

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes October 19, 2010

The Clark State Community College Board of Trustees met in regular session on the second floor of the Greene Center on Tuesday, October 19, 2010. Chairman Andy Bell presided and called the meeting to order at 6:40 p.m.

**Roll Call:** Present: Heather Corbin, Jim Doyle, Faye Flack, Peggy Noonan, Élise Spriggs, Heather Tiefenthaler, Vice Chair Bill Mercurio, Chairman Andy Bell, and President Rafinski

Excused: Les Smithers

Others Present: Jane Cape, Dean of Business and Applied Technologies; Marilyn Carlson, Dean of the Greene Center; Kris Culp, Vice President of Advancement; David Devier, Vice President of Academic and Student Affairs; Dixie Depew, Controller; Angi Edwards, Staff Senate President; William Elliott\*, PNC Capital Markets/Underwriter; Jim Franks, Executive Director/Dean, Corporate and Public Services; Stephen Grassbaugh\*, Benesch Friedlander Coplan & Aronoff/Clark State Legal Counsel; Jim Hebner, Manager of Information Technology Support; Joseph Jackson, Vice President for Business Affairs; Everdeen Mason, Springfield News-Sun Reporter; Marvin Nephew, Director of Human Resources; Cindra Phillips, Instructional Technology Specialist; Jeff Reed, Assistant Professor, Arts and Sciences/Faculty Senate President; Brad Sprague\*, PRISM Municipal Advisors/Ohio Building Authority Financial Advisor; Mellanie Toles, Assistant to the President; Jamie Wiggins, Associate Director Student Services, Greene Center; Kathy Wilcox, Dean of Health and Human Services

### Recognition of Guests

Chairman Bell welcomed the guests and asked them to introduce themselves.

### Public Comment

There were no public comments.

## **Action Item**

The following item was presented for Board approval:

### ***Resolution Approving a Plan of Financing for the Acquisition and Improvement of the Greene Center***

At the April 2010 Board meeting, Trustees approved the Bond Resolution authorizing the financing of capital facilities using the State Credit Enhancement Program. This resolution also authorized entering into other agreements required by this financing program. The previous resolution authorized actions which have since been taken including requesting the Ohio Board of Regents to consider/approve Clark State participating in the financing program and requesting the Ohio Building Authority to issue bonds.

The financing program the College is participating in is a new vehicle that became available to two-year colleges in the current biennium. Based on the financing team's experience with the initial issuance, they are recommending that the language in the following bond resolution also be adopted by Trustees:

A RESOLUTION APPROVING A PLAN OF FINANCING FOR THE ACQUISITION AND IMPROVEMENT OF THE GREENE CENTER, INCLUDING THE APPROVAL AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT, A FIRST SUPPLEMENTAL LEASE, A BOND PURCHASE AGREEMENT, A PROGRAM AGREEMENT AND A CONTINUING DISCLOSURE AGREEMENT, AND AUTHORIZING AND DIRECTING CERTAIN ACTIONS TO BE TAKEN IN CONNECTION WITH THE PLAN OF FINANCING.

WHEREAS, the Clark State Community College District (the "College") currently leases a building at 3775 Pentagon Boulevard, Beavercreek, Ohio (the "Greene Center"); and

WHEREAS, the College desires to acquire and improve the Greene Center; and

WHEREAS, this Board has approved a Purchase and Sale Agreement dated August 13, 2010 (the "Purchase Agreement") by and between Mills Morgan College Park, Ltd. and the College for the acquisition of the Greene Center; and

WHEREAS, all necessary approvals of the Purchase Agreement by the State of Ohio have been granted; and

WHEREAS, pursuant to Ohio Revised Code Chapter 152 (the "Act"), the Ohio Building Authority (the "Authority") is authorized to issue "obligations", as defined in the Act, to finance capital facilities for community colleges, such as the acquisition and improvement of the Greene Center, with the "bond service charges", as defined in the Act, on such obligations payable from (i) lease payments to be paid by the community college to the Authority, and (ii) if such lease payments are insufficient to pay such bond service charges when due, the college's allocated state share of instruction pursuant to the State Credit Enhancement Program (the "Program") authorized by Ohio Revised Code Section 3333.90; and

WHEREAS, this Board previously adopted a resolution requesting (i) the Authority to issue obligations to pay costs of the acquisition and construction of the Greene Center and (ii) the Chancellor of the Board of Regents (the “Chancellor”) to enter into an agreement with the College and the paying agent or fiscal agent for the obligations issued by the Authority in accordance with the Program; and

WHEREAS, the Chancellor, the Office of Budget and Management and the Authority have approved the College’s participation in the Program; and

WHEREAS, the Chancellor has approved the College’s request to pledge student fees for the payment of the costs of acquiring and improving the Greene Center; and

WHEREAS, this Board desires to (i) have the Authority issue obligations to pay costs of the acquisition and construction of the Greene Center, and (ii) participate in the Program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Clark State Community College District, Ohio, that:

Section 1. It is hereby determined that the cost of the acquisition and improvement of the Greene Center is a “cost of community or technical college capital improvement” as defined in the Act. It is hereby further determined that it is desirable, necessary, expedient and in the best interests of the College to: (i) acquire and improve the Greene Center and (ii) finance the cost of that acquisition and improvement with the proceeds of obligations issued by the Authority (the “Bonds”) and by participation in the Program.

Section 2. The Lease Agreement and the First Supplemental Lease (collectively, the “Lease”), both by and between the Authority and the College, in the form now on file with this Board are hereby approved. The Chairman and the Secretary of this Board, and the President and Vice President for Business Affairs (each an “Authorized Officer”), are each authorized to sign and deliver the Lease Agreement and the First Supplemental Lease in substantially the forms now on file with this Board with any changes that are not materially adverse to the interest of the College and are approved by the Authorized Officer signing the Lease Agreement or the First Supplemental Lease; provided that “Basic Rent”, as defined in the Lease, shall not exceed the amount required to be paid in any year on a loan of a principal amount of \$10,500,000, payable in the number of annual installments equal to the number of years in the term of the First Supplemental Lease, bearing interest payable semi-annually at a rate of 7% with such payments being essentially equal payments of principal and interest in any year that principal is paid. That any such changes are not materially adverse to the interests of the College and are approved by the Authorized Officer signing the Lease shall be conclusively evidenced by the signing of the Lease Agreement and the First Supplemental Lease by the Authorized Officer.

The Basic Rent and other amounts payable by the College pursuant to the Lease (collectively, the “Lease Payments”) shall be payable solely from the College’s “available community or technical college receipts” as defined in the Act, and its “available” receipts as defined in Ohio Revised Code Section 3345.12 (collectively, the “Available Receipts”), which are hereby pledged for the payment of the Lease Payments, in accordance with the Lease and the Trust Agreement. The Lease is hereby determined to be a lease described in Ohio Revised Code Section 3345.12(R), and, therefore, the College’s obligation to pay Lease Payments being “other evidences of obligation” as that term is used in Ohio Revised Code Section 3345.12(A)(7) are hereby determined to be “obligations” and the payment of the Lease Payments are hereby determined to be “bond service charges”, both terms as used in Ohio Revised Code Section 3345.12.

To secure the payment of the Lease Payments from the pledged Available Receipts, the Authority is hereby granted a lien on and security interest in the Available Receipts to the extent permitted by the Act and Ohio Revised Code Section 3345.12 subject only to the pledge thereof granted by the Trust Indenture dated as of June 1, 2006 by and between the College and The Bank of New York Trust Mellon Company, N.A., as amended or supplemented from time to time.

Notwithstanding any provision in the Lease, the Trust Agreement or the Bonds to the contrary, the Lease, the Trust Agreement and the Bonds do not constitute a debt, or a pledge of the faith, credit or taxing power of the College, the State of Ohio (the "State") or any political subdivision thereof, and the Authority, the Trustee and the owners of the Bonds shall not have any right to have excises or taxes levied by this Board, the State or any taxing authority of any political subdivision of the State for the payment of the Lease Payments.

This Board acknowledges that, pursuant to a trust agreement by and between the Authority and The Huntington National Bank (the "Trustee"), (i) the payments of the Basic Rent will be assigned by the Authority to the Trustee, and (ii) the Trustee may proceed directly against the College to enforce the College's payment of the Basic Rent. The Trustee is hereby determined to be the "primary payment agent or fiscal agent" for the Bonds as that term is used in Ohio Revised Code Section 3333.90, and the Program Agreement by and among the College, the Chancellor and the Trustee in the form now on file with this Board is hereby approved. Each Authorized Officer is hereby authorized to sign the Program Agreement in the form now on file with this Board with such changes that are not materially adverse to the interests of the College and are approved by Authorized Officer signing the Program Agreement. That any such changes are not materially adverse to the College and are approved by the Authorized Officer signing the Program Agreement shall be conclusively evidenced by signing of the Program Agreement by the Authorized Officer.

Section 3. This Board acknowledges that (i) the Authority will prepare a preliminary official statement and a final official statement (collectively, the "Offering Documents") and certain information provided by the College will be included in the Offering Documents, and (ii) as an "obligated person" as defined in Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission, the College will be required to provide continuing disclosure pursuant to the Rule.

Each Authorized Officer is hereby authorized to (i) assist the Authority with the preparation of the Offering Documents, including the provision of information regarding the College for inclusion in the Offering Documents, (ii) approve the Offering Documents on behalf of the College, (iii) if required, designate the Offering Documents as "deemed final" and "final" for purposes of the Rule, and (iv) assist the Authority in qualifying the Bonds for offer and sale under the Blue Sky or other securities laws and regulations as may be reasonably requested by the Authority. To the extent any Authorized Officer has already undertaken any of the actions described above, this Board hereby approves, ratifies and confirms the taking of such actions by any Authorized Officer.

The Continuing Disclosure Agreement by and between the Authority and the College in the form now on file with this Board is hereby approved. Each Authorized Officer is hereby authorized to sign and deliver the Continuing Disclosure in substantially the form now on file with this Board with any changes that are not materially adverse to the interests of the College and are approved by the Authorized Officer signing the Continuing Disclosure Agreement. That any such changes are not materially adverse to the college and have been approved by the Authorized Officer signing the Continuing Disclosure Agreement shall be evidenced conclusively by the signing of the Continuing Disclosure Agreement by the Authorized Officer.

Section 4. The College hereby acknowledges that the Bonds will be either (i) obligations the interest on which is intended to be excluded from the gross income of the owners of such Bonds for federal tax purposes (“Tax-Exempt Bonds”), (ii) Build America Bonds which are “qualified bonds” (direct payment to issuer) pursuant to Section 54AA and 6431 of the Internal Revenue Code of 1986, as amended (the “Code”), the interest on which is intended to be included in the gross income of the owners of such Bonds (“Build America Bonds”), or (iii) a combination of Tax-Exempt Bonds and Build America Bonds. The College hereby covenants that it will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect (i) the exclusion of the interest of any Tax-Exempt Bonds from the gross income of the owners of the Tax-Exempt Bonds for federal tax purposes, or (ii) the status of any Build America Bonds as “qualified bonds” (direct payment to issuer) under Section 54AA and 6431 of the Code. Without limiting the foregoing, the College hereby covenants that:

- (a) The College will not directly or indirectly use or permit the use of any proceeds of any Bonds or any funds of the College, or take or omit to take any action, that would cause the Bonds to be “arbitrage bonds” within the meaning of Section 103(b)(2) and 148 of the Code; and
- (b) The College will not operate or use, or permit the operation or use of, the Greene Center or any part thereof in any trade or business carried on by any person within the meaning of the Code that would cause the Bonds to be “private activity bonds” within the meaning of Section 141 of the Code.

Each Authorized Officer is hereby authorized to: (i) make any or effect any election, selection, designation, choice, comment, approval or waiver on behalf of the College with respect to the Bonds as the College is permitted or required to make or give under the Code, (ii) take any and all actions, make or obtain any calculations, make payments or give reports, covenants and certifications of and on behalf of the College as may be appropriate to assure the intended tax status of the Bonds, and (iii) give one or more appropriate certificates of the College, for inclusion in the transcript of proceedings for the Bonds, setting forth the expectations of the College regarding the amount and use of the proceeds of the Bonds and other facts and circumstances relevant to the treatment of the interest on, and/or the tax status of, the Bonds pursuant to the Code.

Section 5. Each Authorized Officer and any other College officer is hereby authorized to sign any transcript certificate, financial statement and other document and instrument, and to take such actions as are necessary or appropriate, to consummate the transaction contemplated by this resolution, the Lease, the Trust Agreement, the Bond Purchase Agreement and the Continuing Disclosure Agreement.

Section 6. The Secretary of this Board is directed to deliver a copy of this resolution to the Chancellor and the Authority.

Section 7. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution, and that all deliberations of the Board and of any of its committees that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Ohio Revised Code Section 121.22.

Section 8. This resolution shall take effect and be in force immediately upon its adoption.

Impact on students and/or student learning: The purchase of the facility will have no additional direct impact on students. It is strictly a financial decision.

Implications for budget, personnel, or other resources: The annual debt service payment projected to be between \$620,000 and \$680,000 depending on the amount of the issuance and the final terms of the sale will be funded from the annual operating budget.

Stephen Grassbaugh, special counsel to the College appointed by the Attorney General, explained the contents of the Bond Resolution and the documents being approved by the Resolution - the Lease Agreement and First Supplemental Lease both with the Ohio Building Authority (OBA); the Bond Purchase Agreement with the Ohio Building Authority and PNC Capital Markets and the Continuing Disclosure Agreement with the Ohio Building Authority. Mr. Grassbaugh also discussed restrictions on the use and disposition of the Greene Center that will be imposed by federal tax law since the proposed bonds are expected to be tax-exempt bonds and Build America Bonds. Finally Mr. Grassbaugh explained the subsidy to be paid by the U. S. Treasury to the College for a portion of the interest on the Build America Bonds. Board members asked questions about the various documents and Mr. Grassbaugh's presentation, which Mr. Grassbaugh answered.

Brad Sprague of PRISM Municipal Advisors, financial advisor to the OBA, provided a brief overview of the intercept program and the benefits that it provides to participating colleges. Primarily, the College benefits from the Aa2 credit rating assigned to the program by Moody's Investors Service which is a higher credit rating than the College would receive on its own. Since community colleges are not frequent issuers, they are not well understood by the investing public, and the program features and the resulting higher rating provides the investors with a high degree of comfort.

William Elliott, from PNC Capital Markets, reviewed the current market conditions, indicated possible interest rate outcomes for the bonds, talked briefly about Build America Bonds and described the upcoming bond pricing and closing schedule.

It was requested that the Board of Trustees approve the resolution approving a plan of financing for the acquisition and improvement of the Greene Center, as presented.

*Vice Chair Mercurio made a motion to approve the resolution approving a plan of financing for the acquisition and improvement of the Greene Center, as presented. Trustee Corbin seconded, and the motion passed unanimously.*

\*Stephen Grassbaugh, William Elliott, and Brad Sprague exited the meeting at 7:09 p.m.

### **Approval of Minutes**

Chairman Bell asked for a motion to approve the minutes of the Regular Board Meeting held on September 21, 2010. Trustee Corbin made a motion to approve the minutes as presented. Vice Chair Mercurio seconded, and the motion passed unanimously.

### **Presentation**

Marilyn Carlson, Dean of the Greene Center, delivered a presentation entitled "Service to Greene County and Greene Center Successes and Challenges."

Ms. Carlson began with an overview of Greene County, its specific needs, and the opportunities available for growth. She indicated that we responded to market demand and developed three new degree programs at the Greene Center: Advanced Technical Intelligence (in partnership with Advanced Technical Intelligence Center), Geospatial Technology (in partnership with CACI and Woolpert), and Paramedic to RN (in partnership with Good Samaritan Hospital). The Center offers a total of 26 degree options in addition to 26 certificate options.

It was noted that 42.2% of Greene Center students reside in Greene County, while 32.8% live in Montgomery County. Approximately 15.4% reside in Clark County. Since its opening, the Center has grown tremendously both in terms of number of students and the number of credit hours taken per student. A full range of student services are available at the Center; in fact, students typically can get all of the services they need in one stop there.

Greene Center opportunities include increased classroom capacity, the number and variety of partnerships; new degrees and certificates; scholarships; the Dreamkeepers grant; and the realtime reporting grant, which will allow for program expansion and broader advertisement. Challenges include staffing models to maintain the high level of customer service students have become accustomed to, facility management, and space constraints.

It was noted that the purchase of the Greene Center is slated to be final on November 5<sup>th</sup>.

A brief question-and-answer period followed the presentation. Chairman Bell thanked Ms. Carlson for her enthusiasm and her informative presentation.

### **Quarterly Financial Reports**

The quarterly revenue/expenditure report along with the Balance Sheet and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. It was noted that the Restricted Statement now includes a brief description of each initiative.

#### Revenue

Ohio Board of Regents State Share of Instruction (SSI) – We received notification in September that the June 2011 payment (\$635,000) will lapse and not be received until July 2011.

Student Fees – The positive budget variance is a result of the 14.5% increase in enrollment for summer and fall quarters.

Business & Industry Training and the Performing Arts Center revenue items are lagging budget.

Continuing Education is ahead of budget.

Total revenue is up \$1.1 million (14.4%) from the previous fiscal year.

#### Expenditures

Instruction – Expenses for instruction have increased \$221,000 (9.8%) over last year but are in concert with budget. These increases are due to additional adjunct and full-time faculty as well as instructional lab supplies as a result of increased enrollment.

Academic Support – Expenses have actually decreased about \$4,000 (3.3%) as there were equipment purchases made last year at this time.

Operation/Maintenance of Plant – Expenses are actually down \$27,500 (4.2%) primarily due to the timing of the payment of the quarterly professional services fee contract to the Springfield City Police Department.

Student Services – Expenses have increased \$35,000 (8.7%) but are tracking favorably with budget. The increase is a result of increased staffing in academic support service departments.

General Expenses – Expenses have increased \$167,000 (21.4%) primarily due to the purchase of equipment in accordance with the technology repair/replacement schedule.

General Administration – Expenses have increased \$39,000 (7.3%) due to increases in the Greene Center lease cost, legal counsel fees related to the Greene Center purchase transaction, and increasing FTE staffing in the Human Resources office.

Public Service – Expenses have increased \$27,000 (7.5%) primarily due to expenses related to implementing the training curriculum in collaboration with Code Blue.

#### Auxiliary Enterprises

Bookstore – The increase in revenue and expenses are a direct result of enrollment. The Bookstore is projected to realize a gross margin of about 15% for the fiscal year.

Commercial Transportation Training Center – Revenue is lagging budget due to lack of third party funding opportunities.

Food Service – Food service subsidy payments are on track with budget.

#### Balance Sheet

Cash has increased \$2.1 million (40%) over the first quarter of last fiscal year.

Total current funds which includes the General Fund, Auxiliary Enterprises, and all Restricted Funds has increased \$3.2 million (25%).

#### Restricted Statement

The restricted budgets, along with the Grantor stipulations, were approved by Trustees at the September Board meeting. Since that time, the following new grant funds have been received and are reflected in the report:

- Funding from Clark County to provide Project Jericho programming at the drug court's summer camp.
- Private donations to the Arts Midwest project to support performance and residency activities.
- Sponsorships and ticket sales for PAC partnership events held in collaboration with local arts



groups and foundations.

- The TRIO funding for student support services initiatives funded by the U. S. Department of Education has been successfully renewed for an additional five year period in the amount of approximately \$190,000 per year.

### **Greene Center Quarterly Finances**

Revenue and expenditure information for 2010-2011 through September reflecting the annual budget, September budget and actual, and variance of September budget to actual was distributed prior to the meeting. The following was noted:

#### Revenue

- Student tuition revenue reflects summer and fall enrollments.
- Enrollment has increased over last year by 24.6%.
- Total revenue is showing a positive variance from budget due to the enrollment increase.

#### Expenditures

- Adjunct faculty salaries expended reflect summer quarter only.
- The variance in expenditures for Lab Supplies is partially due to timing of purchases in order to be prepared for the beginning of the quarter.
- The marketing campaign for Greene County included direct mail pieces which resulted in a negative variance of postage expense compared to budget.

### **Human Resources Update**

#### *Filled Positions:*

#### Non-Exempt:

- Evening-Weekend Receptionist, Greene Center (.46 FTE), Rahme Ashour, effective October 18, 2010

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

#### Exempt:

- Academy Commander (1.0 FTE)
- Assistant Registrar (1.0 FTE)
- Academic Coordinator (.75 FTE)

#### Non-Exempt:

- Early College Programs Admissions Specialist, (1.0 FTE)

### **Liaison Reports**

#### Clark State Foundation

- The Foundation fund balance as of June 30, 2010, is \$14.6 million.
- The Foundation Board is changing their bylaws to increase the size of the Board, so that they can add several representatives from Greene County and a representative from the Springfield Regional School of Nursing alumni.

- The new grant-funded Dreamkeepers program to assist students with financial emergencies (car repairs, utility shut-offs, eviction) will soon be in place. The Foundation has received \$40,000 for distribution in Year 1.
- Kris Culp has been asked to teach part of the Certified Fund Raising Executive Credential course through the Council for Resource Development (CRD), the 1200- member AACC fundraising affiliate organization. She has also been asked to serve on the national CRD board for the second time.
- Photographs are now being taken of individuals who will be "seated" in the Audience Mural in the Creative Arts and Conference Center. They have now raised more than \$100,000 through that project.
- The Foundation's Finance/Audit/Investment Committee has approved a very comprehensive Investment Policy to guide their investment managers.
- The Foundation's annual scholarship campaign exceeded their goal of \$100,000 by raising \$107,000.
- The Circle of Friends will soon be reorganized to be more closely aligned with the Foundation. Several members of the Circle of Friends Steering Committee will become Foundation Board members and will form the core of a committee that operates similarly to other Board committees. This will help with coordination of fundraising efforts.

#### Council of Governments

- There are currently 86 children enrolled at the Early Childhood Education Center, including schoolagers. Enrollment is at 80%, and the Center is adequately staffed.
- Efforts continue to fill the remaining slots, including increased marketing.
- The Center was recently approved for military childcare, which means that any deployed military personnel or their spouse can receive subsidized or free childcare. So far no one has requested it.

#### **Report of the President**

President Rafinski submitted the following in a written report:

- We have secured The Collaborative out of Toledo, Ohio, who developed the master capital plan for us in 2003 with architect/partner Michael DiNardo and Principal Comprehensive Facilities Planner Lisa Macklin, for space planning. A campus team will provide guidance by examining current facilities usage at the BEC Leffel Lane, and Greene Center campuses and providing recommendations for redesigning and repurposing our current space to meet the needs of the future. Their recommendations should be completed by March 2011 at the latest.
- We recently received a bond rating of A2 with a Stable Outlook from Moody's, which is an improvement over the A3 with a Stable Outlook rating we received from our bond issuance in 2006. However, we will still benefit from issuing bonds under the Ohio Building Authority as we will get the rating assigned to that program, which is an Aa2 (three notches above A2).
- The final headcount for Fall 2010 is 4,992 with 49,093.5 student credit hours, up 11.6% in enrollment and up 11.8% in student credit hours.
- A recent announcement indicates that the White House Summit will be discussed at the ACCT Congress in Toronto. The Vice President's wife, Dr. Jill Biden and President Barack Obama opened the Summit focused on community colleges nationally – the first time in history!
- The Disaster Recovery Learning Lab will be dedicated on Friday, October 29, at 10:00 a.m. on the Leffel Lane campus, just west of the current Boardroom. Small token gifts will be presented to all attendees, with a brief program. All Trustees are invited to attend.

President Rafinski noted that Trustees are able to be reimbursed for their mileage to and from Board meetings; she asked that they work with Mellanie Toles to facilitate their reimbursement.

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

Chairman Bell reported that he and Trustee Flack, Vice Chair Mercurio, and President Rafinski met recently to discuss how to revamp the Board meeting schedule to allow for a more strategic focus. The discussion resulted in an expanded meeting calendar, which includes meetings added in February and August. Five of the meetings will focus strictly on strategic discussions, with a small amount of time allocated to discuss the monitoring report presented that month. The group discussed the potential need for a facilitator for these discussions as well as where to hold the meetings. It was determined that more information is needed regarding whether a facilitator is necessary, and the Board would like to meet in Springfield. It was requested that at least one of the sessions be held in conjunction with the Foundation board, with the possible topic of where the College Board would like the Foundation to concentrate its fundraising efforts.

### **Trustees' Open Forum**

It was noted that the Council of Governments will hold a special meeting next Wednesday night to discuss possible alternatives for the Early Childhood Education Center.

### **Adjournment**

Vice Chair Mercurio made a motion to adjourn the meeting, and Trustee Doyle seconded. The motion passed unanimously, and the meeting adjourned at 7:58 p.m.