

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
September 20, 2005

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, September 20, 2005. Chairperson Jennifer Baader presided and called the meeting to order at 6:10 p.m.

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

Excused: Faye Flack, Alicia Hupp, and Than Johnson

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; Mary Patton, Director of Career Services and Community Outreach; Andy Runyan, Vice President of Academic and Student Affairs; and Mellanie Toles, Assistant to the President

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 June 21, 2005. Trustee Doyle made a motion to approve the minutes as written. Trustee Buroker seconded, and the motion passed unanimously.

Presentation

President Rafinski introduced Mary Patton, Director of Career Services and Community Outreach, and commented that she does an excellent job representing Clark State in the community. She also noted that the tremendous networking efforts of Ms. Patton and Julie Schaid at the state level (keeping them informed about the educational needs of Clark County) resulted in the securing of a new GEAR UP grant.

Ms. Patton provided a brief update on GEAR UP, a new \$20 million federal grant that will help students in eight Ohio communities prepare to enter and succeed in college. The grant is a partnership between the Ohio College Access Network (OCAN), the Ohio Board of Regents, and the Ohio Department of Education. She indicated that the Springfield Higher Education Partnership, of which Clark State is a partner, has been selected as one of the access programs to receive funds (close to \$350,000 per year) from the grant during the next six years. The funding is designated to help increase the college-going rate among low-income and first generation college students. A press release regarding the grant is scheduled for September 30.

The local initiative is a partnership between Clark State, OCAN, and the Springfield City Schools. Schaefer Middle School and the recently merged North and South High Schools have been selected to be part of the grant because of the low college participation and high remediation rates in the area. Students will be exposed to a variety of proven college access “best practices”, such as tutoring, enrichment programs, early awareness activities, and college/financial aid advising.

Chairperson Baader thanked Ms. Patton for her excellent work and insightful presentation.

2004-2005 Unaudited Annual Financial Report

The unaudited financial report is attached. Points of interest/trends for financial operations during the year include the following:

Revenue

- Total general fund revenues increased by 9.1% and exceeded budget by 4.1%.
- Student fee revenue increased by 11.3%. This was the result of a 6.2% enrollment increase coupled with the 6% increase in tuition/fees.
- Business & Industry Training revenues increased 24.5%.
- Continuing Education revenue decreased 23.5%.
- Interest revenue increased 27.6%.
- Lease Receipts increased 4.8%.
- PAC revenue increased 75.6%.
- Miscellaneous Income decreased 9.8%.

Expenditures

- Total expenditures increased 4.9% and were 3.9% below budget.
- All functional categories underspent budgeted amounts with the exception of General Administration.
- Instruction increased 7.7%, Academic Support increased 36.7%, Student Services increased 6.6%, and General Administration increased 6.9%.
- Expenditures for Salaries increased 7.9% and for Benefits increased 5.5%.
- Expenditures for Operation/Maintenance of Plant decreased.
- Expenditures for Communications, Occupancy and Moveable Equipment decreased.
- Expenditures from Reserves totaled approximately \$506,000. Of this amount, \$162,000 was spent on technology, \$108,000 on land acquisition, \$53,000 on equipment, \$58,000 on renovations, and \$86,000 on food service subsidy.
- A non-mandatory transfer from Reserves in the amount of \$500,000 to unexpended plant funds for the construction budget for the new building.

Auxiliary

- Bookstore realized a net surplus (13.5%) of gross revenue.
- Parking incurred a deficit which will be absorbed into its fund balance.
- Truck Driver Training Institute incurred a deficit which was primarily the result of a 4.2% increase in expenses (\$48,000).

Human Resources Update

Resignations/Retirements/New Positions:

Exempt

- Dean of Student Affairs and Enrollment Management – Tom Marshall (resignation)
- Executive Director Performing Arts Center – Katherine Eckstrand (resignation)
- Program Manager Contract Training – James Wahl (resignation)

Non-Exempt

- Administrative Assistant-Foundation (new position)
- Computer Technician – Tim Newberry (termination)
- Correspondence Management Technician (new position)
- Records Clerk – Linda Rueger (resignation)

Instructional Faculty

- Nursing Skills Lab Instructor – Mia Toles-Pickard (resignation)

Advertised Positions/Searches/Interviews:

Exempt

- Dean of Student Affairs and Enrollment Management
- Director of Human Resources
- Executive Director Performing Arts Center
- Program Manager Contract Training

Non-Exempt

- Administrative Assistant-Foundation
- Campus Police Officer I
- Computer Technician
- Correspondence Management Technician (internal only)
- Records Clerk

Filled Positions:

Exempt

- Academic Counselor – Philana Crite, effective 10/3/05
- Acting Director Truck Driver Training Institute – Tom Hicswa, effective 9/5/05
- Career Coach (.43 FTE) – Ruth George, effective 8/29/05
- Career Coach (.43 FTE) – Harold Daniels, effective 9/6/05
- Community Outreach and Education Director – Scott Dawson, effective 7/18/05
- Dean, Arts & Sciences and Public Services – Martha Crawmer, effective 8/1/05
- Director of Facilities Operations & Maintenance – Collin Wheeler, effective 9/19/05
- Regional Representative, Area 7 Workforce Investment Board – Mekelle Branch, effective 7/25/05
- Retention Specialist – Theresa Felder, effective 8/1/05

Non-Exempt

- Administrative Support, Business & Applied Technologies – Kimberly Cobb, effective 8/22/05
- Conference Services Coordinator – Sherry Brown, effective 9/12/05
- Tech Prep Specialist – Donna Jarzab, effective 7/18/05

Instructional Faculty

- Computer Software Development (temporary full-time) – Diane Roux, effective 9/1/05
- EMS – Julia Laybourne, effective 9/1/05
- English – Cecilia Kennedy, effective 9/1/05
- English – Christopher Bays, effective 9/1/05
- Nursing Skills Lab Instructor (.5 FTE), Heidi Fernung, effective 9/1/05
- RN Evening Nursing (.75 FTE) – Laura Mast, effective 9/1/05
- Social Services – Carin Burr, effective 9/1/05
- Theatre Arts (temporary full-time) – Theresa Abshear, effective 9/1/05

Health Insurance Renewal

At the June Board meeting, Trustees directed the President to contract with a health care provider that best meets the health care needs of faculty and staff and at a cost not to exceed a 15% increase to current premiums.

The health insurance benefit has been renewed with United HealthCare (UHC) effective 8/01/05 through 7/31/06. The renewal premium increase was 15%. To be able to get the increase to 15% (versus 39% which was quoted), we had to make changes to deductibles and co-pays. (A document detailing the changes implemented was distributed to Trustees prior to the meeting.)

Trustees made a commitment at the June Board meeting to continue to pay 85% of the cost for eligible full-time employees. The 2005-2006 general fund budget passed in June funded a 15% (\$120,000) increase in the cost of this benefit and therefore there is no impact on budget.

Dental Insurance Renewal

The College self-insures the dental benefit for employees and contracts with CoreSource as the third party administrator. The plan consists of participating dental providers and provides out-of-network benefits as well. This benefit is mandatory for all eligible employees. The Board pays the entire premium for this benefit.

Funding levels are based on projected claims per employee plus the administrative expense charged by CoreSource. Based on weighted expected claims, the increase is 13.3% for the plan year beginning 9/1/05. Also, CoreSource is increasing the administration fees (which are based on annual customer service call volume, annual claim volume, and inflationary trends) from \$3.45 per employee per month to \$3.65 per employee per month.

At the June 2005 Board meeting, Trustees authorized President Rafinski or her designee to renew the dental insurance benefit at a cost that is within the 2005-2006 budget.

The total increase is approximately \$15,000 (12.7%). Of this amount \$11,000 (10%) is built into the 2005-2006 budget. The remaining amount may not be needed to be budgeted depending on actual claims incurred during 2005-2006. If actual claims exceed these projections, they will be funded from accumulated Dental Reserve funds.

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 6/30/05:

Original investment	- April 2002	\$796,000
Additional Investment	- December 2002	\$256,790
	- December 2003	\$205,000
	- May 2004	\$9,453
Interest Earnings		\$186,596
Fees Paid		\$11,228

Market Gain	\$31,242
Balance 6/30/05	\$1,473,853
Quarterly (April-June) Rate of Return	2.93%
Lehman Aggregate Index	3.01%
June Return	0.48%
Lehman Aggregate Index (June)	0.55%

On 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 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, two months ahead of schedule. Revenue to date is \$6.8 million in private funds and \$1.3 million in public funds, for a total of \$8.1 million.

Awareness

- The campaign DVD has been distributed to all campaign volunteers and is being included in all solicitation packets.
- The campaign newsletter continues to be distributed about every six weeks; the next issue will focus on the upcoming groundbreaking.

Divisions

- The Lead Gifts Division has raised \$6.2 million; some strong proposals are still outstanding.
- The Advanced Gifts Division had a strategy meeting on September 2 and will try to complete as many calls as possible before the end of September.
- The Special Gifts Division's 19 volunteers have been trained, have selected their prospects, and are beginning their calls.
- The Community Gifts Division co-chairs are refining their prospect lists and enlisting volunteers to assist in solicitations. They will begin making calls in early October.
- A reception for targeted alumni will be held on October 4 at the Courtyard by Marriott for a special preview of the new building plans.
- Approximately 250 gifts have been pledged to the campaign to date.

Management

- Named giving opportunity information is being distributed to campaign volunteers.
- One hundred and four (104) volunteers have now been involved in the campaign.

FY 2006 Organizational Chart

The Organizational Chart for 2005-2006, which reflects recent changes in the College's organizational structure, was distributed to Trustees prior to the meeting. Along with minor restructuring and changes in reporting lines, several new positions were also added.

The Chart will be posted on the College Intranet for easy reference throughout the year.

Liaison Reports

Clark State Foundation

- The primary focus of the Foundation remains the Major Gifts Campaign.
- There are now two classes of Champion City Scholars, one starting eighth grade, and one starting ninth. Additional mentors are needed. A program for the new Scholars was held on campus in August. Faculty member Dee Garwood will be working with mentors and Scholars this year, as she begins the process of incorporating the Bridges out of Poverty principles into the Scholars program. The Foundation Board approved a Champion City Scholars 2005-06 budget of \$29,300.
- The Finance/Investment Committee met with a representative of the Commonfund in August and will make recommendations to the Foundation Board in September regarding allocation of assets and spending policy.
- New members of the Circle of Friends Steering Committee are Lula Cosby, John Fimiani, Herb Greer, Don Lynam, Charlie McFarland, and Peggy Noonan.

Council of Governments

- The Early Childhood Education Center (ECEC) and Campus Kids Learning Center (CKLC) were successfully merged in early July. Sale and lease options are being considered for the CKLC building.
- The ECEC is at 93% of capacity with 107 children enrolled, and the Center is adequately staffed.
- The Center continues to work toward NAEYC accreditation.

Report of the President

President Rafinski submitted a written report to the Board. She also verbally reported the following:

- Mary Beth Aust-Keefer, Dean of Library and Educational Services, recently completed a self-study and request for accreditation of our online programs for the Higher Learning Commission of NCA, and a focused visit has been scheduled for October 31 and November 1, 2005. Trustees were asked to mark their calendars for the visit, as the visit team may want to meet with them.
- A subcommittee has been formed at the state level regarding the Post Secondary Enrollment Options (PSEO) program. There is inconsistency in how it is implemented across the state, and the funding received for PSEO students is approximately 90% of what it should be. A draft white paper is being circulated regarding the ideal PSEO program.
- The KnowledgeWorks Foundation is convening all college presidents and JVS superintendents for a collaborative conference on September 30 to try to establish a tighter connection between the institutions and eliminate the gaps where students tend to drop out.

Report of the Board Chairperson

Chairperson Baader reminded the Trustees about the following events and asked them to contact Mellanie Toles as soon as possible if they plan to attend any of them:

- NAACP Freedom Fund Banquet – October 1, 2005, 7:00 p.m., LRC 207 – 209
- OACC Fall Conference – October 11 – 12, 2005, Sheraton Suites, Cuyahoga Falls, OH
- Council for Resource Development Banquet (honoring the Turner Foundation) – December 2, 2005, Hyatt Regency on Capitol Hill, Washington, DC
- ACCT National Legislative Summit – February 5 – 8, 2006, J.W. Marriott, Washington, DC

*Mary Patton departed the meeting at 6:40 p.m.

Board Members' Open Forum

Trustee Smithers, Vice Chair Balas, and President Rafinski shared the following comments regarding the ACCT Annual Leadership Conference they recently attended in Seattle:

- The conference had a diversity theme throughout, and many great sessions were offered.
- Cumberland Community College in New Jersey developed a program for culturally diverse and academically unprepared students, but the majority of the African American and Hispanic students they were reaching were female. In an effort to reach African American and Hispanic males, they initiated a Fellows Program in which each participant is assigned a mentor (volunteer faculty or staff members) that meets with the student once a week. Thirty-five (35) students participated in the initial two years, and only seven (7) of the students did not complete the program.
- Cumberland Community College also offers a basic course called Cultural Diversity in the USA, which studies all of the different cultural groups in the country. The course appeals to many student populations and gets them interested in learning; there are no prerequisites. They found that of the remedial students enrolled, 60% are getting A's or B's in the course.
- The closing speaker was Edward James Olmos, who spoke the first four to five minutes of his speech in Spanish to give audience members who do not speak Spanish a glimpse of what it feels like to be on the outside. It was a very engaging presentation that would be terrific for an educational summit in Springfield.
- It was noted that Thomas A. Parham of the University of California, Irvine, would also be a good speaker to bring in to the area.

Vice Chair Balas reported that after the ACCT Conference, she was able to visit the Pacific Northwest National Laboratory, which offers the following programs that would be excellent opportunities for our students:

- The Community College Institute of Science and Technology places students from community colleges in internships in science and engineering and technology at various U.S. Department of Energy National Laboratories across the nation during the summer. Students participate in fellowships with scientists or engineers on projects related to the laboratory's research programs. They also attend career planning sessions and enrichment programs. Weekly stipends are provided along with housing and travel allowances. Applications are available online at <http://www.scied.science.doe.gov> and are due February 1, 2006.
- The Faculty Student Team (FaST) Program allows undergraduate teams of faculty and students to collaborate in scientific research. The program provides hands-on research opportunities during the summer. Participating faculty members and students receive stipends and travel allowances through supplementary funding from existing NSF grants on their campus, and the laboratory provides housing allowances. Applications are available online at <http://www.scied.science.doe.gov>.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Instructional Faculty

In accordance with established hiring procedures and after approval by President Rafinski, the following recommendations for Instructional Faculty are being presented to the Board of Trustees for formal approval.

New Hires

- Christopher Bays, Instructor, English, effective 9/1/05
- Cecilia Kennedy, Instructor, English, effective 9/1/05

- Diane Roux, Temporary Instructor, Computer Software Development, effective 9/1/05
- Theresa Abshear, Temporary Instructor, Theatre Arts, effective 9/1/05
- Carin Burr, Instructor, Social Services, effective 9/1/05
- Heidi Fernung, Instructor, Nursing Skills Lab (.50 FTE), effective 9/1/05
- Julie Laybourne, Instructor, EMS, effective 9/1/05
- Laura Mast, Instructor, RN Evening Nursing (.75 FTE), effective 9/1/05

Resignation

- Mia Toles-Pickard, Instructor, Nursing Skills Lab, Health & Human Services, effective 8/31/05

Impact on students and/or student learning: Faculty are the institution's direct link with students. They are the suppliers of teaching and the primary providers of support for learning.

Implications for budget, personnel, or other resources: The 2005-2006 budget includes funds for these replacement/new positions.

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

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:

Resignations/Retirements

- Katherine Eckstrand, Executive Director Performing Arts Center, effective 7/15/05
- Tom Marshall, Dean of Student Affairs and Enrollment Management, effective 9/1/05
- James Wahl, Manager Business & Industry Training, effective 9/16/05

New Hires

- Mekelle Branch, Regional Representative, Area 7 Workforce Investment Board, effective 7/25/05
- Martha Crawmer, Dean of Arts & Sciences and Public Services, effective 8/1/05
- Philana Crite, Academic Counselor, effective 10/3/05
- Harold Daniels, Career Coach (.43 FTE), effective 9/6/05
- Scott Dawson, Community Outreach and Education Director, effective 7/18/05
- Theresa Felder, Retention Specialist, effective 8/1/05
- Ruth George, Career Coach (.43 FTE), effective 8/29/05
- Tom Hicswa, Acting Director Truck Driver Training Institute, effective 9/5/05
- Collin Wheeler, Director of Facilities Operations and Maintenance, effective 9/19/05

Impact on students and/or student learning: These positions provide support to enhance the effectiveness of programs, services and student success and to strengthen the quality of workforce training to support economic development.

Implications for budget, personnel, or other resources: The 2005-2006 budget includes funds for these replacement/new positions.

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

Restricted Budget Adoption

Following are the restricted budgets for fiscal year 2005-2006:

**GRANTOR'S
BUDGET**

Clark County - Family Service Agency	\$5.77
Clark County - Juvenile Court	\$1,000.00
Davidson Endowment Earnings	\$18,052.05
Della Selsor - Community Computing Center	\$202.85
Della Selsor - Project Jericho	\$2,568.05
DJFS - Project Jericho	\$70,950.00
DJFS - Turner	\$33,960.06
DJFS - Workforce Development	\$400,000.00
Greene County - Child Services	\$1,544.14
Kennedy Center - Arts Alive	\$1,576.41
OAC - Operating Support	\$24,397.00
OAC - Project Jericho	\$9,779.00
OAC - Arts Alive	\$3,726.17
OBR - Capital Component	\$2,035,348.62
OBR - Instructional Technical Equipment	\$100,500.86
OBR - Jobs Challenge - Performance Plan	\$52,279.00
OBR - Jobs Challenge - Workforce	\$118,412.98
Ohio College Access Network	\$25,517.84
OSCCC - Community Computing Center	\$10,049.31
Ohio Learning Network - MLT	\$107.40
PTK - WK Kellogg Leadership Development	\$1,000.00
Private - Arts Alive	\$4,883.75
Private - Circle of Friends	\$46,973.05
Private - Circle of Friends - Project Jericho	\$77,939.98
Private - First Energy - Community Computing Center	\$252.64
Private - Martha Holden Jennings Foundation	\$5,964.11
Private - McGraw Hill Royalty	\$712.58
Private - Miami Valley Golf Course Assoc	\$100.00
Private - Ohio Lawn Care Association	\$3,394.52
Private - Ohio Nursereyman's Association	\$29.51
Private - PAC Sponsorships	\$99,500.00
Private - Project Jericho Auction	\$4,221.57
Private - Tech Prep Fees	\$2,200.00
SDE - Early Language Literacy Specialist	\$67,000.00
SDE - Perkins	\$97,392.89
SDE - Tech Prep/Federal Funds	\$114,316.00
SDE - Tech Prep/State Funds	\$21,482.18
SDE - Tech Prep/Expanded Enrollment	\$44,307.86
SDE - Targeted Industries	\$53,000.00

SDE - ECE Para-Professional Grant	\$85.42
Turner Foundation - Marketing	\$2,999.90
Turner Foundation - Outreach	\$32,391.28
Turner Foundation - Arts Alive	\$57,556.09
USDE - Federal Workstudy	\$125,000.00
USDE - Outreach to Instructional Aides	\$50,473.43
USDE - PELL	\$3,000,000.00
USDE - SEOG	\$145,198.00
USDE - TRIO	\$250,417.39
USDE - Health Care and Other Facilities	\$541,288.00
USDE - Gear Up	\$300,000.00
USDE - Equipping the Learning Success Center	\$297,600.00
TOTAL	<u>\$8,357,657.66</u>

The total represents a \$490,000 (5.5%) decrease from the restricted budget adopted in fall 2004. The decrease is primarily due to:

- SDE – Targeted Industries funding (\$35,000)
- OAC – Funding for operating support, Project Jericho and Arts Alive (\$17,000)
- OBR – Capital Component (\$560,000) due to payments to architect for new building
- OBR – Jobs Challenge Workforce Incentives – funding not yet allocated
- Circle of Friends – Due to purchase of flat screens
- USDE – Pell (\$400,000)
- USDE – Outreach to Instructional Aides (\$49,000)

New Initiatives

- USDE – Gear Up (\$300,000)
- USDE – (FIPSE) Technology LSC (\$297,000)

Increased Funding for Existing Programs

- SDE – Tech Prep (\$11,000)
- DJFS Workforce Development – Total funding of \$400,000 was being split 50/50 with JVS
- OBR – Instructional/Technical Equipment (\$75,000)
- SDE – Early Language Literacy (\$33,000)
- Turner Foundation – Arts Alive (\$13,000)
- USDE – (TRIO) funding renewed (\$171,000)
- PAC Sponsorships – This year includes projected sponsorships for the fundraising event

Projects Ended/Not Funded

- WIA – Health (\$90,000)
- KEAP – Community Leaders Forum
- OBR – Course Applicability System
- Private – Springfield Museum of Art
- Turner Foundation – Marketing (\$32,500) and Outreach (\$18,000)
- USDE – Ag Education (\$19,000)

Impact on students and/or student learning: These projects impact every one of the six strategic directions of the College.

Implications for budget, personnel, or other resources: Up to \$8,357,657 will be received by the College and disbursed for the projects listed in accordance with stipulations of the grantors.

It was requested that the Board of Trustees move to accept the restricted funds as presented. By accepting these restricted funds, Trustees also accept the restrictions imposed by grantors.

Six Year Capital Plan

The development of the higher education capital budget recommendations requires a delicate balance of the various budget components. The largest portion is the capital component allocation made to campuses on the basis of the capital formula. Following the capital component allocation in size are the allocations made for basic renovations and instructional equipment, which are based on formulas. Lastly, are the various capital appropriations made for statewide entities or projects, such as OARnet, OhioLINK, and non-credit job-related training facilities.

Every two years, each campus prepares a six-year capital plan (July 1, 2006, through June 30, 2012) that is submitted to the Ohio Board of Regents (OBR). OBR works with the Office of Budget and Management (OBM) to fit the total capital budget requests into the control totals provided by OBM. At this time, we have been advised that we are eligible to request capital appropriations totaling \$1.2 million based on the OBM draft control totals provided to campuses.

The projects submitted for the FY 2007/FY 2008 biennium were distributed to Trustees prior to the meeting. These projects are both included in the Campus Master Plan. Priority 1 is the PAC expansion as one of the initiatives in the Major Gifts Campaign. Please note that planning funds have already been allocated in the current Capital Bill. Priority 2 is a request for planning funds for a connector “building” between LRC and Rhodes Hall.

The projects listed in the latter two biennia include:

- Constructing a new gymnasium/wellness center
- An expansion of the physical plant building
- Entry upgrades at Rhodes Hall and LRC
- Expansion of parking lots

We will continue receiving allocations for basic renovations work to address items in the Repair/Replacement Schedule and for instructional equipment to address the needs identified in the Technology Plan and as identified by academic deans and student affairs managers.

Impact on students and/or student learning: The Campus Master Plan is a direct outgrowth of the strategic plan. The expansion and modernization of the College’s physical facilities and technology infrastructure is dedicated to the enhancement of the learning environment.

Implications for budget, personnel, or other resources: Capital budget implications are outlined in the Campus Master Plan document.

It was requested that the Board of Trustees approve the six-year capital plan for FY 2007-2012 for submittal to the OBR.

Local Administration of Capital Facilities' Projects

Currently, state community colleges have the authority to locally administer capital facilities projects where \$4 million or less of state capital funds are involved. House Bill 16 (current capital bill) includes language giving authority to state community colleges to locally administer **any** capital facilities project under its jurisdiction without the supervision, control or approval of the Department of Administrative Services. This includes construction, reconstruction, improvement, renovation, enlargement or alteration of facilities.

The Board of Trustees must pass a resolution stating its intent to comply with the guidelines pursuant to the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

The Board of Regents, in conjunction with the Department of Administrative Services and higher education representatives, shall adopt rules in accordance with Chapter 119 of the Revised Code that establish criteria for the local administration of capital projects. These rules will address matters such as the adequacy of staffing levels, expertise needed, past performance of the college in administering such projects and the amount of college or other non-state funds to be used to finance the project. DAS shall establish a local administration competency certification program to certify staff at colleges and universities to administer capital projects by December 30, 2005.

Impact on students and/or student learning: By locally administering capital projects, there is a savings realized in State Architect fees which can be put toward the project including furniture, fixtures, equipment and technology. There is also reduced staff time involved in processing paperwork through the State Architect's Office resulting in a more streamlined and efficient flow of the construction project.

Implications for budget, personnel, or other resources: By locally administering capital projects, the College will not be required to pay the State Architect's percentage fee to oversee capital projects. Minimal professional development funds will be required for staff to obtain this certification.

It was requested that the Board of Trustees pass a resolution stating its intent to comply with Section 153.13 of the Revised Code and the guidelines established pursuant to Section 153.16 of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids and award of contracts with respect to capital projects.

2004 – 2005 Auxiliary Enterprises Budget Adjustment

Unaudited figures for FY 2004-2005 reflect:

Bookstore

Total Revenue	\$2,055,939
Total Expenditures	<u>\$1,777,637</u>
Net Surplus/(Deficit)	\$ 278,302

Parking

Total Revenue	\$ 36,226
Total Expenditures	<u>\$ 42,687</u>
Net Surplus/(Deficit)	(\$ 6,461)

Retroactive approval is being requested to increase the Bookstore budget to \$1,800,000 (from \$1,680,335 which was the original budget for 2004-2005) and the Parking budget to \$45,000 (from \$37,083 which was

the original budget for 2004-2005) in order for total actual expenditures to fall within total budgeted expenditures.

Impact on students and/or student learning: These transfers are necessary to cover expenditures used to enhance the effectiveness of College services. Expenditures must be within approved budget in order to act as good stewards of the resources with which we are entrusted.

Implications for budget, personnel, or other resources: Increasing the Bookstore budget by \$119,665 and the Parking budget by \$7,917 for both revenue and expense continues to result in a balanced budget. The Parking budget deficit from 2004-2005 operations will be charged off to the Parking Fund Balance.

It was requested that the Board of Trustees approve the increase of \$119,665 to the 2004-2005 Bookstore revenue and expenditure budgets and the increase of \$7,917 to the 2004-2005 Parking revenue and expenditure budgets retroactive to June 30, 2005.

Plasma Screen Usage Fee Establishment

In 2004, the Circle of Friends purchased two plasma screens and an upgrade to our current Inlighten programming software (at a cost of approximately \$30,000) for the display at the two primary entrances to the Kuss Auditorium.

The high tech format with moving images and current news reports, plays on both plasma screens during each event. We promoted our own events last season as a test run, and now wish to open its usage to the resident arts groups this season. This will allow the continuous promotion of an event until it is completed, at which time the event will automatically drop out of the programming sequence.

To cover our annual maintenance fee of \$1,500, as well as associated time and labor costs, we respectfully request that a \$100 per event fee be established for the use of the plasma screen equipment and added to our current rental rate schedule. The cost for this feature would be billed directly to those resident groups who wish to utilize it for any or all of their respective events.

Impact on students and/or student learning: Establishing the usage fee of the equipment will not impact student learning; however, the use of the equipment by various resident groups will increase awareness regarding event programming at the Performing Arts Center.

Implications for budget, personnel, or other resources: Establishing the usage fee and offering the service to resident groups will help offset the operational costs associated with the equipment.

It was requested that the Board of Trustees move to establish the plasma screen equipment usage fee, as presented, and add it to the current rental rate schedule for the Performing Arts Center.

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

Adjournment

Trustee Buroker made a motion to adjourn the meeting, and Trustee Doyle seconded. The motion passed unanimously, and the meeting adjourned at 6:57 p.m.