



BOARD OF TRUSTEES REGULAR MEETING

Minutes
October 16, 2018

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 16, 2018. Chairperson Sharon Evans presided and called the meeting to order at 6:33 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; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Dr. Michael Brown, Interim Vice President of Academic Affairs; Mike Cuffman, Assistant Dean of Arts and Sciences; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology; Ron Gordon, Dean of Enrollment Services; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Shamika Jones*, Student; Laurie Means, Executive Director of Marketing; Kathy Nelson, Interim Controller; Toni Overholser, Director of the Foundation; Mychael Shaw, Student Senate Co-President; Dr. Charles Strecker, Assistant Professor, Arts and Sciences/Faculty Senate President-Elect; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office; and Tracy Yates, HBC and Conference Services Manager/Staff Senate President-Elect

Student Success Story

Travis Binkley, Assistant Dean of Advising and Enrollment Services, introduced Shamika Jones, who has attended classes at the Greene Center for several years and just started the evening nursing program in Springfield this fall semester. Ms. Jones began by providing the definition of perseverance, a word that means a lot to her. She explained that the road to this point in her life has not been the easiest. After initially enrolling at Clark State, it was smooth sailing for her until she ran into difficulties with the Anatomy and Physiology course; she took it twice and failed each time by only a few points. She was very discouraged, but Travis Binkley, Cami Akey, Shani Newton and other Greene Center staff encouraged her that she could pass it. After taking a semester off, she returned, passed the course and subsequently applied for the nursing program. She was accepted, and her parents planned to keep her children in the evening so she could attend class after working full-time during the day. Fall Semester was to start on August 20, and her father was tragically murdered on August 10. She faced the roughest point in her life

and was not sure if she could continue. Shani Newton contacted Mary Taylor, Assistant Director of the Nursing Programs, who was willing to work with Ms. Jones so she could continue. Assistant Professor Kara Jackson took Ms. Jones to the side, held her hand and let her know that she was there for her. It has been a very difficult semester for Ms. Jones, but the staff (“her crew”) has been such a blessing to her. Many times obstacles arose, and they would come alongside her, offering support and helping her work through them.

Ms. Jones commented that at the end of the day, she knows she is going to finish and make her parents proud. Once she becomes a nurse, she wants to specialize in the behavioral/mental health area so she can make a difference in people’s lives who tend to be negatively stereotyped. She is currently a Medical Assistant in a neurological office and understands that many times people just need someone to listen. Ms. Jones noted that she is so grateful for the Clark State staff; their personal connection with her makes a huge difference and lets her know she is not just another nursing student to them. They have provided the encouragement and support she has needed to continue on her path to success, and she commented that she is confident she will see the Trustees at graduation and cannot wait to use one of our Snapchat filters.

After a round of applause, Chair Evans stated that the Board appreciates her transparency, noting that as a Board they are most interested in student success, and their decisions are based on what is best for students. She noted that there is no doubt Ms. Jones will succeed.

*Ms. Jones exited the meeting at 6:44 p.m.

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on September 18, 2018. Trustee Ball made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met October 9, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Peg Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President for Student Success; Dr. Matt Franz, Vice President of Information Technology; Larry Wakefield, Vice President for Business Affairs; Dr. Brown, Interim Vice President for Academic Affairs; Laurie Means, Executive Director, Marketing; Adele Adkins, Executive Director, Performing Arts Center; Toni Overholser, Director, Foundation; Kathy Nelson, Interim Controller; Susan Kelly, Recorder. Agenda items included:

- Monthly Financial Report
- Greene Center Quarterly Report

- Greene Center and REACH Reporting Timing and Format
- Unaudited Annual Financial Report
- Multi-Year Budget – ACTION
- Campus Crime Report (Clery)
- FY 2018 Ohio Department of Higher Education (ODHE) Efficiency Report – ACTION
- Healthcare Initiative Update (Mercy Agreements)
- Long Term Debt Funding Analysis
- Planned Allocation of Reserves - ACTION
- Other Business
- Next Meeting – TBD

Quarterly Financial Reports

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

Revenue

State Share of Instruction (SSI) – The FY 2019 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the Ohio Department of Higher Education (ODHE) is anticipated to be received later this Fall.

Student 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.

Workforce Non-Credit Training revenue is currently running below budget. Last year they carried over substantial activity from June to July.

Total revenue is down \$333,587 (3%) from the previous fiscal year primarily due to the offset in lower student fees received and a decrease in Workforce Development.

Expenditures

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

Total expenses are up (\$1,077,600) over last year. This year we increased our operating budget by \$2,349,900. We had several new initiatives included in this increase. One of these new initiatives was the Greene Center Nursing Lab, and the \$150,000 budget has nearly been spent. We have also seen early use of budget dollars, \$383,000 for early payment of budgeted IT maintenance contracts, \$110,000 for early payment of other budgeted maintenance contracts, and \$70,000 in early budget spending for Marketing at the Greene Center. The Greene Center Bond principal payment of \$310,000 was made in September.

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.

Commercial Transportation Training Center – 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.

Food Service is performing at budget.

Balance Sheet

Total current funds have decreased by \$2.28 million (14%) compared to the first quarter of FY 2018. This decrease is a result of a \$1.58 million (45%) decrease in Accounts Receivable due to no registration for Spring 2019, listed in Student receivables. We also have a \$125,000 increased receivable listed for College Credit Plus, which is owed from the state.

Total Investment in Plant is \$49.2 million compared to \$47.5 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 2018 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.

Descriptions of all of these programs were distributed with the Restricted Statement.

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.

Unaudited Annual Financial Report

The FY 2018 audit reports for the College and the Foundation are due to the Auditor of State by October 15, 2018. The audit team from Clark Schaefer Hackett performed their fieldwork primarily during the week of September 10 and are now reviewing and completing the audit report.

Part of the final process in preparing for the audit is converting the College's internal financial statements into the Governmental Accounting Standards Board format. These are the statements used to calculate the College's composite score for the Senate Bill 6 financial ratios.

The internal financial statements were distributed to prior to the meeting in the format presented to the Trustees at each Board meeting. The report shows revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2018 budget and compared to recent fiscal years. Even though total General Fund Income fell short of budget primarily due to student tuition, a net surplus of \$1.0M is reflected for the year because actual expenses were below the General Fund Expense budget.

The Statement of Reserve Activity through June 30, which reflects \$537,810 in expenses, was also distributed. Due to the large number of retirements over the last couple of years, the College had to make a substantially large reduction to sick leave allowance in the amount of \$24,500. This was offset by \$29,500 in prior year expenses. In addition, there was Board approved spending of \$276,000 for deferred maintenance, \$50,000 for the Vice President for Business Affairs search and \$243,000 for Ferrilli.

The Bookstore experienced a loss from operations of \$76,600, the Commercial Transportation Training Center experienced a surplus of \$64,700 and the Parking fund experienced a surplus of \$11,200. The Food Service operation experienced a loss of \$108,800. Food Service losses are subsidized from the Bookstore fund balance.

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 2017 annual report was distributed to Trustees prior to the meeting and has been filed with the U.S. Department of Education and disseminated to the campus community.

Human Resources Update

The following resignation is for a non-exempt employee position only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt categories.

Resignation:

- Darci Jordan, Writer, Marketing, effective 10/1/18 (returning to independent contract position with the College)

Open/Advertised Positions:

- Dean, Health, Human and Public Services (1.0 FTE)
- Network Administrator (1.0 FTE)
- Instructor, Applied Manufacturing, Business and Applied Technologies (1.0 FTE)

- Instructor, Management/Human Resources, Business and Applied Technologies (1.0 FTE)
- Instructor, LPN, Health, Human, and Public Services (1.0 FTE)

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 24, 2018, for borrowers who entered repayment in federal fiscal year 2015 (FY15) and defaulted in FY15, FY16 or FY17. 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 2015 default rate is 22.3. The previous rates were:

2014: 26.2

2013: 24.0

2012: 25.3

As a loan default management strategy, the Financial Aid Office engaged Student Connections in July 2018 as our default management servicer. During the period of July 9 – September 19, 2018, Student Connections engaged in phone call and email campaigns to a total of 3,783 delinquent borrowers from calendar years 2016, 2017 and 2018. 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. By comparison, awarding maximum loan eligibility could be up to \$10,500 for the same award year. Effective Fall 2018, students attending one semester are awarded one-half of the annual packaged award. Previously, one semester loan awards could allow a full year loan of \$5,500 or \$6,500 in one semester. 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. It also reduces the institution's burden of collecting funds from students who lose federal student aid funding as a result of early withdrawal. Lastly, the First Year Experience course has been updated to increase information on federal student aid and personal budgeting.

Priority Development and Advocacy Committee (PDAC) Request Submissions

The Dayton Region's Priority Development and Advocacy Committee (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. Following is a draft list of Clark State's proposed projects:

CLARK STATE COMMUNITY COLLEGE
Priority Development Advocacy Committee Requests 2018-19

The following projects represent the College's strategic vision in the near future regarding capital assets. In August 2017, the Collaborative Brain Trust, along with Plante Moran, finalized and presented to the Board of Trustees a facility assessment for Clark State Community College that identified future capital projects and prioritized deferred maintenance. Clark State is committed to investing in student success, and Clark State has aligned this facility assessment with future student success and program development. Several projects are focused on maintenance and repairs to protect current investments in facilities, increase the energy efficiency of buildings while reducing operating expenses, while other projects will result in enhanced technology for the learning environment, increased safety features and campus expansion for workforce development to train students for in-demand jobs.

Center for Workforce Development and Collaboration - \$5 million

The Brinkman Education Center, located in downtown Springfield, is the ideal location for the Center for Workforce Development and Collaboration, which would serve our four county region. The Center will serve local and regional employers' needs, including manufacturing, information technology, cybersecurity, and public safety by providing training and meeting venues in a state-of-the-art facility, while contributing to the revitalization efforts of Downtown Springfield. Clark State's Office of Workforce Solutions, the Springfield Small Business Development Center and Area 7 (WIB) are currently housed in the building, along with workforce programs such as the Peace Officer Academy, Fire Academy, Paramedic and Emergency Medical Services, State-Tested Nurse's Aide, Dental Assisting, and Commercial Truck Driver Training offices.

With the location of Silfex, Topre America, the expansion of Speedway, and the needs of incumbent workers in the region, the renovation of this facility into a Center for Workforce Development and Collaboration is more critical to our region than ever. In addition, updating the office and classroom layout to include "maker space" and entrepreneurial/ incubation space for small businesses would be ideal for this facility. Clark County has added nearly 1500 jobs in the past two years and has retained nearly 3500. There is currently no "one-stop" shop in our region for workforce development.

Performing Arts and Conference Center Expansion - \$4 million

The Clark State Community College Performing Arts Center (PAC) is celebrating its 25th Anniversary this year. The PAC Complex currently houses the Hollenbeck Bayley Conference Center (HBC), which includes an 8000 square foot conference center, classroom space for Graphic Design and New Media, and classrooms for arts and youth programming, such as our nationally-acclaimed youth intervention program, Project Jericho and Arts Alive. The PAC itself is home to the Kuss Auditorium, a 1501-seat concert hall and theater, a black box theater, community rooms, and office space. The PAC houses six residents' arts organizations.

In 2017-18, the PAC hosted 29,000 patrons, and the HBC served an additional 42,075. These heavily utilized facilities are a focal point for the city of Springfield and the region, and expansion and development of these facilities is critical to the economic development and quality of place in downtown. The proposed expansion would add approximately 8000 square feet of flat space between the Hollenbeck Bayley Conference Center and the PAC, creating more usable space and a connector between these two facilities to increase utilization. Seat replacement and improved technology would be included in this

project. Since 2015, the College has made major investments in the PAC, including a roof replacement, a new dimmer rack, new carpet, and improved security systems, all utilizing capital and local funds.

Report of the Joint Committee on Ohio College Affordability

The recommendations of the Joint Committee on Ohio College Affordability that were recently released, including a number of the suggestions that the Ohio Association of Community Colleges (OACC) provided in testimony and advocacy, were distributed prior to the meeting. (A copy of the report is available in the President's Office.) In summary, the report focuses on five key areas with specific recommendations to consider for each topic:

I. Increased Student Success and Completion

1. Reducing time to degree
2. Expanded use of Competency-Based Education (CBE) and Short-term Certificates
3. Institutional financial support for students at risk of dropping out due to short-term financial needs
4. Expansion of Career Tech Education
5. College Credit Plus: Continue to administer the program with a long-term study to ensure CCP is meeting program metrics/outcomes.
6. Explore apprenticeship programs and pre-apprenticeship programs in HS
7. Transfer pathways
8. Improved data sharing to better track post-graduate success, including job placement, salary and other data.

II. Predictability and Transparency in Pricing

1. Tuition Guarantee Programs for universities
2. Eliminate tuition free and allow limited growth under a tuition cap
3. Transparency of tuition and fees to provide better information on total costs for students
4. OCOG awards should be consistent

III. Affordable Textbooks

1. Increase use of "Inclusive Access" Model
2. Continue use of innovative textbook programs and support funding for OER on an institutional or multi-institutional level
3. Early adoption policies
4. Report textbook savings to ODHE
5. Sales tax exemption on textbooks

IV. Incentivize Pursuit of In-Demand Programs

1. Special weight to develop new in-demand degree offerings
2. Biennial review of SSI funding model
3. Program reviews to restructure non-competitive programs
4. Allow institutions to have differential tuition to charge less for less expensive programs

V. FAFSA Completion and Preparing Students

1. Increase the FAFSA completion rates
2. Implement a financial literacy model curriculum for high schools
3. Explore using TANF and other funds to support wrap-around services to assist eligible students

Many of these recommendations will inform the next budget process for higher education.

Foundation Update

- The Major Gifts Campaign has raised \$12,238,323 to date. This is a \$269,274 reduction from the amount reported last month due to a report template error. The issue has been corrected.
- The Scholarship application process is open for spring 2019 awards. Currently, we have over 200 applications in process.
- Our Annual Scholarship Awards dinner was held Friday, October 5th; over 160 individuals attended.
- Our Scholars Program has expanded to include the Clark Shawnee and Tecumseh school districts. Applications are currently being accepted for all scholar districts. Induction ceremonies will be held in January.
- Grants
 - Taylor Roberts is currently working on a proposal for the National Science Foundation Advanced Technological Education program, due October 15. We are applying for a grant to add Photonics to our Advanced Manufacturing program.
 - Bob Visdos has been contracted to write a proposal in response to the Department of Labor solicitation, "Scaling Apprenticeships through Sector-Based Strategies," due October 16. This project will involve 30 colleges in 13 states, Jobs for the Future, and the Society for Human Resource Management, with the goal of implementing apprenticeship-based models to increase and strengthen the mental health workforce. As well as employer policies, to help combat the opioid crisis.

Performing Arts Center Update

On September 12, the Friends of the Performing Arts and Conference Center hosted a dinner on the stage of the Kuss for the Board of Trustees, The Foundation Board, the Springfield Symphony Orchestra board and the Springfield Arts Council board. The purpose of the gathering was to celebrate 25 years of the Performing Arts Center (PAC) and open more dialogue around collaboration amongst the arts groups.

September 14 was the Performing Arts Center's first performance of the 25th Anniversary season with professional trumpeter Graham Breedlove and local jazz combo Collective Trio. The Turner Studio Theater was turned in to a jazz club for the show. Because of the positive feedback from that type of event, the PAC will be starting a jazz series in the Turner Studio Theater with Collective Trio being the "Artist in Residence."

September 29 was the 25th Anniversary Gala with the Broadway touring company of JERSEY BOYS. There were 191 people at dinner, which was held in a tent next to the PAC. Patrick Field was awarded the last Founders Award, and Dr. Warren "Spud" Elliott was posthumously awarded the inaugural Richard O. Brinkman Award. Jersey Boys sold 1,422 tickets, so it was very close to a sell-out.

The 2nd National Tour of Jersey Boys rehearsed their new tour at the PAC for nine days, and they opened the tour at the PAC. While in Springfield, 29 members of the company went to the Springfield jail for a tour to see where Frankie Valli and the Four Seasons spent the night. The sheriff's office found Frankie Valli's booking picture from 1965. The tour company left singing the PAC staff's praises.

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:

Filled Position:

- Gwen Stevenson, Interim Dean, Health, Human, and Public Services Academic Affairs (1.0 FTE) effective 8/29/18

New Hires:

- Barbara Carr, Coordinator, Adult Basic Education Programs, Student Affairs (1.0 FTE) effective 9/17/18
- Tracey Kohl, Program Manager, Workforce Development, Academic Affairs (1.0 FTE) effective 10/1/18

Impact on students and/or student learning:

- The Interim Dean position provides leadership for the division and directs the administrative and managerial functions of all personnel.
- The Coordinator, Adult Basic Education Programs coordinates the planning, delivery, assessment, and ongoing improvement for the Clark State Aspire program, English for Speakers of Other Languages, and high school equivalency programs, as well as instruction of these programs.
- The Program Manager, Workforce Development position builds and manages the contract sales function of the College and develops revenue by identifying and securing training projects within the assigned geographic region.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in the 2018-2019 budget.

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

Trustee Bell made a motion to approve the personnel recommendations as presented, and Trustee Hall seconded. The motion passed unanimously via a roll call vote.

2018 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 2018 will allow the Ohio Department of Education to produce the 2018 Efficiency Advisory Committee Report by December 31, 2018, as required by law. (A copy of the report was distributed prior to the meeting and 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 2018 Ohio Department of Higher Education Efficiency Report for submission to the state.

A motion was made by Vice Chair Phillips and seconded by Trustee Doyle during the Board Finance and Facilities Committee meeting to approve the College’s 2018 Ohio Department of Higher Education Efficiency Report for submission to the state. The motion passed unanimously via a roll call vote.

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, 2018, College Reserves are 27% of the 2018-2019 Educational and General Budget. The following proposed annual allocation plan for reserve funds in compliance with the Board’s Financial Planning/Budgeting Policy. It was noted that taking action on this plan does not authorize these expenditures.

	PLANNED ALLOCATION
UNAPPROPRIATED RESERVES	\$ 787,154.06
APPROPRIATED RESERVES	
ADA Modifications	200,000.00
Campus Master Plan	100,000.00
Deferred Maintenance	300,000.00
Demographic/Market Study	25,000.00
Diversity Plan	100,000.00
Equipment - Instructional	250,000.00
Equipment - Non-Instructional	150,000.00
Executive Leadership	50,000.00
Externally Funded Project Match	1,000,000.00
Facilities Planning	500,000.00
Facilities Assessment	75,000.00
Fiscal Contingency Planning	800,000.00
Indoor Wireless	343,000.00

Land Acquisition/Demolition	100,000.00
Legal/Audit Contingencies	150,000.00
Marketing	50,000.00
New Certificate and Degree Programs	479,000.00
REACH Center	300,000.00
Repair/Replacement Projects	
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00
<i>Restroom Renovations</i>	250,000.00
<i>Vehicle Replacement</i>	100,000.00
Safety/Security	100,000.00
Self-Funded Dental Benefit	250,112.18
Claims and Fees	
Reserve for Claims	
Service District Outreach	250,000.00
Signage	150,000.00
Strategic Plan for Energy Management Implementation	500,000.00
Strategic Plan Projects	671,320.05
Student Assistance	300,000.00
Technology Projects	100,000.00
<i>Remaining Ferrilli Contract from 2018</i>	81,000.00
Technology Replacement	500,000.00
Unemployment Compensation	150,000.00
SUBTOTAL APPROPRIATED RESERVES	8,874,432.23
TOTAL RESERVES	\$ 9,661,586.29

Last month, the Board of Trustees approved \$300,000 to be allocated to the REACH project in Xenia. Last year, the Board approved \$324,000 for a technology project with Ferrilli. Of that contract, \$81,000 remains to be spent in FY19 from Reserves.

This plan was presented to the Board Finance and Facilities Committee at its October 9, 2018, meeting. The Committee recommends that the Board of Trustees approve the attached annual allocation plan for reserve funds.

Additions to the Reserve request include:

- Campus Master Plan \$100,000
- Deferred Maintenance \$300,000 (includes \$150,000 for Greene Center carpet and \$10,000 for Greene Center signage)
- Executive Search \$50,000
- Marketing \$50,000
- New Certificate and Degree Programs \$109,000 (added to existing Reserve allocation)
- Technology Projects \$100,000

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 will require Board action in accordance with the College's Purchasing Policy.

A motion was made by Trustee Doyle and seconded by Trustee Ball during the Board Finance and Facilities Committee meeting to approve the annual allocation plan for the reserve funds. The motion passed unanimously via a roll call vote.

Multi-Year Budget Plan

A list of revenue and expense changes we expect over the next three years was distributed to Trustees prior to the meeting and is available in the Office of the Vice President for Business Affairs. The approach is to take this year's base budget and add revenue and expenses to that base. Then each year, add the changes from the prior year to the new year's base budget. Therefore, only new obligations will show in the Changes column for each year. The purpose is to help ensure our resource base supports our current educational programs and our plans for maintaining and strengthening their quality in the future.

For revenue, enrollment and SSI projections are increased each year.

For expense, new obligations are listed each year. New obligations include increases to salary and benefits, strategic initiatives, investment in IT renewal and replacement (R&R), and investment in Facilities R&R. Ongoing Leases (REACH) for FY 2020 shows an increase for 6 months' rent not budgeted in FY 2019. The base budget for FY19 includes only 6 months' rent. Notice that each year's changes in expenses are matched to expected changes in revenue.

Impact on students and/or student learning: Strategic Planning and budgeting should have a positive impact on students.

Implications for budget, personnel, or other resources: The multi-year financial plan has significant positive implications for budget, personnel and other resources.

It was requested that the Board of Trustees approve a multi-year financial plan to guide the College in setting longer term financial goals.

A motion was made by Trustee Ball and seconded by Trustee Noonan during the Board Finance and Facilities Committee meeting to approve a multi-year financial plan to guide the College in setting longer term financial goals. The motion passed unanimously via a roll call vote.

HLC New Program Substantive Change Application

In 2017 the Ohio Department of Higher Education (ODHE) accepted proposals from community colleges to establish applied bachelor's degree programs. Clark State submitted a request for approval in October 2017, and, after being given a deferral, resubmitted a request in May 2018. The College was approved to move forward with establishing the degree program. The Bachelors of Applied Science in Manufacturing Technology Management (BAS-MTM) program was developed by College faculty and has been approved by the appropriate faculty committees. The next step in the process is approval from the Board of Trustees. Following approval from the Board, the College must submit an application to the Higher Learning Commission (HLC) for approval to offer baccalaureate degrees, which is a substantive change approval request. This request also fulfills the requirement for approval from ODHE.

The following information was provided to Trustees prior to the meeting and is available in the Office of the Vice President of Academic Affairs: the application to HLC/ODHE for approval to offer the BAS-MTM; Appendix A, a list of course descriptions; Appendix B, the documentation of need for the program; Appendix C, a list of faculty biographies for those who will be teaching in the program; Appendix D, the proposal submitted to ODHE on October 31, 2017, that was deferred; and Appendix E, the revised proposal that was submitted to ODHE on May 9, 2018.

Impact on students and/or student learning: The BAS-MTM program will provide an opportunity for incumbent workers in manufacturing to obtain a bachelor's degree that prepares them for increasingly complex management positions in technology fields. The course scheduling will provide enhanced access opportunities for currently employed individuals. The demand for this program is a natural extension of the ongoing partnerships Clark State has with its area manufacturers and serves the immediate and future needs of local manufacturers.

Implications for budget, personnel, or other resources: We are in the process of hiring a faculty member to lead the BAS-MTM program. The salary for this position was included in the 2018-2019 College budget. Additionally, \$114,000 from college reserves has also been budgeted for renovation of a classroom and equipment purchases required for the program.

It was requested that the Board of Trustees approve the Bachelors of Applied Science in Manufacturing Technology Management for offering Fall semester 2019.

Trustee Ball made a motion to approve the Bachelors of Applied Science in Manufacturing Technology Management degree for offering Fall semester 2019 and to send the documentation forward to the Higher Learning Commission. Trustee Bell seconded, and the motion passed unanimously via a roll call vote.

Report of the President

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

Student Senate Co-President Mychael Shaw reported that the Senate is focused on promoting growth and development of student leadership throughout campus as well as increasing student participation. The possibility of offering a formal end of the year dance is being explored. Mr. Shaw noted that Student Ambassadors do a great job promoting student life and spreading the word about campus events. He also indicated that he was fortunate to attend the Propel Ohio Leadership Conference in Cleveland with a group of Clark State students and Dean Nina Wiley; the group heard from a variety of speakers and came back inspired to promote civil engagement, particularly for youth, in our community.

Faculty Senate President Elect Dr. Charles Strecker reported that last week the Faculty Assembly approved the following statement to become part of all course syllabi and hope that it will be inserted close to the top of the common syllabus information: "The Clark State community acknowledges that challenges such as securing food, housing, clothing, or other basic needs may affect course performance. Any student facing these challenges is encouraged to contact the Office of Student Support to access campus and community resources. The office is located in Rhodes Hall, Room 217. You can email the office at studentsupport@clarkstate.edu or call the office at 937-328-6101." They worked with Presidential Fellows Catie Rismiller and John Minter to develop the statement. Dr. Strecker also indicated that Faculty Assembly approved the passage of a promotion process for technical faculty because they felt they need to have a promotion stream like the academic faculty; there will be four levels, and the promotion criteria will be the same – based on teaching and learning, working within their professional area and service to the College. Faculty Senate looks forward to presenting the process to the Board for formal approval in the near future.

Staff Senate President Elect Tracy Yates reported that Senators are gearing up for the November 7th Staff Assembly during which a presentation by the Office of Student Support will be given and training on our EMS system will be provided. Staff Senate will be selling pies from the Pie Peddler for its fundraiser this year; proceeds will benefit the Office of Student Support. Ms. Yates noted that nothing but positive feedback was received regarding the calendar change to close the College on December 24.

President Blondin reported the following:

- Lee Syphus of Mercy Health confirmed that he will attend the November 6th Board Retreat to provide an update on the health clinic. We received the lease agreement and should be close to finalizing it; the operating agreement was received earlier this month, and college legal counsel Mia Yaniko will be sending it back to them with edits and feedback very soon. Architects and engineers have been on campus this week.
- Enormous thanks was given to Dr. Matt Franz, Kathy Nelson and Taylor Roberts for overcoming some tremendous technical challenges to submit a \$11.766 million Department of Labor apprenticeship grant focused on licensed chemical dependency counselors to address the opioid epidemic. She provided an overview of the grant, which covers a thirteen-state region, includes 26 colleges and a number of national partners. It is unlike any other grant that will be applied for and will be a massive gamechanger if we get it.
- The campus is working furiously on the Higher Learning Commission assurance argument that is to be submitted by November 5th; once submitted, it will be shared with the Board and college community. A Town Hall Meeting will be held tomorrow to review the criteria and a variety of related information. It is a really busy time at Clark State.

Report of the Board Chair

Chair Evans:

- Indicated that we do not need an Executive Session this evening.

- Reported that Tom Hurley with Findley came in last week to visit with President Blondin and several Trustees regarding the presidential compensation review; it is likely that a report will be provided at the January Board meeting.
- Reminded the group that the Board Retreat will be held on Tuesday, November 6, at Greene Country Club. Lunch will be served at 11:30 a.m., and the Retreat will begin at 12:00 p.m.
- Noted that the Ohio Association of Community Colleges will hold a reception on Thursday, October 25, from 4:00 to 6:00 p.m. for attendees of the Association of Community College Trustees Leadership Conference.

Trustees' Open Forum

No comments were made.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Vice Chair Phillips seconded. The motion passed unanimously, and the meeting adjourned at 7:18 p.m.