



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**June 22, 2021**

The Clark State College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom with the majority of guests attending virtually via LifeSize due to the COVID-19 pandemic on Tuesday, June 22, 2021. Board Chair Kyle Hall presided and called the meeting to order at 6:22 p.m.

### **Roll Call**

*Present in Person:* Andy Bell, Sharon Evans, Peggy Noonan, Brad Phillips, Chairman Kyle Hall, and President Jo Alice Blondin

*Present Virtually:* Vice Chair David Ball, Jim Doyle, and Maurice McDonald

*Excused:* Mike McDorman

*Others Present in Person:* Dr. Tiffany Hunter, Provost/Vice President of Academic Affairs; Crystal Jones, Vice President of Marketing, Diversity, and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Director of the Foundation; Doug Schantz, Associate Vice President of Business Affairs; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Larry Wakefield, Vice President for Business Affairs

*Others Present Virtually:* Jasmin Alford, Student Senate President Elect; Josef Asfoura, Assistant Attorney General, Ohio Attorney General's Office; Lesli Beavers, Director of Workforce and Business Solutions; Brittany Briggs, Assistant Director of the Center for Teaching and Learning; Dr. Sterling Coleman, Director of Library Services; Adam Curtis, Risk and Emergency Management Coordinator; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Eric Ebbs, Client Support Technician/Staff Senate President Elect; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Ron Gordon, Dean of Enrollment Services; Darryl Grayson, Project Manager, H1B One Workforce Grant; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Paige Huskey, Associate Professor, Arts and Sciences/SOAR participant; Natalie Johnson Associate Dean, Greene County Locations; Tina Jones, Staff Accountant; Theresa Lauricella, Professor, Arts and Sciences; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Victoria Owens, Director of Student Financial Aid; Dr. Adam Parrillo, Interim Dean of Business and Applied Technologies; Cindra Phillips, Director, Center for Teaching and Learning; John Riechers, Assistant Technical Director, Performing Arts Center/SOAR participant (Work Session only); Gerritt Smith, Business Development Manager, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Mary Adelaide Taylor, Director, Nursing Program; Trish Voisard, Staff Accountant; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

## **Recognition of Guests**

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

## **Public Comment**

There were no public comments.

## **Conflicts of Interest**

No conflicts of interest were reported.

## **Student Success Story**

Nina Wiley, Dean of Student Engagement and Support Services, introduced Aaron Chambers, who is the Student Senate Vice President, serves as a Student Ambassador and peer to peer mentor, and is pursuing an associate of science degree.

Mr. Chambers reported that he returned to college at the age of 26 during the middle of the pandemic. He had a desire to obtain a Bachelor of Science degree in Nursing but had no idea how to reach his goal. The uncertainty about the future terrified him. Mr. Chambers suffered from PTSD after being robbed at gunpoint and at times felt that he was not good enough. After he started working as a federal work study in the Library and was shown grace by the staff, he began coming out of his shell. He realized that he had been so afraid of social interaction with others, but soon found that he wanted and needed that interaction. Getting involved with Phi Theta Kappa, Student Senate, and becoming a Student Ambassador helped him grow exponentially, and he aspires to be an advocate for others. He noted that he appreciates the sacrifices faculty and staff make to help students and is proud to be an Eagle and to now work with incredible people as a member of our Xenia satellite location team.

Chair Hall thanked Mr. Chambers for sharing his inspiring story, which he noted is a salute to his hard work and dedication. He offered his sincere congratulations and encouraged him to keep striving for his goals.

## **Brief Data Story**

Gerritt Smith, Business Development Manager, shared Workforce and Business Solutions statistics for this fiscal year. Despite the challenges of the pandemic, online training enrollment grew 400%; open enrollment trainings increased 74%; the number of businesses served increased 43%; our Ed2Go partnership trained 105 individuals; and 224 individuals were directly trained in apprenticeship programs as a result of Clark State's training with the Ohio Laborer's Union, the German American Chamber of Commerce of Pittsburg, and the Community College of Alleghany County. Mr. Smith also reported that a program with Navistar and Rush Trucking Centers will benefit our Diesel Technology program by supplying training equipment so students will be better prepared to enter the workforce. He noted that the credit side of the College is now listed as an enrollment option for employees working at Amazon's Madison County location; Amazon will pay for them to pursue professional development, which will make them more appealing for promotions.

## **Approval of Minutes**

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on May 18, 2021. Trustee Noonan made a motion to approve the minutes as written; Trustee Bell seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met June 9, 2021 at 7:30 a.m. virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees David Ball, Jim Doyle, Sharon Evans, Peg Noonan, and Brad Phillips; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Vice President of Student Affairs; Larry Wakefield, Vice President for Business Affairs; Doug Schantz, Associate Vice President for Business Affairs; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order – Committee Chair Bell
- Roll Call - Recorder
- Approval of May 10, 2021, Meeting Minutes – ACTION
- Energy Optimizers – Energy Conservation Audit – Belinda Kenley
- Financial Statements through May 2021 – Schantz
- HBC/PAC Quarterly Financial Report – Schantz
- State Legislative Activity – Dr. Blondin
- HEERF Update – Schantz
- Rhodes Hall Phase III and Phase IV Update – Schantz
- FY 2022 Revenue and Expense Assumptions – Schantz
- Adoption of FY 2021-2022 General Fund Budget – ACTION – Schantz
- Adoption of FY 2021-2022 Auxiliary Fund Budgets – ACTION – Schantz
- Multi-Year Budget Update – Schantz
- Dual Enrollment Tuition for Home Schooled/Private Schooled Students – ACTION – Schantz
- Revised Military Tuition Discount – ACTION – Schantz
- Conflict of Interest and Commitment Policy – ACTION – Schantz
- Open Discussion
- Next Meeting – TBD

## **Financial Statements through May 2021**

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

State Share of Instruction (SSI) – The FY 2021 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The State announced last spring to expect a significant cut to our base SSI for FY 2021. Since then, the State has restored the entire SSI funding. We will receive the restored funding in the remaining months of the fiscal year. Variance will decline month to month through the end of the fiscal year.

Student Tuition and Fees Revenue represents Fall and Spring Semester through May 31. Fall Revenue is in line with budget after our Fall budget adjustment. Spring Revenue is below budget and deregistration is reflected in these numbers. Summer revenue will be reflected beginning in June.

Workforce Non-Credit Training revenue remains below budget. COVID-19 has had an impact on their revenue. They expect a steady stream of revenue to continue through the end of the year, but not fully recover.

Interest on Investments is below budget. Even though a decline was expected, it has been more than anticipated.

Performing Arts Center (PAC) shows and rentals are below budget. Due to the effects of COVID-19 and our modified operations, revenue will not pick up significantly. Expenses are also down due to our modified operations.

The expense budgets show overall spending down compared to the budget. By object code, all expenses are below budget for this time of year.

The budget and actuals have been adjusted to account for the CARES Act. We will present a modified report quarterly to reflect the impact of CARES on our monthly financials.

The Bookstore, Commercial Transportation and Parking revenues are behind but we are seeing some savings in expenses. Food service expenses are minimal due the closing of the Eagles Nest due to the pandemic but vending options are still available.

### **Human Resources Update**

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

#### *New Hires:*

- Connie Ross, Assistant to the Senior Vice President, Information Technology, effective 6/1/21
- Andrea Waterman, Assistant to the Provost and Vice President, Academic Affairs, effective 6/16/21

#### *Resignation:*

- Kendra Trumbo, Student Academic Support Specialist, Student Affairs, effective 6/7/21

#### *Termination:*

- David Ward, Custodian-Third Shift, Physical Plant, effective 6/1/21

#### *Personnel Change:*

- Ingrid Snyder, Administrative Support, Health, Human and Public Services, change from part-time to full-time status, effective 7/1/21

#### *Open/Advertised Positions:*

- LPN Faculty
- Dean, Business and Applied Technologies
- Project Director, Laser Materials Processing, Business and Applied Technologies
- Engineering - Computer Software Development Faculty
- Engineering Faculty
- Commercial Transportation Coordinator
- Anatomy and Physiology Faculty

- Assistant Registrar
- Student Accounts Manager
- Custodian, 3<sup>rd</sup> Shift
- STNA Faculty
- Lead Paramedic Instructor-Part Time
- Payroll Manager
- Instructional Support Specialist-Part Time
- Manager, Client Support
- Admissions Specialist
- Registered Nursing Faculty
- Mathematics Instructor and Lab Coordinator

### **Board Human Resources Committee Report**

The Board of Trustees' Human Resources Committee met virtually on Tuesday, June 15, at 4:00 p.m. with Committee Chair Jim Doyle; Committee Members Mike McDorman and Maurice McDonald; and Board Chair Kyle Hall in attendance.

Agenda items included:

- Review of Board Self-Evaluation Summaries (2020-2021 and 2019-2020 Comparison)
- Review of President's Performance Appraisal Summaries (2020-2021 and 2019-2020 Comparison)
- Review of President's Incentive Plan AY 2020-2021 and Preliminary Results Estimate as of 6/10/21
- Development of Recommendations for President's Base Pay for 2020-2021
- Discussion Regarding Goal Areas for President's Incentive Plan for AY 2021-2022
- Other

### **Achieving the Dream Site Visit Reflections**

A letter from Clark State College's Achieving the Dream coaches, Dr. Tom Broxson and Dr. Terry Manning, was distributed to Trustees prior to the meeting. The letter detailed our ATD coaches' assessment of Clark State's work over the past year, including our strengths and opportunities for continued growth in the ATD peer learning model.

Dr. Blondin thanked the Board of Trustees for their leadership and approval of Clark State joining ATD. This decision was both strategic and impactful, and even with the challenges presented by the pandemic, Clark State accomplished much work in laying the groundwork for data literacy and for closing achievement gaps for our students. Institutional Research Analyst Kelly Neriani was given kudos for her work on data inclusivity.

### **Customer Relationship Management (CRM) Assessment Update**

Earlier this Spring, Clark State engaged with Ferrilli to conduct an assessment to provide college leadership with informed recommendations on moving forward with a Customer Relationship Management (CRM) system. The primary purpose of this solution is to capture and present all relevant student information in a single place. Doing so provides faculty and staff the ability to quickly and efficiently support students in an equitable and effective way.

Ferrilli conducted numerous focus groups with student groups, faculty, and staff to better understand Clark State's current environment, existing technology, and processes. After capturing this information through a number of different perspectives, their team provided Clark State with two recommended paths forward. The two recommended software products, Salesforce CRM and Technolutions Slate, were identified as the solutions that would best meet the needs of the College.

These software solutions are leaders in the CRM field and both would add considerable value to our ability to serve and support our students across the entire lifecycle from applicants through alumni. Both investments will, over time, provide a centralization of core processes increasing efficiency, data, and communication.

Estimated financial resources for both vary significantly based on the features, modules, and auxiliary services needed to properly deploy the services. Due to the importance and scope of a CRM solution, it is highly recommended that a partner work directly with Clark State to effectively scope, purchase, train, implement and support the chosen software solution. This will become one of the most critical systems at the College and will have an impact on nearly all areas of the institution.

### **Foundation Update**

The Foundation Board is excited to begin meeting in person again in June. Applications are currently being accepted for Fall semester scholarships with a submission deadline of July 15<sup>th</sup>. Nominations are being accepted for the Distinguished Alumnus Award and the Emerging Leader award. Please visit <https://www.clarkstate.edu/about-us/alumni/> to nominate a worthy alumnus by June 30<sup>th</sup>.

Project Jericho celebrated the completion of the Hope Ahead mural on Thursday, June 3, with the community. The mural was painted over the course of two weeks by ten Project Jericho ambassadors under the leadership of mural designer and lead artist Kelley Booze. The project was a fantastic partnership with Bike Greater Springfield, National Trail Parks and Recreation District, Abby and Jeff Boswell, and many other contributors from the community. The mural is on the south facing wall of Otstot Auto on the corner of South Yellow Springs Street and Leffel Lane. Project Jericho is offering three youth modules in June for participants 12 to 18 years old. One is in partnership with the Springfield City School District's Middle School Summer Enrichment program, which will serve up to 20 youth. The other two will each be hosted at the Hollenbeck Bayley Creative Arts and Conference Center for a week in June. The first module is with Gail Christofferson, a glass artist from northwest Ohio, who will create glass mosaics with a group of participants. The second module is with Geno Luketic, University of Dayton art professor, who will lead participants in hand build ceramics. Project Jericho is planning a community art show on Monday, June 28, to celebrate the glass and ceramic work created by participants, as well as the photographs from the photography module. Additional information on this event will follow.

The Scholars Program is conducting a survey of all previous program participants. This will provide valuable information regarding program strengths and weaknesses as well as updated contact/tracking information for our participants. A mentor appreciation lunch will be held this summer to recognize our mentors for their support during this difficult year. A new mentor orientation will be held in August.

### **Marketing, Diversity, and Community Impact Update**

- Marketing:
  - Completed the filming of an active shooter video to guide employees on how to apply RUN-HIDE-FIGHT on our campus.

- Created Return to Campus countdown emails to share information and prepare for our colleagues for June 1.
- Diversity: Staff Senate initiated a Diversity, Equity, and Inclusion in the workplace Lunch and Learn series:
  - Awareness and Micro-Aggressions
  - How Trauma Responses Impact Implicit Bias
  - From Learning to Acting on Implicit Bias
  - LGBTQIA Ally Training
- Workforce and Business Solutions:
  - LEAN Yellow Belt training will be provided to the Ohio Means Jobs Clark County Leadership Academy in July.
  - Sales Entrepreneurs and Sales Management One and Two were added through our existing sales partnership.
  - The online workforce student enrollment has increased by 400% over the last year.
- Performing Arts Center and Hollenbeck Bayley Conference Center:
  - The Performing Arts Center (PAC) and Hollenbeck Bailey Creative Arts and Conference Center (HBC) staff returned to their duties on June 1, 2021. As you recall, the PAC and HBC staff were temporarily relocated since the centers were closed as a result of the health orders put in place because of the pandemic.
  - The Close to Home Community Outdoor Series opened on June 11, 2021, welcoming a local country band known as, LEADFOOT. The series will continue with DJ Chill on June 23, 2021.
  - The PAC is also a part of the Storybook Stroll from June 1 through July 31. This activity is hosted by the Clark County Public Library.
  - On June 12, 2021, the HBC hosted a wedding for 280 guests since the center reopened on June 1.

## **Action Items**

The following items were presented for Board approval:

### ***Personnel Recommendations – Exempt Employees***

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

#### *New Hires:*

- David Snipes, Grants Director, Area 7, effective 6/21/21
- Andy Badii, Career Navigator, H1B One Workforce Grant, Academic Affairs, effective 6/21/21

#### *Resignations:*

- Jemichael Blanton, Admissions Specialist, Student Affairs, effective 5/31/21
- Lesli Beavers, Director, Workforce and Business Solutions, Academic Affairs, effective 6/23/21

Impact on students and/or student learning:

- The Grants Director, Area 7 provides both program and fiscal oversight and technical assistance for public and private grants for the 45 member counties of the Greater Ohio Workforce Board (Area 7 or GOWBI). This is a grant-funded position.
- The Career Navigator is responsible for providing select Clark State College students with support and guidance. This position is created to foster and manage partnerships with community agencies and businesses to provide employment opportunities and career advancement for underemployed and unemployed students in the Industrial and Engineering Technology programs.
- The Admissions Specialist is responsible for building relationships with prospective students while generating and collecting prospective student information through recruitment events to positively impact enrollment.
- The Director, Workforce and Business Solutions is responsible for creating partnerships with employers and Community organizations placing a high priority on workforce development and specialized contract training.

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

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

***Personnel Recommendations – Instructional Faculty***

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

*New Hires:*

- Dr. Tatiana Gorbunova, Associate Professor, Arts and Sciences, effective 8/13/21
- Jason Richard, Instructor, Business and Applied Technologies, effective 8/13/21
- Doug Streitenberger, Instructor, Business and Applied Technologies, effective 8/13/21

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

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

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

***Adoption of 2021-2022 General Fund Budget***

Revenue Assumptions:

- State Share of Instruction (SSI)
  - SSI based on 50% access, 25% course completion, 25% success points
  - Draft figure received from ODHE May 1, 2021, file version 1.0, subject to revision
  - Base SSI is an increase of \$576,469 (3.71%).
  - SSI represents 49.9% of total general fund budget.
- Student Fee Revenue
  - Headcount and credit hours are projected to increase 2.1%.



- Total Student Fees are 46.8% of the total General Fund budget.
- We are not proposing an increase in tuition and fees.
- Other Income
  - Interest on Investments is expected to continue to be down due to the decline in market interest rates.

Expenditure Adjustments:

- Salary and benefits represent 72.1% of total budget.
- Faculty and Staff raises of 3% have been added.
- Several new positions have been added.
- Operating expenses have been added back to the budget after last year's cut.
- Contingency budgeted at \$674,000 or 2.1%.

This Budget was presented to the Board Finance and Facilities Committee at its June 9, 2021, meeting. The Committee recommends that the Board of Trustees approve the attached General Fund Budget.

Impact on students and/or student learning: The General Fund budget supports all instruction, academic and student support services with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2022 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund using any new funds.

It was requested that the Board of Trustees move to adopt the FY 2022 General Fund budget, as presented, in the amount of \$32,355,912.

***Adoption of 2021-2022 Auxiliary Fund Budgets***

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises.

The budget proposal shows a balanced budget, but it is the expectation that the Bookstore will have a deficit. Any loss is netted against their aggregate fund balance at the end of the fiscal year. Parking and the Commercial Transportation Training Center will have a balanced budget.

The Bookstore expects a deficit due to the reduced sales of the online bookstore, eCampus. eCampus provides more and cheaper textbook purchasing options for students (new, used, rentals, eBooks), and

the students are able to use financial aid for all of the options. The Bookstore receives a commission from all textbook sales and buybacks. This contract was renegotiated in FY20, and we saw an expected increase to revenue in FY21 and will continue that trend in FY22. However, increased use of OER and other options will continue to impact sales.

The landscape of Food Service will change in FY 2022. Food Service will consist of expanded vending options provided by our third party partner, Sheehan Brothers Vending. As we transition from modified operations experienced through the pandemic to more standard operations, we will begin to explore our options as it relates to providing food service at Clark State. The intent is to engage with community partners to help satisfy this need. We will continue to still maintain our Eagles Cash program for students to use their financial aid funds for food purchases at vending machines.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student each semester. Fifty percent (50%) of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

The Commercial Transportation Training Center has a balanced budget. The pandemic affected its revenue in FY 2021, but revenue is expected to return to near normal conditions in FY 2022.

This Budget was presented to the Board Finance and Facilities Committee at its June 9, 2021, meeting. The Committee recommends that the Board of Trustees approve the attached Auxiliary Fund Budgets.

Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff, provide excellent service to students, as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Auxiliary budgets are presented as balanced. In the long run additional actions are needed to address the Bookstore planned deficits.

It was requested that the Board of Trustees move to adopt the fiscal year 2021-2022 auxiliary fund budgets, as presented, effective July 1, 2021.

### ***Dual Enrollment Tuition for Home Schooled/Private Schooled Students***

Clark State Community College pursues partnerships with regional school districts for the purpose of offering dual or concurrent enrollment opportunities to high school students. The program has a target of not more than 20% of overall enrollment for this academic year. Students who earn college credit in high school are more likely to attend and complete college. Increasing the number of college graduates in the region is a proven economic development strategy. Furthermore, credits earned in high school may reduce the time it takes to earn a degree and reduce student debt.

Ohio passed College Credit Plus legislation stating the Ohio Department of Higher Education shall pay an institution of higher education enrolling a student under the College Credit Plus program a per credit hour amount. Division (A) (1) of section 3365.07 of the Revised Code established a “ceiling” amount which is equal to the institutions standard tuition rate for classes taught on the college campus, a “middle” amount which is 50% of the ceiling rate for classes taught online or in-person by college faculty and

delivered in the high school, and a “floor” amount for classes taught in the high school by high school teachers.

According to division (A)(1) of section 3365.07 of the Revised Code, this per credit hour tuition structure applies to all students in Ohio public schools attending public colleges and universities and to the subset of private school, home schooled, and charter school students who apply and are awarded funding from the state. College Credit Plus tuition structure does not apply to private school, home schooled, and charter school students who are not awarded funding from the state, nor to out-of-state students. Those students are considered to be outside of the College Credit Plus program, and thus they are required to pay full tuition even if the high school teacher offers the class in the high school.

College Credit Plus is a valuable recruitment tool to attract academically qualified students to Clark State Community College. Establishing a uniform tuition structure for all students enrolling in dual enrollment courses, regardless of the source of the tuition payment, promotes fairness and provides clear and consistent information to assist students and families as they navigate the dual enrollment landscape. Therefore, Clark State has elected to charge the floor as our tuition structure for the College Credit Plus program, regardless of the modality. Also, the same tuition structure was previously approved by the Board of Trustees for private school, home school and charter school students. We recommend that the Board of Trustees approve a partial tuition waiver of \$123.69 per credit hour (Clark State Tuition Rate minus Floor Amount) for public/nonpublic and home school students who were not sufficiently funded and are enrolled in an approved dual enrollment program, effective for the FY 2021-2023 academic year beginning Fall semester 2021.

We will continue to submit the required annual request to the Chancellor for approval.

Impact on students and/or student learning: Dual enrollment increases educational attainment and is part of a wider regional economic development strategy.

Implications for budget, personnel, or other resources: A tuition waiver for private, home and charter school students participating in the College Credit Plus program is projected to have a budget impact of around \$25,000. This amount is incorporated into the FY 2022 Budget and represents around 200 students.

It was requested that the Board of Trustees approve a partial tuition waiver as calculated above for private school, home schooled and charter school students enrolled in an approved dual enrollment program effective Fall 2021 through Summer 2023, subject to the approval by the Chancellor of the Ohio Department of Higher Education.

### ***Revised Military Tuition Discount***

In June 2017, the Board of Trustees approved a military tuition discount of fifty percent (50%) for active duty military to now include active reservists and Ohio National Guardsmen, and in June 2019 a corresponding fifty percent (50%) reduction for spouses and dependents.

The previous Board approvals expire Summer 2021. Therefore, we are requesting that the Board renew approval of the fifty percent (50%) discount for active duty, active reservists, Ohio Air National Guard and Ohio Air National Guard spouses and dependents from Fall 2021 through Summer 2023.

We will continue to submit the required annual requests to the Chancellor for approval.

Impact on students and/or student learning: The military discount to our military students and their dependents will increase the educational opportunities for more students.

Implications for budget, personnel, or other resources: The implications for the College's budget are both direct and indirect. The discounting of tuition will reduce revenue, but could increase tuition from students who might not otherwise attend. They will qualify for state supplemental instruction (State Share of Instruction) funding.

It was requested that the Board of Trustees approve the renewal of the extension of a 50% tuition discount for active duty, active reservists, Ohio Air National Guard and Ohio Air National Guard spouses and dependents from Fall 2021 through Summer 2023, subject to the approval of the Chancellor.

### ***Conflict of Interest and Commitment Policy***

The purpose of this Conflict of Interest and Commitment Policy is to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of the College and commitment of its employees, and to ensure compliance with Ohio's ethics laws.

#### **3358:5-3-20 Conflict of Interest and Commitment Policy**

##### **Purpose**

The purpose of this Conflict of Interest and Commitment policy is to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of the College and commitment of its employees, and to ensure compliance with Ohio's ethics laws.

### **POLICY STATEMENT**

#### General Standards of Ethical Conduct and Duty to Avoid Conflicts of Interest

All Clark State College employees are expected to comply with Ohio's ethics laws and avoid improper conflicts, as found in Chapters 102 and 2921 of the Ohio Revised Code. The guiding principle of Ohio's ethics laws is to prevent a public employee, including college faculty, administrators and staff, from participating in matters that involve the public employee's own financial interest or those of the employee's family or business associates. College employees must therefore conduct themselves in a manner that avoids favoritism, bias, and the appearance of impropriety. As such, no College employee, by virtue of his or her employment, may receive special treatments or favors from others who do business with the College. Nor may employees use their College position for their personal benefit or for the benefit of a family member, as defined by this policy, or non-college business associate.

#### College Commitment

All Clark State College employees are expected to devote their work activities to functions of the College during College work hours. Employees may not engage in external work or any activities, paid or unpaid, that could result in a conflict of interest or could interfere with their overriding commitment to the College or to the performance of their duties and responsibilities to the College. This prohibition also applies to political activities and non-college governmental work (elected or appointed office). Employees who engage in external work or activities are expected to perform such work or activity during non-College work time, without utilizing College property or resources.

If external work or activity is performed during assigned College work time, employees must use vacation time that has been pre-approved by the supervisor.

Any employee who is elected or appointed to public office must promptly notify his or her area vice president or dean upon the election or appointment.

#### Soliciting, Accepting or Using Authority for Anything of Value

Employees may not solicit or accept “anything of value” from anyone who does business with the College, is seeking to do business with the College, is regulated by the College, or is interested in matters before the College. Nor may employees use the authority of their College position to secure “anything of value” from anyone who does business with the College, is seeking to do business with the College, is regulated by the College, or is interested in matters before the College. Such actions are considered “misuse of official position” under Ohio Revised Code Chapter 102.

If an unsolicited gift is received, the employees should immediately notify the supervisor. The supervisor should consult with the Director of Human Resources to determine an appropriate course of action, which could include disposal, return or, as an example a food item that can be broadly distributed, sharing the gift.

The prohibitions under this section do not apply to items of nominal value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, so long as they are not viewed as having a substantial or improper influence over the employee.

#### Honorariums

Employees, except for non-administrative faculty, as expressly authorized in O.R.C. 102.03(H), are prohibited from soliciting or accepting an honorarium, as defined by this policy.

#### Public Contracts

As directed by O.R.C. 2921.43, employees are prohibited from authorizing, approving, recommending, or in any manner influencing others to secure a College contract in which the employee or family-member or non-college business associate has a financial or personal interest. In order to avoid even the appearance of impropriety, employees may not participate in any College decision-making process, formally or informally, regarding a College contract that could provide a personal benefit.

Employees, their family members and/or non-college business associates are specifically prohibited from having an interest in the profits or benefits of a College contract that has not been competitively bid.

#### Ohio’s Ethics Laws

It should be realized that every type or source of conflict of interest cannot possibly be outlined in this policy. Ohio laws concerning conflicts of interest, namely Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43, must be adhered to in the conduct of any duties related to employment with the College. A summary of Ohio’s ethics laws and guidance from the Ohio Ethics Commission can be found at [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

#### Disclosing Conflicts and Reporting Violations

Clark State College will require all staff members in a management level position to complete an annual Conflict of Interest Statement of Disclosure form. However, to avoid conflicts of interest and violations of this policy, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's Director of Human Resources if not already addressed in the annual Conflict of

Interest Statement of Disclosure form. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Known or suspected violations of this policy should also be reported to the Director of Human Resources.

#### Discipline and Other Sanctions

Failure to abide by this policy and/or Ohio's ethics laws may result in College discipline up to and including termination. Known violations may also be referred to the Ohio Ethics Commission and local prosecutor for possible civil and criminal sanctions.

### **DEFINITIONS**

Anything of value: The Ethics Law prohibits a public official from soliciting or accepting 'anything of value,' if the thing of value could have a substantial and improper influence on him in the performance of public duties. 'Anything of value' is defined in state law to essentially include anything with any monetary value. Items that are considered nominal are not prohibited.

Family member: Spouse, parent, stepparent, child, stepchild, grandparent, grandchild, sibling, and any other individual related to the employee by blood or marriage if that individual lives in the same household with the employee.

Honorarium: Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.

**Effective:** July 1, 2021

**Prior Effective Dates:** 07/1/1998, 08/04/2006, 03/18/2015, 10/23/2015

Impact on students and/or student learning: No impact to student learning.

Implications for budget, personnel, or other resources: That successful implementation of and compliance with this revised policy should help us ensure accountability of personnel and resources.

It was requested that the Board of Trustees rescind the existing Conflict of Interest Policy and approve the replacement Conflict of Interest and Commitment Policy as presented, effective July 1, 2021.

***Trustee Bell made a motion to approve the personnel recommendations for Exempt Employees and Instructional Faculty as presented; to adopt the FY 2022 General Fund budget, as presented, in the amount of \$32,355,912; to adopt the FY 2021-2022 auxiliary fund budgets as presented effective July 1, 2021; to approve a partial tuition waiver as indicated for private school, home schooled and charter school students enrolled in an approved dual enrollment program effective Fall 2021 through Summer 2023, subject to the approval of the Chancellor of the Ohio Department of Higher Education; to approve the renewal of the extension of a 50% tuition discount for active duty, active reservists, Ohio National Guard and Ohio Air National Guard spouses and dependents from Fall 2021 through Summer 2023, subject to the approval of the Chancellor; and to rescind the existing Conflict of Interest Policy and approve the replacement Conflict of Interest and Commitment Policy as presented, effective July 1, 2021. Trustee Noonan seconded the motion, and it passed unanimously.***

### **Faculty Promotions in Rank**

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank. (A copy of the promotion criteria was distributed to Trustees prior to the meeting.)

To be considered for promotion in rank, the eligible faculty member must submit a curriculum vitae and an application letter summarizing how they meet the criteria. This letter initiates the promotion review process. Once an application is received, the Human Resources Office provides the following information as part of the application packet: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

The dean reviews the information, provides a recommendation, and forwards the promotion packet to the Promotion Committee. The Promotion Committee considers each application and makes a recommendation to the Provost and Vice President of Academic Affairs.

After consideration by the Faculty Promotion Committee, the Provost and Vice President of Academic Affairs reviews the application materials and recommendations for each candidate and makes a promotion recommendation to President Blondin.

The following faculty are recommended for promotion this year:

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>	<b>Principal Technical Instructor</b>
Nora Hatem	Karen Benton	Lynn Geist	Blake Parrett
Paige Huskey	Dr. Robert Derr	Kathy Harris	
Dr. Melinda Mohler	Tabitha Parker	Amber "Nikki" Miller	
	Dr. Danielle Roach		

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2021-2022 already takes into consideration promotions in rank.

It was requested that the Board of Trustees approve the personnel actions outlined in the recommendations for promotion in rank, effective August 2021.

### **2021-2022 Laboratory and Special Fees Schedule**

The setting of the Laboratory and Special Fees Schedule for each year is part of the planning process for all academic schools. Adjustments are made each year to reflect the rising costs, and in some cases the reduced costs, of supplies and fees. The academic schools make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students. The proposed 2021-2022 fee increases and decreases are outlined on the attachment. Effective July 1, 2019, the Ohio Legislature gave the Chancellor of the Ohio Department of Higher Education authority to approve all fees, inclusive of fees for new programs. The Business Office submitted a fee schedule, which was distributed to Trustees prior

to the meeting and is available in the office of the Provost/Vice President of Academic Affairs, and was notified that all fee requests have been approved by the Chancellor's office.

Impact on students and/or student learning: Student lab fees cover costs for consumable supplies used as part of lab experiences. These fees also cover other costs, including liability insurance, specialized industry credentials examinations, and specialized high cost instruction.

Implications for budget, personnel, or other resources: The 2021-2022 budget was built based on the Laboratory and Special Fees Schedule as presented.

It was requested that the Board of Trustees approve the 2021-2022 Laboratory and Special Fees changes, as presented, effective with Fall 2021 semester.

### ***Associate of Applied Science in Entertainment Technology Degree Approval***

The currently existing Theatre Arts Program degree options, Performance and Technical Theatre, were recently reevaluated in compliance with Ohio Department of Higher Education Guided Pathways. In order to meet the state standards, adjustments in course curriculum were made by reducing the course and/or credit hours in the degree discipline. The result that specifically effects Technical Theatre was the combination of Sound and Lighting courses. Students who previously received sixteen weeks of instruction in these two areas now receive eight weeks. At the Fall 2019 Theatre Arts Program advisory committee meeting, representatives argued that this reduction in instruction does not fully prepare students for entry-level careers in entertainment technology. It was recommended an Associate of Applied Science (AAS) degree option be implemented, and if approved by Clark State and by the Ohio Department of Higher Education, this program would effectively replace the current Associate of Arts (AA) 3150 Technical Theatre degree option.

Impact on students and/or student learning: Entertainment Technology prepares students for entry-level careers in various areas such as set construction, sound engineering, and lighting for theatre, film, video, and event productions. Majors will work hands-on in stagecraft, lighting, electrics, audio, rigging, video, computer-aided design, and welding. In this intensive two-year program, Entertainment Technology students will experience real world training through a paid internship with the Clark State Performing Arts Center serving as theatre technicians setting up multiple touring productions. As part of their coursework, Entertainment Technology students will become the point-of-contact for technical needs on the Theatre Arts Program's fall and spring productions. Culminating the learning experience, students will co-op with local entertainment industries during their final term of study.

- The AAS Entertainment Technology will replace the AA Theatre-Technical degree.
- AA Theatre-Performance will remain as the transfer pathway for students that will align with the Ohio Guaranteed Transfer Pathways initiative. [Note that we still have one more adjustment to make to the AA in Theatre Performance degree this fall to fully align with the OGTP, which includes adding a second semester of a language.]
- The new AAS degree will allow students to immediately enter the workplace upon graduation.
- We anticipate a shortage of qualified technicians as many in this area have retired or changed careers due to the pandemic. As we start graduating students from this degree, the entertainment industry should be at a point where the demand will be high for individuals with these skills.
- Students in this degree will be prepared to do set construction, sound engineering, and lighting for theatre, film, video, and event productions. These students will be able to work events like conferences and large presentation venues as well.



- Students will work hands-on in stagecraft, lighting, electrics, audio, rigging, video, computer-aided design, and welding.

Students enrolled in the Entertainment Technology Associate of Applied Science degree will be preparing for employment upon graduation from the program. However, at some point, many of them will also be interested in completing a bachelor's degree. A number of colleges and universities have designed bachelor degree completion programs for students completing applied degrees.

Implications for budget, personnel, or other resources: The implications for resources will foremost affect students in this degree program. The program was devised with relevance for employment beyond graduation. The CIP Code for this program is 50.0502 - Visual and Performing Arts - Technical Theatre/Theatre Design and Technology. Overall employment of broadcast, sound, and video technicians has been projected to grow 9 percent from 2019 to 2029, much faster than the average for all occupations. Employment of audio and video technicians has been projected to grow 12 percent from 2019 to 2029, also much faster than the average for all occupations. More audio and video technicians should be needed to set up new, technologically advanced equipment or upgrade and maintain old, complex systems for a variety of organizations. The median annual wage for broadcast, sound, and video technicians was \$47,420 in May 2020.

It was requested that the Board of Trustees approve the Associate of Applied Science, Entertainment Technology program option.

### ***Bachelor of Applied Science in Addiction and Integrated Treatment Studies Approval***

On May 4, 2021, Clark State College received official approval from the Ohio Department of Higher Education for a third applied baccalaureate degree. The four-year degree in Addiction and Integrated Treatment Studies is anticipated to be available to students beginning Fall 2022 pending final approval by the Higher Learning Commission (HLC).

The Bachelor of Applied Science in Addiction and Integrated Treatment Studies (BAS-AITS) program was developed by college faculty and has been approved by the appropriate faculty committees. The next step in the process is approval from the Board of Trustees. Once approved by the Board of Trustees, an application will be submitted to the HLC for its approval to offer the BAS-AITS program. The application includes the required course offerings, program sequence, program and CORE outcomes, and the course descriptions.

Impact on students and/or student learning: The Bachelor of Applied Science Degree in Addiction and Integrated Treatment Studies will prepare students to prevent substance abuse, counsel individuals and families with drug and alcohol problems, and perform intervention and therapeutic services for persons suffering from addiction. This work occurs in outpatient and inpatient treatment settings, residential treatment programs, correctional settings, the courts, police departments, mental health settings, and family service agencies.

Implications for budget, personnel, or other resources: The BAS-AITS requires us to hire two employees, a faculty member and a clinical coordinator. These salaries will be budgeted in the 2022-2023 College budget. Additional office space will be needed for the new employees that will be hired to support this program.

It was requested that the Board of Trustees approve the Bachelor of Applied Science in Addiction and Integrated Treatment Studies program.

***Trustee Evans made a motion to approve the recommendations for faculty promotions in rank, effective August 2021; to approve the 2021-2022 Laboratory and Special Fees changes effective with the Fall 2021 semester; to approve the Associate of Applied Science, Entertainment Technology program option; and to approve the Bachelor of Applied Science in Addiction and Integrated Treatment Studies program. Trustee Phillips seconded the motion, and it passed unanimously.***

## **Report of the President**

President Blondin congratulated Dr. Melinda Mohler for being promoted to full professor, noting that she was the first faculty hired after she began her presidency, and Dr. Franz was the first staff member to be hired. She also offered congratulations to all other faculty members who received promotions and welcomed new Financial Aid Director Victoria Owens to the College, noting that we are very happy to have her here.

Dr. Blondin briefly reviewed the items that were distributed to Trustees prior to the meeting in their blue folders, including a memo from Dr. Kirkman regarding Clark State enrollment, Ohio Strong Start to Finish (SSTF) Advisory Committee Slides, Ohio SSTF Updates and Accomplishments, the Ohio Association of Community Colleges (OACC) Year in Review, a presentation from the OACC Governing Board meeting regarding Student Success Priorities in the Post-COVID Era, an OACC Conference Committee letter and associated requests, an updated Board roster, and Clark State's CRM Readiness Assessment findings. She also gave kudos to Arts and Sciences Dean Naomi Louis and the Math and English faculty for our major increase in Developmental Education attainment due to their diligent efforts; Dr. Blondin has been the community college co-chair of Ohio SSTF over the past three years and is extremely proud of our accomplishments in this area.

Dr. Blondin read the Faculty Senate update from new Faculty Senate President Scott Dawson, in which he thanked the 2020-2021 Faculty Senate, an outstanding and efficient group that accomplished a lot this academic year. On behalf of faculty, he wished the Board and administration a wonderful summer and thanked them for their leadership and support.

She then deferred to the Staff and Student Senates for updates.

Student Senate President-Elect Jasmin Alford reported that Senators have been planning both in-person and virtual welcome back activities for fall to be inclusive for all and will finalize the activities at their July 23<sup>rd</sup> meeting.

Staff Senate President-Elect Eric Ebbs reported that the Senate is completing their transition of power from the 2020-2021 group to the 2021-2022 group. Roles and committee assignments have been made, and at their next meeting in July, they will be setting goals, organizing, and re-evaluating the Staff Senate Constitution. A full Staff Senate roster will be available at the next meeting.

Dr. Blondin also deferred to Dr. Kirkman, Vice President of Student Affairs, who indicated that current enrollment figures are just shy of where we were last year at this time and of our annual target. He thanked staff for the tremendous job they are doing and indicated that we are really gaining momentum with some major events on the horizon. Dr. Blondin expressed her excitement about all of the work his team is doing. Trustee Evans commended staff and faculty and thanked them for the amazing work they

are doing, noting that for us to be in such a good position compared to many other institutions that are really struggling speaks volumes. Chair Hall echoed her sentiments, adding that usually when unemployment is low like it is now, enrollment would dip, but that is not the case here.

President Blondin reported that:

- The Ohio legislature is now considering House Bill 110, the biennial budget. The Senate made some changes, and it went to Conference Committee as the Senate version. As it stands currently, it would provide a 1% increase in State Share of Instruction (SSI) each year. The expectation is that Conference Committee will release its version of the budget to the House and Senate on Friday and that it will be on the Governor's desk by Monday. There is a lot of collaboration between the House and the Governor's Office, so it is anticipated that everything will go smoothly. Controversial issues include the broadband network and municipalities charging income tax to workers who are now working from home.
- House Bill 135 is under consideration, which makes sweeping changes in education, including the ability for community colleges to offer Bachelor of Science degrees in Nursing; she is 90% confident it will get approved. Dr. Blondin noted that she is keeping an eye on the legislation allowing college boards to meet virtually after July 1, which has some opposition to it, as well as federal legislation around TAACCCT grants.
- She attended Senator Sherrod Brown's annual Ohio College Presidents Meeting last week during which there was a great deal of discussion about equity and outcomes.
- During the August Board Finance and Facilities Committee meeting, a deeper dive will be taken into how we are spending COVID funding.
- A dinner in honor of Larry Wakefield's retirement will be held on Tuesday, July 20; additional details will be shared soon.
- An email was recently sent out inviting the college community to watch the Clark County fireworks display from the Brinkman Education Center, but there is some concern regarding whether they can actually be seen from that location, so the event has been canceled and may be offered next year.

President Blondin presented Trustee Phillips with a new plaque in appreciation for his service as Clark State Board Chair; since there was a delay in the Trustee re-appointments, Trustee Phillips served as Chair a couple of months longer than was originally anticipated, so the service dates on his plaque needed to be changed. Chair Hall thanked Trustee Phillips for the extra time he served as Board Chair.

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

Chair Hall noted that the legislation regarding offering BSN degrees at community colleges would be a fantastic opportunity for Clark State. He reported that the Association of Community College Trustees Annual Leadership Congress and National Legislative Summit are planned to take place in person; due to our limited budget, fewer Trustees may be able to attend this year, and additional details will be shared soon. Chair Hall also reported that the Supreme Court's ruling on Monday that the NCAA cannot limit education-related benefits that colleges can offer student-athletes has the potential to completely change the landscape of college athletics; although he is unsure how this will impact us, he noted that it will be interesting to see how it plays out.

### **Trustees' Open Forum**

Trustee Doyle reported that at the end of this month he will finish his two-year stint as the OACC Board Chairperson representing the twenty-three Ohio community colleges, noting that it was an excellent learning experience for him, especially with the challenges COVID posed. He indicated that the OACC has

a great staff, including President Jack Hershey and Vice President Tom Walsh, our legislative go-between, who each do a yeoman's work on our behalf. They both spend a lot of time interfacing with ACCT and the American Association of Community Colleges whose legislative staff members regularly look to Mr. Hershey and Mr. Walsh for input. Trustee Doyle shared his opinion that OACC does a great job with student leadership activities as well as mentoring and sponsoring meetings of Ohio's community college Presidents and Chief Academic Officers. Chair Hall thanked Trustee Doyle for his service in this capacity, noting that we are stronger because of it.

#### **Executive Session ~ Board Self-Evaluation, President's Performance Evaluation and Contract, and Consideration of Legal Matters**

Trustee Noonan made a motion to enter Executive Session to discuss the Board of Trustees' self-evaluation, President's performance evaluation and contract, and consideration of legal matters. Trustee Bell seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:07 p.m.

Trustee Noonan made a motion to exit Executive Session and return to Regular Session at 7:50 p.m. Trustee Phillips seconded, and the motion passed unanimously.

*Vice Chair Ball made a motion to approve the items discussed in Executive Session, including the President's salary increase, funding for the President's 457F Plan, the President's merit plan, and extension of the President's contract by an additional year. Trustee Noonan seconded, and the motion passed unanimously.*

#### **Adjournment**

Trustee Phillips made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:53 p.m.