



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**June 20, 2019**

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Thursday, June 20, 2019. Chairman Brad Phillips presided and called the meeting to order at 6:16 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, Executive Director of the Performing Arts Center; 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; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; 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; Kara Jackson, Associate Professor, Health, Human and Public Services; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Gwen Stevenson, Interim Dean of Health, Human and Public Services; Amy Sues, Dean of Institutional Effectiveness, Planning and Assessment; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nathan Walters, Network and Systems Administrator/Staff Senate President; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; Anarra Williams, Student Senate Vice President; Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office; and Tracy Yates, HBC and Conference Services Manager/Staff Senate President-Elect/SOAR participant

### **Recognition of Guests**

Chairperson Phillips welcomed guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

### **Student Success Story**

Dean Wiley introduced Anarra Williams, who just completed her first year at Clark State. She is Vice President of Student Senate and has been very active as a Student Ambassador. Ms. Williams is a true athlete; in Spring semester, she completed 17 credit hours while playing basketball and was honored with the Ohio Community College Athletic Conference (OCCAC) Sportsmanship of the Year Award.

Ms. Williams reported that coming to Clark State was the best decision she ever made because it feels like she has a family here, noting that coming from a city where most people do not make it out, it means a lot for her to be here. Ms. Williams experienced a lot of adversity in her life, and many people told her she would never play college basketball. She noted that she is very excited about winning the OCCAC award; she has received opportunity after opportunity here, has put her trust in God, and is very optimistic about her future. After receiving her associate's degree, she plans to continue on to Tennessee State University, to play basketball there, and to become either an orthodontist or a physical therapist.

Dr. Blondin presented Ms. Williams with a Clark State Bookstore gift card and thanked her for being an awesome all-around student. The group gave her a round of applause.

\*Ms. Williams exited the meeting at 6:22 p.m.

### **Approval of Minutes**

Chairman Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on May 21, 2019. Vice Chair Ball 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 Tuesday, June 11, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Jim Doyle, Sharon Evans, and Peggy Noonan; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President for Student Success; Dr. Matt Franz, Vice President, Information Technology; Dr. Tiffany Hunter, Vice President of Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder. Agenda items included:

- Approval of May 14, 2019 Meeting Minutes - ACTION
- May Financial Report
- Enrollment Discussion
- Projected Year-end Surplus Discussion
- FY 2020 State Budget/State Share of Instruction (SSI)
- FY 2019-2020 General Funds Budget – ACTION
- FY 2019-2020 Auxiliary Funds Budget - ACTION
- Mercy Primary Care Clinic Update
- Salary Increase Recommendation (Instructional Faculty) – ACTION
- Salary Increase Recommendation (Exempt and Non-Exempt) – ACTION
- Banking Update
- Cash Management Policy Update – ACTION
- Investment Policy Update – ACTION
- Military Tuition Discount – ACTION
- Dual Enrollment Tuition for Home Schooled/Private Schooled Students - ACTION
- Other Business
- Next Meeting – September 10, 2019, at 7:30 a.m. in TLC Room 113

## **Financial Statements through May 2019**

A report detailing the Revenues and Expenses through May 31<sup>st</sup> was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2019 budget is based on course completion (50%), success points (25%) and completion milestones (25%). State Share of Instruction (SSI) reflects the original projection from the Ohio Department of Higher Education at July 1, 2018. The final version is \$44,646 below the original budget.

Student Tuition and Fees Revenue represents Fall Semester, Spring Semester and Summer Semester through May 31. The deficit has increased from April due to Spring B-Term deregistration. Summer enrollment has been met.

As a reminder, we added a separate line for Other Student Fees and restated prior months. This is to help us better track the Student Credit Hour (SCH) based revenue projected by Dr. Felder and the other primarily headcount related fees. Other Student Fees for the year are up compared to the budget.

Workforce Non-Credit Training revenue continues to be below budget. They expect revenue to pick up somewhat before the end of the fiscal year. As a reminder, they have brought in Restricted revenue of \$186,000 through grants, which we used to show as E&G revenue. Even though revenue is down, Workforce spending is less than Revenue.

Performing Arts Center (PAC) shows are slightly down but there is still more revenue to be included this year. Rentals are up for the year.

Expenditures by object code and by function are tracking favorably with budget. Total expenses are up \$1.27M over last year, but we are still showing a surplus of revenue over expenses. As a reminder, we increased the overall budget for FY 2019 by \$2.35M.

We continue to monitor Bookstore revenue decline, due to the virtual bookstore partnership with eCampus. The Commercial Transportation Training Center and Parking continue to do well. Food Service is performing slightly better than budget.

## **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.

### *Filled Positions:*

- Tina Jones, Staff Accountant, Business Affairs, effective 7/1/19
- John Minter, Student Support Specialist, Student Affairs, effective 7/1/19

### *Departures:*

- Craig Falke, Custodian, Physical Plant, effective 6/5/19
- Frank Robbins, Custodian, Physical Plant, effective 6/5/19

*Open/Advertised Positions:*

- Agriculture Instructional Faculty (1.0 FTE)
- Custodian (2.0 FTE)
- Customer Service Specialist (1.0 FTE)
- Dean, Health, Human and Public Services (1.0 FTE)
- Diagnostic Medical Sonography Instructional Faculty (1.0 FTE)
- Director, Client Support (1.0 FTE)
- Early Childhood Education Instructional Faculty (1.0 FTE)
- Financial Aid Specialist (1.0 FTE)
- Institutional Research Analyst (1.0 FTE)
- Licensed Practical Nursing Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (3.0 FTE)

**Board Human Resources Committee Report**

The Board Human Resources Committee met on Monday, June 17, 2019, in room 320 of the LRC Building with Committee Chair Jim Doyle; Committee Members Sharon Evans, Mike McDorman, and Maurice McDonald; and Board Chair Brad Phillips in attendance.

Agenda items included:

- Review Board Self-Evaluation 2018-2019 Results
- Review Presidential Performance Appraisal 2018-2019 Results and Comments
- Formulate Recommendation for Full Board for Compensation for Dr. Blondin 2019-2020
- Review President's Incentive Plan Results for 2018-2019
- Agree on Recommendation to Full Board for President's 2019-2020 Incentive Plan

**Clark State Community College's Richard O. Brinkman Award**

In September 2018, during the 25<sup>th</sup> Anniversary year of the Clark State Performing Arts Center (PAC), Clark State Community College retired the PAC Founder's Award, which was established to highlight those individuals and businesses that made significant leadership and financial contributions to the establishment of the PAC. The Foundation Board and past PAC Founder's Award winners recognized that the award had served its purpose of identifying those who had been instrumental in the founding and sustainability of the Performing Arts Center, and also articulated a need to continue to identify, on a broader, more comprehensive scale, those individuals, businesses, and groups that contributed to the College as a whole.

Therefore, as the College retired the PAC Founder's Award at the Annual PAC Gala in September 2018, Clark State inaugurated its first public college-wide recognition award, entitled the Brinkman Award. The Brinkman Award, named after Richard O. Brinkman, the first and founding President of Clark State, is awarded to an individual, business, or group that has contributed significantly to the College through:

- Increasing the visibility of Clark State and its services locally, regionally, and nationally;
- Providing significant resources to Clark State to grow programs, facilities, and services;
- Impacting student success in the present and sustaining that impact into the future.

The Brinkman Award differs from the "Champion of Clark State" Award, which is an internal award given at Charter Night to showcase an individual who has championed Clark State through service or community advocacy.

The Brinkman Award will be given at the Clark State Presidential Awards' Banquet as appropriate. The Brinkman Awardee will be selected by the President of the College and presented to the Clark State's Board of Trustees.

### **Strategic Plan Implementation Update**

The immediate past strategic plan was designed for the 2015-2020 academic school years. However, by the end of 2017, the College recognized that it had been successful in meeting the majority of the goals and had implemented many of the initiatives for the plan. Thus, in early 2018 the College embarked on a revision and update of the plan, with a recognition that some goals and initiatives would be carried over to the revised plan.

Beginning in January 2018, SPARC began to meet to brainstorm revisions to the mission, vision, Guiding Principles, Strategic Trends, and Goals. Additionally, an ad hoc committee of SPARC, the Strategic Planning Leadership Team (SPLT), was formed, which consisted of the Faculty and Staff Senate Presidents and Vice Presidents, the President, the Provost and Senior Vice President of Academic Affairs, and the SPARC co-chairs. This committee began meeting to review the work of SPARC and to communicate to their Senates and back to SPARC on the revision process. Once SPARC received recommendations about revisions to the current strategic plan, SPARC shared the information with the campus and received comprehensive input. On March 30, 2018, all Clark State locations were closed so that all constituents could share feedback on SPARC's proposed changes to the plan and to brainstorm new initiatives for the goals. All initiatives discussed at the March meeting were collected and presented to the campus for prioritization. The process of prioritizing initiatives included sending a survey to the entire campus so that everyone could vote on the new initiatives. The new plan was revised with this feedback and adopted by the Faculty, Staff, and Student Senates.

The College identified the following five Strategic Plan goals for the five-year period of 2018-2023:

Goal 1: Develop and strengthen quality, innovative academic programs.

Goal 2: Increase enrollment, student success, retention, and completion.

Goal 3: Facilitate a culture that recognizes, embraces, and reflects the diversity of the communities we serve.

Goal 4: Cultivate effective communication strategies and collaboration within the college.

Goal 5: Promote collaboration with our diverse communities, businesses, and industries.

Each goal has four initiatives; however, SPARC made the decision to focus on one initiative at a time, in order to avoid overwhelming the campus and to maintain forward momentum. There are five workgroups, led by faculty and staff co-chairs. Where possible, existing standing committees are doing the work of implementing the initiatives, establishing the objectives and timeline, and reporting progress back to SPARC. Each workgroup made considerable progress during the 2018-2019 school year, which was reported to the campus on April 26 during our college-wide strategic planning day. An executive summary of the strategic plan updates presented by each workgroup on that day, along with lag metrics, was distributed to Trustees.

## **Foundation Update**

- The Foundation will be ending our fiscal year this month. Six board members will be departing the Board; they are Carah Birch, Teresa Demana (term limited), Phil Teusink (term limited), Sunny Dhingra (term limited), Kirk Koennecke and Terry Howell. New board members will be elected at our Board June meeting and will be reported once they are confirmed.
- We will be hosting a recognition lunch for our Scholars Program mentors on June 24<sup>th</sup> at 11:30.
- Applications for our Fall/Summer semester scholarships are being accepted through July 15<sup>th</sup>.
- Please join us October 2<sup>nd</sup> for our Presidential Awards Banquet. This event will recognize our annual award recipients including the Brinkman, Distinguished, and Emerging Leader awards.
- The Major Gifts Campaign will conclude on June 30<sup>th</sup>. The campaign has been very successful, in large part because of our strong community partnerships. We will be providing a report to the donors and community members in August.
- At the August 1<sup>st</sup> Police Academy graduation ceremony, we will be celebrating the 50<sup>th</sup> anniversary of the Police Academy. It is hoped that all of our alumni will gather for the occasion. Trustees were asked to help spread the word.

## **Performing Arts Center Update**

- Raised annual revenue to date is \$87,035.68, which is an increase of 28% over last fiscal year.
- May ticket revenue is slightly down but will be made up in June, which will bring us on target with a \$50,000 increase over last season.
- The Performing Art Center (PAC) rentals are up 16% over projection.
- The PAC confirmed a new 10-day renter starting January 2, 2020. The PAC will be rehearsing and launching a new tour of the Broadway show, "Charlie and the Chocolate Factory"; our venue is officially on the national radar.
- Adele Adkins is working on a report for submission to the Convention and Visitors Bureau, which will help indicate how much the arts have contributed to the local economy.
- As of May 31, 2019, The Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center (HBC) budget is over projection by 5.19%.
- New theatrical lighting, which will help us keep our competitive edge particularly for weddings and proms, is being installed in the HBC at the end of July.

## **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:***

- Tracy Yates, Manager, HBC and Conference Services, Performing Arts Center (GL5) to Director, Conference Services, Performing Arts Center (GL 7) effective 7/1/19

Impact on students and/or student learning: The Director, Conference Services oversees and manages the commercial activities of the Hollenbeck Bayley Creative Arts and Conference Center and all other rental spaces at both Clark State Community College Springfield campuses for external customers.

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2019-2020 budget.

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

### ***Personnel Recommendations – Instructional Faculty***

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

#### *New Hires:*

- Robert Derr, Assistant Professor, Arts and Sciences, effective 8/9/19
- Tabitha Parker, Assistant Professor, Arts and Sciences, effective 8/9/19
- Kristen Bancroft, Instructor, Health, Human, and Public Services, effective 8/9/19

#### *Retirements:*

- Dr. Susan Everett, Professor, Business and Applied Technologies, effective 9/1/19
- Dr. Larry Everett, Professor, Business and Applied Technologies, effective 9/1/19
- Deb Peairs, Associate Professor, Business and Applied Technologies, effective 9/1/19
- Lisa Crispin, Assistant Professor, Health, Human, and Public Services, effective 9/1/19
- Dr. Laurie Buchanan, Professor, Arts and Sciences, effective 6/1/19
- Brian Heaney, Professor, Arts and Sciences, effective 6/1/19

Impact on students and/or student learning: All faculty 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: All of the above personnel actions are in the 2019-2020 budget.

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

### ***Salary Increase Recommendation for Exempt and Non-Exempt Employees***

The administration recommends the establishment of a pool of money in the amount of \$160,300 for the purpose of staff salary increases for 2020; the pool would be set aside and allocated as follows: \$138,800 for staff salary increases and \$21,500 for the School Employees Retirement System plus FICA. This \$160,300 increase for staff would be at a cost that is within the 2019-2020 budget.

If this recommendation is approved by the Board, it would result in a 2% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2018-2019 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals needed to continue to serve our students at a high level.

Implications for budget, personnel, or other resources: The staff salary increase pool equates to an annual amount of \$160,300. This amount is incorporated into the proposed 2019-2020 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$160,300 for salary increases for eligible exempt and non-exempt staff effective July 1, 2019. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, where possible, to uphold their commitment to external economic and pay equity issues.

### ***Salary Increase Recommendation for Instructional Faculty***

The administration recommends the establishment of a pool of money in the amount of \$110,500 for the purpose of faculty salary increases for 2020; the pool would be set aside and allocated as follows: \$95,700 for faculty salary increases and \$14,800 for the State Teachers Retirement System plus FICA. This \$110,500 increase for faculty would be at a cost that is within the 2019-2020 budget.

If this recommendation is approved by the Board, it would result in a 2% pay increase for eligible faculty members.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2018-2019 academic year, proration for part-time employees, and salary range minimums/maximimums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals needed to continue to serve our students at a high level.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$110,500. This amount is incorporated into the proposed 2019-2020 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$110,500 for salary increases for eligible faculty members effective August 9, 2019. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, where possible, to uphold their commitment to external economic and pay equity issues.

### ***Adoption of 2019-2020 General Fund Budget***

Revenue Assumptions:

- State Share of Instruction (SSI)
  - SSI based on 50% course completion, 25% completion milestones, 25% success points
  - Draft figure received from ODHE April 18, 2019
  - SSI is an increase of \$391,816 (2.68%)



- SSI represents 46.4% of total general fund budget
- Student Fee Revenue
  - Headcount and credit hours are projected down
  - Tuition is budgeted to increase \$2.67 per credit hour
  - General & Technology fees are budgeted to increase \$3 per credit hour
  - Online fees are budgeted to increase \$2 per credit hour
  - Auxiliary fees are budgeted to increase \$2.50 per semester. \$1.25 for the E&G budget
  - Total Student Fees are 47.5% of total budget
- Other Income
  - Interest on Investments continues to increase

Expenditure Adjustments:

- Salary increase for faculty and staff of 2%
- Increase in the health insurance benefit of 6%
- Faculty promotions are funded
- Applied Baccalaureate Web Design faculty (1.0) for half a year, assuming January hire. Plus operating
- Applied Baccalaureate Manufacturing faculty (1.0) for a full year. Plus operating
- Medical Diagnostic Sonography faculty (1.0) for half a year, assuming January hire. Plus operating
- Salary and benefits represent 68% of total budget
- Contingency is budgeted at \$655,000 or 2.02% of total budget
- REACH Center: full year funded
- Additional IT Support is funded
- Vehicle and grounds equipment replacement increased
- Blackboard ADA requirements funded
- Athletic scholarships and coaches' salaries increased
- College Completion grant staff absorbed

This Budget was presented to the Board Finance and Facilities Committee at its June 11, 2019 meeting. The Committee recommended that the Board of Trustees approve the General Fund Budget, as presented.

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

Implications for budget, personnel, or other resources: The FY 2020 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund any new needs. The expenditures provide support for student success initiatives, direct services to students, training programs for employers, cultural activities for the community, leased facilities and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2020 General Fund budget, as presented, in the amount of \$32,425,993.

## ***Adoption of 2019-2020 Auxiliary Fund Budgets***

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

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

The expectation is that the Bookstore will have a deficit. Parking and the Commercial Transportation Training Center will have a balanced budget. The Food Service will operate at a deficit and will be subsidized from Bookstore reserves.

The Bookstore projects a deficit due to the reduced sales of the online bookstore, eCampus. eCampus provides more and cheaper textbook purchasing options for students (new, used, rentals, eBooks) and the students are able to use financial aid for all of the options. The Bookstore receives a commission from all textbook sales and buybacks. This contract will be renegotiated in FY20. The Dining Service will begin its fifth full year of operation in the Rafinski Student Center. The Dining Service is increasing their options for walk-up customers and investigating other ideas to increase sales and reduce operating costs.

Parking revenue is generated from a portion of the \$10.00 auxiliary services fee charged to each student each semester. Fifty percent (50%) of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

This Budget was presented to the Board Finance and Facilities Committee at its June 11, 2019 meeting. The Committee recommends that the Board of Trustees approve the Auxiliary Fund Budgets, as presented.

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

Implications for budget, personnel, or other resources: In the long run additional actions are needed to address the Bookstore and Food Service deficits.

It was requested that the Board of Trustees move to adopt the fiscal year 2019-2020 auxiliary fund budgets, as presented, effective July 1, 2019.

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

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

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

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

College Credit Plus is a valuable recruitment tool to attract academically qualified students to Clark State Community College. Establishing a uniform tuition structure for all students enrolling in dual enrollment courses, regardless of the source of the tuition payment, promotes fairness and provides clear and consistent information to assist students and families as they navigate the dual enrollment landscape. Therefore, Clark State has elected to charge the floor as our tuition structure for the College Credit Plus program, regardless of the modality. Also, the same tuition structure was previously approved by the Board of Trustees for private school, home school and charter school students. We recommend that the Board of Trustees approve a partial tuition waiver of \$122.31 per credit hour (Clark State Tuition Rate minus Floor Amount) for public/nonpublic and home school students who were not sufficiently funded and are enrolled in an approved dual enrollment program, effective for the 2019-2021 academic years beginning Fall semester 2019.

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

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

Implications for budget, personnel, or other resources: A tuition waiver for private, home and charter school students participating in the College Credit Plus program is projected to have a budget impact of around \$36,000. This amount is incorporated into the FY 2020 Budget and represents around 200 students.

It was requested that the Board of Trustees approve a partial tuition waiver as calculated above for private school, home schooled and charter school students enrolled in an approved dual enrollment

program effective Fall 2019 through Summer 2021, subject to the approval by the Chancellor of the Ohio Department of Higher Education.

### ***Military Tuition Revision***

In June 2017, the Board of Trustees approved a military tuition discount for fifty percent (50%) for active duty military to now include active reservists and Ohio National Guardsmen, and a corresponding twenty-five percent (25%) reduction for spouses.

In September 2018, The Board of Trustees increased the discount to fifty percent (50%) for spouses of 178<sup>th</sup> Wing members. We are now proposing to extend the fifty percent (50%) discount to dependents of 178<sup>th</sup> Wing members.

Furthermore, the previous Board approvals expire Summer 2019. Therefore, we are requesting that the Board renew approval of the fifty percent (50%) discount for active duty, active reservists, Ohio Air National Guard and Ohio Air National Guard spouses and dependents from Fall 2019 through Summer 2021.

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

Impact on students and/or student learning: By expanding the full military discount to dependents of the 178<sup>th</sup> Wing members, we increase the educational opportunities for more students.

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

It was requested that the Board of Trustees approve the extension of a 50% tuition discount to dependents of the members of the 178<sup>th</sup> Wing Ohio Air National Guard, and renew approval of the fifty percent (50%) discount for active duty, active reservists, Ohio Air National Guard and Ohio Air National Guard spouses and dependents from Fall 2019 through Summer 2021, subject to the approval of the Chancellor.

### ***Cash Management Policy***

This proposed Cash Management Policy is a new policy proposed by Business Affairs and the Business Office. This policy only covers cash management, and does not include cash handling or banking. Cash handling and banking will be addressed in separate policies.

The purpose of this policy is to establish sound cash management practices to ensure efficient utilization of cash and cash equivalents, which is consistent with the goals of the College.

### **Cash Management Policy (Policy number to be assigned)**

The purpose of this policy is to establish sound cash management practices to ensure efficient and sufficient utilization of cash, which is consistent with the goals of the College.

- (A) All activity and balances in the primary accounts shall be monitored by the Treasurer and appointed staff to assess the cash necessary to meet daily obligations and ensure adequate funds are available to pay for those obligations.
- (B) The Treasurer and appointed staff are responsible for the movement of money between bank accounts and investment pools maintained by the College and/or state funds to ensure sufficient funds are available to meet the College's obligations.
- (C) The Treasurer and appointed staff shall strive for the following objectives:
  - (1) Liquidity-maintain the ability to pay bills when they are due.
  - (2) Cash Optimization-establish procedures that help minimize investment in non-earning cash resources.
  - (3) Financing-follow established policy and procedures on short-term and long-term borrowed funds.
  - (4) Regulatory-comply with federal cash drawdown and excess cash regulations and applicable State of Ohio policies.
  - (5) Coordination-ensuring that the College's cash management goals are communicated and integrated with policy decisions of other areas of the Institution that have an impact on cash flows, such as the Foundation.

Effective: July 1, 2019

Impact on students and/or student learning: There is no direct impact on students or student learning.

Implications for budget, personnel, or other resources: Will ensure efficient utilization of cash resources

It was requested that the Board of Trustees adopt the Cash Management Policy as presented.

### ***Investment Policy***

This proposed Investment Policy is intended to provide direction to Business Affairs in managing the College investment portfolio.

The goal of the Investment Policy is to ensure the safety, liquidity and earnings potential while meeting the College's cash flow needs and providing a reasonable return on investment, while keeping risk low, within the constraints of this Policy.

### **Investment Policy (Policy number to be assigned)**

The purpose of the Investment Policy is to ensure the safety, liquidity and earnings potential while meeting the College's cash flow needs and providing a reasonable return on investment, while keeping risk low, within the constraints of this Policy.

- (A) Ohio Revised Code, sections 3358.06, 3345.05, 3354.10, and 135.14 and other applicable provisions of the Ohio Revised Code will guide the College's Investment Policy and Procedures.
- (B) Authority to set policy for the College's investment activities falls on the Board of Trustees. The Treasurer, with counsel of the Board of Trustees Finance and Facilities Committee, will be charged to maintain and update the College's policy on investing.
- (C) This policy applies to all financial assets of the College, including state and federal funds held by it, to the extent allowable by state or federal guidelines. The Treasurer and/or staff shall routinely monitor the contents of the College's investment holdings, the available markets and relative value of competing investments and adjust their holdings accordingly.
- (D) The Treasurer and/or staff will use prudence in the management of the College's investments. The College will exercise due diligence in making choices that keep the College's risk in investing low, while still providing a reasonable return on investment.
- (E) Those involved in the investment process will refrain from activities that are or could be construed as a conflict of interest. The Treasurer and/or staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the College's investments. They shall disclose any personal financial and investment positions that could be related to the performance of the investment portfolio.
- (F) Acting in accordance with the Investment Policy relieves the Treasurer and/or staff from personal liability for the negative effects of risk that are inherent in investing.

#### Investment Committee

- (A) ORC 3345.05, section C requires the establishment of an Investment Committee. The Board Finance and Facilities Committee shall serve as the Investment Committee.
- (B) Objectives – The primary objectives, in priority order, of the College's investment activities shall be:
  - (1) Safety: Safety of principal is the foremost objective of the investment program. Investments of the college shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
  - (2) Diversification: Diversification of assets and maturities is required in order to avoid potential losses on individual securities that may exceed the income generated from the remainder of the portfolio.
  - (3) Liquidity: The College's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements, which might be reasonably anticipated. An investment must be liquid within five years, per Ohio Revised Code.
  - (4) Return on Investment: The College's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles,

taking into account this investment policy and the cash flow characteristics of the portfolio.

Effective: July 1, 2019

Impact on students and/or student learning: There is no direct impact on students or student learning.

Implications for budget, personnel, or other resources: A good investment policy should help maintain and grow the College's financial resources.

It was requested that the Board of Trustees adopt the Investment Policy as presented.

***Trustee Bell made a motion to approve the personnel recommendations for exempt employees and instructional faculty; adopt the recommendation to set aside the specified pools of money for salary increases for eligible exempt and non-exempt staff and instructional faculty effective July 1, 2019; adopt the 2019-2020 General Fund Budget and Auxiliary Fund Budgets; approve a partial tuition waiver as specified for private school, home schooled and charter school students enrolled in an approved dual enrollment program effective Fall 2019 through Summer 2021, subject to the approval by the Chancellor of the Ohio Department of Higher Education; approve the extension of a 50% tuition discount to dependents of the members of the 178<sup>th</sup> Wing Ohio Air National Guard and renew approval of the fifty percent (50%) discount for active duty, active reservists, Ohio Air National Guard and Ohio Air National Guard spouses and dependents from Fall 2019 through Summer 2021, subject to the approval of the Chancellor; and to adopt the Cash Management Policy and Investment Policy as presented. Trustee Hall seconded, and the motion passed unanimously.***

### ***Faculty Promotions in Rank***

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

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

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

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

The following faculty are recommended for promotion this year:

**Assistant Professor:** Sarah Hagenbuch, Jessica Johnson, Carol Miller, M. Katie Rismiller, and Chanpathana Siriphokha

**Associate Professor:** Scott Dawson

**Professor:** Teresa Campbell, John Hale, Dee Malcuit, and Mark Schmidt

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

Implications for budget, personnel, or other resources: The 2019-2020 budget already takes into consideration promotions in rank.

It was requested that the Board of Trustees approve the personnel actions outlined in the recommendations for promotion in rank, effective August 2019.

***Trustee McDorman made a motion to approve the faculty promotions in rank as presented, and Trustee Doyle seconded. The motion passed unanimously.***

### ***2019-2020 Laboratory and Special Fees Schedule***

The setting of the Laboratory and Special Fees Schedule for each year is part of the planning process for all academic divisions. Adjustments are made each year to reflect the rising costs of supplies and fees. The academic departments make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students. The proposed 2019-2020 fee increases were provided to the Board of Trustees prior to the meeting. Copies are available in the office of the Vice President of Academic Affairs.

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

Implications for budget, personnel, or other resources: The 2019-2020 budget was built based on the Laboratory and Special Fees Schedule as presented.

It was requested that the Board of Trustees approve the 2019-2020 Laboratory and Special Fees changes, as presented, effective with Fall 2019 semester.

***Trustee Evans made a motion to approve the 2019-2020 Laboratory and Special Fees changes as presented, effective Fall semester 2019. Vice Chair Ball seconded, and the motion passed unanimously.***

### **Report of the President**

President Blondin deferred to Staff Senate for updates. Faculty Senate and Student Senate representatives were unable to attend the meeting.

Staff Senate President Nathan Walters reported that the Staff Senate President Elect, Secretary, and Treasurer positions have been filled, and he is passing the torch of the presidency to Tracy Yates for next academic year. He thanked all staff members for their support and Staff Senators and committee members for their service. He also thanked Dr. Blondin for allowing him the opportunity to serve.



President Blondin thanked Trustees for changing the Board meeting date so she could attend the annual Ohio College Presidents conference hosted by Senator Sherrod Brown in Washington, DC. She also reported the following:

- A copy of a letter from Chancellor Gardner officially declining approval of our request to offer the Bachelor of Applied Science in Addictions and Integrated Treatment Services was distributed to Trustees. Dr. Blondin had received a call from Chancellor Carey months ago about this, but this was the Ohio Department of Higher Education's (ODHE's) official response.
- The Senate passed their version of the budget last night; the House did not concur with it, so it will go to Conference Committee. It is expected to be voted out of Conference Committee by June 27 and then go back to the House and Senate and to the Governor's Office for signature by June 30. In the Senate version, the 2% SSI increase in FY20 and an additional 1% in FY21 remained a part of the bill, along with the tuition increase of up to \$5 per credit hour for each academic year. It excluded funding for out of state students.
- Chancellor Gardner had been working with OACC on an amendment that would correct the error made by the ODHE in calculating the FY19 SSI distribution which resulted in overpayments to eleven colleges; however, he let Jack Hershey know he was no longer able to advance the amendment, so OACC continued to pursue it. Senator Kirk Shuring agreed to sponsor the amendment, which made it through the Senate but may come out in the House version. Repayment of the \$155,684 Clark State was overpaid may be necessary in the future, but we are optimistic that it will not be.
- White House Senior Policy Advisor Betty-Ann Bryce from the Office of National Drug Control Policy reached out to Dr. Blondin to schedule a phone call to discuss our work related to the opioid addiction crisis. They are looking for ways to strengthen the capacity of rural communities to respond to the crisis and are exploring whether community colleges can play a role. We are one of three colleges they have chosen to work with on this, and we are excited to participate.
- Toni Overholser and her staff recently submitted a \$1.2 million grant proposal in collaboration with Google, Southern State and Owens Community College. The grant would include Perkins funding and \$550,000 of Google's own money.

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

Chairman Phillips:

- Commented that President Blondin does a very good job of keeping the Board informed about current happenings by sharing articles, press releases, etc. to Trustees.
- Congratulated Dr. Felder for being chosen to attend the Aspen Institute, noting that he is confident she will represent the College well. He also noted that he is encouraged to see Clark State doing all of the things suggested by the Institute's Workforce Playbook, being proactive, adjusting to the workplace, and meeting our students where they are.
- Congratulated Trustee Doyle for being appointed as Chair of the OACC Executive Committee.
- Noted that this is the last scheduled Board meeting until September.

### **Trustees' Open Forum**

Trustee Evans inquired about the status of the addiction studies Bachelor's degree, and Dr. Blondin indicated that she believes all of them will be put on hold until after the budget is finalized and Chancellor Gardner has a chance to breathe. She speculated that perhaps another RFP may be sent out in the next 6-12 months; when that happens, we will resubmit our proposal.

Trustee McDonald reported that at the annual Dayton Development Coalition Fly-In, during which approximately 140 community leaders travel to Washington, DC, to advocate on behalf of the region, Toni Overholser asked a question of the Under Secretary of the Air Force and began with a 30-45 second overview of Clark State and our military initiatives. He noted that she did an amazing job and really left people admiring the work done here.

### **Executive Session ~ Performance of President**

Vice Chair Ball made a motion to enter Executive Session to discuss the President's evaluation and contract. Trustee McDorman seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 7:03 p.m.

Vice Chair Ball made a motion to exit Executive Session and return to Regular Session at 8:16 p.m. Trustee Hall seconded, and the motion passed unanimously.

### ***President's Compensation and Contract***

***Trustee Bell made a motion to add one more year to President Blondin's employment contract, give her a 2% base salary increase, to allow the Board Human Resources Committee and Board Chair to finalize the President's 2018-2019 Incentive Plan results after the fiscal year ends and there is sufficient time to review draft financials and goal outcomes, and to allow the Board Human Resources Committee to continue to work with President Blondin over the summer to finalize her 2019-2020 Incentive Plan goals. Trustee Evans seconded the motion, and it passed unanimously.***

### **Adjournment**

Trustee Hall made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 8:18 p.m.