



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 17, 2023

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, January 17, 2023. Board Chair David Ball presided and called the meeting to order at 6:10 p.m.

Roll Call

Present in Person: Kyle Hall, Maurice McDonald, Mike McDorman, Becka Rowland-Buckley, Ben Vollrath, Chairman David Ball, Vice Chair Sharon Evans, and President Jo Alice Blondin

Present Virtually: Andy Bell and Peggy Noonan

Others Present in Person: Christian Foster*, Student; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Vice President of Advancement; Doug Schantz, Vice President for Business Affairs; Nina Wiley*, Assistant Vice President of Student Affairs

Others Present Virtually: Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Hayley Boling, Student Senate Representative; Kierre Brown, Instructor, Business and Applied Technologies/SOAR Participant; Nazarae, Butler, Academic Advisor/SOAR Participant; Avery Davison, AG/Horticulture Instructor/SOAR Participant; Dr. Rob Derr, Associate Professor, Arts and Sciences/SOAR Participant; David Farrell, Senior Staff Accountant; Dr. Adrienne Forgette, Vice President for Academic Affairs; Emily Halpin, Purchasing and Administrative Support Specialist, Information Technology; Janie Harkins, Payroll Assistant; Darci Jordan, Writer, Marketing; Summer LaPlante, Payroll Manager; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Megan Platfoot, Instructor Health Technologies; Dr. Barb Shelby, Academic Affairs Consultant; Elecia Spain, Assistant Dean, Access and Retention Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Roseann Terbay, Peer Recovery Support Specialist/SOAR Participant; Gary Trisel, Client Support Manager/SOAR Participant; William Weekley, Commercial Transportation Training Center Training and Test Center Manager/Staff Senate President; Laura Whetstone, Director of Human Resources; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

Chair Ball welcomed guests and asked members of the media to identify themselves.

Dr. Blondin welcomed Dr. Adrienne Forgette, Vice President for Academic Affairs to Clark State. An open house will be held for her in February.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Assistant Vice President of Student Affairs Nina Wiley introduced Christian Foster, a Cyber Security student, Student Senator, and TRIO member who started the program in the Fall of 2021 and will complete it in December 2023. Mr. Foster reported that he is 27 years old, was born and raised in downtown Dayton, and his family is considered lower class. He noted that he did not have a lot of direction growing up. He had a sternotomy when he was still in school, which prompted him to start focusing on his health and wellness. He starting working out and got a job at a gym. While the gym allowed him to challenge himself both physically and mentally, he still felt there was something more out there for him, so at age 25 he found Clark State and enrolled. He was promoted to manager at the gym, and he knew with perseverance and determination he could accomplish what he set out to do. He thanked everyone at Clark State, noting that the faculty made his coming back to school very smooth and that Clark State will always be a turning point in his story. He gave special thanks to Nina Wiley for providing him this opportunity, and indicated that he is excited to continue his academic career with Clark State, as he will be the first one in his family to graduate with a degree. Mr. Foster reported that in the next five years, he would like to work on a military base and eventually own his own business. Trustee Rowland-Buckley shared the connection Infinity Labs has with Clark State regarding internships, noting that they could help him realize his dream. Mr. Foster was thanked for coming in and reminding us why we are all here.

*Mrs. Wiley and Mr. Foster exited the meeting at 6:20 p.m.

Approval of Minutes

Chair Ball asked for a motion to approve the minutes of the Regular Board Meeting held on October 18, 2022, and the Special Board Meeting held on November 15, 2022.

Trustee McDorman made a motion to approve the minutes as written; Vice Chair Evans seconded, and the motion passed 7-0 via a roll call vote. (Trustees Rowland-Buckley and Vollrath abstained due to non-participation at these meetings.)

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, January 10, 2023, at 8:00 a.m. in the TLC Boardroom, as well as virtually via Zoom. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustee Members Dave Ball, Sharon Evans, Peg Noonan, and Becka Rowland-Buckley; Dr. Blondin, President; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Adrienne Forgette, Vice President, Academic Affairs; Dr. Dawayne Kirkman, Vice President, Student Affairs; Toni Overholser, Vice President, Advancement; Doug Schantz, Vice President for Business Affairs; Kathy Nelson, Controller; Nazarae Butler, SOAR Participant; Susan Kelly, Recorder. Agenda items included:

- Call to Order – Committee Chair Bell

- Roll Call - Recorder
- Approval of November 8, 2022, Meeting Minutes
- Quarterly Financial Report - Schantz
- Quarterly Greene Center/REACH/Ohio Hi-Point/PAC/HBC Financials (Handout) - Schantz
- Quarterly HEERF Funds Update - Schantz
- Comprehensive Master Plan Update – Schantz
- Capital and Community Projects Update – Schantz
- Legislative Update – Dr. Blondin
- Open Discussion/Other Business
- Next Meeting – March 14, 2023 – 8:00 a.m. TLC Boardroom / Virtually via Zoom

Quarterly Financial Report through December 31, 2022

The 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 2023 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall semester activity through December 31 and is lagging in comparison to what was budgeted for the academic year. The Office of Enrollment/Admission is taking a multi-pronged approach to implementing strategies in an attempt to have a favorable impact on Spring enrollment.

Workforce Non-Credit Training revenue is currently below budget but anticipated to gain some traction as the year progresses.

Performing Arts Center (PAC) ticket revenue is currently below budget but we expect ticket sales to increase as we get closer to show dates. HBC/PAC Rental revenue is currently surpassing budget.

Total revenue is up \$19,900 (.1%) from the previous fiscal year.

Expenditures

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

Total expenses are down \$769,000 (5.1%) over last year. Occupancy and Communication expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, and insurance. By function, these affect General Expenses, and Operation/Maintenance of Plant.

Auxiliary Enterprises

Bookstore – Revenue is lagging and expenses are slightly above budget for this time of year as they increase their stock with Spring merchandise. In an effort to promote efficiencies and better financial outcomes that reflect good stewardship of our resources, the Greene Center bookstore has been folded into the Leffel Lane operations.

Commercial Transportation Training Center – Revenue is up and expenses are down, showing a net

surplus. More traction has been gained in revenue since the pandemic after opening a new testing site and renewed support from the State for student loans/grants for the program.

Parking – Expenses are trending above budget at this time due to some early paving projects initiated at the beginning of this fiscal year.

Food Service – In addition to the new partnership with Fresh Abilities at the Eagles Nest, food service at Clark State is supplemented by expanded vending options provided by Sheehan Brothers Vending. All revenue in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

Balance Sheet

Total current funds have increased by \$546,000 (2.8%) compared to the second quarter of FY 2022. This increase is a result of changes in Receivables and Cash due to timing of draws for restricted funds.

Total Investment in Plant fund balance has increased \$3.9 million (8.6%) due to an increase in capital assets from last fiscal year. Construction in Progress in particular has increased due to the continued work on HVAC upgrades across the campus with HEERF funding.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2022 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 15th.

A description of all of these programs can be found in the attachment to the Restricted Statement.

Statement of Reserve Activity

Total ending balance for December 31, 2022, was \$10,499,569. The primary activity involved the campus master plan and deferred maintenance, equipment purchases at the PAC and HBC, Achieving the Dream, and expenses for executive search for the Vice President for Academic Affairs position.

Greene Center/REACH Center/Ohio Hi-Point/Hollenbeck Bayley Center/Performing Arts Center Quarterly Financials

Greene Center, REACH and Ohio Hi-Point

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. Reports reflect financials through December 31, 2022.

Revenue:

Budget for State Share of Instruction, in conjunction with Student Tuition, for each location has been calculated based on needed credit hours for each location to cover expenses for fiscal year 2023. The Greene Center is calculated at 8.3% of the overall disbursement. REACH is calculated at 0.8% of the overall disbursement. Ohio Hi-Point is calculated at 0.9% of the overall disbursement.

Budget for Student Tuition, in conjunction with State Share of Instruction, is computed using needed enrollment for fiscal year 2023. Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$170.33 per credit hour. Classes continue to be largely online at these locations, and actual credit hours reflect mostly face to face courses. Each location is being monitored for transition to more face-to-face courses and program mix.

Expenditures:

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

Performing Arts Center and Hollenbeck Bayley Creative Arts and Center

In an effort to raise awareness on the financial operations of the Performing Arts Center (PAC) and the Hollenbeck Bayley Creative Arts and Conference Center (HBC), quarterly financial reports will be provided to the Finance and Facilities Committee of the Board. In addition, the leadership team at the PAC/HBC has implemented a multi-year plan to better align program revenue with operating expenses. Progress on that endeavor will be reflected in the quarterly reports.

Budget Timeline

New Budget Advisory Council first meeting	1/19/23
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/23
Budget Advisory Council meets	2/23/23
Expenditure requests forwarded by budget managers to Controller	3/6/23
Lab Fees to Controller	3/13/23
Initial revenue projection	3/17/23
Budget assumptions presented to Board Finance and Facilities Committee	3/7/23
Budget Advisory Council meets	3/23/23
Expenditure requests forwarded by Controller to Executive Council	4/3/23
Update Finance Committee on Budget Status	4/11/23
Updated revision to revenue projection	4/11/23
Budget Advisory Council meets	4/27/23
Preliminary Budget presented to Board Finance and Facilities Committee	5/9/23
Board of Trustees action on tuition/fees for 2023-2024	5/16/23

Budget Advisory Council meets	5/25/23
Balanced budget reviewed with Board Finance and Facilities Committee	6/13/23
Final balanced budget presented to Board of Trustees for action	6/27/23

Board Governance and Policy Committee Report

The Board of Trustees' Governance and Policy Committee met virtually on Thursday, October 20, 2022, at 10:30 a.m. Those present included: Committee Chair Peggy Noonan; Committee Member Andy Bell; Board Chair Kyle Hall; and President Dr. Jo Alice Blondin. The agenda included the following items:

- Change to Procedures for Nominating Trustee Emeritus:
 - Struck through language in the Emeritus Status Procedures that the nomination of Trustees or the President for Emeritus status went through Executive Council. The President felt that this was an unusual circumvention of the Board of Trustees' authority, and would recommend we place the authority for Trustee and President Emeriti with the Board Governance Committee.
 - Changed the date of submission for Emeritus to 1 December for all applications so we have that information in advance of Charter Night, but are not held to making the decision by the November Board meeting/retreat.

- Trustees Emeriti Recommendations—Mr. Jim Doyle and Mr. Brad Phillips

The procedures were revised as follows:

3358:5-5-04.1 Emeritus Status Procedures

A. Eligibility criteria for awarding emeritus status

1. Faculty

- I. Must have attained the rank of associate professor or professor;
- II. Must have completed a minimum of ten years of full-time service at the college;
- III. Must have been retired from the college at least one (1) year prior to the scheduled award date; and
- IV. Must have provided exemplary service to the college.

2. Staff (exempt and non-exempt)

- I. Must have completed a minimum of ten years of full-time service at the college as an exempt or non-exempt employee;
- II. Must have retired from the college at least one (1) year prior to the scheduled award date; and
- III. Must have provided exemplary service to the college.

3. President – Must have provided exemplary service to the college.
4. Trustee
 - I. Must have served on the Board of Trustees a minimum of six years
 - II. Must have completed service as a Trustee with the College for ~~at least six (6)~~ 3 months prior to the scheduled award date; and
 - III. Must have provided exemplary service to the College.

B. Nomination/appointment process

- ~~1.~~ All nominations are to be in writing on the emeritus status nomination form (appendix a), and submitted to the president by 1 December ~~October 1~~ each year.
2. Faculty and staff nominations are to be made by school ~~divisional~~/department committees or the college employee relations committee; and must carry the recommendation of the appropriate executive council member. Individual instructional faculty or staff members may make recommendations to their respective school ~~divisional~~/department committee.
3. President nominations may be made by ~~the executive council~~ or any committee of the board of trustees.
4. Trustee nominations may be made by ~~the executive council~~ or any committee of the board of trustees.
5. Emeritus status nominations must contain, at minimum, the following information:
 - I. Nominee's name and status: i.e., faculty, staff (exempt or non-exempt), president, trustee;
 - II. Name of committee and executive council member nominating the individual;
 - III. Nominee's employment dates or in case of a trustee, dates of service with the College;
 - IV. Years of service that the nominee has/had with the college;
 - V. Nominee's date of retirement from the college, as appropriate;
 - VI. Position(s) that the nominee held while at the college; and
 - VII. Specific examples of distinguished/exemplary service rendered to the college by the nominee.
6. After presidential approval, the president will submit the nominee(s) for emeritus status to the board of trustees for their approval/action ~~at its regularly scheduled November meeting.~~

7. Once approved, emeritus status will typically be conferred by the board of trustees the following February during the annual charter night celebration.

C. Campus rights and privileges associated with emeritus status

1. To march in academic processions such as graduation.
2. To be given use of the library (including access to OhioLink upon request), and the wellness center.
3. To receive building utilization benefits consistent with benefits available to full-time employees, upon space availability.
4. To receive the typical employee discounts where applicable.
5. ~~To be issued, upon request, a parking permit annually for the purpose of parking privileges at any College facility.~~
6. To represent the college, upon appointment, at the academic ceremonies of other colleges.
7. To take part, as an invitee, in social and ceremonial events sponsored by the college.
8. To receive, upon request and to the extent possible, complimentary tickets to college-sponsored activities, such as sporting events and performances at the Kuss auditorium/Turner Studio Theatre.
9. To be on the mailing list to receive select college publications.
10. Tuition-free access for the emeritus member and his or her spouse to courses offered by the college on a space-available basis.

D. Appendix A: Emeritus status nomination form

Effective: ~~May 1, 2017~~ November 15, 2022

Prior Effective Dates: 1/28/78, 5/8/95, 5/1/97, 7/5/97, 7/1/98, 3/19/99, 5/26/00, 1/6/03, 6/1/12, 9/17/14, 5/1/17

Board of Trustees Virtual Attendance Policy

During the pandemic, a law was passed to allow public Boards of Trustees to meet virtually within certain guidance. Public Boards were given the option of adopting the policy, and Clark State's Board revised the Board of Trustees Regular Meeting and Executive Sessions Policy accordingly and adopted it with an effective date of July 1, 2021. (Copies were distributed to Trustees prior to the meeting and are available on the Clark State portal.)

At the November 2022 retreat, several Board members asked questions about the enforcement of the policy. After consulting with Mia Yaniko from the Attorney General's Office, the President shared the following information with the Board Chair and Governance Committee:

“The Governance Committee should review the attendance of Board members annually and make any Board members who are not in compliance with this policy aware of their need to be in compliance. Mellanie Toles, Assistant to the President, will inform the Chair, Governance and Policy Committee Chair, and Board members if they become out of compliance with this policy within a calendar year so that they may rectify their attendance. The Ohio Department of Higher Education (ODHE) has not indicated that they will enforce the statewide policy; rather, ODHE has left it up to public higher education Boards of Trustees how they wish to enforce their own policies.”

Achieving the Dream Update

A letter from Achieving the Dream (ATD) Coaches Dr. Broxson and Dr. Manning reflecting on their fall site visit was shared with Trustees prior to the meeting. (Copies are available in the office of the Vice President of Student Affairs.)

Much discussion centered around the following topics: implementing high touch points for new students in their first semester; reviewing the First Year Experience course; determining next major priorities (e.g., success in online classes); assessing professional development for the entire college; continuing emphasis on retention and completion; and increasing our sense of belonging for students.

Members of the Core Team are attending the ATD Dream Conference in Chicago from February 14 – 17, and the ATD Spring Site Visit is scheduled for March 6 and 7, 2023. The Board will receive information regarding the visit at the March Board meeting.

Enrollment Updates and Strategic Enrollment Management Plan (SEMP)

Biggest Challenge

Data from *Inside Ohio's College Enrollment Decline* September 14, 2022:

- Over the past decade, college enrollment nationwide has been on a decline, and according to Inside Higher Education, this decline has been more severe among colleges in the Midwest and Northeast.
- A closer look at data from the Ohio Department of Higher Education indicates that Ohio's total enrollment across public and private higher education institutions declined by 30% from 2010 to 2020, meaning that there were 212,249 fewer college students on Ohio campuses than in 2010. The U.S. enrollment dropped 12% during the same time period.
- The pandemic has only expedited the severity of the nation's college enrollment decline. A recent report from the National Science Board noted that in the U.S., “undergraduate enrollment dropped by 3.6% overall in fall 2020, with community colleges showing the sharpest decline (10.1%).” In Ohio, the pandemic's effect on enrollment has taken an even greater toll. “Since COVID, the [enrollment] decline has been different. The total enrollment at independent colleges is relatively flat,” Jones said. “The public four-year institutions have seen declines in enrollment and the community colleges have collapsed. That's a national trend. But in Ohio, they have gone down more significantly.”
- Factors behind the decline: 1) Dwindling number of high school graduates; 2) Facing the growing and notoriously expensive cost of tuition, students are considering whether the investment of going to college will pay off; and 3) The increased minimum wage for low-skilled jobs alongside a rising demand for labor makes jobs that do not require a college degree attractive alternatives to going to college.

Biggest Opportunity

Mission Statement—To engage and empower diverse learners by providing high-quality educational programs and services that emphasize student and community success.

- Clark State College is an open-access, affordable-tuition, high-quality institution that has been meeting students where they are for 60 years.
- Working with Achieving the Dream on Onboarding on three major strategies
- Working with Title III—Trauma Informed Practices (e.g., Culture of Care and Belonging)
- Working with Ferrilli to fully implement our new CRM system, Slate (e.g., funnel for College Credit Plus, New, Continuing, Returning, and Visiting/Transient students)
- Working with Elevate Higher Ed on Enrollment Strategies (e.g., the Centralized Enrollment Model)

People/Functional Areas Essential to Tackling the Challenge and Opportunity

- Major Reorganization: Dean of Enrollment Services, Assistant Dean of Access and Retention Services, Director of Admissions and Career Services, Director of Academic Advising, Assistant Registrar, and more (e.g., New Admissions Specialist for Champaign and Logan Counties)
- Stronger connections with enrollment through a new SEMP
- Collaborate with Regional Locations and communities by defining targeted programs, focused services, careful financial management, and a solid-marketing plan
- Continue to strengthen relationships with Rotary members, local high school superintendents/principals (e.g., territory management), and community leaders

Alignment with College's Strategic Plan

Goal Two: Improve Enrollment, Retention, and Completion

- Purpose of SEMP: To serve the College from 2023 – 2025
- Compliment the work of: Strategic Plan and Completion Plans
- Team: Dean of Enrollment, Director of Admissions and Career Services, Associate Dean of Regional Locations, Director of Academic Advising, Vice President of Student Affairs, Institutional Research, Assistant Dean of Access and Retention Services, and Assistant Vice President of Student Affairs. And, in partnership with Academic Affairs and Marketing.
- REACH Higher: Higher Education/Learning, Higher Demand, Higher Paying, Higher Skills
- Opportunities and Key Initiatives: The Wellness 360 Student Journey, Bachelor Degrees, Manufacturing (ARCTOS and H1B), Military and Veterans, Minority and Males, New Students Who Earn NO Credit, Nursing and LPN, Onboarding and CRM/Slate, Programs Supporting Intel, Regional Locations in Beavercreek, Bellefontaine, and Xenia, Springfield High School and Promise, Yield from Aspire, College Credit Plus, Scholars, and Tech Prep, and Workforce
- Three virtual group working sessions and two four-hour on-site SEMP working sessions took place with Elevate Higher Ed on December 14 and 15.

Spring Semester 2023

From Spring 2023 Registration Statistics (January 9, 2023), excluding high school students, Clark State is down 2% in headcount.

- New Students (-9%): High School Counselor Breakfast Events on October 4, 5, and 6; Scholarships Campaign for College Credit Plus, Tech Prep, Trustee, and Choose Ohio First; Spring registration

- events on October 26, November 2, November 9, November 16, and December 14; extended hours on November 5 and January 7; Future Eagles Calling Campaign (24 Sessions); and mobile recruiting
- Returning Students (-11%): Second Chance Grant—10 students are participating; New Beginnings; and Bold Compact
 - Continuing Students (+1%): Three \$1,000 scholarships; Continuing Student Checklist; Spring 2023 Ways to Pay; and in an effort to retain and support students who fall on intervention (probation), the Academic Engagement Program pairs students with a Retention Specialist to support them throughout the term.
 - High School Students (-13%): College Credit Plus Nights (37) and College Credit Plus Orientations (33)

Moving Forward

Working on enrollment initiatives is an ongoing priority for all areas of Student Affairs. A team of leaders from Student Affairs and Business Services meets every Monday afternoon, as well as bi-weekly to work through Clark State's Strategic Enrollment Management Plan (Enrollment Win Strategies). From these meetings, we have all worked to improve the College's enrollment experience for new, continuing, and returning students by focusing on improving mental health services for students and improving onboarding efficiency to grow enrollment.

Counseling Services Report for Fall 2022

Five hundred fifty-two (552) crisis interventions/counseling sessions were provided this semester. Additionally, the Peer Recovery Support Specialist, Roseann Terbay, provided ongoing support (weekly contact) to 40 students. Common reasons for counseling visits included depression, anxiety, trauma-related symptoms, suicidal thoughts, current or past abuse, and stress from financial or housing issues.

Referral Sources: Referrals from faculty are consistently the highest source of referral (about 45% of total referrals). Counseling staff have worked on increasing the number of self-referrals through outreach activities such as class visits, awareness/resource tables at different campus locations, promoting our mental health screenings, and providing art therapeutic activities as a creative and trauma informed way for students to connect with our counseling services. As a result of this work, self-referrals have increased to approximately 40% this semester. Referrals that originate from the CARE team and referrals from TRIO are other common referral sources.

Referrals from Counseling Services: Students are referred frequently to the Office of Accessibility for accommodations. Other common on campus referrals include the Office of Student Support and TRIO. The most common community referral is Project Woman or domestic violence agencies in other communities. Other frequent referrals include 12-step groups, clinic/family physicians, and outpatient psychiatric care.

Case Examples Provided by Counseling Staff:

- From New Licensed Counselor Arlie Ray: A 32-year female with a history of heroin addiction and bipolar disorder attended counseling during the last two semesters. Despite several relapses, she is doing well in her classes, is currently sober and stable, and is also now employed.
- From Peer Recovery Lead Roseann Terbay: A 28-year-old female student has been receiving peer recovery support services since the summer. She had been placed on academic intervention and was

also suffering from depression. She enrolled for fall semester and was successful in her classes this fall, receiving two As and one B.

- From Practicum Student Kristi Limes: A 38-year-old female experiencing grief and academic difficulties participated in counseling, and art therapeutic activities were utilized. She completed the semester successfully and received all As.
- From Counseling Coordinator Melinda Van Noord: A 19-year-old male was referred to counseling by his instructor and also through his completion of a mental health screening. He was experiencing major depression with suicidal thoughts. He was under a lot of stress from a recent move out of state with his family and felt very isolated. He received frequent counseling and was also referred to Roseann for peer recovery support. He had been very behind in all of his classes, but he responded well to supportive services and completed the semester successfully, receiving several As.

Retention: Eighty-eight percent (88%) of students served this semester are enrolled for Spring 2023 or graduated.

Mental Health Screenings:

- Mindwise screenings <https://screening.mentalhealthscreening.org/clarkstate> are available on the portal/website. One hundred-ten (110) screenings were completed this semester. Students can complete a variety of screenings such as depression, anxiety, PTSD, and substance abuse; they receive immediate results along with counseling recommendations.
- The American Foundation for Suicide Prevention's Interactive Screening Program is made possible by a grant from the Community Health Foundation and can be accessed at <https://clarkstate.caresforyou.org/welcome.cfm>. Fifty-one (51) assessments have been provided since the end of October when the program started; the screening has been sent to 300 students. Students take an anonymous stress and depression screening and receive a personalized response from Counseling Services. They can choose to make an appointment or continue to message with us anonymously through the website, to receive support and answers to their questions. So far, over 75% of assessments have indicated presence of suicidal risk.

Outreach/Training/Prevention Activities:

- Trauma Informed Yoga: Six sessions provided by instructor Amy Rebekah Chavez were attended by staff, faculty, and students. Attendance ranged from 8 to 25 participants per class.
- Suicide Prevention Awareness Week: Mental health and crisis resources distributed at all campus locations September 12-16.
- QPR Suicide Prevention Trainings were held virtually and in person at Beaver Creek and Springfield Leffel Lane locations September 23, 27, and 29. Additionally, trainings were provided in class for students in the Medical Assisting program (requested by instructor Kathy Harris.)

Domestic Violence Prevention and Awareness Activities in October (organized and provided in conjunction with the Sexual Violence Prevention Team):

- The Clothesline Project: Students created tie dye t-shirts to bring awareness to domestic violence and other forms of abuse. (Colors used symbolized different types of abuse). The t-shirts, along with prevention and crisis information, were displayed the last two weeks of October at the Springfield and Beaver Creek locations.
- International speaker, mental health therapist, and a survivor of domestic violence Christy Sims provided a presentation titled Empowering Yourself Beyond Intimate Partner Violence on October 12 at the Brinkman Educational Center. After sustaining a horrific acid attack, followed by a long, painful

emotional and physical recovery, she shared her powerful message of prevention and hope with Clark State campus members and community members.

- Active Bystander Intervention Trainings were provided October 25 and 26. Campus members learned early warning signs of partner violence and ways they can safely intervene and support victims.
- Kindness Days were observed the week of November 14. Students could choose an encouraging message from the “Kindness Board” or share one for someone else to take from the board. Mental health care and screenings were also promoted during this event.
- A Self-Care and Crafts event was offered November 29 and 30. To help with pre-exam week stress, students could make a watercolor holiday card, a stress relief glitter jar, or a clay project.

Technology, Safety, and Strategic Initiatives Updates

Technology

- A continued and increased focus on cybersecurity remains important due to an ever-increasing number of colleges and universities falling victim to attacks.
 - The number of distinct schools from K-12 through higher education doubled between last year and this year.
 - The risk to institutions goes beyond reputational into data exfiltration and even civil/financial liability.
 - It is becoming more common that hackers not only ask for a ransom but even after it is paid sell the data they were able to steal online to the highest bidder.
 - Increased training for all employees and students is critical.
- We will be rolling out the ability for adjunct contract development, acceptance and processing to be completely digital. This will dramatically streamline a process that is very time-intensive while increasing accuracy and decreasing time between contract creation and contract approval.

Safety

- Through a partnership with Project DAWN, the College recently implemented Campus Opioid Response Education (CORE), which includes installation of rescue kits throughout all Clark State buildings and training to create and support a culture of safety, connectivity and empowerment for students, faculty and staff. With a growing number of opioid-related overdoses, these kits and associated training will provide a positive and supportive environment for all who engage with Clark State.
- At the end of last year, Clark State was awarded a safety grant from the state of Ohio to improve notification, communication and collaboration internally and externally during a critical response event. This is an exciting way to enhance our ability to communicate not only with people on campus but also with responding emergency services personnel during emergencies.

Strategic Initiatives

- Several new meetings of the Strategic Planning and Resources Council (SPARC) are planned to begin preparing for the completion of the 2017-2022 strategic plan and revisions to develop the foundation for the 2023-2026 plan. Initial discussions have begun to lay groundwork for looking ahead to the year 2027 and ensuring the College’s Strategic Plan is ready to meet the needs for the future. Additionally, team members are considering what, if any, changes need to be made to our foundational documents in order to get feedback from the campus.
- The next College-Wide Strategic Planning Day is scheduled for Friday, April 21, 2022.
- The remainder of the SPARC meeting dates will be:
 - February 22, 2022

- April 21, 2022

Marketing, Diversity, and Community Impact Updates

- Marketing
 - Spring campaigns continue this month.
 - The Marketing report is attached.
 - We are preparing for Charter Night, which will be the first in-person Charter Night celebration since 2019.
 - The new commercial has launched.
- Diversity
 - Hosted a Martin Luther King, Jr. luncheon on Friday, January 13, from 11:00 a.m. to 2:00 p.m.
- Workforce and Business Solutions
 - The Commercial Transportation Testing and Training Center simulator has been installed at the Brinkman Education Center (BEC).
 - Partnering with the Miami Valley Regional Planning Committee to offer professional driver trainer program. This will begin in February and be offered monthly.
- Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center
 - Recommended personnel moves have been implemented. The venue management team model is working well.
 - Implemented HIVE communication tool to communicate with patrons.
 - Working with Theatre Projects on finalizing the 2023-2024 season.
 - Hired an Event Coordinator to assist at the Hollenbeck Bayley Creative Arts and Conference Center.

Vice President Jones showed Clark State's new commercial, which included actual students and alumni instead of actors. It first aired around Thanksgiving.

Foundation Update

- The Foundation Employee Campaign ran from November 21 through December 21, 2022. Employees raised \$16,487.60.
- Scholars Program, High School Level: Mentor Sessions are ongoing. The high school students from Springfield (juniors and seniors only), Urbana, and Graham will visit Clark State on February 9. Students from Springfield (freshmen and sophomores only), Clark-Shawnee, and Tecumseh will visit on February 23. Activities include a college tour, career panel discussion, and college preparedness activities. Students will be on campus from 9:00 a.m. to 1:00 p.m. each day. Please join us if you are available.
- Scholars Program, College Level: Students will return to class on January 17th. Program Director, Karen Hunt, is implementing a new faculty engagement plan to better engage with our college-level students and support their individual needs.
- Clark State has been selected as a Bellwether Award finalist for our partnership with The Abilities Connection and Fresh Abilities.
- Clark State received an Ohio Department of Public Safety grant award for safety improvements totaling \$93,372. In addition, a \$92,150 grant was received from the Ohio Department of Higher

Education/Regionally Aligned Priorities in Delivering Skills (RAPIDS) program to support Advanced Manufacturing.

- Project Jericho hosted their annual holiday party for foster families in December. Ninety-nine children and teens received gifts and candy bags. The twenty-nine families each received cookies and a holiday craft to work on together.
- Project Jericho *Felted Ecosystems Art* was displayed at the Springfield Museum of Art “Holiday at the Museum.” A total of eighteen pieces of Project Jericho art were displayed, and approximately 200 people attended the event.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt/Non-Exempt Employees

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

New Hires:

- Amanda Gomes, Student Records Specialist, Student Affairs, effective 10/31/22
- Katherine Campbell, Administrative Support, Health, Human and Public Services, effective 11/7/22
- Phyllis Shropshire, Financial Aid Specialist, Student Affairs, effective 11/7/22
- Abigale Wyer, Admissions Specialist, Student Affairs, effective 11/14/22
- Anthony Reed, Admissions Specialist, Student Affairs, effective 11/21/22
- Michelle Noble, Customer Service Specialist, Student Affairs, effective 11/21/22
- Carla Hetric-Daniel, H-1B Peer-to-Peer Recovery Specialist, effective 12/5/22
- Adrienne Forgette, Vice President, Academic Affairs, effective 1/3/23
- Zach Roberts, Event Coordinator, Venue Operations, Performing Arts Center, effective 1/9/23
- Toni Abernathy, High School Liaison, ARCTOS Project, Academic Affairs, effective 1/17/23
- Frank Printup, Custodian, 2nd Shift, Business Affairs, effective 1/9/23

Personnel Changes:

- Becky Piteo, Administrative Support to Administrative Assistant to the Dean, Arts and Sciences, effective 10/17/22
- Emma Clark, Director, Conference Services to Director, Conference Services and Venue Operations, Performing Arts Center, effective 10/24/22
- Caitly Sellers, Early College Coordinator to Assistant Director, Early College Programs, Student Affairs, effective 12/8/22

Retirements/Resignations/Departures:

- Heather Bright, Admissions Specialist, Student Affairs, effective 11/14/22

Open/Advertised Positions:

- Director, Workforce and Business Solutions, Marketing
- Lead Instructor, Aspire Programs, Student Affairs
- Assistant Dean, Business and Applied Technologies, Academic Affairs
- Dean, Health, Human and Public Services, Academic Affairs

Impact on students and/or student learning: All staff positions are vital to students by ensuring the efficient operation of all areas of the College.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2022-2023 budget.

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

Personnel Recommendations for 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:

- Thomas Knoble, Instructional Faculty, Engineering Technology, Business and Applied Technologies, effective 10/18/22
- Ericka Purtee, Instructional Faculty, Registered Nursing, Health, Human and Public Services, effective 11/7/22
- Mathew Klint, Instructional Faculty, Networking/Cybersecurity, Business and Applied Technologies, effective 12/12/22

Professional Improvement Leave Request:

- Paige Huskey, Professor, Arts and Sciences – Leave requested August 2024 to December 2025 (three semesters) to pursue Ph.D. in Literacy.

Retirements/Resignations/Departures:

- Kevin Moore, Instructor, Business and Applied Technologies, effective 12/9/22

Open/Advertised Positions:

- Instructional Faculty - Geospatial Technology and Program Coordinator, Academic Affairs
- Instructional Faculty – Practical Nursing
- Instructional Faculty – Registered Nursing, Academic Affairs (two positions)

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: Funding for the above personnel actions is in the 2022-2023 budget.

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

Vice Chair Evans made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty as presented; Trustee Bell seconded, and the motion passed unanimously via a roll call vote.

Prior Learning Assessment Policy Revisions

The purpose of developing the Prior Learning Assessment Policy was to enhance the opportunities for students with prior learning (life experience) to earn college credit. Changes to this policy include updating language to reflect changes at the College including replacing “divisions” with “schools” and the inclusion of baccalaureate degrees.

3358:5-7-12 Prior Learning Assessment Policy

- A. Prior Learning Assessment (PLA) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. PLA validates knowledge acquired through life experience, work experience, military experience, civic engagement, individual study and reading, and participation in classes or training sponsored by business and industry, professional organizations, and/or government agencies. Credit is awarded for college-level knowledge gained from experience and not for the experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study offered by the college.
- B. There are a variety of third-party vendors that allow students to receive college credits in certain courses. Requisite advanced placement criteria are determined by Vice President of Academic Affairs in partnership with department faculty, ~~division~~ **school** dean, or designee. The types of prior learning examinations accepted by the college are the following:
 1. Advanced Placement (AP): AP exams are a series of examinations developed by the College Board for AP High School classes in various subject areas. Students who have taken a College Board AP Credit Examination must have scored at least a 3 to receive appropriate course credit.
 2. College Level Examination Program (CLEP): CLEP assesses proficiency in general education through 33 tests in five subject areas.
 3. DANTES Subject Standardized Test (DSST): DSST examinations test knowledge in both lower- and upper-level college course content through 38 tests in six subject areas.
 4. International Baccalaureate (IB): Clark State recognizes the IB Diploma as an advanced standing program for college credit.
- C. Military Training and Experience Credit
 1. Students who have achieved military education and training credit may apply for acceptance of these credits toward the appropriate degree.
- D. Professional Certification/Industry Credentials Credit
 1. For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certification.
- E. Proficiency Examinations
 1. Any student who believes he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a proficiency exam at the appropriate ~~division~~ **school** office. When a proficiency examination is an appropriate

measure, the examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the possibility of a practical skills component. Both written and practical skills testing may be required to ensure course rigor is maintained and achieved.

F. Portfolio Assessment

1. A PLA portfolio is a detailed documentation illustrating college-level learning. The documentation varies by course and may include: examples of documents developed or materials made (like a machined part) at work or during some civic engagement, a self-assessment, an essay or oral interview explaining knowledge and experience, awards and honors, and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies.

G. Credit for Prior Learning Assessment

1. All students are expected to complete the residency requirement of at least ~~15 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program~~ **12 credit hours for a one-year certificate program, 15 credit hours of coursework at Clark State for an associate degree, or 30 hours for a bachelor degree.** Credit equivalencies such as transfer and PLA credit do not count toward the residency requirement.
2. A student is limited to receiving 50% of total credits for a degree or certificate from PLA. Additionally, credit equivalencies may not exceed one half of the required technical course credits for the degree, the one-year certificate, or the departmental certificate program being pursued unless recommended by the faculty and approved by the ~~division~~ **school** dean or designee.
3. All PLA credit is subject to time limitations for certain courses and/or majors. Limitations are determined by the profession/industry standards and the discretion of faculty, ~~division~~ **school** dean or designee.
4. To apply for PLA credit the student must be admitted to Clark State with an eligible declared major.
5. Students may only apply for PLA credit for courses directly applicable to curriculum requirements in the student's declared certificate or degree program.
6. A student who wishes to apply for PLA for a course in their major must complete the process prior to the term the student intends to receive the PLA credit for the course.
7. Approved PLA credit does not guarantee credit or waiver for that course's prerequisites.
8. Approved PLA credits serve as prerequisites in the same manner as their course equivalencies.
9. All PLA must be awarded before the semester prior to graduation.
10. A student may not apply for PLA for a course that the student:
 - a. is enrolled in after the 15th day.
 - b. has previously taken with a failing grade (F or UW; D grade if student's major requires a grade of C or better in the course for progression and graduation requirements).
 - c. has audited.
11. Clark State accepts credit for prior learning that has been awarded by other regionally accredited institutions as per the College's Transfer Policy. These credits have the same

limitations in their use in meeting graduation requirements as do PLA credits earned at Clark State and will be used in computing the total hours of PLA for which a student is eligible.

12. A student who intends to use credit for PLA in a course to meet Clark State degree requirements and intends to transfer to another institution should check the requirements of the receiving institution.
13. Course credit hours earned by third party vendors, Military Training Experience Credit, or Professional Certification are awarded and recorded by Records and Registration. Proficiency Examinations and Portfolios are assessed and awarded by faculty and recorded by Records and Registration.
14. The Records and Registration office will maintain a copy of the student's PLA form which indicates the assessment process and final grade.

H. Prior Learning Assessment Appeals Procedure

1. Clark State has established a process for Prior Learning Assessment appeals as listed in the PLA Procedures document.

Effective: ~~July 1, 2018~~ February 1, 2023

Prior Effective Dates: 04/15/17, **07/01/2018**

Impact on students and/or student learning: None. The policy now reflects our current language and practices.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to accept the revised Prior Learning Assessment policy as presented effective February 1, 2023.

Trustee Hall made a motion to accept the revised Prior Learning Assessment policy as presented, effective February 1, 2023. Trustee McDonald seconded, and the motion passed unanimously via a roll call vote.

Emergency Executive Succession Plan

As stated in Policy 3358:5-1-31 Emergency Executive Succession, in order to protect the College and its Board from sudden loss of presidential services, the President will have no fewer than two other executive staff members familiar with Board and presidential issues and procedures. The policy also calls for the President to present to the Board each year at its reorganizational meeting in January, a recommended line of interim leadership.

To that end, the recommended line of interim leadership is as follows:

- Dr. Matt Franz, Senior Vice President for Technology, Safety, and Strategic Initiatives
- Mr. Doug Schantz, Executive Vice President for Finance, Facilities, and Operations
- Ms. Crystal Jones, Vice President for Marketing, Diversity, and Community Impact
- Dr. Dawayne Kirkman, Vice President for Student Affairs

Impact on students and/or student learning: No direct impact to students or student learning, but having a succession plan in place will ensure that college operations proceed as normal in the event of an emergency.

Implications for budget, personnel, or other resources: Personnel and resources would be shifted as necessary based upon the circumstances.

It was requested that the Board of Trustees approve the President's recommended line of interim leadership, as presented.

Faculty Emeritus Recommendation

The College is committed to recognizing individuals for their distinguished level of service to the College and the community while employed with or in its service. This recognition goes beyond promotions, individual achievements, commendations, and years-of-service awards. This recognition is the bestowal of Emeritus status to the deserving individual.

Emeritus status is an honorary title awarded for distinguished service to the academic community. At Clark State College, the Emeritus title may be bestowed on a faculty member, an exempt or non-exempt staff member, President, or a College Trustee who has served the College with distinction. The bestowal of Emeritus status is recognition of the value the College places on the experience, knowledge, ability, performance, and service of these individuals. Receiving the emeritus status is a distinctive honor, and not a right.

A nomination form for Mr. Tom Duffee, Program Director and Professor, Emergency Medical Services, for Faculty Emeritus Status was presented to Trustees prior to the meeting.

Please note that Emeritus status was granted to two former Trustees at a Special November Board of Trustees' meeting: Mr. Jim Doyle (1998-2022) and Mr. Brad Phillips (2011-2022).

Impact on students and/or student learning: This individual continues to work closely with the College, and his status will only enhance the fact that he is a true role model for all.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the nomination and grant Faculty Emeritus status to Tom Duffee.

Trustee Bell made a motion to approve the President's recommended line of interim leadership, as presented, and approve the nomination and grant Faculty Emeritus status to Tom Duffee. Trustee McDorman seconded the motion, and it passed unanimously via a roll call vote.

Report of the President

President Blondin thanked Crystal Jones for her work on the Martin Luther King, Jr. celebration this past Friday. It was well attended and done efficiently in true Clark State manner. The Keynote Speaker was Joey Oteng, a Lawyer and Educator at The Ohio State University. Breion Hawkins is a strong leader and did a great job as well. Dr. Blondin noted that she was proud that Clark State was leading in these areas as we live it every day, and the City Commissioners were very impressed with Clark State.

President Blondin deferred to Staff and Student Presidents for updates. Faculty Senate President Jessica Adams was unable to attend the meeting.

Staff Senate President William Weekley stated that there were no items to bring forward. Senators are currently working on raising staff awareness and helping them be a voice for themselves.

Student Senate Representative Haley Boling, a third year Criminal Justice major, Student Senator and Ambassador, a member of TRIO, the Safety Committee, and the Budget Advisory Council, highlighted Student Senate's college care days. They partnered with several sections of academic support and counseling to help students destress before finals. They provided snacks, tips on study skills, raffles with prizes, and therapy dogs; student participation was good. At the start of the spring semester, a Student Senator and Ambassador game was held. Senators are currently reviewing bylaws and their manual as well as developing new spring activities. An upcoming resource fair will be held on Tuesday, January 24, from 9:00 to 11:00 a.m. with twenty internal and external resources participating.

Dr. Blondin:

- Shared how thankful Faculty Senate was for allowing Courtney Mainard's viewing to be held at the Greene Center last Saturday, and that her family was very appreciative as well. They received about 500 people over the course of the three hours.
- Reported that the College is currently working on a Bachelor of Applied Science, Transportation Technologies and Logistics degree.
- Stated that the College's committee structure is being reviewed to reduce redundancy, and recommended changes will go through the governing process.
- Encouraged Board to attend Charter Night on Tuesday, February 21.
- Will be presenting at the Strategic Ohio Council for Higher Education (SOCHE) fourth installment in the 2023 SOCHE Leadership Development series. The session is entitled "Breaking Down the Silos: Cross-Training for Personal Advancement in Higher Education."
- Reported that she and Vice President Jones are attending the American Association of Community Colleges (AACC) Workforce Development Institute in Palm Springs, FL. Amy Donahoe will be speaking.

Report of the Board Chair

Chair Ball indicated that he had nothing to report.

Trustees' Open Forum

Vice Chair Evans commented on what a wonderful event the Police Academy graduation was, and that they do an excellent job every year.

Adjournment

Trustee Hall made a motion to adjourn the meeting, and Trustee Rowland-Buckley seconded. The motion passed unanimously via a roll call vote, and the meeting adjourned at 7:01 p.m.