

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes November 17, 2015

The Clark State Community College Board of Trustees met in regular session in Room 230 of the Greene Center on Tuesday, November 17, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:33 p.m.

### Roll Call:

Present: David Ball, Andy Bell, Jim Doyle, Maurice McDonald, Mike McDorman, Brad Phillips, Pam Strickler, Vice Chair Sharon Evans, Chairperson Peggy Noonan, and President Jo Alice Blondin

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Cynthia Applin, Director of Institutional Research; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Ed Busher, Dean of Student Support Services; Martha Crawmer, Dean of Arts and Sciences; Michael Cuffman, Assistant Dean of Arts and Sciences; Kris Culp, Vice President of External Affairs; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Therese Filicko, Assistant Professor/Faculty Senate President Elect; Andy Fox\*, spouse of the President; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Natalie Johnson, Director, Academic Affairs, Greene Center; Darci Jordan, contracted marketing professional; Marvin Nephew, Chief Human Resources Officer; Cindra Phillips, Director of Center for Teaching and Learning/Staff Senator; Cecil Pratt, Student Senate President; Brittany Sendi, Assistant Attorney General, Education Section, State of Ohio; Dr. Amit Singh, Vice President of Academic Affairs; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; and Nina Wiley, Dean of Enrollment Services

### Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

### Public Comment

There were no public comments.

### Approval of Minutes

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on September 15, 2015. Trustee Doyle made a motion to approve the minutes as presented; Trustee Bell seconded, and the motion passed unanimously.

## **Amending of the Agenda**

Trustee McDorman made a motion to add Action Item 6G Appointing a Representative to the Global Impact Stem Academy Board to the agenda. Trustee Bell seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Tuesday, November 3, 2015, at 7:30 a.m. in the Sara T. Landess Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle and Brad Phillips; Peggy Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; Joe Jackson, Vice President for Business Affairs; Kathy Klay, Director of Financial Aid; Dixie Depew, Controller, and guests Larry Weeks and Brad Billett from Clark Schaefer Hackett.

Agenda items included:

- FY 2015 Audited Annual Financial Report (Exit Conference with Auditors)
- Quarterly Financial Reports through September 30, 2015
- Annual Planned Allocation for Use of Reserve Funds
- Senate 5% Challenge Plan
- 6-Year Capital Plan (FY 2017-2022)
- The 2015 Efficiency Report
- Other Business
- Next Meeting

Minutes of the meeting have been distributed to all Trustees.

## **Financial Report through October 31, 2015**

The Revenues and Expenses through October 31<sup>st</sup> were distributed to Trustees prior to the meeting. Vice President Jackson indicated that the first column reflects the FY 2015-2016 Annual Budget and noted the following:

- State Share of Instruction (SSI) reflects the projected figure in the State Budget Bill, which is approximately \$285,000 above our budget. However, this number will change based on FY 2015 course completion data and based on the student success at other community colleges.
- Student Fee Revenue represents Fall semester registrations at October 31<sup>st</sup>. At this date, enrollment for Fall semester was down 3.2% from Fall 2014.
- We have contracted with Blackboard on an enrollment campaign to impact Spring and Summer semester enrollment. The campaign is an effort to engage with our students on a personal level to encourage those who have not registered to re-engage with Clark State and continue their degree pathway. The goal of this campaign is to increase enrollment by reaching out to those students who have applied but not registered and those who have attended previously but not re-enrolled.
- General Fund Expenses for Instruction are reflecting a negative variance to budget due to adjunct faculty salary expenses.
- Salaries reflect a negative variance to budget, which is also due to adjunct faculty salary expenses.
- The positive budget variance for benefits is a result of differences in insurance benefit actual costs versus budgeted costs.
- The Bookstore revenue decline is a result of lower enrollment. The decline is almost all attributable to the Bookstore at the Greene Center. The expenses reflect the fact that the ordering process for Spring semester has begun.
- FYI – The scholarship expensed for the Tuition Challenge Program through October is \$32,670.

## **Quarterly Financial Reports**

The quarterly revenue/expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were discussed with the Board Finance and Facilities Committee at its November 3<sup>rd</sup> meeting and were distributed to Trustees prior to the meeting.

### Revenue

Ohio Board of Regents (OBR) State Share of Instruction (SSI) – The FY 2015 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The preliminary projection from the Ohio Department of Higher Education of \$11,903,009 is \$284,957 above budget.

Student Fees – Enrollment for this fiscal year was budgeted based on a 1.0% enrollment decrease from FY 2015. Preliminary enrollment for Fall Semester is approximately 1.4% below Fall Semester 2014.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues have been combined into this line item per the recommendation of the Board.

Total revenue is up \$289,000 (2.8%) from the previous fiscal year.

### Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. Total expenses are up \$637,000 (10.8%). These increases are related to utilities, maintenance contracts and expenses related to relocations and development of the Welding and CNC labs.

### Auxiliary Enterprises

Bookstore – The surplus year-to-date is close to the budgeted surplus.

Commercial Transportation Training Center – The surplus is well ahead of budgeted surplus due to increase in class sizes.

Parking and Food Service net surplus/deficits are performing close to budget. We continue to make adjustments in the Food Service operation as we get acclimated to the new facility.

### Balance Sheet

Total current funds have decreased \$2.6 million (11.0%) compared to the first quarter of FY 2015. This decrease is a result of a \$1.7 million (10.2%) decrease in Educational and General Funds (Cash), a \$373,000 (9.3%) decrease in Restricted Funds, and a \$515,000 (18.1%) decrease in Auxiliary Enterprises from the first quarter of FY 2015.

Total Investment in Plant is \$48.4 million compared to \$47.0 million last year at this time. The increase is due to capitalizing the Rafinski Student Center building.

### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2015 Board Meeting. Since then the College has received an additional \$12,000 in funding including \$10,000 for the partnership with Springfield-Clark CTC on Career Readiness.

Any grants where the expended/encumbered amount exceeds the received amount is the result of the timing of reimbursement of expenses by the grantor. 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>. A description of all of the programs reflected can be found in the attachment to the Restricted Statement.

## Greene Center Quarterly Financial Report

The report, which was distributed to Trustees prior to the meeting, reflects financial information for the Greene Center through September 30, 2015. Revenues are reflecting negative variances to budget, as a result of Fall Semester enrollment being down 17.3% from Fall 2014. Most expenses are reflecting positive budget variances, which is to be expected with lower enrollment to support. The Bookstore is showing a surplus of \$32,000.

Beginning January 2015, a new expenditure item (Administrative Overhead) was added based on Board discussion. This gives a more accurate picture of the cost to support the Greene Center.

## Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 9/30/15:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$999,120
Commonfund Management Fees (June 2002 to present)	\$(64,348)
Foundation Management Fees (2007 - 2015)	\$(142,568)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$184,231
Balance 9/30/15	\$1,793,631
Quarterly (July-September) Rate of Return	0.80%
Barclays Aggregate Bond Index (July-September Quarter)	1.23%
September Return	0.47%
Barclays Aggregate Bond Index (September)	0.68%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$142,568) represents the 1.25% fee for nine fiscal years (FY 2007 – FY 2015). Marc Bernhardt and Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on September 30, 2015, and reviewed fund performance, asset allocation, and spending policy. Michael Strauss from The Commonfund also provided a market forecast.

## Human Resources Update

### *Filled Positions:*

- Richard C. Sykes, Assistant Dean, Business and Applied Technologies (1.0 FTE), Exempt, effective 11/2/2015
- Lesli A. Beavers, Manager, Contract Sales, Contract Training Department (1.0 FTE), Exempt, effective 11/2/2015

- Emily J. Burnett, Campaign Assistant, External Affairs (1.0 FTE), Non-Exempt, effective 11/2/2015
- Phyllis A. Chilton, Administrative Assistant, Business and Applied Technologies (.50 FTE), Non-Exempt, effective 11/2/2015
- Donna L. Hill, Project Jericho Outreach Assistant, External Affairs (.65 FTE), Non-Exempt, effective 11/9/2015

*Retirement:*

- Mary H. Murphy, Human Resources Generalist, Human Resources, effective 02/01/2016

*Resignations:*

- Geoffrey Moss, Assistant Technical Director, Performing Arts Center, Non-Exempt, effective 10/22/2015
- Kenneth Laake, Director of Athletics, Student Affairs, Exempt, effective 10/30/2015
- Humberto Nieto Ruiz, Custodian, Physical Plant, Non-Exempt, effective 10/31/2015
- Laura Hinders, Assistant House Operations Manager, Performing Arts Center, Non-Exempt, effective 11/23/2015
- Martha Crawmer, Ph.D., Dean, Arts and Sciences Division, Academic Affairs, Exempt, effective 12/31/2015
- Sheryl Risner, ABLE Instructor, Student Affairs/Ohio Hi-Point, effective 11/19/2015

*Open/Advertised Positions/Searches/Interviews:*

- Assistant Technical Director, Performing Arts Center, Non-Exempt, 1.0 FTE
- Custodian, Physical Plant, Non-Exempt, 1.0 FTE

**Liaison Reports**

Clark State Foundation

- The Foundation fund balance as of September 30, 2015, is \$12.5 million.
- The Board appointed new committee chairs: Finance/Audit/Investment (and Secretary-Treasurer)--Don Lynam; Scholarship—Pat Rastatter; Circle of Friends—Dennis Roark; and Patti Phillips remains chair of the Greene County Committee.
- Pend Armistead reviewed the 21-month campaign timeline and the role of the Foundation Board.
- The Board approved 30 new Champion City Scholars and the process for filling the remaining 10 slots.
- The Finance/Audit/Investment Committee met with our investment manager from Security Bank; no changes were recommended. The committee will meet again in January to review the audit.
- Three new Champion City Scholars publications were distributed, targeted to mentors, donors and students/families.
- The Circle of Friends committee is planning the gala for spring 2016, and also considering financial support to replace the video wall in the Hollenbeck Bayley Creative Arts and Conference Center.
- The Greene Center Committee met with Pend Armistead to discuss campaign awareness and cultivation strategies. Mark Elliott noted that Sue Evans is working on developing a campaign advisory group in Champaign County.
- Angel Lewis has resigned her seat on the Board; Mitchell Hurst, Vice President and Controller at Speedway, will be joining the Board.
- Catie Stipe announced that Emily Burnett has accepted the position of Campaign Assistant; she comes to the Foundation from the Springfield Symphony Orchestra.
- The next meeting will be the Board retreat on November 18 at the Polo Club from 10 to 2. We will be finalizing the details of the campaign initiatives, so Trustees are invited and encouraged to attend.

### Council of Governments

- The Early Childhood Education Center's (ECEC) enrollment is currently at 84.5 FTE (75% of capacity). The Center is working diligently to backfill the loss of 34 children (46% of its preschool capacity) as they transitioned to kindergarten during the summer.
- The Center successfully completed its periodic CACFP audit, which provides funding of approximately \$75,000 annually. The annual food service audit from Clark County Health District was also completed successfully.
- CTC Superintendent Rick Smith continues to pursue a partner to oversee/manage ECEC operations beginning FY 2016.

### **Action Items**

The following items were presented for Board approval:

### ***Personnel Recommendations ~ Exempt Employees***

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

#### *Filled Positions:*

- Richard C. Sykes, Assistant Dean, Business and Applied Technologies (1.0 FTE), effective 11/2/2015
- Lesli A. Beavers, Manager, Contract Sales, Contract Training Department (1.0 FTE), effective 11/2/2015

#### *Resignations:*

- Kenneth Laake, Director of Athletics, Student Affairs (1.0 FTE), effective 10/30/2015
- Martha Crawmer, Ph.D., Dean, Arts and Sciences, Exempt, effective 12/31/2015

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

- The Assistant Dean, Business and Applied Technologies, assists in building partnerships between Clark State Community College and business, industry, government, higher education, and K-12 organizations. Also works with faculty in establishing program learning outcomes expected by business, industry and government.
- The Manager, Contract Sales serves as the initial contact with business and industry to establish relationships with customer decision-makers, using consultative selling skills to discover, diagnose, and solidify their needs and propose/deliver a world-class solution.
- The Director of Athletics duties will be assumed on an interim basis by a qualified internal employee. The Director of Athletics position will be posted for a June-July 2016 hire.
- The Dean, Arts and Sciences duties will be assumed on an interim basis by the Assistant Dean, Arts and Sciences. Dean position will be posted for a June-July 2016 hire.

Implications for budget, personnel, or other resources: These positions are in the 2015-2016 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

### ***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:*

- Kevin Moore, HVAC Instructor, Business and Applied Technologies (1.0 FTE), effective 11/17/2015
- Sheryl Risner, Adult Basic and Literacy Education (ABLE) Instructor, Student Affairs/Ohio Hi-Point (1.0 FTE), effective 11/19/2015

Impact on students and/or student learning:

- HVAC instructor duties will be covered by adjunct instructors with oversight by recently hired Assistant Dean, Business and Applied Technologies.
- Initially, the ABLE instructor duties will be covered by existing staff until a more suitable, permanent solution is found.

Implications for budget, personnel, or other resources: These positions are built into the 2015-2016 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

***Vice Chair Evans made a motion to accept the personnel recommendations as presented. Trustee Bell seconded the motion, and it passed unanimously.***

***2014-2015 Audited Annual Financial Report***

The audit report for the College and the Foundation was submitted to the Auditor of State for review on October 14, 2015. This review is not yet complete and the Auditor of State has not yet certified the report with the Clerk of the Bureau, therefore the report is not considered to be public information.

An exit interview was held with the Board Finance and Facilities Committee on November 3, 2015. Following are items that were highlighted at that meeting:

- Unmodified (clean) opinion that the financial statements are presented fairly
- The change in accounting principle regarding Governmental Accounting Standards Board Statement Number 68 (GASB 68)
- Management's discussion and analysis
- Impact of GASB 68 on the statement of net position
- Footnote 8 regarding the defined pension plans including information of the GASB 68 impact on the financial statements
- Footnote 2 calculating the re-statement of net position at June 30, 2014 as a result of GASB 68
- Schedule of expenditures of federal awards totaling \$35.7 million
- Report on internal control – No deficiencies in internal control considered to be material weaknesses in financial reporting were identified
- Report on compliance and other matters – The results of tests disclosed no instances of noncompliance or other matters required to be reported under government auditing standards
- The College addressed the finding included in the FY 2014 audit report relative to federal awards
- There was no management letter with recommendations

A bar chart showing the composite score over the past 5 years was distributed to the Committee. For FY 2015 the composite score without considering the impact of GASB 68 is 3.1 (on a scale of 5.0). This represents a decrease from the FY 2014 composite score of 4.2. This decrease was planned/expected and was caused primarily by the increase in expenses related to investments in technology, scholarships and capital assets (Rafinski Student Center). When the impact of GASB 68 is included in the calculation the composite score drops to 0.2. The ODHE is working with OBM to exclude the impact of GASB 68 when calculating composite scores and when determining if institutions should be placed on fiscal watch (Senate Bill 6).

The Board Finance and Facilities Committee recommends that the Board of Trustees accept the FY 2014-2015 audit report pending approval by the Auditor of State. Trustee Bell commended the Business Office and Financial Aid staff for their efforts throughout the year that result in our clean audits.

Vice President Jackson explained the ramifications of implementation of GASB 68 in detail. President Blondin indicated that she is trying to spur the Ohio Association of Community College and/or Ohio Department of Education to be proactive and create talking points on this for all Ohio community colleges.

Impact on students and/or student learning: There is no direct impact as a result of this audit engagement. However, the prudent and efficient use of assets does have a resulting positive effect on student learning in the way of providing adequate state-of-the-art equipment and facilities as well as retaining qualified professional faculty and staff. Clean audits also reflect positively on the reputation of the College, are beneficial during fundraising campaigns, Moody's ratings reviews, accreditation reviews and bond ratings (for issuing debt).

Implications for budget, personnel, or other resources: The total cost of the audit was \$49,000. The portion attributable to the College (\$42,225) is included in the current year operating budget. The portion attributable to the Foundation (\$6,775) is included in the Foundation's operating budget.

It was requested that the Board of Trustees That the Board of Trustees accepts the FY 2014-2015 audit report pending approval by the Auditor of State. (A copy of the report is on file in the office of the Vice President for Business Affairs.)

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

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2015, College Reserves are 25.0% of the 2015-2016 Educational and General Budget. Attached is the proposed annual allocation plan for reserve funds in compliance with the Financial Planning/Budgeting section of the Policies and Governance document. Please note that taking action on this plan does not authorize these expenditures.

Several items that were included in last year's Plan have been completed and removed including the renovation downtown for the academic Scene Shop, equipment and technology purchases for the Rafinski Student Center, the renovation to accommodate the Global Impact STEM Academy for the second year of their lease, land acquisitions/demolition and water/sewer infrastructure project. Other projects were significantly completed during last fiscal year but final payments are being made from the current fiscal year, including the Rafinski Student Center and equipment for the Precision Agriculture academic program.

There are no new projects included. Trustees previously approved expenditure of the LRC Renovation appropriation, which is the College's 50% match for the project funding received through the Ohio Department of Higher Education and the expenditure of the remaining amount of \$100,000 for the Rafinski Student Center.

This plan was presented to the Board Finance and Facilities Committee at its November 3, 2015, meeting. The Committee recommends that the Board of Trustees approve the annual allocation plan for Reserve Funds, which was distributed to Trustees prior to the meeting. (A copy of the plan is on file in the office of the Vice President for Business Affairs.)

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 move to approve the annual allocation plan for the reserve funds. Actual expenditure of appropriated amounts for these initiatives will require Board action in accordance with the College's Purchasing Policy.

### ***Six-Year Capital Plan***

The Office of Budget and Management (OBM) issued their guidance for capital improvements planning for FY 2017 – 2022 and for preparing capital budget requests for FY 2017/FY 2018. The guidance for FY 2017/FY 2018 is similar to what was in place for the FY 2015/FY 2016 capital budget. It directs colleges and universities to request funding only for those projects that are most essential. It does not reference challenging state colleges and universities to collaboratively determine capital priorities. It instead states that capital appropriations for individual institutions of higher education will be collected by the Ohio Department of Higher Education (ODHE) with more information about potential higher education capital support from the State coming at a later date. It appears that the capital bill process, as it relates to colleges and universities, will be managed through ODHE this time around as opposed to a 2- and 4-year president/association lead process.

The guidance also appears to suggest that the process used during the last capital budget, which relied on local chambers and arts organizations to collect and prioritize projects, will not be used this time around. Rather a small portion of the capital budget can support targeted capital projects of local or regional importance. Also unlike the last guidance document, this time around capital project proponents are advised to communicate with members of the General Assembly about the merits of their projects.

The capital bill will focus on necessary maintenance and upkeep of current capital assets and will require an extremely high threshold to justify funding of new construction.

The Six-Year Capital Plan was presented to the Board Finance and Facilities Committee at their meeting on November 3, 2015. After discussion, the plan was revised and the Committee recommends that the full Board approve the 6-Year Capital Plan that was included with the minutes from their meeting. This plan was submitted to ODHE by the November 9<sup>th</sup> deadline and was forwarded on to OBM by the November 16<sup>th</sup> deadline. Capital improvements budget legislation will be submitted and considered by the Ohio General Assembly in early 2016.

(A copy of the plan is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: Projects identified for funding in the first two years of the six-year plan will have a positive impact on students and student learning by enhancing safety and security of facilities and upgrading classrooms and labs in Rhodes Hall and the Applied Science Center. The project for the development of labs at South High School for the Water Resources Management Program will also have a positive impact on students as well as employers looking to fill jobs. Development of the Brinkman Educational Center into a center for workforce development, after the Business and Applied Technologies division relocates to the Leffel Lane campus, will serve local and regional employers' needs by providing training and meeting venues. Students will also benefit by the expansion of the Greene Center campus in order to offer additional programs and services there.

Implications for budget, personnel, or other resources: There will be no impact on the General Fund operating budget as these are all capital projects to be funded by state appropriations, with a possible local match from reserves.

It was requested that the Board of Trustees move to approve the Six-Year Capital Plan for FY 2017-FY 2022 as presented.

### ***Clark State's 5% Challenge Plan***

House Bill 64 (the State Biennial Budget Bill) Section 369.600 requires the board of trustees of each state institution of higher education to develop and implement a plan to provide all in-state, undergraduate students the opportunity to reduce the student cost of earning a degree by five percent. The plan was due to the Chancellor of the Ohio Department of Higher Education (ODHE) by October 15<sup>th</sup>. Clark State's plan was submitted pending its Board of Trustees' approval. A template was created by ODHE so that reports could be somewhat consistent from institution to institution.

Clark State's plan was discussed with the Board Finance and Facilities Committee at their November 3, 2015, meeting and was distributed to Trustees prior to the meeting. The Committee was complimentary of the leadership shown by Dr. Blondin in recommending and implementing programs such as the Tuition Challenge Program at Clark State even before this legislation was passed. The Committee recommends that the Board of Trustees approve the 5% Challenge Plan as presented. (A copy of the plan is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: By reducing the cost of earning a degree, students are more likely to be successful in obtaining their educational goals. It may also open doors for others who previously could not afford to pursue a post-secondary degree.

Implications for budget, personnel, or other resources: Student tuition and fee revenue would decrease if these cost reduction programs did not attract additional students and/or encourage students to take more credit hours per semester. However, by implementing these cost reduction programs, it is projected to have a positive impact on enrollment. Thus, creating a revenue neutral situation at worst and quite possibly having a positive impact on student fee revenue.

It was requested that the Board of Trustees move to approve the 5% Challenge Plan, as presented.

***Trustee Phillips made a motion to approve the 2014-2015 Audited Annual Financial Report, Annual Planned Allocation for Use of Reserve Funds, Six-Year Capital Plan, and Clark State's 5% Challenge Plan as presented. Trustee Bell seconded, and the motion passed unanimously.***

### ***Global Impact STEM Academy Board Appointment***

***Trustee McDorman made a motion to appoint Trustee Andy Bell to serve on the Global Impact STEM Academy Board of Directors. Trustee Phillips seconded, and the motion passed unanimously.***

### **Report of the President**

President Blondin asked Student Senate President Cecil Pratt, Faculty Senate President Elect Therese Filicko, and Staff Senator Cindra Phillips for Senate updates.

Mr. Pratt reported that Student Senate is working to establish committees within the Senate and will be working with College Relations on flyers to distribute on all campuses soon. Suggestion tables will be utilized in the near future to solicit feedback from students.

Ms. Phillips indicated that Staff Senate will be working closely with Faculty Senate and the President's Office to host the annual holiday potluck on Wednesday, December 16, from 11:30 a.m. to 1:00 p.m. in LRC 207-209; all Trustees were invited to attend. The first Staff Senate/Administration Governance

Council meeting was held in early November, and the Budget Advisory Council will kick off in early December.

Ms. Filicko reported that Faculty Senate is working on implementing the new advising model this fall. They have been engaging with each other on peer observations, which are proving to be very fruitful. Observations are also being conducted on College Credit Plus teachers in the high schools. Faculty committees are now using Blackboard to communicate with each other, and recommendations are being made for faculty handbook revisions.

President Blondin reported the following:

- The TAACCCT Lab opening on October 30 was a success with over 90 attendees. We now have 38 enrollees in 4 certificate programs.
- The Miami Valley Early Childhood Education Center has entered into a HeadStart agreement with the Early Childhood Education Center. A plan regarding the Council of Government's future will be discussed at the January meeting.
- Clark State was accepted in the Ohio Association of Community College's Student Success Leadership Institute, a year-long engagement designed to help community colleges implement guided pathways.
- The Ohio Department of Higher Education will conduct a financial aid audit in October 2016.
- Two Priority Development and Advocacy Committee (PDAC) proposals were submitted to the Dayton Development Coalition for consideration: Greene County/Xenia REACH project (Community Projects) and Performing Arts Center Improvements (Cultural Arts). Clark State submitted a letter of support for the Greene County Career Center's Aerospace project and supports the City of Springfield's Parking Garage project. Trustee McDorman provided an overview of the local PDAC process.
- The 2016 Budget Advisory Committee will begin meeting in January 2016. We have not received any State Share of Instruction numbers to date.
- She presented to the campus community in late October on the America's College Promise (ACP). ACCT and AACC are promoting ACP awareness, and community colleges are receiving positive attention around affordability and quality.
- The Affordability and Efficiency report is in draft form, dated 11/3/15, and Clark State is mentioned 7 times in it. Projects referenced include the transition to a single-sign on process for students using our IT systems to the decrease in credit hours for associates' degree programs.
- The latest Strategic Plan update was distributed to Trustees. Our new co-chairs are Evelyn Naegle, Nursing faculty, and Corey Holliday, Director of Community Outreach.
- Clark State submitted its Capital Plan earlier this month to the Ohio Department of Higher Education and the Ohio Association of Community Colleges. A brief description of the projects was distributed to Trustees, and it was noted that the Board Finance and Facilities Committee approved this six-year plan.
- She was honored to represent Clark State at the National Skills Coalition's annual Flying Business Leaders United (BLU) event on November 9-10 in Washington, DC, and had the opportunity to talk to the HELP Committee's Senior Aide regarding Pell grants for short-term training.
- She was honored to be selected as one of the Dayton region's 50 most influential women of 2015 by Dayton Business Journal.
- Copies of the Clery Report, Ohio Revised Code laws pertaining to colleges, a list of the College's strategic partnerships, and a copy of the B2B Magazine in which Clark State was featured were distributed to Trustees.

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

Chairperson Noonan reported that the Foundation Retreat and Phi Theta Kappa Induction Ceremony will be held tomorrow, and several holiday events are coming up soon. She asked that anyone interested in attending the National Legislative Summit in February let Mellanie Toles know as soon as possible.

Chairperson Noonan also reminded Trustees about the retreat slated for January 14<sup>th</sup> and asked for topics of discussion. The following were mentioned: security, suicide prevention, efficiency reports, the project to decrease the number of class sections offered, Diversity Committee goals progress, and Mission, Vision and Ends.

### **Trustees' Open Forum**

No comments were made by Trustees.

Marvin Nephew reported that the following diversity question has been approved by Executive Council to be asked in all employment interviews: Clark State Community College recognizes and embraces the importance of diversity and inclusion at our college and in our communities. What have you done to embrace and/or help increase diversity in a previous position or organization?

### **Executive Session ~ Personnel**

Trustee Doyle made a motion to move into Executive Session to discuss personnel. Trustee Ball seconded the motion, and it passed 9-0 by a roll call vote. Executive Session commenced at 7:27 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:59 p.m. Trustee Doyle seconded, and the motion passed 9-0.

### ***Trustee Emeriti Recommendations***

Past Trustees Cathryn Balas, Alicia Hupp and Than Johnson were each brought forward to be considered for Trustee Emeritus status. Their respective resolutions follow:

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

Whereas, Cathryn S. Balas served on the Clark State Community College Board of Trustees for nine years, from 1994 to 2001, and again from 2003 to 2006; and

Whereas Cathryn S. Balas served as Chair of the Clark State Community College Board of Trustees in the year 2000, and as Vice Chair 2004 to 2005; and

Whereas, Cathryn S. Balas shared the Board's commitment to the highest quality facilities for Clark State students through the construction of the Sara T. Landess Technology and Learning Center, as well as improvements at the Early Childhood Education Center and Shull Hall; and

Whereas Cathryn S. Balas was instrumental in the selection and transition of a new President in 1997 and facilitated the subsequent transition in leadership at the College; and

Whereas, Cathryn S. Balas's expertise in human resources were tremendously valued by her fellow Trustees, staff and faculty; and

Whereas, Cathryn S. Balas has been a generous contributor of her time and resources in attracting external funding for College initiatives, particularly from the National Science Foundation; and

Whereas, Cathryn S. Balas led the Board in developing and implementing a policy governance Board structure; and

Whereas, Cathryn S. Balas has been and continues to be a visible supporter of College events and a dedicated advocate for community colleges on the local, state and national arenas;

Therefore, be it resolved that the Clark State Community College Board of Trustees, with appreciation, admiration and affection hereby bestows Trustee Emeritus status with its benefits and privileges to Cathryn S. Balas by action of the Board of Trustees on November 17, 2015.

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

Whereas, Alicia Sweet Hupp served on the Clark State Community College Board of Trustees for ten years, from 1996 to 2006; and

Whereas, Alicia Sweet Hupp served as Vice Chair of the Clark State Community College Board of Trustees from 2001 and 2002; and

Whereas, Alicia Sweet Hupp has been an enthusiastic advocate for community colleges on the local, state and national arenas; and

Whereas, Alicia Sweet Hupp demonstrated the Board's commitment to ensure the highest quality facilities for Clark State by authorizing the construction of the Sara T. Landess Technology and Learning Center; and

Whereas, Alicia Sweet Hupp ensured the success of the College's *Connecting Communities* major gifts campaign through a leadership gift; and

Whereas, Alicia Sweet Hupp served a critical role in the presidential search process in 1997, and helped to facilitate the resulting transition in College leadership; and

Whereas, Alicia Sweet Hupp has been a visible supporter of College events and an exemplary representative of the College throughout the community; and

Whereas, Alicia Sweet Hupp served as an advocate for Clark State students and a valued colleague to her fellow Trustees;

Therefore, be it resolved that the Clark State Community College Board of Trustees, with appreciation, admiration, and affection, hereby bestows Trustee Emeritus status with its benefits and privileges to Alicia Sweet Hupp by action of the Board of Trustees on November 17, 2015.

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

Whereas, Than Johnson served on the Clark State Community College Board of Trustees for 17 years, from 1991 to 2008; and

Whereas, Than Johnson shared the Board's commitment to ensure the highest quality facilities for Clark State students by authorizing the construction of the Sara T. Landess Technology and Learning Center, and upgrades of numerous other College facilities; and

Whereas, Than Johnson recognized the College's role in meeting the cultural life of the community through the construction of the Clark State Performing Arts Center; and

Whereas, Than Johnson ensured that the needs of Champaign County residents were consistently represented in College planning and programming, including the development of an innovative joint use agreement with the Champaign County YMCA; and

Whereas, Than Johnson extended full community college access to the citizens of Greene County through the establishment and purchase of the Greene Center; and

Whereas, Than Johnson was instrumental in the selection and transition of a new College President in 1997; and

Whereas, Than Johnson has been a generous contributor of his time and resources on behalf of the College; and

Whereas, Than Johnson's expertise in legislative relations made him a most effective advocate for Clark State in the local, state and national arenas, and a valuable resource for his fellow Trustees;

Therefore, be it resolved that the Clark State Community College Board of Trustees, with appreciation, admiration, and affection, hereby bestows Trustee Emeritus status with its benefits and privileges to Than Johnson by action of the Board of Trustees on November 17, 2015.

*Trustee Doyle made a motion to approve Cathryn S. Balas, Alicia Sweet Hupp, and Than Johnson for emeritus status. Trustee Bell seconded, and the motion passed unanimously.*

### **Adjournment**

Trustee Strickler made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 8:04 p.m.