RECORD OF PROCEEDINGS

Board of Trustees
Stark State College

REGULAR MEETING

The Board of Trustees of the Stark State College District held its regular monthly meeting at Stark State College at 6200 Frank Avenue NW, North Canton, Ohio 44720 on Wednesday, May 9, 2012.

CALL TO ORDER

Chairman Michael Thomas called the meeting to order at 6:35 p.m.

RECOGNITION OF VISITORS

The following visitors were present: Marcia Addison, Lada Gibson-Shreve, David Johnson, John Thornton, Bruce Wyder and Mike Zerbe.

The following administrators were present: Para Jones, Tom Chiappini, Dorey Diab, Mike Droney, Celeste Jones and Cheri Rice.

ROLL CALL

The following Board members were present: Kari Groh, Jeffrey Halm, Stanley Jonas, Christopher Maurer, Michael Thomas, Fonda Williams and Bill Schweizer.

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

The following were additions to the Consent Agenda:

1. Item 6.6 – Policy on Credits for Prior Qualifications
2. Item 6.7 – Policy on Length of Programs, Semesters and Credit Hours
3. Item 6.8 – Resolution To Establish a Fee for Welding Courses Beginning Summer Semester of 2012

CONSENT AGENDA

Trustee Halm moved to discuss the Consent Agenda. Trustee Williams provided the second for the motion.

With regard to the financial statements, Chief Operating Officer and Treasurer Tom Chiappini indicated with revenues at 32 percent above projections and expenditures tracking below projections, the funds to be contributed to the reserves at the end of the fiscal year (June 30) should be $800,000 to $1 million.

Trustee Schweizer noted that the minutes from April referred to Professor Steere a number of times and that the references should be changed to Mrs. Steere.

President Jones explained that the two policies added to the Consent Agenda (6.6 and 6.7) were being submitted in order to bring the College into compliance with federal regulations.
The third item added to the Consent Agenda was a resolution to establish a fee for welding courses.

After review and discussion regarding the resolution to establish fees for welding classes, the Board settled on a fee of $400. The Board asked that in the future, proposed fee structures include a market analysis. Trustee Schweizer asked that the next meeting include the market data for welding as well as the curriculum.

**Trustee Groh moved to approve the revised Consent Agenda, and Trustee Halm provided the second for the motion. The motion carried.**

Approved on the Consent Agenda were minutes of the Board meeting on April 18, 2012, financial statements; personnel actions; administrative salaries for 2012-2013; a policy on general copyright guidelines; a policy on credits accepted for prior qualifications; a policy on length of programs, semesters and credit hours; and a resolution to establish a fee for welding courses beginning summer semester 2012.

**OLD BUSINESS**

**A. Anti-Harassment Policy – President Jones**

This policy was being brought back to the Board after being tabled at the last meeting due to the need for clarity on the phrase “zero tolerance.” Vice President Celeste Jones explained that zero tolerance means that in instances of harassment, the process would turn immediately to the College’s discipline procedure without delay.

There was discussion about the fact the policy provides employees with information for the agency to contact if they are not satisfied with the results of the College’s investigation of a harassment case. The contact information was deleted from the policy.

Trustee Groh indicated that the word “alleged” should be inserted before “instance of harassment” throughout the document.

**Trustee Groh moved to approve the revised policy. Trustee Maurer provided the second for the motion. The motion carried.**

**B. Agenda for June 29 Retreat – President Jones**

Dr. Jones distributed a proposed agenda for the June 29 Board retreat. She explained the objectives of each of the four topics to be covered during the 8 a.m. – 5 p.m. session.

The Board asked that the strategic planning materials be distributed in advance.

**NEW BUSINESS**

**A. Final Review of Expanding Capacity in Health Occupations Grant Project – President Jones and Dean John Thornton**

Dr. Jones introduced Dean John Thornton to talk about the results of the Expanding Capacity in Health Occupation Grant (ECHO) as it concludes after four years. She recognized not only John Thornton for his leadership on the project but Donna Alexander, who was the project coordinator but could not be in attendance this evening.

Dean Thornton explained that several years ago Dr. Jones had a vision for a grant that would send additional qualified healthcare workers into the workforce. A grant to accomplish this objective was written and funded in the amount of $2.7 million.
Goals were:

- Increase the number of clinical sites
- Accommodate additional students in the new Health Sciences Building
- Expand programs to underserved surrounding communities
- Create new programs to address community needs in healthcare

Outcomes were:

- 503 additional students enrolled in one of the 11 programs (goal was 407)
- 503 benefited from scholarship awards of $339,605 (goal was $300,000)
- 104 new clinical sites (goal was 76)
- 9 new faculty hired; 12+ adjuncts paid
- 3 online classes created
- 2 new programs created
- 2 programs offered in underserved area

Chairman Thomas thanked Dean Thornton for his presentation and congratulated him for 35 years of service to the College as he retires the end of June. Dr. Thomas said he considered it a privilege to have worked directly with Mr. Thornton over 18 of those 35 years.

B. Elect Board Member to Serve as Ex-officio Member of Foundation Board – Chairman Thomas

Each year the Board must elect one member to serve as an ex-officio member of the Foundation Board of Directors.

Trustee Williams moved to elect Trustee Halm as the Board’s representative to the Foundation Board of Directors for 2012-2013. Trustee Jonas provided the second for the motion. The motion carried.

C. Review of FY 2010-2011 Audit – President Jones, Chief Operating Officer and Treasurer Tom Chiappini and Comptroller David Johnson

Mr. Chiappini introduced Comptroller David Johnson. Mr. Johnson reviewed the results of the FY 2010-2011 financial audit results with the Board.

Highlights were:

- Revenues were up 16 percent to $118,801,000
- Expenditures increased 22 percent to $110,101,000
- Fund balance went up 19.3 percent to $15.3 million
- FY 2010-2011 finished strong and contributed the most dollars ever to the reserves
- The College received an audit report with no findings

D. Proposed FY 2012-2013 Budget – President Jones, Chief Operating Officer and Treasurer Tom Chiappini and Director of Budget Bruce Wyder

Mr. Chiappini introduced Director of Budget Bruce Wyder to present the proposed FY 2012-2013 budget for Board approval.

The proposed 2012-2013 budget would result in the following:

- Total revenues of $69,846,757 for a decrease of .7 percent from 2011-2012
- Total expenditures of $68,975,394 for a decrease of 1.5 percent from 2011-2012
- Proposed transfer to fund balance of $871,363
The proposed budget was based on an anticipated decline in enrollment of 6 percent for fall and spring.

Mr. Wyder talked about the internal efforts focused on efficiencies. A committee has been formed to formulate recommendations. In three weeks, the committee developed a list of 60 items to be reviewed for efficiencies. Among the items being reviewed are class sizes, utilities, staffing, software contracts, maintenance contracts, insurance programs, supplies, and travel.

Trustee Maurer expressed concern over the amount of budget allocated to employee salaries and benefits (80 – 82%).

Trustee Schweizer recommended consideration of operating paradigms and allowing employee attrition to take its course by only replacing those who retire or resign on a case-by-case basis.

Trustee Groh said she did not feel the College was being aggressive enough on reductions and noted personnel as a specific concern. Her personnel concern was based on the fact that the projected decline in enrollment is not proportionally met with a reduction in personnel costs.

Trustee Jonas asked about the process to adjust the budget throughout the year. Mr. Chiappini responded that a budget adjustment is permitted three times per year. He noted that this is typically done after enrollment figures are solidified each semester. Mr. Wyder indicated that the next review would likely be October. Trustee Jonas asked for a report on the findings of the efficiencies committee at that time.

Vice Chairman Halm summarized the discussion. He said a budget needs to be in place by July 1, there is a surplus projected in the 2012-2013 budget, there are recommendations within the budget to reduce costs, and there will be many upcoming retirements due to changes in the structure of the retirement systems for public employees (assisting in reduction in staff through attrition).

Vice Chairman Halm moved to approve the FY 2012-2013 budget as presented. Trustee Williams provided the second for the motion. The motion carried.

PRESIDENT’S REPORT

Dr. Jones asked Dean Lada Gibson-Shreve to give a brief report on the activities surrounding the upcoming accreditation visit from the Higher Learning Commission.

Dr. Gibson-Shreve reported that the visit from September 19 – 21 of this year will be the first under the Academic Quality Improvement Program (AQIP) model, which the College began following in 2006. The previous system for accreditation has since been phased out by the Higher Learning Commission.

Dr. Gibson-Shreve explained that the process requires the College to complete three action projects each year. Stark State has declared 14 projects since 2006, which is much higher than the norm. Every four years, a systems appraisal document is completed. This document is used as a base for the visiting team members.

Dr. Gibson-Shreve explained that the team would be meeting with the Board members at their regular September meeting. She will be providing preparation for the Board at the June and August meetings.
COMMUNICATIONS

Items of communication were provided in the packet for this meeting.

BOARD ACTIVITY DATES

Board members were asked to review the activity chart and notify the President’s Office of events they plan to attend.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

Michael Thomas, Chairman  Para M. Jones, President
June 29, 2012  June 29, 2012