



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 19, 2016

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, January 19, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:07 p.m.

Roll Call:

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

Excused: David Ball

Others Present: Cynthia Applin, Director of Institutional Research; Ed Busher, Dean of Student Support Services; Mike Cuffman, Interim 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; Matt Franz, Chief Information Officer; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Darci Jordan, contracted marketing professional; Dana Matt, Assistant Professor, Health, Human and Public Services/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Business and Community Development, Greene Center; Cindra Phillips, Director of Center for Teaching and Learning; Dr. Amit Singh, Provost/Vice President of Academic Affairs; Amy Sues, Director of Student Success and Completion; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Melinda Van Noord, Counselor; 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 November 17, 2015. Trustee Doyle made a motion to approve the minutes as presented; Trustee Phillips seconded, and the motion passed unanimously.

Quarterly Financial Reports

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. Vice President Jackson noted the following:

Revenue

State Share of Instruction (SSI) – The FY 2016 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the ODHE of \$11,987,351 is \$369,299 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 3.6% below Fall Semester 2014. Spring Semester enrollment through December 31st is approximately 3.9% ahead of Spring Semester 2015.

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 \$540,000 (2.7%) from the previous fiscal year.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. The negative budget variance in Instruction is due to adjunct faculty salary and benefits. This is also impacting the Salaries and Benefits in the Expenditures by Object Code report.

Total expenses are up \$658,000 (4.8%). 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 deficit year-to-date is lower than the budgeted deficit and lower than the previous year. This deficit will turn around into a surplus in January after revenue from Spring Semester book sales charged to students' financial aid is recorded.

Commercial Transportation Training Center – The deficit is due to an increase in expenses for equipment maintenance and trainer salaries.

Parking and Food Service net surplus/deficits are performing better than 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 \$1.3 million (6.0%) compared to the second quarter of FY 2015. This decrease is a result of a \$1.5 million (8.9%) decrease in Educational and General Funds (Cash) and a \$250,000 (19.1%) increase in Auxiliary Enterprises from the second 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 \$66,000 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 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.

A description of all of these programs were provided with 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 December 31, 2015. It was noted that revenues are reflecting negative variances to budget, as a result of Fall Semester enrollment falling short of budget by 15.6%. Most expenses are reflecting positive budget variances, with the exception of adjunct faculty. The Bookstore is showing a deficit of \$121,000 but, once student financial aid is applied to students' accounts in January, this will become a surplus.

Administrative Overhead was added to give a more accurate picture of the cost to support the Greene Center. It reflects the cost of administrative support including accounts payable, payroll, business office, human resources office, facilities, grounds, IT, etc. provided by departments located at the Springfield campuses.

Budget Timeline 2016-2017

Vice President Jackson shared the following timeline with the Board:

Budget Advisory Council meets	12/8/15
Budget Advisory Council meets	1/21/16
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/16
Budget Advisory Council meets	TBD (February)
Initial revenue projection	2/12/16
Expenditure requests forwarded by budget managers to Controller	3/4/16
Budget assumptions presented to Board Finance and Facilities Committee	TBD (March)
Budget Advisory Council meets	TBD (March)
First revision to revenue projection	3/11/16
Expenditure requests forwarded by Controller to Executive Council	3/18/16
Budget Advisory Council meets	TBD (April)
Budget issues presented to Board Finance and Facilities Committee	TBD (April)
Second revision to revenue projection	4/15/16
Budget Informative Session	TBD (April)
Budget Advisory Council meets	TBD (May)

Balanced budget reviewed with Board Finance and Facilities Committee	TBD (May)
Board of Trustees action on tuition/fees for 2016-2017	5/17/16
Final balanced budget presented to Board of Trustees for action	5/17/16

Office of Civil Rights – Ohio Hi-Point Classroom Plan of Action

The Clark State Emergency Medical Services (EMS) and Fire programs are currently housed in a building on the Ohio Hi-Point campus that does not meet accessibility standards (house #4). If a student with accessibility issues registers for any class held in this building, the Office of Civil Rights mandates that the program be moved within 24 hours to a classroom that is accessible. It has been determined that the class will be moved to the Adult Workforce Building, classroom #7, which is accessible. Ohio Hi-Point personnel and Clark State personnel are aware of the potential and are prepared to make the move within the 24 hour requirement.

A notice describing this process will be posted in a conspicuous location in the building housing the EMS and Fire programs, House #4.

Human Resources Update

Filled Position:

- Karlton E. Clayborne, Interim Athletic Director, Student Affairs (1.0 FTE), effective 11/02/2015 – 5/30/2016

Resignations:

- Julie S. Cuy Castellanos, Assistant Professor, Health, Human and Public Services, effective 12/17/2015
- Lori A. Ludwig, Assistant Professor, Health, Human and Public Services, effective 12/17/2015
- Trisha Ritter, Academic Counselor, Student Services, effective 01/08/2016

Retirements:

- Elizabeth C. Deger, Director, Library Services, Library, effective 03/01/2016
- Dr. Mildred V. Hall, Professor, Arts and Sciences, effective, 06/01/2016

Open/Advertised Positions/Searches/Interviews:

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

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of September 30, 2015 is \$12.6 million.
- The Foundation Board annual retreat in November provided valuable discussion of initiatives for the major gifts campaign. The Foundation Board did not meet in December, but hosted the Holiday in the City reception and holiday parties at Brinkman Center and the Hilton Garden Inn with very strong turnouts at each event.
- Forty-one (41) new Champion City Scholars were inducted into the program in November.
- A new Project Jericho mural was unveiled at Keifer Alternative Center.
- The next Foundation Board meeting is January 20, 2016.

Council of Governments

- Through December 15, the Early Childhood Education Center's (ECEC) enrollment is currently at 93.0 FTE (83% of capacity). The Center is still working diligently to backfill the loss of 34 children (46% of its preschool capacity) as they transitioned to kindergarten during the summer.
- The ECEC has begun a partnership with Miami Valley Child Development Centers for Early Head Start for infants and Head Start for preschoolers. This translates to \$620/month in revenues per month per infant enrolled and \$300 per month per preschooler enrolled.
- 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 Position:

- Karlton E. Clayborne, Interim Athletic Director, Student Affairs (1.0 FTE), effective 11/2/15 – 5/30/16

Resignation:

- Trisha Ritter, Academic Counselor, (TRIO GRANT) Student Affairs (1.0 FTE), effective 01/8/16

Retirement:

- Elizabeth C. Deger, Director of Library, Academic Affairs (1.0 FTE), effective 03/1/16

Impact on students and/or student learning:

- The Academic Counselor, (TRIO), is a critical position for the TRIO Program participants. It provides academic advising, and counseling; and works with students to increase the skills necessary to be a successful student while connecting students to appropriate resources the College offers. This position will be back filled immediately.
- The Director, Library Services is responsible for managing, coordinating, and delivering library services to Clark State Community College students, faculty, and staff. The position will be filled on an interim basis with an internal candidate until a determination is made on the permanent position.

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:

- Julie S. Cuy Castellanos, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 12/17/15
- Lori A. Ludwig, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 12/17/15

Retirement:

- Dr. Mildred V. Hall, Professor, Arts and Sciences (1.0 FTE), effective 06/1/2016

Impact on students and/or student learning:

- Both resigning members are key instructors in our Nursing Program. Their teaching responsibilities will be filled by adjunct faculty members during spring 2016 semester and filled with full-time instructional faculty for the 2016-2017 academic year.
- Dr. Hall is a key chemistry instructor in our Arts and Sciences Division. She will complete her teaching duties during this academic term and retire on June 1, 2016. This position will be back filled for the 2016-2017 academic year.

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.

Naming Rights Policy

Naming opportunities for facilities, programs and initiatives provide meaningful recognition of significant gifts to the College, whether in targeted campaigns or ongoing fundraising efforts.

The following Naming Rights Policy provides guidelines and standards for those opportunities:

3358:5-13-17 Naming Rights Policy

- (A) College facilities, programs and initiatives may be named to recognize significant gifts to the Clark State Foundation for the benefit of the College.
- (B) The Vice President of External Affairs shall maintain a listing of available naming opportunities with recommended gift levels.
- (C) Naming opportunities must be approved by the College President in advance of offering the recognition to a prospective donor.
- (D) A named facility will retain the use of the name as long as the area remains in use. If the facility is demolished or repurposed, an alternative means of recognizing the donor will be established.
- (E) The Board of Trustees retains the right to revoke a naming recognition in the event that the continued use of the name may compromise the public trust or be contrary to the best interests of the College.

Impact on students and/or student learning: Naming opportunities will be utilized in securing gifts to support students and student learning.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the Naming Rights Policy as reflected above, effective February 1, 2016.

Low Enrollment Course List

Section 3345.35 of the Ohio Revised Code now requires that the Board of Trustees of each state institution of higher education evaluate all course and programs based on enrollment and student performance. Each institution is supposed to come up with its own thresholds for offering sections. To comply with the

legislation, the Chancellor is defining low enrolled courses as course sections that fall below 120% of the threshold for the course section over two or more semesters. As per the guideline, the following six factors should be considered: quality, centrality to the institution's mission, cost effectiveness to the course or program, demand for the program or course, course enrollment pattern over time, data driven market analysis of employer need, potential for collaboration with other institutions, and potential for restructuring. The report should be submitted to the Chancellor by January 31, 2016.

Clark State's report was distributed to Trustees prior to the meeting. Copies of the plan are available in the office of the Provost/Vice President of Academic Affairs.

Impact on students and/or student learning: Cancelling low enrolled courses could impact progression and graduation.

Implications for budget, personnel, or other resources: The impact would be personnel time in preparing the report. On the other hand, by having a more efficient schedule, the College would, hopefully, save money.

It was requested that the Board of Trustees move to accept the report, as presented, so it can be forwarded to the Ohio Department of Higher Education.

Academic Calendar Changes 2015-2016 and 2016-2017

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the Academic Affairs and Student Services staff and faculty have reviewed student enrollment data and participated in brainstorming sessions regarding curriculum and student course needs for programs offered at the various campus locations and online.

The recommendation was to change of start and end date of summer D term for the 2015-2016 academic year from May 23-July 15, to the start and end date of June 6-July 29. For the academic year 2016-2017, it was recommended to change the start and end of summer D term from May 22-July 14, to the start and end dates of June 5-July 28. This will change D term to now start two weeks after the start of A and C terms and end at the same time as C term. This would allow more high school students and graduates, as well as students returning to the area from other colleges and universities for the summer, the ability to enroll in Clark State classes.

Impact on students and/or student learning: Goal is increased enrollments in summer term and increased student retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the revised 2015-2016 and 2016-2017 academic calendars, as presented.

Trustee Doyle made a motion to approve all action items as presented. Trustee Bell seconded, and the motion passed unanimously.

Report of the President

Due to timing issues, the President's report was provided during the Work Session, as follows:

President Blondin asked Faculty Senate President Dana Matt and Staff Senator Toni Yancey for Senate updates.

Ms. Matt reported that Faculty Senate's work continues on the faculty handbook as well as a shared governance handbook, which they are developing with Staff Senate. She noted that the definition of shared governance will be presented at the next Faculty and Staff Assemblies. Faculty Senate is working with Dr. Singh to adjust year-end reports to reflect what is expected of faculty to achieve promotion, and they will be discussing concerns regarding workload with him as well. Cindra Phillips is working through Blackboard concerns with the faculty, and committees are now using it to communicate regarding their work.

Ms. Yancey indicated that Staff Senate is currently working with IT to set up a Staff Senate portal through MyClarkState for campus-wide use. She also reported that a staff assembly has been slated for Friday, January 22, to discuss House Bill 48 and seek input, which will then be forwarded to Dr. Blondin.

President Blondin reported the following:

- Copies of an article about Governor Kasich telling students to choose a college they can afford, a Capital Funding Fact Sheet, and an Impact of Federal Education Dollars sheet customized for Clark State were distributed to Trustees. The impact sheet was reviewed and discussed and will be used during legislative meetings in Washington, DC, during the National Legislative Summit.
- She just had a conference call with OACC President Jack Hershey regarding the Funding Commission and shared details of the discussion, noting that since making our case with area legislators regarding community colleges' need for a larger share of the higher education capital funding pot, we seem to be gaining some traction.
- Dr. Blondin and Trustee McDorman indicated that there seems to be strong support for the Performing Arts Center Cultural Arts Project in the PDAC process.
- At the recent Council of Governments (COG) meeting, discussion continued regarding the possibility of Miami Valley Child Development Centers (MVCDC) managing the Early Childhood Education Center. There is a great deal of interest in moving forward, and meetings will begin both with attorneys and MVCDC every two weeks until June to complete the process. It is anticipated that the COG will be dissolved in June. Even so, the facility will still be utilized by our students for observations, and childcare slots will still be available for our faculty, staff and students.
- Data regarding cost per student FTE will be reviewed at the next Board Finance and Facilities Committee meeting; it could also be shared during the March Work Session.
- Success points and completion data for Clark State was distributed and reviewed.
- Charter Night will be held on Tuesday, February 16, at the Hollenbeck Bayley Creative Arts and Conference Center. This year, students will host the event, which will feature our first ever Diversity and Inclusion Award. Invitations will be sent out very soon.

Report of the Board Chair

Chairperson Noonan asked those traveling to the National Legislative Summit in Washington, DC, to familiarize themselves with the information distributed. She also reminded Trustees that 2015 Financial Disclosure Statements are now available online and they must be filed by May 15, 2016.

Trustees' Open Forum

No comments were made by Trustees.

Executive Session ~ Personnel

Trustee Doyle made a motion to move into Executive Session to discuss personnel. Trustee Phillips seconded the motion, and it passed 8-0 by a roll call vote. Executive Session commenced at 6:46 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:24 p.m. Trustee Doyle seconded, and the motion passed 8-0.

Trustee Emeritus Recommendation

The Board was asked to consider Past Trustee Ed Leventhal for Trustee Emeritus status. The resolution follows:

Resolution of the Clark State Community College Board of Trustees

Whereas, Fred R. Leventhal served on the Clark State Community College Board of Trustees for six years, from 1971 to 1977; and

Whereas, Fred R. Leventhal served as Chair of the Clark State Board of Trustees in 1977 and Vice Chair in 1976; and

Whereas, Fred R. Leventhal served on the Clark State Foundation Board of Directors from 1970 to 1980 and was named as Board Emeritus in 2012; and

Whereas, during Fred R. Leventhal's years of service, the Board of Trustees constructed the Library Resource Center and the Applied Science Center, doubling the campus facilities; and

Whereas, the Clark State Performing Arts Center is a testament to Fred R. Leventhal's dedication and skills in securing the public and private support necessary to make it a reality for our community, for which he was presented the Founder's Award in 2005; and

Whereas, Fred R. Leventhal, through his generous contributions of time and resources on behalf of the College over many decades, has enabled thousands of students to achieve their personal and professional dreams and has made Clark State Community College a vital community asset;

Therefore, be it resolved that the Clark State Community College Board of Trustees, with admiration, appreciation and affection, hereby bestows Trustee Emeritus status with its benefits and privileges to Fred R. Leventhal by action of the Board of Trustees on January 19, 2016.

Trustee McDorman made a motion to confer Trustee Emeritus status to Fred R. Leventhal. Trustee Doyle seconded, and the motion passed unanimously.

Board Human Resources Committee Recommendations

Trustee Doyle made a motion to accept the recommendations of the Board Human Resources Committee regarding President Blondin's compensation, and Trustee McDorman seconded. The motion passed unanimously.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:26 p.m.