

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes January 18, 2005

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, January 18, 2005. Chairperson Jennifer Baader presided and called the meeting to order at 6:03 p.m.

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

Others Present: Jim Anderson, Faculty Senate President; Kris Culp, Director of College Relations/Executive Director of the Foundation; Terry Hayduck, Burgess & Niple Architect; Steve Hurley, Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Andy Runyan, Vice President of Academic and Student Affairs; Mellanie Toles, Assistant to the President; and Edwin Williams, Burgess & Niple Project Manager

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 November 16, 2004. Trustee Smithers made a motion to approve the minutes as written. Trustee Doyle seconded, and the motion passed unanimously.

Presentation

Vice President Jackson introduced Edwin Williams and Terry Hayduck of Burgess & Niple Architects, who presented the schematic building design for the new building, including the floor plan, budget, and timeline, to the Trustees.

The architects talked about the concepts behind the design of the new building and walked the Trustees through the proposed layout. The design focuses on creating engaging "real world" environments that promote learning success.

The building has also been designed with energy efficiency in mind. It will contain one basement area from which all wiring, duct work, and vents branch out from, thus reducing costs in heating and cooling.

The architects reviewed the project schedule and budget with the group, estimating that the project could be completed by the end of March 2007 at a total cost of \$16.2 million.

*Trustee Flack departed the meeting at 6:35 p.m.

A brief discussion period followed the presentation.

Quarterly Financial Reports

The fiscal year-to-date comparison and balance sheet at December 31, 2004, and statement of restricted income and charges from July 1, 2004, through December 31, 2004, were distributed prior to the meeting. Color charts depicting fiscal year-to-date comparisons of general fund income as a percentage of budget, general fund expenses as a percentage of budget, and expenditures by object code as a percentage of budget were also distributed.

2005-2006 Budget Timeline

The following timeline has been set for the 2005-2006 budget process:

Access granted to budget managers for viewing historical data and requesting expenditures	2/7/05
Staff personnel requests	2/7/05
Capital budget requests (as reflected in Strategic Plan)	2/11/05
Initial revenue projection	2/11/05
Expenditure requests forwarded by budget managers to supervisors (Administrative Council)	2/25/05
First revision to revenue projection	3/11/05
Expenditure requests forwarded by supervisors (Administrative Council) to Executive Cabinet	3/11/05
Expenditure requests forwarded by Executive Cabinet Officer to Controller	3/25/05
Budget issues presented to Board Finance and Facilities Committee	4/5/05
Discussion/adjustments to expenditure requests by Executive Cabinet/Administrative Council	4/5/05 – 4/26/05
Board adoption of tuition/fees for 2005-2006	4/19/05
Second revision to revenue projection	4/29/05
Preliminary balanced budget presented to Trustees as information	5/17/05
Further discussion/adjustments to expenditure requests and revenue projection by Executive Cabinet/Administrative Council	5/17/05 – 6/2/05
Final revision to revenue projection	6/2/05
Balanced budget reviewed with Board Finance and Facilities Committee	6/7/05
Final balanced budget presented to Trustees for action	6/21/05

Human Resources Update

Resignations/Retirements/New Positions:

Exempt

- Dean, Arts and Sciences (Ron Key – resignation)
- Director, Admissions (Todd Jones – resignation)
- Director, Truck Driver Training Institute (Joe Uebel – retirement)

Non-Exempt

- Evening Circulation Clerk (Jesse Smith – resignation)

Advertised Positions/Searches/Interviews:

Exempt

- Dean, Arts and Sciences and Public Services

Non-Exempt

- Admissions Specialist
- Evening Circulation Clerk

Instructional Faculty

- Registered Nursing (Evening)

Filled Positions:

Exempt

- Senior Network Specialist (William Blake)
- Interim Dean, Arts and Sciences (Robert Henscheid)

Non-Exempt

- Community Computing Center Specialist (part-time) – Position classification changed from regular, non-exempt to quarterly contracted adjunct position.

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of November 30, 2004, is \$5.5 million.
- The primary focus of the Foundation remains the Major Gifts Campaign. Campaign progress is outlined in Board Information Item 6F.
- The Foundation Finance/Investment Committee met with Chuck Swaney, Cindy Barnett, and Dave Sanders to review the proposed financial policies related to gift acceptance. The revised draft is now being reviewed by the College's legal counsel.
- Foundation Board members are visiting the Champion City Scholars middle schools as mentors. The planned trip for the Scholars to attend an Indiana Pacers game had to be canceled due to the severe snowstorm.
- The Foundation awarded \$37,985 for Winter Quarter scholarships.
- Kris Culp met with Selena Singletary and Eric Collins from the Minority Business Council of the Chamber of Commerce to set up a Minority Business Scholarship funded by the Chamber, and matched by Speedway and the Clark State Foundation.
- The Foundation Board determined that the annual campaign would continue in early 2005, with special care given in regards to timing so that donors are not being solicited for both campaigns simultaneously.
- Tickets are now on sale for the Circle of Friends fundraising concert and gala on March 5, 2005, featuring Little Richard. Sponsorships are currently being solicited.
- The plasma screens purchased by the Circle of Friends have now been installed in the lobby of the Performing Arts Center.
- Tim Sheerin, Chet Walthall, and Katherine Eckstrand visited the Aronoff Center for the Arts in Cincinnati to review their policies on alcohol sales.
- The Friends are investigating the cost of signage for the front of the Performing Arts Center.

Council of Governments

- The Early Childhood Education Center (ECEC) currently has 75 children enrolled, which is 79% of capacity. Campus Kids Learning Center (CKLC) is at 38% capacity, with 25 children enrolled.
- The ECEC recently received a \$20,000 grant from The Turner Foundation to continue its Family Early Literacy Development program.
- The ECEC's holiday pageant was held at Clark State on December 15th with over 225 attendees.
- Covenant Presbyterian Church adopted five ECEC families over the holidays, providing them clothing, personal items, new toys, and food for a holiday meal.
- The Eagles Association donated coats, shoes, and socks to fifteen needy children at the CKLC.
- Five CKLC staff members completed literacy training conducted by Debbie Mickey, Clark State's Early Language and Literacy Specialist; the training addressed ODE literacy standards.

Strategic Plan Calendar Year 2005

Following the Board of Trustees' Retreat on October 18 and 9, 2004, and the Administrative Council and Managers' Retreats on November 15 and December 15, 2004, the Strategic Plan for Calendar Year 2005 was developed. A S.W.O.T. analysis has been completed, campus trends have been revamped, and focus projects for 2005 have been identified. The Plan was distributed to Trustees prior to the meeting.

Major Gifts Campaign Update

The campaign continues to move forward on schedule, and in some areas, ahead of schedule. Revenue to date is \$6,526,219 in cash and pledges.

Awareness

- Dr. Rafinski has completed 21 of 23 leadership awareness receptions, hosted by Trustees, Foundation Board members, Circle of Friends members and other community supporters.

Divisions

- The Turner Foundation has made a pledge of \$4 million, the largest gift in the history of the College and Foundation. These funds will be allocated to the new building.
- The Lead Gifts Committee is currently working on solicitations of \$100,000+. The Committee includes Andy Bell as Chairman, Gary Buroker, Jim Doyle, Harry Egger, Patrick Field, Bill Fralick, Hal Goodrich, Pete Hackett, Dave Hobson, Randy Kapp, John Landess, Todd Leventhal, Tom Loftis, Ross McGregor, Mark Robertson, Jerry Simonton, Bill Swaim and Monte Zinn. They attended a training session on December 7, 2004. The Lead Gifts Division will complete their work in Spring 2005.

Management

- Campaign Chairman Andy Bell has recruited his Campaign Cabinet. The Cabinet is structured as follows:

- Andy Bell, Chair of Campaign and of the Lead Gifts Committee
 - Richard L. Kuss, Honorary Chair
 - Bill Fralick and Monte Zinn, Co-Chairs of Advanced Gifts Division (\$50,000-100,000)
 - Gary Buroker and Ross McGregor, Co-Chairs of Major Gifts Division (\$25,000-50,000)
 - Hal Goodrich and Jerry Simonton, Co-Chairs of General Gifts Division (\$5,000-10,000)
 - Karen Rafinski, Dick Foster, Joe Jackson, and Kris Culp
 - Co-chairs will be recruited at a later date for the Community Gifts Division for gifts of less than \$5,000. The Cabinet began meeting monthly in November.
- Jennifer Sager's final visit was in December. She was accompanied by our new consultant, Robert LePage. He has extensive experience in cultivating business and industry support, in addition to campaign consulting. He will conduct several business and industry forums for us.

Report of the President

President Rafinski reported the following:

- The finishing touches are being put on an agreement with the Greene County Career Center to deliver an LPN program under the College's authority. The contract has been approved by the Attorney General. We have also extended the offer to Springfield-Clark County JVS.
- Representative Merle Grace Kearns will be moving forward with a bill on behalf of the Performing Arts Center for a Center liquor license. This bill would by-pass the need to "wait in line" for a license and allow arts districts to be granted special privileges in this regard. Tim Sheerin and Joe Jackson have been leading this cause for some time.
- President Rafinski will attend an Ohio Board of Regents retreat on January 26th in Newark, Ohio. They will meet with community and technical college presidents to discuss issues of concern.
- President Rafinski, Chairperson Baader, Vice Chair Balas, and Trustees Doyle and Johnson will attend the National Legislative Summit in Washington from February 13th – 16th. Meetings have been scheduled with Congressman Hobson (or his education liaison) and Senators DeWine and Voinovich on Tuesday, February 15th.
- This week we kicked off an adult career pathway project in allied health (the first in Ohio), modeled after Tech Prep. Dr. Julie Schaid did a wonderful job securing the initial grant to fund the three career centers in our service area with developmental software for students, and we have written a follow-up grant to the Department of Labor to continue this important initiative.
- We have received notification from the Ohio Board of Regents that we are one of ten recipients for the child care grant of 2005. This grant focuses on expansion of the ECEC and requires a dollar for dollar match. Expansion feasibility will be discussed at the next Council of Governments meeting.
- The Ohio Association of Community Colleges Chair, Tom Brown, and Executive Director, Terry Thomas, have requested to appear before the Board of Trustees to discuss current state topics. We have slated them for our March 21st meeting.
- On Thursday, February 24th, OACC will coordinate the first advocacy event involving trustees, presidents, and students at the state house in Columbus.
- Enrollment for Winter quarter remains strong, although official counts generally do not take place until the 14th day of the quarter. Headcount is up 5.17%, and FTE is up 4.84%.

Report of the Board Chairperson

Chairperson Baader:

- Reminded Trustees that the College's annual Charter Night celebration will be held Friday, February 18, at the Marriott Courtyard beginning at 5:30 p.m.
- Noted that tickets are still available for the Circle of Friends fundraising event on Saturday, March 5, featuring a black-tie dinner, Founder's Award ceremony, and performance by Little Richard.
- Reminded Trustees that their Ohio Ethics Commission Financial Disclosure Statements are due by April 15th, and the College has submitted the filing fees.
- Reported that she, Trustees Doyle and Johnson, Vice Chair Balas, and President Rafinski will attend the National Legislative Summit in Washington, DC, in February. Appointments have been set to meet with Congressman Hobson and Senators DeWine and Voinovich.

Board Members' Open Forum

Trustee Doyle expressed interest in attending the Factory of the Future presentation and learning more about it.

Trustee Smithers has received concerns from students regarding the discontinuation of the nursing pinning ceremonies. President Rafinski indicated that the pinnings will continue, but they will now be planned and implemented by the College to ensure that the events are well organized and portray a professional image to the community. She noted that similar Police Academy ceremonies have been implemented as well.

Trustees Flack, Hupp, and Johnson expressed interest in attending the Ohio Legislative Summit on February 24th in Columbus.

Action Item

The following item was 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

- William Blake, Senior Network Specialist, effective 12/13/04
- Robert Henscheid, Interim Dean, Arts and Sciences, effective 12/29/04 to 6/30/05

Resignations/Retirements

- Todd Jones, Director, Admissions, resignation effective 12/31/04
- Ron Key, Dean, Arts and Sciences, resignation effective 12/31/04
- Joe Uebel, Director, Truck Driver Training Institute, retirement effective 2/28/05

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

Trustee Doyle made a motion to approve the action item above as presented. Trustee Smithers seconded, and the motion passed unanimously.

Adjournment

Vice Chair Balas made a motion to adjourn, and Trustee Buroker seconded. The motion passed unanimously, and the meeting adjourned at 6:55 p.m.