

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**October 18, 2011**

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, October 18, 2011. Chairman Andy Bell presided and called the meeting to order at 6:21 p.m.

**Roll Call:** Present: Jim Doyle, Bill Mercurio, Peggy Noonan, Vice Chair Heather Corbin, Chairman Andy Bell, and President Rafinski

Excused: Sharon Evans, Brad Phillips, Elise Spriggs, and Heather Tiefenthaler

Others Present: Cynthia Applin, Director, Institutional Research and Planning; Chris Bays, Assistant Professor, Arts and Sciences/Faculty Senate President; Angela Branch, Administrative Support, Health and Human Services/Staff Senator; Jane Cape, Dean of Business and Applied Technologies; Marilyn Carlson\*, Dean of the Greene Center; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; David Devier, Vice President of Academic and Student Affairs; Joseph 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**

President Rafinski welcomed the guests and asked them to introduce 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 June 21, 2011. Vice Chair Corbin made a motion to approve the minutes as written. Trustee Doyle seconded, and the motion passed unanimously.

## **Presentation**

Vice President Devier delivered a presentation entitled "Accreditation: What Does it Mean?" He began by indicating that all higher education accreditation processes are colleague-based and self-regulating. He reported that we receive regional accreditation from the Higher Learning Commission's (HLC) North Central Association of Colleges and Schools. The HLC, founded in 1895, is committed to

improvement of education at all levels through evaluation and accreditation. Member organizations include colleges and schools in 19 states as well as Department of Defense schools.

Dr. Devier provided an overview of the accreditation process. He noted that the College uses the PEAQ (Program to Evaluate and Advance Quality) process, which involves writing a self-study measuring the institution against prescribed standards, followed by a team visit to verify. He reported that Clark State received initial accreditation in 1973 for five years until 1978, when the College was then given ten-year extensions granted in 1988, 1998, and 2008; our next visit may be prior to 2018 if standards and processes currently under review are indeed revised. Dr. Devier noted that this regional accreditation is key to the success of any institution because without it credits are not transferable.

The College also has some specialized accreditations for specific programs that are typically required to enable students to sit for their certification/licensure, such as Registered Nursing, Medical Assisting, Medical Laboratory Technology, Realtime/Judicial Reporting and Broadcast Captioning, and Physical Therapist Assistant. It was noted that state approvals are also needed for specialized programs, such as Early Childhood Education, Registered and Practical Nursing, EMS/Paramedic, State Tested Nursing Aid, Basic Peace Officers Academy, and EMS/Fire Safety.

A brief question-and-answer period followed, during which Kathy Wilcox provided an overview of the recent National League for Nursing Accrediting Commission (NLNAC) accreditation visit for the Registered Nursing program. Ms. Wilcox indicated that the team expressed some concern regarding the overall growth of the program and whether we can keep up with it administratively at our current staffing levels.

Chairman Bell thanked Dr. Devier for his insightful presentation.

### **Quarterly Financial Reports**

The quarterly revenue/expenditure report, along with the Balance Sheet and the Statement of Restricted Income and Charges, were distributed to Trustees prior to the meeting. Vice President Jackson noted the following:

#### Revenue

Ohio Board of Regents State Share of Instruction – The FY 2012 budget is 6% (\$600,000) less than FY 2011. Therefore, the amount received through September is \$150,000 less than what was received last September.

Student Fees – The positive budget variance is a result of summer and fall enrollments exceeding budgeted enrollments.

All other revenue line items, with the exception of Continuing Education, are lagging budget. Total revenue is up \$150,000 (1.7%) from the previous fiscal year.

#### Expenditures

Operation/Maintenance of Plant – Expenses increased \$34,500 (5.6%). This increase is due to increased expenditures for buildings & grounds maintenance with half of the increase spent at the Greene Center campus; an increase in utilities expenditures due to the Hollenbeck Bayley Creative Arts & Conference Center (HBC) and the Greene Center 2<sup>nd</sup> floor coming on line.

General Administration – Expenses increased \$171,000 (29.9%) due to the timing of the payments for the Greene Center debt service.

Occupancy – Expenses increased \$270,000 (28.8%). In addition to the debt service, building & grounds maintenance, and electricity increases referred to above, expenses for insurance have also increased.

#### Auxiliary Enterprises

Bookstore – The increase in revenue and expenses are a direct result of enrollment. The Bookstore is projected to realize a gross margin of about 15% for the fiscal year.

Commercial Transportation Training Center – Revenue is down from last year but expenses have decreased even more resulting in a smaller deficit year to date.

#### Balance Sheet

Cash balances total \$12.7 million which is an increase of \$1.2 million (10.4%) from September 30, 2010. This increase in cash is due to the receipt of student tuition dollars for increased enrollments. Total current funds, which include the General Fund, Auxiliary Enterprises, and all Restricted Funds, increased \$1.8 million (11.6%) from September 30, 2010. Bonds Payable increased from \$7.6 million to \$16.6 million due to the \$9 million issuance in October 2010 for the purchase of the Greene Center. Total Investment in Plant of just under \$44 million compares with \$32.2 million last year at this time.

#### Restricted Statement

The restricted budgets, along with the Grantor stipulations, are being presented to Trustees for approval at this evening's Board meeting. There are several new initiatives funded beginning this fiscal year. However, there are two initiatives that are of great benefit to secondary education where funding has been eliminated. The state did not re-fund the Tech Prep program in the new biennial budget while the federally funded GearUp program was eliminated from the federal budget. The elimination of these programs will adversely impact the college going rate and the percentage of Ohioans with a college degree.

### **Greene Center Year-End Finances**

Revenue and expenditure information for the year ended June 30, 2011, reflecting actual versus budget, was distributed prior to the meeting. The following was noted:

#### Revenue

- OBR State Share of Instruction reflects funding from the Ohio Board of Regents based on the previous year (2009-2010) enrollment.
- Student tuition revenue reflects the actual 2010-2011 enrollment of 492 FTE, which is a 26% increase over previous year enrollment.
- Total revenue is showing a positive variance from budget due to the enrollment increase.

#### Expenditures

- Adjunct faculty salaries expended reflect a negative variance to budget because of class sections added to accommodate increased enrollments.
- Several facility-related line items are showing a negative variance to budget. This is because when the budget was established the facility was being leased and these expenses were being shared with the STEM school or borne by the landlord. These variances are partially offset by the positive variance to budget in the Building Debt Service line item.
- We have now begun tracking Bookstore revenue and expense for the Greene Center Bookstore.

Actual revenues exceeded budget by \$560,000 while actual expenditures exceeded budget by only \$19,000. This resulted in an overall positive variance to budget for the Greene Center operation of \$542,000 and an actual surplus from operations of a little over \$1.1 million. Please note that the Greene Center operation is not charged for any of the administrative overhead activities that support the operation such as human resources, payroll, business office, administration, etc.

### **Greene Center Quarterly Finances**

Revenue and expenditure information for 2011-2012 through September reflecting the annual budget, September budget and actual, and variance of September budget to actual was distributed prior to the meeting. The following was noted:

#### Revenue

- OBR State Share of Instruction reflects funding based on last year’s enrollment.
- Student tuition revenue reflects summer and fall enrollments.
- Enrollment has increased over last year by 24.4%.
- Total revenue is showing a positive variance from budget due to the enrollment increase.

#### Expenditures

- Full-time faculty salaries reflect a doubling of full-time faculty working from the Greene Center campus compared to last year.
- Adjunct faculty salaries reflect summer and the first payroll for fall quarter and are tracking closely to budget even though we have experienced a large increase in enrollment.
- This is the first year we have tracked Bookstore operations at the Greene Center campus separately.
- The negative variance in the Building Debt Service line item is primarily due to timing of payments.

Surplus from operations through September total \$938,000 but do not reflect any administrative overhead allocation.

### **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 6/30/11:

Investment @ Cost	\$1,267,243
Interest Earnings	\$727,446
Commonfund Management Fees	\$(41,205)
Foundation Management Fees	\$(79,204)
Market Gain/(Loss)	\$125,693
Balance 6/30/11	\$1,999,973

Quarterly (April-June) Rate of Return	2.16%
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Barclays Aggregate Bond Index (Apr-Jun Quarter)	2.29%
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June Return -0.46%

Barclays Aggregate Bond Index (June) -0.29%

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 (\$79,204) represents the 1.25% fee for five fiscal years (FY 2007 – FY 2011). 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.

### **Health Care Benefit Renewal**

The College changed health insurance providers this year from United HealthCare (UHC) to Anthem Blue Cross and Blue Shield as we renewed our health insurance coverage for plan year October 1, 2011, to September 30, 2012. This is after a 12- to 14-year relationship with UHC where they provided our health insurance coverage. This year, UHC's rates for the identical coverage that we had last plan year were simply not competitive. Factoring in several costly claims for our service experiences the past year, their initial proposal was a 15.3%/\$272,176 increase. During the competitive bid process with several other providers, they reduced their bid to 9.44%/\$232,000, and to their best offer of 5.0%/\$88,943.

Anthem's bid, with nearly identical coverage, copays, etc., started at 4.66%/\$82,895 and ended at a .25%/\$4,450 annual increase over our current premium. This is a very good deal for the College and our employees, especially since the majority of our employees' doctors are also in the Anthem network.

Enrollment with Anthem is complete. Representatives from our broker, Brower/ Consolidated Insurance have been extremely helpful with the transition and resolving employee challenges due to the change. Approximately 80% of our covered employees will see no change in their participation cost, while 20% will see a small monthly premium increase ranging from approximately \$1.45 to \$3.60.

The .25% increase is well within the 5% authorized earlier by the Board of Trustee for our annual insurance premium increase.

### **Human Resources Update**

#### *Filled Positions:*

#### Non - Exempt:

- Event Communications Specialist, 1.0 FTE, Holly Brennan, effective July 18, 2011
- Self-Paced Lab Assistant, .50 FTE, Dana Kapp, effective September 6, 2011
- Research and Analysis Specialist, 1.0 FTE, LeeAnn Perkins, effective October 5, 2011

#### Exempt:

- Director of Institutional Research and Planning, 1.0 FTE, Cynthia Applin, effective September 12, 2011

#### Faculty:

- Full-time Instructor, Registered Nursing Program, Julie Cuy Castellanos, effective August 29, 2011
- Full-time Instructor, Medical Assisting Program, Janet Taylor, effective August 29, 2011

*Retirements:*

Non-Exempt:

- Custodian, Alan Moore, (1.0 FTE), effective September 30, 2011

Exempt:

- Systems Administrator, Shirley Schetter, (1.0 FTE), effective December 31, 2011

*Resignations:*

Non-Exempt:

- Community Outreach and Education Assistant, Joel Shear, (.58 FTE), effective August 22, 2011
- Senior Computer Technician, Shane Bucher, (1.0 FTE), effective August 31, 2011
- Administrative Assistant, Corporate & Public Services, Karen Holstein, (1.0 FTE), effective September 30, 2011
- Financial Aid Specialist, Jonathon Boleratz, (1.0 FTE), effective October 14, 2011

*Advertised Positions/Searches/Interviews:*

Non-Exempt:

- Community Outreach and Education Assistant, (1.0 FTE)
- Retention/Transition Advisor, (.46 FTE)
- Administrative Assistant, (1.0 FTE)
- Financial Aid Specialist, (1.0 FTE)
- Custodian, (1.0 FTE)

Exempt:

- Systems Technician, (1.0 FTE)

**Organizational Chart**

The Organizational Chart for 2011-2012, which reflects recent changes in the College's organizational structure, was distributed prior to the meeting for Trustee review. The Chart will be posted on the College intranet for easy reference throughout the year.

**Liaison Reports**

Clark State Foundation/Circle of Friends

- Fund balance as of June 30, 2011, is \$14.1 million.
- The Finance/Audit/Investment Committee met with our account executive from Commonfund to review the past year's investment performance. The Foundation Board approved continuing that relationship, as well as our investment relationship with Security National Bank.
- The Foundation Board approved a second allocation of \$80,000 to match the College's Title III endowment opportunity from the Department of Education.
- The Foundation has received a bequest of \$25,000 from the estate of Paul and Nancy Robe; Paul was a Trustee for many years early in Clark State's history, and was one of the founding trustees of the Foundation.
- Kris Culp and Scholarship Committee chair Mark Elliott met with Springfield Foundation on transitioning the SRSN scholarships to Clark State.

- The Circle of Friends Grand Opening gala at the Hollenbeck Bayley Creative Arts and Conference Center was a great success with record attendance and sponsorships.

#### Council of Governments

- There are currently 100 children enrolled at the Early Childhood Education Center. The Center is adequately staffed.
- ECEC staff will be attending assessment training free of charge (\$10,000 value) on October 21 and 22. Montgomery County YMCA is providing the training from Teaching Strategies (creator of the ECEC's Creative Curriculum) in exchange for complimentary use of meeting space at Clark State and lunch provided by the Center on both days.
- Efforts continue to fill remaining slots.

#### **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:*

- Full-time Instructor, Registered Nursing Program, Julie S. Cuy Castellanos, effective August 29, 2011
- Full-time Instructor, Medical Assisting Program, Janet Taylor, effective August 29, 2011

#### *Promotion/Transfer:*

- Full-time Instructor, Deborah S. Peairs, transferred/appointed from staff position as Coordinator, Self-Pace Lab and ITS Curriculum to Assistant Professor, Business and Applied Technologies Division, effective August 29, 2011

Impact on students and/or student learning: These positions will interface directly with students in the Health and Human Services division.

Implications for budget, personnel, or other resources: These positions are built into the 2011-2012 budget.

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

#### ***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 Hire:*

- Director, Institutional Planning and Research, (1.0 FTE) Cynthia Applin, effective September 12, 2011

*Retirement:*

- Systems Administrator, (1.0 FTE), Shirley Schetter, effective December 31, 2011

Impact on students and/or student learning:

- Director, Institutional Planning and Research will research and analyze data in various areas of student success, student retention, etc., and make recommendations for improvement as appropriate. Will also help identify and lead the college planning initiatives.
- Systems Administrator: No direct interface with students, position will be filled through normal search process.

Implications for budget, personnel, or other resources: Positions are funded in 2011-2012 budget.

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

***Restricted Budget Adoption***

Following are the restricted budgets for fiscal year 2011-2012; descriptions of each of the projects funded by these various restricted sources were distributed to Trustees prior to the meeting.

	<u>DATES</u>	<u>GRANTOR'S BUDGET</u>
Clark County - Child Advocacy Center for Project Jericho	7/11 - 6/12	\$573.62
Clark County - Drug Court	7/11 - 6/12	\$54.20
Clark County - Juvenile Court	7/11 - 6/12	\$37,515.49
Clark County - Mental Health Court	7/11 - 6/12	\$15,901.24
Clark State Foundation - Major Gifts/TLC	7/11 - 6/12	\$250,000.00
Clark State Foundation - Major Gifts/HBC	7/11 - 6/12	\$941,518.90
Clark State Foundation - Major Gifts/PAC	7/11 - 6/12	\$50,000.00
Davidson Endowment Earnings	7/11 - 6/12	\$62,063.72
Della Selsor - Project Jericho	7/11 - 6/12	\$2,568.05
DJFS – Accor	7/11 - 6/12	\$7.05
DJFS - Project Jericho	7/11 - 12/11	\$44,598.54
DJFS - Project Jericho/Community Outreach	7/11 - 12/11	\$33,483.43
DJFS - Project Jericho/Lincoln Promise	7/11 - 12/11	\$28,249.16
DJFS - Project Jericho/Miami Valley	7/11 - 6/12	\$4,565.00
DJFS - Project Jericho/Open Doors	7/11 - 12/11	\$31,500.00
Kennedy Center	7/11 - 6/12	\$578.82
Kennedy Center - Arts Alive	7/11 - 6/12	\$1,576.41
National Endowment for the Arts - Coming Up Taller Award	7/11 - 6/12	\$10,000.00
National Science Foundation – CyberSecurity	7/11 - 6/12	\$91,559.83
National Science Foundation – Mentorlinks	7/11 - 6/12	\$583.00
OAC - Operating Support	7/11 - 6/12	\$19,337.00
OAC - Project Jericho	7/11 - 6/12	\$8,820.00
OAC - Arts Alive	7/11 - 6/12	\$3,726.17
OBR - Articulation and Transfer Travel	7/11 - 6/12	\$1,710.32

OBR - Capital Component	7/11 - 6/12	\$2,784,659.33
OBR - Shifting Gears	7/11 - 6/12	\$1,250.00
OBR - Success Initiative – Sinclair	7/11 - 6/12	\$2,500.00
OBR - Tech Prep/GearUp	7/11 - 6/12	\$70,457.40
OIC - College Quest/GearUp	7/11 - 6/12	\$4,283.25
Know How 2 GO/Oh College Access Network	7/11 - 6/12	\$2,313.42
OCCAN/Suddes Challenge	7/11 - 6/12	\$13,000.00
OCCAN/Expansion	7/11 - 6/12	\$7,750.37
OCCN	7/11 - 6/12	\$653.08
Ohio Cultural Facilities Commission	7/11 - 6/12	\$167,881.48
Ohio Department of Education/GED Testing	7/11 - 6/12	\$4,500.00
Ohio Department of Education - Momentum - We Are IT	7/11 - 6/12	\$875.00
Ohio Department of Education - We Are IT/STEM	7/11 - 6/12	\$6,500.00
Ohio Department of Youth Services/GearUp Stars	7/11 - 12/11	\$22,943.11
Ohio Mental Health	7/11 - 6/12	\$1,427.32
Private - Arts Alive	7/11 - 6/12	\$22,269.78
Private - Arts Midwest	7/11 - 6/12	\$2,200.00
Private - AVETEC – GearUp	7/11 - 6/12	\$28,033.34
Private - Circle of Friends	7/11 - 6/12	\$51,584.69
Private - Circle of Friends - Project Jericho	7/11 - 6/12	\$28,268.78
Private - Convention and Visitor's Bureau	7/11 - 6/12	\$1,086.08
Private – Datatel	7/11 - 6/12	\$1,000.00
Private - Exchange Club for Project Jericho	7/11 - 6/12	\$6,254.79
Private - First Energy - Community Computing Center	7/11 - 6/12	\$252.64
Private - Harry W and Margaret Moore Foundation	7/11 - 6/12	\$3,000.00
Private - Insurance Reimbursement	7/11 - 6/12	\$3,876.44
Private - International Management Association	7/11 - 6/12	\$3,930.78
Private - Martha Holden Jennings Foundation	7/11 - 6/12	\$5,964.11
Private - Miami Valley Golf Course Assoc	7/11 - 6/12	\$100.00
Private - Ohio Lawn Care Association	7/11 - 6/12	\$891.93
Private - Ohio Sports Turf Association	7/11 - 6/12	\$3,250.00
Private - PAC Partnerships	7/11 - 6/12	\$20,000.00
Private - PAC Sponsorships	7/11 - 6/12	\$100,000.00
Private - Project Jericho Donations	7/11 - 6/12	\$31,893.70
Private - Quinlan Foundation for Project Jericho	7/11 - 6/12	\$3,200.26
Private - Rotary Club for Project Jericho Reading	7/11 - 6/12	\$75.98
Private - Rothschilds for Safety City	7/11 - 6/12	\$200.00
Private - Tech Prep Fees	7/11 - 6/12	\$7,084.22
SDE - ESCCO Dual Enrollment	7/11 - 6/12	\$25,000.00
SDE – Perkins	7/11 - 6/12	\$134,969.77
Springfield Foundation	7/11 - 6/12	\$5,125.00
Springfield Foundation - Grant Writing	7/11 - 6/12	\$2,500.00

Turner Foundation – Outreach	7/11 - 6/12	\$7,785.01
Turner Foundation - Arts Alive	7/11 - 6/12	\$16,709.08
Turner Foundation - Arts Alive(Current Year)	7/11 - 6/12	\$20,314.95
US Army Corps of Engineers	7/11 - 6/12	\$782,570.67
US Department of Commerce - Connect Ohio	7/11 - 6/12	\$51,168.98
USDE - Federal Workstudy	7/11 - 6/12	\$183,790.00
USDE – PELL	7/11 - 6/12	\$12,000,000.00
USDE - Real Time Reporting	7/11 - 6/12	\$61,826.51
USDE – SEOG	7/11 - 6/12	\$193,353.00
USDE - Title III	7/11 - 6/12	\$584,172.80
USDE – TRIO	7/11 - 6/12	\$309,524.86
USDE - Gear Up	7/11 - 8/11	\$75,723.85
USDE - Gear Up 2012 Extension	9/11 - 5/12	\$65,576.00

**TOTAL**

**\$19,576,011.71**

The total represents a \$1.2 million (6.9%) increase from the restricted budget adopted in fall 2010. The increase from budgets adopted a year ago was primarily the result of an increase of \$2 million in the expected federal financial aid from the Pell Grant. The amounts outstanding from the Foundation include major gifts for the TLC, which represent a single donor’s multiple year pledge; major gifts for the Hollenbeck Bayley Creative Arts & Conference Center (HBC), approximately half of which have been collected and the other half are pledges; and major gifts for the PAC, which represent a single donor’s multiple year pledge to fund the cross-aisle project. The bulk of the funding from the Ohio Cultural Facilities Commission toward construction of the HBC has been drawn down. Four projects were approved for the funding from the U. S. Army Corps of Engineers. The amounts pertaining to the construction of the Disaster Recovery Learning Lab and the HBC have been drawn down. The remaining amount will be used to fund the water/sewer infrastructure projects at the Leffel Lane campus currently out to bid. Funding from the state for the Tech Prep program ended June 30, 2011. Federal funding for the GearUp program is also in jeopardy.

Most other projects listed represent either carry-forward balances from 2010-2011 or continuing projects with new funding.

Impact on students and/or student learning: These projects impact each one of the strategic directions of the College.

Implications for budget, personnel, or other resources: Up to \$19,576,012 will be received by the College and disbursed for the projects listed in accordance with stipulations of the grantors.

It was requested that the Board of Trustees move to accept the restricted funds as presented. By accepting these restricted funds, Trustees also accept the restrictions imposed by grantors.

***OACC Awards Resolution***

Each year the Board of Trustees nominates candidates for one or more of the Excellence Awards presented by the Ohio Association of Community Colleges. The Maureen C. Grady Award for Special

Achievement recognizes individuals who have excelled in their roles as Trustees. Past nominees for the award from Clark State are:

- 1998 – John Field – received the Maureen C. Grady Award
- 2001 – Donna Hart received Outstanding Achievement in Trusteeship
- 2002 – Kay Hickes received Outstanding Achievement in Trusteeship
- 2003 – Dick Umbaugh received Outstanding Achievement in Trusteeship
- 2004 – Paul Robe received the Maureen C. Grady Award
- 2005 – John Harper received Outstanding Achievement in Trusteeship
- 2006 – Fred Leventhal received Outstanding Achievement in Trusteeship
- 2007 – Cathy Balas received Outstanding Achievement in Trusteeship
- 2008 – Alicia Sweet Hupp received Outstanding Achievement in Trusteeship
- 2011 – Les Smithers received Outstanding Achievement in Trusteeship

We recommend that Faye M. Flack be nominated for the award this year. A supporting resolution follows:

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

Whereas, Faye M. Flack served on the Clark State Community College Board of Trustees for 13 years, from 1998 to 2011; and

Whereas, Faye M. Flack served as the Chairman of the Clark State Community College Board of Trustees for 2006; and

Whereas, Faye M. Flack has been an ardent advocate for community colleges on the local, state and national arenas; and

Whereas, Faye M. Flack shared the Board's commitment to ensure the highest quality facilities for Clark State by constructing the Sara T. Landess Technology and Learning Center; and

Whereas, Faye M. Flack demonstrated the Board's commitment to extend full community college access to the citizens of Greene County through the establishment and purchase of the Greene Center; and

Whereas, Faye M. Flack supported the economic development of downtown Springfield through the construction of the Hollenbeck Bayley Creative Arts and Conference Center; and

Whereas, Faye M. Flack provided leadership to the Board of Trustees during the College's major gifts campaign; and

Whereas, Faye M. Flack was regarded by the Board of Trustees as their "resident expert" in Policy Governance; and

Whereas, Faye M. Flack has been recognized by the Ohio Association of Community Colleges with the Richard N. Adams Educational Service Award;

Whereas, Faye M. Flack has been a generous contributor of resources on behalf of the College; and

Whereas, Faye M. Flack has demonstrated her passion for Clark State, our employees and our students by loyally attending many types of College activities and events;

Therefore, be it resolved that the Clark State Community College Board of Trustees does hereby nominate with appreciation, admiration, and affection *Faye M. Flack* for the Ohio Association of Community Colleges Maureen C. Grady Award for Special Achievement, by action of the Board on October 18, 2011.

Impact on students and/or student learning: It is important to recognize the impact of our Trustees on students and student learning at Clark State.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approves the nomination of Faye M. Flack for the Maureen C. Grady Award for Special Achievement.

***Trustee Mercurio made a motion to approve the action items above as presented. Trustee Doyle seconded the motion, and it passed unanimously.***

### ***Bid Award – Tactical Training Facility***

Bids were advertised beginning September 11, 2011, for construction of the Tactical Training Facility (Fire Tower). The bid was for the general contract only with an estimate of \$425,000. The bid opening was held October 4, 2011, and the bid tabulation sheet was distributed to Trustees prior to the meeting. (A copy of the document is available in the office of the Vice President for Business Affairs.) The low bidder withdrew their bid. The bids submitted by the second and third low bidders were deemed non-responsive. We are recommending that the bid for the General Trades contract be awarded to Wenco, New Carlisle, Ohio, in the amount of \$418,104.

Hoppes Engineering and the Vice President for Business Affairs performed due diligence on the apparent low bidders. This work included verifying that all required documentation such as bid guaranty, power of attorney, drug-free workplace enrollment, properly executed and signed bid forms, etc., was included in the bids submitted. Other due diligence performed included reviewing financial statements, current work, experience with similar projects, and project management to be assigned so that we could determine if they had the capacity to perform the work.

Impact on students and/or student learning: In support of our mission:

- Provide technologically state-of-the-art facilities, customer-oriented services, student life amenities, and expansion of facilities to accommodate new and/or growing academic programs

Directly impacts the following goals:

- Students are successful in gaining entry to and advancing in the workplace, resulting in pay commensurate with skills attained and personal goals
- The community recognizes the College as an energizing force to address common issues, a vital community resource and a source of community pride

Implications for budget, personnel, or other resources: There will be no impact on the General Fund (i.e., operational) budget for construction project costs. This project will be funded from College Reserves, which was approved by the Board at their April 2011 meeting. The increased ongoing operational costs have been budgeted in the 2011-2012 General Fund budget.

It was requested that the Board of Trustees move for approval of the construction bid as noted above.

Trustees requested that a document be placed in the Vice President for Business Affairs' office records regarding the reasons the actions mentioned were taken and that a copy be sent to President Rafinski. The Board felt that this should be common practice during all bid award processes.

***Vice Chair Corbin made a motion to approve of the construction bid as presented, and Trustee Mercurio seconded. The motion passed unanimously.***

#### ***Membership into Ohio Association of Community Colleges Risk Management and Insurance Program***

The University System of Ohio encourages collaboration among colleges and universities as well as increased efficiencies/reduced costs. This concept was reinforced in the Shared Services language in the current state biennial budget bill. To that end, the Ohio Association of Community Colleges (OACC) has embarked on a number of initiatives. A task force was formed three years ago and charged with developing a risk management and insurance program. The objectives of the program include:

- Initially save costs by group purchase with the anticipation of even greater savings in the long term by pooling risks.
- Maintain or broaden existing coverage.
- Remove existing coverage restrictions.
- Maintain or increase existing limits/sub-limits.
- Maintain existing deductible structure (offer the opportunity to buy down deductible limits)
- Identify overlaps in coverage.
- Evaluate exposure and need for coverage.
- Identify additional group buying opportunities (i.e., background checks).

The task force sent out Request for Proposals to select an insurance broker to represent its interest in securing a group property and casualty insurance program. The proposals were sent to 16 brokers, responses were received from ten, and five were selected for interview. Marsh was selected. Marsh's education practice serves the risk management needs of over 1,500 colleges (including more than 70 community colleges) and places approximately \$275 million in education premium in the US annually.

The resolution for approval of membership for Clark State into the OACC Risk Management and Insurance Program was distributed to Trustees prior to the meeting, along with the Program Agreement which was developed by and in collaboration between OACC Strategic Sourcing, OACC Risk Management Task Force, the Ohio Attorney General's Office, Bricker & Eckler, and Marsh. (Copies are on file in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: There is no direct impact as a result of joining this consortium. However, the prudent and efficient use of College assets allows additional funds to be expended on direct services to students.

Implications for budget, personnel, or other resources: A 20%-25% reduction in annual premiums for property and casualty insurance is anticipated by joining this consortium.

It was requested that the Board of Trustees approve membership in the OACC Risk Management and Insurance Program as defined in the agreement presented.

***Trustee Mercurio made a motion to approve membership in the OACC Risk Management and Insurance Program as defined in the agreement presented so long as it results in significant cost savings for the College. Trustee Noonan seconded, and the motion passed unanimously.***

### ***Reserve Expenditure Recommendation***

At the November 2010 Board meeting, action was taken on the Annual Allocation Plan for Reserve funds. This request is to approve the expenditure of a portion of these allocated funds.

Parking Lot/Sidewalk Improvements – The request is to approve the expenditure of \$100,000 (of the \$125,000 allocation) for the reconstruction of the parking lot adjacent to the Hollenbeck Bayley Creative Arts & Conference Center (HBC).

Creative Arts & Conference Center Technology/Equipment – The request is to approve the expenditure of \$250,000 (the entire allocation) for the video projection systems, video wall and theatrical lighting enhancements for the HBC.

Water/Sewer Infrastructure Projects – The request is to approve the expenditure of up to \$225,000 for the College's share of constructing a booster station (for water pressure), utility relocations, and installation of a public water line all at the Leffel Lane campus. The U.S. Army Corps of Engineers will provide funding for 75% of total project costs.

Facilities Planning – The request is to approve the expenditure of up to \$100,000 to implement recommendations contained in the space planning report.

Impact on students and/or student learning: Providing a safe learning environment and state of the art facilities will allow for greater community use of College facilities and enhanced programs and services offered to students.

Implications for budget, personnel, or other resources: There are no implications for the operating budget.

It was requested that the Board approve the expenditure of up to \$675,000 from College Reserves as noted above.

***Vice Chair Corbin made a motion to approve the expenditure from College Reserves as presented. Trustee Doyle seconded, and the motion passed unanimously.***

### ***2010-2011 Audited Annual Financial Report***

It was determined that this item would not be acted on until the Board Finance and Facilities Committee reviews the document and recommends approval.

### ***Student Rights and Responsibilities Policy Revision***

The Board concurred that this item would not be acted on until the College's legal counsel has reviewed it. It was suggested that a special meeting be held ahead of the November Board Strategic Conversation during which these items can be considered for approval.

\*Marilyn Carlson exited the meeting at 7:10 p.m.

## *College Completion Resolution*

The national “College Completion” challenge for community colleges across the United States focuses on moving its citizenry forward with increased numbers of college degrees. Community colleges, as egalitarian entities, play a pivotal role in achieving this bold goal.

Clark State Community College commits to this action with broad input in its student success agenda.

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

In recognition of the central role that Clark State Community College has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the “completion agenda” as a national imperative, Clark State Community College has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

- We believe the student success and completion agenda is the future of Clark State Community College.
- We believe that completion matters and that every student counts.
- We believe in every student’s potential and responsibility to succeed – and that an engaged student is more likely to persist in college.
- We believe the “open door” must not be a “revolving door,” and that Clark State Community College must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working “heart and soul” at Clark State Community College are ready to take on leadership roles to increase student success and college completion.
- We believe in changing institutional culture, from emphasis on access only to emphasis on access and success.
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor, financial aid officer, staff member, and student organization to examine current practices to identify ways to help students understand the added value of degrees and certifications and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.

- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.

By action of the Board of Trustees on October 18, 2011.

Impact on students and/or student learning: Critical impact on students and their futures and to the State of Ohio

Implications for budget, personnel, or other resources: Already covered in current initiatives

It was requested that the Board commit to this completion challenge and direct the President to place it on the campus-wide agenda and strategic plan.

*Vice Chair Corbin made a motion to commit to the College Completion Challenge and direct President Rafinski to place it on the campus-wide agenda and strategic plan. Trustee Doyle seconded, and the motion passed unanimously.*

### **Report of the President**

President Rafinski reported the following:

- Trustee Doyle recently ran for Regional Director of the Central Region, a national office with the Association of Community College Trustees (ACCT). Although his campaign was received well and he delivered a very passionate speech, another trustee won by a very narrow margin. Over 1,400 college trustees and presidents attended the ACCT annual conference in Dallas, TX.
- The 2012 ACCT National Legislative Summit will be held February 12 – 15 in Washington, DC. Trustees interested in attending were asked to contact Mellanie Toles for registration.
- Paul Gross will be meeting with Governor Kasich this week regarding Code Blue and another project geared toward getting the unemployed back to work in Logan County; he is seeking governmental support and funding.

### **Report of the Board Chair**

Chairman Bell appointed Trustees Noonan, Spriggs and Tiefenthaler to serve on the nominating committee; their charge is to nominate Board officers for 2012.

### **Trustees' Open Forum**

Trustee Doyle thanked and gave kudos to Jennifer Dietsch and Kris Culp for their help with his ACCT regional director campaign. He reported that the ACCT Annual Congress was very good, offering a wealth of top-notch presentations. He provided an overview of several of them and indicated that he is going to send information to Vice President Jackson regarding interesting financing alternatives other colleges are using.

### **Executive Session – Real Estate**

Vice Chair Corbin made a motion to move into Executive Session to discuss real estate. Trustee Noonan seconded, and the motion passed 5-0 by a roll call vote. Executive Session commenced at 7:29 p.m.

Trustee Mercurio made a motion to exit Executive Session and return to general session at 8:02 p.m. Trustee Doyle seconded, and the motion passed 5-0.

### **Adjournment**

Trustee Doyle made a motion to adjourn the meeting, and Vice Chair Corbin seconded. The motion passed unanimously, and the meeting adjourned at 8:03 p.m.