

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**January 15, 2008**

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, January 15, 2008. Chairman Jim Doyle presided and called the meeting to order at 6:15 p.m.

**Roll Call:** Present: Gary Buroker, Sharon Evans, Faye Flack, Than Johnson, Bill Mercurio, Les Smithers, Élise Spriggs, Chairman Jim Doyle, and President Rafinski

Excused: Vice Chair Andy Bell

Others Present: Kristin Culp\*\*, Director of College Relations/Executive Director of the Foundation; David Devier, Vice President of Academic and Student Affairs; Theresa Felder\*, GEAR Up Director; Jim Franks, Director of Corporate and Community Services; Kelly Hall, Director of Institutional Planning, Research, and Grants; Joseph Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Mary Patton\*, Director of Career Management and Community Outreach; Mellanie Toles, Assistant to the President; and Bonnie Young, Staff Senate representative

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

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

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 November 20, 2007. Trustee Johnson made a motion to approve the minutes as written. Trustee Mercurio seconded, and the motion passed unanimously.

## **Presentation**

GEAR UP Director Theresa Felder provided an overview and the current status of the GEAR UP program to the Board.

Ms. Felder began her presentation by sharing Ohio's GEAR UP Lighthouse Program goals:

- Assure that GEAR UP students are academically prepared for high school completion and success in postsecondary education;

- Increase GEAR UP student and parent understanding of the importance and relevance of higher education and increase number of students who aspire to higher education;
- Increase students' and parents' understanding of actual college costs and the availability of financial aid opportunities to assure financial affordability; and
- Ensure that the eight lighthouse sites will become self-sustaining, develop civic participation in their programs, and spread awareness and replication in other schools and communities.

The Ohio Board of Regents, Ohio College Access Network, and the Ohio Department of Education partner to oversee and coordinate the program and over \$20 million in GEAR Up funding for Ohio.

Springfield was chosen as one of eight Lighthouse Communities due to its poverty level and low college participation rates. GEAR UP Springfield was awarded \$2.1 million to serve the Springfield City Schools, and it began providing services in Summer 2006. Initially, full-time advisors were placed in Schaefer Middle School and North and South High Schools, but services have now expanded to include all four middle schools in the Springfield City district. Ms. Felder noted that the funding received was due in part to the efforts of Mary Patton, who had done tremendous work with the Springfield Higher Education Partnership (SHEP) in the past and lobbied hard to get Springfield's needs recognized.

GEAR UP provides early awareness activities, such as early college and career advising, workshops, classroom presentations, academic enrichment and cultural trips, summer enrichment programs, financial aid planning, parent involvement activities, and college visits. In fact, every eighth grade student will visit a college. Student academic support services are also provided, including tutoring and mentoring, after-school programs, achievement test and SAT/ACT preparation, test fee waivers, supplemental classroom materials, and literacy consultants. Teachers are also provided academic support services such as supplemental materials and teaching aides, literacy consultants, and professional development opportunities.

GEAR UP partners include the grantee, The College Quest (formerly SHEP); AVETeC; Tech Prep; TRIO programs; P-16 Initiative; Superintendent and school administration; area colleges; and the University of Cincinnati Evaluation Services.

Ms. Felder reported that GEAR UP/College Quest has an advisory council (of which Trustee Flack is a member) that focuses on community engagement and awareness, last dollar scholarships, and sustainability. She noted that \$30,000 in last dollar scholarships is being awarded to this year's graduating class.

A brief question-and-answer period followed the presentation. Chairman Doyle thanked Ms. Felder for her insightful presentation.

\*Theresa Felder and Mary Patton departed the meeting at 6:40 p.m.

### **Quarterly Financial Reports**

The fiscal year-to-date comparison and balance sheet at December 31, 2007, and statement of restricted income and charges from July 1, 2007, through December 31, 2007, 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.

## 2008 – 2009 Budget Timeline

Personnel budget requests	2/8/08
Access granted to budget managers for viewing historical data and requesting expenditures	2/11/08
Capital budget requests (as reflected in Strategic Plan)	3/7/08
Initial revenue projection	2/22/08
Expenditure requests forwarded by budget managers to supervisors (Administrative Council)	3/7/08
First revision to revenue projection	3/21/08
Expenditure requests forwarded by supervisors (Administrative Council) to Executive Cabinet	3/14/08
Expenditure requests forwarded by Executive Cabinet Officer to Controller	3/28/08
Budget issues presented to Board Finance and Facilities Committee (date tentative)	4/8/08
Discussion/adjustments to expenditure requests by Executive Cabinet/Administrative Council	4/8/08 – 4/29/08
Board adoption of tuition/fees for 2008-2009	4/15/08
Second revision to revenue projection	4/25/08
Preliminary balanced budget presented to Trustees as information	5/20/08
Further discussion/adjustments to expenditure requests and revenue projection by Executive Cabinet/Administrative Council	5/20/08 – 5/30/08
Final revision to revenue projection	5/30/08
Balanced budget reviewed with Board Finance and Facilities Committee (date tentative)	6/3/08
Final balanced budget presented to Trustees for action	6/17/08

## Human Resources Update

### *Filled Positions:*

#### Non-Exempt

- Robin Doolittle, Part-Time Transfer Credit Specialist, (.50 FTE) effective 12/11/07
- Maria Nash, Part-Time Human Resources Generalist (.50 FTE), effective 12/11/07
- Rebecca Geels, Part-Time Community Outreach and Education Assistant (.50 FTE), effective 1/07/08
- Lydia Hayes, Part-Time Customer Service Specialist, Student Support Services (.50 FTE), effective 1/14/08

### *Resignations/Retirement:*

#### Non-Exempt

- Wendy Cromer, Athletics/Activities Coordinator, (.75 FTE), effective 12/26/07

*Advertised Positions/Searches/Interviews:*

Exempt

- Executive Director, Information Technology

Non-Exempt

- Custodian

**Liaison Reports**

Clark State Foundation

- Neither the Foundation Board of Directors nor the Circle of Friends Steering Committee met in December.
- The Foundation hosted the Norwegian Christmas party in late November, with an excellent turnout.
- The Foundation staff members are in the process of moving their offices to the fourth floor of the Brinkman Educational Center.
- The Circle of Friends membership campaign closed the year with 266 members for a total of \$48,641.

Council of Governments

- Current enrollment at the Early Childhood Education Center is approximately 99 percent.
- The Center is adequately staffed and welcomed its new Associate Administrator, Cassandra Copeland, on board in early December.
- The Center received a \$5,000 grant from the Turner Foundation for classroom enhancements to keep up with NAEYC accreditation requirements.
- Sale of the Campus Kids Learning Center building is pending, with an estimated closing date of January 15, 2008.

\*\*Kris Culp departed the meeting at 6:52 p.m.

**Action Items**

The following items were presented for Board approval:

***College Audit FY 2006-2007***

The audit report was reviewed with the Board Finance and Facilities Committee at their November 6<sup>th</sup> meeting. Present at this meeting was Dennis Obyc, the partner in charge of the audit from Crowe-Chizek. Please reference the minutes of this Committee meeting for highlights of the audit report and subsequent recommendations.

One such recommendation was that a formal fraud risk assessment program be developed with involvement of Board Finance and Facilities Committee members. This program would identify risk areas and include measures and controls in place to mitigate these risks and would be in place by June 30, 2008. Once the Board Finance and Facilities Committee is appointed, work will begin on developing this program.

The Auditor of State's review of the audit report 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: There is no direct impact as a result of this audit engagement. However, the prudent and efficient use of assets does have a resulting positive effect on student learning in the way of adequate state-of-the-art supplies, equipment, and facilities.

Implications for budget, personnel, or other resources: The total cost of the audit of \$45,000 is included in the current year operating budget.

It was requested that the Board of Trustees accept the final FY 2006-2007 audit report.

***Trustee Flack made a motion to accept the final FY 2006-2007 audit report. Trustee Evans seconded, and the motion passed unanimously.***

### ***Budget Adjustment – Corporate and Community Services***

Trustees adopted the FY 2007-2008 General Fund budget at the June 2007 Board meeting. The President has the authority to reallocate resources within the budget, in total, without requesting Board action. Any increase or decrease to the total General Fund budget does require Board action.

At the October 2007 Board meeting, Jim Franks, Director of Corporate and Community Services, made a presentation on the transformation of his unit. The presentation included projected revenue and expense. These revised projections are a result of undertaking new marketing strategies, upgrading materials, offering high-demand programs, and seeking to partner with existing customers to enhance relationships. There is also a plan underway to strategically re-work the Continuing Education function. Additionally, new programs for Firefighter/Safety Training, STNA Phlebotomy, Medical Office Specialist, and Welding have been implemented. Some or all of these programs were as a result of the JVS closing its adult basic education operation.

Revenue will be increased by \$460,900 (\$200,000 to Business and Industry Training with the remaining \$160,900 to Continuing Education, which includes the new training programs).

Expenses will be increased by \$285,215 (\$173,175 to Business and Industry Training with the remaining \$112,040 to Continuing Education, which includes the new training programs).

The difference of \$175,685 represents planned profit and will be reflected in the General Contingency expenditure budget.

Impact on students and/or student learning: The community will benefit by being able to take advantage of non-credit Continuing Education training programs close to home. The business community will benefit by a newly transformed Business and Industry training program.

Implications for budget, personnel, or other resources: The total General Fund Revenue and Expenditure budgets will increase by \$460,900.

It was requested that the Board of Trustees move to adopt the adjusted General Fund budget in the amount of \$18,638,018 (2.5%) for the fiscal year ending 6/30/08.

*Trustee Buroker made a motion to adopt the adjusted General Fund budget as presented. Trustee Spriggs seconded, and the motion passed unanimously.*

### ***Flexible Spending Account Plan Changes***

Recently we authorized FlexBank Administrators, Inc., our Third Party Administrators of our Flexible Spending Account (FSA) to amend and restate our Plan Document with language that includes provisions for using our FSA with a Health Savings Account (HSA). The Plan Document has been amended and restated with an effective date of September 31, 2007, and we are required to send an approved copy of the document with the President's signature back to FlexBank Administrators, Inc.

**Reason to amend and restate our Plan:** In order for our employees to enjoy the full benefits of participation in our FSA, they must be able to elect the appropriate *type* of FSA as required where a Health Savings Account exists within a family. There are essentially two types of FSAs:

A. General Purpose FSA:

The first is a general purpose FSA that covers medical, vision, and dental expenses for all members of a family.

B. HSA Compatible FSA:

The second category consists of HSA-compatible choices:

- 1) Limited FSA that only covers expenses for dental, vision, and post-deductible medical expenses. Currently, our employees who own an HSA can only elect a Limited FSA.
- 2) "Choice" FSA is where our employees may elect coverage for themselves and their children – effectively excluding their spouse who owns the HSA. By excluding the spouse from the FSA coverage, the spouse is able to maintain HSA eligibility.

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 changes to the Flexible Spending Account Plan document as noted above and authorize the President to sign such documents and take such steps as they deem necessary to effectuate the provisions of the Plan.

*Trustee Spriggs made a motion to approve the changes to the Flexible Spending Account Plan document as noted above and to authorize President Rafinski to sign such documents and take such steps deemed necessary to effectuate the provisions of the Plan. Trustee Smithers seconded, and the motion passed unanimously.*

### **Report of the President**

President Rafinski provided a written report to the Board and verbally highlighted the following:

- Professor Dan Heighton is currently in Seattle with IT-Cybersecurity students for their internship at PNNL Labs. The group is blogging and posting pictures on [www.myspace.com/pnnl](http://www.myspace.com/pnnl), and they are scheduled to meet with the Board of Trustees upon their return.
- Trustees Flack and Johnson and President Rafinski will attend the National Legislative Summit in Washington in early February and will meet with Congressmen Hobson and Jordan and Senators Brown and Voinovich during the trip.

- Dr. Ron Abrams, previous President at North Central Technical College in Mansfield, will assume the Executive Director position of OACC in February.
- President Rafinski was appointed to the Springfield Chamber of Commerce Board in December and will begin her term in January.
- The College has received a \$10,000 allocation from the Springfield Foundation, in part from their African American Fund (of which Trustee Smithers is a member). This is the first year they are making allocations, and the Champion City Scholars is one of two. Some of the Scholars have been invited to say a few words at the Fund's upcoming annual dinner.
- It appears that this quarter's enrollment is the highest in the College's history.
- This Friday, the City of Springfield and Clark State will host the annual Martin Luther King, Jr. Luncheon at the Courtyard by Marriott. Trustees are welcome to join us.
- The annual Charter Night event will be held on Tuesday, February 19, at the Courtyard by Marriott. Trustees and their spouses are invited to join us as we celebrate the year, the historical signing of our official Charter, and the many accomplishments of our faculty and staff.
- Sinclair Community College has invited Clark State to its Board meeting on Saturday, January 26. There will be four presenters on futures as well as an activity to help Sinclair gain input for future planning. Trustees are welcome to attend with President Rafinski.

### **Report of the Board Chairman**

Chairman Doyle thanked Board members for their willingness to serve on committees and asked them to think about potential topics for Board discussion at future Work Sessions and presentations for future Regular Meetings. It was suggested that key points of the University System of Ohio be discussed in the near future. Trustees also mentioned that they would like to schedule a time to discuss survey results. They would also like to schedule meetings with the Springfield City School Board and Chamber of Commerce Board; it was suggested that perhaps an informal gathering followed by a meeting could be held once a year. It was requested that additional suggestions be submitted to Chairman Doyle.

### **Board Members' Open Forum**

A question arose as to how audit firms are selected, and Vice President Jackson described the process. Discussion ensued about the Audit Report, and Board Finance Committee members commented that the group's meeting with the Crowe Chizek representative shed a little more light on the report. It was indicated that it was a good report, and the audit team was satisfied with the management team's responses to various issues that arose during the audit. They were very positive about the way we do business, and they alerted us to new auditing standards that came into play for FY 2007. It was recommended that the College develop a formal fraud risk assessment program with the involvement of Board Committee members; the program would identify risk areas and include the measures and controls in place to mitigate these risks. Vice President Jackson reported that he had received a letter from the Auditor of State stating that findings 07-02 and 07-03 should have been included in the management letter only, not the official audit report, since they were very minor issues.

### **Adjournment**

Trustee Smithers made a motion to adjourn the meeting, and Trustee Evans seconded it. The motion passed unanimously, and the meeting adjourned at 7:19 p.m.