



## BOARD OF TRUSTEES REGULAR MEETING

Minutes  
October 19, 2021

The Clark State College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom with the majority of guests attending virtually via LifeSize due to the COVID-19 pandemic on Tuesday, October 19, 2021. Board Chair Kyle Hall presided and called the meeting to order at 6:15 p.m.

### Roll Call

*Present in Person:* Andy Bell, Mike McDorman, Peggy Noonan, Chairman Kyle Hall, Vice Chair David Ball, and President Jo Alice Blondin

*Present Virtually:* Maurice McDonald

*Excused:* Jim Doyle, Sharon Evans, and Brad Phillips

*Others Present in Person:* Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Tiffany Hunter, Provost/Vice President of Academic Affairs; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Associate Vice President of Business Affairs; and Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Larry Wakefield, Special Assistant to the President

*Others Present Virtually:* Jasmin Alford, Student Senate President; Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Associate Dean, Academic Services; Dr. Sharon Bommer, Dean of Business and Applied Technologies; Brittany Briggs, Interim Director of the Center for Teaching and Learning; Kierre Brown, Instructor, Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Scott Dawson, Associate Professor, Arts and Sciences/Faculty Senate President; Dr. Arly Drake, Assistant Professor, Business and Applied Technologies; Rob Gast, Staff Senate President-Elect/Academic Coordinator, Student Services; Ron Gordon, Dean of Enrollment Services; Darryl Grayson, Project Manager, H1B One Workforce Grant; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Kacey Hutton, Applications Administrator; Natalie Johnson Associate Dean, Greene County Locations; Tina Jones, Staff Accountant; Senti Longkumer, Assistant Dean, Arts and Sciences; Dee Malcuit, Professor, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Victoria Owens, Director of Student Financial Aid; Dr. Adam Parrillo, Assistant Dean of Business and Applied Technologies; Chanpathana Siriphokha, Assistant Professor, Arts and Sciences; Gerritt Smith, Director, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Mary Adelaide Taylor, Director, Nursing Program; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

### Recognition of Guests

Chair Hall welcomed guests and asked members of the media to identify themselves.

## **Public Comment**

There were no public comments.

## **Conflicts of Interest**

No conflicts of interest were reported.

## **Brief Data Story**

Assistant Professor Chanpathana Siriphokha reported that the Achieving the Dream (ATD) Data Team provided three years of disaggregated completion data to faculty for the highest enrolled courses last year. This data was separated to include several cohort groups which were underrepresented or underserved at our college (e.g., minority/non-minority groups, under 25 years old/over 25, low income/non-low income, traditional/hybrid/web sections, etc.) to highlight achievement gaps. Faculty members were encouraged to review and interpret their data to determine what was surprising, what was expected, and any emerging trends.

Mr. Siriphokha briefly detailed the data story for Statistics course STT 2640 with two graphs, which revealed that the achievement gap of minority students to non-minority students decreased each of the years from 2018 to 2020, with only a 1% gap in 2020. However, the achievement gaps among low-income students persisted and was at the highest level in 2020 (14%), possibly due to COVID.

It was noted that the ATD Data Team will continue to support faculty in using data to make informed decisions to increase student success for all cohorts.

Chair Hall thanked Mr. Siriphokha for sharing this data with the Board.

## **Approval of Minutes**

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting September 21, 2021. Vice Chair Ball made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously by a roll call vote.

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

The Board Finance and Facilities Committee met on Tuesday, October 12, 2021, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center Boardroom, as well as virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees David Ball, Jim Doyle, Sharon Evans, Peg Noonan, and Brad Phillips; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Vice President for Business Affairs; Larry Wakefield, Special Assistant to the President; Kathy Nelson, Controller; Camille Akey, SOAR Participant; Mary Brown, SOAR Participant; Patience Olajide, SOAR Participant; and Susan Kelly, Recorder.

Agenda items included:

- Approval of September 14, 2021, Meeting Minutes - ACTION
- Quarterly Financial Report as of September 30

- Unaudited Annual Financial Report - FY 2021 Close
- Greene Center/REACH/Ohio Hi-Point/HBC/PAC Quarterly Financials
- HEERF Summary as of September 30
- FY 2021 Ohio Department of Higher Education Efficiency Report
- Capital Budget Update
- Partnership Projects- YMCA and City of Springfield
- Annual Planned Allocation of Use of Reserve Funds - ACTION
- Requested Use/Spend of Reserve Funds – ACTION
  - Deferred Maintenance
  - Greene Center Bond Payoff
  - PAC/HBC Capital Spend
  - Campus Master Plan
- Open Discussion
- Next Meeting – November 9, 2021, 8:00 a.m., TLC 113 Board Room/Virtually via Lifesize

### **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. The following was noted:

#### Revenue

State Share of Instruction (SSI) – The FY 2022 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall Semester through September 30. Fall Revenue is currently behind and not expected to catch up. We still have deregistration for D-Term, which will occur in October. B-Term starts in October and deregistration will occur in November.

Workforce Non-Credit Training revenue is currently running below budget, but anticipated to gain traction as the year progresses.

Performing Arts Center (PAC) ticket revenue is currently ahead of budget as they have recently opened after a year-long closure due to the pandemic. HBC/PAC Rentals revenue is below budget, but programming and demand for the facility grow now that it has reopened.

Total revenue is up \$6,700 (0.07%) from the previous fiscal year.

#### Expenditures

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

Total expenses are up \$954,500 (16.8%) over last year. This year we increased our operating budget in anticipation of a return to campus, after reducing it in fiscal year FY 2021. Occupancy and Communication expenses are higher this time of year due to early spending for maintenance contracts, insurance and the Greene Center Bond principal payment. By function, these affect Academic, General Expenses, General Administrative, and Operation/Maintenance of Plant.

### 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 before Fall enrollment decline.

Commercial Transportation Training Center – Revenue and expenses are on track.

Parking revenue is down slightly due to the decline in enrollment. Expense is high due to planned parking lot repaving at the Brinkman Educational Center.

Food Service expenses are minimal due to the closing of the Eagle's Nest due to the pandemic. But vending options are still available. New options are being discussed for the Spring.

### Balance Sheet

Total current funds have increased by \$6.4 million (30.7%) compared to the first quarter of FY 2021. This increase is a result of an increase in Receivables due to timing of draws for Loans and HEERF funds.

Total Investment in Plant has had little change compared to last year. Depreciation in fiscal year 2021 offset any gains in capital we incurred during the year. Rhodes Hall renovations continued into FY 2022.

### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2021 Board Meeting.

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

Descriptions of all of these programs were also distributed to Trustees prior to the meeting.

### Statement of Reserve Activity

Recommendations for Reserve Appropriations will be addressed separately. The Committee's recommendation will be brought to the full Board for action at this month's meeting.

### **Unaudited Annual Financial Report FY 2021**

The FY 2021 audit reports for the College and the Foundation are due to the Auditor of State by October 15, 2021. The audit team from Clark Schaefer Hackett has been performing their fieldwork primarily during the month of September.

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 Trustees prior to the meeting in the format presented to the Trustees at each Board meeting. The report showed revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2021 budget and compared to recent fiscal years. A net surplus of \$6,382,803 is reflected in the General Fund activity for the year.

The Statement of Reserve Activity through June 30, which reflects \$406,676 in expenses, was also

distributed to Trustees. For Appropriated Reserves, there was Board approved spending of \$81,000 for deferred maintenance, \$30,000 for Facilities Assessment, \$33,000 for Academic equipment, \$12,500 for succession planning, \$80,500 for a lab for the Sonography Program, and \$78,000 for Achieving the Dream (ATD).

The Bookstore experienced a loss from operations of \$67,674; the Commercial Transportation Training Center experienced a gain of \$164,971; and the Parking fund experienced a gain of \$11,800. The Food Service operation experienced a loss of \$12,493. Food Service losses are subsidized from the Bookstore fund balance. The Food Service loss was much lower compared to prior years due to the Eagle's Nest being closed during the pandemic and cancelling of the Sodexo contract.

### **Greene Center/REACH Center/Ohio Hi-Point/Hollenbeck Bayley Center/Performing Arts Center Quarterly Financials**

#### *Greene Center, REACH and Ohio Hi-Point*

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. It is based on a percentage of credit hours per location to total college credit hours. Reports reflect financials through September 30, 2021.

#### Revenue:

Budget for State Share of Instruction for each location has been calculated based on budgeted credit hours for each location for fiscal year 2022. The Greene Center is calculated at 10.6% of the overall disbursement. REACH is calculated at 0.8% of the overall disbursement. Ohio Hi-Point is calculated at 1.3% of the overall disbursement.

Budget for Student Tuition is computed using expected enrollment for FY 2021-22. Budget for each location was set according to needed revenue to cover expenses.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$165.33 per credit hour. Classes continue to be largely online at these locations and actual credit hours reflect mostly face to face courses. Each location is being monitored for transition to more face to face courses and program mix.

#### Expenditures:

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

#### *Performing Arts Center and Hollenbeck Bayley Center*

In an effort to raise awareness on the financial operations of the Performing Arts Center (PAC) and the Hollenbeck Bayley Conference Center (HBC), quarterly financial reports will be provided to the Finance and Facilities Committee of the Board. In addition, the leadership team at the PAC/HBC has implemented a multi-year plan to better align program revenue with operating expenses and progress on that endeavor will be reflected in the quarterly reports.

## Human Resources Update

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

### *New Hires:*

- Tony Rosasco, Client Support Technician, Information Technology, effective 9/13/21
- David Walters, Custodian, Physical Plant, effective 9/20/21
- Colin Wallace, Custodian, Physical Plant, effective 10/10/21
- Aris Means, Custodian, Physical Plant, effective 10/10/21

### *Resignation:*

- Laura Siemon, Human Resources Assistant, Business Affairs, effective 10/29/21

### *Personnel Changes:*

- Joshua Compston, from Part-Time Scene Shop Supervisor to Full-Time Scene Shop Supervisor/HBC Event Specialist, Academic Affairs/HBC, effective 9/7/21
- Connie Ross, from Assistant to the Senior Vice President, Information Technology, Safety, and Strategic Initiatives to Human Resources Assistant, effective 10/4/21

### *Open/Advertised Positions:*

- Commercial Transportation Coordinator
- Instructional Support Specialist-Part Time
- Project Director-ARCTOS Project (grant funded)
- Career Navigator-H1B (grant funded)
- Professional Development Coordinator
- ASL Faculty
- Math Lab Coordinator
- Mental Health Counselor (grant funded)
- Diversity Coordinator
- Computer Software Development Faculty and Program Coordinator
- Director, Center for Teaching and Learning

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

The healthcare programs offered at Clark State have 1,253 students enrolled in the Registered Nursing (RN), Practical Nursing (PN), Medical Assisting (MA), Medical Laboratory Technology (MLT), Physical Therapy Assistant (PTA), and State Tested Nursing Assistant (STNA), and Emergency Medical Services (EMS) programs collectively. All of the healthcare programs are required to meet specialized accreditation standards related to exam pass rates in order for us to maintain our accreditation.

The benchmark pass rates that we must adhere to for each program are as follows along with Clark State's pass rates for 2020:

<b>Program</b>	<b>Required Licensure Pass Rate</b>	<b>CSC Pass Rate</b>
Emergency Medical Services (EMS)	70%	
- EMT		82%
- Paramedic		70%

Medical Assisting (MAS)	60%	90%
Medical Laboratory Technology (MLT)	75%	92.9%
Practical Nursing (PN)	80%	82.7%
Registered Nursing (RN)	80%	74.8%
Physical Therapist Assistant (PTA) *	85%	76%
STNA	83%	Data Not Available

As data are reviewed annually, new strategies are being implemented to ensure student success. Some examples of new or modified strategies include the use of embedded tutors, updated equipment in labs, and curriculum updates.

\*There are four (4) students who have not passed. Of these students, two (2) students who failed the exam the first time are scheduled to retake it in October. The remaining two (2) students are scheduled to take it for the first time in October.

Charts detailing pass rates, completion rates, and graduation numbers for each above-listed program were presented to the Board for review and discussion.

Provost Hunter provided a detailed explanation regarding the pass rates for each program and reviewed practices put in place to help prepare students for NCLEX exams, including the use of a new service for NCLEX preparation. She indicated that although enrollment numbers for these programs decreased dramatically during the pandemic, they are once again increasing, particularly for the RN program. Although nurses were burning out due to taking care of people and their families, they are not burnt out on the love of the profession. The College has some new enthusiastic RN faculty members, and with the help of Dean Sommers and Adelaide Taylor, the program is moving in the right direction.

### **Loan Default Rates**

The U.S. Department of Education released FY2018 loan cohort default rates (CDR) on September 27, 2021. Clark State College's FY2018 CDR is 11.6%. 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.

Institutions with default rates 30% or higher for three consecutive years, or those with default rates that are greater than 40% for one year, are subject to sanctions. Sanctions may include a loss of eligibility for one or more federal student aid programs.

The rate has dropped several percentage points in part due to the provisions in the March 2020 CARES Act that paused repayment for all student loan borrowers. It is important to note that prior to March 2020, our FY2018 rate was beginning to trend below previous rates.

Clark State's 2018 default rate is 11.6%. The previous rates were:

- 2017: 18.4%
- 2016: 22.9%
- 2015: 22.3%

Institutional changes made at Clark State and forward Momentum: Contracting with third party contractors in mid-2018 to work with student borrowers (Student Connections); offering students financial literacy education options; updating New Student Orientation to address student loan borrowing basics; incorporating student loan borrowing history review in financial aid appeal requests; and continued development of academic pathways that support student retention and completion.

### **Clark State 60<sup>th</sup> Anniversary Committee**

In 2022, Clark State College will celebrate the 60<sup>th</sup> Year of its founding. Festivities will kick off with Charter Night, which has been rescheduled for Tuesday, February 22, 2022, due to a conflict with Achieving the Dream's DREAM Conference. A history of Clark State is currently being updated, and this campus-wide committee is led by Dr. Melinda Mohler, Professor of History, and Ms. Angela Henry, Library Reference Assistant.

The 60<sup>th</sup> Anniversary Committee represents a diversity of backgrounds and relationships with Clark State, and they will collaborate to make recommendations for how best to highlight this important milestone in the College's history. Their first meeting is Thursday, October 28, at 12:15 p.m. in the TLC Boardroom.

*Chair:* Crystal Jones, Vice President, Marketing, Diversity, and Community Impact

#### *Faculty:*

Terri Campbell, Associate Professor, Business and Applied Technologies  
Lynn Geist, Assistant Professor, Business and Applied Technologies  
Dr. Terry Dinsmore, Professor, Health, Human and Public Services  
Mark Hopkins, Adjunct Faculty, Arts and Sciences

#### *Staff:*

Julia Daniels, Administrative Assistant to the Dean, Health, Human and Public Services  
Jimmy Straley, Interactive Media Specialist  
Natalie Johnson, Associate Dean, Regional Locations  
Dr. Sterling Coleman, Director, Library Services  
Charmaine Misick, Success Coach  
Christa Bostick, Assistant to the Director, Clark State Foundation  
Lo Houser, Director, Project Jericho  
Mellanie Toles, Executive Assistant to the President/Coordinator of Special Projects

*Alumni:* Cheryl DeGroat Dover, City of Springfield

*Retirees:* Diane Roux, Retired Associate Professor, Business and Applied Technologies, and Deb Ingling, Retired Administrative Assistant, Student Affairs

*Board of Trustees' Member:* Sharon Evans

*Foundation Board Members:* Tera Thornton and Ben Vollrath

#### *Brief History of Clark State:*

Clark State College began in 1962 as the Springfield and Clark County Technical Education Program in an



effort to meet the post-secondary, technical education needs of Springfield and the surrounding area. In 1966, the name was changed to Clark County Technical Institute (CCTI) and was chartered by The Ohio Board of Regents as Ohio's first technical college. In 1972, ten years after its birth, CCTI had grown to 1,000 students and officially became Clark Technical College. New programs in agriculture, business, engineering technologies, health, public services and general studies were developed in response to the community's changing educational and economic needs.

In the 1970s the College re-examined its mission and determined that programs, which can be transferred to four-year colleges, should be included as a secondary focus. In order to accomplish this, many new courses in humanities and social sciences were added to the curriculum. By 1985, Clark Technical College had developed one of the broadest general education programs of any technical college in the state. It was this solid foundation, together with the many strong technical programs, that made the evolution to a community college a smooth and logical step.

On July 1, 1988, The Ohio Board of Regents approved the change of Clark Technical College to Clark State Community College. As a result of this action, Clark State added the Associate of Arts and Associate of Science degrees (university parallel programs) to the nearly 30 technical associate degrees and certificates it had offered for years. The College now has more than 80 degree and certificate programs.

In 2019, The ODHE and Higher Learning Commission approved the addition of Clark State Community College's first Bachelor of Science degree in Manufacturing Technology Management. In 2020, the college was approved for an additional Bachelor of Science in Web Design and Development, and, in 2021, Clark State was approved to offer the Bachelor of Applied Science in Addiction and Integrated Treatment Studies by ODHE. The program is pending approval from HLC.

With the addition of two bachelor's degrees, the Board of Trustees voted to change the name of the institution to encompass the advancements in educational opportunities made by the College. As of January 1, 2021, Clark State Community College became known as Clark State College.

It was noted that any Trustees who wish to be interviewed for the History Project should contact Mellanie Toles. It was also noted that the Heritage Center is also doing a special Clark State exhibit in February; additional details will follow.

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

#### *Priority Development and Advocacy Committee Process*

Generally at this time every year, the Dayton Region's Priority Development and Advocacy Committee (PDAC) process occurs. The PDAC process is organized to evaluate and establish a list of regional priorities and recommended projects that aid the community in speaking with one voice when pursuing funding opportunities. The process is organized by the Dayton Development Coalition, with representation from the Greater Springfield Partnership.

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

At this time, Clark State, in collaboration with the Greater Springfield Partnership, the YMCA, and the City of Springfield, plans to submit the Event Center/Wellness project. (More detail on this project was distributed to Trustees prior to the meeting.) This proposal was submitted by the Greater

Springfield Partnership to Senator Sherrod Brown's Office for possible consideration for federal earmarks during Summer 2021.

### *Capital Bill*

The Office of Budget and Management (OBM) for the State of Ohio has issued guidance to departments regarding a possible 2022-2023 Capital Bill. Generally, the Capital Bill for the state is divided between higher education projects and local/regional projects. Clark State is submitting as its priority project the completion of Rhodes Hall and the continued renovation of the Applied Sciences Center. (More detail on this project was distributed to Trustees prior to the meeting.)

Trustee McDorman reported that since both the city and county are not on board with the event center, it may be stalled at this point, and there is discussion about a \$2.6 million upgraded interchange at I-70/Route 72, but we likely will not get more than \$1 million from the capital bill. He noted that at this point, he believes we should put it all into the Performing Arts Center seating project. Dr. Blondin indicated that we will move forward with a project that will help the most people, and it is important that we move forward as a community with all partners on the same page.

### **Preferred Name Policy Discussion**

At the September Board of Trustees' Work Session, Dean of Student Support Services Nina Wiley gave a presentation on a potential policy regarding Preferred Names. The Board indicated that further discussion was needed, and that any policy that is approved should be fully vetted and not be duplicative of other policies in existence.

Three policies related to this discussion and could provide a basis for a discussion on the policy were distributed to the Board prior to the meeting:

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

(A) Purpose

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

(B) Equal Opportunity Statement

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

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

(C) General Policy

The College is committed to complying with all applicable laws regarding non-discrimination.

(D) Subcontractors, Independent Contractors and Vendors

Clark State College adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

Effective: November 1, 2019

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

- **3358:5-13-05 Faculty Code of Ethics Policy**

(A) Commitment to the Students

- (1) Educators measure their success by the progress of each student toward realization of the predetermined objectives of each course. The educator works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals.
- (2) In fulfilling their obligation to the student, the educator:
  - (a) Shall respect the dignity of the student, acknowledge his/her right to express differing opinions, and foster and defend intellectual honesty and freedom of inquiry and instruction.
  - (b) Shall make known to the student the objectives of the course and shall attempt to accomplish these objectives through student interaction both inside and outside the classroom.
  - (c) Shall exercise prudence and make a reasonable effort to protect the student from conditions harmful to learning or to health and safety.
  - (d) Shall conduct themselves in their professional relationship in such a manner that they do not expose the student to unnecessary embarrassment or disparagement.
  - (e) Shall willingly teach all students enrolled in a course and evaluate them on academic performance in accordance with predetermined objectives and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.
  - (f) Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
  - (g) Shall not use professional relationships with students for private advantage.

(B) Commitment to the Public

- (1) Members of the academic community share with all other citizens the responsibility for the development of sound public policy and assume full political and civic responsibilities. Outside of one's professional field, the educator accepts the same responsibility, which all other individuals bear for their acts and utterances.
- (2) In fulfilling their obligation to the public, the educator:
  - (a) Shall not misrepresent the institution with which they are affiliated and shall take care to take adequate precautions to distinguish between their personal and institutional views.
  - (b) Shall not knowingly distort or misrepresent the facts concerning educational matters in direct or indirect public expression.
  - (c) Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities.
  - (d) Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or thing of value to obtain special advantages.

(C) Commitment to the Profession

- (1) The educator believes that the quality of the services of his/her profession directly influences the nation and its citizens. He/she, therefore, exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions, which attract persons worthy of the trust of careers in education.
- (2) In fulfilling his/her obligation to the profession, the educator:
  - (a) Shall not discriminate on the grounds of race, color, creed, or national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of their association.
  - (b) Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
  - (c) Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
  - (d) Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
  - (e) Shall not misrepresent his/her professional qualifications.

(f) Shall not knowingly distort evaluations of colleagues.

(D) Commitment to Professional Employment Practices

(1) The educator regards the employment agreement as a pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. They believe that sound professional personal relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

(2) In fulfilling their obligation to professional employment practices, the educator:

(a) Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation.

(b) Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

(c) Shall give prompt notice to the College of any change in availability of service, and the College shall give prompt notice of change in availability or nature of a position.

(d) Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the College.

(e) Shall conduct professional business through channels that have been approved by the College.

(f) Shall not delegate assigned tasks to unqualified personnel.

(g) Shall not permit commercial exploitation of his/her professional position.

Effective: October 15, 2015

Prior Effective Dates: 10/4/02, 3/18/15

• **3358:5-3-04 Sex Discrimination Policy**

(A) Clark State Community College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination, harassment, or adverse treatment. Sex discrimination violates a person's fundamental rights and personal dignity. Clark State Community College considers sex discrimination in all its forms to be a serious offense.

1. Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Education program or activity includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs. To ensure compliance with Title IX and other federal and state civil

rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.

2. Clark State Community College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

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

(C) Definitions

1. Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or an official of the College who has authority to institute corrective measures on behalf of the College.
2. Coercion: The use of pressure to compel another person to initiate or continue sexual activity against a person's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another person's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.
3. Complainant: A person who is alleged to be the victim of conduct that could constitute sexual harassment.
4. Consent: Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent even in the context of

an ongoing relationship. Consent must be sought and freely given for each instance of sexual contact.

5. **Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.
6. **Gender Expression:** How a person presents themselves (female, male, androgynous, or as another gender) as evidenced by their manner of dress, speech or other physical expression.
7. **Gender Identity:** Person's internal knowledge of their own gender. A person may identify as a gender that does or does not appear to correspond to the sex (male or female) assigned to that person at birth, or the person may identify as neither female nor male.
8. **Gender-Based Harassment:** Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
9. **Incapacitation:** Physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.
10. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any body part or object, by any person upon another that is without consent and/or by force or coercion. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts or objects, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.
11. **Non-Consensual Sexual Intercourse:** Any sexual penetration, however slight, with any body part or object, by any person upon another that is without consent and/or by force or coercion. Sexual penetration includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.
12. **Respondent:** A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
13. **Retaliation:** An adverse action taken against a person for the purpose of interfering with any right or privilege secured by Title IX or because the person has made a report or complaint testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing involving allegations of sex discrimination in violation of this policy.
14. **Sex Discrimination:** Occurs when a person has been treated inequitably based on sex, sexual orientation, gender, gender identity, or gender expression. Sex discrimination can be committed by anyone regardless of sex, gender, gender identity, gender expression and/or sexual orientation.
15. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage or benefit, or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses.

Examples of sexual exploitation include, but are not limited to:

- a. Voyeurism;
  - b. Exposing one's genitals to another person without consent;
  - c. Prostituting another person;
  - d. Non-consensual video- or audio-recording or photographing of sexual activity;
  - e. Going beyond the boundaries of consent (such as permitting others to observe you having consensual sex with a person who is not aware of the observation);
  - f. Knowingly exposing another person to a sexually transmitted infection or virus without the other person's knowledge and consent.
16. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:
- a. Quid pro quo: An employee conditioning the provision of an aid, benefit, or service of the College on a person's participation in unwelcome sexual conduct.
  - b. Hostile environment: Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity.
  - c. Sexual assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The FBI uniform crime reporting system provides:
    - i. Sex Offenses – Forcible. Any sexual act directed against another person, without that person's consent including instances where the person is incapable of giving consent.
      - Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
      - Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
      - Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical in capacity.
      - Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.
    - ii. Sex Offenses – Non-forcible unlawful, non-forcible sexual intercourse.
      - Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      - Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
  - d. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will



be determined based on the complainant's statement and with consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.

- e. Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - f. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
    - i. fear for their safety; or
    - ii. suffer substantial emotional distress.
17. Sexual Violence: Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent.
18. Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent.

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

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

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

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

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

Effective: August 14, 2020

Prior Effective Dates: 12/1/88, 7/1/98, 3/19/99, 4/1/14, 10/15/15, 1/1/18, 9/1/18, 11/1/19

The **proposed Pronouns and Preferred Name Policy** was also distributed prior to the meeting, as follows:

(A) Clark State is committed to providing a welcoming and inclusive collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination.

(1) Clark State College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

(B) Pronouns and preferred first names should be used whenever speaking with, or referring to, any member of the Clark State College community who has indicated such a preference pursuant to the College's Pronouns, Preferred Name and Gender Identity Procedures XXXX:X-X-XX.

(C) The College recognizes that many students, faculty and staff choose to use a preferred first name rather than a legal name whenever a legal name is not absolutely necessary, limited by technology, or required by law.

President Blondin indicated that there are technological solutions to ensure that people can be called by their preferred name, and although we want to be utterly open to people's feelings, we also do not want to be duplicative with policy. Discussion ensued regarding whether a policy is needed to support this or whether it is already covered in policies we already have in place. It was determined that since policies should be reserved for topics related to the running of the College, the essence of the policy is already covered under other current policies, and this is more of a procedural issue, it should be covered under procedures, perhaps with Preferred Name Procedures connected to the Sex Discrimination Policy.

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

The Board of Trustees' Government/Community Relations Committee met in the Sara T. Landess Technology and Learning Center Boardroom on Thursday, September 30, at 8:00 a.m. Those present included: Committee Chair Mike McDorman; Committee Member Sharon Evans; Board Chair Kyle Hall; President Dr. Jo Alice Blondin; Senator Bob Hackett; State Representative Kyle Koehler; Vice President of Sean P. Dunn Associates Lisa Dodge; Sean P. Dunn Associates Lobbyist Allison Lawlor; and Executive Council members Dr. Matt Franz, Dr. Tiffany Hunter (virtually), Crystal Jones, Dr. Dawayne Kirkman, Toni Overholser, and Doug Schantz. The agenda included the following items:

- Enrollment Update
- COVID Response
- New Programs
- Capital Bill Investments to Date
- Master Plan/Upcoming Capital Bill and Community Projects
- Use of Higher Education Emergency Relief Funds (HEERF)

## **Annual Clery 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 2020 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. There were no reportable incidents within the 2020 reporting timeframe at any of our Clark State locations.

## **Technology, Safety and Strategic Initiatives Update**

### Technology

- Continued work on increasing security of remote/mobile systems and ensuring each is properly encrypted. Working on the final details of an enterprise-wide disk-based encryption solution to centralize mitigation and support.
- Working with the Center for Teaching and Learning to develop/provide training sessions for Colleague and Informer. Both are critical software tools supporting numerous daily operations at Clark State.
- Updating programming with our identity management provider to reflect preferred/chosen given names throughout all systems on campus. There are a number of caveats with specialized integrations that require some testing, but work should be complete before the end of the month.

### Safety

- Successfully submitted our Annual Safety Report (ASR or Clery Act Report) to the Department of Education, which was the culmination of many weeks/months of effort in interpreting the changing guidelines to ensure our data are current and readily available to the campus community on our website and via email.

- Working with faculty and staff to have full-scale safety exercises in the Fall and Spring semesters to help reinforce existing training and operational readiness for an emergency.
- Access control system (Salto) project is going well, and Rhodes Hall is scheduled to be more than 65% complete by the time of this meeting. A great deal of collaboration between my office, Facilities, and Academic Affairs has made the process very smooth and effective.

### Strategic Initiatives

- Strategic Planning and Resources Council (SPARC) has meetings scheduled to help facilitate the work being done by our five workgroup co-chairs. This work will continue into the Spring semester when it will transition into discussion surrounding some of the key documents such as our guiding principles, strategic trends, mission and vision. As our work with Achieving the Dream continues and we bring this current iteration of the Strategic Plan to completion, we need to begin focusing on the next incarnation of these documents as well as any changes to the goals and/or initiatives.
- The next College-Wide Strategic Planning Day is scheduled for April 22, 2022.
- Remaining SPARC meeting dates will be October 12 and December 7, 2021, and February 22, 2022.

### **Foundation Update**

The Presidential Awards Banquet was a success, and raised \$6,000. Thanks to all of you who participated. Feedback from the attendees was very positive, and they look forward to the event next year. The Foundation will kick off its annual campaign this month. Our focus area this year is the Scholars program, in particular the Champaign County Scholars program, which is in great need.

Project Jericho hosted Chalkfest and Project Scare-A-Crow on October 2, 2021. It was our best Chalkfest yet! The festival, which is in partnership with National Trail Parks and Recreation District and hosted at National Road Commons Park, welcomed an estimated 3,000 guests this year. Over 45 chalk artists displayed their creativity and talent while attendees enjoyed music by Adelee & Gentry and food from local food trucks. Voting for the Project Scare-A-Crow display will continue until October 28. Earlier this month, two longtime supporters of Project Jericho committed a five-thousand-dollar gift to the program for each year for the foreseeable future. This gift will be multiplied by a 3:1 match from a former employer, resulting in a \$20,000 contribution to support Project Jericho's operating budget annual.

The Scholars program recently received a generous donation of \$10,000 from a longtime supporter. This donation will allow us to provide college preparatory support activities, including camps and tutoring for our scholars. The deadline for eighth grade applications is January 22, 2022. Application are received through our partner school districts but are also available online. We are in desperate need of mentors; currently 160 high school students are being served by program staff and need support of a mentor. Please let us know if you are interested in supporting these students one hour per month, from October to May. Our first parent/guardian event will occur on November 15th.

The Foundation's audit was accepted without any modification by the State.

### **Marketing, Diversity, and Community Impact Update**

- Marketing:
  - Completed the filming of a Veteran video for observance of Veterans Day and to assist in promoting the opportunities available at Clark State.
  - Spring campaigns begin this month.

- The Marketing report, which includes information for the last two quarters, is attached.
- The proposal for the website and portal update is also attached.
- Diversity:
  - Collaborated with the Greater Springfield Partnership to engage, educate, and celebrate Diversity, Equity, and Inclusion with Business and Industry.
  - Working with TAC, INC to create technical standards to assist associates/students, trainers, and employers to prepare and support associates/students with disabilities and other barriers.
  - The Diversity Coordinator position was posted. This position will work closely with the Human Resources Department and the Center of Teaching and Learning.
- Workforce and Business Solutions:
  - The Commercial Transportation Training Center was recently approved as a testing site for other training schools. Students can complete the entire process at Clark State.
  - A new contract with Target distribution has been confirmed.
  - Mr. Gerritt Smith has been named the Director, Workforce and Business Solutions.
- Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC):
  - The PAC's first show of the season Waitress was presented safely. There were no concerns raised related to the mask mandate. There were approximately 612 patrons in attendance.
  - We are preparing for Diamond Rio and Comedy show.
  - This month will be busy for the HBC. There are several weddings and other events. We are thankful to be able to provide a safe space for our community.

## **Action Items**

The following items were presented for Board approval:

### ***Personnel Recommendation – Exempt Employee***

In accordance with established hiring procedures and after approval by President Blondin, the following recommendation for an exempt employee is being presented to the Board of Trustees for formal approval:

#### *New Hire:*

- Michael Key, Academic Progress Coordinator, Student Affairs, effective 10/18/21

Impact on students and/or student learning: The Academic Progress Coordinator bridges the gap between Student Services and Academics as it relates to student academic support. This position will work with staff, faculty and students to create and implement a program for academically at-risk students and students placed on probation. (Title III Grant)

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2021-2022 budget.

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

### ***Personnel Recommendation – Instructional Faculty***

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

#### ***Resignation:***

- Arnold Douglas Streitenberger, Instructor, Business and Applied Technologies, effective 9/15/21

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: The above personnel action is in the 2021-2022 budget.

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

### ***2021 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 service 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 2021 will allow the Ohio Department of Education to produce the 2021 Efficiency Advisory Committee Report by December 31, 2021, as required by law.

Copies of the report were distributed to Trustees prior to the meeting and can be accessed 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 2021 Ohio Department of Higher Education Efficiency Report for submission to the state as presented.

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

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2021, College reserves are 29% of the 2021-2022 Educational and General Budget.

In FY 2021 the College ended the year with a surplus of \$6,382,803 in its operating budget. Below is the proposed category allocation plan for these funds to be contributed to the College's reserves. Please note that taking action on this allocation plan does not authorize these expenditures. Actual expenditures of appropriated amounts require Board action in accordance with the College's Purchasing Policy.

This allocation plan was presented to the Board Finance and Facilities Committee at its October 12, 2021, meeting. The Committee recommended that the Board of Trustees approve the following allocation plan for additional reserve funds:

- \$4,400,000 – Fiscal Contingency Planning (Greene Bond Payoff)
- \$900,000 – Facilities Planning (City of Springfield firehouse partnership)
- \$500,000 – Deferred Maintenance
- \$300,000 – Equipment: Non-Instructional
- \$250,000 – Campus Master Plan
- \$32,803 – Succession Planning

Impact on students and/or student learning: Appropriated reserves are utilized for 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 proposed allocation plan for the additional reserve funds.

***Trustee McDorman made a motion to approve the personnel recommendations for exempt employees and instructional faculty, to approve the College's 2021 Ohio Department of Higher Education Efficiency Report, and to approve the proposed allocation plan for the additional reserve funds. Trustee Bell seconded, and the motion passed unanimously via a roll call vote.***

#### ***Expenditure Request from College Reserves – Deferred Maintenance***

Clark State College takes great pride in its facilities and the role that they play in providing an environment that promotes the success of our students, faculty, and staff. Over the years Clark State has received a number of compliments from third-party assessors regarding our steadfast commitment to the proper upkeep and preventative maintenance measures that we employ on our campuses. In keeping with this commitment, we would ask that the Board of Trustees approve the designation and use of \$500,000 from College reserves for deferred maintenance projects. These funds will be put to good use as we continue to invest in our physical assets; our mechanical, electrical, and plumbing infrastructure; and the grounds in which our campus facilities reside.

Impact on students and/or student learning: The investments in our facilities promotes a proper educational learning environment/experience for our students.

Implications for budget, personnel, or other resources: These one-time expenditures will come from reserve funds that are set aside for deferred maintenance.

It was requested that the Board of Trustees approve the designation and use of \$500,000 of Reserves for deferred maintenance.

***Vice Chair Ball made a motion to approve the designation and use of \$500,000 of Reserves for deferred maintenance. Trustee Bell seconded, and the motion passed unanimously via roll call vote.***

### ***Expenditure Request from College Reserves – Greene Center Bond Payoff***

Clark State College has a long-standing reputation for being a good steward of its resources. In an effort to carry on that legacy of stewardship, we bring forth the recommendation to utilize available funds in our Reserves to retire (pay off) the Greene Center Bond and reduce the College's overall debt. This action will allow the College to eliminate \$580,000 in annual debt service and avoid \$1.9 million in interest expense that would be incurred under the current repayment schedule.

#### **Greene Center Bond Issuance**

- Original issue in 2010 for \$9,525,00
- Interest rate: variable 5.18%-6.170%
- Annual Debt Service = \$580,000 (after \$137,000 subsidy)
- Call date is 09.01.2020
- Maturity date is 09.01.2035
- Current payoff balance - \$6.3 million

#### **TLC Bond Issuance**

- Refinanced in 2016 for \$5,425,000
- Interest rate: variable 3-4%
- Annual Debt Service = \$314,000
- FY22 is last year for Turner Foundation pledge contribution
- Call date is 12.01.26
- Maturity date is 12.01.2032
- Current payoff balance - \$2.9 million

#### **Capital Component Funds (legacy model)**

- Currently earmarked by institution for debt-service of TLC
- Balance remaining - \$1.9 million
- Still receiving \$100,000 a year in Capital Component Funds – supposed to be winding down

#### **Proposed Debt Reduction Plan**

- Pay off Greene Center Bond utilizing \$4.4 million from Reserves and \$1.9 Million from Capital Component Funds
- Continue payment schedule on TLC Bond - \$314,000 annually will need to be massaged into operating budget for FY23 given that FY22 is the last year for the offsetting Turner pledge contribution
- Avoid \$1.9 million in interest expense on the Greene Center Bond
- Eliminate debt service on Greene Bond: \$580,000 annually
- Net positive impact on operational cash flow = \$266,000 (after factoring in debt service on TLC Bond)

Impact on students and/or student learning: Moving forward with this debt reduction plan will have a positive impact on the overall debt service expenditures incurred by the College each year. Those



additional resources can be utilized to support initiatives/programs that impact the student experience.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds that are set aside for debt reduction. This initiative will have a long-term positive impact on the operating budget as it will eliminate \$580,000 in annual debt service expenditures and aid the College in avoiding \$1.9 million in interest expense.

It was requested that the Board of Trustees approve the designation and use of \$4,400,000 of Reserves to pay off the Greene Center Bond and reduce the College's debt.

***Vice Chair Ball made a motion to approve the designation and use of \$4,400,000 of Reserves to pay off the Greene Center Bond and reduce the College's debt. Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.***

***Expenditure Request from College Reserves – Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center Capital Projects***

The Clark State College Performing Arts Center (PAC) is twenty-eight years old and this state-of-the-art facility has become the heart of the performing arts in the greater Springfield region. The Hollenbeck Bayley Creative Arts and Conference Center (HBC) was constructed in 2011 to serve as a multi-use facility that supports educational programming while also providing a venue for community events, conferences, and meetings.

Previous capital investments in these venues include: a new roof, repair of the fly rail tower, replacement of a dimmer rack, new carpet, and upgrades to the PAC lobby.

Given the feedback provided by community stakeholders in multiple surveys and discovery sessions championed by Vice President Crystal Jones, prioritization of the following projects have been identified:

- Audio/video for the HBC
- Wireless mics
- Masking curtains for PAC and Turner Studio Theatre
- Refrigerator and new warmers
- 20K Lumen Projector for PAC
- Bathroom upgrades at PAC and Turner Studio Theatre
- Coat closet renovation in PAC lobby for bar/concessions
- PAC Lobby upgrades (LED screens, etc.)

Clark State College will be utilizing both capital funding provided by the State of Ohio and institutional dollars (Shuttered Venue Operating Grant) to move forward on these projects.

At this time, we request a distribution of \$224,000 from Reserves for this initiative. The \$224,000 was received by the College in FY21 through the Shuttered Venue Operating Grant and contributed to the Reserves allocation for that fiscal year.

Impact on students and/or student learning: The investment in these venues promotes and enhances the patron experience. Students represent some of the many visitors from our community that attend events, meetings, and ceremonies within these facilities.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds that are set aside for capital expenditures. Some of these investments will have a positive impact to the ongoing PAC/HBC operating budget. For example, the new masking curtains will be made with flame-retardant material that will eliminate the ongoing fire-treatment maintenance cost currently incurred.

It was requested that the Board of Trustees approve the designation and use of \$224,000 of Reserves to invest in the Performing Arts Center and Hollenbeck Bayley Conference Center projects identified and prioritized in collaboration with community stakeholders.

***Vice Chair Ball made a motion to approve the designation and use of \$224,000 of Reserves to invest in the Performing Arts Center and Hollenbeck Bayley Conference Center projects as presented. Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.***

### ***Expenditure Request from College Reserves – Campus Master Plan***

President Blondin, who has always been thinking long term, decided the time was right to initiate a new Master Planning Process to update the plan from 2017. Larry Wakefield, who knows our campus and has Master Planning experience, has been retained as Special Assistant to the President to facilitate the process. Priorities need to be established and a business case made for facilities renewal and replacement, future State Capital requests and a potential future capital campaign.

Mr. Wakefield researched Ohio public colleges and universities' master plans over the past ten years. Most universities used national firms but some, particularly colleges, used local and/or Columbus firms for part of the work. Based upon best practices and need, it was determined to conduct a comprehensive facilities assessment (what the state of our current physical plant is and what are our priorities) and a space study (how can we better use our current space). Sightlines, a national leader in Facilities Intelligence solutions, will develop a comprehensive list of facility needs and help develop a multi-year prioritized investment plan. Comprehensive Facilities Planning (CFP), a specialized space planning firm out of Columbus, will conduct a space study and space needs analysis. In addition, a master planning firm is needed to coordinate these and other campus planning efforts. Dr. Blondin had familiarity with Woolpert, an international architecture, engineering and geospatial firm, with offices in Beavercreek. Woolpert has been consulted and has submitted a proposal to pull together the Sightlines, CFP and campus planning efforts into one comprehensive plan that looks at the big picture, long term. Other specialists may be contracted if needed.

Significant participation, support and data will be needed from the campus. The goal is for completion by June 30, 2022.

Impact on students and/or student learning: These expenditures will directly impact students and student learning by facilitating the development and use of a better physical learning environment.

Implications for budget, personnel, or other resources: There will be significant implications on future capital budget requests and use of our physical resources. These will be one-time expenses from Reserve funds previously set aside for this purpose.

It was requested that the Board of Trustees approve the designation and use of up to \$250,000 of Reserves for the Master Plan.

***Vice Chair Ball made a motion to approve the designation and use of \$250,000 of Reserves for the Master Plan. Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.***

## **Report of the President**

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

Student Senate President Jasmin Alford reported that Senators are trying to get students more involved so they plan to visit students around campus to ask what they would like to have on campus as well as send a survey to accommodate online students. For community work, Student Senate adopted a highway off of State Route 72, and they plan to help the Global Impact Stem Academy with their Trunk or Treat activity this week.

Faculty Senate President Scott Dawson reported that, as Trustee Phillips talked about previously, Faculty Senate is not wasting the pandemic in terms of the innovative ideas that resulted from it. They are reviewing ideas and practices put into place to determine what should continue moving forward. Changes were made to the faculty evaluation process, faculty met with the Achieving the Dream coaches, and they worked in collaboration with Dr. Hunter to get the Fall A grade deadline changed. Mr. Dawson expressed appreciation for the synergy between the Senates and administration and the culture of care and thanked the Board for their support of self-care, as burnout has been an increasing issue.

Staff Senate President-Elect Rob Gast reported that Senators have been revamping their focus from COVID quarantine to a post-COVID rebirth. Their goals include increasing awareness about Staff Senate, offering training sessions for spring term based on college-wide needs, working with Human Resources regarding hiring process revisions, gender identity considerations, and review of their constitution and bylaws.

President Blondin reported that:

- She was very excited about the October 11<sup>th</sup> Faculty and Staff Senates/Administration Governance Council meeting as she felt it was the best one to date. She discussed the Greene Center Bond early repayment issue with that group as well as the Resources Committee and Student Senate, and they all understand the benefit of what we are doing.
- A letter from our Achieving the Dream coaches was distributed to all Trustees, and Provost Hunter is working on a faculty communication regarding it.
- Clark State's presentation at the Association of Community College Trustees (ACCT) conference, "Silver Linings Part II: Clark State's Stewardship of COVID-Relief Dollars to Ensure Investment in Infrastructure, Planning, and Diversity," was very well received.
- The U.S. Department of Education's Office for Civil Rights and the U.S. Department of Justice jointly issued a fact sheet to support students at risk of self-harm during the COVID-19 era. Along with the fact sheet, a letter to educators highlighting the civil rights obligations of schools and postsecondary institutions to students with mental health disabilities. Both were distributed to Trustees.

## **Report of the Board Chair**

Chair Hall reported that he attended the ACCT conference last week, and it was nice to attend in person with other Trustees. He noted that he appreciates the way our board works together, as he heard about many other boards that do not act cohesively. Chair Hall stated that he attended the session regarding being a Board Chair, and echoed President Blondin's comments about the College's presentation, adding that the comments received made him very proud of our team as well as the great plan and execution we had to help students. He thanked Dr. Blondin and the Executive Council for their leadership.

### **Trustees' Open Forum**

No comments were made.

### **Adjournment**

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