

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**March 20, 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, March 20, 2012. Chairman Andy Bell presided and called the meeting to order at 6:31 p.m.

**Roll Call:** Present: Sharon Evans, Bill Mercurio, Brad Phillips, Élise Spriggs, Heather Tiefenthaler, Vice Chair Heather Corbin, Chairman Andy Bell, and President Rafinski

Excused: Jim Doyle and Peggy Noonan

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Chris Bays, Faculty Senate President/Assistant Professor, Arts and Sciences; Ed Busher, Dean of Student Affairs and Enrollment Management/Interim Dean, Greene Center; Martha Crawmer, Dean of Arts and Sciences; Dixie Depew, Controller; David Devier, Vice President of Academic and Student Affairs; Jim Franks, Executive Director/Dean of Corporate and Public Services; Joe Jackson, Vice President for Business Affairs; Monica Mack, Human Resources Generalist; Marvin Nephew, Director of Human Resources; Greg Ping, Staff Senator/Custodian; Thomas Sudkamp\*, Associate Provost for Undergraduate Studies and University College, Wright State University; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

## **Recognition of Guests**

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

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairman Bell asked for a motion to approve the minutes of the Reorganization Meeting and Regular Meeting held on January 17, 2012. A correction was made to the Reorganization Meeting minutes to state that Chairman Bell was nominated to remain as Chair for a third year (instead of a second year). Trustee Mercurio made a motion to approve the minutes as corrected. Trustee Spriggs seconded, and the motion passed unanimously.

## **Presentation**

Dr. David Devier, Vice President of Academic and Student Affairs, and Dr. Thomas Sudkamp, Wright State's Associate Provost for Undergraduate Studies and University College, delivered a presentation on The Gateway Program between Clark State and Wright State. They began by noting that although the program has been in the works for four years, it will be launched fall semester, with three pathways to Wright State: Pathway, Residence, and Recovery.

In the traditional Pathway, the student: starts on a fail-safe transfer degree at Clark State; works with both a Wright State advisor and a Clark State advisor; has privileges to the Wright State library and gym; and matriculates to Wright State after completion of their Clark State associates degree. Dr. Sudkamp noted that one of the keys is the joint advising for a seamless transition from the very start, which sets this program apart from standard articulation agreements.

In the Residence pathway, the student: applies to Wright State but does not meet the academic requirements; is directed to Clark State for remediation; may reside on the Wright State campus and have full privileges; and then matriculates to Wright State once they are academically ready.

In the Recovery pathway, the student: has academic issues while at Wright State; comes to Clark State for academic recovery (but may remain in residence at Wright State); remains at Clark State as long as necessary to return to good academic standing; and matriculates back to Wright State.

In each of these scenarios, the student pays Clark State tuition and may live in Wright State housing, the charges for which would be added to our tuition. The students are also guaranteed admission to Wright State, provided that their academic obligations are met.

Dr. Sudkamp noted that students who transfer in to Wright State with their associate degrees have been shown to perform better than those who do not. Dr. Devier indicated that we are fortunate to have a relationship with Wright State administration who are so open-minded and non-territorial. The whole idea beyond this concept is that the students will be successful, so we will all be successful.

It was noted that although Wright State has a large number of articulation agreements with Sinclair, there is no residential aspect with them; however, they are looking at setting up a dual advising process. It was also noted that Clark State, Sinclair, and Wright State have agreed to provide the same development education curriculum among all three institutions, even though there is no statewide mandate to do so. Getting everyone on the same page in this manner is a testament to how well the institutions are working together.

Chairman Bell thanked Drs. Devier and Sudkamp for their informative presentation and for their terrific work on this initiative.

\*Dr. Sudkamp exited the meeting at 6:49 p.m.

## **Human Resources Update**

*Filled Positions:*

Non - Exempt:

- PT Records Clerk, (.50 FTE), Laura Siemon, effective January 3, 2012

Non-Exempt (Transfers):

- Bookstore Clerk, (1.0 FTE), Cathy Tagg, effective March 12, 2012
- Administrative Assistant, Performing Arts Center, (1.0 FTE), Susan Bayes, effective March 19, 2012
- Receptionist, Greene Center, (1.0 FTE), Brenda Justice, effective April 2, 2012

Exempt (Transfer):

- Academic Counselor, Student Support Services, (1.0FTE), Sheila Ross, effective, March 12, 2012

*Resignations:*

Non-Exempt:

- Community Outreach and Education Specialist, (1.0 FTE), Nicole Clem, effective March 6, 2012
- Admissions Specialist, (1.0 FTE), Mahdi Wade, effective March 14, 2012
- Bookstore Clerk, (1.0 FTE), Susan Elliott, effective March 16, 2012

Non-Exempt (Program Eliminated/Grant Not Renewed):

- Gear Up Advisor, (.50 FTE), Nora Parker, effective February 29, 2012

Exempt:

- Program Manager, Public Initiatives, Lisa Dunn, (1.0 FTE), effective February 14, 2012
- Academic Advisor, Cassie Stewart, (1.0 FTE), effective March 7, 2012

Instructional Faculty:

- Assistant Professor, Arts & Sciences Division, Theodore D. Toles, (1.0 FTE), effective March 16, 2012
- Assistant Professor, Health & Human Services Division, Christi Clark (1.0 FTE), effective June 30, 2012

*Retirements:*

Non-Exempt:

- Maintenance Worker, (1.0 FTE), Joseph Brewer, effective July 1, 2012

*Open/Advertised Positions/Searches/Interviews:*

Non-Exempt:

- Administrative Assistant, Business and Applied Technologies, (1.0 FTE)
- Administrative Assistant, Arts & Sciences, (1.0 FTE)
- Admissions Specialist, (1.0 FTE)
- Customer Service Specialist, Student Support Services, (.50 FTE)
- PT 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)
- Human Resources Generalist, (1.0 FTE)
- House/Operations Assistant, (.24 FTE)

Exempt:

- Success Center Coordinator, Greene Center, (1.0 FTE)
- Head Custodian, (1.0 FTE)
- Application Developer, System Administrator, (1.0 FTE)
- Systems Administrator, Student Information System, (1.0 FTE)

Instructional Faculty:

- Instructional Faculty, Political Science/Geography/Economics, (1.0 FTE)
- Instructional Faculty, Register Nursing, Mental Health, (1.0 FTE)
- Instructional Faculty, Registered Nursing, Pediatric, (1.0 FTE)
- Instructional Faculty, Registered Nursing, Medical Surgical, (1.0 FTE)
- 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 12/31/11:

Investment @ Cost	\$1,267,243
Interest Earnings	\$765,052
Commonfund Management Fees	\$(44,256)
Foundation Management Fees	\$(95,045)
Transfer to College for Hollenbeck-Bayley Center	\$(220,000)
Market Gain/(Loss)	\$156,187
Balance 12/31/11	\$1,829,181

Quarterly (Oct-Dec) Rate of Return	1.19%
Barclays Aggregate Bond Index (Oct-Dec Quarter)	1.12%
December Return	1.33%
Barclays Aggregate Bond Index (December)	1.10%

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 Foundation has begun its annual campaign, which will continue through April. The campaign typically focuses on scholarships and Dreamkeepers.

- The Foundation staff is meeting with representatives from the nursing division to coordinate more than \$100,000 in scholarship awards to nursing students, some funded by the Foundation and some carried over from the Springfield Regional School of Nursing.
- The Founder's Award will be presented to Dr. Nicholas and Mrs. Thalia Pavlatos at this year's Circle of Friends gala on October 13.
- The Circle of Friends has fulfilled its \$100,000 pledge toward the construction of the Hollenbeck Bayley Creative Arts and Conference Center.

#### Council of Governments

- The current year operations through February reflect a surplus of \$33,100. Year-to-date revenue has increased \$71,000 (16.5%) compared to last year.
- The Center recently earned a 3-Star Step Up to Quality program status, the highest distinction of the Ohio Department of Jobs and Family Services, indicating a quality facility and programming best practices. The distinction provides an annual monetary award based on the number of children receiving subsidized care; this year's award was \$42,000.
- Center enrollment is at 85% of capacity, and staffing levels are adequate at this time.

#### **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 Hire:*

- Academic Counselor, Student Support Services, Sheila Ross (1.0 FTE), effective March 12, 2012

#### *Resignations:*

- Program Manager, Public Initiatives, Lisa Dunn, (1.0 FTE), effective February 14, 2012
- Academic Advisor, Cassie Stewart, (1.0 FTE), effective March 7, 2012

#### Impact on students and/or student learning:

- Academic Counselor, Student Support Services: Position is important to serving a select population of students and meeting the provisions of a grant.
- Resignation of Academic Advisor will have little short-term effect on student learning. Position will be filled soon through normal hiring process.
- Program Manager, Public Initiatives has little direct interface students. Primary duties are to sell training to business and industry. Duties will be absorbed in short term by remaining Corporate and Public Services staff.

#### Implications for budget, personnel, or other resources:

- Academic Counselor: No impact on budget. Funds in 2011-2012 budget.
- Program Manager, Public Initiatives: No impact, position is not being filled at this time.
- Academic Advisor: No impact on budget. Funds in 2011-2012 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:

### *Resignations:*

- Assistant Professor, Arts and Sciences Division, Theodore D. Toles, (1.0 FTE), effective March 16, 2012
- Assistant Professor, Health and Human Services Division, Christi Clark, (1.0 FTE), effective June 30, 2012

### Impact on students and/or student learning:

- Arts and Sciences position: No impact on students. Position is being filled short term by adjunct faculty. Position is under review for possible restructuring.
- Health and Human Services position: No impact at this time. Resignation does not go into effect until end of spring term. Position will be filled in time for fall term.

Implications for budget, personnel, or other resources: Funds are in current budget and will be in the 2012-2013 budget for both positions.

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

## ***2012-2013 Laboratory and Special Fees Schedule***

The setting of the Lab Fee Schedule for each year is part of the planning process for all academic divisions. Historically, quarterly reports were sent to the divisions on the lab fees collected and expended. This information, along with data on projected enrollments, is used to develop the Lab Fee Schedule for each new year compiled by the Vice President of Academic and Student Affairs. This coming year, with the conversion to semesters, many adjustments had to be made to the fee schedule to reflect the longer (15 vs. 10 week) instructional period. In all cases, great care was taken to establish fees that are as conservative as possible yet covering the true costs for the assorted fees.

The proposed 2012/2013 Laboratory and Special Fees Schedule was distributed to Trustees prior to the meeting and is available in the office of the Vice President of Academic and Student Affairs.

Impact on students and/or student learning: Student lab fees cover costs for consumable supplies used as part of lab experiences or cover other costs such as liability insurance that the college's tuition and state subsidy are not designed to reimburse, and in some cases, to cover specialized high cost instruction such as flight training and Advanced Technical Intelligence. The academic departments make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students.

Implications for budget, personnel, or other resources: The 2012-2013 budget development process will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees move to approve 2012-2013 Laboratory and Special Fees Schedule, as presented, effective with fall 2012 semester.

### ***2012-2013 and 2013-2014 Calendar Adoption***

The Board takes action every two years on the College's next two years' calendars. The proposal for the 2012-2013 and 2013-2014 semester calendars, including the summers of 2013 and 2014, was distributed to Trustees prior to the meeting.

The current proposal was provided for review by the entire campus community and was discussed by appropriate groups including Faculty, Staff, and Student Senates as well as the Academic and Administrative Councils.

The first day of classes under semesters will begin on August 20, 2012, with faculty duty days beginning August 13, 2012.

(Copies of the calendars are available on the intranet and in the office of the Vice President of Academic and Student Affairs.)

Impact on students and/or student learning: These academic calendars provide the framework for supporting courses and instruction for the first two years on semesters.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2012-2013 and 2013-2014 calendars as presented.

### ***Emeritus Status Policy Revision***

The Emeritus Status Policy was last revised in 2003. The policy covers emeritus status for faculty members, exempt staff with academic titles, and college Trustees who have served the College with distinction. Proposed changes include combining the three categories to streamline the policy and its related procedures.

The document has been re-worked to clarify the policy intent, to remove the stipulation that a Trustee must "retire" from the Board in order to receive the status, and to remove some privileges that no longer fall within college practices.

We also took this opportunity to separate the policy from its related procedures in recognition of the Board of Trustees' philosophy of policy governance. The newly created policy follows, along with the related procedures for information only.

### ***Emeritus Status Policy***

Emeritus status is an honorary title awarded for distinguished service to the academic community. There is a long tradition in academia to recognize such service. The emeritus title may be bestowed on a faculty member, exempt staff with an academic title, or a college trustee who has served the College with distinction. The bestowal of emeritus status is recognition of the value the College places on the experience, knowledge, and ability of these individuals and is a distinctive honor, not a right.

Typical academic titles would include, but not be limited to dean, director, and vice president. Presidents and college trustees may also be bestowed this honor.

To encourage these individuals to remain a part of the College community, to maintain their professional identity, and to continue to be productive members of the educational community, emeritus status shall be awarded to faculty, administrators, or trustees who meet the established criteria.

### *Emeritus Status Procedures*

#### Criteria for Awarding Emeritus Status

- A. Faculty and Exempt Staff
  - 1. Must have attained the rank of associate professor or professor or have served as exempt staff with an academic title;
  - 2. Must have completed 10 years of full-time service at the College;
  - 3. Must have retired from the College; and
  - 4. Must have provided exemplary service to the College.
- B. President
  - 1. Must have provided exemplary service to the College.
- C. Trustee
  - 1. Must have served on the Board of Trustees a minimum of six years; and
  - 2. Must have provided exemplary service to the College.

#### Nomination/Appointment Process

- 1. Faculty and exempt staff nominations to the President are to be made by divisional/department committees and must carry the recommendation of the appropriate vice president. Individual instructional faculty or exempt staff may make recommendations to their respective divisional/department committee.
- 2. Trustee nominations can be made by administration or Board of Trustee committees.
- 3. Nominations are to be submitted by March 1<sup>st</sup> each year. Emeritus status is typically conferred in the spring, by action of the Board of Trustees.

#### Campus Rights and Privileges Associated with Emeritus Status

Privileges afforded to those with emeritus status are as follows:

- 1. To march in academic processions such as graduation
- 2. To be given use of the library, wellness center, and college computing facilities (including access to OhioLink, college email, and network accounts which can be accessed on campus or through the individual's own internet service provider, upon request)
- 3. To receive building utilization benefits consistent with benefits available to full-time employees, upon space availability
- 4. To receive the typical employee discounts (e.g., Performing Arts Center tickets and Bookstore purchases)
- 5. To be issued a parking permit annually for the purpose of parking privileges at any college facility, upon request
- 6. To represent the College, upon appointment, at the academic ceremonies of other colleges
- 7. To take part, as an invitee, in social and ceremonial events sponsored by the College
- 8. To receive complimentary tickets to college-sponsored activities such as sporting events and performances at the Kuss Auditorium/Turner Studio Theatre, when possible upon request
- 9. To be featured on the College website
- 10. To be on the mailing list to receive select college publications



11. Tuition-free access for the emeritus and their spouse to courses offered by the College on a space available basis

Impact on students and/or student learning: Board of Trustee members have a unique role in policy and governance to ensure student success.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to rescind the current Emeritus Status Policy and adopt the newly created Emeritus Status Policy as presented.

### ***Faculty Emeritus Recommendations***

The College has a policy on the granting of emeritus status to faculty. The process begins when the faculty and administrator of a respective division make a recommendation for emeritus status to the Vice President of Academic and Student Affairs. Upon approval, the Vice President forwards recommendations to the President.

Faculty members must have been at the College for ten years and have attained the rank of at least Associate Professor.

We are recommending the following individuals this year for Board consideration:

Rebecca Wiggernhorn – Rebecca served the College from September 1987 through June 2011. She was promoted to the rank of Professor in June 2003. She served in the Business and Applied Technologies Division teaching Office Administration and medical Office Administration programs. Rebecca gave 24 years of dedicated and exemplary service to our students and to the College.

Kathy Traub – Kathy served the College from January 1998 through June 2011. She was promoted to the rank of Associate Professor in June 2007. She served in the Health and Human Services Division teaching Registered Nursing courses. Kathy gave 13 1/2 years of dedicated and exemplary service to our students and to the College.

Impact on students and/or student learning: Professor Wiggernhorn and Associate Professor Traub have touched the lives of literally thousands of students during their careers at the College.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the President's recommendation to grant emeritus status to Professor Rebecca Wiggernhorn and Associate Professor Kathy Traub.

### ***Trustee Emeritus Recommendation***

The College has a policy on the granting of emeritus status to college trustees.

To encourage these individuals to remain a part of the College community, to maintain their professional identity, and to continue to be productive members of the educational community, emeritus status shall be awarded to trustees who have served on the Board of Trustees a minimum of six years and who have provided exemplary service to the College.

(The privileges associated with this honor are detailed in the Emeritus Status Policy Revision above.)

The following resolution would grant Trustee Emeritus status to Faye M. Flack for her years of distinguished service to the College:

*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 demonstrated the Board's commitment to the highest quality facilities for Clark State by constructing the Sara T. Landess Technology and Learning Center; and

Whereas, Faye M. Flack was committed to extending 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 was regarded by the Board of Trustees as their "resident expert" in Policy Governance and has served as a mentor to new Trustees; and

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

Whereas, Faye M. Flack has been a generous contributor of her time and 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 and by promoting Clark State throughout the community;

Therefore, be it resolved that the Clark State Community College Board of Trustees, with appreciation, admiration, and affection, hereby bestows Trustee Emeritus status with its benefits and privileges to Faye M. Flack by action of the Board of Trustees on March 20, 2012.

Impact on students and/or student learning: Indirect impact by recognizing Ms. Flack's advocacy for students

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the resolution, thereby granting Trustee Emeritus status to Faye M. Flack.

### ***Expenditure from Reserve Funds***

At the April 2011 Board meeting, action was taken to approve the expenditure of up to \$300,000 for the interior renovations at the Performing Arts Center. The renovations are to address the overcrowding of the administrative office suite, create a landing pad for the volunteers, and eliminate the blockage of the cross aisle in the Kuss Auditorium. The project cost for eliminating the blockage of the cross aisle totaled just under \$30,000 and was funded by a contribution from a donor.

The scope of the project has expanded to include the following:

- Installing security cameras
- Upgrading interior signage
- Upgrading the building automation controls
- Replacing energy-inefficient equipment
- Painting and re-carpeting the Turner Studio Theatre lobby
- Installing equipment so that the entire facility is wireless

Impact on students and/or student learning: The interior renovations include expanding the Theatre Arts adjunct faculty office spaces, including upgraded technology, as well as the construction and equipping of three practice labs for students.

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

It was requested that the Board of Trustees approves the expenditure of up to an additional \$100,000 from College Reserves.

### ***Student Fees and Payment Policy***

The steering committee for the semester conversion project created a number of subcommittees to address the various aspects of the institution impacted by the conversion to semesters. One committee was charged with the responsibility to review all College policies and procedures to determine if they needed to be rescinded, updated and/or amended. We are also taking this opportunity to separate policies from procedures in recognition of the Board of Trustees philosophy of policy governance. The newly created policy on student fee charges and payment follows, along with the procedures related to this policy for information only:

#### *3358:5-9-04 Student Fees and Payment Policy*

- (A) Affordability is a major goal of community colleges with the primary mission relating to specialized workforce education and accessibility. Clark State Community College endeavors to provide educational opportunities for individuals of all economic backgrounds. The goal is to never turn away a student solely based on finances. The College and the Clark State Community College Foundation provide scholarships that benefit students who find the cost of tuition to be difficult for them.
- (B) The challenge of fostering student access and success in higher education while maintaining or improving the quality of the learning experience is something that the President and Trustees struggle with each year. Discussions have resulted in innovative tuition policies resulting in differentiated tuition rates.

- (C) How tuition is established and governed as well as the causes of tuition increases is critically important for Trustees to consider as post-secondary education becomes more of a requirement for people to be financially successful and for states and the nation to remain globally competitive in the 21<sup>st</sup> century.
- (D) Tuition is part of a higher education finance system that links several key policies together, rather than part of a stand-alone policy, represented by the sticker price of the College. Tuition can be thought of as one leg of a three-legged higher education finance stool, with the other two legs being state appropriations and financial aid. As the size, shape and length of all three legs of a stool need to be considered in concert to ensure stability and functionality, integrating these three finance policies is necessary to be effective in achieving the goals of the University System of Ohio.
- (E) The president is charged with developing administrative procedures to support this student fees and payment policy.

*Numbering System for New Policy and Related Procedures*

3358:5-9-04 Student Fees and Payment Policy

3358:5-9-04.1 Flexible Tuition (numbering change only; no change to text)

3358:5-9-04.2 Tuition & Fee Schedule (Separate Board Action in April)

3358:5-9-04.3 Laboratory & Special Fees Schedule (Separate Board Action in March)

3358:5-9-04.4 Fee Refund Schedule (revised as follows)

3358:5-9-04.5 Student Delayed Payment Plan (revised as follows)

3358:5-9-04.4 Fee refund schedule.

(A) Refunds of instructional, general, laboratory, and technology fees shall be made according to the following schedule. All drops or withdrawals must be in writing and are effective on the date received by the records and registration office.

(B) Fall and spring semesters:

<u>Date of drop/withdrawal</u>	<u>Refund</u>
(1) by the 7th calendar day of the semester	100%
(2) by the 14th calendar day of the semester	75%
(3) by the 21st calendar day of the semester	50%

(C) Summer session:

<u>Date of drop/withdrawal</u>	<u>Refund</u>
(1) by the day after the first meeting of class	100%
(2) by the 7 <sup>th</sup> day after the first meeting of class	75%
(3) by the 12 <sup>th</sup> day after the first meeting of class	50%

(D) Special programs:

(1) One-day seminars

<u>Date of drop/withdrawal</u>	<u>Refund</u>
(a) by the day prior to seminar	100%

(2) Five-week course or less

<u>Date of drop/withdrawal</u>	<u>Refund</u>
(a) by one calendar day after the first session	100%
(b) by one calendar day after the second session	50%

(3) Six- to twelve-week course

<u>Date of drop/withdrawal</u>	<u>Refund</u>
(a) by one calendar day after the first session	100%
(b) by one calendar day after the second session	75%
(c) by one calendar day after the third session	50%

(E) Any student receiving Federal Title IV funds shall be subject to the following with regard to the return of Federal Title IV funds:

- (1) Students who withdraw from all classes prior to completing more than 60 percent of an enrollment term (semester) shall have their eligibility for federal aid recalculated based on the percentage of the term completed, which shall be calculated as follows:
  - (a) The percentage of the semester completed is the percentage of aid earned. This is calculated by the number of days the student attended divided by the number of calendar days in the payment period (i.e., semester). For example, if a student completely withdrew on the 20<sup>th</sup> day of the semester that is 114 days in length, the student would have only earned 17.5% of the aid he or she received (20 divided by 114 = 0.175).

- (b) Clark State Community College and the student shall be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the period the student remained enrolled.
- (2) If the College returns funds to the Title IV aid programs, it could result in the student owing Clark State Community College charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses. Unearned federal aid shall be returned in the following order: Federal Stafford Loans (unsubsidized, then subsidized), Federal PLUS Loans, Federal Pell Grant and Federal SEOG.
- (3) Students who remain enrolled through at least 60 percent of the payment period (semester) are considered to have earned 100 percent of the aid received and shall not owe a repayment of Federal Title IV grant funds.
- (4) Please note that students are responsible for any balance owed to Clark State Community College as a result of the repayment of federal aid funds.
- (F) The percentage refund for the commercial transportation training center applies to fees paid, less administrative charges (i.e., physical examinations and drug screens).
- (G) There will be no refunds of late, application, or auxiliary services fees.

3358:5-9-04.5      Student delayed payment plan.

- (A) The student delayed payment plan provides an alternative to the single payment for fees due the beginning of fall and spring semesters. This plan applies only to students taking credit courses. Students enrolled in mini-mesters are not eligible to participate in this plan.
- (B) To participate in this plan for fall and spring semesters, students must pay one-fourth of their assessed fees plus a fifteen-dollar service charge by the fee payment deadline. Books and supplies are not included in this fee payment plan. The remaining balance is divided into three installments and is payable in approximately three thirty-day increments.
- (C) To participate in this plan for the summer session, students must pay one-half of their assessed fees plus a fifteen-dollar service charge by the fee payment deadline. Books and supplies are not included in this fee payment plan. The remaining balance is due approximately thirty days later.
- (D) Students registering after the fee payment deadline must pay the initial installment (including the fifteen dollar fee) when they register. The remaining balance is due the same dates as for all other students participating in this plan.
- (E) If a student has financial aid, the amount of aid approved by the financial aid office must be deducted from the gross fees due before calculation of the initial installment. Financial aid cannot pay the total amount of the initial payment with the student being responsible for the remaining balance. If financial aid is approved after the first installment has been made, the remaining balance shall be adjusted. If additional financial aid results in an overpayment, a refund will be processed according to the schedule provided by the cashier’s office.

- (F) All refunds for classes dropped are based on the original amount due and processed according to the published refund schedule. Therefore, withdrawal after the refund date does not release the students from their financial obligation to the college.
- (G) A fee of twenty-five dollars shall be assessed to the student for each late payment made toward this plan.

Impact on students and/or student learning: The cost of pursuing higher education can have negative effects on student access and success.

Implications for budget, personnel, or other resources: Approximately 55% of the College's General Fund revenue budget is revenue generated by student fees. This revenue is a function of level of enrollment and tuition cost. Tuition rates are set keeping in mind student access and success balanced with providing state-of-the-art learning opportunities.

It was requested that the Board of Trustees adopt the Student Fees and Payment Policy as presented.

***Trustee Mercurio made a motion to approve all of the action items listed above. Vice Chair Corbin seconded, and the motion passed unanimously.***

## **Report of the President**

President Rafinski reported the following:

- In data pulled yesterday, the headcount for spring quarter enrollments was 5,247 students compared to 4,747 students last spring for an increase of 11%. Likewise, the student credit hour count was 47,594, up from 44,095, for an increase of 8%. The quarter begins on Monday, March 26, 2012. The state records as official the 14<sup>th</sup> day count in its enrollment driven SSI formula.
- Greene Center enrollment for this spring so far is 1,047, up from 805 last spring for a 30% headcount increase. The student credit hour count was 7,423, up from 5,574, for an increase of 33%. We continue to enroll students this week.
- The Logan Center is up 7% in headcount from 55 students last spring to 59 students this spring. Student credit hours are 348, up from 329 last spring, for a 6% increase.
- This past Wednesday in Statehouse Senate action, Brad Phillips' appointment to the Clark State Board of Trustees was affirmed. Technically, the Senate Finance Committee conducts the confirmation hearings on gubernatorial appointments.
- The Ohio Association of Community Colleges hosted a legislative day for all the community colleges, and sixteen colleges attended. President Rafinski met with Chris Widener's aide; Ross McGregor; John Adams' aide; Bob Hackett; and Dorothy Pelanda, representative to the House District 83 from Marysville. We technically share her with Columbus State Community College. Jarrod Martin from Greene County did not show, but Rick Perales is the Republican contender for this House seat in the fall. Student testimonials were delivered during a luncheon. Sinclair was not present, so the legislators from Warren County sat with President Rafinski.
- Since his election to the Senate, Senator Sherrod Brown has invited all Ohio college presidents to Washington on a specific spring day. This year's date is March 28<sup>th</sup>, and President Rafinski will attend the event, which usually entails a host a speakers dealing with education.
- Our focus report to the Higher Learning Commission was recently submitted and approved. Our next comprehensive visit is slated for 2018-2019.
- Trustees are encouraged to attend the Governance Institute for Student Success in Columbus, Ohio, from April 11-13, 2012.

## **Report of the Board Chair**

Chairman Bell:

- Reiterated the importance of attending the GISS event, noting that one of the values in going is the marvelous networking opportunity.
- Reminded Trustees that their Financial Disclosure Statements are due to the Ohio Ethics Commission by April 16<sup>th</sup>.
- Scheduled the Board Retreat for Friday, June 1, from 12:00 to 4:30 p.m. Location and details are to be determined.
- Noted that a list of upcoming events was distributed to all Trustees. They were encouraged to attend the Foundation Board Retreat on Friday, May 11, from 11:30 a.m. to 4:00 p.m. if possible.

## **Trustees' Open Forum**

There were no comments.

## **Executive Session – Real Estate/Presidential Evaluation**

Trustee Spriggs made a motion to move into Executive Session to discuss real estate and the President's performance evaluation. Trustee Mercurio seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 7:00 p.m.

Vice Chair Corbin made a motion to exit Executive Session and return to general session at 7:44 p.m. Trustee Tiefenthaler seconded, and the motion passed 7-0.

## **Adjournment**

Trustee Spriggs made a motion to adjourn the meeting, and Trustee Mercurio seconded. The motion passed unanimously, and the meeting adjourned at 7:45 p.m.