

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
November 15, 2005

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, November 15, 2005. Chairperson Jennifer Baader presided and called the meeting to order at 6:30 p.m.

Roll Call: Present: Gary Buroker, Jim Doyle, Sharon Evans, Faye Flack, Than Johnson, Les Smithers, Vice Chair Cathy Balas, Chairperson Jennifer Baader, and President Rafinski

Excused: Alicia Hupp

Others Present: Kris Culp, Director of College Relations/Executive Director of the Foundation; Melissa Hunter, Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Clarence Maise*, Instructional Design Specialist; Tammy Rumpf, Director of Human Resources; Andy Runyan, Vice President of Academic and Student Affairs; Mark Schmidt*, Health and Human Services Division Instructor; and Mellanie Toles, Assistant to the President

Chairperson Baader requested a moment of silence and reflection in honor of Dean Sweet, father of Trustee Hupp and long-time friend of the College, who recently passed away.

Recognition of Guests/Public Comment

Chairperson Baader welcomed the guests listed above and asked President Rafinski to introduce them.

There were no public comments.

Approval of Minutes

Chairperson Baader asked for a motion to approve the minutes of the Regular Board Meeting held on October 18, 2005. Trustee Buroker made a motion to approve the minutes as written. Trustee Flack seconded, and the motion passed unanimously.

Presentation

Health and Human Services Instructor Mark Schmidt and Instructional Design Specialist Clarence Maise delivered a PowerPoint presentation entitled "The Web-Enhanced Classroom". Vice President Runyan reported that the two delivered a more comprehensive presentation regarding how to use low cost streaming videos to promote teaching and learning in online classes at the recent League for Innovation in Community Colleges conference, and Mr. Schmidt provided copies of that presentation for all in attendance.

To counter online courses' tendency to be somewhat isolating, Mr. Maise reported that welcome videos and guided tours utilizing video to walk students through navigation of the courses have been incorporated into our online classes. The technology is easy to use, and there have not been any major audio or video streaming problems.

In response to individual student requests for review of certain parts of online lectures, Mr. Maise and Mr. Schmidt began incorporating review videos into online Anatomy and Physiology (A&P) courses. Because the A&P concepts can be somewhat difficult to learn and many students request additional help, the videos are used to simulate one-on-one tutoring without requiring a large amount of instructor time. Additionally, students do not have to physically visit campus to receive help and are able to review the concepts at their leisure. As an added bonus, seeing and hearing the information again helps cement the knowledge for visual and auditory learners.

Mr. Schmidt found that 88% of his online A&P students were using the video review features even though it was not required, and the 150 students logged into the site a total of 12,356 times during the three-quarter sequence. He also found that the students using the site earned higher grades than those who did not. He will continue to utilize this technology and further enhance future courses.

A brief question-and-answer period followed the presentation, and Chairperson Baader thanked Mr. Maise and Mr. Schmidt for their wonderful presentation.

*Mr. Maise and Mr. Schmidt departed the meeting at 7:05 p.m.

2004-2005 Audit Reports

Information was presented to Trustees at the September Board meeting comparing FY 2005 revenue and expenditures to FY 2004 and FY 2003. The draft audit report was submitted to the Auditor of State October 15, 2005, and is currently under review. Senate Bill 6 requires that the audit report be submitted to the auditor of State by October 31st each year.

A discussion of the draft audit report including financial ratio calculations is reflected in the November 9th Board Finance and Facilities Committee meeting minutes. Trustees on this committee were furnished with the following draft audit reports:

- The College's Financial Statements and Supplemental Information with Independent Auditor's Report
- The Foundation's Financial Statements with Independent Auditor's Report

These documents are available for review by all other Trustees upon request. All Trustees will receive a final copy of these reports once they are released by the Auditor of State. It was noted that these documents are not considered public information until released by the Auditor of State.

Human Resources Update

Resignations/Retirements/New Positions:

Exempt

- Trainer, Truck Driver Training Institute – Tammy Colaric (resignation)

Non-Exempt

- Financial Aid Specialist – Laura Williams (resignation)

Advertised Positions/Searches/Interviews:

Exempt

- Dean of Student Affairs and Enrollment Management
- Program Manager Contract Training

Non-Exempt

- Administrative Assistant-Foundation
- Campus Police Officer I
- Computer Technician
- Financial Aid Specialist
- Records Clerk

Filled Positions:

Exempt

- Executive Director Performing Arts Center – Stuart Sector, effective 11/28/05

Non-Exempt

- Evening Receptionist (to be filled by a work-study student until a later date)

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met at 7:30 a.m. on Wednesday, November 9, 2005, in the LRC Boardroom with Trustees Jennifer Baader, Cathy Balas, Gary Buroker, Jim Doyle, and Faye Flack, President Karen Rafinski, and Vice Presidents Joe Jackson and Andy Runyan in attendance.

The following items were discussed:

- 2004-2005 Audited Financial Statements
- Senate Bill 6 Ratio Analysis
- Recommendation on Allocation of Reserve Funds
- Funding Plan for Sara T. Landess Technology and Learning Center
- Technology and Learning Center Construction Project Update
- Other

The committee's next meeting is scheduled for Tuesday, April 4, 2006, at 12 p.m. in the LRC Boardroom.

Board Government/Community Relations Committee

The Board Government/Community Relations Committee met at 7:30 a.m. on Thursday, November 10, 2005, in the LRC Boardroom with Trustees Sharon Evans and Alicia Hupp, Board Chair Jennifer Baader, President Rafinski, and Vice President Runyan in attendance.

The following items were discussed:

- OACC State Agenda
- State of College Opportunity in Ohio
- Recommendations for PSEO Program

- Grant Status
- Status of JVS/Clark State Partnership
- State Resources Recommendation (Study of the Funding Formula)
- Other

The next meeting of the Board Government/Community Relations Committee is scheduled for Wednesday, February 1, 2006, at 7:30 a.m. in the LRC Boardroom.

Performing Arts Center Endowment Report

At the January 2002 Board meeting, the agreement to transfer endowment funds from the College to the Foundation was approved. The Foundation agreed to invest the funds 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 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 9/30/05:

Original investment – April 2002	\$796,000
Additional Investment - December 2002	\$256,790
- December 2003	\$205,000
- May 2004	\$9,453
Interest Earnings	\$203,646
Fees Paid	\$12,341
Market Gain	\$4,453
Balance 9/30/05	\$1,463,001

Quarterly (July-September) Rate of Return	-0.70%
Lehman Aggregate Index	-0.67%
September Return	-1.10%
Lehman Aggregate Index (September)	-1.03%

At June 30, 2003, the Commonfund did away with the Core Bond Fund which is where these funds were previously invested. The Foundation Board approved our recommendation to transfer these funds into the High Quality Bond Fund at their June 2003 meeting. A representative from the Commonfund met with the Foundation Finance/Investment Committee on Thursday, August 18, 2005, to review the objectives of this fund and have a discussion of all of the Foundation investments with the Commonfund.

Major Gifts Campaign Update

The campaign continues to move forward toward a completion date of December 2, 2005 (Phase I), two months ahead of schedule. Revenue to date is \$7.1 million in private funds and \$1.3 million in public funds, for a total of \$8.4 million.

Awareness

- The next campaign newsletter will feature photos and descriptions of the Groundbreaking ceremony.
- The Education Wall of Honor brochure is nearing completion.

Divisions

- The Lead Gifts Division has raised \$6.4 million; we are working to close eight proposals with a potential of approximately \$400,000.
- The Advanced Gifts and Special Gifts Divisions' volunteers are in the process of soliciting approximately 100 remaining prospects. We are promoting the Education Wall of Honor opportunity.
- The Community Gifts Division is now beginning personal visits and a mail campaign. Clusters within the division include Professionals, Manufacturing, Small Businesses, Vendors, and Individuals.

Management

- November will mark the final visit from the Clements Group, three months ahead of the original contract.
- Campaign volunteers will conclude their efforts on December 2, 2005, bringing Phase I of the campaign to an end. We are now planning for Phases II and III, which will continue for 18 months and will primarily be staff-driven.
- The Campaign Cabinet will meet in November, with no meeting in December, and a final review meeting in January.
- A campaign celebration event will be scheduled for January 2006.

Liaison Reports

Clark State Foundation

- The primary focus of the Foundation remains the Major Gifts Campaign, as reported in Board Information Item 6F.
- The Foundation fund balance as of September 30, 2005, is \$11.0 million, including campaign revenue to date.
- Finance/Investment Chairman Andy Bell reported that the committee had a phone conference with Commonfund prior to the meeting to discuss the possibility of adding a real estate component to our investment portfolio. The committee will meet again in November to develop recommendations to bring to the Board.
- Karen Hunt reported that we now have 48 eighth graders and 44 ninth graders in the Champion City Scholars program. The students who are now in high school are asking for tutors, and we are trying to put that in motion. Faculty member Dee Garwood has proposed bringing Bridges Out of Poverty materials and activities into the program. Ms. Garwood will come to the November Foundation board meeting for discussion.
- The Circle of Friends Steering Committee continues planning for the annual fundraising gala and concert on April 8, 2006. The Founder's Award will be presented to John Field at that event.

Council of Governments

- The Early Childhood Education Center (ECEC) is at 88% of capacity with 101 children enrolled; the Center is adequately staffed.
- A ten-hour day, four days a week work schedule model is being tested among the ECEC toddler teaching teams to reduce burnout and aid in staff retention. So far, it is working well for staff, and parents appreciate having access to the teachers earlier and later each day.
- The Center received a Child Care Quality Fund grant in the amount of \$2,800.
- The Center continues to work toward NAEYC accreditation. A validation visit was conducted on September 22, and decisions are normally received within 90 days of visitation dates.

Report of the President

President Rafinski submitted a written report to the Board. She also verbally reported that the Board Government/Community Relations Committee has recommended hosting some type of event that will

allow personal dialogue with state and federal legislators regarding Clark State issues. Suggested events include a Saturday morning breakfast, dinner at a hotel near the Statehouse, and a reception or dinner in conjunction with a Performing Arts Center performance. The Board concurred that all legislators should be invited to attend. President Rafinski will check with Congressman Hobson's office regarding his availability and go from there.

Report of the Board Chairperson

Chairperson Baader requested that anyone interested in attending the Community College National Legislative Summit slated for February 5-8, 2006, in Washington, DC, let Mellanie Toles know as soon as possible.

Board Members' Open Forum

Trustee Flack requested additional information regarding the SBC grant the College recently received. President Rafinski indicated that the \$12,800 grant focuses on computer and website development training for Springfield non-profit organizations at the Community Computing Center.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ 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

- Stuart Sector, Executive Director Performing Arts Center, effective 11/28/05

Resignations/Retirements

- Tammy Colaric, Trainer, Truck Driver Training Institute, resignation effective 10/28/05

Impact on students and/or student learning: The Executive Director of the Performing Arts Center will work toward the Ends statement pertaining to the community recognizing the College as an energizing force to address common issues, serving as a vital community resource and being a source of community pride. The interface with the academic programs in Performance Arts and Technical Theatre is critical to the learning experience of the students. The Truck Driver Training Institute will utilize substitute trainers; this position is being put on hold indefinitely.

Implications for budget, personnel, or other resources: The TDTI budget will be reduced by utilizing substitute trainers until a decision is made on whether to fill the full-time position.

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

Annual Planned Allocation for Use of Reserve Funds

The Financial Condition section of the Policies and Governance document adopted by the Board of Trustees established a target for reserve funds of 15% of the current operating budget. As of June 30, 2005, College Reserves are 18.5% of the 2005-2006 Educational and General Budget. Attached is the proposed

annual allocation plan for reserve funds in compliance with the Financial Planning/Budgeting section of this document. Please note that taking action on this plan does not mean that the College will automatically spend the reserve funds as noted.

	PLANNED ALLOCATION
UNAPPROPRIATED RESERVES	<u>459,606.19</u>
APPROPRIATED RESERVES	
Student Assistance	50,000.00
Severance	50,000.00
Unemployment Compensation	50,000.00
Equipment - Instructional	125,000.00
Equipment - Non-Instructional	100,000.00
Equipment - PAC	100,000.00
ADA Modifications	50,000.00
Capital Projects	
<i>Energy Management Upgrade</i>	100,000.00
<i>Parking Lot Improvements</i>	100,000.00
<i>Orchestra Lift Modifications</i>	50,000.00
<i>518 E. Leffel Lane Renovation</i>	15,000.00
<i>Fire Alarm Upgrades</i>	78,000.00
<i>Repair/Replacement Plan Projects</i>	200,000.00
<i>Vehicle Replacement</i>	50,000.00
Land Acquisition/Demolition	100,000.00
Legal/Audit Contingencies	75,000.00
Self Funded Dental Benefit	83,879.70
Food Service Subsidy	70,000.00
New Certificate and Degree Programs	50,000.00
Technology Replacement	350,000.00
Technology Strategic Projects	150,000.00
Human Resources Strategic Projects	50,000.00
Greene County Outreach	50,000.00
Campus Master Plan Implementation	<u>450,000.00</u>
SUBTOTAL APPROPRIATED RESERVES	<u>2,546,879.70</u>
TOTAL RESERVES	<u><u>3,006,485.89</u></u>

This plan was presented to the Board Finance and Facilities Committee at their November 9th meeting, and the committee recommended that it be approved by the full Board.

Impact on students and/or student learning: The projects listed under Appropriated Reserves are initiatives that are not funded in the annual operating budget due to their nature. Many of these initiatives are detailed in the College's Strategic Plan including the impact that each has on students and learning.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the annual allocation plan for the reserve funds, as presented. Actual expenditure of appropriated amounts for these initiatives may require Board action in accordance with the College's Purchasing Policy.

College Calendar Adoption 2006/2007 and 2007/2008

In odd years, the Board takes action on a two-year college calendar. This proposal is for academic years 2006/2007 and 2007/2008. This year, two options were considered for adoption. It was felt that the current schedule for Fall term was not supportive of students in that finals week fell directly after the Thanksgiving holiday. The two options considered were an "early start" option, which completes Fall classes and exams prior to the Thanksgiving break, (a model currently used by Wright State and Sinclair) and a "late start" option that would have had a full week of classes after the Thanksgiving break followed by final exams (Ohio State's current model). After discussion across the campus including faculty, staff, and students, the early start model is being proposed for adoption.

The current proposal was provided for review by the entire campus community and was discussed by appropriate groups including Faculty and Staff Senates and the Academic and Administrative Councils. Student input was obtained through an online survey. Notification of that survey was made through an email to all students as well as by posting on the College's Campus Cruiser system. A total of 166 responses were submitted to the survey with 74.7% of the students favoring the "early start" calendar.

The proposed calendar includes 178 days for Instructional Faculty each academic year as determined by our current policy. Additionally, each calendar provides for ten holidays. Eight are prescribed by policy and two are floated to cover days surrounding other holidays. In 2006/2007, Columbus Day is floated to November 24th, and President's Day is floated to December 26th. In 2007/2008, Columbus Day is floated to November 23rd, and President's Day is floated to December 24th. The College also provides an eleventh (floating) holiday for staff to use at their discretion, in cooperation with their supervisors.

Impact on students and/or student learning: The academic calendar provides the framework supporting courses and instruction for the vast majority of our courses at the college. Revisions have been carefully considered as to their impact on students and processes that support students.

There are no implications for budget, personnel, or other resources.

It was requested that the Board of Trustees approve the proposed calendars, as presented.

College Audit

Clark, Schaefer, Hackett & Co., submitted the College audit report for the year ended June 30, 2005, to the Auditor of State for review. The Auditor of State has notified us that the report is acceptable and requires no modifications. The audit report was reviewed with the Board Finance and Facilities Committee at their November meeting.

As described in Note 1 to the financial statements (page 17), the College adopted Governmental Accounting Standards Board Statement No. 39 at July 1, 2003. Even though the Clark State Community College Foundation is a legally separate tax-exempt organization, it must be reported as a component unit of the College since criteria described in Note 1 were met. Financial information on the Foundation is shown as a separate column in the financial statements (pages 13-16). The report will be submitted to the Foundation Board of Directors for their acceptance once the Foundation audit is released by the Auditor of State.

There was no Management Letter included in the audit report. Attention is drawn to the Independent Auditor's Report (pages 1 and 2), the Management Discussion and Analysis (pages 3-12), the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters (pages 35 and 36), the Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance (pages 37 and 38) and the Schedule of Findings and Questioned Costs (pages 39 and 40).

Impact on students and/or student learning: Stewardship and accountability to our public through cost containment and pursuit of new revenue streams helps keep tuition and fee increases to a minimum yet provides state-of-the-art equipment and facilities for the learning environment.

There are no implications for budget, personnel, or other resources.

It was requested that the Board of Trustees moves to accept the FY 2004-2005 College audit report.

Trustee Flack made a motion to approve all of the action items above as presented. Trustee Doyle seconded, and the motion passed unanimously.

Adjournment

Trustee Smithers made a motion to adjourn the meeting, and Trustee Buroker seconded. The motion passed unanimously, and the meeting adjourned at 7:20 p.m.