

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 16, 2007

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, January 16, 2007. Chairperson Faye Flack presided and called the meeting to order at 6:10 p.m.

Roll Call: Present: Andy Bell, Gary Buroker, Sharon Evans, Than Johnson*, Bill Mercurio, Élise Spriggs, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Les Smithers

Others Present: Kris Culp, Director of College Relations/Executive Director of the Foundation; Todd Duplain*, Synergy/Mills Morgan; Kelly Hall, Director of Institutional Research, Planning, and Grants; Joseph Jackson, Vice President for Business Affairs; Bob Mills*, Synergy/Mills Morgan; 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 Special Board Meeting held on December 19, 2006. Vice Chair Doyle made a motion to approve the minutes as written. Trustee Mercurio seconded, and the motion passed unanimously.

Presentation

Dr. Kelly Hall presented the 2007 – 2009 Strategic Plan to the Board and reviewed the process used to develop it. She indicated that the plan is a dynamic document that will continue to change as we move forward.

It was agreed that the Board's ends statements and subgoals need to be integrated into the strategic planning model, and Dr. Hall offered to lead the Board through the process to do so.

It was noted that there are too many objectives in the current plan, making it difficult to chart our course with them. Discussion ensued regarding the ranking of the objectives in the plan, which does not align with the Board's priorities, particularly in the case of diversity. The group concurred that the objectives need to be revisited in the near future, along with the ends statements, subgoals, and current Board committee organization. Chairperson Flack will work with President Rafinski and Dr. Hall to determine the appropriate next steps.

Quarterly Financial Reports

The fiscal year-to-date comparison and balance sheet at December 31, 2006, and statement of restricted income and charges from July 1, 2006, through December 31, 2006, 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 expenditures as a percentage of budget, and expenditures by object code as a percentage of budget were also distributed.

2007 – 2008 Budget Timeline

Personnel budget requests	1/30/07
Access granted to budget managers for viewing historical data and requesting expenditures	2/5/07
Capital budget requests (as reflected in Strategic Plan)	TBD
Initial revenue projection	2/9/07
Expenditure requests forwarded by budget managers to supervisors (Administrative Council)	2/23/07
First revision to revenue projection	3/9/07
Expenditure requests forwarded by supervisors (Administrative Council) to Executive Cabinet	3/9/07
Expenditure requests forwarded by Executive Cabinet Officer to Controller	3/23/07
Budget issues presented to Board Finance and Facilities Committee	4/3/07
Discussion/adjustments to expenditure requests by Executive Cabinet/ Administrative Council	4/3/07 – 4/24/07
Board adoption of tuition/fees for 2007-2008	4/17/07
Second revision to revenue projection	4/27/07
Preliminary balanced budget presented to Trustees as information	5/15/07
Further discussion/adjustments to expenditure requests and revenue projection by Executive Cabinet/Administrative Council	5/15/07 – 6/1/07
Final revision to revenue projection	6/1/07
Balanced budget reviewed with Board Finance and Facilities Committee	6/5/07
Final balanced budget presented to Trustees for action	6/19/07

Sara T. Landess Technology and Learning Center Progress Report

Staffing over the past two months for the project averaged 48-50 workers per day representing the various Trades. Status of work is as follows:

Rhodes Hall/Applied Science Center renovations – 78% complete

Site work – 89% complete

- Pond construction – 85% complete
- West sidewalks – 100% complete

Basement – 69% complete

- Mechanical room piping and equipment – 80% complete
- Basement switchgear – 90% complete
- Basement lighting – 50% complete
- Mechanical room temperature control – 20% complete
- Basement wiring and cabling – 15% complete

Building foundations/enclosure work – 80% complete

- Metal panels – 15% complete
- Roofing sheet metal – 40% complete
- Roofing-south – 95% complete
- Curtain walls – 35% complete
- Skylight – 50% complete
- Exterior framing/sheathing – 100% complete

Building finishes – 23% complete

- North interior metal stud walls – 100% complete
- South interior metal stud walls – 90% complete
- North waste and vents – 95% complete
- North above ceiling rough-in – 80% complete
- Domestic water-walls/ceilings – 70% complete
- Natural gas, vacuum and air above ceilings – 75% complete
- First floor switchgear and panels – 20% complete
- First floor rough-in – 45% complete
- South above ceiling rough-in – 60% complete
- Fire protection rough-in – 25% complete

Change orders processed to date total \$247,400. The College has paid \$54,500 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 either been absorbed by the contingency allowance (\$150,000) included in the original base bids or the construction contingency originally set aside (\$729,125).

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

- Records & Registration office will move to its new location on the 2nd floor of Rhodes Hall
- Hang gypsum board walls and soffits
- Prime/paint
- Acoustic panel ceiling grid
- Ceramic tile flooring

- VCT flooring
- Carpet and base

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 December, 66% 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 4.97%.

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

Human Resources Update

Filled Positions:

Exempt

- Martha Rogers, Regional Representative, Area 7, effective 1/2/07

Non-Exempt

- Abby Paul, Admissions Specialist, effective 12/4/06
- Nina Wiley, Admissions Specialist, effective 12/4/06

Faculty

- Erin Yontz, Associate Degree Registered Nursing Instructor, effective 1/2/07

Resignations/Retirements:

Exempt

- Steve Hurley, Web Administrator, resignation, effective 1/3/07
- Tammy Rumpf, Director of Human Resources, resignation effective 1/8/07

Non-Exempt

- Stephen Button, Graphic Artist, retirement effective 12/29/06
- William "Scott" Donaldson, Custodian, retirement effective 1/2/07

Advertised Positions/Searches/Interviews:

Exempt

- Vice President of Academic and Student Affairs
- Dean, Community College Learning Center
- Registrar
- Director of Human Resources
- Classroom Trainer

Non-Exempt

- Marketing Specialist
- Administrative Support/Marketing Department

Liaison Reports

Clark State Foundation

- The Foundation Board approved maintaining the management of the bequest from Dr. Elliott at Security National Bank, where he had invested it. Kris Culp has met with Dr. Elliott's children to discuss a naming opportunity associated with the Champion City Scholars, which the funds will benefit.
- The Foundation Board also approved, with the consent of the Turner Foundation, allocating \$100,000 in the Turner endowment earnings to Champion City Scholars as matching funds.
- John Fimiani gave a presentation on the new website being developed for the Foundation.
- The annual Norwegian Christmas party for donors was held on November 30, 2006, with excellent attendance.
- The Foundation Board did not meet in December.
- The Circle of Friends is awaiting confirmation on an artist for the gala fundraiser.

Council of Governments

- Early Childhood Education Center enrollment for December was 100% of capacity, with 130 children enrolled (120 FTE). The Center is adequately staffed.
- Ohio has a new STARS program, and the Center is striving for three stars, which would mean more funding for all of the children receiving subsidized care.
- The Center received a \$5,000 grant from the Turner Foundation to provide shade for the back playground.
- The new addition is completed and is currently being utilized. An open house/ribbon cutting ceremony is scheduled to coincide with the Week of the Young Child in April.

Strategic Plan, Calendar Years 2007 - 2009

Moving along the strategic directions identified and confirmed by the Board of Trustees in 2001, the College's Strategic Plan for 2007-2009 has been completed. Input from Leadership Team members helped identify the most salient issues on which to focus for the next three years. These inter-related issues are presented here:

1. NCA Accreditation
2. Greene County Outreach
3. Enrollment Management: Recruitment and Retention
4. IT Audit Recommendation and Plan Implementation
5. Comprehensive Risk Management
6. Employee Training
7. e-Learning
8. Academic Plan
9. Master Plan: Building for the Future
10. Diversity Plan Revision and Implementation
11. Institutional Effectiveness Plan Development and Implementation

Major Gifts Campaign Update

Campaign revenue is \$9.8 million in private funds and \$1.3 million in public funding for a total of \$11.1 million to date. The last round of proposals has been sent to prospective donors, with follow-up from Foundation Board members. As we move to close the campaign, prospects who have not been contacted are being transitioned to the Foundation's annual campaign. We are continuing to work with donors to select their naming opportunities. We will soon begin scheduling hard hat tours for building donors, as well as some constituency groups, such as retirees and alumni.

Report of the President

President Rafinski provided a written report to the Board. She also noted the following:

- Our temporary Greene County site will be located at 3855 Colonel Glenn Highway on the Wright State campus. We have a preliminary design that meets the needs of both Clark State (in the short term) and Wright State (in the long term). According to the developer, our 25,000 sq. ft. permanent facility will be ready for occupancy in Fall 2007.
- A Greene County advisory group will soon be formed; President Rafinski is compiling a list of potential members.
- President Rafinski and other Ohio college presidents will attend a day-long meeting with Governor Strickland on January 22nd in Columbus. Higher education is one of the top four items on his agenda.

Report of the Board Chairperson

Chairperson Flack distributed a list of potential areas of focus for upcoming work sessions, retreats, or presentations to the Board, which was carried over from last year. Mellanie Toles will create a survey form and distribute it via email to Board members.

Chairperson Flack reported that she and Trustee Johnson will attend the Community College Futures Assembly in Orlando later this month.

Board Members' Open Forum

It was noted that the April 3rd Board Finance and Facilities Committee date will not work for all members, so it will need to be rescheduled. Chairperson Flack and Vice President Jackson will send out alternative dates via email.

Trustee Bell suggested that we move forward with the planning of a get-together with the Foundation Board, including a tour of the new building and some type of meal or reception. Kris Culp will investigate possible dates.

It was suggested that at future Board meetings, the consent agenda action items be placed right after the Board information items instead of being last on the agenda.

Vice Chair Doyle indicated that he had recently questioned the sensitivity of our financial ratio calculations to various percentage changes in the factors used to calculate the ratios, and Vice President Jackson quickly provided an analysis. Vice President Jackson presented and reviewed his findings to the Board.

Action Items

The following items were presented for Board approval:

Personnel Recommendation ~ Exempt Employees

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

New Hire

- Martha Rogers, Regional Representative, Area 7 (1.0 FTE), effective 1/2/07

Impact on students and/or student learning: n/a

Implications for budget, personnel, or other resources: No impact to budget, as this position is funded through the Workforce Investment Act, Area 7, budget.

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

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

- Erin Yontz, Associate Degree Registered Nursing Instructor (1.0 FTE), effective 1/2/07

Impact on students and/or student learning: The above listed faculty will interface directly with students.

Implications for budget, personnel, or other resources: No impact to budget, as this position was already built into the budget.

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

College Audit FY 2005 - 2006

Following is an excerpt of the November 2, 2006, Board Finance and Facilities Committee meeting minutes:

The partner in charge of the audit engagement and the manager who led the engagement presented the draft audit report. This report was previously reviewed with College administrators and Trustee Bell at the exit conference held in early October. The auditors gave an overview of the audit process including the pre-planning, internal control review, federal audit procedures, field work, and submittal of the report to the appropriate governing bodies. They were complimentary of the preparation work done by the College's Controller prior to their arrival. Highlights of the engagement discussed included:

- *The unqualified opinion*
- *The management discussion and analysis represents the story behind the numbers*
- *The financial statements especially where the bond issuance impacted assets and liabilities*
- *The footnotes*
- *The federal award schedule*
- *The report on internal control and compliance and compliance of major federal programs (both of which received unqualified opinions)*

- *One finding regarding the return of Title IV funds occurring past the 30-day requirement. This was observed in 4 out of 20 students tested and resulted in questioned costs calculated to be \$2.80.*
- *A management letter (not a part of the official audit report) addressed to Trustees going into more detail of what was found during testing regarding the return of Title IV funds and the College's plan to rectify this finding.*
- *There was a verbal recommendation regarding the challenge of an effective segregation of duties due to the fact that we operate with a small staff. They stressed the importance of cross training, job documentation, and suggested that the President or a member of the Finance and Facilities Committee do a cursory review of bank statements/reconciliations once or twice per year.*

Trustee Doyle moved that the Committee accept the College FY 2005-2006 audit report and recommended that the full Board accept this report at the appropriate time. The motion was seconded by Trustee Baader. Motion passed unanimously.

The Auditor of State's desk review is now complete. The report is acceptable and requires no modifications. The Auditor of State has certified the report with the Clerk of the Bureau.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: The total cost of the audit of \$44,000 is included in the current year operating budget.

It was requested that the Board of Trustees accept the final 2005-2006 audit report.

Smoke Free Environment Policy/Procedures

At the November election, voters passed Issue 5, which is the legislation regarding restrictions on smoking that went into effect December 7, 2006. The College revised its existing Smoke Free Environment policy and developed procedures to remain in compliance with the law. All College-owned and leased buildings and all College vehicles were already smoke-free. The new law has resulted in prohibiting smoking immediately adjacent to building entrances and exits. Additionally, all enforcement of this new law rests with the Ohio Department of Health. Appropriate signage has been posted, ash receptacles moved a good distance away from buildings, and extensive information has been communicated to faculty, staff and students.

3358:5-13-03 Smoke-free environment.

- (A) Because medical studies have conclusively shown that exposure to secondhand smoke from tobacco causes illness and disease, including lung cancer, heart disease, and respiratory illness, smoking in the workplace is a statewide concern and, therefore, it is in the best interests of public health that smoking of tobacco products be prohibited in public places and places of employment and that there be a uniform statewide minimum standard to protect workers and the public from the health hazards associated with exposure to secondhand smoke from tobacco.
- (B) The board of trustees of Clark state community college, in an effort to protect the health, safety and welfare of students, employees, and visitors to the college, prohibits smoking in all buildings, in the areas immediately adjacent to building entrances and in other enclosed structures areas owned or leased by the college and prohibits smoking in all vehicles owned or leased by the college pursuant to Ohio Revised Code sections 3794.01 through 3794.09. The implementation and administration of this policy shall be under the direction of the president of the college.

Impact on students and/or student learning: For the most part, there will be no impact on students because smoking was already prohibited in College buildings. By now restricting smoking near entrances and exits, potential concerns of second-hand smoke by non-smokers have been addressed.

Implications for budget, personnel, or other resources: None. There was a minimal cost for signage.

It was requested that the Board of Trustees approves the revised Smoke Free Environment policy as presented.

Reserve Spending Recommendation – Greene County Operation

Previous discussions have focused on financial projections including projected operating revenue and expense as well as one-time start-up costs. The one-time start-up costs projected for the temporary location in Greene County total \$425,500. These include expenses associated with the purchase of equipment/furnishings, installation of IT infrastructure, and interior build-out of the facility. We are currently working with a collaborative partner in an effort to defray as many of the sunk costs as possible (i.e., anything that we will not be able to relocate to the permanent facility).

Previously, Trustees authorized President Rafinski to enter into a long term lease agreement for a Greene County education facility. Trustees also approved the expenditure of up to \$50,000 of the \$500,000 allocated from Reserves for this initiative. It is now necessary to ask Trustees to approve the expenditure of up to an additional \$375,500. By expending these funds, the level of Reserves will fall to 13.02% of the current year operating budget.

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 projected one-time start-up costs would be funded from College Reserves and not the annual operating budget.

It was requested that the Board of Trustees approve the expenditure of Appropriated Reserves up to \$375,500 for the Greene County education facility.

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

Executive Session

Trustee Spriggs made a motion to move into Executive Session to discuss real estate. Trustee Mercurio seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:44 p.m.

**Bob Mills and Todd Duplain entered the meeting at 7:45 p.m.; Trustee Johnson departed the meeting at 8:00 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 8:25 p.m. Trustee Mercurio seconded, and the motion passed 7-0.

Greene County Land Lease Agreement

Trustee Spriggs made a motion to allow President Rafinski or her designee to enter into a land lease agreement with Synergy/Mills Morgan. Trustee Mercurio seconded the motion, and it passed unanimously.

Adjournment

Chairperson Flack adjourned the meeting at 8:26 p.m.