

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**May 21, 2013**

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, May 21, 2013. Chairman Jim Doyle presided and called the meeting to order at 6:40 p.m.

## **Oath of Office**

President Rafinski administered the Oath of Office to re-appointed Trustee Peggy Noonan.

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

Others Present: Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Administrative Assistant for Health, Human and Public Services/Staff Senator; Dixie Depew, Controller; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Online Learning and Instructional Resources/Staff Senator; Mark Schmidt, Associate Professor, Health, Human and Public Services/Faculty Senate Vice President; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health, Human and Public Services

## **Recognition of Guests**

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

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting held on April 16, 2013. Vice Chair Corbin made a motion to approve the minutes as presented; Trustee Noonan seconded, and the motion passed unanimously.

## **Presentation**

Joe Jackson, Vice President for Business Affairs, delivered a PowerPoint presentation detailing the 2013-2014 Preliminary Budget.

He began by sharing information regarding the State biennial budget (Amended Substitute House Bill 59), indicating that the State Share of Instruction (SSI) funding formula has been redesigned to put more emphasis on performance and completion. The total funding increase slated for SSI for all of higher education is 1.9% in FY14 and an additional 1.9% in FY15. Clark State's total SSI for the biennium will increase \$192,000 (1.9%) in FY14. Mr. Jackson noted that tuition increases of \$100 are permitted for community colleges in each year of the biennium.

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

- SSI using enrollment projections based on a three-year average (FY11, FY12, FY13) updated as of April 2013;
- Credit enrollment of 113,000 credit hours (2.0% increase from FY13 actual enrollment and 4.5% increase compared to FY13 budgeted enrollment);
- Enrollment of 22,600 credit hours at the Greene Center;
- A 2.4% tuition increase (\$97.50/year);
- A 27.1% decrease in non-credit revenue from the FY13 budget;
- A 13.7% decrease in Business and Industry Training revenue from the FY13 budget;
- Interest, Management Services, Performing Arts Center, and Miscellaneous revenue flat compared to FY13;
- A .5% increase in Rental Revenue; and
- Other adjustments based on current year projections through June 30.

Vice President Jackson briefly reviewed the preliminary revenue budgets for our auxiliary (self-sustaining) enterprises: Bookstore, which reflects a 14.6% decrease; Commercial Transportation Training Center, which reflects a 1.1% increase; Parking, which reflects a 15.2% increase; and Food Service Subsidy, which reflects a 7.6% decrease.

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

- faculty personnel changes, totaling a net 3.0 FTE increase (the addition of two LPN instructor positions for the Northern Region, and a 1.0 FTE Diesel Technology position);
- staff personnel changes, totaling a 3.43 FTE increase (1.5 FTE in new positions - CPE Math Specialist and Veterans Services Specialist; a .40 FTE seasonal Financial Aid Intake Specialist position; and 1.53 FTE in expanded positions);
- funding for the Student Success Center, IT repair/replacement cycle, equipment, Patient Protection and Affordable Care Act; performance management system, compensation study; Phase II of the Northern Region Ohio Hi-Point Adult Workforce Education transition; strategic plan projects, student success initiatives, new academic programs, IT security, and risk management;
- 6% potential increase budgeted for health and insurance premiums;
- pay raise for faculty and staff;
- 1-1.75% merit pay for staff; and
- establishment of a 2.7% Contingency budget.

Vice President Jackson reported that the draft budget is currently out of balance by \$700,000 (2.5%). He noted that adjustments will be made, and a balanced budget will be presented to the Board Finance and Facilities Committee on June 4<sup>th</sup>. Upon their recommendation, the budget will be presented to the full Board for official approval in June.

Chairman Doyle thanked Vice President Jackson for his insightful presentation.

## Human Resources Update

### *Filled Positions:*

#### Non-Exempt:

- Human Resources Generalist (1.0 FTE), *Laura Whetstone*, effective May 20, 2013.

#### Faculty:

- Diesel Technology Instructor (1.0 FTE), *Jacob Whitt*, effective August 19, 2013

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

#### Non-Exempt:

- Event Management and Communications Specialist (1.0 FTE)

#### Exempt:

- Math Emporium Specialist (1.0 FTE)
- Director, Information Technology (1.0 FTE)
- Systems Administrator, Student Information System (1.0 FTE)
- Academic Advisor (1.0 FTE)
- Academic Coordinator, Student Support Services (1.0 FTE)
- Academic Counselor, Student Support Services (1.0 FTE)

#### Instructional Faculty:

- Instructional Faculty for Medical Laboratory Technician Program (1.0 FTE)
- Instructional Faculty for Registered Nursing Program (1.0 FTE)
- Instructional Faculty Position for Developmental Reading/Writing (1.0 FTE)

## Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 3/31/13:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$846,744
Commonfund Management Fees (June 2002 to present)	\$(51,375)
Foundation Management Fees(2007 - 2013)	\$(110,886)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Market Gain/(Loss) (June 2002 to present)	\$219,780
Balance 3/31/13	\$1,951,506
Quarterly (Jan-Mar) Rate of Return	0.29%

Barclays Aggregate Bond Index (Jan-Mar Quarter)	-0.12%
March Return	0.20%
Barclays Aggregate Bond Index (March)	0.08%

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 (\$110,886) represents the 1.25% fee for seven fiscal years (FY 2007 – FY 2013). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on February 21, 2013, to review fund performance, asset allocation, spending policy, and provide a market forecast.

### **Graduation Recap 2013**

After graduation each year, we attempt to do a “recap” of our graduation ceremony and to make suggestions of things that we might do to improve or change the ceremony for the next year. We received many positive comments regarding this year’s ceremony. The brass quintet was once again excellent and Joe Brewer, a Clark State retiree, came back to sing the National Anthem for this year’s graduating class.

President Rafinski presented this year’s commencement address using Dr. Seuss as her theme, including props and hat. The students enjoyed her speech and her sincere message to them about their future of the goals in their lives and always taking the time to stop and help others. Our student speaker, Nancy Jane McGlothen, gave an excellent speech and touched the hearts of her fellow classmates and audience members.

Dr. Rafinski presented Angelina Nance who was the recipient of a Century Scholar this year. A Century Scholar is the highest ranked student of each state and is a national honor. Not only did Angelina receive the Century Scholar honor, she received the prestigious Guistwhite Scholarship from the national Phi Theta Kappa honor fraternity, the All-Ohio Academic First Team Honor, and the All-USA Community College Academic Team.

### **Liaison Reports**

#### Clark State Foundation/Circle of Friends

- The Foundation fund balance as of February 28, 2013 is \$13.1 million.
- The Finance/Audit/Investment Committee met with Jim Kreckman from Security Bank for a performance update on our portfolio.
- Catie Stipe has been hired as the new Advancement Specialist. In that role, Catie is responsible for the Foundation's annual campaign and for the College's grant writing. Catie is a 2012 Wittenberg University graduate.
- The Circle of Friends committee is working on ticket sales, sponsorships, and logistics for the Honoring Karen gala on May 23.
- The Foundation's annual retreat will be held on Friday, May 17, 11:30 to 4 at the Polo Club. Trustees are welcome and encouraged to attend; please RSVP to Mellanie Toles or Kris Culp.
- The Foundation Board has made it a requirement for Champion City Scholars enrolling at Clark State to participate in the Student Support Services program, if they are eligible. Historically, the Scholars who participate in that program have better retention rates.

### Council of Governments

- Center enrollment is at 88 children (74% of capacity). Staffing levels are adequate at this time.
- Ongoing efforts are being made to increase enrollment, with a goal of full enrollment.
- Preschool graduation will be held on Wednesday, June 12, in LRC 207-209, with 15 children graduating.

### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendation ~ Instructional Faculty***

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

#### **New Hire:**

##### Faculty:

- *Jacob Whitt*, Full-time Diesel Technologies Instructor, Business and Applied Technologies Division, effective August 19, 2013

Impact on students and/or student learning: This individual will serve as the Lead Instructor and Program Coordinator for our Diesel Technologies Program.

Implications for budget, personnel, or other resources: None. This position is built into the 2013-2014 budget.

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

#### ***Revision to Salary Reduction Pickup for State Teachers Retirement System Contributions***

On March 2, 1984, then Clark Technical College established an Employer Pickup plan for member contributions to the State Teachers Retirement System (STRS). Over the years, the Pickup plan has been revised due to changes in state law or decisions by the Board of Trustees. Currently the Board has established a "Salary Reduction" Pickup Plan for faculty and staff who are members of STRS. This means the Board reduces the salary by 10% and sends it, tax deferred, on their behalf, to STRS. The College matches the 10% with an additional 14%. Section 3307.27 of the Ohio Revised Code stipulates that employers must notify STRS of Ohio when an Employee Pickup plan has been revised.

Changes in STRS Contributions Requirements: On September 12, 2012, the Ohio Legislature passed pension reform legislation to improve the financial condition of all five Ohio pension systems including the State Teachers Retirement System. On September 26, 2012, Governor Kasich signed the bills into law. The effective date of the bills was January 7, 2013, however; most of the STRS Ohio changes will take effect on July 1, 2013. *Under the new law, members participating in STRS are required to increase their member contributions to the system from the current rate of 10% of their pay to 14% of their pay.* This increased contribution rate will be implemented over a period of 4 years at 1% per year beginning July 1, 2013 and going through July 1, 2016. Clark State's obligatory contribution rate does not change and remains at 14%. The table below summarizes the above action.

### STRS Contribution Rates

Effective Date	Employee	Employer	Total Contribution
Currently	10%	14%	24%
July 1, 2013	11%	14%	25%
July 1, 2014	12%	14%	26%
July 1, 2015	13%	14%	27%
July 1, 2016	14%	14%	28%

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: No impact to budget. The increased member contributions to STRS are included in the teaching faculty and administrative faculty's salaries. STRS member contributions will continue to come from employee salaries.

It was requested that the Board of Trustees revise the STRS *Salary Reduction Pickup* plan by increasing the pickup amount 1% per year (from 10% to 14%) beginning July 1, 2013, in accordance with the provisions of the State law; and send the funds as member contributions to STRS on behalf of the individual employees and that all required documents are filed with STRS.

#### ***Key Control Policy***

Key control procedures are currently on file in the College's Policy and Procedures Manual. It is necessary to update the procedures and, to be consistent with the format in the Manual, we are establishing a policy to be considered and adopted by the Board along with updating the procedures.

The purpose of the policy is to safeguard property and promote security of faculty, staff and students. Procedures address the issuance and control of keys, accounting for keys when employees leave employment or transfer, and lost/stolen keys. For the purposes of this policy the term "keys" includes any electronic cards also used to gain entry to College facilities.

Keys to buildings, offices and any other secure areas will be issued to faculty and staff on the basis of demonstrated need. The exiting employee check-out process includes procedures for returning keys. Persons who lose keys will be assessed fees to help offset the cost of re-keying the lock. The person to whom a key is issued must notify the campus police immediately when a key is lost or stolen.

#### **3358:5-5-21 Key Control Policy**

- (A) The purpose of the key control policy is to protect the property and privacy of the college; to promote the security of faculty, staff and students; and to facilitate appropriate access to college facilities and equipment. This is accomplished by limiting access to facilities on the basis of demonstrated need.
- (B) The office of the vice president for business affairs shall be assigned the responsibility of developing, implementing, and maintaining the key control function. This responsibility has been delegated to the Dean for the Greene Center.

Replaces: Part of 3358:5-5-21

Effective: May 21, 2013

Impact on students and/or student learning: Being good stewards of College resources and putting in place appropriate procedures to safeguard College assets are guiding principles related to financial efficiencies.

Promoting the security of faculty, staff and students is an integral part of the College's risk management program.

Implications for budget, personnel, or other resources: None. If appropriate safeguards were not in place it could result in a negative impact on the College's budget.

It was requested that the Board of Trustees adopt the Key Control Policy as presented effective immediately.

***Board Governance/Operations Policy Revisions***

The first chapter of the College's policy and procedures manual, primarily dealing with Board governance and operations, was reviewed at the April 16, 2013, Work Session.

The following changes are being presented for formal approval by the Board of Trustees:

<b>RULE</b>	<b>NEW</b>	<b>REVISE</b>	<b>RESCIND</b>	<b>EFFECTIVE DATE</b>
3358:5-1-01 Establishment of the Clark State Community College Foundation			X	5/21/2013
3358:5-1-01 Foundation-College Board Relationship	X			5/21/2013
3358:5-1-02 Political Candidates and Issues		X		5/21/2013
3358:5-1-04 Change of Status			X	5/21/2013
3358:5-1-05 Licensed Practical Nursing Program Transfer			X	5/21/2013
3358:5-1-07 Contracting Authority Resolution		X		5/21/2013
3358:5-1-09 Policy on Graduation Speakers			X	5/21/2013
3358:5-1-29 Financial Condition		X		5/21/2013

**3358:5-1-01 Establishment of the Clark State Community College Foundation (RESCIND)**

- (A) Whereas, section 3358.08 of the Revised Code provides that the Board of Trustees of a state community college district may "accept gifts, grants, bequests, and devises absolute or in trust for support of the state community college," and
- (B) Whereas, the Clark State Community College has established a scholarship foundation for the purpose of receiving, holding, administering, and disposing of property, whether real, personal, or mixed, for the benefit of the Clark State Community College, and

Whereas, the office of the Secretary of the State of Ohio has reviewed and approved of the form and content of the "Articles of Incorporation" submitted by the College.

- (C) Now, therefore, be it resolved by the Board of Trustees of Clark State Community College that the establishment of the Clark State Community College Scholarship Foundation established pursuant to division (C) of section 3358.08 of the Revised Code and the "Articles of Incorporation" attached and made a part thereto, be approved.
- (D) Appointments to the Clark State Community College Foundation Board shall be ratified by the Board of Trustees of Clark State Community College.

- (E) In an effort to assist both the College Board of Trustees and the Foundation Board of Trustees to improve their communication flow and therefore service to the College and its students, the President of Clark State Community College and the Chairperson of the Clark State Community College Board of Trustees or his/her designee shall be ex-officio members of the Clark State Community College Foundation Board of Trustees.

Effective: May 21, 2003

Prior Effective Dates: 1/28/78, 3/26/93, 7/1/98

### **3358:5-1-01 Foundation-College Board Relationship (NEW)**

#### **A. Responsibilities of the College**

1. The College shall share annually with the Foundation its strategic plan, institutional priorities and projects, and resource requirements, so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns consistent with the strategic objectives of the College.
2. The College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is fully utilized.
3. The College agrees to cooperate with the Foundation in making available office space and equipment and in making available certain of its employees to engage in administrative and support activities for the Foundation. These employees shall remain for all purposes employees of the College and subject to all rights and responsibilities of other College employees.
4. The College shall cooperate with the Foundation in the development of the Foundation's fundraising programs and campaigns as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.
5. The College Board of Trustees shall appoint a Trustee to faithfully attend the meetings of the Foundation, and to regularly report the actions of those meetings to the Board of Trustees.
6. The College shall ensure that the Foundation Board of Directors is covered by Directors and Officers Liability Insurance and other liability coverages as appropriate for the operations of the Foundation.

#### **B. Responsibilities of the Foundation**

1. The Foundation shall raise, invest, and endow funds for specific College purposes in accordance with the laws of the State of Ohio and any applicable federal laws. Such funds collected shall be used to support the mission, vision and priorities of the College and agreed upon by the Foundation Board of Directors and the College Board of Trustees. The College shall receive the benefit of all funds directly or indirectly raised or generated by the Foundation, including the Circle of Friends.
2. The Foundation shall solicit gifts, where appropriate, in the name of the Foundation, on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.
3. The Foundation shall conduct its activities in such a manner to maintain its status as a tax exempt, charitable organization under state and federal tax laws.



4. The Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission, vision, purpose and priorities of the College and in close cooperation with the College.
5. The Foundation shall provide the legal authority for the Circle of Friends committee to raise funds in support of the Performing Arts Center, upon approval of the fundraising activities by the Foundation. Funds raised will be allocated in keeping with the funding needs of the College. All funds raised by the Circle of Friends are considered to be Foundation funds.
6. The Foundation will assume responsibility for the cost of its variable expenses, including the cost of the audit and the costs of fundraising campaigns and projects. The costs assumed by the Foundation will be at least 20%, but not more than 25% of the total operating expenses of the Foundation unless jointly approved otherwise by the Foundation and College boards.
7. The Foundation agrees to notify, coordinate with, and solicit the comments of the College regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College. The Foundation shall notify the College, at the earliest possible date, of any proposed purchase of real estate and any significant debt to be incurred for permanent or working capital, and coordinate its efforts with the College.
8. The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate. The Foundation will advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.
9. The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation, and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf and for its benefit, according to their terms. Such endowments shall be separately accounted for and segregated from other funds.
10. The Foundation Board of Directors will retain their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standard.
11. The Foundation shall have an accounting system in place to ensure financial activities are carried out and reported in accordance with generally accepted business and accounting practices.
12. The Foundation shall have an annual audit of its financial activities by a certified public accountant in conjunction with the annual College audit.
13. The books, records, documents, and procedures and practices of the Foundation relevant to or affecting this agreement shall be subject to inspection by the College at reasonable times.
14. The Foundation shall provide an annual report to the College, including but not limited to, the activities, programs, holdings, investments, income, and fiscal operations of the Foundation.
15. The Foundation will consult with the College before any changes in the nature, scope or purpose of the Foundation are made. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

### C. Relationship Between the College and the Foundation

1. The College acknowledges and accepts the separate and independent nature of the Foundation, and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement, and support of the educational and cultural programs and services of the College.
2. The Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments. The Foundation shall not use funds belonging to the College, and managed by the Foundation on its behalf, for the satisfaction of any such obligation, debt, liability or judgment.
3. The College shall maintain, at all times, all necessary policies of insurance for the benefit of the Foundation Board of Directors.
4. The College shall establish and enforce policies and procedures that support the Foundation's ability to protect the confidentiality of donor records. All information about donors, prospective donors, gift data, campaign assignments and notes, donor correspondence and related information is the confidential property of the Foundation, whether maintained in paper or electronic form, or maintained on servers and equipment owned by the College, in accordance with the laws of the State of Ohio.

Effective date: May 21, 2013

#### **3358:5-1-02 Political Candidates and Issues**

- (A) It shall be the policy of Clark State Community College not to endorse political candidates nor to take positions on political issues, **except when direct community college interests prevail.**
- (B) Clark State Community College will not take a position on any matter of political or public controversy; **however, college facilities may be utilized for political forums by individual candidates for the public purpose.**
- (C) An individual or group of the College is free to take a position on any matter but expression of that position must be taken in such a way that it is not being carried on by or in the name of the College.
- (D) Personal letters or statements of the staff, faculty, or student body may not use the mantle of the College's name to support or gain wider circulation of the views.

Effective: May 21, 2013

Prior effective dates: 3/13/78, 7/1/98

#### **3358:5-1-04 Change of Status (RESCIND)**

Whereas, section 3358.02 of the Revised Code provides that "a state community college district may be created to take the place of a technical college or a university branch with the approval of the Ohio Board of Regents upon the proposal of the Board of Trustees of a technical college district,"

And

Whereas, the Board of Trustees of Clark Technical College is convinced that a state community college will serve better, more effectively and more efficiently, the educational needs of the citizens of Clark

County through provision of the first two years of a baccalaureate degree program in addition to two-year associate degrees and certificates in career specialties.

Be it resolved, that the Board of Trustees of Clark Technical College proposes to the Ohio Board of Regents that a state community college district be created to take the place of the Clark Technical College and its district, the new state community college district to be coterminous with the district of Clark Technical College.

Effective: May 21, 2013

Prior effective dates: 12/9/85, 7/1/98

### **3358:5-1-05 Licensed Practical Nursing Program Transfer (RESCIND)**

- (A) Whereas, the functional, physical, and social operation of the current 52 week program of licensed practical nursing operated by the Springfield and Clark County Joint Vocational School District can be better served by its transfer as a 36 week program to operate under Clark State Community College, and

Whereas, the State Department of Education, Ohio Board of Regents, and State Board of Nursing Education and Nurse Registration have all given preliminary approval to both the change in program and in controlling agency,

- (B) Therefore be it resolved that effective August 23, 1971, the operations of the Springfield and Clark County Joint Vocational School District, School of Practical Nursing will be transferred to control of Clark State Community College, and

Be it further resolved that with the change of control the curriculum plan be decreased from a calendar year basis of 52 weeks to an academic year of 36 weeks as approved by the State Board of Nursing Education and Nurse Registration.

Effective: May 21, 2013

Prior effective dates: 1/28/78, 7/1/98

### **3358:5-1-07 Contracting Authority Resolution**

- (A) ~~Resolved, that~~ The President of Clark State Community College, or his/her designee **appointed in writing** ~~as appointed in writing by the President of the College,~~ is authorized to execute and deliver, in the name of, on behalf of, and as the act of the College, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing as may be authorized for execution and delivery by the Board of Trustees of the College. ~~;~~ **and**
- (B) ~~Resolved further, that~~ Upon request of a contracting party, the secretary of the Board of Trustees of the College may certify to the requesting party the adoption and existence of these resolutions. ~~;~~ **and**
- (C) ~~Resolved further, that~~ The authority conferred to the President of the College or his/her designee by these resolutions shall remain in full force and effect until revoked or modified by the Board of Trustees of the College in writing.

Effective: May 21, 2013

Prior effective dates: 5/30/03

### 3358:5-1-09 Policy on Graduation Speakers (RESCIND)

- (A) Graduation speakers at Clark State Community College should be individuals who reflect the values of the community college. These individuals should be of high standing in the local, state, or national community.
- (B) No speaker should actively be pursuing a political office at the time of graduation. If a speaker declares his/her candidacy after indicating a willingness to serve as the College's graduation speaker, he/she will be asked to decline the invitation.

Effective: May 21, 2013

Prior effective dates: 3/19/99

### 3358:5-1-29 Financial Condition

- (A) The President shall administer the Board-approved budget without material deviation and shall strive to strengthen the College's financial condition.
- (B) Accordingly, the President shall not:
  - (1) Expend more funds than the Board-approved budget.
  - (2) Use money from reserve funds not provided for in the current allocation plan.
  - (3) Allow cash-on-hand to fall below that amount necessary to meet payrolls and other financial obligations in a timely manner.
  - (4) Fail to inform the Board if College revenue falls below the amount stated in current budget.
  - (5) Knowingly allow government-mandated payments or filings to be overdue or inaccurately filed.
  - (6) Allow the reserve funds to fall below a reasonable level. A target of 15% of the operating budget has been established for reserve funds.
  - (7) Permit any purchase **of equipment, supplies or services** in excess of \$25,000 without receiving proper quotes and/or bids as required by the Ohio Revised Code. The College's internal regulations will be followed for any purchases falling below \$25,000.
  - (8) **Permit any contract for improvements (renovation/new construction) in excess of \$50,000 without receiving formal competitive pricing through an Invitation to Bid. Improvements of \$50,000 or less shall require the solicitation of informal competitive pricing from selected providers.**
  - ~~(9)~~(9) Allow a composite score of less than 2.50 for two consecutive years using the standard set of measures as determined by the Ohio Board of Regents and contained in Senate Bill 6.
  - ~~(9)~~(10) Permit the expenditure of money or making of any contract unless there is attached thereto a certificate of the fiscal officer in compliance with Chapter 3358.06 of the Revised Code and division (D)(1) of Chapter 5705.41 of the Revised Code.

Effective: May 21, 2013

Prior effective dates: 10/14/02, 5/30/03, 12/31/03, 1/1/04 , 10/24/06, 6/19/12

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

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

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

### **Report of the President**

President Rafinski:

- Reported that she is making her final rounds of speeches before her retirement, including presentations to Greene Giving, Rotary, and Kiwanis.
- Estimated that the new building project is \$750,000 over budget. We had planned for \$7.4 million but the current projected cost is \$8.2 million. We will know more after bids are obtained in October.
- Reviewed highlights of the current budget bill, noting that in an effort to increase degrees in Ohio, language was incorporated that would allow four-year institutions to award associate degrees. OACC immediately sought the Chancellor's opinion in an effort to get this issue back in the corral.

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

Chairman Doyle:

- Reviewed the list of upcoming events, noting that the early bird registration period for the Association of Community College Trustees annual conference in Seattle will be ending soon. He also indicated that Lynn McLaughlin, President Jerry Sue Thornton of Cuyahoga Community College, and President Rafinski will all be honored at the Ohio Association of Community Colleges' Annual Meeting on May 30-31, in Columbus. Trustees were asked to contact Mellanie Toles if they are interested in attending either event.
- Reported that Dr. Blondin will be on campus the week of June 17<sup>th</sup>. She will be doing a joint presentation with President Rafinski at Rotary on June 17, and visits with area leaders will be scheduled throughout the week.

### **Trustees' Open Forum**

A question arose regarding four-year institutions getting back into offering developmental education. President Rafinski indicated that although we have been delivering it for them in recent years, Wright State is going to begin offering the courses again.

Trustee Bell reported that the Global Impact STEM Academy currently has only 12 students enrolled for the fall. However, they have 30 events scheduled in the next 30 days to recruit students. The status of Gordon Gee's fundraising efforts is unknown at this time.

### **Adjournment**

Trustee Phillips made a motion to adjourn the meeting, and Trustee Tiefenthaler seconded. The motion passed unanimously, and the meeting adjourned at 7:29 p.m.