

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**September 19, 2006**

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Library Resource Center on Tuesday, September 19, 2006. Chairperson Faye Flack presided and called the meeting to order at 6:25 p.m.

**Roll Call:** Present: Jennifer Baader, Gary Buroker, Sharon Evans\*\*, Vice Chair Jim Doyle, Chairperson Faye Flack, and President Rafinski

Excused: Andy Bell, Alicia Hupp, Than Johnson, and Les Smithers

Others Present: Kris Culp, Director of College Relations/Executive Director of the Foundation; Corey Holliday, Staff Senate Representative; Joseph Jackson, Vice President for Business Affairs; Terry Thomas\*, Executive Director of Ohio Association of Community Colleges; and Mellanie Toles, Assistant to the President

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

Chairperson Flack welcomed the guests listed above, and President Rafinski introduced them.

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 June 20, 2006. Trustee Evans made a motion to approve the minutes as written. Trustee Buroker seconded, and the motion passed unanimously.

## **Presentation**

Terry Thomas, Executive Director of the Ohio Association of Community Colleges (OACC), addressed the Board on the topic "Anticipating and Adapting to a Changed Environment: FY 2008-2009 Budget Preparations."

Mr. Thomas provided a brief summary of the revisions to the OACC Bylaws and "Agreement to Create" document, which serves as the organization's constitution. (Additional information regarding this can be found under Action Items.)

Mr. Thomas reported that the OACC recently submitted its highest priorities for the FY 2008-2009 operating budget to the Ohio Board of Regents. The items requested and their rationales follow:

1) Creation of a Two-Year College Success Challenge to reward campuses for their success in awarding associate degrees, certain certificates, and transfers. Student success is increasingly viewed, along with

universal access, a mission critical to our community colleges. However, a high percentage of community college students face multiple barriers to succeeding in post-secondary education.

2) Funding future enrollment growth through the State Share of Instruction. Community college enrollments have grown for nine consecutive years. This growth cannot continue to go unsupported or quality and service will inevitably suffer.

3) Funding of the AccelerateOhio Project, which will do three things:

- subsidize a non-credit set of competency-based courses in math, communications (English), and information technology applications that will build student confidence in further learning as well as provide abilities important to the workplace (a.k.a. Entry Certificate);
- subsidize entry-level, non-credit instruction in carefully defined areas that have obvious benefit in improving workforce skills (a.k.a. Bridges Certificate); and
- provide the necessary student support services locally via flexible delivery to address psychological, academic, and financial barriers.

OACC feels strongly that the AccelerateOhio Project and the Two-Year College Success Challenge will form a comprehensive strategy for getting more low-wage adults into higher education to provide them with the skills and abilities they need to succeed in the knowledge economy.

Mr. Thomas distributed and reviewed Clark State's legislative district profiles, which were compiled by Christopher Baldwin, a higher education doctoral student. Chairperson Flack commented that the information was very helpful and interesting and encouraged the Board Government/Community Relations Committee to review the profiles in depth so that each area/legislator can be approached in a different manner.

Mr. Thomas also distributed and briefly reviewed his analysis of the Measuring Up 2006 report, the national report card on higher education produced by the National Center for Public Policy and Higher Education. Chairperson Flack thanked Mr. Thomas for the valuable information he provided.

\*Terry Thomas departed the meeting at 7:05 p.m.

## **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

- Jerome Murray III, Mathematics Instructor, effective 9/1/06
- Diane Roux, Information Technology Instructor, effective 9/1/06
- Helen D. Lilly, Nurse Aide Instructor/Coordinator, effective 9/1/06

Impact on students and/or student learning: The instructors will interface directly with students involved in their respective programs.

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.

### ***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

- Jayna Brown, Academic Advisor (1.0 FTE), effective 7/24/06
- Sandra James, Academic Advisor (1.0 FTE), effective 7/24/06
- Joseph Schindler, Interim Registrar (1.0 FTE) – one-year contract, effective 8/7/06
- Barbara Yontz, Tech Prep Coordinator (10-month position), promotion, effective 8/15/06
- Beth Deger, Career Specialist (1.0 FTE) - transfer, effective 8/21/06
- Caroline Cary-Devine, Development Associate/Foundation (1.0 FTE), effective 9/1/06
- David Farrell, Staff Accountant (1.0 FTE), effective 9/11/06
- Theresa Felder, Director, GEAR UP Program (1.0 FTE), effective 9/18/06
- Kelly Hall, Director of Institutional Planning and Grants (1.0 FTE), effective 9/18/06

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.

### ***Board Financial Condition Policy Revision***

At the April 18, 2006, Board Work Session, a discussion was held about the bond resolution that Trustees were going to be acting on later that evening. Questions and responses were reviewed including Senate Bill 6 financial ratio scenarios. These scenarios showed that the planned bond issuance could result in a financial ratio composite score of 2.5 for two or more consecutive years. This worse-case scenario is projected to occur from FY 2009 through FY 2013.

The standard set by the Board in the Financial Condition Governance Policy is "...the President shall not allow a composite score of ~~or~~ less than 2.50 for two consecutive years..." (the minimum allowed by state statute is 1.75). In order for the President to remain in compliance with the Governance Policy, the wording in section (B)(8) needs to be adjusted as shown below:

Accordingly, the president shall not:

- (8) Allow a composite score of ~~or~~ less than 2.50 for two consecutive years using the standard set of measures as determined by the Ohio Board of Regents and contained in Senate Bill Six.

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 revision to the Board Financial Condition Policy as presented.

### ***Restricted Budget Adoption***

The following shows the restricted budgets for fiscal year 2006-2007. The total represents a \$602,000 (7.2%) increase from the restricted budget adopted in Fall 2005.

	<b>DATES</b>	<b>GRANTOR'S <u>BUDGET</u></b>
Clark County - Juvenile Court	7/06 - 6/07	\$62.63
Davidson Endowment Earnings	7/06 - 6/07	\$8,095.34
Della Selsor - Project Jericho	7/06 - 6/07	\$2,568.05
DOL - IST	7/06 - 12/06	\$16,163.06
DJFS - Project Jericho	7/06 - 6/07	\$86,647.00
DJFS - Project Jericho/Open Doors	7/06 - 6/07	\$25,000.00
DJFS - Turner	7/06 - 12/06	\$23,650.70
DJFS - Workforce Development	7/06 - 6/07	\$350,000.00
Greene County - Child Services	7/06 - 6/07	\$211.12
HUD - New Building	7/06 - 6/07	\$200,000.00
Kennedy Center	7/06 - 6/07	\$500.00
Kennedy Center - Arts Alive	7/06 - 6/07	\$1,576.41
OAC - Operating Support	7/06 - 6/07	\$25,426.00
OAC - Project Jericho	7/06 - 6/07	\$9,779.00
OAC - Arts Alive	7/06 - 6/07	\$3,726.17
OBR - Articulation and Transfer Travel	7/06 - 6/07	\$2,000.00
OBR - Capital Component	7/06 - 6/07	\$2,324,096.49
OBR - Instructional Technical Equipment	7/06 - 6/07	\$99,043.00
OBR - Jobs Challenge - Performance Plan	7/06 - 6/07	\$61,777.44
OBR - Jobs Challenge - Workforce	7/06 - 6/07	\$225,101.37
OBR - Tech Prep/Gear Up	7/06 - 6/07	\$34,000.00
Ohio College Access Network	7/06 - 6/07	\$5,887.15
PTK - WK Kellogg Leadership Development	7/06 - 6/07	\$1,000.00
Private - Arts Midwest	7/06 - 6/07	\$4,300.00
Private - Arts Al!ve	7/06 - 6/07	\$8,919.46
Private - Circle of Friends	7/06 - 6/07	\$39,318.50
Private - Circle of Friends - Project Jericho	7/06 - 6/07	\$95,574.38
Private - First Energy - Community Computing Center	7/06 - 6/07	\$252.64
Private - Martha Holden Jennings Foundation	7/06 - 6/07	\$7,940.81
Private - McGraw Hill Royalty	7/06 - 6/07	\$916.58
Private - Miami Valley Golf Course Assoc	7/06 - 6/07	\$100.00
Private - Ohio Lawn Care Association	7/06 - 6/07	\$2,276.08
Private - Ohio Nursereyman's Association	7/06 - 6/07	\$159.61
Private - PAC Sponsorships	7/06 - 6/07	\$109,000.00
Private - Project Jericho Donations	7/06 - 6/07	\$8,692.44

Private - Tech Prep Fees	7/06 - 6/07	\$4,000.00
SDE - Early Language Literacy Specialist	7/06 - 6/07	\$69,000.00
SDE – Perkins	7/06 - 6/07	\$93,566.21
SDE - Tech Prep/Federal Funds	7/06 - 6/07	\$114,316.00
SDE - Tech Prep/State Funds	7/06 - 6/07	\$21,482.18
SDE - Tech Prep/Expanded Enrollment	7/06 - 6/07	\$44,307.86
SDE - Targeted Industries	7/06 - 6/07	\$21,377.23
Turner Foundation – Marketing	7/06 - 6/07	\$2,999.90
Turner Foundation – Outreach	7/06 - 6/07	\$31,682.89
Turner Foundation - Arts Alive	7/06 -12/07	\$64,308.52
USDA - Improving Agricultural Curriculum	10/06 -9/07	\$28,171.00
USDE - Federal Workstudy	7/06 - 6/07	\$125,000.00
USDE – PELL	7/06 - 6/07	\$3,000,000.00
USDE – SEOG	7/06 - 6/07	\$137,043.00
USDE – TRIO	7/06 - 6/07	\$294,641.52
USDE - Gear Up	7/06 - 6/07	\$578,294.46
USDE - Academic Competitiveness Grants	7/06 - 6/07	\$47,964.00
USDE - FISPE - New Building	7/06 - 6/07	\$200,000.00
USDE - Equipping the Learning Success Center	7/06 - 6/07	\$297,600.00
<b>TOTAL</b>		<b><u>\$8,959,516.20</u></b>

New Initiatives

- DJFS Project Jericho/Open Doors - \$25,000
- HUD Technology for New Building - \$200,000
- OBR Tech Prep/Gear Up - \$34,000
- Private Arts Midwest - \$4,300
- USDA Improving Ag Curriculum - \$28,000
- USDE Academic Competitiveness Grants - \$48,000
- USDE FIPSE Technology for the New Building - \$200,000

Grants Ended

- USDE Health Care and Other Facilities - \$541,000
- USDE Outreach to Instructional Aids - \$50,000

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 \$8,959,516 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.

### ***2005-2006 Bookstore Budget Adjustment***

Unaudited figures for FY 2005-2006 reflect:

Total Revenue	\$2,028,943
Total Expenditures	\$1,858,250
Net Surplus	\$ 170,693

We are requesting retroactive approval by the Board to increase the Bookstore budget to \$1,861,882 (from \$1,721,882 which was the original budget figure for 2005-2006) in order for total actual expenditures to fall within total budgeted expenditures.

Impact on students and/or student learning: None.

Implications for budget, personnel, or other resources: Increasing the Bookstore budget by \$140,000 for both revenue and expense resulting in a balanced budget.

It was requested that the Board of Trustees approve the increase of \$140,000 to the 2005-2006 Bookstore revenue and expenditure budgets.

### ***Annexation Petition Signature Authority***

When the College and the JVS were constructing the Early Childhood Education Center in 1995, the Springfield City Commission permitted access to the sanitary sewer and water for this facility. At that time, the City Manager notified the College and the JVS that future expansion or access to the City's utility system would be subject to the City's expressed annexation policy. This policy states that if the property requesting City water/sewer service is contiguous to the City then annexation is required. The College's Leffel Lane campus is comprised of several parcels of property, some of which are contiguous to property in the City. Therefore, in order to have access to City water/sewer services, we must execute and file an annexation petition. This agreement will benefit the City of Springfield by providing income tax revenue from those College employees who work at the Leffel Lane campus but do not reside in the City of Springfield. It will also benefit Springfield Township by allowing them to share in a percentage of this income tax revenue as a result of the CEDA agreements executed approximately 10 years ago. Lastly, this will benefit the College, as well as its students, faculty and staff, by allowing a smooth transition for future expansion of facilities.

To date, the College and the City have executed a Development Incentive Agreement which has allowed tap-in to City water/sewer so as not to impede construction of the Sara T. Landess Technology and Learning Center. We now must petition for annexation. Following is a resolution authorizing the President or her designee to execute this annexation petition. The next step in the process will be to present the petition to the County Commissioners for action and then eventually to the City Commission for action. Planned effective date is January 2007.

### **CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES** **CERTIFIED BOARD RESOLUTION**

The undersigned hereby certifies that she is the duly elected and acting Secretary of the Board of Trustees of Clark State Community College (the "College"), a state community college duly organized and existing under the laws of the State of Ohio; that the following is a true copy of resolutions duly unanimously adopted and consented to by the Board of Trustees of the College at a duly constituted meeting of the Board of Trustees held on September 19, 2006, at which a majority of the Board of Trustees

of the College were present and voting; and that such resolutions have not subsequently been rescinded, amended or otherwise modified, and are still in full force and effect.

**RESOLVED**, that the College is hereby authorized to file an annexation petition with the Clark County Commission to annex into the City of Springfield, Ohio, all land owned by the College at its Leffel Lane Campus, more fully described in Exhibit A attached hereto; and

**FURTHER RESOLVED**, that Karen E. Rafinski, President of the College, or her designee is hereby authorized and directed to execute and deliver the annexation petition and all other documents on behalf of College which are necessary to consummate the foregoing; and

**FURTHER RESOLVED**, that any and all actions heretofore taken by the College and its officers with respect to the foregoing are hereby ratified and confirmed.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of September, 2006.

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Karen E. Rafinski  
Secretary

Impact on students and/or student learning: This will allow the College to be able to expand its facilities with adequate utility service in the future in accordance with the College's Campus Master Plan.

Implications for budget, personnel, or other resources: The College will realize savings by eliminating the fire emergency services contract; having the City maintain water and sewer lines, fire hydrants, water mains, etc.; and realizing a reduction in water and sewer rates. Students, faculty and staff headquartered at the Leffel Lane campus who do not reside in the City of Springfield will be required to pay City income tax effective January 2007.

It was requested that the Board of Trustees approve the resolution authorizing the President or her designee to sign and file the annexation petition with the Clark County Commissioners to annex the Leffel Lane campus property into the City of Springfield.

### ***Property Acquisition***

The College continues to quietly pursue property in and around the Performing Arts Center, both for a possible expansion of the facility as well as a buffer zone. Trustees are aware and authorized the President or her designee to enter into a real estate purchase agreement for the acquisition of three parcels totaling .2642 acres located at 361, 363-363 ½ South Limestone Street, and 28 East Mulberry Street. The agreement was signed July 31, 2006, and is contingent upon appropriate approvals of this Board as well as state agencies. The closing is to be within 90 days of the date of the agreement. We have commissioned for two appraisals, a phase I environmental site assessment and asbestos survey, and a title search on the properties. The ultimate plan would be to raze the three structures on this property, which could possibly be involved in the Performing Arts Center expansion project that is currently in the programming phase.

Impact on students and/or student learning: The acquisition of these properties will assist in reaching final decisions on the scope of the Performing Arts Center expansion project.

Implications for budget, personnel, or other resources: The purchase price of \$152,000 plus other fees and expenses related to the purchase, which to date include appraisals and phase I environmental site

assessment and asbestos survey totaling \$8,600, will be funded from the Land Acquisition/Demolition Appropriation in College Reserves. The eventual demolition and landscaping of these properties will also be funded from this same line item.

It was requested that the Board of Trustees reaffirm authorizing the President or her designee to enter into a real estate purchase contract to acquire the .2642 acre parcels in downtown Springfield dependent upon satisfactory appraisals and the appropriate approvals at the state level.

### ***Architect Selection – Business Incubator Project***

The Center City Association received a federal grant in the amount of \$248,000 that they have passed through to Clark State to renovate a portion of the Brinkman Educational Center into a Business Incubator. This incubator will serve as a vehicle for small start-up businesses to establish themselves and ultimately grow or fail. It is important that the incubator is conducive to the technology sector but it will not be exclusive to it. Certain core services will be provided by the College that would benefit small entrepreneurs that they might not otherwise be able to afford.

Renovation will include vacating and retrofitting current first floor classroom space while renovations on the second and third floors will involve constructing classrooms. The first floor will accommodate space for 4-6 business incubator suites. Critical to the success of this project will be the programming/planning phase.

Three architectural firms were invited for interviews, which were held August 2<sup>nd</sup> and 3<sup>rd</sup>. Criteria used to rank the firms included: related experience, past performance, chemistry of the team, vision for technology, expertise of the consultant team, overall qualifications/capabilities, and current workload.

The President concurred with the committee's recommendation to award the contract to McCall Sharp Architecture, Ltd. An agreement was reached on a fee, and the programming phase has begun.

Impact on students and/or student learning: This project will not have a direct impact on students and/or student learning but does address the goal of employers being able to improve their competitive position by accessing human resource and workforce development services.

Implications for budget, personnel, or other resources: The architect fees of \$17,850 (10.5% of construction costs) plus the fees for the additional programming service of \$4,250 will be funded from the federal grant.

It was requested that the Board of Trustees affirm the President's recommendation to contract with McCall Sharp Architecture, Ltd., to provide architectural/engineering and consulting/programming services for the Business Incubator project.

### ***Ohio Association of Community Colleges – Agreement to Create***

The Executive Committee of the Ohio Association of Community Colleges (OACC) has initiated some changes in the organization's constitution that require passage by each of the Board of Trustees of the member institutions.

The main purpose of the changes, which were made at the request of the Office of the Attorney General and the Office of the Auditor of State, is to provide clarification and/or to eliminate duplication in the OACC Bylaws and Agreement to Create a Regional Council of Governments of Community, State Community, and Technical Colleges, especially to ensure that the Bylaws are more specific as to date and time requirements than the "Agreement to Create" and not the reverse. The only real substantive change in

the “Agreement to Create” is to alter the approval process for future amendments to the document so that only three-fourths of all member Boards would need to approve a change before it would take effect, rather than for all such Boards to approve the change.

Impact on students and/or student learning: None.

Implications for budget, personnel, or other resources: None.

It was requested that the Board of Trustees move to adopt the revised Agreement to Create a Regional Council of Governments of Community, State Community, and Technical Colleges.

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

### **2005-2006 Unaudited Annual Financial Report**

The unaudited financial report was distributed to Trustees prior to the meeting. Points of interest/trends for financial operations during the year include the following:

#### Revenue

- Total general fund revenues increased 5.1% (\$805,000) and exceeded budget by 1.6% (\$260,000).
- State funding increased 6.8%.
- Student fee revenue increased 3.9%. This was in spite of a 1.1% enrollment decrease.
- Non-credit training revenue decreased 28.3%.
- Interest revenue increased 87.7%.
- Lease receipts decreased 3.5% primarily due to a decrease in chargebacks for the tech crew at the PAC.
- PAC revenue increased 2.4%.
- Miscellaneous Income increased 26.6%.

#### Expenditures/Reserves

- Total expenditures increased 6.3% (\$919,000) but were 5.1% (\$824,000) below budget.
- The contingency budget contributed \$300,000 in unspent funds toward the total unspent funds of \$824,000.
- All functional categories underspent budgeted amounts with the exception of Operation/Maintenance of Plant.
- Instruction increased 8.6%, Student Services increased 1.7%, General Expenses increased 10.9%, and General Administration increased 0.7%.
- Expenditures for Salaries increased 5.0% and for Benefits increased 13.5%.
- Expenditures for Academic Support decreased 4.7%.
- Expenditures in all object codes increased with the exception of Equipment.
- Expenditures from Reserves totaled approximately \$572,000. Of this amount, \$337,000 was spent on technology, \$48,000 on land acquisition, \$60,000 on equipment, \$103,000 on repairs/ renovations, and \$24,000 in severance payments.
- A non-mandatory transfer from Reserves in the amount of \$354,500 to unexpended plant funds for future construction/renovation.

#### Auxiliary

- Bookstore realized a net surplus of \$268,000 (12.6%) of gross revenue.
- Parking broke even.

- Truck Driver Training Institute incurred a deficit of \$307,000 which was the result of a 30.9% (\$341,000) decrease in revenue.
- Food service has been set up as an auxiliary enterprise and incurred a loss of \$97,000 for the year which has been subsidized from Bookstore profits.

## **Human Resources Update**

### *Resignations/Retirements:*

#### Faculty

- Barbara Duane, Health and Human Services Instructor, resignation effective 8/31/06

#### Exempt

- Andy Runyan, Vice President of Academic and Student Affairs, resignation effective 6/16/06
- Tori Westrick, Staff Accountant, resignation effective 7/7/06
- Kim Frazier, Institutional Research, Planning and Grants, resignation effective 8/4/06
- Kathy Sahle, Director of Marketing , resignation effective 8/29/06
- Julie Schaid, Director of Enrollment and Pre-College Programs, resignation effective 9/7/06

#### Non-Exempt

- Philip Gonzales, Help Desk Specialist, resignation effective 6/30/06
- James Henry, Testing Technician, resignation effective 8/7/06
- Nancy Lacey, Administrative Support, Health and Human Services, resignation effective 8/28/06

### *Advertised Positions/Searches/Interviews:*

#### Exempt

- Grants Writer
- Director of Marketing
- Director of Admissions (internal posting)
- Retention Specialist

#### Non-Exempt

- Administrative Assistant – Workforce Investment Board
- Administrative Support – Health and Human Services
- Administrative Support - Truck Driver Training Institute
- Part-Time Trainers – Truck Driver Training Institute
- Testing Technician
- Reference Librarian
- Angel Project Assistants (2)
- Head Softball Coach
- Admissions Specialist

#### Faculty

- Instructional Faculty - Associate Degree Registered Nursing

*Filled Positions:*

Exempt

- Janya Brown, Academic Advisor, effective 7/24/06
- Sandra James, Academic Advisor, effective 7/24/06
- Joseph Schindler, Interim Registrar, effective 8/7/06
- Barbara Yontz, Tech Prep Coordinator, promotion effective 8/15/06
- Beth Deger, Career Specialist, transfer effective 8/21/06
- Caroline Cary-Devine, Development Associate, effective 9/1/06
- David Farrell, Staff Accountant, effective 9/11/06
- Kelly Hall, Director of Institutional Planning and Grants, effective 9/11/06
- Theresa Felder, Director, GEAR UP Program, effective 9/18/06

Non-Exempt

- Sarah Leavens, Community Outreach and Education Specialist, effective 8/14/06
- Twila Murray, Career Services Technician, effective 9/11/06
- Misty Rhodes, Seasonal Welcome Center Receptionist, effective 9/18/06

Faculty

- Helen D. Lilly, Nurse Aide Instructor/Coordinator, effective 9/1/06
- Jerome Murray III, Mathematics Instructor, effective 9/1/06
- Diane Roux, Information Technology Instructor, effective 9/1/06

**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 the faculty and staff and at a cost that is within the 2006-2007 budget.

The health insurance benefit has been renewed with United HealthCare effective 8/1/06 through 7/31/07. The renewal premium increase was 8%. To be able to reduce the increase to 8% (from the 15% previously quoted), changes were made to the prescription benefit co-pays. The generic prescription co-pay remained \$10, while brand name prescription co-pays were increased. For brand name prescriptions on the preferred drug list, the co-pay increased from \$20 to \$30, and for brand name prescription not on preferred drug list went from \$30 to \$50.

Trustees made a commitment at the June Board meeting to continue to pay 85% of the cost for eligible full-time employees. The 2006-2007 general fund budget passed in June funded an 8% (\$76,000) increase in the cost of this benefit and, therefore, there is no impact on budget.

**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 6/30/06:

Original investment – April 2002	\$796,000
Additional Investment - December 2002	\$256,790
- December 2003	\$205,000
- May 2004	\$9,453

Interest Earnings	\$260,838
Fees Paid	\$15,620
Market Loss	(\$54,297)
Balance 6/30/06	\$1,458,164

Quarterly (April-June) Rate of Return	1.55%
Lehman Aggregate Index	1.46%
June Return	1.45%
Lehman Aggregate Index (June)	1.35%

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**

Construction is progressing on schedule for the most part. Because of a strong cooperative effort by the electrical contractor and the plumbing contractor, floor/slab pour schedules have been improved. Issues that have been worked through over the summer have been in relation to the pond construction, installation of the new transformer at Rhodes Hall, challenges relating to existing underground utilities, coordination with the City to tap the sewer and water, and the discovery of unsuitable soil. Work completed since June includes site work and building foundations/enclosure.

Site work completed includes:

- Pond construction – 80% complete
- Preparation and building of south pad – 100% complete
- Excavation of west parking lot – 100% complete

Building foundations/enclosure work includes:

- Structural steel – 100% complete
- Exterior framing/sheathing – 50% complete
- Framing of interior walls – 25% complete

Change orders processed to date total \$195,100. Additionally, the College paid \$17,000 to Columbia Gas for their involvement in the relocation of the gas lines, \$12,500 for additional underground utility location, and \$2,400 for utility surveying. 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 – Completion of the west parking lot/drive including curbs, sidewalks, asphalt, seeding
- Basement – Electrical rough-in, mechanical room rough-in, installation of generator, wire, cable, lighting, security system devices, fire alarm
- Building foundations/enclosure – Underground plumbing, exterior framing/sheathing (south side), roof decking (south side), electrical underslab rough-in, begin installation of metal panels, roofing, concrete slab work
- Building finishes – Continuation of interior metal stud walls

Temporary signage to assist new and returning students to find parking and correct building and room locations was installed prior to the beginning of fall quarter. A group consisting of student affairs, grounds, and physical plant personnel brainstormed ideas to lessen the inconvenience of the construction on students. The campus police were out in full force throughout the beginning days of fall quarter to assist students in parking. Contractors have been working diligently to complete the new west parking lot and the west entrance to Rhodes Hall in order to minimize the impact on students.

A signage team has been formed to plan the implementation of an overall exterior signage program including building and wayfinding as well as an interior signage plan, not only for the new building but for Rhodes Hall and the Applied Science Center. This team will also be working on the new signage at the Leffel Lane and John Street entrances including procedures related to the electronic messaging capability of the Leffel Lane entrance sign.

Soon a team will be formed to plan artwork for the new building.

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

Through August, 30.5% 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 5.3%.

The College was successful in garnering two federal earmarks recently, each in the amount of \$200,000. Both will be used to fund expenses related to technology.

A Development Incentive Agreement (DIA) between Clark State and the City of Springfield regarding utility services and pre-annexation issues for the Leffel Lane campus was executed in July. The City Commission voted approval at their July 25<sup>th</sup> meeting. The annexation petition has been prepared by the City and is awaiting signature by the authorized college official. Annexation is planned to be effective January 1, 2007.

### **Major Gifts Campaign Update**

Campaign revenue is \$8.0 million in private funds and \$1.7 million in public funding for a total of \$9.7 million to date. (Note: the bequest from Dr. Elliott is not yet included, as it has not been received.)

Foundation Board members, campaign volunteers, President Rafinski and Kris Culp are making contact with new prospects and following up with prospects that have not yet made a commitment to the campaign. Joe Jackson is spearheading contacts with vendors to support the campaign.

A marketing plan is being developed for the Education Wall of Honor, to be located in the Sara T. Landess Technology and Learning Center.

A last beam signing event will be held on Friday, September 8, 2006. Trustees, staff, faculty, donors and students are invited to participate. The beam will be raised and placed on Monday, September 11, 2006.

## **Liaison Reports**

### Clark State Foundation

- New members on the Foundation Board of Directors are Shashi Chadha, Rick Dunbar, Larry Landess, Laurie Leventhal, Amy Luther, and Todd Roberts.
- Foundation officers and committee chairs for 2006-07 are: Chair - Andy Bell; Vice Chair - Randy Kapp; Secretary/Treasurer - Monte Zinn; Finance/Investment Committee Chair - Mark Robertson; Fundraising Committee Chair - Gary Buroker; Marketing Committee Chair - Hans Wagner; Scholarship Committee Chair - Stephanie Singer; and Circle of Friends Steering Committee Chair - Laurie Leventhal.
- The Foundation has hired a new Development Associate to assist with fundraising efforts. Caroline "Callie" Carey-Devine will work to expand the annual prospect pool, and will develop programs to strengthen our ties with retirees and alumni in college activities. Callie was previously Director of Alumni Relations at Antioch. The Foundation is funding this position.
- Dr. Elliott, a loyal and generous donor to the Foundation, informed the Foundation in 2003 that he had designated them as the beneficiary of his IRA. We have learned that we will receive approximately \$1.6 million from it in early September. He designated the funds to be used for scholarships for people who need financial help; the Foundation will likely vote to allocate the funds to the Champion City Scholars program. The Foundation will meet with Dr. Elliott's son to discuss naming opportunities.
- The Foundation fund balance as of June 30, 2006, is \$11.9 million.
- The Foundation Board has enacted an administrative fee of 1.75 percent on endowments of \$50,000 or more, excluding the Performing Arts Center endowment and the Champion City Scholars endowment; and a 1.25 percent fee on the Performing Arts Center endowments. The funds generated by this fee will allow the Foundation to implement growth strategies, including funding the second development position and increasing our marketing efforts. With these added expenses, the Foundation has increased the share of its total operating expenses from 25 percent to 47 percent, not including the Champion City Scholars program budget, which is paid entirely from Foundation funds.
- The cap on Mumma Loans and Foundation Loans (short-term loans that must be repaid before the next quarter's registration) for students was raised from \$1,000 to \$1,500, the first increase in 16 years.
- The Circle of Friends membership campaign now stands at \$45,266. The committee is waiting to hear back on their offer to an artist for the 2007 gala on May 12, 2007.

### Council of Governments

- The Early Childhood Education Center has all 108 slots filled for infants, toddlers, and preschoolers.
- The Center expansion is well underway, and the project should be completed by mid-November.
- The Center's year-end financial statements reflected a net gain of \$170,000 for the year.
- The Center is focusing on strengthening family relations, and its first annual family picnic was recently held at the reservoir with a wonderful turnout.

## **Report of the President**

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

- An organizing effort is underway on campus for support staff. President Rafinski will be working with Staff Senate President Julia Daniels regarding the situation.
- Dr. Kelly Hall has developed revised mission, goals, vision and guiding principles statements for the Board's review. It is hoped that the statements can be discussed in detail during the October Board Work Session. Next steps will include a SWOT analysis and review of the College's strategic directions, from which a three-year strategic plan will be developed.
- Dr. Kathi Swanson of Clarus Corporation will provide a final report to community leaders regarding the Greene County research findings on October 25, 2006, in Xenia. Dr. Swanson will also provide a

report on campus later that day. In the near future, a request for proposal will be completed for an individual/organization to develop a full-blown business plan and investigate potential locations.

- Because there are ten counties in Ohio that are not assigned to any community college, service areas are currently being discussed at the state level.
- The next Board Finance and Facilities Committee meeting is slated for November 2, 2006, at 12:00 p.m., and the Government/Community Relations Committee will also meet on November 2, 2006, at 7:30 a.m. Both meetings will be held in the LRC Boardroom. Suggested Human Resource Committee meeting dates will be sent to members via email.

\*\*Trustee Evans departed the meeting at 7:20 p.m.

### **Report of the Board Chairperson**

Chairperson Flack reported that she and Trustees Bell and Buroker recently met with prospective Board member, Bill Mercurio; they found him to be an impressive candidate. He completed an application but would like to meet with President Rafinski before moving forward with the application process. Chairperson Flack will also meet with Ralph Harper next week.

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

Discussion ensued regarding the College's health insurance coverage, particularly the non-renewal of the contract between United Health Care and Community Hospital. It was suggested that, as an employer, the College should let United Health Care know that our employees want to be able to receive health care at Community Hospital.

Vice Chair Doyle provided a brief update on the OACC Fall Conference that he, President Rafinski, and Trustees Buroker and Smithers recently attended. He shared information regarding an initiative that Stark State Community College is involved in, which has completely changed the culture regarding education in Stark County. The educational partnership is a community initiative that has everyone engaged, and updates are sent out regularly. It was suggested that we learn more about what they are doing and how it could be applied in our area.

### **Adjournment**

Trustee Buroker made a motion to adjourn the meeting, and Trustee Baader seconded. The motion passed unanimously, and the meeting adjourned at 7:40 p.m.