



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**June 21, 2016**

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, June 21, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:33 p.m.

### **Roll Call:**

**Present:** David Ball, Andy Bell, Jim Doyle, Pam Strickler, Vice Chair Sharon Evans, Chairperson Peggy Noonan and President Jo Alice Blondin

**Excused:** Maurice McDonald, Mike McDorman and Brad Phillips

**Others Present:** Aimee Belanger-Haas, Dean of Business and Applied Technologies; Ed Busher, Dean of Student Support Services; Kris Culp, Vice President of External Affairs; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; Brendan Greaney, Coordinator, Academic Support Services, Success Center; John Hale, Associate Professor, Business and Applied Technologies; Sylvia Halladay, Interim Director, Library Services; Duane Hodge, Director of Workforce Development, Sales and Outreach; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Darci Jordan, Writer; Laurie Means, Director of Marketing; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Toni Overholser, Director of Business and Community Development, Greene Center; Cindra Phillips, Director of Center for Teaching and Learning; Sara Quinones, Human Resources Generalist; Diana Seaman, Registrar; Dr. Amit Singh, Provost/Vice President of Academic Affairs; Holly Snyder, Director of Bookstore, Dining and Office Services; Gwen Stevenson, Director, Registered Nursing Program; Catie Stipe, Manager, Resource Development; Amy Sues, Director of Student Success and Completion; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Laura Whetstone, Human Resources Manager; and Nina Wiley, Dean of Enrollment Services

### **Recognition of Guests**

Chairperson Noonan welcomed guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on May 17, 2016. Trustee Doyle made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met Wednesday, June 8, 2016, at 7:30 a.m. in the TLC Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members Sharon Evans, Jim Doyle, Brad Phillips and David Ball; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; and Joe Jackson, Vice President for Business Affairs. Agenda items included:

- FY 2016 Financial Report through May
- Online Credit Hours at the Greene Center
- FY 2017 Budget
- Reduced Tuition for CCP Home Schooled/Private School Students
- Bond Refunding
- Capital Projects/Master Planning
- Affordability and Efficiency Report
- Other Business
- Next Meeting – September, 2016

Minutes of the meeting have been distributed to all Trustees.

## **Financial Statements through May 2016**

The Revenue/Expenditure report through May 31<sup>st</sup> was distributed to Trustees prior to the meeting. The first column is the FY 2016 Annual Budget as revised at the March 15<sup>th</sup> Board meeting.

### Revenue

State Share of Instruction (SSI) – The budget is based on course completions (50%), success points (25%) and completion milestones (25%). Course completions are based on data from FY 2013, FY 2014 and FY 2015. Success points and completion milestones are based on data from FY 2012, FY 2013 and FY 2014. Completion milestones for certificates only includes data from FY 2014. The revised projection for FY 2016 from the ODHE of \$11,987,351 (\$369,299 above budget).

Student Fees – Enrollment for this fiscal year was budgeted based on a 1.0% enrollment decrease from FY 2015. Year-to-date enrollment is 0.3% above budgeted enrollment. However, College Credit Plus (CCP) enrollments are exceeding budget by 6,000 credit hours while traditional enrollments are lagging budget by 5,700 credit hours. This has resulted in a year-to-date negative budget variance for Student Fees of approximately \$950,000 as reflected on the attached report.

Student Fees-CCP – Due to the growing impact of CCP enrollments, this number has been broken out separately from the Student Fees budget. The FY 2016 total Student Fees budget was based on 100,658 credit hours for traditional students and 11,000 credit hours for CCP students. Year-to-date CCP enrollments total 17,000 credit hours while traditional student enrollments total 95,000 credit hours.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues have been combined into this line item per the recommendation of the Board. The reduction in

funding from the State in the Lean Six Sigma grant was discussed at the Board Finance and Facilities Committee's March meeting.

### Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. The negative budget variance in Instruction is due to Adjunct Faculty Salaries/Benefits tracking unfavorably with budget. The unfavorable variance to budget for Academic Support is primarily due to insurance benefit changes by personnel in the department.

The negative budget variance for Salaries and Benefits is primarily due to adjunct faculty as discussed above.

### Auxiliary Enterprises

Bookstore – The surplus year-to-date is higher than the budgeted surplus and higher than the previous fiscal year.

Commercial Transportation Training Center – The surplus is higher than the budgeted surplus and higher than last year at this time when there was a deficit. This is due to increased enrollments. We have also been selected as the recipient of approximately \$100,000 in loan funds from the State Treasurer's Office. These funds will be used to pay for tuition for up to eighteen students, which should have a positive impact on enrollment. Students will be responsible to repay these loans to the State.

Parking and Food Service net surplus/deficits are performing better than budget. We continue to make adjustments in the Food Service operation as we get acclimated to the new facility.

## **Board Human Resources Committee Report**

The Board Human Resources Committee met Wednesday, June 8, 2016, at 12:00 p.m. in TLC 111. Sharon Evans, Committee Chair/Board Vice Chair was present, and Trustee Maurice McDonald and Board Chair Peggy Noonan attended via phone.

The Committee discussed the President's compensation package. Recommendations will be shared with the full Board in Executive Session at the June Board meeting.

## **Human Resources Update**

### *Filled Positions:*

- Gwendolyn Stevenson, Director, Nursing (1.0 FTE), effective 6/1/16
- Angela Holstein, Administrative Assistant, Chief Information Officer and Clinical Records Specialist (1.0 FTE), effective 6/13/16
- Dan Ayars, Interim Director, Facilities, Operations and Maintenance (1.0 FTE), effective 6/1/16
- Sterling Coleman, Director, Library Services (1.0 FTE), effective 7/5/16
- Naomi Louis, Dean, Arts and Sciences (1.0 FTE), 7/18/16
- Jessica Johnson, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Sarah Hagenbuch, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Kevin Moore, Instructor, HVAC-R (1.0 FTE), effective 8/12/16
- Chanpathana Siriphokha, Instructor, Math (1.0 FTE), effective 8/12/16
- Cherish Lesko, Interim Instructor, Chemistry (1.0 FTE), effective 8/12/16

### *Promotions:*

- Catie Stipe, Manager, Resource Development promoted to Director, Foundation (1.0 FTE), effective 7/1/16

- Amy Sues, Director of Student Success and Completion promoted to Associate Dean, Academic Affairs (1.0 FTE), effective 7/1/16

*FTE Increase:*

- Melinda Van Noord, Counseling Services Coordinator (.75 to 1.0 FTE), effective 7/1/16

*Resignations:*

- Phyllis Chilton, Business and Applied Technologies Division, Administrative Support (.50 FTE), originally effective 5/31/16, resignation rescinded effective 5/31/16, until position filled
- Steve Vrooman, Program Manager, Champion City Scholars (1.0 FTE), effective 6/30/16

*Retirement:*

- Kris Culp, Vice President, External Affairs (1.0 FTE), effective 8/5/16

*Separation:*

- Randall Conover, Director, Facilities, Operations and Maintenance (1.0 FTE), effective 05/31/16

*Open/Advertised Positions/Searches/Interviews:*

- Instructional Designer, Exempt (1.0 FTE)
- Instructor, Nursing (1.0 FTE)
- Institutional Research and Analysis Specialist, Non-exempt (1.0 FTE)
- Administrative Support, Health and Human Services, Non-exempt (1.0 FTE)
- Manager, Champion City Scholars, Non-exempt (1.0 FTE)

**Association of Community College Trustees Award Nominations**

Each year the Association of Community College Trustees (ACCT) invites member colleges to nominate individuals for their outstanding energy and leadership on behalf of community colleges. Regional ACCT Awards are presented during general sessions held at the Annual ACCT Leadership Congress, and Association-level Awards are presented at the formal ACCT Awards Gala, on Friday, October 7, 2016, in conjunction with the 2016 ACCT Leadership Congress in New Orleans, Louisiana.

This year, Clark State has submitted the following nominations:

- Trustee Sharon Evans and President Jo Alice Blondin as a Trustee/Chief Executive Officer Team, for the Equity Award, which recognizes exemplary commitment to equity in the development, administration and delivery of education programs and services.
- Mellanie Toles for Professional Board Staff Member Award, which recognizes exemplary service to a Board.

Copies of the nominations were distributed to the Trustees at the meeting.

**Liaison Reports**

Clark State Foundation

- The Foundation fund balance as of April 30, 2016, is \$13.5 million.
- Retiring Foundation Board members after serving the maximum three terms (nine years) are Dennis Roark, Steve Sidlo and Steve Williams. New Board members include Carah Birch, Bill Brougher and Sharon Doyle.
- The Finance/Audit Investment Committee is currently meeting to develop operating budgets for the

Foundation, Circle of Friends, Champion City Scholars, and the major gifts campaign. Budgets will be approved at the June 15, 2016 Board Meeting.

- The Foundation hosted a luncheon for retirees on May 20 in the Rafinski Center – Eagle’s Nest.
- Seven proposals are in development with the intent to solicit by the end of June. A Greene County awareness event, *A Conversation with President Blondin*, will be held at the end of June co-hosted by Patti Phillips and Joann Rigano. Cultivation visits are continuing. A meeting with the superintendent of Urbana City Schools explored the potential of a first generation scholarship program there, modeled after Champion City Scholars. Recent newspaper articles affirm our campaign appeal that post-secondary education is the gateway to the middle class for many in our community, who can then be prepared to fill needed jobs in our businesses.
- Steve Vrooman will retire as Program Manager for Champion City Scholars at the end of June. After analyzing the content of his work, and the potential for expansion of the program, the position will be posted as full-time.

### Council of Governments

- The Early Childhood Education Center’s (ECEC’s) enrollment at the end of May was 106.5 FTE (95% of capacity).
- The Center has experienced a net gain of \$46,000 through May.
- The partner relationship continues to progress with Miami Valley Child Development Centers (MVCDC) and is transitioning towards MVCDC management of the Center by January 2017. A meeting to discuss staff and community communications of the transition is scheduled for June 23. We are moving forward with the plans to dissolve the Council of Governments (COG) by December 31, 2016.
- The Center Director was invited to attend the National Head Start Conference in Nashville during the week of May 16<sup>th</sup> and provided input regarding ECEC’s positive relationship with MVCDC in a session guided by MVCDC.
- The Director will attend a contract meeting with MVCDC on Wednesday, June 15, and review details with COG Chair Rick Smith immediately afterwards.
- The year ended with participation of 37 children in the Ohio Department of Education (ODE) program out of the allocated 40 slots. We are currently under program review to ensure that ODE will fund all enrolled children.

### **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 Positions:***

- Gwendolyn Stevenson, Director, Nursing (1.0 FTE), effective 6/1/16
- Dan Ayars, Interim Director, Facilities, Operations and Maintenance (1.0 FTE, from non-exempt to exempt), effective 6/1/16
- Sterling Coleman, Director, Library Services (1.0 FTE), effective 7/5/16
- Naomi Louis, Dean, Arts and Sciences (1.0 FTE), effective 7/18/16

#### ***Promotions:***

- Catie Stipe, Director, Foundation (1.0 FTE), effective 7/1/16
- Amy Sues, Associate Dean, Academic Affairs (1.0 FTE), effective 7/1/16

*FTE Increase:*

- Melinda Van Noord, Counseling Services Coordinator (.75 FTE to 1.0 FTE), effective 7/1/16

*Retirement:*

- Kris Culp, Vice President, External Affairs (1.0 FTE), effective 8/5/16

*Separation:*

- Randall Conover, Director, Facilities, Operations and Maintenance (1.0 FTE), effective 5/31/16

Impact on students and/or student learning: Filled positions of Directors and Dean will support student learning and departmental student services at the highest levels. Promotions in The Foundation and Academic Affairs will support student learning through The Foundation's work to fund scholarships, and the direction of student academic affairs respectively. Retirement and separation will not impact student learning, as both positions will be filled by promoted and interim employees respectively.

Implications for budget, personnel, or other resources: These positions are in the 2016-2017 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

***Personnel Recommendations ~ Instructional Faculty***

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

*Filled Positions:*

- Jessica Johnson, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Sarah Hagenbuch, Instructor, Nursing (1.0 FTE), effective 8/12/16
- Kevin Moore, Instructor, HVAC-R (1.0 FTE), effective 8/12/16
- Chanpathana Siriphokha, Instructor, Math (1.0 FTE), effective 8/12/16
- Cherish Lesko, Interim Instructor, Chemistry (1.0 FTE), effective 8/12/16

Impact on students and/or student learning: Filling faculty positions in the Nursing, HVAC-R, Math and Chemistry departments will support student learning by increasing the faculty to student ratio in these courses.

Implications for budget, personnel, or other resources: The positions are in the 2016-2017 budget.

It was requested that the Board of Trustees move to accept the personnel recommendation as indicated.

***Salary Increase Recommendation ~ Exempt and Non-Exempt Employees***

A small group consisting of representatives from Staff Senate and Administration has met to discuss issues identified by staff related to salaries and benefits. The meeting provided an opportunity for an exchange of information and data.

The administration recommends the establishment of a pool of money in the amount of \$171,000 for the purpose of staff salary increases for 2016, which would be set aside and allocated as follows: \$148,000 for staff salary increases and \$23,000 for the School Employees Retirement System plus FICA. This \$171,000 increase for staff would be at a cost that is within the 2016-2017 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2015-2016 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The staff salary increase pool equates to an annual amount of \$171,000. This amount is incorporated into the proposed 2016-2017 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$171,000 for salary increases for eligible exempt and non-exempt staff effective July 1, 2016. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

### ***Salary Increase Recommendation ~ Instructional Faculty***

A small group consisting of representatives from the faculty personnel committee and administration has been meeting to discuss issues identified by faculty related to salaries, benefits, personal leave, and working conditions. Issues addressed included salary increase, overload pay, personal days, and health insurance coverage issues. This committee operated efficiently and effectively by bringing issues solicited from their respective constituencies and then communicating back the results of these discussions.

The administration recommends the establishment of a pool of money in the amount of \$96,000 for the purpose of faculty salary increases for 2016, which would be set aside and allocated as follows: \$84,000 for faculty salary increases and \$12,000 for the State Teachers Retirement System plus FICA. This \$96,000 increase for faculty would be at a cost that is within the 2016-2017 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible faculty members.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2015-2016 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$96,000. This amount is incorporated into the proposed 2016-2017 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$96,000 for salary increases for eligible faculty members effective August 12, 2016. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

## ***Reinstatement of Computer Loan Fund***

The Board has shown its commitment to providing a comprehensive and competitive benefits package to all eligible Clark State employees. As such, in 1996 the Board established funds for a revolving Computer Loan Program in an effort to support faculty and staff staying current with academically relevant technology. After 18 years in effect, this policy was sunset on January 1, 2014. Due to renewed interest by faculty and staff, this policy is being reinstated with current /up-to-date provisions.

The updated Computer Purchase Loan Policy follows, and the Computer Purchase Loan Procedures were distributed to Trustees for information only.

### **3358:5-5-19 Computer Purchase Loan Policy**

(A) Purpose:

- 1) The Board of Trustees has established an interest free, revolving loan program designed to help increase and maintain technology literacy, technology skills, and the availability of current technology for eligible Clark State employees. Qualifying technology items purchased under this loan program are to benefit our employees, the students we serve, and Clark State Community College.
- 2) A partial list of qualifying technology items for purchase under this loan program is available in the associated computer purchase loan procedures.

(B) Eligible Employees:

- 1) Must be employed as a regular employee by the college at least twelve (12) months at time of application
- 2) Include all 1.0 FTE regular employees of Clark State Community College in the following categories:
  - a. Exempt staff
  - b. Non-exempt staff
  - c. Instructional faculty
- 3) Must receive a paycheck from Clark State every two weeks

(C) This policy shall be administered as set forth in the associated computer purchase loan procedures.

(D) The office of Human Resources is responsible for developing and maintaining the computer purchase loan policy and procedures.

(E) The office of Business Affairs is responsible for administering the computer purchase loan policy and procedures.

Effective: July 1, 2016

Prior Effective Dates: 11/7/96, 7/1/98, 1/6/03, 4/3/09

Impact on students and/or student learning: Providing an interest-free computer loan program will contribute to the availability of current technology for eligible employees. By purchasing and using updated computer technology, faculty and staff will be able to maintain their technology literacy,



technology skills, and the allowing them to pass these benefits along to students through instruction and customer service, providing a competitive and technologically-enhanced learning environment.

Implications for budget, personnel, or other resources: The overall fund for this program is maintained through the loan repayments. Costs for the computer loan program would be minimal; there would be direct expenses only for preparing the purchase orders and checks for computer purchases. There would be a loss of some potential interest revenue that could be earned on the funds obligated to the revolving loan fund.

It was requested that the Board of Trustees move to approve the reinstatement of the Computer Purchase Loan Policy effective July 1, 2016.

*Trustee Bell made a motion to approve the personnel recommendations for exempt employees and instructional faculty, salary increase recommendations for exempt and non-exempt employees and instructional faculty, and the reinstatement of the College's computer loan fund. Trustee Ball seconded the motion, and it passed unanimously.*

### ***Faculty Promotions in Rank***

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank. (A copy of the promotion criteria was distributed to Trustees and is available in the office of the Provost/Vice President of Academic Affairs.)

To be considered for promotion, eligible faculty members must submit an application letter summarizing how they meet the criteria and a curriculum vitae. This letter initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office to release the following information: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

After consideration by the Faculty Promotion Committee, the Provost and Vice President of Academic Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Blondin as having met all of the criteria required for promotion to the varying ranks.

The following faculty are recommended for promotion this year:

<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>
Tom Drerup	Nora Hatem	Tami Horton
	Paige Huskey	Natalie Selover
	Crystal Jones	
	Dana Matt	
	Melinda Mohler	
	Evelyn Naegele	
	Adelaide Taylor	

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2016-2017 already takes into consideration promotions in rank.

It was requested that the Board of Trustees move to adopt the personnel actions outlined in the recommendations for promotion in rank, effective August 2016.

### ***Completion Plan Update***

In compliance with the Ohio Department of Higher Education, we have updated the Completion Plan, which is due June 30, 2016. (Copies of the Plan were distributed to Trustees prior to the meeting and are available in the office of the Provost/Vice President of Academic Affairs.)

Impact on students and/or student learning: The Completion Plan is based on our current Strategic Plan and directly impacts the College's goal of "Access and Success".

Implications for budget, personnel, or other resources: These goals are currently reflected in the 2016-2017 budget.

It was requested that the Board of Trustees move to accept the changes in the Completion Plan, as presented.

***Trustee Ball made a motion to approve the recommendations for faculty promotions in rank and the Completion Plan update, as presented. Trustee Strickler seconded, and the motion passed unanimously.***

### ***2016 Affordability and Efficiency Report***

In the early part of 2015, Governor Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education based on 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. The Task Force met several times during the course of 2015. In October, the Task Force issued a report with ten recommendations to advise institutions on efficiency and academic practices which will improve both the quality of education and lower costs for students.

Furthermore, House Bill 64 (Section 369.550) requires each institution's board of trustees to complete an efficiency review, based on the Task Force's recommendations, by July 1, 2016, and submit their findings and implementation plans to the Chancellor within 30 days, or by August 1, 2016. Additional information on each category and recommendation can be found in the Action Steps to Reduce College Costs Report on the Ohio Department of Higher Education (ODHE) website.

The draft report was presented to the Board Finance and Facilities Committee at their June 8, 2016, meeting. The Committee recommended that the Board of Trustees adopt the 2016 Affordability and Efficiency Report and submit the report to the Chancellor by the August 1, 2016, deadline.

(A copy of the report was distributed to Trustees at the meeting and is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: Actual cost savings (or expected annual cost savings) for each of the recommendations are encouraged to be redeployed to lower costs for students in terms of tuition and/or student financial aid.

Implications for budget, personnel, or other resources: Actual cost savings will be reallocated within the budget as described above, resulting in no impact on budget, personnel or other resources.

It was requested that the Board of Trustees adopt the 2016 Affordability and Efficiency Report as presented and approves submitting these findings and implementation plans to the Chancellor of the ODHE by August 1, 2016.

### ***Equipment Inventory Control Policy Revision***

Jim Miller, Assistant Attorney General and College legal counsel, has recommended revision of the Equipment Inventory Control Policy so that an important part of our procedures be reflected in the policy itself.

### **3358:5-11-15 Equipment Inventory Control Policy**

- (A) To maintain the control and the identification, recording, and accountability of all moveable equipment, accurate and timely records must be on file.
- (B) Records of equipment costing \$5,000 or more and having an estimated useful life of five years or more shall be maintained by the office services center. These records shall contain an inventory barcode tag number, dollar cost, and location.
- (C) Records of equipment costing less than \$5,000 shall be maintained by the appropriate departmental administrator responsible for the equipment.
- (D) Records of all technology equipment (above or below \$5,000) shall be maintained by the information technology department.
- (E) Equipment inventories are audited periodically. Therefore, it is of great importance that all transactions affecting equipment be reported in a timely fashion in accordance with established procedures.
- (F) **No employee of the college shall personally benefit from the sale of college inventory. All monies collected from the sale of inventory shall be remitted back to the college.**

Effective date: June 21, 2016

Prior effective dates: 3/19/99, 10/8/01, 7/13/12, 3/18/15, 10/15/15

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revision to the Equipment Inventory Control Policy as presented.

### ***Adoption of 2016-2017 General Fund Budget***

Revenue Assumptions:

- State Share of Instruction (SSI)
  - SSI based on 50% access, 25% course completion, 25% success points
  - Draft figure received from the Ohio Department of Higher Education April 29, 2016
  - SSI is an increase of 9.85% (\$1.18M) from FY 2016 actual
  - Only one other community college received a higher percentage increase
  - SSI represents 44.4% of total budget

- Student Fee Revenue
  - Total credit hours projected of 112,331 (flat from FY 2016 projected actual)
  - Total credit hour projection includes CCP enrollment of 18,842
  - An 11.0% increase is projected for CCP enrollments
  - Non-CCP enrollments budgeted at a slight decrease (1.3%)
  - No tuition increase
  - Lab fee adjustments
  - Student fees (credit) revenue (49.8% of total budget)
- Revenue projected for non-credit Continuing Education and Business and Industry training includes offerings in workforce development training programs.

Expenditure Adjustments:

- Flat budget from FY 2016 with exceptions
- Salary increase for faculty and staff of 2%
- Salary increase for adjunct faculty of 2%
- Increase in the health insurance benefit of 6%
- Increase scholarship budget
- Increase Strategic Plan budget
- Fund Medical Assisting Academic Program at the Greene Center
- Business process review for the Institutional Research department
- Professional fees for targeted enrollment management strategies
- Staffing changes
- Safety and Security changes
- Contingency budget of 1.7%
- Funding provided for: student success initiatives, academic support programs, strategic planning projects, and risk management plans
- The technology repair and replacement schedule is funded at \$280,000
- Salary and benefits represent 70.5% of total budget
- Scholarships budgeted in the General Fund were increased by \$45,000

This Budget was presented to the Board Finance and Facilities Committee at its June 8<sup>th</sup> meeting. The Committee recommends that the Board of Trustees approve the budget, which was distributed to Trustees prior to the meeting and is available in the Vice President for Business Affairs' office.

Impact on students and/or student learning: The General Fund budget supports all instruction, academic and student support services with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2017 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund using any new funds. The expenditures provide support for student success initiatives, direct services to students, training programs for employers, cultural activities for the community, leased facilities and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2017 General Fund Budget, as presented, in the amount of \$29,655,347.

***Adoption of 2016-2017 Auxiliary Fund Budgets***

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to

furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises.

The expectation is that the Bookstore and the Commercial Transportation Training Center will realize a surplus. The Food Service will operate at a deficit and will be subsidized from Bookstore profits.

The Bookstore continues to offer more titles that students can rent. This will reduce Bookstore earnings but results in large savings for students. The dining service will begin its second full year of operation in the Rafinski Student Center. We anticipate increased revenue with the expanded menu, appealing environment and the relocation of the Business and Applied Technologies division to the Leffel Lane campus.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student each semester. Approximately 50% of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

This Budget was presented to the Board Finance and Facilities Committee at its June 8, 2016, meeting. The Committee recommends that the Board of Trustees approve the Auxiliary Fund Budgets, which were distributed to the Trustees prior to the meeting. (Copies are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff, provide excellent service to students as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Implications for budget, personnel, or other resources are reflected on the budget document.

It was requested that the Board of Trustees move to adopt the fiscal year 2015-2016 auxiliary fund budgets, as presented, effective July 1, 2016.

### ***Tuition and Fees Schedule 2016-2017***

Rising tuition rates and the affordability of higher education are the subject of scrutiny from policymakers, college presidents, advocacy organizations, the media, parents and students. Rapidly increasing tuition is putting a strain on student budgets and is making higher education, especially at four-year institutions, seem out of reach for more and more students. There are many factors that contribute to tuition increases including technology upgrades, service improvements, the growing cost of health care, competition for faculty, and instability of state funding. Discussions on setting tuition and fee rates take all of this into consideration along with the availability of federal, state and institutional grants, loans and scholarships.

Legislative leaders adopted House Bill 64 the FY 2016/FY 2017 State Biennial Budget. Lawmakers, led by Senate President Keith Faber, are challenging Ohio public colleges and universities to reduce the overall

higher education cost for students by 5%, but allowing schools to decide how to meet that goal. Some of the ways Clark State will meet this challenge include:

- Increasing participation by high school students in College Credit Plus
- A commitment to reduce credit hours required for all Associate Degrees to between 60-65
- Implementation of the Tuition Challenge Program that allows eligible students to receive a 5%/10% reduction in tuition
- Keep tuition (instructional, general and technology fees) at FY 2014-2015 levels

	<b>CURRENT</b>	<b>RECOMMENDED</b>
Instructional/per credit hour	\$121.33	\$121.33
General/per credit hour	\$9.00	\$9.00
Technology/per credit hour	\$9.00	\$9.00
Total Annual Amount*	\$4,179.90	\$4,179.90

\*30 credit hours per academic year

Impact on students and/or student learning: Tuition restraint will put a college degree within reach of more citizens. This will result in more degree and certificate completion, producing an educated workforce who will remain in Ohio.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the recommendation to maintain the current levels for the in-state instructional fee, general fee and technology fee effective Fall semester 2016.

### ***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 grown to nearly 17% of enrollment 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 that 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 \$6,000 for the 2016-17 school year, the College Credit Plus per credit tuition payment amounts are as follows:

Ceiling = \$166.00	Middle = \$83.00	Floor = \$41.50
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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. In alignment with College Credit Plus legislation in section 3365.07 of the Revised Code, the proposed tuition structure for all dual enrollment students, regardless of funding source, is calculated as follows:

Ceiling = 83% of per pupil foundation funding	Middle = 50% of the ceiling rate	Floor = 25% of the ceiling rate
For students taking classes on the CSCC campus from CSCC faculty	For students taking classes in the high school or online from CSCC faculty	For students taking classes in the high school from high school teacher

The proposed tuition structure was presented to the Board Finance and Facilities Committee at its June 8, 2016, meeting. The Committee recommends that the full Board approve a partial tuition waiver (\$97.83 per credit hour) for private school, home schooled and charter school students enrolled in an improved dual enrollment program, effective for the FY 2016-2017 academic year beginning Fall semester 2016.

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 budget impact of \$60,000. This amount is incorporated into the FY 2017 Budget.

It was requested that the Board of Trustees hereby approves a partial tuition waiver as calculated above for private school, home schooled and charter school students enrolled in an approved dual enrollment program, thereby making tuition levels consistent with the College Credit Plus tuition structure for all other students, for the 2016-2017 academic year beginning Fall Semester 2016.

***Trustee Bell made a motion to adopt the 2016 Affordability and Efficiency Report as presented and approve submitting these findings and implementation plans to the ODHE; approve the Equipment Inventory Control Policy Revision; adopt the 2016-2017 General Fund Budget and Auxiliary Fund Budgets; accept the recommendation to maintain the current levels for the in-state instructional fee, general fee and technology fee effective Fall semester 2016; and approves a partial tuition waiver as calculated above for private school, home schooled and charter school students enrolled in an approved dual enrollment program, thereby making tuition levels consistent with the College Credit Plus tuition structure for all other students, for the 2016-2017 academic year beginning Fall Semester 2016. Trustee Ball seconded the motion, and it passed unanimously.***

***Board Representative to the Major Gifts Campaign Steering Committee***

Bill Fralick serves as General Chair of the College’s Major Gifts Campaign: *Our Students, Your Workforce, Your Community*. He is assembling a Campaign Steering Committee to assist him in developing strategies for campaign success throughout the duration of the campaign. The Steering Committee is not a solicitation committee; however, its decisions will impact the campaign’s fundraising success. The Committee will be composed of the following:

- Campaign Chairman: Bill Fralick
- College President: Dr. Blondin

- Campaign Staff: Catie Stipe and Kris Culp
- Campaign Consultant: Pend Armistead
- College Board Rep: TBA
- Foundation Board Rep: TBA
- Employee Campaign Chair: 3 TBA (will rotate)
- Alumni Impact Chair: Randy Kapp

Impact on students and/or student learning: The Major Gifts Campaign is focused on initiatives that will fund increased access and enhanced teaching and learning.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the appointment of a Trustee to serve on the Major Gifts Campaign Steering Committee.

*Trustee Strickler made a motion to approve the appointment of Mike McDorman as the College Board Rep to the campaign. Trustee Doyle seconded, and the motion passed unanimously.*

### **Report of the President**

President Blondin deferred to Staff Senate President Matt Ison to provide Senate updates.

On behalf of Faculty Senate President Terry Filicko, Mr. Ison reported that Faculty Senate has been working on reviewing the Senate bylaws and constitution. They are also working on a Prior Learning Assessment proposal and rubric for faculty consideration.

Mr. Ison indicated that six new Senators have been elected to Senate next year, and President-Elect elections will be held soon. Toni Yancey will be next year's Staff Senate President.

Dr. Blondin asked Dr. Singh to report on the annual FTE and completion rates for the 23 community colleges in Ohio. He distributed and reviewed a list of them, noting that Clark State stands out for being steady the last five years while most schools have declined quite a bit; we have done very well in terms of enrollment. The average completion rate across the state is 77%, and Clark State's is 74%; the good news is that the trend is upward, and Dr. Singh forecasted that we will be up again in 2016, possibly at 75%. Since completion comprises half of the funding we receive, academic deans and faculty are focused on improving course completion in each modality, and enrollment is just as important. When asked if he could further breakdown the completion information by categories, including at-risk populations, Dr. Singh indicated that he could provide that data during a Work Session presentation in the fall. Trustees agreed that it would help ensure that we have needed tools in place to make the greatest impact on student success.

President Blondin shared the following:

- In preparation for the College's next comprehensive Higher Learning Commission (HLC) visit in 2018, Dr. Blondin will send a campus-wide email out in August regarding the committee assigned to lead the process. She indicated that the five criterion for reaccreditation include Mission; Integrity: Ethical and Responsible Conduct; Teaching and Learning: Quality, Resources, and Support; Teaching and Learning: Evaluation and Improvement; and Resources, Planning, and Institutional Effectiveness. The point is to show that we are consistently improving what we are doing in order to operate at the highest level. Amy Sues has been appointed as the new Associate Dean of Academic Affairs, and she will be leading this effort as well as serving as our accreditation liaison to the HLC. Dr. Blondin is excited about this process and the committee and will present additional information to the Board in October.
- Catie Stipe has been promoted to Director of the Foundation, and she will be attending the John Rush Leadership Institute in Washington, DC, offered by the American Association of Community Colleges.



- Dr. Blondin has been asked to write a chapter in a book of essays edited by Martha Ellis about GenX presidents. Her chapter is about mentoring and succession planning, and she is honored to be included.
- Dr. Blondin was also excited to be interviewed with Eli Williams regarding the Fatherhood Institute on WHIO Reports hosted by Jim Otty. The show aired on Sunday, June 19.
- Juneteenth was a wonderful event at the Gammon House; Clark State was a proud sponsor.
- Dr. Blondin attended Wright Patterson Air Force Base's Change of Command ceremony this morning. Colonel Devillier is departing for his new position with the Joint Chiefs of Staff, and Colonel Bradley McDonald will be taking the helm. We plan to bring him to campus as soon as possible and have requested that he host the BASETRACK Live event at the Performing Arts Center in September.
- Dr. Blondin extended a huge thank you to all faculty and staff at the end of her third year here, noting that it has been a good year, and she could not have done some of the great things we have done without them. She expressed particular appreciation to her Executive team, noting that some teambuilding will take place in July, and that Adele Adkins, Laurie Means and Catie Stipe have been added to Executive Council.
- Trustee Pam Strickler has been a fabulous Board member, and unfortunately, she must resign from the Board because she is moving to San Antonio. On behalf of faculty, staff and students, she thanked Trustee Strickler for her tremendous efforts and incredible insights because she truly understands higher education. A celebration in honor of Trustee Strickler will be held in early July.

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

Chairperson Noonan seconded President Blondin's comments about Trustee Strickler, noting that she has really appreciated her insights. She also reported that Trustee Sharon Evans and her husband Roger were recently recognized for their efforts by the Springfield Foundation's African American Community Fund at their annual gala; the group congratulated Trustee Evans on this honor.

### **Trustees' Open Forum**

There were no comments.

### **Executive Session ~ President's Contract**

Trustee Bell made a motion to move into Executive Session to discuss the President's contract. Trustee Ball seconded the motion, and it passed 6-0 by a roll call vote. Executive Session commenced at 7:08 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:25 p.m. Trustee Ball seconded, and the motion passed 6-0.

### **President's Contract**

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

### **Adjournment**

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