

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**November 21, 2006**

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, November 21, 2006. Chairperson Faye Flack presided and called the meeting to order at 6:55 p.m.

**Roll Call:** Present: Jennifer Baader, Andy Bell, Gary Buroker, Sharon Evans, Alicia Hupp, Than Johnson, Les Smithers, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Others Present: Kris Culp, Director of College Relations/Executive Director of the Foundation; Joseph Jackson, Vice President for Business Affairs; and Mellanie Toles, Assistant to the President

## **Recognition of Guests/Public Comment**

Chairperson Flack welcomed the guests listed above.

There were no public comments.

## **Approval of Minutes**

Chairperson Flack asked for a motion to approve the minutes of the Regular Board Meeting held on October 17, 2006. Vice Chair Doyle made a motion to approve the minutes as written. Trustee Bell seconded, and the motion passed unanimously.

## **Performing Arts Center Endowment Report**

The Foundation agreed to invest the 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 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 9/30/06:

Original investment – April 2002	\$796,000
Additional Investment - December 2002	\$256,790
- December 2003	\$205,000
- May 2004	\$9,453
Interest Earnings	\$281,353
Fees Paid	\$16,744
Market Loss	(\$16,855)
Balance 9/30/06	\$1,514,997
Quarterly (July-September) Rate of Return	3.93%

Lehman Aggregate Index	3.81%
September Return	0.91%
Lehman Aggregate Index (September)	0.88%

The Foundation Board approved transferring 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 August 18, 2005, to review the objectives of this fund and have a discussion of all of the Foundation investments with the Commonfund.

### **Sara T. Landess Technology and Learning Center Progress Report**

Staffing for the project averages 50-55 workers per day representing the various trades. Status of work is as follows:

New loading dock – 100% complete

Rhodes Hall renovation – 65% complete

Site work – 85% complete

- Pond construction – 75% complete
- West sidewalks – 85% complete
- West parking lot – 100% complete

Basement – 45% complete

- Foundation, walls, and floor – 100% complete
- Underground plumbing and electric – 100% complete
- Mechanical room piping and equipment – 50% complete
- Switchgear and electrical rough-in – 50% complete

Building foundations/enclosure work – 75% complete

- Concrete foundations – 100% complete
- Roof/roof decking – 100% complete
- South foundation wall/stairway – 100% complete
- North exterior framing/sheathing – 100% complete
- South exterior framing/sheathing – 85% complete
- Metal panels – 5% complete
- Roofing sheet metal – 40% complete

Building finishes – 15% complete

- North interior metal stud walls – 95% complete
- South interior metal stud walls – 60% complete
- North waste and vents – 75% complete
- North above ceiling rough-in – 70% complete

Change orders processed to date total \$191,000. The College has paid an additional \$56,000 in additional costs for work such as relocation of underground utilities, utility surveying, and structural steel connection inspection. These changes/additional costs, to date, have been absorbed by the contingency allowance (\$150,000) included in the original base bids and the construction contingency originally set aside of \$729,125.

Over the next month, the following work is scheduled to take place:

- Site work – Possible completion of the pond clay liner, rip rap, grading, and seeding (weather dependent).
- Building foundations/enclosure – Begin installation of curtain walls.

A signage team is currently working on interior and exterior wayfinding and building signage, and soon a team will be formed to plan artwork for the new building.

Students, faculty and staff continue to receive updates on the progress of construction including wayfinding impediments via the College's e-mail system and CampusCruiser. They have been encouraged to communicate safety/security concerns directly to the Vice President for Business Affairs. The construction progress can be followed live via the webcam (<http://cam.clarkstate.edu/>) on the College's web page.

Through October, 51% of the total contract had been paid to contractors. Bond proceeds have been invested with Security National Bank and National City Bank and the total portfolio is currently earning 5.41%.

The annexation petition was passed by the Clark County Commission. The Springfield City Commission will consider the annexation petition at their regular Commission meeting on Tuesday, January 2, 2007. Annexation is planned to be effective January 2007.

### **Board Finance and Facilities Committee Report**

The Board Finance and Facilities Committee met at 12 noon on Thursday, November 2, 2006, in the LRC Boardroom. In attendance were Board Chairperson Faye Flack, Committee Members Jennifer Baader and Jim Doyle, President Karen Rafinski, and Vice President Joe Jackson. Committee Chairperson Gary Buroker was in attendance via teleconference. Also present were representatives from the audit firm Crowe Chizek.

The following agenda items were discussed:

- College 2005-2006 Audit – Action requested
- Foundation 2005-2006 Audit – Deferred to Foundation Finance/Investment Committee
- PAC Expansion Project – Information only
- Reserve Allocations – Action requested
- Greene County Campus – Action requested

Detailed minutes of this meeting were distributed to all Trustees shortly after the meeting. The next meeting of the Board Finance and Facilities Committee will be determined at the January reorganization meeting.

### **Board Government/Community Relations Committee Report**

The Board Government/Community Relations Committee met at 7:30 a.m. on Thursday, November 2, 2006, in the LRC Boardroom with Chairperson Flack, Trustee Les Smithers, President Rafinski, and Vice President Jackson in attendance.

The following agenda items were discussed:

- Greene County – Next Steps
- Service District Issues
- Legislative Agenda – Higher Education Leadership Coalition (HELCO)
- Legislative District Profiles

Detailed minutes of this meeting were distributed to all Trustees shortly after the meeting. The next meeting of the Board Government/Community Relations Committee will be determined at the January Reorganization Meeting.

### **Board Human Resources Committee Report**

The Board Human Resources Committee met at 4:00 p.m. on Monday, November 13, 2006, in the LRC Boardroom with Chairperson Flack; Trustees Andy Bell, Alicia Hupp, and Les Smithers; and President Rafinski in attendance.

The following agenda items were discussed:

- Review of Human Resources Report to the Board
- Diversity Initiatives FY 2007
- Human Resources Issues Update

Detailed minutes of this meeting were distributed to all Trustees shortly after the meeting. The next meeting of the Board Human Resources Committee will be determined at the January reorganization meeting.

### **Human Resources Update**

*Filled Positions:*

#### Exempt

- David Finch, TDTI Trainer, effective 10/30/06
- Lisa Dunn, Retention Specialist, effective 11/27/06
- Priscilla Janney-Pace, Grants Writer, effective 11/28/06

#### Non-Exempt

- Nikki Smith, Administrative Assistant, Area 7, effective 11/6/06
- Marlene Walker, Administrative Support, Health and Human Services, effective 10/23/06
- Monte Tabb, Testing Technician, effective 11/27/06

*Resignation:*

#### Non-Exempt

- Troy Donnerberg, Marketing Assistant, resignation effective 11/22/06

*Advertised Positions/Searches/Interviews:*

#### Exempt

- Area 7 Regional Representative

### Non-Exempt

- Part-Time Trainers – Truck Driver Training Institute
- Admissions Specialist

### Faculty

- Instructional Faculty – Associate Degree Registered Nursing

## **Major Gifts Campaign Update**

Campaign revenue is \$9.8 million in private funds and \$1.7 million in public funding for a total of \$11.5 million to date. The bequest from Dr. Elliott has now been transferred to the Foundation.

Campaign activities in the last month have included:

- We continue to make calls on priority prospects who have not yet made a commitment to the campaign; a number of proposals are pending. Thirty proposals have been mailed to additional prospects.
- The vendor campaign has resulted in two gifts to date totaling \$7,000.
- The renewal campaign asking for a renewal of one-time gifts has resulted in \$2,000 to date.
- We continue to work with donors to select their naming opportunities.
- We are working on strategies to engage our students in a fundraising effort.
- We are preparing an appeal to new employees and one last appeal to employees who have not yet participated.

## **Liaison Reports**

### Clark State Foundation

- The Foundation Board of Directors did not meet in October.
- The Norwegian Christmas party will be held on Thursday, November 30, from 4:30 to 6:30 p.m. at Brinkman 4<sup>th</sup> floor. Invitations have been mailed.
- The annual audit has been favorably concluded.
- The Marketing Committee is working on a new dedicated Foundation website, which will link to the College site.
- Kris Culp recently presented a session on major gifts campaigns at the annual conference of the Council for Resource Development in Washington, DC.
- Jim Foreman has been selected as the recipient of the Performing Arts Center Founder's Award, which will be presented at the Circle of Friends gala on May 12.

### Council of Governments

- Early Childhood Education Center enrollment for October was approximately 96% of capacity, with 104 children enrolled. The Center is adequately staffed.
- The Center provides childcare services for Clark State students and employees totaling 20 children, and has been utilized as an observation site 223 times by Clark State students since the beginning of Fall quarter.
- The new addition should be completed and ready for final inspections by November 17, 2006.
- The Center recently completed a pie fundraiser; the anticipated profit of \$750 will be used to purchase gross motor equipment.

## **Report of the President**

President Rafinski provided a written report to the Board. She also noted that John McGrath and an Ohio Board of Regents staff member visited her to discuss the service district issue, and they are also planning to meet with Ralph Harper and Steve Johnson prior to the Service District Committee meeting next Tuesday. They indicated that the upcoming meeting will showcase three areas in the state that have done collaborative efforts in similar situations.

## **Report of the Board Chairperson**

Chairperson Flack reported the following:

- Ralph Harper made a formal request dated November 16<sup>th</sup> to broker a meeting with the Presidents and Board Chairs of Clark State and Sinclair to discuss coverage of Greene County.
- She appointed the Nominating Committee as follows: Trustee Baader, Chair; Trustee Smithers, Member; and Vice Chair Doyle, Member. They will provide recommendations to the Board for the January Reorganization Meeting.

Chairperson Flack presented Trustee Hupp with a resolution from the Board for her outstanding service to the College over the last ten years. She was also presented with a rocking chair as a departing gift.

## **Board Members' Open Forum**

In preparation for the upcoming National Legislative Summit, Trustee Johnson inquired whether we will have any majority party legislators in our catchment area. President Rafinski indicated that the Ohio Association of Community Colleges typically provides that information; she will distribute the list to Trustees once it is received.

## **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 Hires

- David Finch, Truck Driver Training Institute Trainer (1.0 FTE), effective 10/30/06
- Lisa Dunn, Retention Specialist (1.0 FTE), effective 11/27/06
- Priscilla Janney-Pace, Grants Writer (.58 FTE), effective 11/28/06

Impact on students and/or student learning: The above listed employees will either interface directly with students or support learning in some aspect of their positions.

Implications for budget, personnel, or other resources: No impact to budget, as these positions were already built into the budget.

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 establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2006, College Reserves are 18.2% of the 2006-2007 Educational and General Budget. Following 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 reserves as noted.

	<b>PLANNED ALLOCATION</b>
<b>UNAPPROPRIATED RESERVES</b>	<u>543,527.31</u>
<b>APPROPRIATED RESERVES</b>	
<b>Student Assistance</b>	50,000.00
<b>Severance</b>	50,000.00
<b>Unemployment Compensation</b>	50,000.00
<b>Equipment - Instructional</b>	125,000.00
<b>Equipment - Non-Instructional</b>	100,000.00
<b>Equipment - PAC</b>	100,000.00
<b>ADA Modifications</b>	50,000.00
<b>Capital Projects</b>	
<i>Energy Management Upgrade</i>	100,000.00
<i>Parking Lot Improvements</i>	100,000.00
<i>Fire Alarm Upgrades</i>	78,000.00
<i>Repair/Replacement Plan Projects</i>	200,000.00
<i>Vehicle Replacement</i>	50,000.00
<b>Land Acquisition/Demolition</b>	200,000.00
<b>Legal/Audit Contingencies</b>	75,000.00
<b>Self Funded Dental Benefit</b>	93,088.76
<b>New Certificate and Degree Programs</b>	50,000.00
<b>Technology Replacement</b>	350,000.00

<b>Strategic Plan Projects</b>	200,000.00
<b>Greene County Outreach</b>	500,000.00
<b>Campus Master Plan Implementation</b>	<u>100,000.00</u>
<b>SUBTOTAL APPROPRIATED RESERVES</b>	<u>2,621,088.76</u>
<b>TOTAL RESERVES</b>	<u><u>3,164,616.07</u></u>

This plan was presented to the Board Finance and Facilities Committee at their November 2<sup>nd</sup> meeting. The Committee recommends approval to the Board of Trustees.

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 will require Board action in accordance with the College’s Purchasing Policy.

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

**Executive Session**

Trustee Hupp made a motion to move into Executive Session to discuss real estate. Trustee Smithers seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 7:10 p.m.

Trustee Smithers made a motion to exit Executive Session and return to general session at 9:21 p.m. Trustee Baader seconded, and the motion passed 9-0.

***Greene County Facility***

Greene County is one of the four counties in Clark State’s legally constituted service district. We have been exploring the educational needs of the citizens of Greene County. A market assessment has been completed which shows that there are opportunities for a presence by Clark State in Greene County. Due to an accelerated timeline and funding constraints, we have determined that partnering with a developer on a site and facilities plan for a Greene County location is the best way to proceed. Potential sites for an initial temporary location and a possible permanent location as well as selection of a developer were discussed with the Board Finance and Facilities Committee at their November meeting. This Committee did not take action but instead requested additional information. The Committee also requested that the presentation made to the Committee be made to the full Board. Since the discussion revolves around real estate, it is appropriate for that discussion to take place during Executive Session.

Impact on students and/or student learning: A Greene County facility would serve a portion of current Clark State students and, more importantly, provide affordable access to higher education for other Greene County citizens.

Implications for budget, personnel, or other resources: Financial projections have been shared with the full Board. The annual operating budget for a Greene County facility is projected to be at least break-even. Start-up costs totaling approximately \$600,000 over a two-year period would be funded from College Reserves.

***Trustee Johnson made a motion to authorize the President or her designee to execute the terms of the Non-Binding Letter of Intent with Synergy/Mills Morgan contingent upon appropriate approvals by legal counsel. Trustee Bell seconded the motion, and it passed unanimously.***

### ***Reserve Spending Recommendation – Greene County Facility***

The Annual Planned Allocation for Use of Reserve Funds acted on by the Board included an amount for the Greene County Outreach. Plans were presented to both the Board Finance and Facilities Committee as well as the full Board regarding establishing a Greene County facility. Approximately \$50,000 for preliminary start-up costs associated with this facility, including marketing and website development costs, is requested at this time. If this recommendation is approved, Reserve balances will drop below 15% of the current year operating budget. Please note that the Executive Limitations Financial Condition Policy #4.6 in the Board's Policies and Governance Document reads as follows:

*...The President shall not:*

- 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.*

Impact on students and/or student learning: A Greene County facility would serve a portion of current Clark State students and, more importantly, provide affordable access to higher education for other Greene County citizens.

Implications for budget, personnel, or other resources: None. The preliminary start-up costs would be funded from College Reserves and not the annual operating budget.

***Trustee Buroker made a motion to approve the expenditure of Appropriated Reserves up to \$50,000, allowing the Reserve fund balance to fall below the 15% target, for initial development of the Greene County campus. He further moved that during the time that the amount in reserves remains below the 15% target, quarterly reports on the balance versus the target percentage shall be provided for the Board's review. Trustee Smithers seconded the motion, and it passed unanimously.***

### **Adjournment**

Trustee Johnson made a motion to adjourn the meeting, and Trustee Smithers seconded. The motion passed unanimously, and the meeting adjourned at 9:25 p.m.