



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**November 15, 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, November 15, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:28 p.m.

### **Roll Call:**

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

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Michael Cuffman, Assistant Dean of Arts and Sciences; Dixie Depew, Controller; David Farrell, Senior Staff Accountant; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; Joseph Jackson, Vice President for Business Affairs; Holly Klark, Director of Bookstore and Dining/Office Services; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Director of the Foundation; Halie McWilliams, Clark State Alumnus/Wright State Student; Laurie Means, Director of Marketing; Kathleen Nelson, Staff Accountant; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Workforce and Business Solutions; Victoria Peters, Student Senate President; Cindra Phillips, Director of Center for Teaching and Learning; Diana Seaman, Registrar; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean of Business and Applied Technologies; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

### **Recognition of Guests**

Chairperson Noonan welcomed guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

## **Amended Agenda**

Trustee Doyle made a motion to amend the agenda to include Action Item 6G, a letter from the Board of Trustees to the Chair of the Co-located Campuses Task Force. Trustee Hall seconded the motion, and it passed unanimously.

## **Approval of Minutes**

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on October 18, 2016. Trustee Doyle made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met Wednesday, November 2, 2016, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Sharon Evans, Jim Doyle, Brad Phillips and David Ball; Peg Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Joseph R. Jackson, Vice President for Business Affairs; Matt Franz, Chief Information Officer; Marvin Nephew, Chief Human Resources Officer; Kathy Klay, Director, Financial Aid; Nina Wiley, Dean, Enrollment Services; and Dixie Depew, Controller. Guests in attendance included Brad Billet and Larry Weeks from Clark Schaefer Hackett and Co.

Agenda items included:

- FY 2016 Audit Exit Conference with Clark Schaefer Hackett and Co.
- Business Process Assessment Engagement
- Reserve Appropriations
- Department of Labor Overtime Rules
- Capital Projects
- Other Business
- Next Meeting – TBD

The meeting agenda and materials were e-mailed to all Trustees prior to the meeting. Minutes of the meeting and additional materials were e-mailed to all Trustees after the meeting.

## **Financial Report through October 31, 2016**

The financial report reflecting the revenues and expenses through October 31<sup>st</sup> was distributed to Trustees prior to the meeting. The following was noted:

- The first column reflects the FY 2016-2017 Annual Budget.
- State Share of Instruction (SSI) reflects the most recent projection from the Ohio Department of Higher Education. This number will change based on FY 2016 course completion data for Spring Semester.
- Student Fee Revenue represents Fall Semester enrollment and Spring Semester registrations through October 31<sup>st</sup>. Both Student Fee Revenue and General Expenses will be lower than last fiscal year due to the change in the accounting for College Credit Plus enrollments.
- Workforce Non-Credit Training revenue is lagging budget but so are the related expenses, which are reflected in the Public Service category.
- We continue to monitor Bookstore revenue closely as well as revenue for the Commercial Transportation Training Center.

## 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 9/30/16:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,057,160
Commonfund Management Fees (June 2002 to present)	\$(69,472)
Foundation Management Fees (2007 - 2016)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$235,851
Balance 9/30/16	\$1,882,326
Quarterly (Jul-Sep) Rate of Return	0.93%
Barclays Aggregate Bond Index (Jul-Sep Quarter)	0.46%
September Return	-0.01%
Barclays Aggregate Bond Index (September)	-0.06%

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 management fees to endowment accounts it manages. This figure (\$158,409) represents the 1.25% fee for ten fiscal years (FY2007 – FY2016). Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on September 21, 2016, and reviewed fund performance, asset allocation, and spending policy.

## Human Resources Update

### *Filled Positions:*

- Mary Bower, ABLE Coordinator (1.0 FTE), effective 10/24/16
- Delvin (Rocky) Rockhold, Policy Director, Area 7 (1.0 FTE), effective 10/31/16
- Kristina Bryant, House Operations Assistant (0.24 FTE), effective 10/31/16
- Mary Cathy Tagg, Administrative Support, Arts and Sciences and Business and Applied Technologies (1.0 FTE) effective 11/14/16

### *Promotion:*

- Dr. Amit Singh, Provost and Vice President of Academic Affairs (1.0 FTE) promoted to Provost and Senior Vice President, Academic Affairs, effective 11/15/16

### *Retirements:*

- Joseph Jackson, Vice President for Business Affairs (1.0 FTE), effective 1/1/17
- Holly Klark, Director, Bookstore, Dining and Office Services (1.0 FTE), effective 1/1/17
- Jock Pierman, Assistant Technical Director (1.0 FTE), effective 1/1/17

### *Open/Advertised Positions/Searches/Interviews:*

- Senior Systems Analyst (1.0 FTE)
- Dean, Student Support Services (1.0 FTE)

- Controller (1.0 FTE)
- Maintenance Technician (1.0 FTE)

Marvin Nephew led attendees in a round of applause for Vice President Jackson's diligent work on behalf of the College the last 29 years. Chairperson Noonan thanked Vice President Jackson, Holly Klark and Dixie Depew (retiring in February 2017) for their service to the College over the years.

## **Liaison Reports**

### Clark State Foundation

- The Major Gifts Campaign has raised \$4.59 million to date, including a pledge from Randy Kapp. In recognition of his gift, we are considering a recognition option that will highlight Clark State Alumni and his ties to the College.
- The Employee Campaign was completed in October and raised \$55,187 with 33% employee participation. This is over twice what the campaign has raised in recent years.
- We received the Great Lakes College Completion Grant for \$199,643 with a matching requirement of \$53,557. The grant will focus efforts on "near-completers" (students who have completed 75% of their degree requirements) in the Registered Nursing and Information Technology fields.
- Champion City Scholars inducted forty-six (46) scholars this year in its annual induction ceremony on November 1<sup>st</sup>. The program will also welcome ten new mentors this year who will begin meeting with the new class of scholars in December.
- The Foundation has several holiday events planned including an event at the Pentagon Tower Club in Beavercreek on December 1<sup>st</sup> from 5:00 to 7:00 p.m. and an event at the Performing Art Center's Turner Studio on December 9<sup>th</sup> from 6:00 to 7:30 p.m.

### Council of Governments

- Work continues with Miami Valley Child Development Centers (MVCDC) to transition to their operating structure effective January 3, 2017.
- Efforts to increase Early Childhood Education Center enrollments.

## **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:*

- Mary Bower, ABLE Coordinator (1.0 FTE), effective 10/24/16
- Delvin (Rocky) Rockhold, Policy Director, Area 7 (1.0 FTE), effective 10/31/16

#### *Promotion:*

- Dr. Amit Singh, Provost and Vice President, Academic Affairs (1.0 FTE) promoted to Provost and Senior Vice President, Academic Affairs, effective 11/15/16

#### *Retirements:*

- Joseph Jackson, Vice President of Business Affairs (1.0 FTE), effective 1/1/17
- Holly Klark, Director, Bookstore, Dining and Office Services (1.0 FTE), effective 1/1/17

Impact on students and/or student learning: The ABLE Coordinator position fills a program vacancy with the mission of preparing students for successful completion of their GED and possible access to higher education.

Implications for budget, personnel, or other resources: Dr. Singh's promotion is appropriate based on overall performance and his assumption of additional/higher levels of organizational responsibilities/duties. Searches for retiring positions will begin immediately.

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

### ***Department of Labor Overtime Rules Update and Recommendations***

The United States Department of Labor (DOL), through the provisions of the Fair Labor Standards Act (FLSA), governs minimum wage and overtime rules. It also establishes the salary threshold under which most white collar workers (primarily workers paid by the hour/non-exempt employees) qualify for overtime compensation for work performed over 40 hours per week. Additionally, it governs the exemption of executive, administrative, and professional employees from the minimum wage and overtime protections of the FLSA. The FLSA, last updated in 2004, established the salary threshold of \$455 a week or \$23,660 per year, allowing certain employees earning the above amount, not to qualify for overtime pay for time worked over 40 hours per week.

In 2014, President Obama directed the DOL to update and modernize the regulations governing the exemption of executive, administrative, and professional employees from the minimum wage and overtime protections of the FLSA. On May of 2016, the DOL published the Final Rule to update the regulations which focus primarily on updating the salary and compensation levels needed for executive, administrative, and professional workers to be exempt from the overtime provisions of the Act. Specifically the Act:

- Increases the weekly salary threshold from \$455 a week to \$913 a week
- Increases the annual salary threshold from \$23,660 a year to \$47,476 a year
- Establishes future automatic updates to those thresholds every three years beginning on January 1, 2020
- Sets the effective date of changes to December 1, 2016

Higher Education Institutions Exemptions: Teachers, Coaches, and Academic Administrative Personnel (if they are paid at least as much as the entrance salary for teachers) are exempt from the provisions of the overtime rule.

What do these changes mean for Clark State Community College? Clark State currently has 17 exempt employees who each earn a salary of less than \$47,476.00 per year. The annual financial impact to bring each individual's salary up to the minimum amount of \$47,476.00 is just over \$100,000. In order to determine the best course of action for Clark State and our employees, the administration reviewed the following three FLSA exemption tests and considered our options:

- Salary Basic Test: Predetermined fixed salary not subject to reduction based on quantity and quality of work performed
- Salary Level Test: Salary amount paid must meet a minimum specified amount.
- Duties Test: Must primarily involve executive, administrative or professional duties as defined by regulations.

After considering the above exemption tests, we determined our best options are to:

- Raise the salary of select exempt employees to meet the new threshold salary requirements to maintain their exempt status
- Change the employment status of select exempt employees to non-exempt and pay them by the hour at their current rate. If they work over 40 hours per week, pay them the appropriate overtime amount.
- Monitor and approve overtime in advance.

Impact on students and/or student learning: There is no direct impact to students or student learning.

Implications for budget, personnel, or other resources:

- Number of Clark State employees affected by the Updated Overtime Rules: 17
- Number of employees to change from exempt to non-exempt: 9
- Number of employees to remain exempt and receive a salary increase up to the new threshold salary amount of \$47,476.00 per year: 8
  - Annual costs for salary increase (includes retirement): \$39,118.47
  - Remaining FY 2016-2017 costs (From 12/01/16 – 06/30/17): \$22,820.00
    - 3 positions funded by auxiliary or restricted funds at the cost of: \$11,940.00
    - 5 positions funded by general funds at the cost of: \$10,880.00
- Funding for proposed salary increases is available through reallocating previously budgeted items in the 2016-2017 budget. Full amount will be included in the 2017-2018 budget.
- A complete list of affected employees by name, position, and pay with their recommended employment category change was distributed to Trustees at the meeting.

It was requested that the Board of Trustees:

- Approve the employment category changes from exempt to non-exempt of nine (9) specified employees effective December 1, 2016
- Approve the salary increase of eight (8) specified employees effective December 1, 2016, for a total of \$22,820 for the remainder of FY 2016-2017
  - 3 positions funded by auxiliary or restricted funds at the cost of: \$11,940.00
  - 5 positions funded by general funds at the cost of: \$10,880.00

Trustee Ball noted that there is a hearing in Texas on Friday regarding the Department of Labor regulations, and there is a slim chance the rule may be halted, so administration may want to consider delaying the notification of employees regarding the changes until the final verdict is made.

***Trustee McDorman made a motion to approve the personnel recommendations for exempt employees as well as the proposed employment category changes and salary increases to align with Department of Labor regulations, as presented. Trustee Bell seconded the motion, and it passed unanimously.***

### ***2015-2016 Audited Annual Financial Report***

The audit report for the College and the Foundation was submitted to the Auditor of State for review on October 14, 2016. This review is complete and the Auditor of State has certified the report with the Clerk of the Bureau, therefore the report is considered to be public information.

An exit interview was held with the Board Finance and Facilities Committee on November 2, 2016. Following are items that were highlighted at that meeting:

- Unmodified (clean) opinion that the financial statements are presented fairly
- No uncorrected misstatements
- Testing procedures
- Management's discussion and analysis
- Impact of GASB 68 on the statement of net position
- 5-year trend of net position, significant revenue sources, expenses, Bookstore net revenue and SB6 composite scores
- Schedule of expenditures of federal awards totaling \$32.7 million
- Report on internal control – No deficiencies in internal control considered to be material weaknesses in financial reporting were identified

- Report on compliance and other matters – The results of tests disclosed no instances of noncompliance or other matters required to be reported under government auditing standards
- Three significant deficiencies in internal controls over compliance for major federal programs were identified
- Management Letter identified trivial errors in the Return to Title IV calculation

A bar chart showing the composite score over the past 5 years was distributed to the Committee. For FY 2016 the composite score without considering the impact of GASB 68 is 4.0 (on a scale of 5.0). This represents an increase from the FY 2015 composite score of 3.1. This increase was the result of the improvement of the Net Income and Viability (debt) Ratios. When the impact of GASB 68 is included in the calculation the composite score drops to 1.0. ODHE excludes the impact of GASB 68 when determining if institutions should be placed on fiscal watch (Senate Bill 6).

The Board Finance and Facilities Committee recommends that the Board of Trustees accept the FY 2015-2016 audit report.

Impact on students and/or student learning: There is no direct impact as a result of this audit engagement. However, the prudent and efficient use of assets does have a resulting positive effect on student success by way of providing adequate state-of-the-art equipment and facilities as well as retaining qualified professional faculty and staff. Clean audits also reflect positively on the reputation of the College, are beneficial during fundraising campaigns, Moody’s ratings reviews, accreditation reviews and bond ratings (for issuing debt).

Implications for budget, personnel, or other resources: The total cost of the audit was \$52,000. The portion attributable to the College (\$44,500) is included in the current year operating budget. The portion attributable to the Foundation (\$7,500) is included in the Foundation’s operating budget.

It was requested that the Board of Trustees accept the FY 2015-2016 audit report.

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

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2016, College Reserves are 27.2% of the 2016-2017 Educational and General Budget. The proposed annual allocation plan for reserve funds was distributed to Trustees in compliance with the Financial Planning/Budgeting section of the Policies and Governance document. Please note that taking action on this plan does not authorize these expenditures.

Several items that were included in last year’s Plan have been completed and removed including the LRC Renovation, equipment and technology purchases for the Precision Ag academic program and the Rafinski Student Center.

Trustees previously approved expenditure of up to \$125,000 for the Campus Master Plan.

This plan was presented to the Board Finance and Facilities Committee at its November 2, 2016, meeting. The Committee recommends that the Board of Trustees approve the following annual allocation plan for Reserve Funds:

**PLANNED  
ALLOCATION**

**UNAPPROPRIATED RESERVES**

821,758.34

**APPROPRIATED RESERVES**

<b>ADA Modifications</b>	200,000.00
<b>Campus Master Plan</b>	125,000.00
<b>Demographic/Market Study</b>	25,000.00
<b>Diversity Plan</b>	100,000.00
<b>Equipment - Instructional</b>	250,000.00
<b>Equipment - Non-Instructional</b>	150,000.00
<b>Externally Funded Projects Match</b>	1,000,000.00
<b>Facilities Planning</b>	500,000.00
<b>Facility Assessment</b>	75,000.00
<b>Fiscal Contingency Planning</b>	800,000.00
<b>Land Acquisition/Demolition</b>	100,000.00
<b>Legal/Audit Contingencies</b>	150,000.00
<b>New Certificate and Degree Programs</b>	250,000.00
<b>Repair/Replacement Projects</b>	
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00
<i>Vehicle Replacement</i>	100,000.00
<i>Restroom Renovations</i>	250,000.00
<b>Safety/Security</b>	100,000.00
<b>Self-Funded Dental Benefit</b>	205,097.43
<b>Service District Outreach</b>	250,000.00
<b>Signage</b>	150,000.00
<b>Strategic Plan for Energy Management Implementation</b>	500,000.00
<b>Strategic Plan Projects</b>	500,000.00
<b>Student Assistance</b>	300,000.00
<b>Technology Replacement</b>	500,000.00
<b>Unemployment Compensation</b>	150,000.00
<b>SUBTOTAL APPROPRIATED RESERVES</b>	7,230,097.43
<b>TOTAL RESERVES</b>	8,051,855.77



Impact on students and/or student learning: The projects listed under Appropriated Reserves are initiatives that are not funded in the annual operating budget due to the fact that they are expenditures for capital or nonrecurring items.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the annual allocation plan for the reserve funds. Actual expenditure of appropriated amounts for these initiatives will require Board action in accordance with the College's Purchasing Policy.

***Trustee Doyle made a motion to accept the 2015-2016 audit report and approved the annual allocation plan for reserve funds, and Trustee Ball seconded. The motion passed unanimously.***

### ***Faculty Emeritus Recommendation***

The College has a policy of granting of emeritus status to individuals for their distinguished level of service to the College and the community while employed with or in its service. The process for faculty begins when the faculty and administrator of a respective division make a recommendation for Emeritus status to the Provost and Vice President of Academic Affairs (VPAA). Upon approval, the Provost/VPAA forwards recommendations to the President.

Faculty members must have been at the College for ten years and have attained the rank of at least Associate Professor.

We are recommending the following individual this year for Board consideration:

Professor Larry Killian – Dr. Killian began his career as an adjunct faculty member teaching Biology in the Arts and Sciences Division. He later transitioned to a full-time faculty member position in the Health and Human Services Division, teaching anatomy and physiology. During his years at Clark State he was an active member of a number of faculty, college-wide, and ad hoc committees. He also served as the Faculty Professional Development Coordinator, a mentor for new faculty, and a resource for those applying for promotion. Dr. Killian found his calling in the community college environment and retired in the spring of 2015, after providing more than 20 years of exemplary full-time service to the College and students.

Impact on students and/or student learning: Professor Killian has touched the lives of literally thousands of students during his career at the College.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the President's recommendation to grant emeritus status to Professor Larry Killian.

### ***Faculty Promotion Policy Revision***

The Provost and Vice President of Academic Affairs and the Faculty Promotion Committee are recommending to delete (J) (1) in the Faculty Promotion Policy, as it is a procedure not a policy, and it is already reflected in the Faculty Promotion Procedure document.

The proposed revised policy follows:

### 3358:5-3-23 Faculty Promotion Policy

- (A) Clark State Community College supports a promotion system for faculty that is designed to reward individual performance that contributes to the College's mission.
- (B) The ranks that have been established as part of the system are those that are reflective of higher education institutions across the nation. These include Instructor, Assistant Professor, Associate Professor, and Professor.
- (C) A progression in leadership responsibilities is critical to the advancement of faculty from one rank to the next.
- (D) Eligibility requirements, established by the college, include educational attainment and work experience as appropriate to the rank to which the person is applying.
- (E) Faculty seeking promotion submit evidence of their achievements according to set criteria, including effective teaching/learning, professional growth, and service to the College and community.
- (F) Peer review by colleagues is an essential component of the system.
- (G) Promotion must be earned and is not automatic.
- (H) The College President is the final authority for all decisions related to promotion.
- (I) The Provost/VPAA shall ensure that a promotion calendar is established for timely process completion.
- (J) General guidelines for candidates for promotion shall be as follows:
  - ~~(1) Guidelines for submission of applications in response to the promotion criteria are sent to all eligible faculty by the promotion committee by the end of the third full week of October.~~
  - ~~(2)~~ (1) The promotion committee shall review the materials submitted for consideration. The promotion committee shall verify whether or not the faculty member has met the minimum requirements for promotion. If the minimum requirements are not met, the committee shall take no further action and shall not review the submitted materials.
  - ~~(3)~~ (2) Meeting minimum requirements does not mean that a recommendation for promotion is automatic. Submitted materials shall be organized in a manner that facilitates review; simply listing accomplishments may not be adequate. Explanations of the exact nature of the contributions may be necessary. Promotion materials shall be reviewed and evaluated by the committee against the promotion requirements for the rank sought in order to determine whether or not the candidate will be recommended for promotion.
  - ~~(4)~~ (3) A pattern of contributions over the years is more meaningful than a flurry of activity just prior to promotion eligibility.

Effective: **December 1, 2016** ~~October 15, 2015~~

Prior Effective Dates: **10/15/15**, 7/1/98, 1/1/03, 6/27/03, 10/24/03, 12/14/11, 6/18/13

Impact on students and/or student learning: There is no direct impact on students or student learning.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revised Faculty Promotion Policy as presented.

***Trustee Bell made a motion to accept the President's recommendation to grant emeritus status to Professor Larry Killian and to approve the revised Faculty Promotion Policy, as presented. Trustee McDonald seconded, and the motion passed unanimously.***

### ***Letter to Chair of Co-located Campuses Task Force***

The Ohio Department of Higher Education formed a task force to identify best practices at co-located campuses (i.e., community colleges and four-year colleges located on the same grounds) and to create efficiencies. On November 1<sup>st</sup>, the task force released its report, which included examining “the way community college trustees are appointed,” which could potentially be unfavorable to community colleges. Members of the Ohio Association of Community Colleges (OACC) are very concerned that this is outside the scope of the study and feel that each member college’s Board needs to send a strong message in opposition to any efforts that alter the membership or appointing authority of community college boards of trustees.

If approved, the following letter will be sent to Regent Kurt Kaufman, Chair of the Task Force, with copies to Chancellor Carey, OACC President Jack Hershey, Senate President Faber, Senator Hackett, House Speaker Rosenberger, and Representatives Dean, Koehler, and Perales:

*Dear Regent Kaufman:*

*Ohio's community colleges are responsive to regional workforce needs while delivering affordable, high-quality education to students of all ages and socioeconomic backgrounds. The affordability and flexibility of our sector is best equipped to meet the training and skills needs of our communities.*

*The Ohio Association of Community Colleges supports the Task Force's goal of identifying best practices that provide for new shared services and collaboration. Clark State, along with the OACC, will continue to advocate for policies that lead to cost savings for students.*

*In response to the recently released report of the Task Force, the Clark State Board of Trustees wishes to express its strong opposition to any efforts that alter the membership or appointing authority of community college boards of trustees. Changing trustee appointing authority goes beyond the scope of the Task Force. Additionally, it is unclear why any changes are needed in the appointment of trustees. Our trustees are local business, education and civic leaders who ensure that Clark State meets its mission in the communities that we serve.*

Impact on students and/or student learning: No direct impact

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the letter to Regent Kurt Kaufman, Chair of the Co-located Campus Task Force, to be sent on behalf of the Board, as presented.

\*Dr. Singh exited the meeting at 6:57 p.m.

*Trustee Bell made a motion to approve the sending of the proposed letter to Regent Kurt Kaufman on behalf of the Board of Trustees. Trustee Ball seconded it, and the motion passed unanimously.*

## **Report of the President**

President Blondin deferred to Faculty Senate President Therese Filicko, Student Senate President Victoria Peters, and Staff Senate President Antoinette Yancey to provide Senate updates.

Ms. Filicko indicated that Faculty Senate will meet tomorrow since faculty will be meeting with Dr. Davis Jenkins Monday regarding structured pathways. An ad hoc committee is being formed to research open source materials; faculty is interested in utilizing them to save students money, but they want to make sure quality materials are available. The Assessment Committee will receive training soon on a new version of TK20, our assessment system. The Prior Learning Assessment ad hoc committee recently presented their work to Faculty Senate; they did a great job and will move forward to Faculty Assembly. An ad hoc committee will be convened to develop a rubric for portfolio review.

Ms. Peters reported that Student Senate is currently focusing on fundraising with a candy bar sale. They are also working on finalizing the office hours for the Student Life Suite. Student Awareness Week is coming up, with the goal of engaging with students and seeking suggestions.

Ms. Yancey reported that Staff Senate's poinsettia sale was a huge success, enabling them to feed seven families Thanksgiving dinner this year. The leftover money will go to the College's food pantry in the Nurse's office. Roberta Richards coordinates the pantry, which allows hungry students to get on-the-go breakfast or lunch items.

President Blondin shared the following:

- Data from the Community College Research Center at Columbia University regarding Clark State's unduplicated headcount enrollment by program for Fall 2015 and graduates by program and credential type for academic year 2015-2016 was distributed; this information will be discussed in detail at the Special Board Meeting with Dr. Davis Jenkins on November 21<sup>st</sup>.
- Consultant Bob Visdos wrote a white paper on the impact of the Trump Presidency on Funding and the potential opportunities available to Clark State as a result; the paper was distributed to Trustees. We are staying engaged and positive, as community colleges work with everyone, and we will continue to do so. We will determine how the new administration will impact our students and will maximize the opportunities.
- A report detailing College Credit Plus payments to Ohio community colleges and public universities as well as investment by institution for academic year 2015-2016 was distributed. Clark State invested over \$1.8 million in the program, and we feel it serves an important purpose. Students enrolled have a 95.8% completion rate, and we are working hard to convert them to full-time students upon graduation from high school; our conversion rate is currently close to 14% in this category of students. Trustee Hall indicated the importance of the program, noting that his sister started as a Post-Secondary Enrollment Options (PSEO) student in Music, later switched to Biology, and began attending Harvard Medical School four years ago.
- Dr. Blondin's mentoring proposal, which will offer structured guidance on a career pathway at Clark State, will be rolled out in January. She plans to include three faculty and three staff over the course of the year and feels it will be a really good initiative for both the College and employees.
- An adjustment has been made to our Performing Arts Center Priority Development and Advocacy Committee (PDAC) proposal to add an expansion of the Hollenbeck Bayley Creative Arts and Conference Center, which is something we have been talking to the Greater Springfield Chamber of Commerce and Convention and Visitor's Bureau about. We are seeking \$4 million for the project, which would allow us to attract larger conventions.

- Clark State STNA Instructor Paula Rice passed away unexpectedly Saturday evening. We have developed a plan to cover her classes, and counseling services are available to faculty, staff and students.

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

Chairperson Noonan commented that the Phi Theta Kappa dinner last week was a lovely event and thanked everyone involved in it.

Chairperson Noonan reported that eight of nine Trustees attended the Statewide Trustees Conference in Columbus yesterday, and Dr. Blondin and Trustee Doyle did a stellar job with their presentation, "Optimizing Student Success through Performance-Based Education." She noted that the speaker from the Higher Learning Commission (HLC) was very interesting, and although there were many presentations on competency-based education, the HLC person suggested that we go easy on this.

### **Trustees' Open Forum**

Trustee Doyle mentioned that he attended the recent Champion City Scholars induction, noting that it was a very nice event, and its new director Matt Ison seems to be full of energy.

Vice Chair Evans commented that the Black Violins performance was wonderful, and she heard many positive comments about it in the community. It was noted that comedian Dave Chappelle attended the event, and Adele Adkins is trying to get the Black Violins back for a Saturday night performance in October 2017.

### **Executive Session**

Trustee Ball made a motion to move into Executive Session to discuss personnel matters. Trustee Hall seconded the motion, and it passed 9-0 by a roll call vote. Executive Session commenced at 7:23 p.m.

Trustee Doyle made a motion to exit Executive Session and return to general session at 7:35 p.m. Trustee Ball seconded, and the motion passed 9-0.

### **Adjournment**

Trustee Phillips made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:36 p.m.