



BOARD OF TRUSTEES REGULAR MEETING

Minutes
September 21, 2021

The Clark State College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom with the majority of guests attending virtually via LifeSize due to the COVID-19 pandemic on Tuesday, September 21, 2021. Board Chair Kyle Hall presided and called the meeting to order at 6:10 p.m.

Roll Call

Present in Person: Andy Bell, Jim Doyle, Sharon Evans, Mike McDorman, Peggy Noonan, Brad Phillips, Chairman Kyle Hall, Vice Chair David Ball, and President Jo Alice Blondin

Present Virtually: Maurice McDonald

Others Present in Person: Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Tiffany Hunter, Provost/Vice President of Academic Affairs; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Associate Vice President of Business Affairs; and Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects

Others Present Virtually: Cami Akey, Coordinator of Student Services, Greene Center/SOAR participant; Jasmin Alford, Student Senate President; Dan Ayars, Director of Facilities, Operations and Maintenance; Travis Binkley, Associate Dean, Academic Services; Dr. Sharon Bommer, Dean of Business and Applied Technologies; Brittany Briggs, Interim Director of the Center for Teaching and Learning; Kierre Brown, Instructor, Business and Applied Technologies; Mark Brown, Adjunct Faculty, Arts and Sciences/SOAR participant; Tanisha Burns, Tech Prep Consultant; Dr. Sterling Coleman, Director of Library Services; Scott Dawson, Associate Professor, Arts and Sciences/Faculty Senate President; Eric Ebbs, Client Support Technician/Staff Senate President; David Farrell, Senior Staff Accountant; Ron Gordon, Dean of Enrollment Services; Darryl Grayson, Project Manager, H1B One Workforce Grant; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Natalie Johnson Associate Dean, Greene County Locations; Tina Jones, Staff Accountant; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Dr. Patience Olajide, Assistant Professor, Health, Human and Public Services/SOAR participant; Victoria Owens, Director of Student Financial Aid; Dr. Adam Parrillo, Assistant Dean of Business and Applied Technologies; Gerritt Smith, Director, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Mary Adelaide Taylor, Director, Nursing Program; Alisa Van Overstraeten, Associate Professor, Business and Applied Technologies; Trish Voisard, Staff Accountant; Larry Wakefield, Vice President for Business Affairs; James Watkins, Clark State graduate; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

Chair Hall welcomed guests and asked members of the media to identify themselves.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Nina Wiley, Dean of Student Engagement and Support Services, introduced James Watkins who earned his Associate of Applied Business in Supply Chain Logistics in May 2021 and now works as an Inventory and Procurement Specialist at Second Harvest Food Bank in Springfield.

Mr. Watkins reported that he first took a couple of general education courses here in 1999 and then went to the University of Toledo to pursue a teaching degree; however, some trouble occurred, and he did not complete it. In 2016, Mr. Watkins was married with two kids and decided he wanted to go back to school. He enjoyed working for a logistics company and found out that Clark State offered the degree he wanted. Clark State staff was very helpful in getting his classes scheduled so he could continue to work, and they made sure he could afford it. Although he was taking classes, he was an alcohol and drug addict and finally decided to get the help he needed in 2019. He confided in his instructors and asked what they could do to help; they gave him Incompletes for his courses and allowed him to take three months off to get the help he needed. When he returned to classes, the faculty and staff brought him back up to speed and demonstrated that they really believed in him, particularly Dean Wiley. He graduated with honors last year, and since the community has given so much to him, he decided to give back by taking the position at Second Harvest Food Bank. He finds his position very satisfying because he can feed his neighbors and give them the dignity and respect they deserve. November 5, 2021, will mark two years of sobriety for Mr. Watkins. He noted that Clark State is fantastic, and he is not sure what he would have done without it.

Chair Hall thanked Mr. Watkins for his very inspiring story and wished him continued success.

Brief Data Story

Vice President of Student Affairs Dr. Dawayne Kirkman shared the following enrollment data and information:

- From Summer 2020 to Summer 2021, Clark State College was up in unduplicated students (slightly) and total credit hours (+3%).
- Based on the September 13 Registration Report, Clark State is up in unduplicated students (+1%) from Fall 2020 to Fall 2021.
- We are up in new students (+1%), high school students (+13%), and returning students (+9%). We are down in continuing students (-9%).

We offered seven major Fall Semester registration events in July and August across all of our locations, as well as mobile recruiting events and many successful call campaigns. There is still time to register for Fall Semester classes. D Term (12-week term) starts on Monday, September 20, and B Term (8-week term) starts on Tuesday, October 19.

To help with enrollment of continuing students, we have two major kickoff events on Tuesday, October 19, and Wednesday, October 20, for Spring Semester 2022. We also have five major Spring Semester

registration events planned in November and December across all of our locations for new and continuing students.

A team of leaders from Student Affairs, Marketing, and Business Services meet bi-weekly to work through Clark State's Strategic Enrollment Management Plan. From these meetings, we have all worked to improve the College's enrollment experience for new, continuing, and returning students focusing on improving mental health services for students and improving enrollment efficiency to grow enrollment.

Chair Hall thanked Dr. Kirkman for this insightful information, and it was noted that at a time where many other colleges are declining, Clark State continues to build enrollment.

Approval of Minutes

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on June 22, 2021. Trustee Doyle made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously by a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, September 14, 2021, at 8:00 a.m. in the TLC Boardroom, as well as virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees David Ball, Jim Doyle, Sharon Evans, Peg Noonan, and Brad Phillips; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Vice President for Business Affairs; Larry Wakefield, Special Assistant to the President; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Mark Brown, SOAR Participant; and Susan Kelly, Recorder. Agenda items included:

- Call to Order/Roll Call
- Approval of June 9, 2021, Meeting Minutes - ACTION
- August Financial Report
- Greene Center/REACH/Ohio Hi-Point/HBC/PAC Quarterly Financials
- Restricted Budget Adoption – ACTION
- June Financials/Reserves Estimate/Audit Status (Clark, Schaefer & Hackett) – Update
- Moody's Update
- HEERF Quarterly Update
- Legislative/Capital Bill Update
 - New Fire Station/Proposed City Partnership
- OFCC – Rhodes Hall/ASC Phase III / Phase IV Project – Update
- Enrollment Management Services – Update
- Master Plan Update
- Expenditure Request from College Reserves – Parking Lot Energy Efficient Lighting Upgrades - ACTION
- Open Discussion/Other Business
 - YMCA Fairborn Discussion
- Next Meeting – October 12, 2021, 8:00 a.m. TLC Boardroom/Virtually via Lifesize

Financial Report through August 2021

The financial statements detailing revenues and expenses through August 31, 2021, were distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2022 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Tuition and Fees Revenue represents Fall Semester through August 31. Fall revenue is slightly lagging in comparison to budget but we will have a better sense after deregistration for non-attendance/non-payment and the start of B and D Terms in the month of September. Enrollment initiatives persist in an effort to have a positive impact on final Fall numbers. Other Student Fees are up due to bad debt expense (revenue offset) which will not be recognized until January.

Workforce Non-Credit Training revenue is currently below budget but anticipated to gain traction as the year progresses.

Performing Arts Center (PAC) ticket revenue is currently ahead of budget as they have recently opened after a year-long closure due to the pandemic. HBC/PAC Rental revenue is below budget but programming and demand for the facility grows now that it has reopened.

The General Fund Expenses show overall spending down in comparison to the budget. There are variations in some categories due to timing but nothing of concern at this time. Academic Support and General Expenses are slightly higher due to early spending in contractual obligation for services. By object code, Occupancy Expenses (physical plant/facilities) are high due to early spending in maintenance contracts. Communications is trending high due to early spending in marketing, dues and postage.

Bookstore, Commercial Transportation Training Center and Parking are showing revenue below budget for the year. Food service expenses are minimal due the closing of the Eagles Nest due to the pandemic but vending options are still available.

Greene Center/REACH Center/Ohio Hi-Point/Hollenbeck Bayley Center/Performing Arts Center Quarterly Financials

Greene Center, REACH and Ohio Hi-Point

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. It is based on a percentage of credit hours per location to total college credit hours. Reports reflect financials through June 30, 2021.

Revenue:

Budget for State Share of Instruction for each location has been calculated based on budgeted credit hours for each location for fiscal year 2021. The Greene Center is calculated at 11.1% of the overall disbursement. REACH is calculated at 1.3% of the overall disbursement. Ohio Hi-Point is calculated at 1.9% of the overall disbursement.

Budget for Student Tuition is computed using expected enrollment for FY 2020-21. Budget for each location was set assuming face to face classes.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$165.33 per credit hour. Classes were largely moved online and actual credit hours reflect only face to face courses.

Expenditures:

Expenditures were rolled-up to match categories currently used for financial reporting.

Performing Arts Center and Hollenbeck Bayley Center

In an effort to raise awareness on the financial operations of the Performing Arts Center (PAC) and the Hollenbeck Bayley Conference Center (HBC), quarterly financial reports will be provided to the Finance and Facilities Committee of the Board. In addition, the leadership team at the PAC/HBC has implemented a multi-year plan to better align program revenue with operating expenses and progress on that endeavor will be reflected in the quarterly reports.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hire:

- Hayven Rose, Academic Services and Enrollment Specialist, effective 8/2/21

Resignations:

- Kevin Jones, Client Support Technician, Information Technology, effective 7/2/21
- Elizabeth Bush-Peterson, Custodian, Physical Plant, effective 8/7/21
- John Allen, Lead Custodian, Physical Plant, effective 9/3/21

Personnel Changes:

- Stephanie Weippert, from Office Services/Retail Specialist to Office Services/Bookstore Coordinator, Business Affairs, effective 7/1/21
- Brandon Weippert, from Custodian to Lead Custodian, Physical Plant, effective 8/30/21

Open/Advertised Positions:

- Commercial Transportation Coordinator
- Custodian, 3rd Shift
- Custodian, 2nd Shift
- Instructional Support Specialist-Part Time
- Director, Workforce and Business Solutions
- Client Support Technician
- Academic Progress Coordinator (Grant funded)
- Project Director-ARCTOS Project (Grant funded)
- Career Navigator-H1B (Grant funded)
- Professional Development Coordinator

Enrollment Management Services Update

In 2018, the College began working with Enrollment Management Services (EMS) a healthcare consulting firm that assists employees in understanding their healthcare options. The following chart illustrates EMS's impact over time:

CSCC - EMS Impact Over Time

EMS Measures	Yearly Values				
	2018 (July - Dec)	2019	2020	2021 (Jan - Aug)	Total Over Time
Annual Premium Impact	\$49,538	\$178,635	\$207,602	\$121,082	\$556,857
Annual Opt-Out	\$35,014	\$100,038	\$94,326	\$63,447	\$292,825
EMS Service Fee	\$30,000	\$60,000	\$60,000	\$40,000	\$190,000
Net Cash Flow	-\$15,476	\$18,597	\$53,276	\$17,635	\$74,032
Reduced Utilization	\$483,500	\$567,000	\$429,000	\$270,000	\$1,749,500

Premium savings from enrollment changes have offset the investment costs of the Opt-Out and EMS Service Fee. The cash flow shows positive over time, for a total of \$74,032. The most meaningful impact for the College has been the reduced claims utilization that comes with the enrollment changes (approximately \$1.7 million to date).

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (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, programming 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 6/30/21:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,351,551
Commonfund Management Fees (June 2002 to present)	\$(90,883)
Foundation Management Fee (2007 to present)	\$(237,613)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$389,779
Balance 6/30/21	\$2,230,030
Quarterly (Apr-Jun) Rate of Return	5.09%
Barclays Aggregate Bond Index (Apr-Jun)	2.90%
June Return	1.33%
Barclays Aggregate Bond Index (Jun)	.63%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts under its management. This figure (\$237,615) represents the 1.25% management fee of the PAC Endowment. Marc Bernhardt, from The Commonfund, met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on November 18, 2020, and reviewed fund performance, asset allocation, and answered questions the Committee had.

Organizational Chart

The College's Organizational Chart as of September 13, 2021, was distributed to Trustees prior to the meeting.

Master Planning Firm

President Blondin asked Larry Wakefield to stay on through September 30 as a Special Assistant to the President to initiate a new Master Planning Process. Priorities need to be established and business case made for facilities Renewal and Replacement, future State Capital requests and a potential future capital campaign.

Mr. Wakefield researched all Ohio public colleges and university's Master Plans of the past ten years. Most universities used national firms but some, including colleges, used local and/or Columbus firms for part of the work.

Based upon best practices and need, it was determined to conduct a comprehensive facilities assessment (what is the state of our current physical plant) and a space study (how well are we using our current space). Sightlines, a national leader in Facilities Intelligence solutions, will develop a comprehensive list of facility needs and help develop a prioritized investment plan. Comprehensive Facilities Planning (CFP), a specialized space planning firm out of Columbus, will conduct a space study and space needs analysis. In addition, a Master Planning firm is needed to coordinate these and other planning efforts. Dr. Blondin had familiarity with Woolpert, an international architecture, engineering and geospatial firm, with offices in Beavercreek. Woolpert has been consulted and has submitted a proposal to pull together the Sightlines, CFP and campus planning efforts into one comprehensive plan that looks at the big picture, long term.

Significant participation, support and data will be needed from the campus. The goal is for completion by June 30, 2022. All consultants will be funded from existing Reserves previously set aside for this purpose. The Board will be asked to approve the use of specific Reserves at the October meeting.

Enrollment Report by Category – 2020-2021

Charts reflecting 2020-21 student enrollment data by several categories were distributed to Trustees prior to the meeting. The following was noted:

Race/Ethnicity, Age, Gender, and Military Status: Eighteen percent of our students are minority (African American, Hispanic, Asian, and Native American), and students who indicated two or more races remained around 5.1 percent. We saw an increase in our Hispanic students (+1.8 percent); the number of Hispanic students more than doubled from the previous year. With 65 percent of our students under the age of 25, our average age is 24. We continue to serve a high number of female students, which was 66 percent last year. We have seen 17 percent growth in our military and veteran populations.

Full-time/Part-time Status, Financial Aid Data, and Location: Eighty-one percent of our students were enrolled part-time in Fall 2020. From a financial aid standpoint, 78 percent of undergraduate students completed a FAFSA, and 52 percent were awarded Pell/Federal Supplemental Educational Opportunity. Also, in Fall 2020, 40 percent of our students were first generation, 35 percent had dependent children, and 17 percent were married. With a full year of COVID, it is not surprising that online enrollment continues to be strong and represents the largest “location” for headcount. In Fall 2020, 67 percent of enrolled students registered for at least one class online, and 43 percent of students took all of their classes online.

College Credit Plus and Top Feeder High Schools: The high schools with the largest numbers of participants offer multiple courses at their facilities. The Global Impact Stem Academy (GISA) is our largest high school partner. GISA students begin taking college courses at the high school in their sophomore year, and many of them take almost all of their classes on the Clark State campus by their senior year. Kenton Ridge, Bellefontaine, Miami Valley Career Technology, Jonathan Alder, Bellbrook, Shawnee, West Carrollton, Miami East, and Marysville also have strong participation. Students are accumulating more college credit while in high school, and the conversion rate to a Clark State undergraduate student continues to be around 10 percent. Our top feeder high schools with 2020 high school graduates attending Clark State in 2020 – 2021 are Springfield, Springfield-Clark Career Technology Center, Kenton Ridge, London, Shawnee, Tecumseh, Northeastern, Bellefontaine, Urbana, and Beavercreek.

Programs: Health majors (Registered Nursing, Licensed Practical Nursing, Social Services, Physical Therapist Assistant) and General Transfer majors (Associate of Arts, Associate of Science) continue to be our most popular programs. Enrollment is also strong in Management, Criminal Justice, Cybersecurity, Emergency Medical Services, and Accounting. Enrollment for our Bachelor’s degrees in Manufacturing Technology Management and Web Design and Development are also identified. The addition of the Diagnostic Medical Sonography program, as well as federal financial aid eligibility for some of our short-term certificates, creates new marketing and recruitment pathways to increase enrollment.

Foundation Update

The Foundation is excited to host the Presidential Awards Banquet on September 29th at the Hollenbeck Bayley Conference Center. Award recipients include Dr. Amrit and Shashi Chadha (Richard O. Brinkman Award), Timothy Derickson (Distinguished Alumnus Award), and Cory Gaston (Emerging Leader Award). Tickets can be purchased online. Proceeds from this event support the Clark State scholarship fund.

Project Jericho has hosted several successful programs recently. Building the Band, with guidance from Dayton-based musician Isaac Williams a.k.a. Icicle, students worked collaboratively to create and record original music from scratch. The result was a 16-minute video filled with interviews and the finished songs, which was shared at video premiere on the Kuss Stage on August 25. The video can be viewed at <https://www.youtube.com/watch?v=k812b3YFJw0>. Open Studio has returned to the Project Jericho Studio and HBC on Mondays from 4:00 to 6:00 p.m. Our annual Project Scare-A-Crow tradition continues with six Project Jericho families who are working with five local artists to create unique scarecrows within the theme of Saturday Morning Cartoons. The scarecrows will be displayed at our Chalkfest event on October 2nd. Chalkfest is hosted in partnership with the National Trail Parks and Recreation District. This family-friendly event includes live music, local food trucks, activities for kids, and a chalk art and scare-a-crow competition.

The Scholars program currently has twenty-four students enrolled at Clark State, with nine additional students in the process of enrolling. The deadline for eighth grade applications is January 22, 2022, and applications are received through our partner school districts. Campus visits have been scheduled for each high school grade level. This year we are adding two group events for parents and students. These will occur in the Fall and the Spring. Huntington Bank has joined as a community partner and will encourage their employees to become mentors.

We have received the following grants and awards:

- Two grants (a primary and supplemental award) from the U.S. Small Business Administration for the Shuttered Venue Operators Grant, totaling \$336,256. These funds will help the Performing Arts Center cover pandemic losses.
- A grant from the U.S. Department of Defense, in partnership with ARCTOS Technology Solutions, to provide photonics/laser materials processing training. Clark State's portion of the funding is \$3,195,374.
- A grant from the Ohio Department of Higher Education for the Regionally Aligned Priorities in Delivering Skills (RAPIDS) grant. This regional consortium grant focuses on engineering technology, and Clark State's portion of the funding is \$111,553.
- The Dayton Business Journal selected Clark State College as a winner of their Diversity in Business Awards for Outstanding Diversity Champion.

Marketing, Diversity, and Community Impact Update

- Marketing:
 - Collaborated with multiple departments to film videos, collect content, and draft the daily emails for the new Convocation format.
 - Collaborated with IT and facilities to purchase an updated digital sign on main campus.
- Diversity:
 - Clark State has been selected as a winner of the Dayton Business Journal Diversity in Business Award. Recognized as an organization that has contributed to harnessing diversity and promoting diversity within the community and industry.
 - Completed Fall 2021 Mirrors and Windows schedule:
 - Friday, September 10: Disabilities from Diverse Student Perspectives
 - Friday, September 24: Community Engagement through an Equity Lens
 - Friday, October 8: Inter-cultural Competency
 - Friday, October 22: Ageism
 - Friday, November 5: Discussing Privilege
 - Friday, November 19: Difficult Conversations with Students
 - Facilitated a Diversity workshop for the United Way Board of Clark, Champaign, and Madison Counties
- Workforce and Business Solutions:
 - Completed the Community Diversity in the Workplace Conversation series
 - Open enrollment is up 75% this quarter
 - New STNA mannequin acquired for the ASC lab

- Performing Arts Center and Hollenbeck Bayley Conference Center:
 - The PAC welcomes a technical rehearsal that launches the national tour of Waitress with a performance at the PAC on October 2nd.
 - The HBC hosted the largest wedding to date; the Patel Wedding took place over three days.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt Employees

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

New Hires:

- Melissa Anderson, Student Accounts Manager, Business Affairs, effective 7/6/21
- Frieda Yowler, Payroll Manager, Business Affairs, effective 7/26/21
- Lauren MacGregor, Admissions Specialist, Student Affairs, effective 8/2/21
- Beth Stiles, Assistant Registrar, Student Affairs, effective 8/2/21
- Khalil Scott, Admissions Specialist, Student Affairs, effective 8/9/21
- Gary Trisel, Client Support Manager, Information Technology, effective 8/9/21
- Dr. Sharon Bommer, Dean, Business and Applied Technology, effective 9/13/21

Personnel Moves:

- Gerritt Smith, from Business Development Manager to Interim Director, Workforce and Business Solutions, effective 6/14/21
- Doug Schantz, from Associate Vice President, Business Affairs to Vice President, Business Affairs, effective 7/1/21
- Brittany Briggs, from Assistant Director, Center for Teaching and Learning to Interim Director, Center for Teaching and Learning, effective 8/16/21

Resignations:

- Raphael Allen, Admissions Specialist, Student Affairs, effective 7/23/21
- Andy Badii, Career Navigator, H1-B, Academic Affairs, effective 9/3/21

Retirements:

- Cindra Phillips, Director, Center for Teaching and Learning, Academic Affairs, effective 9/1/21
- Deborah Nichols, Math Emporium Specialist, effective 1/1/22

Impact on students and/or student learning:

- The Student Accounts Manager oversees, manages, and facilitates key departmental functions in the Cashier's Office.
- The Payroll Manager manages full-service payroll function to all Clark State employees, and those organizations for whom the College serves as fiscal agents as required.
- The Admissions Specialist is responsible for building relationships with prospective students while generating and collecting prospective student information through recruitment events to positively impact enrollment.

- The Assistant Registrar supports the Registrar in reviewing and implementing new processes introduced by the College, Ohio Department of Higher Education, or other outside associated agencies to assure compliance and ease of implementation.
- The Client Support Manager manages and supervises the day-to-day IT Help Desk and User Support operations to directly support technology for students, faculty and staff college-wide ensuring technology issues are resolved timely in accordance with established service standards.
- The Dean, Business and Applied Technologies provides leadership for the programs in business, information technology, agriculture, engineering technology and directs the administrative and managerial function of the school; supervises all school personnel; and advocates for the school.
- The Career Navigator is a grant-funded position responsible for fostering and managing partnerships with community agencies and businesses to provide employment opportunities and career advancement for underemployed and unemployed students in the Industrial and Engineering Technology programs.
- The Director, Workforce and Business Solutions is responsible for creating partnerships with employers and community organizations placing a high priority on workforce development and specialized contract training.
- The Vice President, Business Affairs is responsible for program development, financial management, and personnel administration for all student affairs functions.
- Director, Center for Teaching and Learning is responsible for providing leadership and support for emerging learning technologies and instructional development opportunities for faculty.
Math Emporium Specialist provides instruction in and leadership for the Math Emporium Program in the Arts & Sciences Division.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2021-2022 budget.

It was requested that the Board of Trustees approve the personnel recommendations as presented.

Personnel Recommendations – Instructional Faculty

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

New Hires:

- Keith Gandor, Instructor, Business and Applied Technologies, effective 8/13/21
- Emily Edwards, RN Instructor, Health, Human and Public Services, effective 8/13/21
- Lori Fetter, Instructor, Health, Human and Public Services, effective 8/13/21
- Ruthanna Powell, Instructor, Health, Human and Public Services, effective 8/13/21
- Michal Moore, Instructor, Arts and Sciences, effective 8/13/21
- Daniel Welty, Part-time Instructor, Health, Human and Public Services, effective 8/20/21
- Sarah Nicewaner, Instructor, Health, Human and Public Services, effective 8/25/21

Position Change:

- Amber Nikki Miller, from Instructor, Health, Human and Public Services to Assistant Professor and Coordinator, Practical Nurse Program, Health, Human and Public Services, effective 8/13/21

Retirement:

- Diane Roux, Professor, Business and Applied Technologies, effective 9/1/21

Resignation:

- Jennifer Hawke, RN Instructor, Health, Human and Public Services, effective 5/18/21

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: The above personnel actions are in the 2021-2022 budget.

It was requested that the Board of Trustees approve the personnel recommendations as presented.

Restricted Budget Adoption

Following are the restricted budgets for fiscal year 2021-2022. Descriptions of each of the projects funded by these various restricted sources were distributed to Trustees prior to the meeting. The total represents a \$14,016,267 (80.8%) increase from the restricted budget adopted in Fall 2020.

GRANT NAME		GRANTOR'S BUDGET
Academics		
DOD/OEA/SOCHE/DICE	7/21 - 12/21	275,357
National Science Foundation - Cyber Pro DREAMs	7/21 - 8/21	188,833
National Science Foundation - Mentorlinks	7/21 - 7/22	382
ODHE - Articulation and Transfer Travel	7/20 - 6/21	1,710
ODHE - Tackling Transfer Regional Award	7/20 - 12/21	375
Ohio Department of Education - Momentum - We Are IT	7/21 - 6/22	332
Ohio Department of Education - Ohio Board of Nursing	7/21 - 6/22	16,514
Ohio Department of Education - State Fire Marshal Grant	7/21 - 6/22	100,000
Ohio Department of Public Safety - EMS	7/21 - 6/22	4,050
Ohio Manufacturing Education Collaborative	7/21 - 6/22	11,192
Ohio Mental Health	7/21 - 6/22	291
Private - Cengage Learning Royalties	7/21 - 6/22	9,030
Private - International Management Association	7/21 - 6/22	3,931
Private - Ohio Sports Turf Association	7/21 - 6/22	3,500
Private - Rothschilds for Safety City	7/21 - 6/22	200
Private - Tech Prep Fees	7/21 - 6/22	7,084
Springfield Foundation - MLT Lab	7/21 - 6/22	614
Springfield Foundation - Glass Art Education	7/21 - 6/22	2,096
Springfield Foundation - Grant Writing	7/21 - 6/22	2,500
US Department of Labor - AACC Virtual Apprenticeship Network (VAN)	7/21 - 6/22	89,436
US Department of Labor - H1B One Workforce	7/21 - 6/22	1,364,067
US Department of Labor - HRSA Opioid Workforce Expansion Program	7/21 - 6/22	441,822
USDA - Community College Alliance for Agriculture Advancement C2A3	7/21 - 10/21	11,417
NRCS Grant/Northeast	7/21 - 6/22	9,550
ARCTOS	8/21 - 6/22	1,848,399

Advancement		
Clark County - Holiday Party	11/21 - 12/21	\$ 12,900
Clark County - Juvenile Court	7/21 - 6/22	50,000
Clark County - Mental Health Court	7/21 - 6/22	6,188
DJFS - Project Jericho	7/21 - 6/22	266,419
DJFS - Project Jericho - Miami Valley	7/21 - 6/22	304
DJFS Curriculum Development	7/21 - 6/22	110
Kennedy Center - Arts Alive	7/21 - 6/22	1,230
OAC - Arts Alive	7/21 - 6/22	726
OAC - Project Jericho	7/21 - 6/22	6,998
Private - Arts Alive	7/21 - 6/22	10,251
Private - Project Jericho Donations	7/21 - 6/22	2,242
Private - Project Jericho Wilson Sheehan Foundation	7/21 - 6/22	2,500
Private - Project Jericho Zonta	7/21 - 6/22	1,854
Private - Restorative Justice Initiative	7/21 - 6/22	1,337
Private - Think Tank	7/21 - 6/22	150
Springfield City Schools/Perrin Woods and Little Libraries	7/21 - 6/22	1,016
Turner Foundation - Explorations	7/21 - 6/22	12,862
Turner Foundation - Project Jericho Support	7/21 - 12/21	12,904
Business Affairs		
Clark State Foundation - Major Gifts/TLC	7/21 - 6/22	145,835
ODHE - Capital Component	7/21 - 6/22	1,918,666
US Department of Education - CRRSAA Institutional	7/21 - 6/22	2,043,836
US Department of Education - ARP Institutional	7/21 - 6/22	5,178,566
Marketing, Diversity, Community Impact		
Davidson Endowment Earnings	7/21 - 6/22	92,840
ODHE - Workforce Alignment Short Term Certificate	7/21 - 6/22	33,775
Private - PAC Sponsorships	7/21 - 6/22	11,000
Springfield Foundation - Performing Arts Center	7/21 - 6/22	19,603
SBA - Shuttered Venues	7/21 - 6/22	112,086
Student Affairs		
DJFS - Job Readiness	7/21 - 6/22	214,483
Logan County Electric Cooperative - ABLE Program	7/21 - 6/22	750
Logan County Jail - ABLE Program	7/21 - 6/22	7,175
ODHE - GEER	7/21 - 6/22	16,040
ODHE - Ohio Means Internships	7/21 - 6/22	2,396
ODHE - Student Support Services/Interpreters	7/21 - 6/22	17,574
ODHE - Success Initiative/Sinclair	7/21 - 6/22	2,480
ODHE - Tech Prep/GEAR UP	7/21 - 6/22	1,613
Ohio Department of Education - GED Testing	7/21 - 6/22	6,138
Private - ABLE and GED Preparation New Carlisle	7/21 - 6/22	4,173
Private - EASE Initiative	7/21 - 6/22	2,567
SDE - Adult Diploma Program	7/21 - 6/22	3,044
SDE - Aspire (ABLE) GED Program	7/21 - 6/22	185,883
SDE - Perkins	7/21 - 6/22	264,208
US Department of Education - ARP Student	7/21 - 6/22	6,085,191
US Department of Education - CRRSAA Student	7/21 - 6/22	406,837
US Department of Education - Cares Strengthening Institutions	7/20 - 6/21	853,689
US Department of Education - Federal Workstudy	7/21 - 6/22	150,000

US Department of Education - Federal Workstudy Experiment	7/21 - 6/22	30,000
US Department of Education - Pell	7/21 - 6/22	7,600,000
US Department of Education - Pell Administrative Allowance	7/21 - 6/22	2,649
US Department of Education - SEOG	7/21 - 6/22	200,000
US Department of Education - Title III	7/21 - 6/22	633,282
US Department of Education - TRIO 2020-2024	7/21 - 6/22	320,191
US Department of Veterans Affairs	7/21 - 6/22	11,104
TOTAL		\$ 31,360,349

The following are new grants and contracts from budgets adopted this year:

- H1B One Workforce Grant
- SVOG SBA Shuttered Venues
- HEERF II (CRRSAA Institutional and Student)
- HEERF III (ARP Institutional and Student)
- ARCTOS Contract

The following budgets adopted a year ago were spent down during the year:

- NSF Precision Tech
- NSA DOD Cyber P3
- SOCHE Air Camp
- HEERF I (Cares Act)

The amount referenced under Clark State Foundation Major Gifts is for the Sara T. Landess Technology and Learning Center (TLC) and represents a multi-year donor pledge that concludes in fiscal year 2022. These donor funds were earmarked to support our Bond payments for the TLC building.

Most other projects listed represent either carry-forward balances from prior years or continuing projects with new funding.

Impact on students and/or student learning: These programs impact various initiatives in the College's Strategic Plan.

Implications for budget, personnel, or other resources: Up to \$31,360,349 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.

Trustee Bell made a motion to approve the personnel recommendations for exempt employees and instructional faculty and to accept the restricted funds as presented as well as to accept the restrictions imposed by grantors. Trustee Evans seconded, and the motion passed unanimously via a roll call vote.

Expenditure Request from College Reserves – Parking Lot Energy Efficient Lighting Upgrades

Over the years, Clark State College has prioritized the adoption and implementation of energy efficient methods and upgrades to our facilities. Some of these initiatives occurred in tandem with capital

improvement projects (e.g. Rhodes Hall) while others were done independently to enhance the learning experience for our students and the teaching environment for our faculty (e.g. Shull Hall).

Clark State recently engaged the services of a firm that specializes in developing, engineering, and implementing energy efficiency and energy savings projects for educational, governmental, and commercial organizations. This firm performed an energy conservation audit for Clark State College and identified enhancements that would not only reduce the energy and operational costs for our facilities, but also significantly improve the functionality of our campus environment.

Based upon the energy assessment report, the top priority project we would like to move forward with is the upgrade of all parking lot lights on the main campus (Leffel Lane) and the downtown campus (Performing Arts Center/Hollenbeck Bayley Center/Brinkman Educational Center) to LED. This will provide better, more efficient lighting for these locations and will promote a safer environment for our campus community.

The cost of this project will be \$99,870 and provides an estimated return on investment of \$25,579 annually. (The proposal was distributed to Trustees prior to the meeting.)

Impact on students and/or student learning: This expenditure will directly impact students as it relates to promoting a safe parking lot experience as they travel to and from classes within our facilities.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds previously set aside for investment in energy savings programs/initiatives. This initiative will have a long-term positive impact on the operating budget as LED lighting will cost less to operate than the existing lighting and there will be no out-of-pocket expense for maintaining this equipment during the first ten years based upon the replacement warranty that is included in the project.

It was requested that the Board of Trustees approve the designation and use of \$99,870 of Reserves for the Parking Lot Energy Efficient Lighting Upgrades.

Trustee McDorman made a motion to approve the designation and use of \$99,870 of college reserves for the parking lot energy efficient lighting upgrades. Vice Chair Bell seconded, and the motion passed unanimously via a roll call vote.

Appointment of ACCT Delegate and Alternate

Clark State College is a member of the Association of Community College Trustees (ACCT). ACCT is governed by a Senate, which has the full authority of the membership, and is composed of the voting delegates of the Voting Members of the Association.

Governing and advisory boards of accredited not-for-profit community-based postsecondary educational institutions that primarily offer programs other than baccalaureate, graduate and professional degrees, including boards of state systems that include such institutions, are eligible to become Voting Members of the Association.

According to ACCT bylaws, Voting Members shall be represented at Senate meetings only by voting delegates, and each institution receives one voting delegate for each 20,000 of headcount enrollment.

Voting Members may designate for each voting delegate an alternate who may serve as the voting delegate in the absence of any voting delegate from the same Voting Member.

The Senate shall hold at least one meeting annually. Such annual meeting of the Senate shall be the Annual Meeting of the Association (i.e., the annual Leadership Congress).

In accordance with ACCT bylaws, Voting Members shall certify to the president of the Association the names of their voting delegates and alternates before the designated deadline for such certification.

It is recommended that Kyle Hall be appointed as the college delegate and Jim Doyle be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Kyle Hall as the college delegate and Jim Doyle as the alternate delegate to the ACCT governing board.

Vice Chair Ball made a motion to affirm the appointment of Kyle Hall as the college delegate and Jim Doyle as the alternate delegate to the ACCT governing board. Trustee Evans seconded the motion, and it passed unanimously via roll call vote.

Report of the President

President Blondin deferred to the Faculty, Staff and Student Senate Presidents for updates.

Faculty Senate President Scott Dawson reported that Faculty Senate is working on many items as they ramp up for the year, including experiential learning definitions, implementation of the new faculty evaluation process, changes to the College Credit Plus observation form, consideration of a new advising model, and approval of a faculty dues increase to allow them to have a balanced budget. Mr. Dawson thanked the Board and administration for their leadership, support, and balanced decision making throughout the pandemic noting that his time serving on the Ohio Faculty Senate has given him a real appreciation for how well Clark State has weathered the storm.

Staff Senate President Eric Ebbs reported that Senators are working on developing a new funding model, including alternative options to their usual fundraising efforts. They are continuing to offer staff training sessions in conjunction with the Center for Teaching and Learning, and they are updating bylaws due to some challenges COVID-19 created.

Student Senate President Jasmin Alford reported that Senators have started holding office hours in the Rotunda on Mondays and Thursdays to improve student awareness and involvement since they found that email communication to them has not been very effective. Since October is Depression and Domestic Violence Awareness month, offerings are focused on improving mental health, such as depression screenings offered by Counselor Melinda Van Noord.

President Blondin reported that:

- She is very proud of Senior Technical Instructor Robyn Hennigan's successful work to achieve accreditation for her certificate programs.

- She appreciated the recent visits of Governor DeWine and Lieutenant Governor Jon Husted to the College on different dates for different purposes. Governor DeWine and Chancellor Gardner toured the Sweet Manufacturing Center and learned about our manufacturing programs from Engineering Technologies Professor Nora Hatem, who was the star of the event. Lt. Governor Husted visited the Small Business Development Center (SBDC) housed in the Brinkman Educational Center, and although it was an SBDC event, Provost Dr. Tiffany Hunter, and Dean of Business and Applied Technologies Dr. Sharon Bommer were instrumental in the visit.
- The Clark State Presidential Awards Banquet will be held on September 29, during which Dr. Amrit and Mrs. Shashi Chadha will be honored with the Brinkman Award, Mr. Timothy Derickson will receive the Distinguished Alumnus Award, and Mr. Cory Gaston will receive the Emerging Leader Award. Dr. Blondin noted that she looks forward to honoring them all next week.
- In February 2022, we will celebrate the College's 60th anniversary. A 60th Anniversary Committee comprised of Trustees, Foundation Board members, community members, faculty, staff, and retirees is currently being formed. Trustee Sharon Evans has agreed to serve. A new History of Clark State project will be unveiled in 2022; Dr. Melinda Mohler and Angela Henry are heading up this initiative.
- She serves on the board of the Community College Alliance for Agriculture Advancement (C2A3), which currently has ten community college members and is gaining some traction in Washington, DC. We received another grant through them, and a lot of research is being conducted with the Agriculture faculty.
- A draft of the Board of Trustees' Retreat agenda was distributed to all Trustees.
- We are part of a collaboration group with several other colleges who will meet and hear a presentation by the President of the Community College Baccalaureate Association regarding the criteria for application and the curriculum components required to apply to offer a bachelor's degree in nursing. We plan to submit an application with the assistance of a number of retired nursing faculty.
- Next Friday, October 1, at 9:30 a.m. Clark State and Wright State will hold a signing ceremony for nearly 55 articulation agreements for 2+2 programs, which will make it possible for students to complete their coursework in four years. Trustees will receive invitations to attend and be a part of this exciting event, which signifies the hard work of our faculty to achieve this strengthened partnership to help further our student success agenda. The importance of marketing this information and alerting area high schools was discussed.

Report of the Board Chair

Chair Hall stated that looking back over the last year and a half, he marvels at how quickly higher education is changing and moving, and since it will undoubtedly continue to accelerate and change, the College must continue to pivot as necessary. He noted that the Board must keep this in mind and continue to do what is best for faculty, staff and students. He also commented that no matter what the outcome is in terms of the Free Community College agenda, we must make the best of it for our students.

Trustees' Open Forum

No comments were made.

Executive Session ~ Compensation of Public Employees

Vice Chair Ball made a motion to enter Executive Session to discuss the compensation of public employees. Trustee Evans seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:10 p.m.

Trustee McDorman made a motion to exit Executive Session and return to Regular Session at 7:37 p.m. Trustee Bell seconded, and the motion passed unanimously.

Vice Chair Ball made a motion to accept the proposed presidential incentive plan with legal-counsel approved language added to give the Board the ability to increase with bonus amount if extraneous events happen that negatively impact the outcome of the incentive plan; if this were to happen, the bonus would still have to remain below the original total plan amount. Trustee Noonan seconded, and the motion passed unanimously pending legal counsel approval via a roll call vote.

Adjournment

Vice Chair Ball made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:39 p.m.