



BOARD OF TRUSTEES REGULAR MEETING

Minutes
April 17, 2018

The Clark State Community College Board of Trustees met in regular session in Room 220 of the Greene Center on Tuesday, April 17, 2018. Chair Sharon Evans presided and called the meeting to order at 6:28 p.m.

Roll Call:

Present: David Ball, Andy Bell, Jim Doyle, Kyle Hall, Peggy Noonan, Vice Chair Brad Phillips, Chairperson Sharon Evans and President Jo Alice Blondin

Excused: Mo McDonald and Mike McDorman

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Director of Student Services, Greene Center/Staff Senate President; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Elisabeth Emory, Student Ambassador; Amanda Ferryman, Student Senator and Student Ambassador; Dr. Matt Franz, Vice President of Information Technology; Kyle Fuchs, Controller; Ron Gordon, Dean of Enrollment Services; Karen Hunt, Clark State Foundation Alumni Engagement/Annual Fund Coordinator; Natalie Johnson, Director of Academic Affairs, Greene Center; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Mahan, Associate Professor, Business and Applied Technologies/Faculty Senate President Elect; Laurie Means, Executive Director of Marketing; Dr. Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President; Kathy Nelson, Staff Accountant; Cindra Phillips, Director of the Center for Teaching and Learning; Dr. Naureen Qasim, Associate Professor, Health, Human and Public Services/Phi Theta Kappa Advisor; Brittany Stone, Student/Phi Theta Kappa President; Amy Sues, Associate Dean of Academic Affairs and Institutional Research; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General's Office

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Student Success Story

The student success story was presented during the Work Session. Chair Evans thanked Brittany Stone again for sharing.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on March 29, 2018. Trustee Ball made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Friday, April 11, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center (TLC), Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Dave Ball, Peggy Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Dr. Matt Franz, Vice President of Information Technology; Larry Wakefield, Interim Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Laurie Means, Executive Director, Marketing; Karen Hunt, Alumni Engagement and Annual Fund Coordinator/Interim Foundation Supervisor. Agenda items included:

- Monthly Financial Report
- Enrollment Discussion
- Projected Year End Surplus Discussion
- Preliminary FY 2019 Budget Discussion (SSI Increase, Career Advantage Fee)
- Multi-year Budget
- Healthcare Initiative Update (Student Health Fee)
- Capital Bill Update
- Moody's Affirmation of Rating on Bonds
- CCP Participants by School
- Sodexo Update/HBC Catering Research
- VPBA Search Update
- LED Lighting Retrofit Project (Energy Optimizers)
- Other Business
- Next Meeting – Wednesday, May 9, 2018, at 7:30 a.m. – TLC Room 113

Quarterly Financial Statements

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

Revenue

State Share of Instruction (SSI) – The FY 2018 budget is based on course completion (50%), success points (25%) and completion milestones (25%). We received a slight increase (\$28,431) in our final allocation.

Student Fees – Tuition for this fiscal year was budgeted based on flat enrollment from FY 2017. Enrollment for Fall Semester was down 4% compared to last Fall Semester. Enrollment for Spring is down 3% from last Spring. This results in a deficit of \$512,978.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues are exceeding budget.

Interest on Investments is exceeding budget.

The Performing Arts Center is exceeding budget.

Total revenue is under budget \$280,148 or 1.0%.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. Public Service overspent due to an increase in Non-Credit Training. Instruction and General Expenses are significantly under budget.

Total expenses are under budget \$1,365,984 or 6.2%.

Auxiliary Enterprises

Bookstore – Spring Semester activity is almost complete. The Bookstore shows a deficit due to the e-Campus initiative.

Commercial Transportation Training Center – Revenue and expenses are below budget but show a surplus, due to Saturday classes now offered.

Parking and Food Service net surplus/deficits are performing better than budget.

Balance Sheet

Cash is down around \$570,000 from this time last year. Accounts Receivables are high awaiting payment of Spring fees and because students are registering in advance for summer classes. There is little change in the other funds.

Restricted Statement

The restricted budgets, along with the grantor stipulations, were approved by Trustees at the September 2017 Board Meeting.

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

Statement of Reserve Activity

Recommendations for Reserve Appropriations were brought to the November Board Finance and Facilities Committee meeting. The majority of the activity is due to deferred maintenance and the Ferrilli contract.

Greene Center Quarterly Financial Report

A report reflecting financial information for the Greene Center through March 31, 2018, was distributed to Trustees prior to the meeting. The following was noted:

FY18 enrollment was projected flat based on FY17 actuals. As a result, Revenues are reflecting negative variances compared to last year's actuals, and showing an enrollment shortfall of 14%. Spring is down by 16% compared to last year. Most expenses are reflecting positive budget variances. The Expenditure variances more than offset the Revenue shortfall.

Human Resources Update

The following filled positions and resignations are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

Filled Position:

- Charmaine Misick, Success Coach, Student Affairs (1.0 FTE), effective 1/10/18

Resignations:

- Constance Damewood, Custodian (1.0 FTE), effective 3/14/18
- Dawn Koogler, Custodian (1.0 FTE), effective 3/31/18

Termination:

- Meghann Guthrie, Custodian (1.0 FTE), effective 4/4/18

Open/Advertised Positions:

- Assistant Dean, Business and Applied Technologies (1.0 FTE)
- Custodian (3), Physical Plant (1.0 FTE each)
- Administrative Assistant to the Dean, Business and Applied Technologies (1.0 FTE)
- EMS Program Instructional Faculty (1.0 FTE)

Student Recognition Event

Student Recognition Night celebrates student success for our student scholars and student leaders. Fifty-two students were honored at this year's event, which was held on April 11th in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College's twenty-second annual Student Recognition Night celebration.

For the category of "Outstanding Student in an Academic Program," students were selected by faculty from their respective academic disciplines. The "Outstanding Student Leaders" were chosen by faculty and staff and recognized in the following categories: All-Ohio Academic Team, Phi Theta Kappa, Student Ambassadors, Student Senate, Work Study, Campus Involvement, Student Engagement and Perseverance.

The keynote speaker was alumna Katy Cardoza, who earned her Practical Nursing Certificate from Clark State in 2009 and then completed the LPN to RN Transition Program in Fall 2017. Ms. Cardoza connected with the audience as she shared her experiences as an active student leader.

The attendees at the event included close to 200 students, guests, faculty, and staff.

Graduation Activities

The following graduation activities are scheduled this year:

Thursday, May 10, 2018 – LPN Pinning Ceremony, 6:00 p.m. Kuss Auditorium

Friday, May 11, 2018 – RN Pinning Ceremony, 6:00 p.m., Kuss Auditorium

Saturday, May 12, 2018

8:30 a.m.	Green Room – PAC	Coffee/Muffins/Fruit for Distinguished Guests
9:00 a.m.	Green Room – PAC	Robe and fall in line for processional
9:30 a.m.	Kuss Auditorium	Graduation Ceremony – Health, Human, and Public Services

10:45 a.m.	HBC	Brunch/Lunch
12:00 p.m.	Green Room – PAC	Robe and fall in line for processional
12:30 p.m.	Kuss Auditorium	Graduation Ceremony – Arts and Sciences/Business and Applied Technologies

Student Speaker: TBD; selection will be made on April 18, 2018

Music: Springfield Symphony Brass Quintet

Vocalist: Tamika Purce

Marshals: Robin Rude – Health, Human and Public Services
Dee Malcuit – Arts and Sciences
Crystal Jones – Business and Applied Technologies

The Rising Alumni Award will be presented to Johnnie Heard, and Randy Kapp will receive a Distinguished Alumni Award.

Circle of Friends Strategic Plan

The Circle of Friends (CoF) is a dedicated group of professionals that advise and support the Executive Director of the Clark State Performing Arts Center (PAC) on programming, marketing, fundraising opportunities and disbursements from the Foundation Circle of Friends' endowment. It is a committee of the Clark State Foundation Board. In 2017, following the creation of the Clark State Foundation Strategic Plan, the leadership of the CoF and the Executive Director of the PAC determined that a strategic plan would benefit the CoF. A retreat was held on March 8, 2018, and Mel Marsh from Acorn Consulting was hired to facilitate the retreat and develop the strategic plan.

The strategic plan was greenlit by Dr. Blondin, and the CoF approved the plan on April 5, 2018. The strategic plan was distributed to Trustees prior to the meeting for information only and is available in the office of the Executive Director of the Performing Arts Center. Some key highlights are listed below:

1. Purpose and Mission
 - a. Introduce concept of “Clark State Performing Arts and Conference Center”
 - b. Introduce concept of greater community participation in CoF – all who benefit from the PAC such as the Resident Art Groups and The Greater Springfield Chamber of Commerce
 - c. How it relates to the College and Foundation
2. Process to Develop the Plan
 - a. Vision exercise with members
 - b. One on one interviews with each member
 - c. Interviews with Dr. Blondin and Catie Maher
 - d. Analyze and synthesize the findings to develop draft plan
 - e. Retreat with members to refine and finalize the plan
3. Strategic Plan's Four Goals
 - a. Improve facilities and experience
 - b. Increase outreach to our diverse communities
 - c. Increase income to support the Performing Arts and Conference Center
 - d. Strengthen structure and operation of the Circle of Friends

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$11,100,527 to date.
- Project Jericho staff is currently working on two grants – one with the Department of Job and Family Services, and one with 21st Century Community Learning Centers. Both are due at the end of April.
- The Foundation is seeking to expand the Champion City Scholars program into the Tecumseh Local and Clark Shawnee Local School Districts.
- Two grants are currently in progress: Department of Labor Employment and Training Administration National Health Emergency Dislocated Worker Demonstration Grants to Address the Opioid Crisis and a Department of Labor Anticipated Apprenticeship Grant.
- Than Johnson is coordinating a Golf Fundraiser on Tuesday, May 22, 2018, at the Urbana Country Club. Proceeds will benefit the Champaign County Scholars Program.
- Catie Maher and her daughter Molly are home now. Despite some health challenges, Molly is doing very well.

Performing Arts Center

- The 25th anniversary gala celebration is confirmed for Saturday, September 29th. The performance will be the Broadway National Touring production of JERSEY BOYS. The tour will be rehearsing in the Kuss for two weeks and will launch the national tour at the Performing Arts Center.
- The Circle of Friends strategic plan was approved by the committee on April 5, 2018.
- Concessions revenue is up 3% from this time last year.
- The new dimmer rack, which is the electrical system that controls all theater and stage lights, has been ordered and will be installed in July. The \$281,000 dimmer rack is being paid from Capital monies.

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:

Promotion:

- Dr. Theresa Felder, Senior Vice President, Student Success (1.0 FTE), effective 5/25/18

Resignation:

- Dr. Amit Singh, Provost and Senior Vice President of Academic Affairs, (1.0 FTE) effective 5/25/18

Impact on students and/or student learning: The Senior Vice President, Student Success is responsible for all student affairs functions, including program development and personnel administration, directly affecting student success.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in the 2017-2018 budget.

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

Contract Renewals – Instructional Faculty

The College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-, or three-year contracts. Present Board policy states: *Faculty must serve four years on a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a three-year contract.*

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Provost and Senior Vice President of Academic Affairs who recommends as appropriate to the President.

RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY 8-12-2018			
Name	Year Employed	Contract Eligibility	Contract Recommendation
Adams, Jessica	2017	1 Year	1 year
Amankwaah, Collins	2016	1 year	1 year
Bertelson, Ethan David	2017	1 Year	1 year
Boberg, Olga	2017	1 Year	1 year
Campbell, Teresa	1999	3 Year	3 year
Chilman, Jason	2017	1 Year	1 year
Cochran, Katrina	2017	1 Year	1 year
Coleman, Michelle	1999	3 Year	3 year
Cornell, Mary	2002	3 Year	3 year
Craioveanu, Daniela	2014	2 Year	2 year
Crispin, Lisa	2012	2 Year	2 year
Dawson, Scott	2012	2 Year	2 year
Dinsmore, Terri	2004	3 Year	3 year
Dodds, Rebecca	2002	3 Year	3 year
Everett, Susan	1994	3 Year	3 year
Filicko, Therese	2012	2 Year	2 year
Gavin, Monnica	2018	1 Year	1 year
Hagenbuch, Sarah	2016	1 Year	1 year
Hale, John	2004	3 Year	3 year
Heaney, Brian	1987	3 Year	3 year
Heighton, Dan	1989	3 Year	3 year
Hennigan, Robyn	2002	2 Year	2 year
Idrees, Ayman	2004	3 Year	3 year
Ingram, Bridget	1999	3 Year	3 year
Jackson, Kara	2010	3 Year	3 year
Johnson, Jessica	2016	1 Year	1 year
Jones, Crystal	2007	3 Year	3 year
Kuehnle, Jonathan	2014	2 Year	2 year
Lander, Michael	2017	1 Year	1 year
Mahan, Victoria	2007	3 Year	3 year
Malcuit, Dee	2004	3 Year	3 year
Miller, Carol	2017	1 Year	1 year
Mohler, Melinda	2013	2 Year	2 year
Moore, Kevin	2016	1 Year	1 year

Name	Year Employed	Contract Eligibility	Contract Recommendation
Padgett, Debra	2017	1 Year	1 year
Parrillo, Adam	2015	1 Year	1 year
Qasim, Naureen	2007	3 Year	3 year
Ratliff, Elisa	2015	1 Year	1 year
Reese, Angela	2018	1 Year	1 year
Rismiller, Mary Katie	2017	1 Year	1 year
Roach, Danielle	2018	1 Year	1 year
Rude, Robin	2015	1 Year	1 year
Siriphokha, Chan	2016	1 Year	1 year
Strecker, Charles	2010	3 Year	3 year
Thompson, Stephanie	2015	2 Year	2 year
Vaughn, Pam	2015	1 Year	1 year
Watt, Tammy	1999	3 Year	3 year

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2018-2019 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty.

Associate Degree and Certificate Authorization

For the past few months, students who have met or will meet all of the institutional qualifications for graduation for Fall 2017, Spring 2018, and Summer 2018 have been identified by the Records and Registration Office. The figures below represent the candidates who are currently eligible for confirming of Associate Degrees/Certificates for the May 2018 Commencement.

Degree Type	Number Awarded
Associate of Arts Transfer	50
Associate of Science Transfer	109
Associate of Applied Business	133
Associate of Applied Science	269
Associate of Technical Studies	8
TOTAL Associate Degrees	569
Certificates	73

Honors	Associate Degrees	Certificates
4.0 GPA	15	0
3.5+ GPA	127	7

Diversity	Total	Female	Male
Associate Degrees	569	400	169
Asian	7	7	0
Amer Ind/Alaska Native	5	3	2
Black/African-American	76	52	24
Hispanic	1	0	1
Hawaiian/Pacific Islander	1	0	1
White	456	321	135
Unknown	15	12	3
2+ Races	6	4	2
NonReg Alien/Foreign	2	1	1

Diversity	Total	Female	Male
Certificates	73	68	5
Asian	1	1	0
Amer Ind/Alaska Native	0	0	0
Black/African-American	13	11	2
White	54	51	3
Unknown	3	3	0
2+ Races	2	2	0

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Blondin to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have met or will meet all of the institutional qualifications for graduation.

Trustee Bell made a motion to approve the personnel recommendations for Exempt Employees, to approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty, and to authorize President Blondin to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have met or will meet all of the institutional qualifications for graduation. Trustee Ball seconded the motion, and it passed unanimously via a roll call vote.

Report of the President

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

Faculty Senate President Dr. Melinda Mohler reported that Faculty Assembly met yesterday for the last time this academic year. The Assembly passed a motion to approve new and/or revised bylaws for the Technology, Safety and Completion All-College Committees and a timeline for review of our Global Awareness courses. The yearly nominations for committees took place as well, and new members will begin work in their respective committee in August. A number of faculty are working under a state-wide grant to develop free Open Educational Resources for students in highly-enrolled courses, such as

Sociology and Biology, and their first round of course submissions was completed this week. Dr. Mohler gave a special thank you to Dr. Matt Franz for all of the assistance he offered to faculty this year, noting that he has been very helpful in working with them to support students with eCampus questions and to resolve technology issues for faculty.

Staff Senate President Travis Binkley reported that the final Staff Assembly of the year will be held tomorrow, and Senate is working to fill Senate seats and all-college committee membership positions for next year. The Senate will continue to develop an enhanced partnership with Faculty Senate so they can work even better together next year.

Student Senator and Ambassador Amanda Ferryman reported that the Senate is working on securing donations for food, door prizes, etc. for Spring Fling, and they will be participating in Clark County Community Service Day with faculty and staff. They had a lot of fun volunteering at the recent Adopt a Highway event, and they will be focusing on providing food and activities to help lower stress during pre-exam week (e.g., yoga meditation, therapy dogs, and morning coffee). Senators are also trying to increase student involvement in Senate and the Student Ambassadors program. Student Ambassador Elisabeth Emory indicated that work is being done on a student game room in an effort to promote greater student involvement on campus, which will also spill over into the classroom.

President Blondin reported the following:

- Director of Enrollment Management Kristin Skiles received a 40 Under 40 Award from the American Association of Women in Community Colleges.
- SOAR applications for 2018-2019 are being reviewed and letters will be going out to applicants in the next week or so.
- Interim Vice President of Academic Affairs Michael Brown's first day on campus will be May 7.
- Executive Council members are going through an intensive policy review process. Many items will need to go through the governance process, so they may be trickling in over the next several months.
- She will be attending the American Association of Community Colleges (AACC) annual conference next week, and Trustee Noonan will attend as well to represent Clark State at the gala during which the Board/CEO Relationship award will be presented. Clark State and Amarillo College are the finalists for the award. President Blondin has also been appointed to serve on the AACC Board.
- The health clinic initiative is proceeding with consultant Leslie Miller working closely with Mercy to hammer out the details of the contract; we hope to have it finalized by May. The benefits/expected outcomes will be discussed at the Board Finance and Facilities Committee meeting in May and may also be discussed at the May and June Board of Trustees meetings.

Report of the Board Chair

Chairperson Evans commented that she heard the Diversity Conference was really good, noting that she is sure Chuck Underwood did a great job speaking. She gave kudos to Crystal Jones and Kristin Skiles for coordinating the event. She also thanked Trustee Noonan for taking her place at the AACC conference, indicating that the nomination itself was a reflection on how well the Board and President Blondin work together, and winning will be icing on the cake.

Trustees' Open Forum

No comments were made.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 6:54 p.m.