



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**October 20, 2020**

The Clark State Community College Board of Trustees met in regular session virtually via LifeSize due to the COVID-19 pandemic on Tuesday, October 20, 2020. Chairman Brad Phillips presided and called the meeting to order at 6:00 p.m.

### **Roll Call**

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

*Others Present:* Adele Adkins, Director of the Performing Arts Center; Josef Asfoura, Assistant Attorney General, Ohio Attorney General's Office; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Christa Bostick, Assistant to the Director of the Foundation; Brittany Briggs, Instructional Support Specialist; Kierre Brown, Instructor, Business and Applied Technologies; Katherine Cass, Instructor, Health, Human and Public Services; Dr. Sterling Coleman, Director of Library Services; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Scott Dawson, Faculty Senate President Elect; Associate Professor, Arts and Sciences; Eric Ebbs, Staff Senate President Elect/Client Support Technician; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology and Emergency Management; Ron Gordon, Dean of Enrollment Services; Dr. Tiffany Hunter, Vice President of Academic Affairs; Nicole Johnson, Success Coach, Enrollment Services/SOAR participant; Crystal Jones, Assistant Dean of Business and Applied Technologies; Tina Jones, Staff Accountant; Kimmara Long, student; Senti Longkumer, Assistant Dean of Arts and Sciences; Naomi Louis, Dean of Arts and Sciences; Dee Malcuit, Professor, Arts and Sciences; Laurie Means, Executive Director of Marketing; Dr. Melinda Mohler, Associate Professor, Arts and Sciences; Kelly Neriani, Senior Institutional Research Analyst; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Leslie Ray, Manager, Ticket Office Operations; J.R. Riechers, Assistant Technical Director, Performing Arts Center/SOAR participant; Doug Schantz, Associate Vice President of Business Affairs; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Nicolas Sparrow, Student Senate President; Amy Sues, Dean of Institutional Effectiveness, Planning, Assessment and Accreditation; Mary Adelaide Taylor, Interim Director, Nursing Program; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Beth Tremains, Assistant Director of Marketing; Trish Voisard, Staff Accountant; Larry Wakefield, Vice President for Business Affairs; 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**

Chairman Phillips welcomed guests and asked any members of the media to recognize themselves by name and media outlet.

## **Public Comment**

There were no public comments.

## **Conflicts of Interest**

No conflicts of interest were reported.

## **Student Success Story**

Travis Binkley, Assistant Dean of Advising and Enrollment Services at the Greene Center, introduced Kimmara Long, a Summer 2020 Social Services graduate who took advantage of the New Beginnings program to finish her degree. He reported that the program allows former students with outstanding balances to have their balances forgiven so they can complete their courses of study. Assistant Dean Binkley also noted that Ms. Long is one of the most excited students at Clark State.

Ms. Long indicated that she began taking classes in the Medical Laboratory Technician program in 2011, but after a while she realized that was not her passion. After taking a few years off to focus on her two children and discovering her passion for working with people, Ms. Long re-enrolled in 2016 in the Social Services program. She was very excited to work with Tammy Watt and Carin Burr, who took their careers and courses very seriously; however, at the end of 2016 she finished the semester with a balance due that she was not able to pay off. Time got away from her, and a year and a half later, she wanted to return to school but had no way of paying off the balance. She spotted an ad on Facebook regarding the New Beginnings program, and immediately set up a meeting with Mr. Binkley to discuss it. She noted that he was very helpful, explaining everything in detail to make sure she understood about student loans and how they would affect her later. He set her up for success and continued to check on her before and after COVID to make sure she was on the right path. Ms. Long gratefully acknowledged Mr. Binkley as a source of support, along with Professors Burr and Watt. Although her degree program proved to be very challenging, she made it with their support, noting that she is not sure if she would have ever been able to complete her degree without the New Beginnings program.

Chair Phillips thanked Ms. Long for sharing her great story, noting that he was glad she was able to complete her degree and that he agreed with Mr. Binkley regarding her enthusiasm.

## **Brief Data Story**

Beth Tremains, Assistant Director of Marketing, presented data regarding the COVID-19 pages on the Clark State website, which were posted back in March to keep people informed regarding all of the rapidly changing information related to the virus. She noted that the information is broken out by the groups it pertains to including students, faculty and staff, community, etc. for easy access. Between March 27 and October 18, the pages were viewed 25,480 times with 19,872 unique views. The time spent on the pages averaged one minute and 10 seconds. The top pages viewed were the main COVID home page, the student information page, the return to campus guide, and the CARES Act funding page.

Chair Phillips thanked Ms. Tremains for sharing that interesting information.

## **Approval of Minutes**

Chair Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on September 15, 2020. Trustee Hall made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Friday, October 9, at 7:30 a.m. virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Sharon Evans, and Peg Noonan; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Tiffany Hunter, Vice President, Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Doug Schantz, Associate Vice President for Business Affairs; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Approval of September 9, 2020, Meeting Minutes
- Quarterly Financial Report
- Unaudited Annual Financial Report - FY 2020
- Greene Center/REACH/Ohio Hi-Point Quarterly Financials
- COVID Expenses and Lost Revenue Update
- CARES Act Funding (Federal/State/Clark State tracking)
- Annual Planned Allocation of Use of Reserve Funds
- FY 2020 Ohio Department of Higher Education Efficiency Report
- Capital Bill and PDAC Update
- Open Discussion
- Next Meeting – November 9, 2020, 7:30 a.m. virtually via Lifesize

## **Quarterly Financial Reports**

A Revenue/Expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. The following was noted:

### Revenue

State Share of Instruction (SSI) – The FY 2021 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the Ohio Department of Higher Education (ODHE) is anticipated to be received later this Fall.

Student Fees revenue represents Fall Semester through September 30. Fall Revenue is currently behind and not expected to catch up. We still have deregistration for D-Term, which will occur in October. B-Term starts in October and deregistration will occur in November.

Workforce Non-Credit Training revenue is currently running below budget. COVID-19 has had an impact on their revenue, but it is too early to tell how it will impact the full fiscal year as the Workforce team works to find new ways to serve the community's needs.

Total revenue is down \$498,000 (4.6%) from the previous fiscal year primarily due to the effects of COVID-19 on our revenue mix (reduced SSI, lower enrollment).

#### Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget.

The budget for the General Fund expenses have been updated to reflect the allocation of the CARES act. Faculty and Adjunct Salaries and Benefits have been reduced. The offsetting expense was Contingency. We reflected a negative Contingency expense in the budget we presented in June to account for budget relief from the CARES Act.

Total expenses are down \$1,784,800 (24%) over last year. This year we decreased our operating budget by \$2,216,600. Continuing the modified operations model through the Fall will decrease spending throughout the campus. Occupancy expenses are higher this time of year due to early spending for maintenance contracts, insurance and the Greene Center Bond principal payment. By function, these affect Academic, General Expenses, and Operation/Maintenance of Plant. Under General Administration, the listed overage is due to an unbudgeted benefit, which we will address when we present our Fall budget adjustment.

#### Auxiliary Enterprises

Bookstore – The year-to-date deficit is a result from partnering with the virtual bookstore, eCampus, and basing the budget on expectations of anticipated sales before Fall enrollment decline.

Commercial Transportation Training Center – There is a slight downturn in enrollment, but is offset with a decrease in expenditures.

Parking revenue is down slightly due to the decline in enrollment.

Food Service has been discontinued through the Fall semester.

#### Balance Sheet

Total current funds have increased by \$1.9 million (10%) compared to the first quarter of FY 2020. This increase is a result of a \$1.96 million (23.6%) increase in Cash due to timing of draws for Pell and Loans.

Total Investment in Plant has not changed compared to last year. Rhodes Hall renovations were mainly completed by this time last year, and depreciation in fiscal year 2020 offset any gains in capital we incurred during the year.

#### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2020 Board Meeting.

Any grants where the expended/encumbered amount exceeds the received amount are because funding is on a reimbursement basis. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly on the 15<sup>th</sup>.

Descriptions of all of these programs were distributed to Trustees prior to the meeting.

### Statement of Reserve Activity

Recommendations for Reserve Appropriations will be addressed separately. The Committee's recommendation will be brought to the full Board for action at this month's meeting.

### **Unaudited Annual Financial Report FY 2020**

The FY 2020 audit reports for the College and the Foundation are due to the Auditor of State by October 15, 2020. The audit team from Clark Schaefer Hackett has been performing their fieldwork primarily during the month of September.

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

The internal financial statements were distributed to Trustees prior to the meeting. The report reflects revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2020 budget and compared to recent fiscal years. Even though total General Fund Income fell short of budget primarily due to the effects of COVID19, a net surplus of \$1,364,613 is reflected for the year because actual expenses were below the General Fund Expense budget.

The Statement of Reserve Activity through June 30, which reflects \$936,963 in expenses, was also distributed to Trustees prior to the meeting. There was a large increase to the vacation allowance of \$154,600 due to COVID19. Many people did not take vacations during the last quarter of the year as normally done in past years. For Appropriated Reserves, there was Board approved spending of \$314,000 for deferred maintenance; \$74,300 for a new dump truck; \$52,200 in Academic Equipment; \$249,100 for printers through ComDOc; \$25,500 for the Dean of Health, Human and Public Services search; \$26,100 to cover student Health Clinic Fees for Summer 2019; and technology projects totaling \$12,600.

The Bookstore experienced a loss from operations of \$116,300; the Commercial Transportation Training Center experienced a loss of \$31,800; and the Parking fund experienced a loss of \$5,200. The Food Service operation experienced a loss of \$131,500. Food Service losses are subsidized from the Bookstore fund balance.

### **Greene Center Quarterly Financial Report**

The Greene Center report, which was distributed to Trustees prior to the meeting, was originally created to show the revenue and expenses related to the Greene Center after acquisition of the building and expansion to the new location. Most expenses are tracked separately, but the revenue is not. It is based on a percentage of Greene Center credit hours to total college credit hours.

#### Revenue:

The budget for State Share of Instruction for the Greene Center has been calculated at 11.1% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the Greene Center for fiscal year 2021.

The budget for Student Tuition is computed using expected enrollment for FY 2020-21. The budget for the Greene Center was set assuming face to face classes.

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

Expenditures:

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

**REACH Center Quarterly Financial Report**

The REACH Center report is set up similarly to the Greene Center report. The REACH Center report, which was distributed to Trustees prior to the meeting, shows the revenue and expenses related to the REACH Center. Expenses are tracked separately, but the revenue is not. It is based on a percentage of REACH Center credit hours to total college credit hours.

Revenue:

The budget for State Share of Instruction for the REACH Center has been calculated at 1.2% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the REACH Center for fiscal year 2021.

The budget for Student Tuition is computed using expected enrollment for FY 2020-21. The budget for REACH was set assuming face to face classes.

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

Expenditures:

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

**Ohio Hi-Point Career Center Quarterly Financial Report**

The Ohio Hi-Point Career Center (OHP) report is set up similarly to the REACH and Greene Center reports. The OHP report, which was also distributed to Trustees prior to the meeting, shows the revenue and expenses related to the OHP location in Logan County. Expenses are tracked separately, but the revenue is not. It is based on OHP credit hours.

Revenue:

Budget for State Share of Instruction for OHP has been calculated at 1.9% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for OHP for fiscal year 2020.

Budget for Student Tuition is computed using expected enrollment for FY 2019-20.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour. High School credit hours are included at \$41.64 per credit hour.

## Expenditures:

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

## **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:

- Erin Ellis, Outreach Specialist, Project Jericho, effective 9/14/20
- Brenna Myers, Creative Assistant, Project Jericho, effective 9/14/20

### Open/Advertised Positions:

- Scholarship and Mentor Coordinator, Foundation
- Assistant to the Vice President, Academic Affairs
- Instructional Faculty, Cybersecurity/Information Assurance Technology

## **Performing Arts Center Update**

Members of the Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC) staff continue to proctor student placement tests.

The “Close to Home” series was held outside every Friday in September. All four concerts had good attendance; the last concert had approximately 260 attendees, with patrons spread out over the entire parking lot and around all of the walkways.

The Friends of the Performing Arts and Conference Center have a new committee chair, Katherine Hoptry.

A wedding was recently held at the HBC with all safety and health protocols in place; there were 165 guests in attendance.

## **Healthcare Programs’ Pass Rates, Completion Rates and Graduation Numbers**

The healthcare programs offered at Clark State have 1,543 students enrolled in the Registered Nursing (RN), Practical Nursing (PN), Medical Assisting (MA), Medical Laboratory Technology (MLT), Physical Therapy Assistant (PTA), and State Tested Nursing Assistant (STNA), and Emergency Medical Services (EMS) programs collectively. All of the healthcare programs are required to meet specialized accreditation standards related to exam pass rates in order for us to maintain our accreditation.

The benchmark pass rates that we must adhere to for each program are as follows along with Clark State’s pass rates for 2019:

<b>Program</b>	<b>Required Licensure Pass Rate</b>	<b>CSCC Pass Rate</b>
Emergency Medical Services (EMS)	70%	88.4%
Medical Assisting (MAS)	60%	89.7%
Medical Laboratory Technology (MLT)	75%	100%

Practical Nursing (PN)	80%	85.94%
Registered Nursing (RN)	80%	Due to COVID and HB 197, data not available
Physical Therapist Assistant (PTA)	85%	82.1%
State Tested Nursing Assistant (STNA)	80%	83%

As data are reviewed annually, new strategies are being implemented to ensure student success. Some examples of new or modified strategies include the use of embedded tutors, updated equipment in labs, and curriculum updates.

Charts detailing pass rates, completion rates, and graduation numbers for each above-listed program were presented to the Board for review and discussion.

### **Loan Default Rates**

A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year (FY) and default or meet other specified conditions prior to the end of the following fiscal year. The federal fiscal year begins October 1 and ends September 30.

The U.S. Department of Education released official cohort default rates September 28, 2020, for borrowers who entered repayment in federal fiscal year 2017 (FY17) and defaulted in FY17, FY18 or FY19. Institutions with default rates 30 percent or higher for three consecutive years or those with default rates that are greater than 40 percent for one year, are subject to sanctions. Sanctions may include a loss of eligibility for one or more federal student aid programs.

Clark State's 2017 default rate is 18.4%. The previous rates were:

2016: 22.9%

2015: 22.3%

2014: 26.2%

As a loan default management strategy, the Financial Aid Office engaged Student Connections in July 2018 as our default management servicer. The 2016 rate was based on a cohort that was serviced by Student Connections with only a few months remaining in the cohort measurement period. The impact of Student Connections is now more apparent, beginning with the 2017 cohorts and beyond, as they are receiving the full outreach provided by Student Connections. According to Student Connections, the preliminary projection for FY2018 is 12.1%, which can be attributed, in large part, to the borrower relief provisions in the recent CARES Act legislation.

We have continued our practice to package loans at \$5,500 (students with less than 30 earned credit hours) or \$6,500 (students with 30+ earned credit hours) for the Fall/Spring award year, which resulted in a major reduction in student loan debt. This practice reduces the institution's burden of collecting funds from students who lose federal student aid funding as a result of early withdrawal. Additional loan funds can still be requested, but are not awarded until after attendance has been verified, thereby reducing indebtedness for students who no longer attend class. For Summer students, eligible students are automatically awarded Federal Pell grant, and loans are awarded upon student request. Lastly, the TRIO Program and First Year Experience course are reviewed annually to increase information on federal student aid and personal budgeting. The new online New Student Orientation also covers financial aid counseling in more depth.



## **Fall 2020 Student Survey**

All students enrolled in Fall 2020 classes were emailed a survey link during the second week of the semester. The survey was open August 31, 2020, through September 11, 2020, with 97 students responding. The purpose of the survey was to determine whether students were facing barriers and whether there was a need for intervention and assistance from faculty or staff. The responses from the survey showed that students wanted more consistency in the format of their online courses. Students also wanted access to their online course before the first day of the term, in order to become familiar with the format. There was also a significant amount of positive comments. Students were pleased with the safety protocols and felt supported by the faculty and staff. Students had the opportunity to self-identify and request follow up contact. Travis Binkley, Assistant Dean of Advising, followed up with each student and provided technical assistance, as requested. The Care Team also followed up with students who needed additional assistance.

The survey was also shared with the academic deans in order to address the concerns expressed related to class experiences, faculty, and learning materials. The deans have continued to provide support to all faculty to ensure that they have what is needed for them to successfully teach their courses. There has been an increase in the number of professional development opportunities for faculty since the beginning of the fall semester, and the mentoring of new and adjunct faculty has strengthened to assist them with effectively teaching their courses and engaging with their students. Dr. Hunter has encouraged faculty to be responsive to student emails and to communicate the most effective place for email exchanges to take place, through Blackboard Messenger or their Clark State email, so students know where to send their emails. The entire Academic Affairs team has made quality teaching and learning a top priority, with the understanding that many students are struggling in the online learning format. The increased use of technology tools to better engage students is showing positive results.

A summary detailing survey results was distributed to Trustees and is available in the office of the Senior Vice President of Student Success.

## **PDAC and Capital Bill Request Submissions**

### Priority Development and Advocacy Committee Process

Generally at this time every year, the Dayton Region's Priority Development and Advocacy Committee (PDAC) process occurs. The PDAC process is organized to evaluate and establish a list of regional priorities and recommended projects that aid the community in speaking with one voice when pursuing funding opportunities. The process is organized by the Dayton Development Coalition, with representation from the Greater Springfield Chamber of Commerce.

At this time, Clark State plans to resubmit one of its past proposals for consideration during the PDAC process: The Performing Arts Center renovation project. This project was selected for its regional impact and collaborative approach with multiple entities in Springfield. Clark State will collaborate with the Chamber of Greater Springfield on submission of additional community projects for Clark County. One change to note this year regarding submissions: past submissions can be resubmitted and will be given the same ranking as they received during the last PDAC process. The Performing Arts Center project was ranked as "priority" during the last PDAC cycle, whereas our other submitted project, the Brinkman/Workforce Development Center, was not ranked. At this time, we made the

decision to focus on the PAC project and work internally on the Workforce project, with plans of submitting a revised proposal in the future.

PDAC is a regional prioritization process and does not attach or guarantee funding for any project.

### Capital Bill

There was no Capital Bill during the FY20 Legislative Session due to concerns over state revenue and COVID-19. The Governor's office has recently signaled its interest in a fall Capital Bill. Clark State is preparing for a reduced Capital Bill that could possibly be presented in November/December 2020. The Ohio Association of Community Colleges and Ohio Department of Higher Education have shared limited information at this time about the process or the amount of the actual bill, but any requests should be able to demonstrate improvements in health and safety. For this reason, the Vice President of Business Affairs and I would like to put forward the continued renovations of Rhodes Hall and the Applied Science Center. Much of the work planned for these buildings involves improved air handling, access and security controls, new and safer labs and equipment, and physically-distanced, flexible layouts for common spaces and offices.

### **Foundation Update**

- The Foundation kicked off its annual campaign on October 1. We provided several options for donations: mail-in, online, or participation in our walk/run event virtually. This has allowed us a unique opportunity to share our message to an expanded audience online, with a really strong focus on social media and sharing. Our efforts have received positive feedback from the community and our fundraisers, and over \$18,000 has been raised for scholarships so far with over 400 miles walked/ran. Ms. Overholser thanked all of the Trustees who have shared and contributed. The campaign will wrap up at the end of the month.
- Project Jericho welcomed two new staff members, one to fill a vacant position (Erin Ellis, Outreach Specialist), and one in a newly created position (Brenna Myers, Creative Assistant). They have provided virtual and small, in-person programming during September and October. Project Jericho has partnered with the Springfield Museum of Art to display the artwork created in three unique programs in the Beach Gallery from October 19 to November 19. They will be hosting two separate "openings" on Monday, October 19, and Tuesday, October 20, but we also encourage people to visit the museum throughout that time period to view the artwork in person.
- The Scholars Program has hired Cameron Walker for the Scholarship and Mentor Coordinator position. We are meeting with each school district individually to assure that we have modified our programming to meet district needs and preferred delivery model.
- We received official award notification of several grants in the last month:
  - \$1,409,450 for TRIO Support Services;
  - \$1,587,096 Department of Education Title III Strengthening Institutions; and
  - \$166,862 Clark County Job and Family Services Job Readiness

### **Marketing Update**

- Digital brochures have been completed for five academic pathways: Agriculture and Horticulture; Computer and Information Technology; Education; Health; and Social Sciences, Human Services and Public Safety. The digital brochures have been provided to the academic schools, the admissions staff, and the advising staff for recruitment purposes.

- The communications plan for the name change from Clark State Community College to Clark State College is in progress. Specific messaging is being developed for the following audiences: faculty and staff; current and prospective students; alumni; employers; community leaders; and the general public. News articles, web pages, testimonials, videos, and press releases will be generated and published to communicate the name change. Communications will begin October 2020 and continue through May 2021.
- A quarterly Marketing report, which provides an overview on website and social media activity as well as media coverage for the period July 1 – September 30, 2020, was distributed to Trustees.

\*Trustee Ball entered the meeting at 6:40 p.m.

### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendation – Exempt Employees***

In accordance with established hiring procedures and after approval by President Blondin, the following recommendation for an exempt employee is being presented to the Board of Trustees for formal approval:

#### ***Promotion:***

- Melody Gast, Career Services Coordinator, non-exempt to exempt (Grade Level D), effective 10/02/2020

Impact on students and/or student learning: The Career Services Coordinator manages college processes and procedures related to co-ops/internships and student employment. The position now supervises Ohio Means Jobs grant, including supervising two additional people in the program.

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2020-2021 budget.

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

#### ***2020 Ohio Department of Higher Education Efficiency Report***

Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee, composed of members from each of Ohio's public colleges and universities. The purpose of this committee is to generate efficiency reports for campuses, identify shared services opportunities, streamline administrative operations, and share best practices in efficiencies among colleges and universities. The law additionally requires an annual report to be completed by the Ohio Department of Higher Education. The college and university data captured from this report for fiscal year 2020 will allow the Ohio Department of Education to produce the 2020 Efficiency Advisory Committee Report by December 31, 2020, as required by law.

Clark State's 2020 Efficiency Report was distributed to Trustees prior to the meeting and is available in the office of the Vice President for Business Affairs.

Impact on students and/or student learning: The efficiency report revolves around three simultaneous principles: 1) to be more efficient both in expense management and revenue generation 2) while offering an education of equal or higher quality and 3) decreasing costs to students and their families.

Implications for budget, personnel, or other resources: There is no direct impact on budget, personnel or other resources from preparation of the report. Taking advantage of the suggested topics should impact budget and other resources.

It was requested that the Board of Trustees approve the College’s 2020 Ohio Department of Higher Education Efficiency Report for submission to the state.

***Annual Planned Allocation for Use of Reserve Funds***

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2020, College Reserves are 29.2% of the 2020-2021 Educational and General Budget. The proposed annual allocation plan for reserve funds in compliance with the Financial Planning/Budgeting section of the Policies and Governance document follows. Please note that taking action on this plan does not authorize these expenditures.

	<b>BEGINNING BALANCE</b>	<b>EXPENDED</b>	<b>ENDING BALANCE</b>
<b>UNAPPROPRIATED RESERVES</b>	\$ 513,035.89		
Adjustment for Accrued Severance			
Adjustment for Accrued Vacation			
Bureau of Workers Compensation FY2014 Rebate PYA			
College Completion Grant - A. Yancey Salary PYA			
Federal IRS 941 Payroll Tax Refunds			
Federal Workstudy FY2018-2019 Admin Overhead PYA			
SCTAI wages and benefits - S. Dawson PYA			
STRS Interest - S. Dawson PYA			
TAACCCT Budget Overage/Repayment FY2018-2019 PYA			
 Prior Year Adjustments		\$ -	\$ 513,035.89
 <b>APPROPRIATED RESERVES</b>			
<b>FACILITIES:</b>			
<b>ADA Modifications</b>	200,000.00		200,000.00
<b>Campus Master Plan</b>	200,000.00		200,000.00
<b>Deferred Maintenance</b>	386,645.27		
Business Equipment Company (3rd Floor RH furniture)		(392.48)	
			386,252.79
<b>Facilities Assessment</b>	75,000.00		75,000.00

<b>Facilities Planning</b>	500,000.00		500,000.00
<b>Land Acquisition/Demolition</b>	100,000.00		100,000.00
<b>Repair/Replacement Projects</b>			
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00		200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00		300,000.00
<i>Restroom Renovations</i>	250,000.00		250,000.00
<i>Vehicle Replacement</i>	221,233.61		221,233.61
<b>Safety/Security</b>	100,000.00		100,000.00
<b>Signage</b>	150,000.00		150,000.00
<b>Strategic Plan for Energy Management Implementation</b>	800,000.00		800,000.00
	<b>Facilities Sub-Total</b>		<b>3,482,486.40</b>
<b>EQUIPMENT:</b>			
<b>Equipment - Instructional</b>	328,548.55		328,548.55
<b>Equipment - Non-Instructional</b>	199,109.00		199,109.00
<b>Indoor Wireless</b>	0.00		0.00
<b>Technology Replacement</b>	500,000.00		500,000.00
	<b>Equipment Sub-Total</b>		<b>1,027,657.55</b>
<b>COMPENSATION:</b>			
<b>Diversity Plan</b>	100,000.00		100,000.00
<b>Executive Leadership</b>	0.00		0.00
<b>Self Funded Dental Benefit</b>	292,137.32		
Claims and Fees		(36,851.37)	
Reserve for Claims		43,349.43	
			298,635.38
<b>Succession Planning (President's 457(f) Plan)</b>	0.00		0.00
<b>Unemployment Compensation</b>	150,000.00		150,000.00
	<b>Compensation Sub-Total</b>		<b>548,635.38</b>
<b>CONTINGENCIES:</b>			
<b>Executive Search</b>	100,000.00		100,000.00
<b>Fiscal Contingency Planning</b>	1,014,613.00		1,014,613.00
<b>Legal/Audit Contingencies</b>	123,900.00		123,900.00
<b>Mercy Clinic Contingency</b>	238,000.00		238,000.00

Student Assistance	300,000.00		300,000.00
<b>Contingency Sub-Total</b>			<b>1,776,513.00</b>
<b>STRATEGIC:</b>			
Demographic/Market Study	25,000.00		25,000.00
Externally Funded Project Match	1,000,000.00		1,000,000.00
Marketing	50,000.00		50,000.00
New Certificate and Degree Programs	579,000.00		579,000.00
REACH Center	68,573.90		68,573.90
Service District Outreach	250,000.00		250,000.00
Strategic Plan Projects	899,950.00		899,950.00
Technology Projects	198,994.06		198,994.06
<b>Strategic Sub-Total</b>			<b>3,071,517.96</b>
<b>SUBTOTAL APPROPRIATED RESERVES</b>	9,900,704.71	6,105.58	9,906,810.29
<b>TOTAL RESERVES</b>	<b>\$10,413,740.60</b>	<b>\$6,105.58</b>	<b>\$10,419,846.18</b>

This plan was presented to the Board Finance and Facilities Committee at its October 9, 2020, meeting. The FY 2020 carryover amount is \$1,364,613. The Committee recommends that the Board of Trustees approve the annual allocation plan for Reserve Funds as presented.

Additions to the Reserve request include:

- Deferred Maintenance - \$300,000
- Campus Master Plan - \$100,000 (Anticipate Spring update)
- Executive Search - \$100,000
- Marketing - \$50,000 (new programs, name change)
- New Certificate & Degree Programs - \$100,000
- Technology Projects - \$100,000
- Strategic Plan Projects - \$100,000
- Strategic Plan for Energy Management Implementation - \$300,000 (LED/energy savings funding option)
- Fiscal Contingency Planning (COVID-19 impact) - \$214,613

Impact on students and/or student learning: The projects listed under Appropriated Reserves are initiatives that are not funded in the annual operating budget due to the fact that they are expenditures for capital or nonrecurring items.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the annual allocation plan for the reserve funds as presented. Actual expenditure of appropriated amounts for these initiatives will require Board action in accordance with the College's Purchasing Policy.

***Trustee Noonan made a motion to approve the personnel recommendation for an exempt employee; approve the College's 2020 Ohio Department of Higher Education Efficiency Report for submission to the state; and approve the annual allocation plan for the use of reserve funds, as presented. Trustee Bell seconded the motion, and it passed unanimously.***

### ***Academic Calendar Update 2020-2021***

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, and to have consistency with the fall semester, the 2020-2021 calendar has been revised to add the new "J" term (January 19 – April 17, 2021). Copies of the calendar were distributed to Trustees prior to the meeting and are available in the office of the Vice President of Academic Affairs as well as on the Clark State portal.

Impact on students and/or student learning: The calendar provides a planning tool for students to ensure successful retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revised 2020-2021 academic year calendar, as presented.

***Trustee McDonald made a motion to approve the revised 2020-2021 academic year calendar as presented. Trustee Noonan seconded the motion, and it passed unanimously.***

### ***Clark State Name Change Resolution Draft and Communication Strategy***

Clark State Community College's Board of Trustees, administration, faculty, staff, and students have been engaged in a discussion and actions regarding a name change to Clark State College since the Fall of 2018. The College has conducted a survey (Spring 2019) of employees and students, with the majority favoring a name change to Clark State College. The process initially began with a change from "Divisions" to "Schools" in Spring 2019.

Beginning in Fall 2019, the administration, through the shared governance system, began working with the Faculty, Staff, and Student Senates, who all passed resolutions to recommend a name change from Clark State Community College to Clark State College. All Senates passed these resolutions by Spring 2020. Due to the COVID-19 pandemic, the President postponed bringing the name change to the Board of Trustees until Fall 2020.

The following resolution requires a vote of the Board of Trustees:

#### *Resolution of the Clark State Community College Board of Trustees*

Whereas, the Springfield and Clark County Technical Education Program opened in 1962 and began to offer technical training for residents of Springfield, Ohio, and surrounding communities; and

Whereas, the Charter for the organization of the Clark County Technical Institute was effective February 18, 1966; and

Whereas, Clark County Technical Institute became Ohio's first technical college to be sanctioned by the Ohio Board of Regents, the name changed from Clark County Technical Institute to Clark Technical College by action of the Ohio Board of Regents on February 17, 1972; and

Whereas, the Charter changed from Clark Technical College to Clark State Community College on June 17, 1988, and the College began offering Associate of Arts and Associate of Science degrees that same year; and

Whereas, Clark State Community College has been approved in 2018 to offer two applied baccalaureate degrees, in Manufacturing Technology Management and Web Development and Design, to serve regional industries and address skills gaps; and

Whereas, Clark State Community College's mission is to engage and empower diverse learners by providing high quality educational programs and services that emphasize student and community success; and

Whereas, Clark State Community College conducted a brand identity survey that demonstrated that a majority of students, employees, and community members were strongly in favor of the name change from Clark State Community College to Clark State College; and

Whereas, Clark State's mission and community outreach clearly outline its commitment to serving the four-county service district of Clark, Greene, Champaign, and Logan Counties, and this commitment will not be affected by the name change from Clark State Community College to Clark State College; and

Whereas, Clark State Community College will not waiver from its mission to offer a high-quality, accessible, and affordable education as Clark State College; and

Now, therefore it be resolved, in order to reflect Clark State Community College's emerging role in higher education and expansion of its mission, the Board of Trustees hereby authorizes the adoption of the new name of Clark State College, effective January 1<sup>st</sup>, 2021. Be it further resolved, pursuant to Ohio Revised Code 3358.07, that the name change request shall be submitted to the Ohio Department of Higher Education for formal approval.

By action of the Board of Trustees on October 20, 2020.

The detailed internal and external communication plan regarding the name change crafted by John Fimiani of Upward Brands was discussed at the September Board meeting.

Impact on students and/or student learning: The name change to Clark State College will better reflect the degrees offered at Clark State.

Implications for budget, personnel, or other resources: Minimal—Clark State will transition to the Clark State wordmark logo over time.



It was requested that the Board of Trustees approve the College's name change from Clark State Community College to Clark State College and the related resolution, as presented.

***Trustee Evans made a motion to approve the College's name change from Clark State Community College to Clark State College and to approve the name change resolution, as presented. Trustee Hall seconded, and the motion passed unanimously.***

## **Report of the President**

President Blondin thanked the Board of Trustees, faculty, staff and students for their support of this historic day for Clark State with the passage of the name change vote, noting that she was really pleased with it and that the communication process would begin immediately following this meeting.

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

Student Senate President Nicolas Sparrow reported that Senators have been emphasizing the importance of voting with students and assisting with voter registration. The information table in the Rotunda has been a success, and Mr. Sparrow noted that he was really pleased with the outcome. A virtual Halloween costume contest will be held this week, and student engagement is continuing with the Second Harvest Food Bank. Senators are working on a virtual Bingo game for students, faculty and staff as well as stress relief and self-care awareness opportunities during finals week. A comment box for students has been implemented, and several things are planned for the Spring, including a lunch and learn, virtual 5K, and a disc golf tournament.

Staff Senate President Elect Eric Ebbs reported that Senators are preparing for the Staff Assembly on October 26. One email per semester will be sent to staff regarding Staff Senate activities and initiatives to keep everyone informed. All Senate and committee positions have been filled, and Senators are working on their three main goals for the year.

Faculty Senate President Elect Scott Dawson gave kudos to Drs. Franz and Hunter for their wonderful support for faculty experiencing technical challenges, noting that this has helped faculty adjust well to remote learning. He indicated that some minor changes to the faculty constitution have been made. Mr. Dawson commented that although this is one of the most stressful semesters faculty have experienced, the emphasis on self-care from President Blondin and the administration, along with their determination to put the safety of people first, is very much appreciated.

President Blondin reported:

- The Employee Relations Committee has been asked to review the performance evaluation process to make it more asset-based with better, more frequent feedback.
- Government/Community Relations Committee Chair McDorman, Board Chair Phillips, Dr. Blondin, and Lisa Dodge will meet virtually with Senator Steve Huffman tomorrow to encourage his support of the capital bill and extending the deadline for Trustees' virtual meeting attendance.
- Dawn Erlandson, Immediate Past Chair of the Association of Community College Trustees, will address Trustees during their retreat on November 17.
- A list of Executive Council members' service activities, which demonstrates their commitment level, was distributed to Trustees, along with information regarding guided pathways.
- Paperwork has been submitted for Trustees Ball, Bell and McDonald to continue their service on the Board, and the Governor's Office is aware of their need for reappointment this year.

- She is truly honored to announce that she will be a member of the Higher Learning Commission's Executive Board, and she is serving as Chair of their Professional Development Committee.
- At the beginning of the November 17 Retreat, a revised budget may be presented for approval; the 8:00 to 9:00 a.m. timeframe will be set aside for a Special Board Meeting to allow Trustees to consider it and take action.

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

Chair Phillips read an excerpt from Kiplinger's Personal Finance Magazine, which noted that enrolling in a local community college is a great way to pursue higher education while making a smart financial move and that community colleges have always been great, and all they need is for the community to start acting like they are. He noted that he thinks the thinking is changing and with the many exciting changes taking place in community colleges, he feels that he is on the right team.

### **Trustees' Open Forum**

Trustee Evans asked how the College is doing in terms of COVID numbers, and it was noted that Dr. Hunter's last email to the college community indicated that we were down to eleven cases confirmed, but two more cases were confirmed today, so we now have a total of 13 cases. It was reported that we have been doing everything possible to keep faculty, staff and students safe while they are in labs and on campus in general. Extra precautions are being taken by Physical Plant staff; Health, Human and Public Services staff; Dean Wiley; Vice President Franz; and Dean Sommers, and the situation is still manageable at this point.

It was noted that the Nominating Committee comprised of Trustees Noonan, Bell, and Doyle would meet virtually immediately after the Regular Board Meeting adjourned.

### **Adjournment**

Trustee Evans made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:01 p.m.