



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**September 19, 2017**

The Clark State Community College Board of Trustees met regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, September 19, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:26 p.m.

### **Roll Call:**

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

**Excused:** Maurice McDonald and Mike McDorman

**Others Present:** Dan Ayars, Director of Facilities, Operations and Maintenance; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Director of Student Services, Greene Center/Staff Senate President; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Administrative Assistant to the Dean of Health, Human and Public Services; John Devillier, Vice President for Business Affairs; Brian Edwards, Dean of Health, Human and Public Services; Dr. Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/SOAR Program Participant; Dr. Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Ron Gordon, Dean of Enrollment Services; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Director of the Foundation; Laurie Means, Director of Marketing; John Minter, Customer Service Specialist, Financial Aid/SOAR Program Participant; Charmaine Misick, Administrative Assistant to the Dean of Business and Applied Technologies/SOAR Program Participant; Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President; Toni Overholser, Director of Workforce and Business Solutions; Cindra Phillips, Director of the Center for Teaching and Learning; Naureen Qasim, Associate Professor, Health, Human and Public Services/SOAR Program Participant; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Gwen Stevenson, Registered Nursing Program Director; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean of Business and Applied Technologies; Mellanie Toles, Assistant to the President; Nathan Walters, Information Technology Client Support Manager; Laura Whetstone, Human Resources Manager; and Nina Wiley, Dean of Student Engagement and Support Services

### **Recognition of Guests**

Chairperson Evans welcomed guests and asked them to introduce themselves.

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on June 20, 2017. Trustee Ball made a motion to approve the minutes as written; Trustee Bell 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 Wednesday, September 13, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center, Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Peg Noonan, Brad Phillips, and Jim Doyle; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Sr. Vice President for Academic Affairs; John Devillier, Vice President for Business Affairs; Dr. Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Dr. Matt Franz, Chief Information Officer; Kyle Fuchs, Controller. Agenda items included:

- August 2017 Financials
- Unaudited Annual Financial Report
- Rhodes Hall Project Update
- Employee Benefits Renewal
- Restricted Budget Adoption
- Campus Master Plan Project
- Tuition Fee Discounts (Tuition Challenge/Dual Enrollment Tuition)
- College Reserves Expenditure Requests
- Open Discussion
- Next Meeting – To Be Determined

## **Financial Report through August 31, 2017**

A report detailing revenues and expenses through August 31, 2017, was distributed to Trustees prior to the meeting. It was noted that the first column reflects the FY 2017-2018 Annual Budget and that historically the first couple of months of the fiscal year have had wide swings (both increases and decreases) in revenue and expense items compared to the previous fiscal year due to how Summer Term and payroll dates fall. The following was also noted:

State Share of Instruction reflects the most recent projection from the Ohio Department of Higher Education. This number will change based on FY 2017 course completion data for Spring Semester.

Student Fee Revenue represents Fall Semester registrations through August 31<sup>st</sup>.

The Statement of Reserve Activity at August 31<sup>st</sup> was also distributed to Trustees.

Recommendations will be brought to the Board at the November meeting for FY2018 reserve appropriations.

## Unaudited Annual Financial Report

The FY 2017 audit report for the College and the Foundation is due to the Auditor of State by October 13, 2017. The audit team from Clark Schaefer Hackett performed their fieldwork the week of September 11 and are now reviewing and completing the audit report.

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

The internal financial report showing revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2017 budget and compared to recent previous fiscal years was distributed to Trustees prior to the meeting. Even though total General Fund Income fell short of budget, a net surplus of \$1.28M is reflected for the year because actual expenses were below the General Fund Expense budget.

The Statement of Reserve Activity through June 30, which reflects a surplus of \$2,700 in expenses, was also distributed. During FY 2017, the College received a rebate check from the Bureau of Workers' Compensation for an adjustment to the FY 2015 premiums, in the amount of \$67,000. In addition, due to the large number of retirements, the College had to make a substantially large reduction to sick leave allowance in the amount of \$74,000. These credits offset the expenses related to the Collaborative Brain Trust consultants for the Master Plan review project of \$123,000.

The Bookstore experienced a surplus from operations of \$226,000, the Commercial Transportation Training Center experienced a loss of \$46,000 and the Parking fund experienced a loss of \$200. The Food Service operation experienced a loss of \$104,000. Food Service losses are subsidized from Bookstore profits.

## Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 06/30/17:

Investment @ Cost (2002 – 2004)	\$1,267,243
Interest Earnings (June 2002 – Present)	\$1,098,741
Commonfund Management Fees (June 2002 – Present)	\$(73,382)
Foundation Management Fee (2007 – Present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 – Present)	\$(230,047)
Market Gain/(Loss) (June 2002 – Present)	\$201,535
Balance (June 30, 2017)	\$1,885,681
Quarterly (April – June 2017) Rate of Return	1.73%
Barclay's Aggregate Bond Index (April – June 2017)	1.45%
June 2017 Return	0.05%
Barclay's Aggregate Bond Index (June)	-0.10%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$174,250) represents the 1.25% management fee of the PAC Endowment. On previous reports, this number originally was stated for ten years, but upon review of the August 2006 Foundation Board minutes, it was discovered that there was not a time restriction for the management fee. Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on April 19, 2017, and reviewed fund performance, asset allocation, and spending policy.

### **Executive Summary – Collaborative Brain Trust Campus Master Plan**

In 2016, the Board of Trustees requested the College present a Master Campus Plan to link infrastructure maintenance and/or growth to academic program needs and/or growth. Through a request for proposal process, Collaborative Brain Trust (CBT), along with Plante Moran, was selected to research, analyze, and present a strategic assessment of the College's current and prospective future opportunities with the intent to focus capital improvements and acquisitions. The research, analysis, and report development occurred between January and July 2017, to include a facilities overview presentation to the College's Finance Committee in August 2017.

While the report provides a comprehensive overview of the current condition of the College's grounds and facilities, the report does not identify specific academic targets of opportunity across the College's four county region nor link these opportunities to infrastructure needs to help steer capital acquisition in the long-term through the Ohio Capital Funds process. Major highlights as follows:

#### College Strengths:

- Strong leadership and focus on development and refinement of the College's Strategic Plan and preparation for the 2018 Higher Level Learning Commission accreditation
- Strong fiscal management, to include a healthy reserve fund
- A well-developed Strategic Planning and Resource Council (SPARC), though additional faculty involvement recommended
- Strong focus and emphasis on student success
- IT improvements and focus disproportionate to staff headcount

#### Opportunities:

- Continued emphasis of data necessary to link mid-level managers to the College's goals
- An assessment of course scheduling to reinforce student access versus faculty desires
- Recommend clearer direction for Foundation fund raising priorities
- Recommend an integrated outreach program for external relations
- Recommend cost-accounting to assess academic programs
- Recommend a comprehensive employment analysis for future program growth, to include non-credit workforce development
- Recommend a space assessment to ensure proper space utilization across the campus to include excess classroom and computer lab space
- Recommend a college-wide IT strategic plan
- Assess elimination of late starts for student admissions
- Recommend forming a task force to consider specific needs by local employers in areas such as banking, hospitality management, hotel management, and financial management
- Expand on-line programs to support military partnerships

#### Physical Plant Assessment:

- Total deferred maintenance and capital needs for the College total approximately \$20 million

- Rhodes Hall and Applied Science Center require immediate attention
- Recommend procurement of a back-up generator and centralized data center
- Main campus lacks continuity of signage, both internal and external
- Lacks standardized classroom platforms, to include IT

College Way Forward:

- Development of a short-term and long-term deferred maintenance plan to include classroom upgrades (in development)
- Procurement of a back-up electrical generator (researching)
- Rhodes Hall upgrades (scheduled)
- Continued involvement of faculty in strategic planning (on-going)
- Create a balanced score card for the College (complete)
- Continued advocacy for capital funds to support deferred maintenance and major facility upgrades (on-going)
- Expansion of military and spouse tuition (complete)
- Upgrades to Brinkman Education Center revenue generators (complete)

Copies of the full report were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.

President Blondin indicated that she sent an email to CBT expressing the Board's disappointment with the report, which did not meet the expectations set forth in the scope of the project. She felt that it was incumbent upon us to express our dissatisfaction with their lack of responsiveness. She does not want to put the campus through another consultancy this year so will wait a year and engage an architectural firm to do a master plan. Discussion ensued regarding our expectations versus the report they submitted as final even after numerous attempts to direct them back to the original scope of the project.

**Rhodes Hall Renovation Project Update**

As identified through in the Campus Master Plan and through several capital funds requests, we have secured funds to begin renovations on Rhodes Hall in 2018. Here are a few major highlights:

**What:** Rhodes Hall Renovation

**Who:** Elford Construction, through the Ohio Facilities Construction Commission (OFCC), was awarded the contract following a competitive bidding process

**What:** Internal HVAC, Boilers, Window Treatments, Roof, Ceilings, Interior Updates, Stairs (primarily second and third floor)

**Why:** Much of the facilities internal plumbing is dated (to the 1970s) and inefficient; the upgrades will lessen our energy footprint and update outdated interior space

**When:** February – August 2018. Please note that between February and May (end of Spring Semester), the majority of the work will be after-hours, mainly in the ceilings with no anticipated impact to college operations. We cannot promise no impact between May and August 2018 as this is when the heavy lifting will occur related to removing existing HVAC, Boilers, etc. The timeline for Elford is approximately 66 days over the summer to finish what cannot be accomplished between February and May.

**Update:** On August 21, 2017, the Controlling Board approved release of approximately \$5M in funds. Clark State, OFCC, and the Elford Construction team have met on:

- August 31 – Initial Kick-Off
- September 7 – Design Review
- September 21 – Design Review

**What's Next:** The collaborative team of Clark State, OFCC, and Elford will continue to meet on a weekly/bi-weekly basis to finalize design parameters to negotiate the final guaranteed maximum price prior to renovation work commencing in 2018.

## **Human Resources Update**

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

### *Filled Positions:*

- Bobbi Mills, Receptionist, Brinkman Education Center (1.0 FTE), effective 6/26/17
- Emily Shook, Admissions Specialist, Enrollment Services (1.0 FTE), effective 7/17/17
- Karen Hunt, Alumni Engagement and Annual Fund Coordinator, Advancement (1.0 FTE), effective 8/7/17
- Alvin Tucker, Academic Support Specialist, Greene Center (1.0 FTE), effective 8/7/17
- Patricia Voisard, Accounts Payable/Purchasing Technician (1.0 FTE), effective 8/7/17
- Elizabeth Tremains, Digital Media Specialist, Marketing (1.0 FTE), effective 8/7/17
- Nicole Johnson, Administrative Support, Health, Human, and Public Services (1.0 FTE), effective 8/21/17
- Masha Logan, Institutional Research Analyst, Academic Affairs, (1.0 FTE), effective 8/28/17

### *Resignations:*

- Kristina Bryant, House Operations Assistant, Performing Arts Center (.24 FTE), effective 7/21/17
- Michael Light, Institutional Research Analysis Specialist, Academic Affairs (1.0 FTE), effective 8/3/17

### *Open/Advertised Position/Search/Interview:*

- Project Director, Student Support Services (1.0 FTE)

Charts depicting the full-time faculty, full-time staff, and student diversity snapshots were distributed to Trustees prior to the meeting. Mr. Devillier noted that we are more diverse among staff than among faculty, but we are working to change that.

## **Liaison Reports**

### Clark State Foundation

- The Major Gifts Campaign has raised \$6.6 million to date.
- The Foundation Scholarship Application is now live online, and as of September 8, the Foundation had received 14 applications. Applications for spring semester awards will be accepted through October 16<sup>th</sup>. Trustees can visit the site by going to: <https://clarkstate.academicworks.com/>.
- The Scholarship Committee met and began establishing goals and metrics for the Foundation's strategic plan. Included among those goals is to double the percent of applications received for Foundation scholarships by 2020 in comparison to the general student population. The new online application will serve as a major tool in this effort.

- Upcoming Foundation Events:
  - Scholarship Recognition Night – Friday, September 22, 5:30 – 7:00 p.m. at the HBC. Last year we had 140 attendees, and this year we are projecting 200 guests.
  - Chalktoberfest (Project Jericho) – Saturday, October 7, 11:00 a.m. – 4:00 p.m. at National Road Commons Park, Downtown Springfield
  - Champion City Scholars Induction Ceremony – Tuesday, October 31, 10:30 – 11:30 a.m. at the HBC
  - Champaign County Scholars Induction Ceremony – Wednesday, November 1, 10:30 – 11:30 a.m. at Urbana University

2016-2017 Data Update from Project Jericho:

- Number of unique individuals served in programming: 326
- Number of unique individuals served inside the Juvenile Detention Center: 219
- Seventy percent of youth who participated in Summer Arts Camp exhibited or reported increases in self-esteem and communication skills.
- Fifty-one percent of all PJ participants aged 16 or older reported having a better understanding of higher education career pathways and how to access them.

Data Update from Champion City Scholars:

In the first five years of the program, Champion City Scholars accepted 254 students. In those same years, 68 students applied but were not admitted into the program. The following chart details the college enrollment and attainment rates of these students:

**Enrollment and Completion Data for First Five Years of Champion City Scholars**

	Completed High School Phase		Did not Complete High School Phase		Not Accepted into Program	
Number of Scholars	162	63.8%	92	36.2%	68	
Enrolled in College	119	73.5%	48	52.2%	26	38.2%
Earned College Credential	40	33.6%	1	2.1%	2	7.7%

Performing Arts Center

- The Performing Arts Center has two new promoters this season. This will net additional revenue of \$22,500.
- We will be exploring two new marketing initiatives for our shows, Geo-Fencing and 3rd-party advertising through Ticketmaster.
- The season kicks off with the Marshall Tucker Band on Sunday, October 1, at 7:00 p.m.
- This season the Arts Alive program will be focusing on students with disabilities.

Hollenbeck Bayley Creative Arts and Conference Center

- There will be a \$2,200 upgrade to the sound system. This will allow for much more flexibility in the Grand Hall and fix the original sound cabling issues.
- The HBC started offering "specialty" lighting design to renters for an additional cost.
- The Alcohol Server Knowledge Program from the Division of Liquor Control in Columbus will be coming next month to train all the bartenders and staff who serve alcohol to customers. They issue a certificate at the end of the course which will lower our insurance costs.

**Organizational Chart**

Copies of the 2017-2018 Organizational Chart as of September 1, 2017, were distributed to Trustees prior to the meeting. The Chart is available on the portal.

## **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:*

- Yolanda Hall, Senior Human Resources Generalist (1.0 FTE), effective 7/17/17

#### *Promotion:*

- Katherine Stute, from Nursing Skills Lab Assistant, Grade Level 6 (.65 FTE) to Nursing Skills/Simulation Lab Coordinator, Grade Level 7 (.80 FTE)

#### *Resignations:*

- Kathy Klay, Director, Financial Aid (1.0 FTE), effective 8/25/17
- Gwen Owen, Project Director, Student Support Services, Student Affairs (1.0 FTE), effective 8/25/17

#### *Retirement:*

- Charles Thompson, Supervisor, Training Site Operations, Workforce Development (1.0 FTE), effective 10/1/17

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

- The Senior Human Resources Generalist position handles an array of duties within Human Resources, most notably benefits and training. This position puts Human Resources at full staff.
- The Nursing Skills/Lab Coordinator position change and FTE increase supports both faculty and students within the laboratory environment by coordinating all functions of the lab for longer periods.
- The Financial Aid Director, Project Director, Student Support Services and Supervisor, Training Site Operations positions are vital to College operations and student support and will be back-filled.

#### Implications for budget, personnel, or other resources:

Funding for all above personnel actions is in the 2017-2018 budget.

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

### ***Personnel Recommendations ~ Instructional Faculty***

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

#### *Filled Positions:*

- Michael Lander, Instructor, Business and Applied Technologies (1.0 FTE), effective 8/11/17
- Danielle Roach, Interim Instructor, Arts and Sciences (1.0 FTE), effective 8/11/17
- Debra Padgett, Instructor, Health, Human, and Public Services (1.0 FTE), effective 8/11/17
- Dr. Monnica Gavin, Interim Instructor, Arts and Sciences (1.0 FTE), effective 8/11/17
- Michal Moore, Interim Instructor, Arts and Sciences (1.0 FTE), effective 8/21/17



*Retirement:*

- Charles Hoyman, Assistant Professor, Business Affairs (1.0 FTE), effective 9/1/17

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: All of the above personnel actions are in the 2017-2018 budget.

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

***Trustee Ball made a motion to approve the personnel recommendations for exempt employees and instructional faculty as amended. Trustee Doyle seconded the motion, and it passed unanimously by a roll call vote.***

***Employee Benefits Renewal***

The College provides four (4) employer-sponsored, and three (3) voluntary/employee-paid, insurance plans as benefits for all eligible (.50 Full-Time Equivalent and above) exempt, non-exempt, and instructional faculty members. The College also provides a Flexible Spending Account through FlexBank. Employer-sponsored plans include Medical Insurance by Medical Mutual of Ohio, Dental Insurance by CoreSource, Vision Insurance by VSP, and Term Life and Accidental Death and Dismemberment (AD&D) Insurance by Anthem Blue Cross & Blue Shield. The voluntary/employee-paid insurance plans include Optional Life Insurance by Anthem for the employee and his/her eligible family members, Accident and Specific Illness Insurance by AFLAC, and Optional Life, Accident, and Specific Illness Insurance by Colonial Life. This year we are also offering a short-term disability plan through AFLAC. The medical insurance renewal rate through Medical Mutual of Ohio is 4.38% for the upcoming plan year.

	<b>2016-2017 Budgeted Costs</b>	<b>2017-2018 Budgeted Costs</b>
Medical Insurance	\$2,339,907.00	\$2,258,026.00
Dental Insurance	\$187,702.00	\$187,508.00
Vision Insurance	\$17,994.00	\$16,645.00
Life and AD&D	\$55,690.00	\$53,326.00

Open enrollment for all of our employee insurance benefits is August 29 – September 8, 2017 with a renewal date of October 1, 2017.

Impact on students and/or student learning: The cost of these benefits shall not adversely impact funding allocated to instruction, academic support, and student service departments.

Implications for budget, personnel, or other resources: During the June 20, 2017, Board of Trustee’s meeting, the Board approved a 6% increase to the previous year’s budgeted amount to support the 2017-18 medical insurance benefits renewal. The 2017-18 renewal premium for medical came in at 4.38%. Outside of a slight increase for budgeted dental insurance, we are projecting an overall lower cost to the College for 2017-18 compared to the previous year in the area of medical, vision, and life/accidental death policies.

It was requested that the Board of Trustees authorize President Blondin or her designee to renew the medical, dental, vision, life (including optional life), flexible spending account, AFLAC, and Colonial Life insurance benefits at a cost that is within the 2017-2018 budget.

***A motion was made by Board Chair Sharon Evans and seconded by Trustee Doyle during the Board Finance and Facilities Committee meeting to renew the medical, dental, vision, life (including optional life), flexible spending account, AFLAC, and Colonial Life insurance benefits within the cost parameters outlined in the 2017-2018 budget, and to authorize President Blondin or her designee to take any such action to implement the renewal on these terms. The motion was passed unanimously via a roll call vote.***

***Restricted Budget Adoption***

Following are the restricted budgets for fiscal year 2017-2018:

<b>GRANT NAME</b>	<b>DATES</b>	<b>GRANTOR'S BUDGET</b>
Clark County - Child Advocacy Center for Project Jericho	7/17 - 6/18	\$173.62
Clark County - Drug Court	7/17 - 6/18	\$54.20
Clark County - Holiday Party	11/17 - 12/17	\$7,825.00
Clark County - Juvenile Court	7/17 - 6/18	\$71,042.72
Clark County - Mental Health Court	7/17 - 6/18	\$6,187.71
Clark State Foundation - Major Gifts/TLC	7/17 - 6/18	\$73,268.73
Davidson Endowment Earnings	7/17 - 6/18	\$68,902.68
Della Selsor - Project Jericho	7/17 - 6/18	\$2,548.56
DJFS - Project Jericho	7/17 - 6/18	\$225,864.85
DJFS - Project Jericho - Incentive Money	7/17 - 6/18	\$55,724.96
DJFS - Project Jericho - Miami Valley	7/17 - 6/18	\$304.03
Kennedy Center - Arts Alive	7/17 - 6/18	\$1,230.06
Logan County Electric Cooperative - ABLE Program	7/17 - 6/18	\$750.00
Logan County Jail - ABLE Program	7/17 - 6/18	\$5,183.62
National Endowment for the Arts - Coming Up Taller Award	7/17 - 6/18	\$10,000.00
National Science Foundation - Cyber Pro DREAMs	8/17 - 6/18	\$182,078.00
National Science Foundation - Mentorlinks	7/17 - 6/18	\$381.85
National Science Foundation - Precision Technologies	7/17 - 6/18	\$102,609.00
OAC - Arts Alive	7/17 - 6/18	\$726.17
OAC - Project Jericho	7/17 - 6/18	\$11,984.00
Ohio Bureau of Workers' Compensation	7/17 - 6/18	\$63,552.95
Ohio Department of Education - GED Testing	7/17 - 6/18	\$6,138.37
Ohio Department of Education - Momentum - We Are IT	7/17 - 6/18	\$332.01
Ohio Department of Education - Ohio Board of Nursing	7/17 - 6/18	\$12,746.42
Ohio Department of Education - State Fire Marshal Grant	7/17 - 6/18	\$124,817.93
ODHE - Articulation and Transfer Travel	7/17 - 6/18	\$1,710.32
ODHE - Capital Component	7/17 - 6/18	\$2,550,580.57
ODHE - Changing Campus Culture	7/17 - 6/18	\$5,904.40
ODHE - Credit Where It's Due	7/17 - 6/18	\$987.00
ODHE - Ohio Means Internships	7/17 - 6/18	\$2,820.00
ODHE - Precision Agriculture Research Grant	8/17 - 6/18	\$200,000.00
ODHE - STEM Public-Private Pilot Program	8/17 - 6/18	\$149,999.00
ODHE - Student Support Services/Interpreters	7/17 - 6/18	\$3,933.50
ODHE - Success Initiative/Sinclair	7/17 - 6/18	\$2,500.00
ODHE - Tech Prep/Gearup	7/17 - 6/18	\$1,613.23
Ohio Department of Public Safety	7/17 - 6/18	\$4,050.00
Ohio Department of Youth Services - Project Jericho/StART	7/17 - 9/17	\$8,614.64
Ohio Manufacturing Education Collaborative	7/17 - 6/18	\$11,192.02
Ohio Mental Health	7/17 - 6/18	\$291.15
Private - ABLE and GED Preparation New Carlisle	7/17 - 6/18	\$7,500.00
Private - Arts Alive	7/17 - 6/18	\$10,251.33

<b>GRANT NAME</b>	<b>DATES</b>	<b>GRANTOR'S BUDGET</b>
Private - Arts Midwest	7/17 - 6/18	\$2,500.00
Private - Cengage Learning Royalties	7/17 - 6/18	\$9,030.00
Private - Circle of Friends - Project Jericho	7/17 - 6/18	\$23,858.30
Private - College Completion	7/17 - 6/18	\$15,362.70
Private - International Management Association	7/17 - 6/18	\$3,930.78
Private - Johns Hopkins Partnership	7/17 - 6/18	\$12,327.63
Private - Ohio Action Coalition	7/17 - 6/18	\$5.62
Private - Ohio Sports Turf Association	7/17 - 6/18	\$3,500.00
Private - PAC Sponsorships	7/17 - 6/18	\$31,500.00
Private - Project Jericho Donations	7/17 - 6/18	\$44,123.98
Private - Project Jericho Wilson Sheehan Foundation	7/17 - 6/18	\$2,500.00
Private - Project Jericho Zonta	7/17 - 6/18	\$2,500.00
Private - Quinlan Foundation for Project Jericho	7/17 - 6/18	\$6,469.55
Private - Restorative Justice Initiative	7/17 - 6/18	\$1,361.24
Private - Rothschilds for Safety City	7/17 - 6/18	\$200.00
Private - Tech Prep Fees	7/17 - 6/18	\$7,084.22
Private - Think Tank	7/17 - 6/18	\$150.00
SDE - ABLE GED program	7/17 - 6/18	\$134,765.00
SDE - Perkins	7/17 - 6/18	\$167,530.25
Springfield City Schools/Perrin Woods and Little Libraries	7/17 - 6/18	\$3,325.35
Springfield-Clark Career Technology Center - Career Readiness	7/17 - 6/18	\$10,000.00
Springfield Foundation - Glass Art Education	7/17 - 6/18	\$2,096.32
Springfield Foundation - Grant Writing	7/17 - 6/18	\$2,500.00
Springfield Foundation - Performing Arts Center	7/17 - 6/18	\$10,500.00
Turner Foundation - Explorations	7/17 - 6/18	\$2,500.00
Turner Foundation - Outreach	7/17 - 6/18	\$3,163.53
Turner Foundation - Project Jericho Support	1/18 - 6/18	\$18,528.52
USDE - Federal Workstudy	7/17 - 6/18	\$116,413.00
USDE - PELL	7/17 - 6/18	\$10,000,000.00
USDE - SEOG	7/17 - 6/18	\$252,441.00
USDE - TRIO	7/17 - 6/18	\$260,957.53
US Department of Labor - TAACCCT	7/17 - 6/18	\$597,678.70
US Department of Veterans Affairs	7/17 - 6/18	\$6,391.00
<b>TOTAL</b>		<b>\$15,751,568.82</b>

The total represents a \$1,628,125 (9.3%) decrease from the restricted budget adopted in Fall 2016. The majority of the decrease is due to a revised projection of PELL Grant funds (\$1,000,000) and spending down the TAACCCT Grant (\$273,000).

The following are new grants and contracts from budgets adopted a year ago:

- Clark County – Holiday Party
- NSF – Cyber Pro DREAMS
- ODHE – Precision Agriculture Research Grant
- ODHE – STEM Public-Private Pilot Program
- ODHE – Student Support Services/Interpreters
- Private – ABLE and GED Preparation New Carlisle
- Private – Arts Alive
- Private – Arts Midwest
- Private – College Completion
- Private – Project Jericho Zonta
- Springfield-Clark Career Technology Center – Career Readiness

The following budgets adopted a year ago were spent down during the year:

- NSF – Cyber Pro/Cyber Security
- Private – Convention and Visitor’s Bureau
- Private – Harry W. and Margaret Moore Foundation

The amount for the Clark State Foundation Major Gifts is for the Sara T. Landess Technology and Learning Center and represents donors’ multiple year pledges.

Most other projects listed represent either carry-forward balances from 2016-2017 or continuing projects with new funding.

Impact on students and/or student learning: These projects impact various initiatives in the College’s Strategic Plan.

Implications for budget, personnel, or other resources: Up to \$15,751,568 will be received by the College and disbursed for the projects listed in accordance with stipulations of the grantors.

It was requested that the Board of Trustees move to accept the restricted funds as presented. By accepting these restricted funds, Trustees also accept the restrictions imposed by grantors.

***A motion was made by Trustee Doyle and seconded by Trustee Phillips during the Board Finance and Facilities Committee meeting to accept the restricted funds as presented and to accept the restrictions imposed by the grantors. The motion passed unanimously via a roll call vote.***

### ***Full-Time Tuition Rebate***

The Ohio Association of Community Colleges to meet the Senate challenge to reduce the overall cost to students by more than 5%. The concept of the program is to encourage students to enroll for 12 or more credit hours so that they complete their education at Clark State faster (i.e. student success). The basic concept of the program is, if a student enrolls for 12 or more credit hours, achieves a “C” or better in each class and subsequently enrolls in 12 or more credit hours in the following semester, that semester’s tuition bill will be reduced by 5%. For students carrying 15 or more credit hours, that semester’s tuition bill will be reduced by 10%

The proposed tuition waiver was presented to the Board Finance and Facilities Committee at its September 13, 2017 meeting. The Committee recommends that the Board of Trustees approve the partial tuition waiver for full-time Clark State students maintaining a “C” or better average.

Impact on students and/or student learning: This program has encouraged student success by encouraging course completions and full time enrollment (i.e. quicker completion). It also has reduced the in-state student cost of attendance by 5%. Since the summer session of 2015, Clark State has seen this program advance from two students to well over 400 for Spring of 2017 and over 700 for the FY16-17 academic year with a total savings of more than \$185,000 since inception.

Implications for budget, personnel, or other resources: The scholarship budget would need to be increased by approximately \$90,000 based upon FY 16-17 participation rates. This additional expense will be offset by the additional student fee revenue and State Share of Instruction funding and the program supports the state’s efficiency initiatives.

It was requested that the Board of Trustees approve the Tuition Challenge Program to continue effective Fall 2017, subject to the approval by the Chancellor of the Ohio Board of Regents.

***A motion was made by Trustee Doyle and seconded by Trustee Phillips during the Board Finance and Facilities Committee meeting to approve the Tuition Challenge Program to continue effective Fall 2017, subject to approval by the Chancellor of the Ohio Board of Regents. The motion passed unanimously via a roll call vote.***

### ***Dual Enrollment Tuition for Home Schooled/Private Schooled Students***

Clark State Community College pursues partnerships with regional school districts for the purpose of offering dual or concurrent enrollment opportunities to high school students. The program has a target of 17% of overall enrollment for this academic year. Students who earn college credit in high school are more likely to attend and complete college. Increasing the number of college graduates in the region is a proven economic development strategy. Furthermore, credits earned in high school may reduce the time it takes to earn a degree and reduce student debt.

Ohio passed College Credit Plus legislation stating the Ohio Department of Higher Education shall pay an institution of higher education enrolling a student under the College Credit Plus program a per credit hour amount. Division (A) (1) of section 3365.07 of the Revised Code established a “ceiling” amount which is equal to 83% of the state’s per pupil foundation funding for classes taught on the college campus, a “middle” amount which is 50% of the ceiling rate for classes taught online or in-person by college faculty and delivered in the high school, and a “floor” amount of 25% of the ceiling rate for classes taught in the high school by high school teachers.

Based on the State’s per pupil foundation funding amount of \$6,010 for the 2017-18 school year, the recommended College Credit Plus per credit tuition payment amounts are as follows:

- *Ceiling* = \$166.28 - For students taking classes on the CSCC campus from CSCC faculty
- *Middle* = \$83.14 - For students taking classes in the high school or online from CSCC faculty
- *Floor* = \$41.57 - For students taking classes in the high school from high school teacher

According to division (A)(1) of section 3365.07 of the Revised Code, this per credit hour tuition structure applies to all students in Ohio public schools attending public colleges and universities and to the subset of private school, home schooled, and charter school students who apply and are awarded funding from the state. College Credit Plus tuition structure does NOT apply to private school, home schooled, and charter school students who are not awarded funding from the state, nor to out-of-state students. Those students are considered to be outside of the College Credit Plus program, and thus they are required to pay full tuition even if the high school teacher offers the class in the high school.

College Credit Plus is a valuable recruitment tool to attract academically qualified students to Clark State Community College. Establishing a uniform tuition structure for all students enrolling in dual enrollment courses, regardless of the source of the tuition payment, promotes fairness and provides clear and consistent information to assist students and families as they navigate the dual enrollment landscape. Therefore, Clark State has elected to charge the floor as our tuition structure for the College Credit Plus program, regardless of the modality. Also, the same tuition structure was proposed for private school, home school and charter school students to the Board Finance and Facilities Committee at its September, 13 2017 meeting. The Committee recommends that the Board of Trustees approve a partial tuition waiver \$97.76 per credit hour (Clark State Tuition Rate minus Floor Amount) for private school, home schooled and charter school students enrolled in an approved dual enrollment program, effective for the FY 2017-2018 academic year beginning Fall semester 2017.

**Impact on students and/or student learning:** Dual enrollment increases educational attainment and is part of a wider regional economic development strategy.

Implications for budget, personnel, or other resources: A tuition waiver for private, home and charter school students participating in the College Credit Plus program is projected to have a minimal budget impact of less than \$2,000. This amount is incorporated into the FY 2018 Budget and represents ~50 students over FY16-17.

It was requested that the Board of Trustees approve a partial tuition waiver as calculated above for private schooled, home schooled and charter schooled students enrolled in an approved dual enrollment program for the Fall 2017 semester, subject to the approval by the Chancellor of the Ohio Board of Regents.

***A motion was made by Trustee Doyle and seconded by Trustee Phillips during the Board Finance and Facilities Committee meeting to approve a partial tuition waiver as calculated above for private schooled, home schooled and charter schooled students enrolled in an approved dual enrollment program for the Fall 2017 semester, subject to approval by the Chancellor of the Ohio Board of Regents. The motion passed unanimously via a roll call vote.***

### ***Expenditure Request from College Reserves – Ferrilli***

Ferrilli is an industry leading Colleague support solution who has developed a successful partnership with Clark State Community College over the past six months. During that time, they have been able to focus on refining a number of our critical Business Office processes and procedures to enhance efficiency and increase the availability of information and ease for our students. Their work has been extremely beneficial.

The projects/initiatives below are driven by our current strategic plan and based heavily on prior assessments completed by CampusWorks, Rick Hurley, and Collaborative Brain Trust (CBT)/Plante Moran assessments and reports. Continuing our work with Ferrilli will enable the College to support our students and strategic goals in new and innovative ways.

- Update and Improve the deregistration process to decrease manual intervention and increase student satisfaction
- Assess and resolve pre-requisite and co-requisite rules which currently impact a student's ability to fully utilize the self-service options available online (including enhancing and improving online registration processes)
- Develop efficient and sustainable systems and processes to support growth in our College Credit Plus (CCP) program
- Improve faculty contract processes to ease the administrative burden in all academic divisions and Human Resources
- Provide ongoing training for faculty and staff in the use of Colleague
- Improving the Business Office's ability to leverage current and new tools to provide better access to data and cost accounting methodologies
- Provide 24/7 support for all functional areas of Colleague allowing us to proactively prevent potential issues and respond immediately to those that arise

This request is for \$324,000 to complete multiple high-profile projects, over a twelve month period in order to better serve students and meet College strategic goals.

Impact on students and/or student learning: Improved processes and efficiencies will positively affect student experiences throughout their learning lifecycle. Once completed, projects will improve registration and enrollment, reduce barriers, increase completion, and provide programmatic and procedural support for student guided pathways.

Implications for budget, personnel, or other resources: Funding will come from College reserves and will be used to complete major College initiatives and strategic objectives.

It was requested that the Board of Trustees approve the expenditure request of \$324,000 from College reserves to fully resource our continued work with Ferrilli.

***A motion was made by Trustee Noonan and seconded by Board Chair Evans during the Board Finance and Facilities Committee meeting to approve the expenditure of \$324,000 from College reserves to fully resource our continued work with Ferrilli. The motion passed unanimously via a roll call vote.***

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

Based upon a physical plant assessment by Plante Moran, in conjunction with the Collaborative Brain Trust, the College has identified a number of immediate needs in the area of deferred maintenance. To completely address the College's internal maintenance needs, investments from the State of Ohio through the capital appropriations process will be required and will be identified in a 3-5+ year capital investment strategy to be developed this year. In the meantime, there are a number of internal measures that may be sourced that will provide an immediate impact to the physical plant as well as to the Clark State student experience.

- \$50,000 – Applied Science Center Chiller
- \$50,000 – LED Lighting Upgrades (Leffel Lane Parking, Sara T. Landess Technology and Learning Center, LRC)
- \$40,000 – Brinkman Education Center Interior Maintenance (Police Academy/4<sup>th</sup> Floor)
- \$45,000 – Applied Science Center Interior Maintenance
- \$44,000 – Wellness Center Flooring/Lighting Upgrades
- \$27,000 – 12 Passenger Van Upgrade (Athletics)
- \$20,000 – Performing Arts Center Restroom Maintenance
- \$276,000 – Total

Impact on students and/or student learning: The chiller for the Applied Science Center is an immediate need to maintain a warm, safe, and dry environment as the facility is operating at a 50% capacity. The remainder of the request is focused on antiquated lighting (two year recoupment for LED costs in utility savings), new carpeting, as well as a number of internal classroom upgrades, mainly in the Applied Science Center, Brinkman Education Center, as well as upgrades in the Wellness Center to support the campus' healthy life-style focus. Lastly, the vehicle request is to replace the current 15 passenger van to a more stable and safer 12 passenger platform to support Clark State Athletics.

Implications for budget, personnel, or other resources: Through oversight of the Board of Trustees as well as fiscally conservative actions within the College, Clark State was able to place \$1.2M into general reserves at the end of FY17. With the above request, in conjunction with \$324,000 for a Ferrilli contract, the College will place more than \$600,000 into reserves, in excess of \$100,000 above the targeted contingency fund for FY17. For FY18, the College has budgeted for a \$550,000 contingency fund.

It was requested that the Board of Trustees approve the use of \$276,000 from College reserves for the above deferred maintenance.

***A motion was made by Trustee Doyle and seconded by Trustee Noonan during the Board Finance and Facilities Committee meeting to approve the expenditure of \$276,000 from College reserves for deferred maintenance detailed above. The motion passed unanimously via a roll call vote.***

### ***Appointment of Association of Community College Trustees (ACCT) Delegate and Alternate***

Clark State Community College is a member of the Association of Community College Trustees (ACCT). ACCT is governed by a Senate, which has the full authority of the membership, and is composed of the voting delegates of the Voting Members of the Association.

Governing and advisory boards of accredited not-for-profit community-based postsecondary educational institutions that primarily offer programs other than baccalaureate, graduate and professional degrees, including boards of state systems that include such institutions, are eligible to become Voting Members of the Association.

According to ACCT bylaws, Voting Members shall be represented at Senate meetings only by voting delegates, and each institution receives one voting delegate for each 20,000 of headcount enrollment. Voting Members may designate for each voting delegate an alternate who may serve as the voting delegate in the absence of any voting delegate from the same Voting Member.

The Senate shall hold at least one meeting annually. Such annual meeting of the Senate shall be the Annual Meeting of the Association (i.e., the annual Leadership Congress).

In accordance with ACCT bylaws, Voting Members shall certify to the president of the Association the names of their voting delegates and alternates before the designated deadline for such certification.

It is recommended that Sharon Evans be appointed as the college delegate and Brad Phillips be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Sharon Evans as the college delegate and Brad Phillips as the alternate delegate to the Association of Community College Trustees Senate.

***Trustee Bell made a motion to affirm the appointment of Sharon Evans as the college delegate and Brad Phillips as the alternate delegate to the Association of Community College Trustees Senate. Trustee Noonan seconded, and the motion passed 7-0 via roll call vote.***

### **Report of the President**

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

On behalf of Student Senate, Dean Nina Wiley reported that they are working on increasing awareness regarding Student Ambassadors, Student Life and Student Senate; they are also working to increase usage of the Student Life Suite in Rhodes Hall. Student Senate partnered with Student Affairs on a school supplies drive and received over 100 donations, including book bags, pens, highlighters, etc., which were given to very needy students. They also donated \$250 to people affected by Hurricane Harvey (a total of \$863 was raised by the campus community) and sent cards to the Lone Star Community College and Alamo Community College District Student Senates.



Faculty Senate President Melinda Mohler indicated that faculty members are developing a fifth core learning outcome, Global Awareness, to assist with our Higher Learning Commission (HLC) reaccreditation efforts and diversity initiatives. Faculty continue to work on developing open educational resources (OER) to provide the most affordable options to students. Ms. Mohler also noted that she is serving on the statewide textbook affordability committee. Faculty Senate has reviewed the Course Modalities expectations, which cover best practices in teaching and learning, and new faculty members are being added to the Strategic Planning and Resource Council (SPARC) this year. Representatives from faculty, staff and Human Resources recently completed the Cost of Poverty Experience (COPE) training and will be facilitating discussions and training on campus.

Staff Senate President Travis Binkley reported that the staff is working on a fall fundraiser to provide holiday dinners to needy families. They are also preparing for the upcoming HLC visit.

President Blondin reported the following:

- All of the Serving Our Own through Advancement and Retention (SOAR) Leadership Program participants (except Kara Jackson, who was presenting at a conference) were in attendance at tonight's meeting. Board Chair Sharon Evans attended the group's first session, and participants have been meeting individually with Dr. Blondin to review their career plans with use of the Strengths Finder tool. She mentioned that every one of them had strategic as a strength. Participants are also reading *What Great Community Colleges Do*. The group recently met with Drs. Singh and Felder and had a conversation about short-term goals.
- A report by the Community College Research Center, which highlights the best practices in guided pathways, was distributed to Trustees in their blue folders; the report will be reviewed with the group in detail at a later date.
- She, Dr. Singh, Amy Sues, Ron Gordon and Jan Didich filmed an update regarding where we are on campus in terms of preparing for the HLC reaccreditation visit; an update will be shared with the Board of Trustees during the October Board Work Session.
- Mellanie Toles is exploring electronic board packet options and will share findings with Trustees in the near future.
- Toni Overholser recently hosted the Greater Dayton Additive Manufacturing group on campus; one gentleman noted that we could be the Silicone Valley of Additive Manufacturing.
- The IT Help Center closed 1,136 cases during the summer months with a 96.5% satisfaction rate, and an average Help Desk hold time of 54 seconds. The team is doing a great job.
- Marketing is doing a wonderful job getting local media coverage. Chairperson Evans and her husband, Roger, were featured in the Springfield News-Sun for their Springfield Foundation honor; Trustees working at the COPE simulation during Convocation were featured; and Dr. Blondin was honored to be named one of the 50 Most Influential Women in the Dayton Region.
- Information regarding a Community College Career Advantage fee was distributed to Trustees, the efficiency report will be presented at the October Board meeting, and she believes there will be a capital bill.
- The new admissions guide, Champion City Scholars guide, and information on the campus fitness challenge coordinated by Athletic Director Justin McCulla was distributed to Trustees. She noted that the fitness challenge has generated a lot of excitement.
- Her daughter, Helena, received a 95 on her first exam in veterinary school. She is happy and doing very well.

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

Chairperson Evans:

- Reminded the group that the Board Retreat will be held on Thursday, November 2, and asked that the details be sent to Trustees.

- Expressed appreciation for Steve Neely hosted a dinner for the Foundation Board and Board of Trustees at his house last week. She noted that we need to follow up from the Foundation Retreat to make sure we are doing everything we need to do to support the Foundation.
- Congratulated Mellanie Toles for winning the Central Region Professional Board Staff Member Award from the Association of Community College Trustees (ACCT), noting that she will be competing on the national level at the ACCT conference next week.

### **Trustees' Open Forum**

Trustee Doyle asked how far along we are in having OER available for courses at Clark State. Dr. Singh reported that so far we have them for three history courses, and we have received a \$1.3 million grant from the State for 17 colleges to develop OER for 21 highly enrolled general education courses. The colleges are working as a group to provide materials for the courses. Trustee Doyle commended these efforts.

### **Executive Session**

Trustee Ball made a motion to enter Executive Session to discuss personnel and real estate. Trustee Doyle seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 7:23 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:45 p.m. Trustee Hall seconded, and the motion passed 7-0.

### **Adjournment**

Trustee Ball made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:46 p.m.