



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**October 22, 2019**

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, October 22, 2019. Vice Chair David Ball presided and called the meeting to order at 6:14 p.m.

### **Roll Call**

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

*Excused:* Chairman Brad Phillips

*Others Present:* Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Dr. Theresa Felder, Senior Vice President of Student Success; Ron Gordon, Dean of Enrollment Services; Dr. Tiffany Hunter\*\*, Vice President of Academic Affairs; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Executive Director of Marketing; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Taylor Roberts, Grants Development Coordinator; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Dean of Institutional Effectiveness, Planning, Assessment and Accreditation; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Liz Weaver\*, Student Ambassador; Nina Wiley, Dean of Student Engagement and Support Services; Anarra Williams\*\*\*, Student Senate Vice President; Mia Yaniko, Education Section Chief, Ohio Attorney General's Office; and Tracy Yates, Director of Conference Services/Staff Senate President

### **Recognition of Guests**

Vice Chair Ball welcomed guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

### **Student Success Story**

Dean Wiley introduced Student Ambassador Liz Weaver as the definition of a student leader both on and off the basketball court, noting that she has put in the time and dedication to lead with excellence, and she could not be more proud of her.

Ms. Weaver shared that she was a 2018 graduate of Shawnee High School and is working toward graduating Clark State in May 2020. Although she is an introvert by nature, soon after arriving at Clark State Dean Wiley and Justin McCulla encouraged her to get involved in student activities, and Ms. Weaver

soon became a Student Ambassador and an active member of Phi Theta Kappa. She was pushed out of her comfort zone, and as she rose to meet every challenge, her confidence increased; as a result of her diligence, she has been acknowledged as an outstanding student in both academics and in the Work Study Program. Ms. Weaver commented that during her fourteen months at Clark State, she has gained many friendships and is finally realizing her potential as a leader making a difference thanks to the continuous support and encouragement received from faculty and staff.

Vice Chair Ball thanked Ms. Weaver for sharing her story and wished her continued success.

\*Ms. Weaver exited the meeting at 6:21 p.m.

### **Approval of Minutes**

Vice Chair Ball asked for a motion to approve the minutes of the Regular Board Meeting held on September 17, 2019. Trustee Bell made a motion to approve the minutes as written; Trustee McDorman seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on October 10, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, and Sharon Evans; Trustee Kyle Hall; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Tiffany Hunter, Vice President, Academic Affairs; Dr. Matt Franz, Vice President, Information Technology; Larry Wakefield, Vice President for Business Affairs; Kathy Nelson, Controller; SOAR Participant Scott Dawson; and Susan Kelly, Recorder. Agenda items included:

- Approval of September 10, 2019 Meeting Minutes - ACTION
- Quarterly Financial Reports
- Quarterly Financials – Greene Center/REACH/Ohio Hi-Point
- Enrollment Discussion
- FY 20 Budget Adjustment - ACTION
- Annual Planned Allocation for Use of Reserve Funds - ACTION
- Salary Compensation Study Status/Compensation Philosophy
- Equal Employment Opportunity and Diversity Policy – ACTION
- Sex Discrimination and Title IX Policy - ACTION
- PDAC and Capital Bill Request Submissions
- Campus Crime Report (Clery)
- Energy Project
- Other Business
- Next Meeting – November 19, 2019 at 7:30 a.m. in TLC Room 113

### **Quarterly Financial Reports**

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

#### Revenue

State Share of Instruction (SSI) – The FY 2020 budget is based on course completion (50%), success points

(25%) and completion milestones (25%). State Share of Instruction (SSI) reflects the newest projection from the Ohio Department of Higher Education. The annual increase this year is \$570,688. You will see a variance this month because we were paid in July at our old FY19 rate due to the late approval of the biennial state budget. Due to the changes in the language of the state budget for SSI calculations concerning out of state fees, we will be receiving an additional \$178,000, which is reflected in the \$570,688 increase. The budget on the September financials reflects this change.

Student Tuition and Fees Revenue represents Fall Semester through September 30. Fall Revenue is currently behind. We still have deregistration for B Term, which will occur in November. The budget for student tuition revenue has been updated to reflect the change in the tuition rates due to the \$5.00 state cap, which will be detailed in a separate report. The budget does not reflect an enrollment adjustment.

Management services increased this year due to a new charge to Commercial Transportation Training Center (CTTC) (\$45,000 per year) in addition to prior charges to the Bookstore (\$75,000 per year).

Total revenue is up \$43,585 (0.4%) from the previous fiscal year primarily due to an increase in SSI, which is somewhat offset by a decrease in enrollment for Fall.

#### Expenditures

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

Total expenses are up \$22,692 (0.3%) over last year. As usual, we are using budget dollars early in several categories for expenses, such as the bond payment for the Greene Center, maintenance contracts and insurance.

#### Auxiliary Enterprises

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

CTTC – There is a slight downturn in enrollment, but is offset with a decrease in expenditures.

Parking revenue is down slightly due to the decline in enrollment, and Food Service is performing at budget.

#### Balance Sheet

Total current funds have decreased by \$685,000 (3.5%) compared to the first quarter of FY 2019. This decrease is a result of a \$3.1 million (60.9%) increase in cash, offset by a \$2.7 million (69.5%) decrease in what was due to the College for agency funds, due to timing of drawing student financial aid Pell grants.

Total Investment in Plant is \$51.2 million compared to \$49.2 million last year at this time. Rhodes Hall renovations have increased this amount.

#### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2019 Board Meeting. Any grants where the expended/encumbered amount exceeds the received amount are because funding is on a reimbursement basis. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly on the 15<sup>th</sup>.

### Statement of Reserve Activity

Recommendations for Reserve Appropriations will be brought to the October Board Finance and Facilities Committee meeting. The Committee's recommendation will be brought to the full Board for action at the October meeting.

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

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

#### Revenue

Budget for State Share of Instruction for the Greene Center has been calculated at 12.2% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the Greene Center for fiscal year 2020.

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

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

#### Expenditures

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

### **REACH Center Quarterly Financial Report**

The REACH Center report is set up similar to the Greene Center report. The REACH Center report shows the revenue and expenses related to the REACH Center. Expenses are tracked separately, but the revenue is not. It is based on REACH Center credit hours.

#### Revenue

Budget for State Share of Instruction for the REACH Center has been calculated at 1.3% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the REACH Center for fiscal year 2020.

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

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

#### Expenditures

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

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

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

### Revenue

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

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

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

### Expenditures

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

### **Campus Crime Report**

Campus security and safety is an important feature of postsecondary education. The U.S. Department of Education is committed to assisting schools in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Department is committed to ensuring that postsecondary institutions are in full compliance with that Act, and enforcement of the Act is a priority of the Department.

### Campus Crime Data

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college's/university's annual security report.

### Support for Victims

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

### Policies and Procedures

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, stalking, and campus crime reporting processes.

The College's 2018 annual report was distributed to Trustees prior to the meeting, has been filed with the U.S. Department of Education and disseminated to the campus community; copies are available in the Office of the Vice President for Business Affairs.

### **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:*

- Jacob Brooks, Custodian, Physical Plant, effective 9/23/19
- Andrew Drake, Computer Lab Assistant, Workforce and Business Solutions, effective 9/9/19

*Promotion:*

- Nikki Smith, Administrative Support (GL 3) to Administrative Assistant (GL 4) Health, Human, and Public Services, effective 9/5/19

*Resignation:*

- Andrew Drake, Computer Lab Assistant, Workforce and Business Solutions, effective 10/1/19

*Open/Advertised Positions:*

- Custodian (1.0 FTE)
- Diagnostic Medical Sonography Instructional Faculty (1.0 FTE)
- Director, Client Support (1.0 FTE)
- Registered Nursing Instructional Faculty (2.0 FTE)

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

The healthcare programs offered at Clark State have 1,490 students enrolled in the Registered Nursing (RN), Practical Nursing (PN), Medical Assisting (MA), Medical Laboratory Technology (MLT), Physical Therapy Assistant (PTA), and State Tested Nursing Assistant (STNA) programs collectively. All of the healthcare programs are required to meet specialized accreditation standards related to exam pass rates in order for us to maintain our accreditation.

The benchmark pass rates that we must adhere to for each program are as follows:

- PN: 80%
- RN: 80%
- MA: 60%
- MLT: 75%
- PTA: 85%
- STNA: 80%

As each program is being reviewed, new strategies are being implemented to ensure student success. Some examples of new or modified strategies are; incorporating a new collaborative teaching model in the RN program, a designated nursing tutor, new exam software, updated equipment in labs, and curriculum updates to name a few.

Charts detailing the following information for each above-listed program were presented to the Board for review and discussion: Pass Rates, Completion Rates and Graduation Numbers.

### **Loan Default Rates**

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

The U.S. Department of Education released official cohort default rates September 25, 2019 for borrowers

who entered repayment in federal fiscal year 2016 (FY16) and defaulted in FY16, FY17 or FY18. Institutions with default rates 30 percent or higher for three consecutive years or those with default rates that are greater than 40 percent for one year, are subject to sanctions. Sanctions may include a loss of eligibility for one or more federal student aid programs.

Clark State's 2016 default rate is 22.9%. The previous rates were:

2015: 22.3%

2014: 26.2%

2013: 24.0%

As a loan default management strategy, the Financial Aid Office engaged Student Connections in July 2018 as our default management servicer. The 2016 rate is based on a cohort that was serviced by Student Connections with only a few months remaining in the cohort measurement period. The impact of Student Connections will be more apparent in the 2017, 2018, 2019 cohorts and beyond, as they are receiving the full outreach provided by Student Connections. According to Student Connections, the preliminary projection for FY2017 is 18.9% and 17% for FY2018, which is a significant improvement of our default rate over the past 5 years.

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

### **Board Government/Community Relations Committee Report**

The Board Government/Community Relations Committee met on Tuesday, October 22, at 4:00 p.m. just prior to the Board of Trustees Work Session in LRC 304. Those present included: Committee Chair Mike McDorman; Committee Member Kyle Hall; Board Chair Brad Phillips (via conference call); President Blondin; and Lisa Dodge, Sean P. Dunn Associates. Agenda items included:

- Legislative Update
- Meeting with Chancellor Gardner/Fee Guidance
- Momentum 22/Levy Conversation
- College Name Change
- Next Meeting – TBD

Trustee McDorman provided an overview of the Momentum 22 Project for downtown Springfield. It will be a 100,000 square foot, flat space, indoor sports center next to the YMCA downtown. The project will cost \$30-32 million, and will revitalize downtown and provide access for small to mid-sized conventions that Columbus cannot accommodate. Dr. Blondin noted that this project has been under discussion for approximately two years, and Larry Wakefield and Adele Adkins have been around the table representing the College. Clark State is a strong partner in the project, but there are still many details to be worked

out. It was suggested that the Clark State Board meet with the boards of the other organizations involved to discuss the whole package of financing together.

\*\*Dr. Hunter exited the meeting at 6:47 p.m.

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

A list of Clark State's proposed projects for the FY19-21 Capital Bill, including the Rhodes Hall and Applied Science Center Renovation, Brinkman Workforce Development Center, and Performing Arts Center Expansion, was presented to the Board for review. (Copies are available in the President's Office.)

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

At this time, Clark State plans to submit two proposals for consideration during the PDAC process: The Center for Workforce Development/Brinkman Center renovation and Performing Arts Center renovations. These projects were selected for their regional impact. Clark State will collaborate with the Chamber of Greater Springfield on submission of additional community projects for Clark County.

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

### **Foundation Update**

- The Presidential Awards Banquet was held at the Hollenbeck Bayley Creative Arts and Conference Center. We honored Alicia Hupp with the Richard O. Brinkman Award, Roger Evans with the Distinguished Alumnus Award, and Amber Hudson with the Emerging Leader Award. The event was a success with approximately 120 individuals in attendance. We raised over \$3,000 in support of our students' emergency needs.
- We just completed our employee campaign and will be launching our annual campaign at the end of October. Efforts will be focused on our Emergency and Unrestricted Funds.
- Our Scholarship application period is open from October 1<sup>st</sup> to October 30<sup>th</sup>.
- Project Jericho Update
  - Project Jericho will host "Inktober" on October 17<sup>th</sup> at the Hollenbeck Bayley Arts and Conference Center. Students have been preparing unique works of art with ink.
- Scholars Program Update
  - There are currently 38 Scholars enrolled in Clark State at the college level. After their three-year scholarship period ended, 136 former Scholars remain enrolled at Clark State. We are engaging with these students and continuing to assist them with guidance and support.
  - We continue to recruit additional mentors for our program.

### **Performing Arts Center Update**

Two new shows have been added in the Turner Studio Theater:

- SPAMILTON: Friday and Saturday, December 13 and 14, at 8:00 p.m. Clark State is only the second venue other than Cleveland, to present this hilarious musical spoof. The show is a



“convulsively funny” (NY Times) parody from the comic mastermind behind the long-running hit Forbidden Broadway. After tearing it up in New York, Chicago and Los Angeles, SPAMILTON will bring a singing, dancing, and comedy revolution to Springfield. The Huffington Post raves, “You don’t have to see HAMILTON to have side-splitting fun at SPAMILTON”.

- THE NAKED MAGICIANS (no nudity but R rated): Thursday, February 20, at 7:00 p.m. Seen on London's West End, in 200+ cities around the world, and by over 50 million on TV (NBC, ABC, FOX, iTV), The Naked Magicians is undoubtedly the world's funniest and naughtiest magic show! The show features magic, mirth and more than a touch of mayhem as these two hot and hilarious Aussie magicians say abracadabra and take magic to a whole new level. Without sleeves or pockets, their saucy magic is baffling and entertaining, bringing a new meaning to "now you see it". Good magicians don't need sleeves and great magicians don't need pants. This show proves just that!

### **Marketing Update**

- The new Clark State website was launched on October 14, 2019. The website was last revised in 2014. New features include:
  - Contemporary home page
  - Streamlined navigation
  - Improved layout for academic programs
  - Web page elements that encourage visitor engagement
- A quarterly Marketing report, which provided an overview on website and social media activity as well as media coverage for the period July 1 – September 30, 2019, was distributed to Trustees prior to the meeting.

### **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 recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

##### *Promotion:*

- William Weekly, Commercial Transportation Trainer (Grade Level 5), to Manager, Range Operations (Grade Level 6), effective 10/1/19

##### *Retirement:*

- Phillip Stechschulte, Training Site Operations Supervisor, Workforce and Business Solutions (1.0 FTE), effective 11/1/19

##### Impact on students and/or student learning:

- The Manager, Range Operations is responsible for managing the CDL training operation. This position replaces the former Training Site Operations Supervisor position. There will be no impact to students.

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

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

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

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

#### *Resignations:*

- Dr. Natalie Selover, Assistant Professor, Health, Human, and Public Services, effective 12/11/19
- David Ethan Bertleson, Instructor, Business and Applied Technologies, effective 12/11/19

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. There should be minimal impact on students with plans to cover classes and/or hire replacement faculty.

Implications for budget, personnel, or other resources: All of the above personnel actions are funded in the 2019-2020 budget and funds are available for advertising.

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

***Trustee Evans made a motion to approve the personnel recommendations for Exempt Employees and Instructional Faculty as presented. Trustee Doyle seconded, and the motion passed unanimously.***

### ***2019 Ohio Department of Higher Education Efficiency Report***

Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee, composed of members from each of Ohio's public colleges and universities. The purpose of this committee is to generate efficiency reports for campuses, identify shared services opportunities, streamline administrative operations, and share best practices in efficiencies among colleges and universities. The law additionally requires an annual report to be completed by the Ohio Department of Higher Education. The college and university data captured from this report for fiscal year 2019 will allow the Ohio Department of Education to produce the 2019 Efficiency Advisory Committee Report by December 31, 2019, as required by law.

Clark State's FY2019 Efficiency Report and related documents were presented to the Board for review prior to the meeting. (Copies of this information is available in the office of the Vice President for Business Affairs.)

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

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

It was requested that the Board of Trustees approve the College's 2019 Ohio Department of Higher Education Efficiency Report for submission to the state.

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

The Board of Trustees' Financial Condition policy establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2019, College Reserves are 29.3% of the 2019-2020 Educational and General Budget. The proposed annual allocation plan for reserve funds was distributed to Trustees prior to the meeting in compliance with the Financial Planning/Budgeting Policy. Please note that the list of allocations has been organized into related categories: Facilities, Equipment, Compensation, Contingencies, and Strategic.

This plan was presented to the Board Finance and Facilities Committee at its October 10, 2019, meeting. The Committee recommends that the Board of Trustees approve the following annual allocation plan for Reserve Funds.

	<b>BEGINNING BALANCE</b>	<b>EXPENDED</b>	<b>ENDING BALANCE</b>
	\$		
<b>UNAPPROPRIATED RESERVES</b>	703,683.56		
Adjustment for Accrued Severance			
Adjustment for Accrued Vacation			
Federal Workstudy FY2016-17 Admin Overhead PYA			
Federal Workstudy FY2017-18 PYA			
NSF Precision Technology supplies expense FY2016-17 PYA			
TAACCCT Budget Overage/Repayment FY2018-19 PYA		(5,800.00)	
Prior Year Adjustments		(5,800.00)	
			\$ 697,883.56
<b>APPROPRIATED RESERVES</b>			
<b>FACILITIES:</b>			
<b>ADA Modifications</b>	200,000.00		200,000.00
<b>Campus Master Plan</b>	100,000.00		100,000.00
<b>Deferred Maintenance</b>	330,652.81		
Kapp Construction, Inc. (ASC office remodel)		(1,605.38)	
Kapp Construction, Inc. (Eagle's Nest Café fireplace removal)		(2,220.71)	
Kapp Construction, Inc. (RH Business Office remodel)		(16,244.00)	
			310,582.72
<b>Facilities Assessment</b>	75,000.00		75,000.00
<b>Facilities Planning</b>	500,000.00		500,000.00
<b>Land Acquisition/Demolition</b>	100,000.00		100,000.00
<b>Repair/Replacement Projects</b>			
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00		200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00		300,000.00

<i>Restroom Renovations</i>	250,000.00		250,000.00
<i>Vehicle Replacement</i>	100,000.00		
Interstate Billing Service, Inc. (2020 HV507 truck)		(74,306.34)	25,693.66
<b>Safety/Security</b>	100,000.00		100,000.00
<b>Signage</b>	150,000.00		150,000.00
<b>Strategic Plan for Energy Management Implementation</b>	500,000.00		500,000.00
<b>Facilities Sub-Total</b>			<b>2,811,276.38</b>
<b>EQUIPMENT:</b>			
<b>Equipment - Instructional</b>	350,000.00		350,000.00
<b>Equipment - Non-Instructional</b>	150,000.00		150,000.00
<b>Indoor Wireless</b>	105,000.00		105,000.00
<b>Technology Replacement</b>	500,000.00		500,000.00
<b>Equipment Sub-Total</b>			<b>1,105,000.00</b>
<b>COMPENSATION:</b>			
<b>Diversity Plan</b>	100,000.00		100,000.00
<b>Executive Leadership</b>	25,225.75		
Academic Search, Inc. (Health, Human and Public Services dean search)		(25,525.57)	(299.82)
<b>Self-Funded Dental Benefit</b>	272,239.77		
Claims and Fees		(51,061.69)	
Reserve for Claims		48,192.67	
			269,370.75
<b>Succession Planning</b>	12,500.00		12,500.00
<b>Unemployment Compensation</b>	150,000.00		150,000.00
<b>Compensation Sub-Total</b>			<b>531,570.93</b>
<b>CONTINGENCIES:</b>			
<b>Fiscal Contingency Planning</b>	800,000.00		800,000.00
<b>Legal/Audit Contingencies</b>	150,000.00		150,000.00
<b>Mercy Clinic Contingency</b>	238,000.00		238,000.00
<b>Student Assistance</b>	300,000.00		300,000.00
<b>Contingency Sub-Total</b>			<b>1,488,000.00</b>
<b>STRATEGIC:</b>			

<b>Branding/Marketing</b>	0.00	0.00
<b>Demographic/Market Study</b>	25,000.00	25,000.00
<b>Externally Funded Project Match</b>	1,000,000.00	1,000,000.00
<b>New Certificate and Degree Programs</b>	479,000.00	479,000.00
<b>REACH Center</b>	68,573.90	68,573.90
<b>Service District Outreach</b>	250,000.00	250,000.00
<b>Strategic Plan Projects</b>	799,950.00	799,950.00
<b>Technology Projects</b>	100,000.00	100,000.00
<b>Strategic Sub-Total</b>		<b>2,722,523.90</b>
<b>SUBTOTAL APPROPRIATED RESERVES</b>	8,781,142.23	(122,771.02) 8,658,371.21
<b>TOTAL RESERVES</b>	\$9,484,825.79	\$(128,571.02) \$ 9,356,254.77

Additions to the Reserve request include:

• Deferred Maintenance	\$300,000.00
• Executive Leadership (Dean Search)	\$ 20,000.00
• Repair/Replacement Projects; Vehicle Replacement	\$121,233.61
• Succession Planning (President 457(f) Plan {FY19 & FY20})	\$ 25,000.00
• Strategic Plan Projects (from \$621,320.05 to \$750,000)	\$128,629.95
• Equipment – Industrial (from \$232,903 to \$350,000)	\$ <u>117,097.00</u>
<b>TOTAL</b>	<b>\$711,960.56</b>

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

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

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

***Trustee Hall made a motion to approve the College’s 2019 Ohio Department of Higher Education Efficiency Report for submission to the state and to approve the annual allocation plan for use of reserve funds. Trustee McDonald seconded the motion, and it passed unanimously.***

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

The Ohio Department of Higher Education (ODHE) has released their guidance around the tuition rate increase for community colleges as part of the state budget bill, which the Governor approved July 17, 2019. Community Colleges were capped at a \$5.00 per credit hour increase each biennial year. This guidance clarifies that general and technology fees are included in the cap. This had not been our understanding when we recommended increases in the original budget. Therefore, we need to reduce our fees and our revenue estimates. We are requesting a General Fund budget change for the FY 2020 fiscal year to decrease our revenue and offset our expenses as detailed below. We also received an increase to our State subsidy so we will be making that adjustment as part of this change.

### Revenue Changes:

• Increase to State Subsidy	\$178,872
• Decrease to Instructional Fees	(\$165,465)
• Decrease to General Fees	(\$102,139)
• Decrease to Technology Fees	(\$102,139)
• Decrease to College Credit Plus Discount	\$ 85,612
<b>TOTAL</b>	<b>(\$105,259)</b>

### Expense Changes:

• Decrease to Instruction (Communications)	(\$ 52,629)
• Decrease to General Admin (Miscellaneous)	(\$ 52,630)
<b>TOTAL</b>	<b>(\$105,259)</b>

This will also change the fees charged to students to the following:

- Instructional Fees \$132.33 per credit hour (down from \$133.95)
- General Fees \$11 per credit hour (down from \$12.00)
- Technology Fees \$11 per credit hour (down from \$12.00)

In addition, we are also proposing a downward budget adjustment for tuition and fees due to a change in our enrollment mix. We are suggesting the following adjustments for the FY 2020 semesters based on trends we expect after closely monitoring Fall enrollment:

- Adjust Fall 2019 to actual (down 2.8% from Fall 2018). Decrease of \$278,012 in Tuition and Fees.
- Adjust Spring 2020 to flat compared to Spring 2019. Decrease of \$140,765 in Tuition and Fees.
- Leave Summer 2020 at current budget (2% up over Summer 2019). No change to Tuition and Fees.
- Total enrollment adjustment: \$418,777

The College expense budgets will be adjusted in areas of identified savings, as well as some current vacancies and health benefit selections from newly hired employees.

Impact on students and/or student learning: Students will benefit from the lower fees.

Implications for budget, personnel, or other resources: There should be minimal impact on the overall budget. There is enough flexibility in the expense budget to cover the reductions. Total budget impact is \$524,036.

It was requested that the Board of Trustees move to adopt the adjusted FY 2020 General Fund budget, as presented, in the amount of \$31,901,957, and approve the budget adjustment of \$524,036 and new fee rates.

***Trustee Evans made a motion to adopt the adjusted FY 2020 General Fund budget as presented. Trustee Bell seconded, and the motion passed unanimously.***

### ***Equal Employment Opportunity and Diversity Policy Revision***

Per Executive Order 2019-05D issued by Governor DeWine, three new statuses for protection have been added under the State of Ohio's Equal Employment Opportunity policy. They are 1) status as a parent during pregnancy and immediately after the birth of a child, 2) status as a parent of a young child, and 3) status as a foster parent. The policy has been updated to include these new statuses, as well as to consolidate the language in the policy for clarity.

### **3358:5-3-09 Equal Employment Opportunity and Diversity Policy**

(A) Purpose

To reaffirm and restate the College's continuing commitment to diversity and the principles of equal opportunity; to increase effectiveness by setting forth the action being taken and to be taken by the College and its employees concerning equal opportunity in educational programs and employment.

(B) Equal Opportunity Statement

**Clark State Community College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent or any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices.**

~~Clark State Community College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to the human resources office, 100 South Limestone Street, Springfield, Ohio 45502, (937) 328-6125. Students seeking information regarding services for students with disabilities should contact the office of accessibility services at the Leffel Lane campus (937) 328-6098.~~

Title IX of the Educational Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

(C) General Policy

The College is committed to complying with all applicable laws regarding non-discrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal for all persons regardless of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy. The College is also committed to providing educational opportunities, developing definite operational plans and acting as a responsible institution to reduce and/or eliminate educational and job inequities among all people and will take positive steps in its response to the needs for equitable distribution of education and job access among all people. The College is further committed to taking steps to increase the number of diverse individuals in positions where they have not been traditionally employed.

~~(D) Specific Policy—Employment~~

~~The College shall not discriminate against any employee or applicant for employment because of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy. Further, the College, through its employment practices and procedures shall recruit and employ qualified personnel for all of its diverse activities and at all of its facilities. The College provides equal opportunities before and during employment by administering each and every phase of its personnel program without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy.~~

(E) Subcontractors, Independent Contractors and Vendors

**Clark State Community College adheres to all applicable state and federal equal opportunity/affirmative action statues and regulations.** ~~Clark State Community College shall make an effort to ensure equal opportunity for people of color, women, and other diverse individuals/groups when bidding construction/renovation projects, contracting with independent contractors and purchasing goods and services. Clark State shall incorporate the Equal Employment Opportunity Statement in each business contract and affiliated agency contract and purchase order.~~

~~(F) Release of Information from Personnel Data Files~~

~~In order to prevent invasions of privacy, it is the policy of Clark State Community College to carefully control the release of protected personal data such as race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability, especially when linked to names. Clark State, however, may be required to release such information in order to comply with Ohio's public records law. Release of student personnel data is subject to the Family Educational Rights and Privacy Act.~~

Effective: **November 1, 2019** ~~October 15, 2015~~



Prior Effective Dates: 7/26/05, 1/31/13, 3/18/15, **10/15/15**

Impact on students and/or student learning: There should not be an impact on student learning.

Implications for budget, personnel, or other resources: This change provides additional protection for our employees.

It was requested that the Board of Trustees approve the revisions to the Equal Employment Opportunity and Diversity Policy as presented.

### ***Sex Discrimination and Title IX Policy Revision***

Our Property and Casualty Insurance broker, Marsh & McLennan Companies, recently advised the College that we would only have “Conditional” sexual abuse coverage until the Sex Discrimination and Title IX Policy was updated to state that, “Clark State is required to report to law enforcement, child protective services, or similar agency any case of sexual abuse of a minor by faculty, staff, or volunteers affiliated with the College.” The policy was updated to include this language.

The policy was also updated per Executive Order 2019-05D recently issued by Governor DeWine in which three new statuses for protection were added under the State of Ohio’s Equal Employment Opportunity policy. They are: 1) status as a parent during pregnancy and immediately after the birth of a child; 2) status as a parent of a young child; and 3) status as a foster parent. This matches the update to the Equal Employment Opportunity and Diversity Policy.

### **3358:5-3-04 Sex Discrimination and Title IX Policy**

(A) Clark State Community College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination, harassment, or adverse treatment on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual’s fundamental rights and personal dignity. Clark State Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

1. Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.
2. Clark State Community College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, **status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent** and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

(B) Clark State Community College encourages anyone who has experienced sex discrimination in any form, whether or not that person is a minor, to promptly report the incident, to seek all available assistance, and to pursue corrective action through the College against the offender, regardless of whether or not that person is a minor. The College encourages anyone who has experienced sex discrimination, whether or not he or she is a minor, to report the incident to the appropriate Title IX Coordinator listed in the associated procedures. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint as appropriate. **Clark State is required to report to law enforcement, child protective services, or similar agency any case of sexual abuse of a minor by faculty, staff, or volunteers affiliated with the College.**

(C) Definitions

1. Coercion: The use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. An individual's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.
2. Complainant: The individual who initiates a complaint or report regarding conduct which falls under this policy.
3. Consent: Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent even in the context of an ongoing relationship. Consent must be sought and freely given for each instance of sexual contact.
4. Dating Violence: Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such a relationship will be determined based on the complainant's statement and with consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
5. Domestic Violence: Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, an individual with whom the complainant shares a child in common, an individual who is or has cohabitated with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred.
6. Gender Expression: How an individual presents themselves (female, male, androgynous, or as another gender) as evidenced by their manner of dress, speech or other physical expression.
7. Gender Identity: Individual's internal knowledge of their own gender. An individual may identify as a gender that does or does not appear to correspond to the sex (male

or female) assigned to that individual at birth, or the individual may identify as neither female nor male.

8. Gender-Based Harassment: Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
9. Incapacitation: Physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts an individual's decision-making capacity, awareness of consequences, and ability to make informed judgments.
10. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts or objects, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
11. Non-Consensual Sexual Intercourse: Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual penetration includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.
12. Respondent: The individual who is alleged to have engaged in behavior in violation of this policy.
13. Retaliation: An adverse action taken against an individual because of that individual's participation in a protected activity. The College strictly prohibits retaliation against any individual for making any good faith report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination in violation of this policy.
14. Sexual Assault: Non-consensual sexual contact and non-consensual sexual intercourse.
15. Sex Discrimination: Occurs when an individual has been treated inequitably based on sex, sexual orientation, gender, gender identity, or gender expression. Sex discrimination can be committed by anyone regardless of sex, gender, gender identity, gender expression and/or sexual orientation.
16. Sexual Exploitation: Occurs when an individual takes non-consensual or abusive sexual advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses. Examples of sexual exploitation include, but are not limited to:
  - a. Voyeurism;
  - b. Exposing one's genitals to another individual without consent;
  - c. Prostituting another individual;
  - d. Non-consensual video- or audio-recording or photographing of sexual activity;
  - e. Going beyond the boundaries of consent (such as permitting others to observe you having consensual sex with an individual who is not aware of the observation);

- f. Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge and consent.
17. Sexual Misconduct: Broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature.
18. Sexual Harassment: Unwelcome conduct of a sexual nature. It includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when one or more of the following conditions are present:
- a. Quid pro quo: Submission to such conduct is made explicitly or implicitly a term or condition of instruction, employment, or participation in any College activity; Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in academic or personnel decisions affecting the individual;
  - b. Hostile environment: Such conduct is sufficiently serious that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the employment or educational environment or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include but are not limited to unwanted sexual advances; promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request; repeated and unwelcome sexual flirtation, advances; direct propositions of a sexual nature; verbal abuse of a sexual nature; prowess or sexual deficiencies; leering, whistling, touching, pinching, patting, physical assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; sexually explicit statements, jokes, or anecdotes; and displaying pornographic or sexually oriented materials.

19. Sexual Violence: Physical sexual acts perpetrated against an individual's will or when an individual is incapable of giving consent.
20. Stalking: A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property.

(D) This policy applies to all the following individuals, including those who may be minors:

- 1. Non-Exempt and Exempt Staff employees
- 2. Faculty and Adjunct Faculty
- 3. Temporary Employees
- 4. Students
- 5. Vendors, Visitors, and other Third Parties

(E) The College will not tolerate sex discrimination, whether engaged in by fellow employees, supervisors, students, or by other non-employees who conduct business with the College. The College shall investigate any incident of alleged sex discrimination and shall take any action it deems appropriate after evaluating all of the circumstances. The College encourages reporting of all incidents of sex

discrimination, regardless of the age of the complainant or respondent, or who the offender may be, in accordance with established administrative procedures.

(F) This policy shall be administered as set forth in the associated procedures.

(G) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the sex discrimination and title IX policy and procedures.

Effective: **November 1, 2019** ~~September 1, 2018~~

Prior Effective Dates: 12/1/88, 7/1/98, 3/19/99, 4/1/14, 10/15/15, 1/1/18, **9/1/18**

Impact on students and/or student learning: These updates should improve protection of our students.

Implications for budget, personnel, or other resources: These updates provide additional protection for our employees.

It was requested that the Board of Trustees approve the revisions to the Sex Discrimination and Title IX Policy as presented.

***Trustee Noonan made a motion to approve the revisions to the Equal Employment Opportunity and Diversity Policy and the Sex Discrimination and Title IX Policy as presented. Trustee Hall seconded the motion, and it passed unanimously.***

### **Report of the President**

President Blondin deferred to the Staff and Student Senates for updates. It was noted that Faculty Senate President Dr. Marling was unable to attend the meeting but reported that she assisted in finding two representative to work with Larry Wakefield and Dr. Franz to resolve the eCampus textbook issue.

Staff Senate President Tracy Yates reported that the all-college committee bylaws have been changed to stagger members' terms and begin election of committee chairs at the end of the current academic year to be effective with the next academic year. She thanked Trustees for their support of Staff Senate's fall fundraiser; proceeds will be used to supply \$50 gift cards to at least one student per campus location at Christmastime.

Student Senate Vice President Anarra Williams reported that Student Senators are gearing up for a variety of events, including a Halloween costume contest, a joint meeting between Executive Council and Student Senate, a breakfast honoring veterans on campus, a fundraiser at Fazoli's, pre-exam week stress-relieving activities, and the Propel Ohio conference. Phases I and II of the disc golf have been finalized, and Phase III is forthcoming. She was also excited to report that basketball season will kick off in 13 days with a game against Tiffin University JV.

President Blondin reported the following:

- Mellanie Toles is leading the administration of the Personal Assessment of the College Environment (PACE) survey, which the College has administered to all full-time faculty and staff every three years since 1998. The survey provides an indicator of our campus climate, and our scores are compared

with those of other institutions as well as our past scores. The survey opened on October 22 and will remain open until November 5; so far, 22.4% of faculty and staff have participated.

- She and Larry Wakefield recently met with Mercy Health administration regarding possible expansion of the health clinic, which is already seeing 16-20 patients per day; the patient mix is approximately one-third students, one-third faculty and staff, and one-third community members.
- She has started a new campus book club, which is reading *The Power of Habit* by Charles Duhigg. She will discuss more about this in January.
- She is working on a book on mentorship with a potential publisher at ACCT.
- The Ohio Department of Higher Education recently notified us that they will conduct a financial aid audit here in October 2020. We have some work to do on financial aid and are gearing up for this.
- She was very excited and blessed to introduce Mary Chapin Carpenter and Shawn Colvin to kick off the opening of the Performing Arts Center season Saturday night. Approximately 950 people were in attendance.
- Copies of Dr. Dan Phelan's book *Unrelenting Change, Innovation and Risk: Forging the Next Generation of Community Colleges* were distributed to Trustees. The book was the subject of Dr. Blondin's book club last year. Dr. Phelan visited in September and plans to visit again and formally address the Board in January.
- She had an extremely productive meeting with Springfield City Schools (SCS) Superintendent Dr. Bob Hill, noting that she feels we have a responsibility to support them however we can. They discussed the possibility of Yellow Belt and Green Belt training through Workforce and Business Solutions. Although the idea of holding a joint Board meeting with SCS has been discussed, it is on hold for now since they currently have three seats up for election.
- A really creative marketing piece highlighting College Credit Plus and an article regarding enrollment entitled "The Great Enrollment Crash" were distributed to Trustees.

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

Vice Chair Ball did not have anything to report.

### **Trustees' Open Forum**

Trustee Evans thanked everyone for her husband Roger's Distinguished Alumni Award. She noted that although he had a fall earlier that day and spent the majority of the day in the Emergency Room, he wanted to attend the ceremony and commented that he knew we would take care of him. She expressed their sincere appreciation for all of the efforts taken, especially by Toni Overholser, to ensure the evening was so nice and that he was comfortable.

Trustees Bell, Doyle, Hall, McDorman, and Noonan shared highlights of presentations they attended at the ACCT Annual Conference in San Francisco:

- Northeast Mississippi Community College went from 20% of open educational resources (OER) to 75%, which provided huge savings for students. They provide iPads to students and gave faculty a stipend to adapt their courses to OER resulting in hundreds of thousands of dollars in savings for students. It was noted that, as reported in our Efficiency Report for ODHE, we currently have 122 sections of courses utilizing OER for a savings of \$270,800, and we are part of an Ohio consortium working on developing new OER materials.
- Midlands Technical College (MTC) offers a youth apprenticeship program, which is a career-education pathway that helps build a viable, local workforce for high-demand, hard to fill positions. It provides high school juniors and seniors the opportunity to get paid to learn as youth apprentices; they receive paid on-the-job training along with job-related education at MTC. The program also provides

businesses the unique chance to meet qualified high school students from a variety of fields and backgrounds who are already achieving at a high level. Trustee McDorman indicated that he feels Springfield does not do a good job of capturing local talent and wondered if the Greater Springfield Chamber could partner with Clark State on a program like this.

- Lone Star College successfully utilizes five-year budgeting and is able to use their system to change different variables to investigate different “what if” scenarios to determine where to put their emphasis. They offered to come visit and share their knowledge and processes at no charge if we would provide their transportation. Dr. Blondin indicated she would be down there in January and it would be easier to see what they are doing while she is there.
- A federal legislative update revealed a lot of bills being considered by the House and Senate although they are currently gridlocked.
- Cape Cod Community College had \$5 million stolen from them within minutes after an employee clicked on an email containing a virus which took over their computer system. It was a denial of service attack, so they also had no Internet connection. It was noted that thieves are getting very tricky, and ransomware is increasing so the FBI and Department of Homeland Security are now getting involved.
- Several presentations focused on Trustees and data, encouraging colleges to present data to Trustees regularly such as how the college mirrors the service area, how many students inquire about the college but do not go a step further, and how many register but never show up for class. One session by Salt Lake City Community College focused on using data to assess mission fulfillment. Another college indicated that they have a Data Committee on which two Trustees serve.
- Wayne County Community College in Detroit treats their first generation college students as a co-hort. They are really tuned in to what kind of things help them, and the students are able to help each other. The question was raised as to whether our TRIO program could be expanded further to include this since it was very helpful in improving their success rates.

\*\*\*Ms. Williams exited the meeting at 7:27 p.m.

- Since two years seems extremely long to younger students, one college focused on shortening certificate and degree programs to better appeal to them, and they are having some success with it.
- Another college that tracked their College Credit Plus (CCP) students to bring them to campus; they found that conversion rates for CCP students are higher when the students are brought onto campus versus those who only took courses at their home schools.

## **Adjournment**

Trustee Evans made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:30 p.m.