



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**September 20, 2016**

The Clark State Community College Board of Trustees met in regular session in the Champaign County YMCA Leadership Room on Tuesday, September 20, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:18 p.m.

### **Roll Call:**

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

**Excused:** Kyle Hall

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Sterling Coleman, Director of Library Services; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; John Hale, Associate Professor, Business and Applied Technologies; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Darci Jordan, Writer; Laurie Means, Director of Marketing; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Business and Community Development, Greene Center; Cindra Phillips, Director of Center for Teaching and Learning; Catie Stipe, Director of the Foundation; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

### **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 June 21, 2016. Trustee Ball made a motion to approve the minutes as written; Trustee McDonald seconded, and the motion passed unanimously.

## **Board Finance and Facilities Committee Report**

The Board Finance and Facilities Committee met Tuesday, September 13, 2016, at 11:30 a.m. in the Sara T. Landess Technology and Learning Center Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Sharon Evans, David Ball, Jim Doyle and Brad Phillips; Kyle Hall, Trustee; Peggy Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; and Joe Jackson, Vice President for Business Affairs.

Agenda items included:

- FY 2016 Preliminary Financial Reports
  - Audit (Schedule Exit Conference)
- FY 2017 Financial Report through August
- Capital Project Delivery Method
- Campus Master Plan Project/Funding
- Restricted Budget
- Property Purchase Option
- Public Use of College Outdoor Areas Policy Amendment
- Penson Associates Engagement
- Early Childhood Education Center Update
- Bond Refunding Results
- Other Business
- Next Meeting – Wednesday, November 2, 7:30 a.m. (will include Audit Exit Report)

Minutes of the meeting have been distributed to all Trustees.

### **Financial Report through August 31, 2016**

The Revenue/Expenditure Report through August 31 was distributed to Trustees prior to the meeting. It was noted that the first column reflects the FY 2016-2017 Annual Budget. Historically the first couple of months of the fiscal year have had wide swings (both increases and decreases) in revenue and expense items compared to the previous fiscal year due to how Summer Term and payroll dates fall.

State Share of Instruction (SSI) reflects the most recent projection from the Ohio Department of Higher Education. This number will change based on FY 2016 course completion data for Spring Semester.

Student Fee Revenue represents Fall Semester registrations through August 31<sup>st</sup>. Both Student Fee Revenue and General Expenses will be lower than last fiscal year due to the change in the accounting for College Credit Plus enrollments.

The Statement of Reserve Activity at August 31 was also distributed. The beginning balance includes FY 2016 surplus from operations.

Recommendations will be brought to the Board at the November meeting for reserve appropriations for FY 2017.

### **Unaudited Annual Financial Report**

The FY 2016 audit report for the College and the Foundation is due to the Auditor of State by October 14, 2016. The audit team from Clark Schaefer Hackett performed their field work the week of September 12<sup>th</sup> and are now reviewing and completing the audit report.

Part of the final process in preparing for the audit is converting the College's internal financial statements into the GASB format. These are the statements used to calculate the College's composite score for the Senate Bill 6 financial ratios.

The internal financial statements in the format presented to Trustees at each Board meeting were distributed to Trustees prior to the meeting. The report shows revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2016 budget and compared to recent previous fiscal years. Even though total General Fund Income fell short of budget, a net surplus is reflected for the year because actual expenses were below the General Fund Expense budget.

The Statement of Reserve Activity through June 30 was also distributed to Trustees. It reflects \$346,000 of expenses, most of which were related to the LRC Renovation and Student Success Center projects.

The Bookstore experienced a surplus from operations of \$569,000, the Commercial Transportation Training Center a surplus of \$8,800 and the Parking fund a surplus of \$15,000. The Food Service operation experienced a loss of \$125,000. Food Service losses are subsidized from Bookstore profits.

### **Greene Center Year-End Finances**

A report reflecting Greene Center financial information for the FY 2015-2016 fiscal year was distributed to Trustees prior to the meeting. State Share of Instruction and Student Tuition revenue both fell short of budget due to an enrollment decline of 11.5% from FY 2015. The FY 2016 budget was based on a 1% decrease in enrollment. Bookstore revenues show a positive budget variance and a net surplus of \$344,000.

Total expenditures ended the year about 7% under budget. Greene Center operations ended the year with a surplus of \$243,000.

### **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 6/30/16:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,043,200
Commonfund Management Fees (June 2002 to present)	\$(68,151)
Foundation Management Fees (2007 - 2016)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (Aug 2009-Present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$231,070
Balance 6/30/16	\$1,864,906
Quarterly (Apr-Jun) Rate of Return	2.47%
Barclays Aggregate Bond Index (Apr-Jun Quarter)	2.21%
June Return	1.78%
Barclays Aggregate Bond Index (June)	1.80%

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 management fees to endowment accounts it manages. This figure (\$158,409) represents the 1.25% fee for ten fiscal years (FY 2007 – FY 2016). Marc Bernhardt and Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on September 30, 2015, and reviewed fund performance, asset allocation, and spending policy. Mr. Morrill will be meeting with the Finance Committee again on September 21, 2016.

## **Human Resources Update**

### Filled Positions:

- Tom Duffee, current full-time EMS Faculty, now serves as Risk Management Coordinator/Special Assistant to The President and Coordinator, Emergency Medical Services (1.0 FTE effective 8/15/16)
- Michael Light, Institutional Research Analysis Specialist (1.0 FTE), effective 7/11/16
- Taylor Bugglin, Grants Writer (1.0 FTE), effective 7/11/16
- Jennifer Boyd, Instructional Designer (1.0 FTE), effective 7/25/16
- Michelle Anderson, Financial Aid Specialist (1.0 FTE), effective 8/1/16
- Amanda Jones, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Dr. Collins Amankwaah, Assistant Professor, Food Science (1.0 FTE), effective 8/12/16
- Sherri Martin, Retail Associate (1.0 FTE), effective 8/31/16
- Paige Kiley, Student Service Coordinator, Northern Region (1.0 FTE), effective 9/6/16

### Promotions:

- Justin McCulla, Student Services Coordinator, Northern Region to Director, Athletics and Student Life (1.0 FTE), effective 7/18/16
- Dan Ayars, Maintenance Technician to Director, Facilities, Operations and Maintenance (1.0 FTE), effective 8/18/16
- Matthew Ison, Academic Advisor to Program Manager, Champion City Scholars (1.0 FTE), effective 8/24/16

### Retirements:

- Bonnie Young, Success Center Coordinator (1.0 FTE), effective 10/1/16
- Dixie Depew, Controller (1.0 FTE), effective 2/1/17

### Resignations:

- Cecilia Kennedy, Arts and Sciences Associate Professor (1.0 FTE), effective 7/29/16
- Sharon Halter, ABLE Coordinator (1.0 FTE), effective 9/23/16
- Michelle Fields, Policy Director, Area 7 (1.0 FTE), effective 9/30/16
- Steve Nowka, Instructor (1.0 FTE), effective 12/14/16

### Leave of Absence:

- Debra Sector, Arts and Sciences Administrative Support (1.0 FTE), effective 7/31/16 – 6/30/19

### Open/Advertised Positions/Searches/Interviews:

- Academic Advisor (1.0 FTE)
- Program Manager, Workforce and Business Solutions (1.0 FTE)
- Administrative Support, Arts and Sciences and Business and Applied Technologies (1.0 FTE)
- ABLE Coordinator (1.0 FTE)
- Maintenance Technician (1.0 FTE)
- Assistant House Manager (.24 FTE)
- Policy Manager, Area 7 (1.0 FTE)

## **Ohio Hi-Point Partnership and Planning Update**

Teams from Clark State and Ohio Hi-Point (OHP) met to create a planning document that addresses the Ohio Hi-Point/Clark State partnership. Four major goals were identified, along with two objectives for each goal. Action steps were also established and assigned to various team members from each institution. Start dates and completion dates were also determined. The team agreed to meet each semester to monitor progress and ensure accountability. The next meeting will be during spring 2017 semester.

The following outline is a summary of the plan:

### *Goal 1: Increase Enrollment*

- Objective 1: Establish Associate Degree programs on OHP campus (AS/AA)
- Objective 2: Expand evening course offerings

### *Goal 2: Define Adult Education Training*

- Objective 1: Define territory
- Objective 2: Create a process for short term course offerings to articulated credit

### *Goal 3: Create a Shared Marketing Plan*

- Objective 1: Create a landing Page for OHP on the Clark State website
- Objective 2: Ensure sharing of logos on all marketing materials within Logan County

### *Goal 4: Improve CC+ procedures between OHP and Clark State*

- Objective 1: Increase CC+ opportunities on OHP campus
- Objective 2: Establish procedures to meet Clark State instructor credentialing for CC+

Copies of the plan were distributed to the Trustees at the meeting.

## **Liaison Reports**

### Clark State Foundation

- The Foundation fund balance as of June 30, 2016, is \$13.0 million.
- Steve Neely is the new Foundation Board Chairman. We also welcomed two new board members: Nettie Carter and Terry Howell.
- The Foundation offices have moved. We are now located in LRC 306 – next to the President’s office. Going forward, we will be holding our Foundation Board Meetings in LRC 207-209.
- The Foundation awarded \$138,844 in scholarships for this school year to 75 students. The next awards will be made in October for Spring Semester.
- The Major Gifts Campaign has raised \$3.8 million to date, including a lead gift from Security National Bank. In recognition of that gift, LRC 207-209 will be renamed the Security National Bank Community Room. We have five other proposals submitted, and are continuing to follow-up with those prospects to revise and refine our asks based on their feedback. In addition, we have six other proposals in progress for solicitation in September.
- Taylor Bugglin joined the Foundation in July as the new Grants Writer. In August, Taylor worked with a team of staff and faculty to submit a collaborative proposal with Southern State to expand our Manufacturing programs through the America’s Promise Grant Program. The request was for \$3.7 million.
- Matthew Ison also joined the Foundation in August as the new full-time Champion City Scholars Program Manager. Matthew has previously served as an Academic Advisor and Admissions Specialist at the College.

## Council of Governments

- After 20 years, Clark State and Springfield-CTC will transition the management of the Early Childhood Education Center to Miami Valley Child Development Center. (Please see the Dissolution of the Council of Governments action item below for detailed information.)

## **Organizational Chart**

The current organizational chart was distributed to Trustees at the meeting and will be posted on the portal for future reference.

## **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:

- Tom Duffee, current full-time EMS Faculty, now serves as Risk Management Coordinator and Special Assistant to The President and Emergency Medical Services Coordinator (1.0 FTE effective 8/15/16)
- Jennifer Boyd, Instructional Designer (1.0 FTE), effective 7/25/16
- Paige Kiley, Student Service Coordinator, Northern Region (1.0 FTE), effective 9/6/16

#### Promotions:

- Justin McCulla, Student Services Coordinator, Northern Region to Director, Athletics and Student Life (1.0 FTE), effective 7/18/16
- Dan Ayars, Maintenance Technician to Director, Facilities, Operations and Maintenance (1.0 FTE), effective 8/18/16
- Matthew Ison, Academic Advisor to Program Manager, Champion City Scholars (1.0 FTE), effective 8/24/16

#### Retirements:

- Bonnie Young, Success Center Coordinator (1.0 FTE), effective 10/1/16
- Dixie Depew, Controller (1.0 FTE), effective 2/1/17

#### Resignations:

- Sharon Halter, ABLE Coordinator (1.0 FTE), effective 9/23/16
- Michelle Fields, Policy Director, Area 7 (1.0 FTE), effective 9/30/16

Impact on students and/or student learning: All positions, from Success Center Coordinator to Risk Management Coordinator to Controller, play an important, yet different role in students' success. Vacant positions will be filled.

Implications for budget, personnel, or other resources: All positions are in the 2016-2017 budget.

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

### ***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:

*Filled Positions:*

- Amanda Jones, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Dr. Collins Amankwaah, Assistant Professor, Food Science (1.0 FTE), effective 8/12/16

*Resignations:*

- Cecilia Kennedy, Arts and Sciences Associate Professor (1.0 FTE), effective 7/29/16
- Steve Nowka, Arts and Sciences Instructor (1.0 FTE), effective 12/14/16

Impact on students and/or student learning: Recently-filled positions provide needed, quality instruction in nursing and the new Food Science programs, and promotions recognize select faculty for continued, high-quality performance in the classroom.

Implications for budget, personnel, or other resources: All positions are in the 2016-2017 budget.

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

***Employee Benefits Renewal***

The College provides four employer-sponsored, and three voluntary/employee-paid, insurance plans as benefits for all eligible (.50 FTE and above) exempt, non-exempt, and instructional faculty members. The College also provides a Flexible Spending Account through FlexBank. Employer-sponsored plans include medical insurance by Anthem Blue Cross & Blue Shield, dental insurance by CoreSource, vision insurance by VSP, and term life and AD&D insurance by Anthem Blue Cross & Blue Shield. The voluntary/employee-paid insurance plans include Optional Life Insurance by Anthem for the employee and his/her eligible family members, accident and specific illness insurance by AFLAC, and optional life, accident, and specific illness insurance by Colonial Life.

This year we will change medical insurance providers from Anthem to Medical Mutual of Ohio (MMO) due to cost. Anthem's initial quote for renewal of the same medical plan was a 24.4% (\$553,880) increase. After we took our plan to market with four other providers [United HealthCare, Aetna, MMO, and the Jefferson Plan], Anthem's best offer was reduced to a 15.8% (\$358,660) increase. MMO offered minor plan modifications to deductibles, maximum out-of-pocket expenses and emergency room costs to better align with industry standards for a 6% (\$136,200) increase, which keeps us within the 6% increase renewal threshold mandated by the Board of Trustees. Additionally, MMO determined that 98.8% of the 100 top physicians used by our employees in the Anthem network are also in the Medical Mutual network.

The MMO plan includes a 4-tier plan (Employee only, Employee + child[ren], Employee + spouse, and Family) vs. the Anthem's 3-tier plan (Employee only, Employee + one, and Family). It also includes a \$12,500 wellness budget plus employee incentives for participating in the wellness program. There are no rate changes in our other employer-sponsored employee insurance plans.

Renewal cost for each plan:

- Medical Insurance (Medical Mutual of Ohio): 6%/\$136,200 increase  
2015-2016 cost: \$2,270,000                      2016-2017 renewal cost: \$2,406,200
- Dental Insurance: No rate change  
2015-2016 cost: \$170,500 for 236 EEs                      2016-2017 renewal cost: \$167,700 for 232 EEs
- Vision Insurance: No rate change  
2015-2016 cost: \$30,300 for 236 EEs                      2016-2017 renewal cost: \$29,800 for 232 EEs
- Life and AD&D: No rate change  
2015-2016 cost: \$33,965                      2016-2017 renewal cost: \$38,550 for 232 EEs

Open enrollment for these insurance benefits is September 13-15, 2016, with an October 1 renewal date.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: The 2016-2017 budget includes increased funds to absorb the 6% increase in medical insurance costs and our other employee insurance benefits.

It was requested that the Board of Trustees authorize President Blondin or her designee to renew the medical (with change from Anthem to Medical Mutual of Ohio), dental, vision, life (including optional life), flexible spending account, AFLAC, and Colonial Life insurance benefits at a cost that is within the 2016-2017 budget.

***Trustee McDorman made a motion to approve the personnel recommendations for exempt employees and instructional faculty as presented and to authorize President Blondin or her designee to renew the employee benefits as indicated at a cost within the 2016-2017 budget. Trustee Ball seconded the motion, and it passed unanimously.***

***Restricted Budget Adoption***

	<u>DATES</u>	<u>GRANTOR'S BUDGET</u>
Clark County - Child Advocacy Center for Project Jericho	7/16 - 6/17	\$173.62
Clark County - Drug Court	7/16 - 6/17	\$54.20
Clark County - Juvenile Court	7/16 - 6/17	\$72,103.89
Clark County - Mental Health Court	7/16 - 6/17	\$6,187.71
Clark State Foundation - Major Gifts/TLC	7/16 - 6/17	\$277,306.70
Davidson Endowment Earnings	7/16 - 6/17	\$58,902.68
Della Selsor - Project Jericho	7/16 - 6/17	\$2,568.05
DJFS - Project Jericho	7/16 - 6/17	\$213,902.63
DJFS - Project Jericho - Incentive Money	7/16 - 6/17	\$19,266.61
DJFS - Project Jericho/Miami Valley	7/16 - 6/17	\$304.03
Kennedy Center - Arts Alive	7/16 - 6/17	\$1,230.06
Logan County Electric Cooperative - ABLE Program	7/16 - 6/17	\$750.00
Logan County Jail - ABLE Program	7/16 - 6/17	\$399.93
National Endowment for the Arts - Coming Up Taller Award	7/16 - 6/17	\$10,000.00
National Science Foundation - CyberPro/CyberSecurity	7/16 - 3/17	\$152,790.50
National Science Foundation - Precision Technologies	7/16 - 6/17	\$184,393.00
National Science Foundation - Mentorlinks	7/16 - 6/17	\$381.85
OAC - Arts Alive	7/16 - 6/17	\$726.17
OAC - Project Jericho	7/16 - 6/17	\$19,371.00
Ohio Bureau of Worker's Compensation	7/16 - 6/17	\$63,552.95
Ohio Department of Education/GED Testing	7/16 - 6/17	\$6,138.37
Ohio Department of Education - Momentum - We Are IT	7/16 - 6/17	\$332.01
Ohio Department of Education - Ohio Board of Nursing	7/16 - 6/17	\$7,246.42
Ohio Department of Education - State Fire Marshal Grant	7/16 - 6/17	\$119,000.00
ODHE - Articulation and Transfer Travel	7/16 - 6/17	\$1,710.32
ODHE - Capital Component	7/16 - 6/17	\$2,847,430.75
ODHE - Changing Campus Culture	7/16 - 6/17	\$7,500.00
ODHE - Credit Where It's Due	7/16 - 6/17	\$5,603.00



ODHE - Ohio Means Internships	7/16 - 6/17	\$39,387.99
ODHE - Success Initiative - Sinclair	7/16 - 6/17	\$2,500.00
ODHE - Tech Prep/Gearup	7/16 - 6/17	\$1,613.23
Ohio Department of Public Safety	7/16 - 6/17	\$4,050.00
Ohio Department of Youth Services - Project Jericho/StART	7/16 - 9/16	\$12,306.04
Ohio Manufacturing Education Collaborative	7/16 - 6/17	\$11,192.02
Ohio Mental Health	7/16 - 6/17	\$291.15
Private - Arts Alive	7/16 - 6/17	\$10,251.33
Private - Cengage Learning Royalties	7/16 - 6/17	\$9,030.00
Private - Circle of Friends - Project Jericho	7/16 - 6/17	\$12,412.05
Private - Convention and Visitor's Bureau	7/16 - 6/17	\$586.10
Private - Harry W and Margaret Moore Foundation	7/16 - 6/17	\$1,450.81
Private - International Management Association	7/16 - 6/17	\$3,930.78
Private - Johns Hopkins Partnership	7/16 - 12/16	\$24,047.48
Private - Martha Holden Jennings Foundation	7/16 - 6/17	\$4,865.61
Private - Ohio Action Coalition	7/16 - 6/17	\$5.62
Private - Ohio Sports Turf Association	7/16 - 6/17	\$3,000.00
Private - PAC Partnerships	7/16 - 6/17	\$94,000.00
Private - PAC Sponsorships	7/16 - 6/17	\$50,000.00
Private - Project Jericho Donations	7/16 - 6/17	\$49,190.49
Private - Project Jericho Wilson Sheehan Foundation	7/16 - 6/17	\$2,500.00
Private - Quinlan Foundation for Project Jericho	7/16 - 6/17	\$3,969.55
Private - Restorative Justice Initiative	7/16 - 6/17	\$1,361.24
Private - Rothschilds for Safety City	7/16 - 6/17	\$200.00
Private - Tech Prep Fees	7/16 - 6/17	\$7,084.22
Private - Think Tank	7/16 - 6/17	\$150.00
SDE - ABLE GED program	7/16 - 6/17	\$134,765.00
SDE - Perkins	7/16 - 6/17	\$147,927.30
Springfield City Schools/Perrin Woods and Little Libraries	7/16 - 6/17	\$6,473.11
Springfield Foundation/Glass Art Education	7/16 - 6/17	\$2,096.32
Springfield Foundation - Grant Writing	7/16 - 6/17	\$2,500.00
Springfield Foundation/Performing Arts Center	7/16 - 6/17	\$12,500.00
Turner Foundation - Explorations	7/16 - 6/17	\$2,110.39
Turner Foundation - Outreach	7/16 - 6/17	\$9,281.07
Turner Foundation - Project Jericho Support	7/16 - 12/16	\$10,531.07
USDE - Federal Workstudy	7/16 - 6/17	\$176,756.00
USDE - PELL	7/16 - 6/17	\$11,000,000.00
USDE - SEOG	7/16 - 6/17	\$245,860.00
USDE - TRIO	7/16 - 6/17	\$322,903.99
US Department of Labor - TAACCCT	7/16 - 6/17	\$870,989.44
US Department of Veterans Affairs	7/16 - 6/17	\$6,297.84
<b>TOTAL</b>		<b><u>\$17,379,693.69</u></b>

The list above shows the restricted budgets for fiscal year 2016-2017. (Descriptions of each of the projects funded by these various restricted sources were distributed to Trustees prior to the meeting and are

available in the office of the Vice President of Business Affairs.) The total represents a \$2,885,000 (14.2%) decrease from the restricted budget adopted in Fall 2015. The majority of the decrease is due to a revised projection of PELL Grant funds (\$1,000,000) and spending down the TAACCCT Grant (\$900,000).

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

- DJFS – Project Jericho – Incentive Money
- Logan County Electric Cooperative – ABLE Program
- NSF – Precision Technologies
- ODE – Ohio Board of Nursing
- ODHE – Changing Campus Culture
- Private – Ohio Action Coalition
- Private – PAC Partnerships
- Private – Project Jericho Wilson Sheehan Foundation
- Turner Foundation - Explorations

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

- Clark County – Probate Court
- Private – AACC – Plus 50 Encore
- Turner Foundation – Arts Alive
- USDE – Title III

The amount for the Clark State Foundation Major Gifts is for the Sara T. Landess Technology and Learning Center and represents donors' multiple year pledges.

Most other projects listed represent either carry-forward balances from 2015-2016 or continuing projects with new funding.

Impact on students and/or student learning: These projects impact various Initiatives in the Strategic Plan.

Implications for budget, personnel, or other resources: Up to \$17,379,694 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.

### ***Campus Master Plan Project Appropriation***

The College intends to retain a consultant to assist in developing a comprehensive master plan which will provide the framework for future academic, staffing, and facilities program developments, and support the goals and initiatives of the Strategic Plan.

The comprehensive master plan will be developed from three focused plans, each supporting the goals of the master plan:

- The educational plan will develop strategies for academic program and delivery.
- The staffing plan will develop strategies for staffing growth and support necessary for current College needs, and as required to achieve the goals developed from the educational plan.
- The facilities plan will develop strategies for physical plant maintenance and improvement to support current College needs and develop physical plant concepts to support the goals developed from the educational and staffing plans.

This project will develop the final Master Plan report including evaluations and recommendations from the

consultant with consideration given to the Strategic Plan, Technology Plan and Completion Plan by other consultants/agencies.

The project will have three phases. Phase 1 will gather information through interviews of departments within the College to determine previous and current goals and priorities, current program needs, deficiencies and future initiatives and projects being planned. Program areas could include geographic expansion of current and future campuses, online education, adult education/re-education, professional training programs, and additional program areas as defined by the College. Phase 2 will be visioning, setting goals and objectives, developing criteria guidelines for programs and sustainability and determining priorities. Phase 3 will be developing the final plan including site utilization, space usage, staffing and recommended projects and phasing within the multi-biennium Capital Improvement Plan process.

Anticipated Timeline:

Evaluation of SOQ's	October
Interviews	October
Contract Negotiation/Execution	November
Phase I	December – February
Phase II	March – April
Phase III	May – June
Draft Report	July
Final Report	August

The consultant must have relevant experience in master planning, facility condition assessment evaluation, program verification, meeting facilitation, estimating, phasing and budgeting.

Impact on students and/or student learning: A campus facilities master plan is a vision for the future development of a campus. It ensures that the physical development, both built and natural, serves the needs of the college community, enables the institution to realize its goals, provides an effective place for students to study and learn and welcomes our neighbors and partners.

Implications for budget, personnel, or other resources: None. The cost of the project will be funded from College Reserves.

It was requested that the Board of Trustees authorize the President or her designee to undertake a campus master planning process including contracting with a consulting firm and authorizing the expenditure of up to \$125,000 from College Reserves.

***Public Use of Outdoor Areas Policy Amendment***

This policy was revised and brought to the Board last year for approval. The revisions that were made primarily addressed the right for assembly and free speech on campus grounds. Over the years we have had to address issues of skate boarders on campus due to the damage to concrete, benches, railings, etc. caused by this activity, by posting “No Skateboarding” signs in certain locations throughout the campus. With the growing popularity of hover boards and UAVs, and the dangers associated with both that we have read about in the news, it was determined that it would be best to place in College policy the prohibition of these activities.

The policy has been amended to include a new paragraph (E) (4). Please note that there are exceptions for College sanctioned educational activities or in emergency situations if first responders authorize their use. Legal Counsel has reviewed and approved the language.

This policy was discussed at the September Board Finance and Facilities Committee meeting and the Committee recommends approval to the full Board.

### **3358:5-11-09 Public Use of College Outdoor Areas Policy**

- (A) The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:
- (1) Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
  - (2) Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
  - (3) Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of, or endorsed by the College.

This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

- (B) Outdoor areas of campus generally available for use:
- (1) General Access – Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Leffel Lane, downtown Springfield and Greene Center campuses except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.  
  
During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

- (2) Outreach Centers – The College’s Outreach Centers (currently located at Ohio Hi-Point, Miami Valley CTC, Greene County Career Center, South High School, Springfield-Clark CTC, Urbana University, Avetec and ATIC) are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College; therefore, no publicly-accessible outdoor areas are available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.
- (3) Large Groups – Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the College’s Vice President for Business Affairs at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

- (C) Student Use – In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Vice President for Student Affairs. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

- (D) Bulletin Boards – The College provides indoor bulletin boards for the purpose of posting materials. Because of the limited space available, posted material may be no larger than 8-1/2 x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the Bulletin Boards.

(E) Prohibited Activities

- (1) Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.
- (2) No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture (except the designated bulletin boards).

- (3) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any areas is prohibited.
- (4) **To reduce risk and maintain the safety of students, visitors and employees, and out of concern for College property, the use of skateboards, hover-boards (also known as self-balancing scooters or smartboards) and unmanned aerial vehicles on College property is prohibited, except for College-sanctioned educational activities or in an emergency situation by authorized use. College property includes any and all property owned, rented, leased and controlled by the College. This prohibition applies to both outdoor and indoor use.**

(F) Enforcement – Local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

(G) Dispute Resolution – Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College’s Vice President for Student Affairs.

(H) Procedures – The President may adopt procedures to administer this Policy.

Effective: October 15, 2015 September 20, 2016

Prior Effective Dates: 2/27/88, 7/1/98/, 11/8/02, 3/27/15, **10/15/15**

Impact on students and/or student learning: Prohibiting these activities reduces risk and maintains safety of students, visitors and employees.

Implications for budget, personnel, or other resources: Prohibiting these activities reduces the opportunity for damage to College property, which would have an impact on budget if funds were required to repair damages. It also reduces the risk of injury, which reduces liability to the College.

It was requested that the Board of Trustees move to adopt the Public Use of College Outdoor Areas Policy as amended, effective September 20, 2016.

*Trustee Bell made a motion to accept the restricted funds as presented, to authorize President Blondin or her designee to undertake a campus master planning process including contracting with a consulting firm and authorizing the expenditure of up to \$125,000 from College Reserves, and to adopt the amended Public Use of College Outdoor Areas policy as presented. Trustee Doyle seconded, and the motion passed unanimously.*

#### ***Appointment of Association of Community College Trustees (ACCT) Delegate and Alternate***

Clark State Community 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 Peggy Noonan be appointed as the college delegate and Sharon Evans 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 Peggy Noonan as the college delegate and Sharon Evans as the alternate delegate to the Association of Community College Trustees Senate.

***Trustee Doyle made a motion to affirm the appointment of Peggy Noonan as delegate and Sharon Evans as alternate delegate to the Association of Community College Trustees Senate. Trustee Phillips seconded, and the motion passed unanimously.***

### ***Dissolution of the Council of Governments***

After 20 years, Clark State and Springfield-CTC will transition the management of the Early Childhood Education Center (ECEC) to Miami Valley Child Development Center (MVCDC). MVCDC has a record of success in early childhood care and education, and is the recognized expert in this field in our region.

The transition will take place over several months. Clark State and Springfield-Clark CTC have the utmost confidence in the management and professionalism of the MVCDC leadership and staff. MVCDC have been offering quality early learning for decades and have more than 50 centers in the Miami Valley.

Springfield-Clark CTC will continue to own the building, with Miami Valley Child Development Center leasing. The transition to MVCDC does not affect the operations of the ECEC nor does it affect the children. The dissolution of the Council of Governments allows for more streamlined management of the day-to-day operations of the center.

Clark State's and Springfield-CTC's early childhood education programs will continue to utilize the ECEC as a student training site. Clark State and Springfield-Clark CTC's faculty, staff and students will still be able to use the services of the ECEC.

The dissolution requires the approval of the Clark State Board of Trustees, the Springfield-Clark CTC Board of Education, and the Council of Governments (COG); the resolution follows. These board actions are expected to take place in September and October 2016, with Miami Valley Child Development Center taking over management on 1 January 2017.

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE CLARK STATE COMMUNITY COLLEGE**

**RESOLUTION OF THE BOARD OF EDUCATION OF  
THE SPRINGFIELD CLARK CAREER TECHNOLOGY CENTER**

WHEREAS, in 1994 Clark State Community College and the Springfield-Clark Career Technology Center entered into a Joint Use Agreement for the construction and use of the Early Childhood Education Center, for a term of 25 years; and

WHEREAS, in 1994 CSCC and SCCTC, pursuant to Chapter 167 of the Revised Code, created a Regional Council of Governments known as the Council of Clark County Day Care Center and agreed to Bylaws governing the Council; and

WHEREAS, in 2006 CSCC and SCCTC Center entered into a Joint Use Agreement for the construction and use of an addition to the Early Childhood Education Center, for a term of 25 years; and

WHEREAS, CSCC and SCCTC have operated the ECEC continuously since its creation, using the Facility for educational training and research while providing child care services; and

WHEREAS, CSCC and SCCTC, in reevaluating the mission and purpose of the ECEC, sought a partner to manage the financial and administrative operations of the center to better and more efficiently serve children and families, in operation of the ECEC; and

WHEREAS, there has been no breach of any of the agreements between CSCC and SCCTC regarding the ECEC; and

WHEREAS, CSCC and SCCTC no longer want to participate in joint ECEC programs or to maintain access to joint ECEC premises, and wish to terminate the Council;

NOW, THEREFORE, BE IT RESOLVED that

the Board of Trustees/Board of Education hereby directs that the Council of Clark County Day Care Center be terminated, such termination to occur consistent with Section 7 of the Agreement for Establishment of the Council of Clark County Day Care Center.

BE IT FURTHER RESOLVED that

the Board of Trustees/Board of Education recognizes that CSCC continues to have the rights identified in the Joint Use Agreement, that it voluntarily suspends the exercise of such rights for the balance of the 25 year term of the 1994 and 2006 Joint Use Agreements, and that its termination of the Council is voluntary.

BE IT FURTHER RESOLVED that

CSCC and SCCTC and their successors and assigns, agree to share in equal part, any and all present or future liabilities, costs, damages, and/or obligations incurred by either party arising from the operation or termination of the 1994 or 2006 Joint Use Agreements, or the operation or termination of their regional council of governments, or the operation or termination of the ECEC.



Impact on students and/or student learning: None. Clark State's early childhood education programs will continue to utilize the ECEC as a student training site. Clark State's faculty, staff and students will still be able to use the services of the ECEC.

Implications for budget, personnel, or other resources: The College will no longer receive a fee of \$16,000/year for acting as Fiscal Agent. However, the College personnel will no longer spend time on the financial and personnel operations of the ECEC resulting in staff time saved equating to approximately \$14,000 per year.

It was requested that the Board of Trustees direct that the Council of Clark County Day Care Center be terminated effective January 1, 2017, and that such termination to occur consistent with Section 7 of the Agreement for Establishment of the Council of Clark County Day Care Center.

*Trustee Doyle made a motion to approve the resolution dissolving the Council of Clark County Day Care Center amended to include a statement indicating that the Council's reserves will be split evenly between the two entities. Trustee McDonald seconded the motion, and it passed unanimously.*

## **Report of the President**

President Blondin deferred to Staff Senate President Antoinette Yancey and Faculty Senate President Therese Filicko to provide Senate updates.

Ms. Yancey reported that Staff Senate met last Thursday, and they will be selling poinsettias this year with a goal to raise enough money to feed ten families in our service area during the holidays. Detailed information will be shared soon.

Ms. Filicko indicated that the faculty committees are up and running, and they have come across some bylaws that need to be updated. Additionally, the Faculty Constitution and Bylaws have not been updated since the Quarters to Semesters transition, so revisions are in the works to reflect the new committee structure; the changes will be taken to Faculty Assembly mid-November and then will be presented to the Board for their approval. An ad hoc committee is working with Amy Sues regarding the Prior Learning Assessment process, and their work will be presented to Faculty Assembly mid-November as well.

Performing Arts Center (PAC) Executive Director Adele Adkins provided an overview of upcoming events at the PAC, including Shotgun Wedding and Basetrack Live. She also shared that a Town Hall-style meeting of the presidential candidates sponsored by EF Hutton will be held Sunday, October 2, at 2:00 p.m. They are not expecting either of the candidates to be there physically, but they may feed in via videoconferencing. This is a great opportunity to partner with EF Hutton and showcase the PAC; additional details will be shared once available. Tickets to these events were offered to Trustees.

Ms. Adkins also noted that the Circle of Friends would like to offer a St. Patrick's Day party in the Turner Studio prior to the March 11<sup>th</sup> Danu performance instead of a gala this year. Additional details will follow.

President Blondin shared the following:

- The College is focusing on strategic planning, wellness, diversity and safety this year.
- Although she does a lot of informal mentoring, she would like to implement a formal internal mentorship program and will work with our Employee Relations to do so. She would like to work with five faculty and staff (selected from an application process) over a specified time period and create direct career pathways for them in the organization. The first year pilot would include employees that are director level and below, and there will be some incentives built into the program.
- Chancellor Carey visited campus on August 24 and heard presentations from various faculty and staff members regarding our academic programs, workforce development efforts, 3+1 programs, etc. A

copy of a letter presented to the Chancellor providing input on Governor Kasich's 2017 budget proposal was shared with Trustees.

- Clark State made a survey available to all students in support of the Governor/Ohio Department of Higher Education's Changing Campus Culture initiative to inform people about sexual assault on college campuses. Our student affairs personnel did a great job with this effort, and we received 303 responses to the survey.
- This year's Priority Development and Advocacy Committee (PDAC) process has been released. Internal discussions are taking place to determine what we will request for state funding for the region. The deadline for submission is in November; our submissions will be shared with the Board in October.
- She recently attended a Student Success Leadership Institute (SSLI) guided workshop focused on guided pathways. She is very proud of our SSLI team led by Dr. Singh.
- From what she is hearing, House Bill 48 (concealed carry bill affecting colleges) will probably die in lame duck, and House Bill 384 (performance audit bill) will pass in lame duck. This would cost the College \$125,000 but we would be able to pay for it out of any type of savings realized by following their recommendations. It is her understanding that the four-year colleges would go first and that two colleges would be selected for audit every two years.
- She received a letter from Senate President Keith Faber indicating that tax revenues are not coming as they thought it would. Although there is currently no fear that there will be any State Share of Instruction (SSI) cuts this year, she thinks they will be asking us to cut tuition next year. The OACC is working together on this, with four-year universities as are our allies.
- Clark State now has 53 3 + 1 agreements (degree offerings/pathways) in place thanks to the tremendous work of Amy Sues.
- Trustee Doyle and Dr. Blondin will be delivering a presentation regarding our SSI formula and how we adjusted around student success initiatives with Edison State and Southern State at the Association of Community College Trustees (ACCT) Leadership Congress in October.
- The Girl Scouts are honoring Dr. Blondin as a Woman of Distinction for Community Responsibility at a reception at the Schuster Center on September 29. She has also been named to Dayton Business Journal's Power 50 list of the Dayton region's most influential women of 2016. She is very honored to receive this recognition.
- Copies of our most recent strategic plan update and an article regarding equity were distributed.

### **Report of the Board Chair**

Chairperson Noonan reported that she and Vice Chair Evans, Trustees Doyle and McDorman, and Dr. Blondin will attend the ACCT Annual Leadership Congress in New Orleans in early October. Executive Council members Matt Franz and Laurie Means will also attend for the safety summit offered in conjunction with the Congress. She also indicated that a Statewide Trustees Meeting will be held on Monday, November 14, in Columbus, and several of our trustees will attend.

Chairperson Noonan also noted that new Trustee Kyle Hall attended last week's Board Finance and Facilities Committee meeting. As a manufacturing company president, he attested to the fact that manufacturers need more trained workers.

### **Trustees' Open Forum**

There were no comments.

### **Adjournment**

Trustee Ball made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:14 p.m.