

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
October 28, 2014

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, October 28, 2014. Chairman Jim Doyle presided and called the meeting to order at 6:22 p.m.

Roll Call: Present: Andy Bell, Heather Corbin, Sharon Evans, Mike McDorman, Brad Phillips, Pam Strickler, Vice Chair Peggy Noonan, Chairman Jim Doyle, and President Jo Alice Blondin

Others Present: Ed Busher, Dean of Student Support Services; Jane Cape, Dean of Business and Applied Technologies; Scott Cody, Student Senate Public Relations; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; Jennifer Dietsch, Director of Marketing; Matt Franz, Director of Information Technology; Joseph Jackson, Vice President for Business Affairs; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Daniel Malone, Student Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Twila Murray, Career Specialist/Staff Senate President; Toni Overholser, Director of Business and Community Development; Catie Stipe, Development Associate; Amy Sues, Director of Strengthening Student Success and Completion; Mellanie Toles, Assistant to the President; Laura Whetstone, Human Resources Generalist; and Vinny Zicolello, Senior IT Executive, CampusWorks

Recognition of Guests

President Blondin welcomed the guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting held on September 16, 2014. Trustee Phillips made a motion to approve the minutes as presented; Trustee Bell seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Wednesday, October 9, 2014, at 7:30 a.m. in the TLC Boardroom. Those present included committee members Andy Bell and Brad Phillips, Committee Chair Peggy Noonan, Board Chair Jim Doyle, President Blondin, and Vice President Jackson.

Agenda items included:

- South High School Project
- Capital Project
 - List/Time Line
- FY 2013-2014 Audit
- September 30 Financials
- Budget Advisory Council
- Grants
 - TAACCT Grant (\$2.5M)
 - Small Campus Targeted Workforce Development Expansion Grant (\$471,000)

The next meeting will be held on November 4, 2014, at 7:30 a.m. in the TLC Boardroom. The meeting will include an Audit Exit Conference with auditors from Clark Schaefer Hackett.

Minutes of the meeting have been distributed to all Trustees.

Greene Center Year-End Finances

Revenue and expenditure information for the year ended June 30, 2014, reflecting actual versus budget was distributed to Trustee prior to the meeting and the following was noted:

Revenue

OBR State Share of Instruction (SSI) and Student Tuition Revenue reflects the fact that actual enrollment exceeded budgeted enrollment by 4.2%. Enrollment at the Greene Center comprised 21.4% of the total College enrollment for FY 2014.

Total revenue is showing a positive variance from budget due to the enrollment increase and sales in the Bookstore.

Expenditures

There are nine full time faculty assigned to the Greene Center – four in Arts and Sciences, four in Business Technologies and one in Health. There are four non-exempt staff including staff in Financial Aid and IT along with the receptionists and Administrative Support. There are six exempt staff including the Vice President, Director of Academic Affairs, Director of Student Services, Assistant Director of Bookstore, Success Center Specialist and an Enrollment Specialist.

Actual revenues exceeded budget by \$629,600 while actual expenditures were less than budget by \$53,000. This resulted in a surplus of \$682,600.

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 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 most recent projection from the OBR of \$11,045,000 is \$41,000 above budget. FY 2014 enrollments are in process of being certified by the OBR with the expectation that final SSI revenue for FY 2015 will be communicated to all institutions by late November.

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. The negative variance to budget is expected to decrease as dual enrollment students and B Term students register. This negative variance should decrease by \$85-\$90,000.

Total revenue is up \$205,000 (2.0%) from the previous fiscal year. This increase is a result of an increase in student fee revenue, Business and Industry training activity, non-credit continuing education enrollments and lease receipts.

Expenditures

Instruction – Expenses increased \$256,000 (15.3%). Even though expenses have increased, we are tracking favorably to budget. The increase is due to adding assistant dean positions and new faculty positions, as well as the timing of the purchase of instructional lab supplies for students in the Health Division.

Academic Support – Expenses increased \$23,000 (25.5%). The increase is due to upgrading the software for video streaming for on-line learning and the timing of payments for our internet service connection.

Operation/Maintenance of Plant – Expenses increased \$62,000 (6.9%). Even though expenses have increased, we are tracking favorably to budget. The increase is due to building and grounds maintenance expenses, increase in electric utility costs and the purchase of a College vehicle.

Student Services – Expenses increased \$54,000 (9.8%). The increase is due to software expenses for Career Services and enrollment tracking previously paid by Title III. There were also increases in staffing related to the Student Services reorganization, including the addition of a Director at the Greene Center and an increase in the number of advisors. Lastly, some of the advising salary and benefit expenses previously paid by the Title III grant are now being picked up by the general fund.

General Expense – Expenses increased \$359,000 (32.2%). The increase is due to expenses related to consulting charges for the Marketing/Branding Project and the IT Project. Also, there were cost increases for our administrative software system and the upgrade of the helpdesk computerized system. The increase was also a result of an increase in trustee scholarships and the timing of recording of dual enrollment scholarships.

Public Service – Expenses decreased \$82,000 (17.4%). The decrease was caused by the elimination of a support position in Business and Industry, the vacancy of the Performing Arts Center (PAC) Executive Director position, and the timing of the payment of fees to PAC performers.

Total expenses are up \$679,000 (13.0%).

Auxiliary Enterprises

Bookstore – Revenue is up \$165,000 (9.97%) and expenses are up \$176,000 (10.6%). Expenses at the Leffel Lane bookstore increased \$70,000 and expenses at the Greene Center bookstore increased \$106,000. The increase can be attributed in part to an increase in the cost of temporary employees to increase staffing at peak times so there was less of a student wait. The increase is also the result of a restructuring of staffing, textbook cost increases, along with additional class sections added at the Greene Center and Logan County. We fully expect all bookstore operations to operate in the black for this fiscal year.

Commercial Transportation Training Center and Parking – Both of these auxiliary enterprises are showing net surpluses.

Balance Sheet

Total current funds have increased \$0.4 million (2.1%) compared to the first quarter of FY 2014. This

increase is primarily a result of an \$830,000 (26.2%) increase in Restricted Funds. Allowance for Doubtful Accounts increased \$286,000 (17.8%).

Agency Funds increased \$253,000 (14.0%) due to an increase in Accounts Receivable from the Government for loans disbursed to students.

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. Since budgets were adopted, the College has received an additional approximately \$9,000 in grant funding. 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, which was distributed prior to the meeting, reflects financial information for the Greene Center through September 30, 2014. Revenues are tracking favorably with budget, due to bookstore surplus and enrollment meeting budget goals. Fall enrollments are currently (as of October 17th) 5.1% over budget (7.6% over last year).

The Bookstore negative expenditure variance is mostly offset by the positive variance in Bookstore revenues, resulting in a Bookstore net surplus to date of \$17,000.

The total annual expenditure budget has increased from \$3.9 million in FY 2012-2013 to \$4.2 million in FY 2013-2014 to \$4.5 million (7.1%) to accommodate a full array of academic and support services for students attending at the Greene Center.

A new partnership was formed with the Greene County Career Center to hold classes in welding and HVAC at that facility. A new Director of Business and Community Development position was filled this Fall. Toni Overholser was hired and will work to create partnerships with Greene County employers and community organizations placing a high priority on workforce development and specialized contract training. Toni will also be responsible for establishing strong community outreach and liaison relationships with area Chambers of Commerce, related civic and government organizations and individuals to help insure community leaders and the community at large are aware of the College's presence including the value we bring to the community.

The Greene Center Advisory Council is comprised of business leaders, civic leaders, higher education partners, and community partners. The Committee meets 2-3 times per year to help set the direction for the Greene Center. The Advisory Council hosted a community leader's breakfast in mid-October to discuss findings and recommendations in the Workforce Development analysis performed by the Greentree Group. This forum was also used to introduce Toni Overholser, who is well known in the community and is already proving to be an asset to the College. The breakfast was very well attended and the feedback from the attendees has been positive. As a result of this event, six companies have expressed interest in creating student internship/co-op positions, six more people have been added to the Advisory Council and eight to ten people expressed interest in joining academic program advisory committees.

Human Resources Update

Filled Positions:

Exempt:

- Adele Adkins, Executive Director, Performing Arts Center, (1.0 FTE), effective 11/3/2014
- Dan Ayars, Custodial Services Supervisor, Physical Plant, (1.0 FTE), effective 10/27/2014

Promotions:

- Brendan Greaney, promoted from Success Center Specialist – Greene Center, Grade Level 5 to Success Center Coordinator – Greene Center, Grade Level 6, effective October 1, 2014

Open/Advertised Positions/Searches/Interviews:

Exempt:

- Project Manager, TAACCCT Grant, Business and Applied Technologies Division (1.0 FTE)
- Dean, Business and Applied Technologies Division (1.0 FTE)
- Assistant Dean, Arts and Science Division (1.0 FTE)
- Director, Client Support, Information Technology (1.0 FTE)
- Director, Network Systems and Security, Information Technology (1.0 FTE)

Non-Exempt:

- Data Research Coordinator (.50 FTE)

Faculty:

- Instructional Faculty – RN Program – two positions (1.0 FTE)
- Instructional Faculty, Geospatial Technology (1.0 FTE)

Termination/Positions Eliminated:

Non-Exempt:

- Sherry Haggerty, Conference Services Coordinator (1.0 FTE), termination effective September 22, 2014
- Angela Davis, Network Specialist (1.0 FTE), position eliminated October 1, 2014, due to IT restructuring. Working through October 31, 2014
- Patrick Jacobs, Manager IT Infrastructure and Systems (1.0 FTE), position eliminated October 1, 2014 due to IT restructuring. Working through October 31, 2014

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of September 30, 2014, is \$12.6 million.
- The Finance/Audit/Investment Committee met with our investment manager from Commonfund in October to review portfolio performance.
- Forty new Champion City Scholars have been selected for the program. The induction ceremony will be held Tuesday, November 4, at 10:30 a.m.
- The Circle of Friends will meet with new Performing Arts Center Executive Director Adele Adkins on November 6 to plan the next gala on April 24, 2015.
- The Circle of Friends are taking on a project to add 96 engraved bricks in front of the Performing Arts Center and to refurbish the existing bricks.
- The Scholarship Committee will meet in late April to evaluate scholarship applications for Spring Semester.

- Fundraising assistance to the Fallen Warrior Memorial student project will conclude prior to the dedication ceremony on November 13 at 3:00 p.m.

Council of Governments

- The Early Childhood Education Center's enrollment is currently at 79% of capacity, and staff continues working to build additional full-time and half-day enrollment.
- Director Clark has been nominated to participate in a selective ten-month seminar called "Developing Early Childhood Leaders" sponsored by 4C for Children in Dayton. The seminar will include monthly leadership sessions surrounding early child care.
- The Center is instituting staff training specifically addressing child-care licensing compliance. Approximately 92% of staff have completed all four required training sessions. Full compliance is expected by this fall.
- The Center continues to pursue supplemental revenue streams, in addition to increased enrollment, and plans to re-implement the school-age child care program in June 2015.

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:

- Adele Adkins, Executive Director, Performing Arts Center (1.0 FTE), effective 11/3/2014
- Dan Ayars, Custodial Services Supervisor, Physical Plant (1.0 FTE), effective 10/27/2014

Promotions:

- Brendan Greaney, promoted from Success Center Specialist – Greene Center, Grade Level 5 to Success Center Coordinator – Greene Center, Grade Level 6, effective October 1, 2014

Impact on students and/or student learning: The Executive Director, Performing Arts Center position is a replacement position and is critical in providing leadership and administrative oversight for the Clark State Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC).

The Custodial Services Supervisor works closely with and supervises a three-shift custodial operation to properly clean and secure campus property for all employees and students.

Implications for budget, personnel, or other resources: All positions are in the 2014-2015 budget.

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

Reserve Expenditure Recommendation

Food and Agriculture is Ohio's number one industry. One out of seven jobs in Ohio is tied to agriculture, which contributes more than \$98 billion to the State's economic growth.

Agriculture has always been both an art and a science, and Precision Agriculture brings the two together. This new academic program brings together agriculture, geographic information systems and data analytics to make farming more sustainable, more productive and more economical.

Equipment needs for the first year of the Precision Agriculture program include the purchase of a UAS, computer hard drives, utility vehicle, guidance systems, software, etc. These equipment expenditures are estimated at \$55,000.

Impact on students and/or student learning: The new Precision Agriculture Program prepares students for employment with companies using geospatial technologies, including geographic information systems (GIS) and global positioning systems (GPS) applied to agricultural production or management activities such as pest scouting, site specific pesticides application, yield mapping or variable rate irrigation.

Implications for budget, personnel, or other resources: There are no implications for the operating budget. Expenses will be funded from reserves.

It was requested that the Board of Trustees approve the expenditure of up to \$55,000 for equipment for the Precision Agriculture Program. These funds would come from the new academic program appropriation.

Development and Use Agreement – Food and Bioscience Training Center

In the current Capital Bill Clark State has an appropriation of \$1.0 million in funds to design, construct, furnish and equip a Food and Bioscience Training Center. The College is working with the Springfield City School District so that this Training Center can be housed in the former Springfield South High School. Clark State will be one of the partners in the Greater Springfield ConnectEd Center.

In order to utilize these funds in a facility not owned by the College, it is necessary to develop several agreements with the School District. This initial agreement referred to as the Development and Use Agreement (distributed at the meeting and available in the office of the Vice President for Business Affairs) delineates the responsibilities of the College versus the School District in contracting for and utilizing these funds for design and renovation of space in South High School. If Trustees approve this Agreement and the School Board approves this Agreement, it will be submitted to the Ohio Board of Regents for review and approval and eventually to the State Controlling Board for their consideration of releasing the funding for this project.

The College is working closely with the School District to fast track renovations at South High School. To date a Request for Qualifications has been circulated for design build firms interested in the project. The project in its entirety includes not only the Food and Bioscience Center but also additional renovations funded by the Straight A grant that will be a part of the Greater Springfield ConnectEd Center. Three design build firms expressed interest in the project and have met required qualifications to be considered for the project. These firms will be interviewed and a recommendation brought to the Board for approval at the November Board Meeting. The next order of business is to finalize a lease that the College would enter into with the School District for the space to be occupied by the Food and Bioscience Training Center.

Impact on students and/or student learning: The curriculum being developed in partnership with the Ohio State University will provide additional academic opportunities for students. The location of the Training Center will also serve as a catalyst for collaborations with the Springfield City Schools, several Clark County schools and the Global Impact STEM Academy.

Implications for budget, personnel, or other resources: There is no impact on the College's budget. Funds for design, construction, furnishings and equipment will come from the State Capital Appropriations Bill.

It was requested that the Board of Trustees approve the Development and Use Agreement and authorizes the President to execute this agreement.

LRC Renovation Architect/College Matching Funds

During the Capital Bill process, the Ohio Association of Community Colleges was successful in having the Ohio Board of Regents (OBR) earmark funds for Small Campus Targeted Workforce Development Expansion projects. The Legislature approved this concept and directed that these funds be used by the Chancellor of the OBR to provide funding to support eligible capital projects at community colleges (with the exception of the four largest community colleges). The Chancellor established a competitive process for awarding funds, which considered criteria including:

- Projects must have been submitted to the OBR in the most recent campus Six-Year Plan.
- Projects must be supported by public and private sector stakeholders within the community in which the project will reside.
- Local matching funds must be pledged to support the completion of the project. Based on the size of the College (full time equivalent enrollments) we are required to provide 40% matching funds. We pledged a 50% match in order to score more points on this item.
- 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.

We submitted the LRC Renovation project, which would renovate the LRC first floor to accommodate the relocation of the Business and Applied Technologies Division to the Leffel Lane campus, for consideration. 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. Therefore, in order to meet the time line established by the OBR, the plan is to utilize The Collaborative, Inc. as the architect to review and update, if necessary, the drawings and specifications for this work and to oversee bidding and construction administration.

Six colleges were awarded a total of \$16 million. Clark State received \$471,153.

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 (IT) 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 will be funded from reserves.

It was requested that the Board of Trustees accept the funds awarded by the OBR for the Small Campus Targeted Workforce Development Expansion grant, approves the hiring of The Collaborative, Inc. for architectural/engineering services and appropriates \$235,576.50 from College reserves.

College Calendar Approval ~ 2016-2017 and 2017-2018

Since the Board's adoption of the College calendar for 2013-2014, the College has looked at the possible number of students who would be participating in the December graduation, and since the numbers do not

sustain the costs involved, December graduations have been canceled. Since graduation is considered a “duty” day for faculty, an extra day at the beginning of the Fall semester has been added.

The calendar proposals for the 2016-2017 and 2017-2018 academic years were provided for review to the entire campus community and were discussed by appropriate groups including Faculty, Staff, and Student Senates as well as the Academic and Administrative Councils. (The calendars are available in the office of the Vice President of Academic Affairs.)

Impact on students and/or student learning: These academic calendars provide the framework for supporting courses and instruction for each semester.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the revised 2016-2017 and the new 2017-2018 academic calendars.

Trustee Bell made a motion to approve the above items as presented. Trustee Corbin seconded, and the motion passed unanimously.

Report of the President

President Blondin deferred to Student Senate President Daniel Malone, Staff Senate President Twila Murray, and Faculty Senate President Dee Malcuit for Senate updates.

Mr. Malone reported that Student Senate is working on a number of initiatives, including the Minute Men Project, involving synchronizing the clocks on campus; the Adopt-a-Highway Project, that consisted of cleaning a two-mile stretch of State Route 72; a Denim Drive, for which denim will be collected and ground down into insulation to be given to Habitat for Humanity; assisting in the development of an intramural sports league; and continued fundraising for the Fallen Warrior Memorial. Student Senate is also committed to ensuring there are clear channels of communication on campus by connecting with the student body via various methods, connecting with the administration, and increasing the continuity of their leadership by taking on a faculty advisor. When asked if he had any ideas regarding training students to be future alumni, Mr. Malone indicated that the Senate will consider it at their next meeting.

Ms. Murray reported that Staff Senate is pleased that the all-college teams have begun meeting and is optimistic about the College’s new governance structure. They have revised their constitution and bylaws to align with the timing of faculty elections, and a president-elect position has been added for the purpose of continuity. Staff Assembly will be held this Thursday.

Ms. Malcuit reported that Faculty Senate has been collaborating very closely with Staff Senate to kick off the new governance structure. A meeting of all-college team co-chairs will be held on November 10, and the first shared governance meeting involving Faculty and Staff Senates with a shared agenda (i.e., one voice for employees) is slated for November 17. The revised Faculty Constitution and bylaws will be presented to Faculty Assembly for approval in early December. Work on establishing the principles of teaching and learning is underway with input being provided by faculty. Development of a rubric for evaluating faculty in the classroom has begun with research on what other colleges have in place, and faculty are participating in the Technology Council and the Budget Council.

President Blondin reported that Compensation Resources will attend the November Board meeting to present their findings. She also noted that the recent Greene County Business Advisory Council was a success with over 60 people in attendance.

Dr. Blondin indicated that a strategic planning update, the Executive Summary of The Greentree Group's Potential Growth Study Results, and the American Association of Community Colleges' "Empowering Community Colleges to Build the Nation's Future" were all distributed to Trustees via their blue folders.

Report of the Board Chair

Chairman Doyle commented that the next several weeks will be a very busy time at the College and encouraged Trustees to participate in the upcoming events whenever possible. He asked Vice Chair Noonan to review the list of upcoming events; she noted the following:

- Champion City Scholars New Class Induction – 11/4/14
- Joint Convocation with Central State University featuring Dr. Freeman Hrabowski – 11/5/14
- Phi Theta Kappa Induction Ceremony – 11/5/14
- Welcome Reception for Adele Adkins – 11/12/14
- Fallen Warrior Memorial Dedication – 11/13/14
- Ohio Board of Regents' Statewide Trustees Conference – 11/17-18/14

Trustees' Open Forum

No comments were made.

Executive Session ~ Personnel

Trustee Corbin made a motion to move into Executive Session to discuss personnel matters. Trustee McDorman seconded the motion, and it passed 8-0 by a roll call vote. Executive Session commenced at 7:05 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:25 p.m. Trustee Phillips seconded, and the motion passed 8-0.

Adjournment

Trustee McDorman made a motion to adjourn the meeting, and Vice Chair Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:38 p.m.