April 2012;
- Credit enrollment of 160,000 credit hours (7.5% decrease from FY12 actual enrollment but flat compared to FY12 budgeted enrollment; these figures do not include Ohio Hi-Point programs or new program enrollments);
- Enrollment of 25,800 credit hours at the Greene Center;
- A 3.5% tuition increase (\$134/year);
- A 10.6% decrease in non-credit revenue from the FY12 budget;
- A 5.9% decrease in Business and Industry Training revenue from the FY12 budget;
- A 38.3% decrease in Interest Revenue;
- A 3.1% increase in Performing Arts Center sales revenue;
- A 1.5% decrease in Lease Receipts; and
- Other adjustments based on current year projections through June 30.

Vice President Jackson briefly reviewed the preliminary revenue budgets for our auxiliary (self-sustaining) enterprises: Bookstore, which reflects a 2.0% increase; Commercial Transportation Training Center, which reflects a 0.5% decrease; Parking, which reflects a 1.0% decrease; and Food Service Subsidy, which reflects a 8.2% increase.

Vice President Jackson reported that the General Fund Expenditure Budget takes the following planning initiatives into consideration:

- faculty personnel changes, totaling a net 4.0 FTE increase (the addition of two Registered Nursing positions, a 1.0 FTE Social Sciences position, and increases in Business Management and EMS positions from .50 to 1.0 FTE);
- staff personnel changes, totaling a net 9.3 FTE increase (4.1 FTE in new positions at the main campus; 5.0 FTE in new positions at the Greene Center; .30 FTE in expanded positions); and one position reduced by .10 FTE);
- funding for semester conversion, renovation/operation of the second floor of the Greene Center, IT repair/replacement cycle, Student Success Center, Bookstore/Food Service renovation, Springfield Regional School of Nursing transition, strategic plan projects, new academic programs, student success initiatives, IT security assessment, risk management, and equipment;
- 6% potential increase budgeted for health and dental insurance premiums;
- pay raise for faculty and staff;
- 1-1.75% merit pay for staff; and
- the establishment of a 2.6% Contingency budget.

Vice President Jackson reported that the draft budget is currently out of balance by \$418,000. He noted that adjustments will be made, and a balanced budget will be presented to the Board Finance and Facilities Committee on June 5th. Upon their recommendation, the budget will be presented to the full Board for official approval in June.

A lengthy question-and-answer period followed the presentation. Discussion ensued regarding why the College would budget for a 7.6% enrollment decrease yet add 13 new positions; Trustees felt that if we are anticipating an enrollment decrease, we need to be very cautious and decrease our expenses accordingly. Vice President Jackson explained that it would be easier to budget very conservatively and add additional funding later to support enrollment growth than it would be to cut budgets if enrollment falls below what is projected. It was noted that in spite of the enrollment growth we have experienced over the past couple of years, we have held staffing levels down in an effort to control costs, and the majority of the new positions will support our current enrollment level at both campuses. The discussion also included Greene Center staffing needs, which are based on the tremendous enrollment growth there. President Rafinski indicated that our increased enrollment has been supported with adjunct faculty, and if enrollment does go down, adjunct faculty expenses would decrease tremendously; our current adjunct faculty budget is \$3.5 million.

The Board expressed interest in knowing the total cost per delivered credit hour at the College over a 10-year continuum. They also requested a projection for this year and requested that the chart be converted to semester credit hours so they can compare apples to apples.

Discussion also arose regarding IT staffing, security, and the repair and replacement schedule; ticket sales for the Performing Arts Center; health insurance cost projections; and whether the number of people enrolled in certain courses justifies continuation of them.

Chairman Bell thanked Vice President Jackson for his insightful presentation.

Graduation Activities

Below is a listing of the graduation activities scheduled this year:

Thursday, June 7, 2012

7:00 p.m. Kuss Auditorium LPN Pinning Ceremony

Friday, June 8, 2012

7:00 p.m. Kuss Auditorium RN Pinning Ceremony

Saturday, June 9, 2012

7:30 a.m. Green Room – PAC Continental breakfast for distinguished guests

8:15 a.m. Green Room – PAC Robe and fall in line for processional

8:30 a.m. Kuss Auditorium Graduation Ceremony

10:00 a.m. Green Room – PAC Coffee/tea for distinguished guests

10:15 a.m. Green Room – PAC Robe and line up for processional

10:30 a.m. Kuss Auditorium Graduation Ceremony

12:00 p.m. Courtyard by Marriott Graduation Luncheon for Trustees/Speaker

Graduation Highlights:

Commencement Speaker: Bruce Matthews, FAPR, RDR, CRR
Alumnus, Court Reporting Program

Student Speaker(s): TBA

Music: Springfield Symphony Brass Quintet

Vocalist Group: Clark State A Cappella Choir

Division	Marshall	Nomenclator
Corporate and Public Services	TBA	TBA
Business and Applied Technologies	TBA	TBA
Health and Human Services	TBA	TBA
Arts and Sciences	TBA	TBA

Student Recognition Event

The Student Recognition Night celebrates the student success of our student scholars, athletes, and student leaders. A total of fifty-four (54) students were honored at this year's event, which was held on May 3rd in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College's sixteenth annual Student Recognition Night celebration.

For the category of "Outstanding Student in an Academic Program," students were selected by faculty from their academic disciplines. The "Student Athlete Award" recipients were chosen by coaches and the Athletics, Activities and Evening Services Administrator. The "Outstanding Student Leaders and Student Workers" were chosen by faculty, club advisors, and Student Affairs staff.

The attendees at the event included over one hundred sixty-eight (168) students, guests, faculty, and staff.

Human Resources Update

Filled Positions:

Non-Exempt:

- House Operations Assistant, (.24 FTE), *Laura Hinders*, effective May 7, 2012

Promotions:

- *Kayla Snider*, from Community Outreach and Education Assistant (1.0 FTE), Grade Level 3, to Community Outreach and Education Specialist (1.0 FTE) non-exempt, Grade Level 4, effective May 1, 2012
- *Beth Dixon*, from Community Outreach and Education Specialist II (1.0 FTE) non-exempt, Grade Level 5, to Community Outreach and Education Director (1.0 FTE) exempt, Grade Level 6, effective August 13, 2012

Resignations:

Non-Exempt:

- Technical Service Specialist, *Melissa Hunter*, (1.0 FTE), effective April 12, 2012
- Administrative Assistant, Workforce Investment Board (WIB), Area 7, *Francine Massie*, (1.0 FTE), effective May 18, 2012

Exempt:

- Academic Coordinator, *Jennifer Borman*, (.75 FTE), effective May 30, 2012

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Administrative Assistant, Business and Applied Technologies (1.0 FTE)
- Administrative Assistant, Arts and Sciences (1.0 FTE)
- Admissions Specialist (1.0 FTE)
- Customer Service Specialist, Student Support Services (.50 FTE)
- Part-Time Administrative Support, Business and Applied Technologies (.50 FTE)
- Bookstore Specialist (1.0 FTE)
- Bookstore Clerk, Greene Center (1.0 FTE)
- Office Services Clerk (1.0 FTE)
- Technical Services and Systems Librarian (1.0 FTE)
- Community Outreach and Education Specialist-Detention Center (1.0 FTE)
- Administrative Assistant, WIB, Area 7 (1.0 FTE)

Exempt:

- Academic Advisor, (1.0 FTE)
- Success Center Specialist, Greene Center, (1.0 FTE)
- Application Developer, System Administrator, (1.0 FTE)
- Head Custodian, (1.0 FTE)
- Academic Coordinator, (.75 FTE)

Instructional Faculty:

- Instructional Faculty, Political Science/Geography/Economics, (1.0 FTE)
- Instructional Faculty, Register Nursing, Mental Health, (1.0 FTE), 2 ea.
- Instructional Faculty, Registered Nursing, Pediatric, (1.0 FTE)
- Instructional Faculty, Registered Nursing, Medical Surgical, (1.0 FTE), 3 ea.
- Instructional Faculty, Practical Nursing Program,(1.0 FTE)

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 3/31/12:

Investment @ Cost	\$1,267,243
Interest Earnings	\$782,004
Commonfund Management Fees	\$(45,635)
Foundation Management Fees	\$(95,045)
Transfer to College for Hollenbeck-Bayley Center	\$(220,000)
Market Gain/(Loss)	\$168,783
Balance 3/31/12	\$1,857,350

Quarterly (Jan-Mar) Rate of Return 1.57%

Barclays Aggregate Bond Index (Jan-Mar Quarter)	0.30%
March Return	(0.28%)
Barclays Aggregate Bond Index (March)	(0.55%)

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$95,045) represents the 1.25% fee for six fiscal years (FY 2007 – FY 2012). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on September 15, 2011, to review fund performance, asset allocation, spending policy, investment policy and provide a market forecast.

Liaison Reports

Clark State Foundation/Circle of Friends

- The fund balance as of February 29, 2012, is \$12.8 million. The fund balance is declining somewhat as payments are released to the College for construction projects.
- We are currently promoting a second opportunity to be "seated" in the Audience Mural at the Hollenbeck-Bayley Creative Arts and Conference Center. For more information, contact Kris Culp.
- The Foundation Board retreat on May 11 focused upon Greene County and establishing priorities for 2012-13. Special thanks to Trustees Tiefenthaler and Noonan for attending.
- Champion City Scholars were highlighted in a recent front page story in the Springfield News Sun.
- The Circle of Friends will honor Dr. Nicholas and Mrs. Thalia Pavlatos with the Founder's Award on October 13. More information will follow, but please mark your calendars.

Council of Governments

- Director Kimble is working on a new vision statement for the Center. She is also working on marketing the Center and branding its name.
- Center enrollment is at 87% of capacity, and staffing levels are adequate at this time.
- The Center is gearing up for its summer program.

Action Items

The following items were presented for Board approval:

Personnel Recommendation ~ 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:

Promotions:

- *Beth Dixon*, from Community Outreach and Education Specialist II (1.0 FTE) non-exempt, Grade Level 5, to Community Outreach and Education Director (1.0 FTE) exempt, Grade Level 6, effective August 13, 2012

Resignations:

- *Jennifer Borman*, Academic Coordinator, Student Support Services, (.75 FTE), effective May 30, 2012

Impact on students and/or student learning:

- Community Outreach and Education Director System has a major impact with our outreach/Project Jericho and other community programs. No direct impact to students pursuing credit courses/degrees.
- Academic Coordinator, Student Support Services has a direct impact on select students receiving services from our Student Support Services unit. Approximately 150 students are in this program. Position will be filled.

Implications for budget, personnel, or other resources: Funding for both positions is in the 2012-2013 budget.

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

Associate Degree and Certificate Authorization

For the past several months, students have been petitioning to graduate at the 2012 Commencement. The Records Office has checked each of these records and the faculty have certified that the students have met all requirements for graduation from their respective divisions. Graduates at the 2012 Commencement are in the following areas:

Degree Type	Number Awarded
Associate of Arts Transfer	65
Associate of Science Transfer	43
Associate of Applied Business	187
Associate of Applied Science	277
Associate of Technical Studies	1
TOTAL	569
Certificates	76

Honors	Associate Degrees	Certificates
4.0 GPA	13	3
3.5+ GPA	157	19

Diversity	Total	Female	Male
Associate Degrees	569	376	193
African-American	61	38	23
Asian	2	1	1
American Indian	2	2	0
Hispanic	4	3	1
Caucasian	464	309	155
Unknown	36	23	13

Diversity	Total	Female	Male
Certificates	76	64	12
African-American	9	1	3
Asian	0	0	0
American Indian	0	0	0
Hispanic	2	2	0
Caucasian	65	56	9
Unknown	5	5	0

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Rafinski to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have met all of the institutional qualifications for graduation.

Trustee Spriggs made a motion to approve the action items listed above. Trustee Doyle seconded, and the motion passed unanimously.

Report of the President

President Rafinski reported the following:

- Our fire tower was dedicated on May 3rd, with a variety of fire chiefs in attendance from the 16-county area we serve for fire/EMS training. It is the only facility of its kind in the state, with the ability to reach temperatures of up to 1800 degrees, fill with non-toxic smoke, etc.
- A delegation from Bowling Green State University, including their new president, visited campus today. They currently have 17,000 students enrolled and are aiming for 25,000. Possible partnership opportunities were discussed.
- Architect interviews for the connector project will be held next Tuesday and Thursday. It is anticipated that a recommendation for selection will be presented for action at the June Board meeting.
- We hosted two proms at the HBC this year, Springfield High School and Kenton Ridge. We have also been booking weddings and graduation parties.
- President Rafinski recently delivered a speech to the Beaver Creek Women's League. She thanked Patty Phillips for inquiring about whether Clark State students are eligible for their scholarships.
- Next month, the Board will be asked to approve the expenditure from reserves of seed money for the New Media and Diesel Technology programs.
- A series of policy revisions, primarily focused on quarters to semesters conversion, will be presented to the Board next month for approval.
- Trustee Spriggs' nanny is graduating the Registered Nursing program; arrangements will be made for her to participate in the presentation of her diploma.
- On Wednesday, June 13, another Student Success Conversation will be held with faculty and staff. Trustees are encouraged to attend. Details will be shared soon.

Report of the Board Chair

Chairman Bell:

- Reminded Trustees about the Board Retreat, which will be held on Friday, June 1, from 12:00 to 4:30 p.m. at the Springfield Country Club. He reviewed the agenda, and asked Trustees to read over the book Making Good on the Promise of the Open Door ahead of time.
- Reported that he will be unable to attend the graduation ceremonies this year, as he will be out of town. He expressed appreciation for other Trustees covering those events and the nursing pinning ceremonies this year.

- Indicated that based on the April Board meeting survey results, we will try to limit the Work Session to 1-2 topics in the future. He noted that another survey will be sent out regarding tonight's meeting.

Trustees' Open Forum

Trustee Doyle requested a synopsis of when classes will be held during semesters; other Trustees indicated they would also like to receive the information.

Trustees expressed interest in seeing how the fire tower operates, perhaps during a future Work Session or Board presentation.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Trustee Spriggs seconded. The motion passed unanimously, and the meeting adjourned at 7:26 p.m.