

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
April 28, 2015

The Clark State Community College Board of Trustees met in regular session in the 4th Floor Dining Room of the Brinkman Education Center on Tuesday, April 28, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:34 p.m.

Roll Call:

Present: David Ball, Maurice McDonald, Mike McDorman, Brad Phillips, Vice Chair Sharon Evans, Chairperson Peggy Noonan, and President Jo Alice Blondin

Excused: Andy Bell, Jim Doyle and Pam Strickler

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Michael Cuffman, Assistant Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Director of Information Technology; Ron Gordon, Director of Student Services, Greene Center; Kanasha Hall, Manager of Youth STEM Programs; Duane Hodge, Director of Workforce Development, Sales and Outreach; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Darci Jordan, contracted marketing professional; Ken Laake, Director of Athletics and Student Life; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Director of Human Resources; Dr. Amit Singh, Vice President of Academic Affairs; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Vinnie Zicoello, Senior IT Executive, CampusWorks

Oath of Office

President Blondin administered the Oath of Office to new Trustee Maurice McDonald and welcomed him to the Board of Trustees.

Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on March 17, 2015. Trustee Ball made a motion to approve the minutes as presented; Trustee McDorman seconded, and the motion passed unanimously.

Quarterly Financial Reports

The quarterly revenue/expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. Vice President Jackson noted the following:

Revenue

Ohio Board of Regents (OBR) State Share of Instruction (SSI) – The FY 2015 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The final projection from the OBR, including bridge funding, of \$11,164,635 is \$160,410 above budget.

Student Fees – Enrollment for this fiscal year was budgeted based on an increase of 2.5%. Actual enrollment for Fall Semester is approximately 1% above Fall Semester 2013. Enrollment for Spring Semester is approximately 3.7% up from Spring Semester 2014.

Management Services – This line item will fall approximately \$80,000 short of budget by year end due to no longer leasing a faculty member to do training at Honda.

Performing Arts Center – Projected to have a budget shortfall of \$125,000 at year end due to lower than expected ticket sales for Country Series.

Total revenue is up \$1.9 million (8.2%) from the previous fiscal year. This increase is a result of an increase in SSI, student fee revenue, non-credit continuing education and lease receipts.

Expenditures

Instruction – The negative budget variance is primarily due to expenses in several academic departments, including Fire Services, EMS, Arts and Sciences and Health Technologies.

General Expense – The negative budget variance is due to expenses related to dual enrollment scholarships, which are projected to be over-expended by approximately \$850,000. Also, there are variances in Marketing, Institutional Dues and IT, most of which are payment timing issues.

These also explain the negative budget variances in Communications (Marketing), Equipment (IT) and Miscellaneous (Scholarships).

Total expenses are up \$3.1 million (17.5%).

Discussion ensued regarding dual enrollment. Dr. Singh reported that we receive \$63 per credit for course completion (\$189 for a 3-credit course), and we had a little over 11,000 credit hours in dual enrollment this academic year. We could receive \$1.1 million back in SSI for those 360 FTE. It was noted that these are classes that are taught in the high schools with their instructors, so the cost structure is different than with typical courses, and discounting these courses is an expense without a cash impact.

Auxiliary Enterprises

Bookstore – The surplus year-to-date is better than the budgeted surplus through nine months of the fiscal year.

Commercial Transportation Training Center has seen a recent decline in class sizes. Parking and Food Service net surplus/deficits are performing close to budget.

Balance Sheet

Total current funds have decreased \$2.8 million (12.2%) compared to the third quarter of FY 2014. This decrease is primarily a result of a \$1.6 million (10.1%) decrease in Educational and General Funds (Cash) and a \$1.4 million decrease in Auxiliary Enterprises (Cash). Allowance for Doubtful Accounts increased \$154,000 (9.1%).

Total Investment in Plant is \$47.0 million compared to \$44.7 million last year at this time. The increase is due to construction in progress for the Student Center Project.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2014 Board Meeting and updated at the January 2015 meeting to reflect an additional approximately \$1.7 million in grant funding. Since then the College has received an additional \$65,000 in funding, which included:

- DJFS – Project Jericho Extension FY 15
- Private – Cengage Learning Royalties
- Private – Johns Hopkins Partnership

Any grants where the expended/encumbered amount exceeds the received amount is the result of the timing of reimbursement of expenses by the grantor. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly on the 15th. A description of all of the programs reflected can be found in the attachment to the Restricted Statement.

Greene Center Quarterly Financial Report

The report reflecting financial information for the Greene Center through March 31, 2015, was distributed prior to the meeting. Vice President Jackson reported the following: Revenues are tracking close to budget, due to bookstore surplus. Fall enrollment was up 4.9%, while Spring enrollment is down 6.1% from last year.

The negative budget variance in Marketing expenditures is a result of timing of payments. Even though the Bookstore has a negative expenditure variance, the Operation is operating at a profit. The Federal Workstudy variance will be zeroed out by an allocation from the Federal Government. Beginning last quarter, a new expenditure item (Administrative Overhead) was added based on discussion at the October Board Meeting. This gives a more accurate picture of the cost to support the Greene Center.

Human Resources Update

Filled Positions:

- Jeremy Linn, Fire Training Coordinator (1.0 FTE), effective 1/20/2015
- Joshua Foster, Admissions Specialist (1.0 FTE), effective 4/2/2015
- Rachel Battin, Student Accounts Receivable Technician (1.0 FTE), effective 4/6/2015

- Jonathan Pack, Instructor, Welding Program (1.0 FTE), effective 4/27/2015
- Charles Miller, Mail Services Clerk (1.0 FTE), effective 5/4/2015
- Nathan Bails, Custodian, Night Shift (1.0 FTE), effective 5/4/2015
- Stephanie Weippert, Bookstore Clerk (1.0 FTE), effective 5/11/2015
- Paul Weber, Peace Officer Academy Commander (1.0 FTE), effective 5/26/2015

Promotions:

- Catherine Stipe, promoted from Advancement Specialist (1.0 FTE), Grade Level 5 to Manager, Resource Development, Grade Level 6, effective 5/4/2015
- Kanasha Hall, promoted from Manager, Youth STEM Programs (.33 FTE) Grade Level 5, to Manager, STEM Programming (1.0 FTE) Grade Level 6, effective 5/4/2015
- Kim Martin, promoted from Admissions Office Specialist (1.0 FTE) Grade Level 3, to Administrative Assistant, Enrollment Services, Grade Level 4, effective 5/4/2015

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Administrative Assistant, Student Support Services (1.0 FTE)
- Assistant to the Executive Director, Area 7 (1.0 FTE)

Exempt:

- Academic Counselor, Student Support Services (1.0 FTE)
- Dean, Business and Applied Technologies (1.0 FTE)
- Client Support Manager (1.0 FTE)

Faculty:

- Life Sciences Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (1.0 FTE)
- Developmental Reading/Writing Instructional Faculty (1.0 FTE)
- Food Science Technology (1.0 FTE)
- Geospatial Technology (1.0 FTE)

Retirement:

- Debra Ingling, Administrative Assistant, Student Services, effective 6/1/2015

Resignation:

- Beth Dixon, Director of Youth Programming, effective 7/17/2015

Student Recognition Event

The Student Recognition Night celebrates the student success of our student scholars and student leaders. A total of forty-four (44) students were honored at this year's event, which was held on April 15th in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College's nineteenth annual Student Recognition Night celebration.

For the category of "Outstanding Student in an Academic Program," students were selected by faculty from their academic discipline. The "Outstanding Student Leaders" were chosen by faculty, club advisors, and Student Affairs staff.

The attendees at the event included over one hundred ninety-two (192) students, students' guests, faculty, and staff.

Graduation Activities

Below is a listing of the graduation activities scheduled this year:

Thursday, May 7, 2015

7:00 p.m. Kuss Auditorium LPN Pinning Ceremony

Friday, May 8, 2015

7:00 p.m. Kuss Auditorium RN Pinning Ceremony

Saturday, May 9, 2015

9:00 a.m. Green Room – PAC Coffee/muffins for distinguished guests

9:30 a.m. Green Room – PAC Robe and fall in line for processional

10:00 a.m. Kuss Auditorium Graduation ceremony

11:30 a.m. HBC Luncheon

Graduation Highlights:

Student Speaker: Sam Coons

Music: Springfield Symphony Brass Quintet

Vocalist: Leslie Ray

Division	Marshall
Health, Human and Public Services	Tom Drerup
Arts and Sciences	Brian Heaney
Business and Applied Technologies	Robert Adkins

Johns Hopkins Programs

Clark State and Johns Hopkins University (JHU) have signed an MOU to partner on several programs to encourage and excite students about STEM fields for their education and career choices. The agreement culminates a competitive process and several months of discussions with Johns Hopkins and a local donor, who is sponsoring the programs for Clark County students.

Engineering Innovations (EI) is a nationally acclaimed four-week all-day program for area high school students who excel in math. It is a compressed version of the actual JHU introductory engineering survey course, and explores various types of engineering fields through hands-on projects. The program culminates in a competition where teams of students build bridges from spaghetti and measure their strength capacities. Students who complete the course with an A or B receive three college credits from JHU.

EI will be presented on our Leffel Lane campus in July 2015 in one of our new computer labs. The program is offered only at JHU's campus and a few other satellite locations in the country, and usually costs students thousands of dollars. However, a local donor is making the program free to Clark County students.

Admission to the program is highly competitive and is determined by JHU. Program manager, Kanisha Hall, has been working with high school teachers and counselors to recruit the best and brightest students throughout Clark County to apply and provided details regarding her recruiting activities, which focused on

females, as requested by JHU. A minimum of 12 students is required to run the program, with a maximum class size of 24.

To date, 16 students have been accepted, and more applications are pending or in the online application process. Many Clark County high schools are represented by these applicants.

Clark State will also be the test site for JHU's new Phone & Games program, a one-week full-day STEM adventure for middle school students. It will be taught by the JHU faculty member who developed the curriculum, team-teaching with Kanisha. All 24 slots for this program are filled with a waiting list.

A reception for the programs' participants and their families will be held in our new labs on Wednesday, June 3, from 5 to 7 p.m. so that they can see the learning and dining facilities, and receive more information. Trustees are welcome to attend.

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of February 28, 2015, is \$12.8 million.
- Fundraising Chair Phil Teusink reported that fundraising revenue to date is \$278,000.
- The Foundation Board approved contracting with Pendleton Armistead to complete a feasibility study for a major gifts campaign. They reviewed a draft budget, should the decision be made to move forward with a campaign. Catie Stipe will work closely with Pend in her new role as Manager, Resource Development.
- The annual Foundation Board retreat will be held on Friday, May 15, at the Hilton Garden Inn in Beavercreek.
- At the request of student services staff, the Foundation Board approved a request for \$500 in bus passes to help our students.
- The Champion City Scholars spring retreat will be held at Camp Birch. A reception for Scholars graduating from high school will be held on May 5.
- Kanisha Hall reported on recruitment progress with the Johns Hopkins Engineering Innovation program; we will likely fill all 24 slots.
- The Circle of Friends gala sponsorships have reached \$28,000, and 200 gala tickets have been sold.
- Adele Adkins reported that both the Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center are in use every day in April. She will soon announce an exciting new PAC season for 2015-16.

Council of Governments

- The Early Childhood Education Center's (ECEC) enrollment is close to full enrollment, including full-day classrooms and ODE Grant (half-day preschool program).
- The Center is awaiting the results of its Step Up to Quality review.
- Center Director Charles Clark is working with Rick Smith to pursue a new ECEC oversight partner.

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:

Filled Positions:

- Jeremy Linn, Fire Training Coordinator, Health, Human, and Public Services Division (1.0 FTE), effective 1/20/2015
- Paul Weber, Peace Officer Academy Commander (1.0 FTE), effective 5/26/2015

Promotions:

- Catherine Stipe, promoted from Advancement Specialist (1.0 FTE), Grade Level 5 to Manager, Resource Development, Grade Level 6, effective 5/4/2015
- Kanasha Hall, promoted from Manager, Youth STEM Programs (.33 FTE) Grade Level 5, to Manager, STEM Programming (1.0 FTE) Grade Level 6, effective 5/4/2015

Resignation:

- Beth Dixon, Director of Youth Programming, effective 7/17/2015

Impact on students and/or student learning:

- The Fire Training Coordinator develops, markets, and implements all fire safety training offered at Clark State and surrounding locations
- The Peace Officer Academy Commander develops, markets, and implements all peace officer training offered at Clark State.
- The Director of Youth Programming leads our Project Jericho and other youth-served programs. A detailed review of all youth programs is being conducted to ensure the high level of service provided is continued.

Implications for budget, personnel, or other resources: These position are in the 2015-2016 budget.

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

Personnel Recommendation ~ Instructional Faculty

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

New Hire:

- Jonathan Pack, Welding Instructor, Business and Applied Technologies Division (1.0 FTE), effective 4/27/2015

Impact on students and/or student learning: This new, full-time position is required to lead our new Welding Program. Mr. Pack will serve as Instructor as well as Program Coordinator. He will have a direct, hands-on impact on the students he serves. This position will provide the educational skill sets our students require.

Implications for budget, personnel, or other resources: This position is being included in the 2015-2016 budget.

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

Contract Renewal ~ Instructional Faculty

The College renews contracts for Instructional Faculty each April. Instructional faculty contracts are offered as one-, two-, or three-year contracts. Present Board policy states: Faculty must serve four years on

a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a three-year contract.

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Provost and Vice President of Academic Affairs, who recommends as appropriate to the President.

RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY 8-17-2015			
Name	Year Employed	Contract Eligibility	Contract Recommendation
Ball, Pam	2009	2 year	2 year
Boomershine, Carla	2010	1 year	1 year
Bruns, Janice	2012	1 year	1 year
Campbell, Teresa	1999	3 year	3 year
Clayton, Violet Ann	2012	1 year	1 year
Coleman, Michelle	1999	3 year	3 year
Cornell, Mary	2002	3 year	3 year
Corvin, Deborah	2011	2 year	2 year
Crispin, Lisa	2012	1 year	1 year
Cuy-Castellanos, Julie	2011	2 year	2 year
Dawson, Scott	2012	1 year	1 year
DeLong, Kathy	2009	2 year	2 year
Didich, Jan	2013	1 year	1 year
Dinsmore, Terri	2004	3 year	3 year
Dodds, Rebecca	2002	3 year	3 year
Duffee, Tom	2009	2 year	2 year
Everett, Susan	1994	3 year	3 year
Filicko, Therese	2012	1 year	1 year
Gagliano, Wendy	2009	2 year	2 year
Hale, John	2004	3 year	3 year
Hall, Midge	1994	3 year	1 year (anticipated retirement at end of 15-16)
Heaney, Brian	1987	3 year	3 year
Heighton, Dan	1989	3 year	3 year
Holmes, Melissa	2012	1 year	1 year
Horton, Tami	2013	1 year	1 year
Hoyman, Charlie	2009	1 year	1 year
Hunt, Dan	2001	3 year	No renewal (position restructured)
Idrees, Ayman	2004	3 year	3 year
Ingram, Bridget	1999	3 year	3 year
Jones, Crystal	2007	2 year	2 year
Killian, Larry	1992	3 year	No renewal (retirement by the end of academic year)
Kuehnle, Jonathan	2014	1 year	1 year
Ludwig, Lori	2014	1 year	1 year
Mahan, Victoria	2007	2 year	2 year
Maier, Cynthia	2014	1 year	1 year
Malcuit, Dee	2004	3 year	3 year
Matt, Dana	2009	2 year	2 year
McGhee, Alendre	2014	1 year	1 year
Mohler, Melinda	2013	1 year	1 year

Name	Year Employed	Contract Eligibility	Contract Recommendation
Moore, Kevin	2014	1 year	1 year
Naegele, Evelyn	2009	2 year	2 year
Peairs, Deb	2011	2 year	2 year
Qasim, Naureen	2007	3 year	3 year
Rice, Paula	2012	1 year	1 year
Selover, Natalie	2013	1 year	1 year
Spahr, Stephanie	2014	1 year	1 year
Swope, Juliet	2011	1 year	No renewal (faculty resigned as of end of this semester)
Taylor, Janet	2011	1 year	1 year
Taylor, M. Adelaide	2007	3 year	3 year
Watt, Tammy	1999	3 year	3 year
Whitt, Jacob	2013	1 year	1 year
Zartman, Grace	2012	1 year	1 year

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2015-2016 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty.

Associate Degree and Certificate Authorization

For the past few months, students have been petitioning the Records and Registration Office to graduate. The figures below represent the candidates for confirming of Associate Degrees/Certificates for the May 2015 Commencement:

Degree Type	Number Awarded
Associate of Arts Transfer	36
Associate of Science Transfer	35
Associate of Applied Business	101
Associate of Applied Science	285
Associate of Technical Studies	9
TOTAL Associate Degrees	466
Certificates	105

Honors	Associate Degrees	Certificates
4.0 GPA	6	1
3.5+ GPA	120	10

Diversity	Total	Female	Male
Associate Degrees	466	308	158
Asian	4	2	2
American Indian	0	0	0
Black/African-American	40	26	14
Hispanic	4	3	1
Hawaiian/Pacific Islander	1	1	0
White	393	264	129
Unknown	12	4	8
2+ Races	10	6	4
NonReg Alien/Foreign	2	2	0

Diversity	Total	Female	Male
Certificates	105	96	9
Asian	0	0	0
American Indian	0	0	0
Black/African-American	20	16	4
Hispanic	2	2	0
Hawaiian/Pacific Islander	0	0	0
White	78	73	5
Unknown	3	3	0
2+ Races	2	2	0
NonReg Alien/Foreign	0	0	0

Impact on students and/or student learning: Faculty are the College’s direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2015-2016 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the attached Contract Renewal Recommendations for Instructional Faculty.

LRC Renovation Bid Award

At the October 28, 2014, Board Meeting action was taken to accept the funds (\$471,153) awarded by the Ohio Board of Regents for the Small Campus Targeted Workforce Development Expansion grant, approve the hiring of The Collaborative Inc. for architectural/engineering services, and appropriate \$235,576.50 from College Reserves as the required grant funding match.

The Chancellor established a competitive process for awarding funds, which considered criteria including:

- Local matching funds must be pledged to support the completion of the project. The College pledged a 50% match.
- The extent to which the project will allow the College to train and prepare students for careers in an in-demand field (as defined at the Governor’s Office of Workforce Transformation).
- The extent to which the project will address student success and completion initiatives.
- The extent to which the College is fully prepared to execute and complete the project within a reasonable time line.

The scope of this project is to renovate the first floor of the LRC to accommodate the relocation of the Business and Applied Technologies Division to the Leffel Lane campus. The project will include state-of-the-art classrooms, high tech computer labs and faculty offices.

The programming and design for renovating this floor was completed as a part of the Student Center Construction/Renovation project. This work was set-up as add alternates in those bidding documents. Due to budget constraints, these alternates were not accepted at that time.

The project is scheduled to be publically bid beginning in April with the bid opening to be held in May. Since the College Board does not meet again until June 16th, we are respectfully requesting that Trustees authorize the President or her designee to award the construction bid to the lowest, responsible, responsive bidder as long as the bid amount is within the total construction budget. This will allow the project to move forward in order to complete by October 2015.

Impact on students and/or student learning: Funds will be used to support the renovation of the LRC to provide additional space for information technology training and education. This expansion responds to regional needs for software developers, network and systems administrators, and will continue the collaborative work being done in the Unmanned Aerial System (UAS) sector.

Implications for budget, personnel, or other resources: There are no implications for the operating budget. The 50% required match totals \$235,576.50 and has been appropriated in Reserve funds.

It was requested that the Board of Trustees authorize the President or her designee to award the construction bid to the lowest, responsible, responsive bidder as long as the bid amount is within the total construction budget of \$605,000.

Fee Refund Schedule

Refunds of instructional, general, laboratory and technology fees are made according to the Board adopted Fee Refund Schedule. In order to be eligible for a refund, drops or withdrawals must be timely filed with the Records and Registration Office. Refunds are not issued for late fees, auxiliary services fees or delayed payment plan service charges.

The current Fee Refund Schedules include:

- Fall and Spring Semesters
- Summer Term
- Special Programs
- Financial Aid (Title IV funds)

A strategy in the Enrollment Management Plan to encourage student retention is to extend the 100% refund period from the end of the first week of classes to the beginning of the third week of classes. This will result in a 100% refund for week two (versus the current 75%) and no refund after the 15th calendar day of the semester (versus the current 50% during week three). This structure aligns with many of our sister institution's refund schedules.

We are also recommending to have identical fee refund schedules for Fall, Spring and Summer semesters, to delete the fee refund schedule for special programs, and to leave the Financial Aid Refund Policy as it currently exists. Workforce Development Programs, including the Commercial Transportation Training Center, have established refund schedules for their non-credit students.

3358:5-9-04.4 Fee Refund Schedule

(A) Refunds of instructional, general, laboratory and technology fees shall be made according to the following schedule. All drops or withdrawals must be in writing and are effective on the date received by the records and registration office.

(B) Fall, ~~and~~ Spring **and Summer** Semesters:

Date of Drop/Withdrawal	Refund
(1) By the 15 th calendar day of the semester	100%
(2) By the 14th calendar day of the semester	75%
(3) By the 21st calendar day of the semester	50%

~~(C) Summer Session:~~

Date of Drop/Withdrawal	Refund
(1) By the day after the first meeting of class	100%
(2) By the 7th day after the first meeting of class	75%
(3) By the 12th day after the first meeting of class	50%

~~(D) Special Programs:~~

~~(1) One Day Seminars:~~

Date of Drop/Withdrawal	Refund
By the day prior to seminar	100%

~~(2) Five Week Course or Less:~~

Date of Drop/Withdrawal	Refund
(a) By one calendar day after the first session	100%
(b) By one calendar day after the second session	50%

~~(3) Six to Twelve Week Course:~~

Date of Drop/Withdrawal	Refund
(a) By one calendar day after the first session	100%
(b) By one calendar day after the second session	75%
(c) By one calendar day after the third session	50%

(C) Any student receiving Federal Title IV funds shall be subject to the following with regard to the return of Federal Title IV funds:

(1) Students who withdraw from all classes prior to completing more than 60% of an enrollment term (semester) shall have their eligibility for federal aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

(a) The percentage of the semester completed is the percentage of aid earned. This is calculated by the number of days the student attended divided by the number of calendar days in the payment period (i.e., semester). For example, if a student completely withdrew on the 20th day of the semester that is 114 days in length, the

student would have only earned 17.5% of the aid he or she received ($20 \div 114 = 0.175$).

- (b) Clark State Community College and the student shall be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the period the student remained enrolled.
- (2) If the College returns funds to the Title IV aid programs, it could result in the student owing Clark State Community College charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses. Unearned federal aid shall be returned in the following order: Federal Stafford Loans (unsubsidized, then subsidized), Federal PLUS Loans, Federal Pell Grant and Federal SEOG.
- (3) Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and shall not owe a repayment of Federal Title IV grant funds.
- (4) Please note that students are responsible for any balance owed to Clark State Community College as a result of the repayment of federal aid funds.
- (D) The percentage refund for the Commercial Transportation Training Center applies to fees paid, less administrative charges (i.e., physical examinations and drug screens).
- (E) There will be no refunds of late, application, or auxiliary services fees.

Effective: August 24, 2015

Prior Effective Dates: 6/20/88, 6/21/93, 6/19/95, 7/1/98, 7/10/00, **8/20/12**

Impact on students and/or student learning: By extending the 100% refund period through the 15th calendar day of the semester, students are able to persist in classes longer without being penalized financially. This should have a positive impact on student retention and course completion.

Implications for budget, personnel, or other resources: Budget implications are dependent on how this changes student behavior. All withdrawals in week two of the semester will be refunded at 100% versus 75%. Any withdrawals after the 15th day of the semester will result in no refund versus a 50% refund for withdrawals during week three.

It was requested that the Board of Trustees adopts the Fee Refund Schedule effective Fall Semester 2015.

Trustee Ball made a motion to approve the action items above as presented. Trustee McDorman seconded, and the motion passed unanimously.

Report of the President

President Blondin:

- Distributed the current College for Kids brochure, which students at local school districts receive. She noted that it was designed by our graphic design program students, and Beth Dixon did all of the programming with an emphasis on science and the arts. Kanisha Hall, Manager of Youth STEM Programs, is a great addition to our staff as we try to grow our youth programming. Enrollment is going very well in these programs.

- Reported that she recently attended the American Association of Community Colleges conference, during which she presented with two colleagues on GenX Presidents. Dr. Blondin was very honored to be nominated for the Emerging Leadership Award. She encouraged Trustees to think about attending the conference next year.
- Provided highlights of Senator Sherrod Brown's annual Ohio College Presidents Conference that she recently attended in Washington, DC.
- Indicated that two Clark State students were honored at the recent All-Ohio Academic Team luncheon: Sam Coons was named a member of the All-Ohio First Academic Team and a 2015 Coca-Cola Community College Academic Team Silver Scholar, and Kristen Ober was named a member of the All-Ohio Third Academic Team. Sam has also been chosen as the student speaker for graduation.
- Reported that our 10% Tuition Rebate proposal is currently on the Ohio Board of Regents' website for public comment. The public comment period ends tomorrow, and we are optimistic that the Chancellor will approve it. Marketing materials will be developed as soon as approval is received.
- Invited the group to the Purple Heart Campus Designation Ceremony tomorrow morning in front of the Sara T. Landess Technology and Learning Center, noting that Clark State will be the first college in the state to receive the designation.
- Provided an overview of a recent meeting she had with Clark County Prosecutor Andrew Wilson regarding the open versus closed police academies conversation occurring at the state level. Discussion ensued among the group regarding the pros and cons and what this could mean for Clark State in the future. It was agreed that the College is committed to continuing to operate and improve our police academy.

President Blondin asked Faculty Senate President Dee Malcuit, Staff Senate President Matt Ison, and Student Senate advisor Ken Laake for Senate updates.

Ms. Malcuit indicated that Faculty Senate has come up with some ideas for improving our current advising model as well as how to better define/identify service to the College. They also completed the teaching/learning principles observation rubric, and it was approved by Faculty Assembly. A meeting between Clark State and Central State University faculty members was held to determine concrete initiatives they will be working on over the next year. Dana Matt will be Faculty President next academic year, but Ms. Malcuit will continue to lead the collaboration with Central State.

Mr. Ison shared that during the Spring Staff Assembly, feedback was provided on the Senate's performance management system work. One suggestion is for the Diversity Council to review the document and possibly add items related to respect for others. The nomination process is underway for Senators to serve for the next two years.

Mr. Laake reported that the annual Spring Fling tomorrow from 12:00 to 3:00 p.m. behind the Sara T. Landess Technology and Learning Center. Student Senate is switching to a representative body and will complete an election for next academic year's Senators. A home baseball game will be held Friday at 7:00 p.m. at Karl Davidson Stadium; all were encouraged to attend.

Report of the Board Chair

Chairperson Noonan commented that the Circle of Friends gala was a very nice event and reminded Trustees about upcoming events such as graduation, the LPN and RN pinnings, and Ohio Association of Community College annual conference in Cleveland.

Trustees' Open Forum

Vice Chair Evans reported that the Vets Listening Project does not appear to be the program that we need here; after talking to some veterans on campus, they indicated that they do not wish to discuss their experience with non-veterans.

Executive Session ~ Personnel

Vice Chair Evans made a motion to move into Executive Session to discuss personnel. Trustee Phillips seconded the motion, and it passed 6-0 by a roll call vote. Executive Session commenced at 7:38 p.m.

Trustee Phillips made a motion to exit Executive Session and return to general session at 7:48 p.m. Vice Chair Evans seconded, and the motion passed 6-0.

Adjournment

Trustee McDorman made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 7:49 p.m.