

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes June 18, 2013

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, June 18, 2013. Chairman Jim Doyle presided and called the meeting to order at 6:17 p.m.

**Roll Call:** Present: Andy Bell, Sharon Evans, Peggy Noonan, Brad Phillips, Heather Tiefenthaler, Vice Chair Heather Corbin, Chairman Jim Doyle, and President Rafinski

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Jo Alice Blondin, Ph.D.; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Administrative Assistant for Health, Human and Public Services/Staff Senator; Scott Dawson, Instructor, Arts and Sciences; Dixie Depew, Controller; David Farrell, Staff Accountant; Theresa Felder, Dean of the Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Online Learning and Instructional Resources/Staff Senator; Mark Schmidt, Associate Professor, Health, Human and Public Services/Faculty Senate Vice President; Holly Snyder, Manager of the Bookstore and Office Services Center; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health, Human and Public Services

### Recognition of Guests

Chairman Doyle welcomed the guests, and President Rafinski introduced them.

### Public Comment

There were no public comments.

### Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting held on May 21, 2013. Trustee Phillips made a motion to approve the minutes as presented; Trustee Tiefenthaler seconded, and the motion passed unanimously.

### Presentation

Cynthia Applin, Director of Institutional Research and Planning, provided a presentation entitled "Balanced Scorecard". She began by presenting a draft of a potential balanced scorecard, which is to be used as a way to monitor internal performance. As both a process and a tool, the balanced scorecard is designed to

identify trends and help plan strategies to improve student success and the effectiveness of the College as a whole.

Utilizing a balanced scorecard will also prepare us for full participation in the Voluntary Framework of Accountability, a nationally-funded project designed for tracking student progress and outcomes in community colleges. Coupled with the Ohio Board of Regents' Student Success Points, this scorecard positions Clark State for the ramp up phase of performance-based funding.

The draft scorecard consists of sixteen dimensions, which include course and student enrollments, persistence and retention, degrees and certificates, and grants and revenues. Ms. Applin briefly reviewed the components and indicated that the plan is to update the scorecard twice a year.

Trustees expressed some concern over the document being updated only twice a year, and requested that the status of at least some of the student success components be updated monthly. They also inquired about what other community colleges are doing so perhaps we could follow a similar model.

Chairman Doyle thanked Ms. Applin for her work on this and indicated that everyone's input and best ideas are needed to make the balanced scorecard effective.

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

The Board Finance and Facilities Committee met on Tuesday, June 4, 2013, at 11:00 a.m. in the TLC Boardroom. Those present included Committee Chair Heather Corbin; Committee members Andy Bell, Peggy Noonan, and Brad Phillips; Board Chair Jim Doyle; President Karen Rafinski; and Vice President Joseph Jackson.

Agenda items included:

- FY2013-2014 Budget
- Student Success Center Project
- Global Impact STEM Academy
- Reserve Fund Expenditure Recommendation
- Legal Issues
- Other

Minutes of the meeting have been distributed to all Trustees. The next meeting will be held in November 2013.

### **Human Resources Update**

*Filled Positions:*

#### Non-Exempt

- Event Management and Communication Specialist (1.0 FTE), *Leslie Ray*, effective June 17, 2013

#### Exempt

- Systems Administrator, Student Information System (1.0 FTE), *Cory Gaston*, effective May 22, 2013
- Academic Counselor (1.0 FTE), *Danny Moore*, effective June 24, 2013
- Academic Coordinator (1.0 FTE), *Mel Brown*, effective June 24, 2013
- Math Emporium Specialist (1.0 FTE), *Deborah Nichols*, effective July 1, 2013

### Faculty

- Instructor – Medical Lab Tech, Health, Human and Public Services (1.0 FTE), *Tami Horton*, effective August 19, 2013
- Instructor – Registered Nurse, Health, Human and Public Services (1.0 FTE), *Lori Ludwig*, effective August 19, 2013
- Instructor – Licensed Practical Nurse, Northern District, Health, Human and Public Services (1.0 FTE), *Natalie Bracy*, effective August 19, 2013
- Assistant Professor – Licensed Practical Nurse and Program Coordinator, Northern District, Health, Human and Public Services (1.0 FTE), *Jan Didich*, effective August 19, 2013

### *Transfers:*

- *Ryan Ketner*, from Disability Specialist, (0.75 FTE) to full-time Instructor, Arts and Sciences (1.0 FTE), effective August 19, 2013

### *Retirements:*

### Exempt

- President (1.0 FTE), *Dr. Karen Rafinski*, effective July 1, 2013
- Commercial Truck Driver Trainer (1.0 FTE), *James Ross*, effective July 1, 2013

### Faculty

- Professor, Health, Human and Public Services (1.0 FTE), *Sandra Horn*, effective June 1, 2013

### *Resignations:*

### Exempt

- Manager, Student Information Systems (1.0 FTE), *Lynn Fernando*, effective May 31, 2013

### Faculty

- Associate Professor, Arts and Sciences (1.0FTE), *Jeffrey Reed*, effective July 31, 2013

### *Reorganization*

### Non-Exempt

- Project Jericho Outreach and Education Specialist (1.0 FTE), *Darrin Gilley*, effective May 31, 2013

### *Open/Advertised Positions/Searches/Interviews*

### Non-Exempt:

- Project Jericho Outreach and Education Specialist (1.0 FTE)
- Project Jericho Outreach and Education Specialist (0.60 FTE)
- Part-Time Project Jericho Communication, Outreach and Education Assistant (0.46 FTE)
- Part-Time Academic Advisor (0.60 FTE)

### Exempt:

- Director, Information Technology (1.0 FTE)
- Manager, Student Information System (1.0 FTE)

### Instructional Faculty:

- Instructional Faculty for History (1.0 FTE)

## **Liaison Reports**

### Clark State Foundation/Circle of Friends

- The Foundation fund balance as of March 31, 2013 is \$12.6 million.
- We are completing the Foundation's scholarship awards process--it's the most rewarding time of the year. We have awarded \$103,598 through 98 scholarships for the 2013-14 academic year. There will be a small round of awards in late summer.
- We are working on two grant proposals that would provide support services to emancipated foster care students at Greene Center/Wright State University.
- The next Foundation Board and Finance/Audit/Investment Committee meetings will be held on June 20.
- Catie Stipe will attend this year's Dreamkeepers conference in Minneapolis later in June. Even though the program funding through Kresge Foundation has ended, Scholarship America still brings the grantees together annually to encourage us to continue providing emergency financial assistance to our students.
- The Circle of Friends gala to honor President Rafinski was well-attended, and we have received much positive feedback. To date it appears to have netted approximately \$19,000 for her scholarship fund, which Paul Gross of Code Blue has committed to match. The Circle of Friends presented Dr. Rafinski with the Founder's Award; Trustee Chairman Doyle announced the naming of the new building as the Karen Rafinski Connector; and Foundation Board Chairman Steve Sidlo announced the naming of a student gathering area in the new building as Ryan's Place, in memory of Ryan Rafinski.

### Council of Governments

- Center enrollment is at 91 children (81% of capacity). Staffing levels are adequate at this time.
- Ongoing efforts are being made to increase enrollment, with a goal of full enrollment by October 2013.
- Interim Director Charles Clark attended Step Up to Quality training for 4-5 Star levels in May. The Center will automatically go to a 4 Star rating in October.

## **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:

#### *New Hires:*

- Systems Administrator, SIS (1.0 FTE), *Cory Gaston*, effective May 22, 2013
- Academic Counselor (1.0 FTE), *Danny Moore*, effective June 24, 2013
- Academic Coordinator (1.0 FTE), *Mel Brown*, effective June 24, 2013
- Math Emporium Specialist (1.0 FTE), *Deborah Nichols*, effective July 1, 2013

#### *Resignation:*

- Manager of Student Information Systems (1.0 FTE), *Lynn Fernando*, effective May 31, 2013

#### *Retirements:*

- President (1.0 FTE), *Dr. Karen Rafinski*, effective July 1, 2013
- Commercial Truck Driver Trainer (1.0 FTE), *James Ross*, effective July 1, 2013

Impact on students and/or student learning:

- System Administrator, SIS maintains and provides IT employee and student support through our Colleague/Ellucian Student Information System
- Academic Counselor and Academic Coordinator will both work in our Student Support Services unit providing direct support services to select first generation, at risk students
- Math Emporium Specialist will manage and oversee direct hands-on math assistance provided to students needing help in the area. This is a new effort.

Implications for budget, personnel, or other resources: Funding for all positions is included in the 2013-2014 budget.

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

***Personnel Recommendations ~ Instructional Faculty***

In accordance with established hiring procedures and after approval by President Rafinski, the following recommendations for instructional faculty are being presented to the Board of Trustees for formal approval:

*New Hires:*

- Instructor – Medical Lab Tech, Health, Human and Public Services (1.0 FTE), *Tami Horton*, effective August 19, 2013
- Instructor – Registered Nursing, Health, Human and Public Services (1.0 FTE), *Lori Ludwig*, effective August 19, 2013
- Instructor – Licensed Practical Nurse/Northern District, Health, Human and Public Services (1.0 FTE), *Natalie Bracy*, effective August 19, 2013
- Assistant Professor – Licensed Practical Nurse and Program Coordinator/Northern District, Health, Human and Public Services (1.0 FTE), *Jan Didich*, effective August 19, 2013

*Transfers:*

- *Ryan Ketner*, from Disability Specialist, (.60 FTE) to Instructor, Arts and Sciences (1.0 FTE), effective August 19, 2013

*Resignations:*

- Associate Professor, Arts and Sciences (1.0 FTE), *Jeffrey Reed*, effective July 31, 2013

*Retirements:*

- Professor, Health, Human and Public Services (1.0 FTE), *Sandra Horn*, effective June 1, 2013

Impact on students and/or student learning:

- The nursing faculty will interface directly with students in the Nursing program.
- The Arts and Sciences instructor will serve students with college prep reading and writing needs.
- The History instructor is a replacement position.

Implications for budget, personnel, or other resources: None. These positions are built into the 2013-2014 budget.

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

### ***Vision Insurance Renewal***

Our current vision insurance coverage is provided by Vision Service Plan (VSP). This plan was approved by the Board effective July 1, 2008, for a period of four years. Upon expiration on June 30, 2012, the plan was subsequently renewed for an additional two-year period effective July 1, 2012 – June 30, 2014. Effective July 1, 2013, we will enter the second year of the current contract with no price increase. The plan, insures 218 employees with selected coverage (*employee only, employee plus one, and family*) for an annual premium of \$30,000.

Impact on students and/or student learning: 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 cost is built into the 2013-2014 budget.

It was requested that the Board of Trustees authorize the President or her designee to maintain the above vision insurance services at a cost that is within the 2013-2014 budget.

### ***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 hiring practices. The meeting provided an opportunity for an exchange of information and data.

The administration recommends the establishment of a pool of money in the amount of \$170,000 for the purpose of staff salary increases for 2014. \$170,000 would be set aside and allocated as follows: \$147,000 for staff salary increases and \$23,000 for the School Employees Retirement System plus FICA. This \$170,000 increase for staff would be at a cost that is within the 2013-2014 budget.

If this recommendation is approved by the Board, it would result in a 1.75 to 2.75% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2012-2013 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 staff salary increase pool equates to an annual amount of \$170,000. This amount is incorporated into the proposed 2013-2014 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$170,000 for salary increases for eligible exempt and non-exempt staff effective August 19, 2013. 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 ~ 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, personal leave, and

working conditions. Issues addressed included salary range movement, salary increase, 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.

The administration recommends the establishment of a pool of money in the amount of \$134,000 for the purpose of faculty salary increases for 2014. \$134,000 would be set aside and allocated as follows: \$116,000 for faculty salary increases and \$18,000 for the State Teachers Retirement System plus FICA. This \$134,000 increase for faculty would be at a cost that is within the 2013-2014 budget.

If this recommendation is approved by the Board, it would result in a 2.75% to 3.50% pay increase for eligible faculty.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2012-2013 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 \$134,000. This amount is incorporated into the proposed 2013-2014 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$134,000 for salary increases for eligible faculty members effective August 19, 2013. 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 members must submit an application letter summarizing how they meet the criteria 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 and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office 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:

*Associate Professors:* Chris Bays, Carin Burr, Wendy Gagliano, Theresa Lauricella, Diane Roux, and Greg Teets

*Assistant Professors:* Pam Ball, Aimee Belanger-Haas, Ronda Black, Kathy DeLong, Tom Duffee, and Kara Jackson

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 2013-2014 budget 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 2013.

### ***Uniform Standards for Remediation-Free Status***

The community college and university Presidents approved uniform statewide standards for remediation-free status in December 2012. This deadline was established by legislation. Legislative language also outlined that each “board of trustees or managing authority of each state institution of higher education shall adopt the remediation-free status standards, and any related assessments, into the institutions policies.”

The deadline for such adoption within legislative language was given to the Chancellor. As outlined in the document, “The standards, expectations, and assessment thresholds in this document are recommended for implementation beginning with the summer 2013 academic term.” (Uniform Statewide Standards for Remediation-Free Status were distributed to Trustees prior to the meeting.)

Below is a template that the OACC worked on with Rebecca Albers (Chief of Education Section at the Attorney General’s Office and the OACC’s legal counsel) to craft a resolution “template” for College Board consideration:

**WHEREAS** , the General Assembly in HB 153 required the presidents of all state institutions of higher education to establish uniform statewide standards in mathematics, science, reading and writing that each student enrolled in a state institution of higher education must meet to be considered in remediation-free status; and

**WHEREAS**, the presidents of the state institutions of higher education established Uniform Standards for Remediation-Free Status; and

**WHEREAS**, the Board of Trustees of each state institution of higher education is required to adopt the Uniform Standards for Remediation-Free Status and any required assessments into the institution’s polies;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Clark State Community College hereby adopts the Uniform Standards for Remediation-Free Status, any required assessments and any future modification of the Uniform Standards for Remediation-Free or required assessments.



Impact on students and/or student learning: Students will benefit from the standards being in place state-wide which will guarantee equal placement across all public institutions.

Implications for budget, personnel, or other resources: There is no significant impact on budget or personnel as all current students are placed according to these guidelines.

It was requested that the Board of Trustees adopt the Remediation-Free Status Resolution as outlined above.

### ***Adoption of 2013-2014 General Fund Budget***

Revenue Assumptions:

- State Share of Instruction (SSI) based on 50% access, 25% course completion, 25% success points
- SSI projected increase of 1.9%
- SSI represents 36.8% of total budget.
- Tuition increase of 2.4% (\$3.25 per credit hour) effective Fall Semester
- Student fees (credit) revenue (56.9% of total budget) assumes a 2% enrollment increase from FY 2013.
- Revenue projected for non-credit Continuing Education and Business and Industry training includes offerings in workforce development training programs.

Expenditure Adjustments:

- 3.0 FTE new faculty positions
- 3.4 FTE new/expanded administrative and staff positions
- Funding provided for: student success initiatives, academic support programs, strategic planning projects, and risk management
- The technology repair and replacement schedule is funded at \$350,000.
- A pool of 3.0% for salary increases for eligible faculty and staff
- Funding for a 6% increase in the health insurance premium
- Contingency budget of 2.8%
- A portion of the Greene Center budget (\$485,000) was reclassified from the General Administration functional category to Student Services.
- Salary and benefits represent 69.5% of total budget.
- Total expenditure budget is \$1,180,981 (4.4%) over the FY 2013 budget.

Impact on students and/or student learning: The General Fund budget supports all instruction, academic and student support services with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2014 General Fund budget was developed using various assumptions which resulted in the revenue projection. The expenditures support the College's strategic plan by funding student success initiatives, direct services to students, training programs for employers, cultural activities for the community and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2014 General Fund budget, as presented, in the amount of \$28,082,431.

### ***Adoption of 2013-2014 Auxiliary Fund Budgets***

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to

furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

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

	<b>ADOPTED BUDGET 2012-2013</b>	<b>PROJECTED @ 6/30/13</b>	<b>PROPOSED BUDGET 2013-2014</b>	<b>BUDGET INCREASE/ DECREASE</b>
<b>Bookstore</b>				
Revenue	3,831,595	3,500,000	3,273,433	-14.57%
Expenditure	<u>3,412,365</u>	<u>3,135,000</u>	<u>3,009,638</u>	-11.80%
Surplus/Deficit	419,230	365,000	263,795	
<b>Parking</b>				
Revenue	47,700	56,205	54,950	15.20%
Expenditure	<u>47,700</u>	<u>56,205</u>	<u>54,950</u>	15.20%
Surplus/Deficit	0	0	0	
<b>Commercial Transportation Training Center</b>				
Revenue	630,266	557,600	637,000	1.07%
Expenditure	<u>627,181</u>	<u>525,000</u>	<u>591,367</u>	-5.71%
Surplus/Deficit	3,085	32,600	45,633	
<b>Food Service</b>				
Revenue	0	0	0	0.00%
Expenditure	<u>92,000</u>	<u>79,000</u>	<u>85,000</u>	-7.61%
Surplus/Deficit	(92,000)	(79,000)	(85,000)	

The expectation is that the Bookstore and the Commercial Transportation Training Center will realize a surplus. The Food Service will operate at a deficit and will be subsidized from Bookstore profits.

The Bookstore continues to offer more titles that students can rent. This will reduce Bookstore earnings but results in large savings for students. It will be necessary to close the Food Service operation in Rhodes Hall for the next year and a half due to construction of the Student Success Center. We anticipate reduced Food Service revenue but also reduced Food Service expenses so the projected deficit will not change appreciably.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student each semester. 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. 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: 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: Reflected in the budgets above

It was requested that the Board of Trustees move to adopt the fiscal year 2013-2014 auxiliary fund budgets, as attached, effective July 1, 2013.

***Reserve Fund Expenditure Recommendation***

The New Media Program was launched Fall Semester 2012 and is rapidly outgrowing its space. New Media along with Graphic Design make up our Digital Media Program. These programs are housed in the HBC. The original program development proposal outlined the need by year two (2013-2014) for a second Mac Lab to be able to serve both first and second year students in the New Media and Graphic Design Programs. These funds will be used to purchase Mac computers, a high-end color printer, various additional software packages, video and audio equipment and specialized electrical support systems.

The Graphic Design and New Media Programs are both meeting enrollment expectations. Graphic Design is showing growth and improved retention of students compared to recent years, and New Media is showing enrollment numbers which are very promising for a first year program. The requested equipment and software will allow these programs to continue to grow and prosper.

Impact on students and/or student learning: The purchase of this equipment will not only enable the College to provide for the second year of instruction, but at a very high and effective level.

Implications for budget, personnel, or other resources: There are no implications for the operating budget. Request is for \$161,500 from College Reserves.

It was requested that the Board of Trustees approve the expenditure of up to \$161,500 from College Reserves for start-up costs related to the New Media Academic Program.

***Policy Recommendations***

The final chapters of the College’s policy and procedures manual were reviewed during the May 21, 2013, Work Session.

A summary of the changes presented for formal approval by the Board of Trustees follows. (Copies of the policies listed, with changes noted, are available upon request in the President’s Office and on the portal.)

<b>RULE</b>	<b>NEW</b>	<b>REVISE</b>	<b>RESCIND</b>	<b>EFFECTIVE DATE</b>
<b>Chapter 3 – Conditions of Employment</b>				
3358:5-3-02 Releasing Personnel As Evaluator-Consultants		X		6/18/2013
3358:5-3-06 Full-Time Employees Relieved of Duties			X	6/18/2013
3358:5-3-10 Faculty Salary Administration, Rank Structure and Promotion Policies		X		6/18/2013
3358:5-3-17 Payroll Deductions			X (replace with new language)	6/18/2013
3358:5-3-17 Payroll Deductions	X			6/18/2013
3358:5-3-23 Faculty Promotion Policy	X			6/18/2013

RULE	NEW	REVISE	RESCIND	EFFECTIVE DATE
<b>Chapter 5 – Employee Benefits/Privileges</b>				
3358:5-5-01 Employee Salary Adjustment Policy		X		6/18/2013
3358:5-5-07 Leave Policies for Regular Employees		X		6/18/2013
3358:5-5-10 Advanced Degree Pay Adjustment		X		6/18/2013
3358:5-5-13 Credit Union Resolution			X	6/18/2013
3358:5-5-14 Tax-Sheltered Annuities			X	6/18/2013
3358:5-5-16 Employee Insurance Benefits		X		
3358:5-5-23 Alternative Retirement Plan			X	6/18/2013
3358:5-5-25 Section 125 Cafeteria Plan Restatement			X	6/18/2013
3358:5-5-26 Ohio Public Employees Deferred Compensation Program			X	6/18/2013
3358:5-5-27 403(b) Plan Document Adoption			X	6/18/2013
<b>Chapter 7 – Academic Requirements</b>				
3358:5-7-01 Class Attendance		X		6/18/2013
3358:5-7-07 Admissions Policy		X		6/18/2013
3358:5-7-10 Computer Literacy Requirements			X	6/18/2013
3358:5-7-12 Quarters to Semesters Conversion Policy			X	6/18/2013
<b>Chapter 9 – Student Services</b>				
3358:5-9-03 Student Grievance Procedure (Policy)		X		6/18/2013
3358:5-9-13 Scholarship Program			X (replace with new language)	6/18/2013
3358:5-9-13 Scholarship Program	X			6/18/2013
<b>Chapter 11 – Business Services</b>				
3358:5-11-01 President’s Discretionary Fund		X		6/18/2013
3358:5-11-02 Ohio Public Facilities Commission Authorization		X		6/18/2013
3358:5-11-05 Records Retention Policy		X		6/18/2013
3358:5-11-07 Disbursement Resolution		X		6/18/2013
3358:5-11-08 Use of College Facilities Policy		X		6/18/2013
3358:5-11-09 Financial Reporting (change to 3358:5-1-32)		(Move to Chapter 1 – Board Governance)		6/18/2013
3358:5-11-11 Safety Deposit Box Designation			X	6/18/2013
3358:5-11-13 Professional Development for Physical Therapist Assistant Program External Clinical Instructors			X	6/18/2013
<b>Chapter 13 – Campus Environment</b>				
3358:5-13-06 Rehabilitation Act of 1973			X	6/18/2013

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the policy changes as recommended.

***Trustee Bell made a motion to approve the action items above as indicated. Vice Chair Corbin seconded, and the motion passed unanimously.***

### **Report of the President**

President Rafinski:

- Shared a copy of a resolution by Sinclair Community College voting no confidence in the Ohio

Association of Community Colleges and withholding future dues payments until further notice, which was unanimously passed by Sinclair's Board of Trustees.

- Distributed information from the Attorney General's Office regarding other colleges' policies on rehiring an employee into the same position from which the employee had previously retired.
- Shared an article regarding Sinclair's initiative to begin actively collecting student debt. Discussion ensued regarding how Clark State handle's collecting outstanding student debt; it was noted that our bad debt expense averages around \$470,000.
- Thanked the Board of Trustees for the opportunity to work with them over the years, commenting that it was a wonderful run.

## **Report of the Board Chair**

Chairman Doyle provided an overview of the recent Ohio Association of Community College's Governing Board Meeting, during which the renewal of Executive Director Abrams' contract was discussed. The group was divided on the subject, and the issue was tabled. A special Governing Board meeting will be held this Friday to discuss it further and vote.

Chairman Doyle and Vice Chair Corbin discussed the need for ethics training for the group, an annual requirement of the Governor. The possibility of a retreat in August or September was mentioned.

## **Trustees' Open Forum**

Chairman Doyle thanked President Rafinski her for her 16 years of service to the College. She was presented with a Clark State rocking chair, and a group photo was taken. The Trustees expressed congratulations to Dr. Rafinski, noting how hard she worked right up to the end.

## **Executive Session ~ Real Estate/Litigation**

Vice Chair Corbin made a motion to move into Executive Session to discuss real estate and litigation, and Trustee Evans seconded the motion. The motion passed 7-0 by a roll call vote. Executive Session commenced at 7:30 p.m.

Trustee Evans made a motion to exit Executive Session and return to general session at 8:12 p.m. Trustee Phillips seconded, and the motion passed 7-0.

## ***Presidential Emeritus Resolution***

### *Resolution of the Clark State Community College Board of Trustees*

Whereas, Dr. Karen E. Rafinski served as President of Clark State Community College from July 1, 1997, through June 30, 2013; and

Whereas, during Dr. Rafinski's tenure, the College achieved unprecedented enrollment growth both numerically, geographically, and technologically; and

Whereas, Dr. Rafinski literally changed the face of Clark State through the construction of the Sara T. Landess Technology and Learning Center, the Hollenbeck Bayley Creative Arts and Conference Center, the Disaster Recovery Learning Lab (Flood House) and the Tactical Fire Training Tower; and

Whereas, Dr. Rafinski responded to a request from the Greene County community for expanded services by quickly establishing a permanent campus there; and

Whereas, Dr. Rafinski has made Clark State Foundation's external resource development the strongest in the state; and

Whereas, Dr. Rafinski has been the recipient of many local and regional awards for her accomplishments and service to others; and has brought national honor and attention to Clark State through her well-deserved recognition as the Outstanding College CEO, awarded by the Association of Community College Trustees; and

Whereas, Dr. Rafinski's 16 years as President of Clark State culminates a career of 41 years in advancing the cause of community colleges; and

Whereas, Dr. Rafinski has earned a reputation for achieving what could not be done, and has earned grateful admiration and genuine affection from the Board of Trustees;

Therefore, be it resolved that the Clark State Community College Board of Trustees does hereby bestow President Emeritus status, effective July 1, 2013, to Karen E. Rafinski, Ph.D. by action of the Board of Trustees on June 18, 2013.

***Trustee Bell made a motion to approve the resolution and grant President Emeritus status to Karen E. Rafinski, Ph.D. Trustee Noonan seconded the motion, and it passed unanimously.***

### **Adjournment**

Trustee Phillips made a motion to adjourn the meeting, and Trustee Evans seconded. The motion passed unanimously, and the meeting adjourned at 8:15 p.m.