



BOARD OF TRUSTEES REGULAR MEETING

Minutes
October 18, 2022

The Clark State College Board of Trustees met in regular session in the Greene Center Conference Room with the majority of guests attending virtually via LifeSize due to the COVID-19 pandemic on Tuesday, October 18, 2022. Board Chair Kyle Hall presided and called the meeting to order at 6:30 p.m.

Roll Call

Present in Person: Jim Doyle, Sharon Evans, Mike McDorman, Peggy Noonan, Brad Phillips, Chairman Kyle Hall, and President Jo Alice Blondin

Present Virtually: Andy Bell, Maurice McDonald and Vice Chair David Ball

Others Present in Person: Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Natalie Johnson*, Associate Dean, Greene County Locations; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Executive Director of the Clark State Foundation; Doug Schantz, Vice President for Business Affairs; Raneisha Thomas*, Alumna/Greene Center Substitute; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Dr. Rick Woodfield, Interim Vice President of Academic Affairs

Others Present Virtually: Jessica Adams, Assistant Professor, Arts and Sciences/Faculty Senate President; Rahme Ashour, Evening/Weekend Receptionist, Green Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Nazarae Butler, Academic Advisor/SOAR participant; Avery Davison, Instructor, Business and Applied Technologies/SOAR participant; Darryl Grayson, Project Manager, H1B Workforce Grant; Emily Halpin, Purchasing and Administrative Support Specialist, Information Technology; Nicole Johnson, Director of Advising; Tina Jones, Staff Accountant; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Dr. Patience Olajide, Assistant Professor, Health, Human and Public Services; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Barb Shelby, Interim Dean of Health, Human and Public Services; Gerritt Smith, Director, Workforce and Business Solutions; Amy Sues, Director of Institutional Effectiveness, Planning and Assessment; William Weekley, Commercial Transportation Training and Test Center Manager/Staff Senate President; Laura Whetstone, Director of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; Desiree Williams, Director of Center for Teaching and Learning; Lesley Wood, Student Senate President; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

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

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Associate Dean of Greene County Locations Natalie Johnson introduced Clark State alumna Raneisha Thomas, who completed her Associate of Science degree in 2021 and is currently attending Franklin University and working part-time in the Greene Center Testing Center.

Ms. Thomas shared that she started taking classes at the Greene Center in 2016. Just prior to that was such a difficult time for her; she went through a divorce and was faced with a lot of health issues, which led to three emergency surgeries, but she was determined to stick to her plan to begin classes that fall. She just had to take her placement test, but she was filled with self-doubt and fear, worrying that she was too old to go to school; however, she persisted. She was greeted with such warmth and kindness by Sunja Richardson, who was able to see the fear and anxiety on her face and told her that although she did not know what she was facing, she knew she would overcome it. Ms. Thomas said she also heard a still, small voice inside telling her that she was an overcomer, she could do it, and to be confident because she was where she was supposed to be, so she continued on. After she began taking classes, she was always at the Greene Center studying. Sunja would comment that she saw her name on the dean's list and congratulate her; Brenda Justice would always take time to speak to her; Travis Binkley, Natalie Johnson, and Rahme Ashour all helped her so much; and the faculty were so kind. She felt like they all cared and wanted her to be successful. Because she was a very hands-on mother to her two daughters, she thought they would take issue with her taking classes, but she found that it did not bother them at all. Sometimes instructors would allow her to bring her daughters to class since childcare was an issue.

Ms. Thomas noted that her relationship with the Lord is what truly kept her; she reached out to Him for support and asked Him to help her run the race and finish strong. She completed her associate's degree, is now working on her Bachelor of Science degree with a focus on healthcare management, and plans to obtain her master's degree also. Ms. Thomas happily reported that she is now part of the Clark State family and gives the same love, kindness and encouragement she received back to our current students.

Chair Hall thanked Ms. Thomas for sharing her very moving story, noting that he is proud of her and very excited to hear about her future successes as well.

*Ms. Johnson and Ms. Thomas exited the meeting at 6:41 p.m.

Approval of Minutes

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on September 20, 2022. Trustee McDorman made a motion to approve the minutes as written; Trustee Doyle seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, October 11, 2022, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center (TLC) Boardroom, as well as virtually via Zoom. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees Dave Ball, Jim Doyle, Sharon Evans, Peggy Noonan, and Brad Phillips; Dr. Blondin, President; Dr. Matt Franz, Senior Vice President, Technology,

Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Vice President for Business Affairs; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Approval of September 13, 2022, Meeting Minutes - ACTION
- Quarterly Financial Report as of September 30
- Unaudited Annual Financial Report - FY 2022 Close
- Greene Center/REACH/Ohio Hi-Point/HBC/PAC Quarterly Financials
- HEERF Summary as of September 30
- Enrollment and Marketing Update
- Capital and Community Projects Update
- FY 2022 Ohio Department of Higher Education Efficiency Report
- Clark State Invitation to Bid Web Page
- Legislative Update
- Annual Planned Allocation of Use of Reserve Funds - ACTION
- Requested Use/Spend of Reserve Funds – ACTION
 - Deferred Maintenance
 - Fire Academy Facility
 - Clark State 60th Anniversary History Book Project
- Open Discussion/Other Business
- Next Meeting – November 8, 2022, 8:00 a.m., TLC Boardroom/Virtually via Zoom

Quarterly Financial Report

The Revenue/Expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. The following was noted:

Revenue

State Share of Instruction (SSI) – The FY 2023 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall semester activity through September 30 and is lagging in comparison to what was budgeted for the academic year. D term Fall deregistration will occur in October. The Office of Enrollment/Admission is taking a multi-pronged approach to implementing strategies in an attempt to have a favorable impact on Spring enrollment.

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

Performing Arts Center (PAC) ticket revenue is currently below budget but we expect ticket sales to increase as we get closer to show dates. HBC/PAC Rental revenue is currently below budget.

Total revenue is down \$349,100 (3.4%) from the previous fiscal year.

Expenditures

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

Total expenses are down \$308,000 (4.7%) over last year. Occupancy and Communication expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, and insurance. By function, these affect Academic Support, General Expenses, and Operation/Maintenance of Plant.

Auxiliary Enterprises

Bookstore – Revenue is lagging but expenses are also below budget for this time of year showing a net surplus.

Commercial Transportation Training Center – Revenue and expenses are tracking about even. More traction has been gained in revenue since the pandemic after opening a new testing site and renewed support from the State for student loans/grants for the program. They are also showing a net surplus.

Parking – Expenses are trending above budget at this time due to some early paving projects initiated at the beginning of this fiscal year.

Food Service – In addition to the new partnership with Fresh Abilities at the Eagles Nest, food service at Clark State is supplemented by expanded vending options provided by Sheehan Brothers Vending. All revenue in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

Balance Sheet

Total current funds have decreased by \$1.2 million (4.5%) compared to the first quarter of FY 2022. This decrease is a result of changes in Receivables and Cash due to timing of draws for restricted funds.

Total Investment in Plant fund balance has increased \$3.0 million (5.9%) due to an increase in capital assets from last fiscal year. Construction in Progress in particular has increased due to the continued work on HVAC upgrades across the campus with HEERF funding.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2022 Board Meeting.

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

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

Statement of Reserve Activity

Total ending balance for September 30, 2022 was \$10,104,176. The primary activity involved the campus master plan and deferred maintenance, equipment purchases at the PAC and HBC, Achieving the Dream, and expenses for executive search for the Vice President for Academic Affairs position.

Unaudited Financial Report FY 2022

The FY 2022 audit reports for the College and the Foundation are due to the Auditor of State by October 15, 2022. The audit team from Plattenburg has been performing their fieldwork primarily during the month of September.

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

The internal financial statements in the format presented to the Trustees at each Board meeting were distributed to Trustees prior to the meeting. The report shows revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2022 budget and compared to recent fiscal years. A net surplus of \$444,631 is reflected in the General Fund activity for the year.

The Statement of Reserve Activity through June 30, which reflects \$5.48M in expenses, was also distributed to Trustees. For Appropriated Reserves, Board approved spending included \$101,000 for the campus master plan, \$354,000 for deferred maintenance, \$22,000 for Energy Optimizers, \$140,000 for PAC/HBC upgrades, \$4.4M on the Greene Center bond, \$166,000 on the new Sonography program, and \$78,000 for Achieving the Dream (ATD).

The Bookstore experienced a loss from operations of \$126,838; the Commercial Transportation Training Center experienced a gain of \$16,144; and the Parking fund experienced a loss of \$69,078. The Food Service operation experienced a gain of \$4,320. Food Service no longer needs subsidized due to our new partnership with Fresh Abilities. Brief discussion ensued about the wonderful partnership that Vice President Jones championed, which has also resulted in doubled revenue for TAC, expanded menu offerings and hours, and the addition of catering. Dr. Blondin noted that we are applying for an American Association of Community College Innovation Award for this innovative partnership.

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

Greene Center, REACH and Ohio Hi-Point

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. Reports reflect financials through September 30, 2022.

Revenue:

Budget for State Share of Instruction, in conjunction with Student Tuition, for each location has been calculated based on needed credit hours for each location to cover expenses for fiscal year 2023. The Greene Center is calculated at 8.3% of the overall disbursement. REACH is calculated at 0.8% of the overall disbursement. Ohio Hi-Point is calculated at 0.9% of the overall disbursement.

Budget for Student Tuition, in conjunction with State Share of Instruction, is computed using needed enrollment for fiscal year 2023. Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$170.33 per credit hour. Classes continue to be largely online at

these locations and actual credit hours reflect mostly face to face courses. Each location is being monitored for transition to more face to face courses and program mix.

Expenditures:

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

Discussion ensued regarding the number of students at OHP, and it was noted that a new admissions officer will focus solely on Champaign and Logan Counties, in which the greatest challenge is educational attainment. Workforce Development’s work on GED offerings coupled with having Ben Vollrath on the Board should help us make more of a positive impact there.

Performing Arts Center and Hollenbeck Bayley Center

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

Board Human Resources Committee Report

The Board Human Resources Committee met virtually on Tuesday, October 11, with Committee Chair Jim Doyle; Committee Members Sharon Evans, Mike McDorman, and Maurice McDonald; and Board Chair Kyle Hall in attendance.

The sole agenda item was finalization of the committee’s recommendation to the full Board for President Blondin’s 2022-2023 incentive plan.

Healthcare Programs’ Pass Rates, Completion Rates and Graduation Numbers

The healthcare programs offered at Clark State have 1,165 students enrolled in the Registered Nursing (RN), Practical Nursing (PN), Medical Assisting (MA), Medical Laboratory Technology (MLT), Physical Therapy Assistant (PTA), and State Tested Nursing Assistant (STNA), and Emergency Medical Services (EMS) programs collectively. All of the healthcare programs are required to meet specialized accreditation standards related to exam pass rates in order for us to maintain our accreditation.

The benchmark pass rates that we must adhere to for each program are as follows along with Clark State’s pass rates for 2021:

Program	Required Licensure Pass Rate	CSC Pass Rate
Emergency Medical Services (EMS) - EMT - Paramedic	70%	56% 83.3%
Medical Assisting (MAS)	60%	100%
Medical Laboratory Technology (MLT)	75%	89%
Practical Nursing (PN)	80%	73%

Registered Nursing (RN)	80%	75.68%
Physical Therapist Assistant (PTA)	85%	86.49%
STNA	80%	80.6%

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

Charts detailing Pass Rates, Completion Rates and Graduation Numbers for each above-listed program were presented to the Board for review and discussion. It was noted the Drs. Blondin and Woodfield are meeting with all program faculty to ensure appropriate strategies are in place to increase student success.

Loan Default Rates

The U.S. Department of Education released FY2019 loan cohort default rates this September. Clark State College's FY2019 CDR is 3.2%. A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year and default or meet other specified conditions prior to the end of the following fiscal year. The federal fiscal year begins October 1 and ends September 30.

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

The rate has dropped several percentage points in part due to the provisions in the March 2020 CARES Act that paused repayment for all student loan borrowers. The U.S. Department of Education announced a final extension of the pause on student loan repayment, interest, and collections through December 31, 2022. It is important to note that prior to March 2020, our FY2018 rate was beginning to trend below previous rates.

Clark State's 2019 default rate is 3.2%. The previous rates were:

- 2018: 11.6%
- 2017: 18.4%
- 2016: 22.9%

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

Annual Clery Report

Campus security and safety is an important feature of postsecondary education. The U.S. Department of Education is committed to assisting schools in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Department is committed

to ensuring that postsecondary institutions are in full compliance with that Act, and enforcement of the Act is a priority of the Department.

Campus Crime Data

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college's/university's annual security report.

Support for Victims

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Policies and Procedures

Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, stalking, and campus crime reporting processes.

The College's 2021 annual report, which has been filed with the U.S. Department of Education and disseminated to the campus community, was distributed to Trustees prior to the meeting. There were three reportable incidents within the 2021 reporting timeframe at any of our Clark State locations. The timeframe for reporting was January 1, 2021 through December 31, 2021.

Technology, Safety, and Strategic Initiatives Updates

Technology

- October is Cybersecurity awareness month. We use this month to provide cybersecurity training to all faculty and staff. We've been doing this for a number of years now and each year we get comments about how interesting and valuable the training is. This year we added a short video demonstrating how quickly and easily a computer can be compromised with just a single phishing email. So far, the feedback has been overwhelmingly positive again to this year's training. Training kicked off less than a week ago and already over 100 people have completed it.

Safety

- Jon Lemen, Director of Risk and Emergency Management has been working the Springfield-Clark Career Technology Center and the Global Impact STEM Academy on their reunification plans and MOUs with Clark State. He has been working on these plans in collaboration with the Clark County Emergency Management Agency (EMA) to ensure they are leveraging best practices and consistent language. In the event of a critical incident at either of these locations, Clark State can serve as a reunification point for students, parents, and employees.
- We submitted our 2021 annual safety report (Clery Report) this month. Once again, the data show Clark State campuses continue to be a safe place in which to learn and work.

Strategic Initiatives

- We had our second SPARC meeting during which each of the Strategic Plan Goal groups shared their

feedback on initiatives and metrics. We will continue to develop these to send to the campus as a whole to ensure the initiatives and associated metrics receive broad communication, feedback and buy-in.

Marketing, Diversity, and Community Impact Updates

- Marketing:
 - Fall and PAC campaigns continue
 - Updated social media to include program highlights
 - Increased social media followers on LinkedIn and Facebook
- Diversity:
 - Preparing to launch second year of Diversity in the Workplace initiative with Greater Springfield Partnership
 - Working on implementing “ThinkCollege” institute to provide resources, assistance, and training to students with intellectual disabilities
 - Continue to work with the Ohio Association of Community Colleges as Equity Champions
- Workforce and Business Solutions:
 - Commercial Trucking Training and Testing Center (CTTTC) passed enterprise inspection
 - 100% pass rate for first quarter in the CTTTC
 - Workforce and Business Solutions completed supervisor training for Electric Polish.
- Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC):
 - “Fiddler on the Roof” loaded in for a 2-week technical and dress rehearsal
 - Keen final assessment received
 - New ticketing system “Etix” is running well.

Discussion ensued about the eTix system, which worked well for the recent Springfield Symphony performance according to Trustee and community feedback. A question arose regarding the eTix app, and Marketing is to send out information regarding how to use it.

Priority Development and Advocacy Committee (PDAC) Applications

The Dayton Development Coalition is accepting applications for PDAC through November 4, 2022. This process is used to establish regional priorities for funding public projects that benefit the economic development, health, education, or quality of life in the region. Clark State will be submitting two requests:

- The Diesel, Agriculture, and Commercial Transportation Training Center - \$5,000,000. Clark State must purchase additional land and facilities in order to meet the workforce demands surrounding the transportation industry. A new site to centralize the Diesel, Agriculture and Commercial Transportation Training Center (CTTC) closer to main campus would provide significant benefits for our students and long-term cost savings for the College. Having Diesel, Agriculture and CTTC in one location would create synergy between the programs and the relocation would help unite all Clark State programs and increase awareness for Clark County. A strong transportation training program is necessary to support the economic development of our region.

- First Responder Emergency Management Training Facility - \$6,875,000. Clark State is proposing a 25,000-square-foot facility to house its first responder programs. This project will add new square footage to campus providing space to support the following programs; Basic Peace Officer Academy, Criminal Justice Technology – Corrections, Criminal Justice Technology – Law Enforcement, Emergency Medical Services, EMT Short-Term Technical Certification, and Paramedic Certification. There is a need for increased space to increase capacity in first responder-related programs. Additionally, these programs are currently located at Clark State’s downtown campus in the Brinkman Educational Center. This location also houses Clark State’s Center for Workforce and Development, and due to increasing needs for workforce training in addition to increasing needs for first responders, the space shared by these two areas is no longer adequate to serve both needs.

Foundation Update

- The Foundation Annual Campaign will begin November 1; information about it was distributed to Trustees prior to the meeting, and they were asked to help share our students’ stories and the need for our community’s support.
- Project Jericho celebrated another successful scarecrow season and the 5th annual Chalkfest on October 1. A great crowd spent the afternoon at National Road Commons Park enjoying live music, food trucks, and an impressive chalk art competition with more than 50 artists competing. It was a wonderful and vibrant day in Downtown Springfield. This year's theme for Project Scare-A-Crow is "Family Game Night"; the scarecrows representing iconic board games are on display until the end of October.
- All four Project Jericho staff members attended the Ohio Arts Council's Arts Impact Ohio conference in Akron, OH, on October 5 and 6. It was a valuable and inspiring couple of days learning from and with the state's arts organizations and agencies.
- Project Jericho youth are set to work with Columbus-based comic and illustrator Jerzy Drozd in October. Artists will create their own stories and characters under the instruction of Jerzy, and their artwork will be celebrated and displayed throughout the month of November, following the showcase on November 3 at the Main branch of the Clark County Public Library. Invitations soon to follow.
- Scholars Mentor Program sessions began this month. Each scholar has an assigned mentor, and we are implementing new S.O.A.R. goals to prepare our scholars to be Scholarly, Optimistic, Authentic, and Responsible. Mentors are implementing these goals in their sessions in October by encouraging them to be "authentic" through planned activities that will allow scholars to explore their values and become more conscious of their self-identity.
- Over 150 participants, which included 56 scholars from Springfield City, Urbana City, Tecumseh Local, Graham Local, Clark-Shawnee Local, School of Innovation, and Springfield-Clark County Career Technology Center, attended the fun back-to-school Nest Fest event on September 15. Scholars were able to visit our Leffel Lane campus, enjoy a dinner with our mentors and their families, and participate in a campus scavenger hunt where they learned about our Manufacturing, Agriculture, and Medical Lab Technology programs. Music was provided by Foundation Board Member Nettie Carter.

Trustee Phillips indicated that thank-you notes received from scholarship recipients over the years have been really impactful, and he encouraged continuing this practice.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt/Non-Exempt Employees

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

New Hires:

- Mary Jo Baker, Academic Advisor, Student Affairs, effective 10/3/22
- Joellen Boicourt, Coordinator, Student Services, Xenia, effective 10/24/22
- Beth Barnes, Coordinator, Access and Retention Services, Beaver Creek, effective 10/24/22
- Summer LaPlante, Payroll Manager, Business Affairs, effective 10/17/22

Personnel Change:

- Melody Gast, from Career Services Coordinator to Director, Admissions and Career Services, effective 10/3/22

Retirements/Resignations/Departures:

- Cristin Butler, Job Readiness Coordinator, Student Affairs, effective 9/30/22
- Cheryl Carter, Computer Lab Assistant, Student Affairs, effective 9/30/22
- Noah Patch, 3rd Shift Custodian, Business Affairs, effective 9/23/22

Open/Advertised Positions:

- Administrative Assistant to the Dean, Arts and Sciences, Academic Affairs
- Administrative Support, Health, Human and Public Services
- Custodian, Business Affairs (two positions)
- Financial Aid Specialist, Student Affairs (two positions)
- H-1B Peer-to-Peer Recovery Specialist, Academic Affairs
- High School Liaison, ARCTOS Project, Academic Affairs
- Vice President of Academic Affairs, Academic Affairs

Impact on students and/or student learning:

- The Academic Advisor is responsible for advising new and returning students and assisting them in achieving their educational goals in accordance with the mission, vision and core values of Clark State College.
- The Coordinator, Student Services, Xenia provides leadership regarding enrollment and student services and collaborates with the Beaver Creek and Springfield Student Affairs offices.
- The Coordinator, Access and Retention Services, Beaver Creek helps students to achieve academically by coordinating and ensuring the delivery of academic support.
- The Payroll Manager, Business Affairs is responsible for accurately processing and maintaining time records, compiling payroll statistics, maintaining payroll control records, calculating payrolls, and generating related reports and ensuring all employees are paid in an accurate, efficient, and timely manner.
- The Director, Admissions and Career Services provides leadership, assists with strategic enrollment planning, oversees student recruitment strategies and efforts for Clark State College while establishing Career Services as an essential part of the recruitment strategy.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2022-2023 budget.

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

Personnel Recommendations for 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:

New Hires:

- Alycia Combs, Instructional Faculty (twelve-month contract), Registered Nursing, Maternal Newborn Nursing, Health, Human and Public Services, effective 10/24/22
- Christy Terrell, Instructional Faculty, Registered Nursing, Health, Human and Public Services, effective 10/3/22

Open/Advertised Positions:

- Instructional Faculty – Engineering Technology
- Instructional Faculty - Geospatial Technology and Program Coordinator, Academic Affairs
- Instructional Faculty – NTK-CSE-Networking/Cybersecurity, Academic Affairs
- Instructional Faculty – Practical Nursing
- Instructional Faculty – Registered Nursing, Academic Affairs (two positions)

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: Funding for the above personnel actions is in the 2022-2023 budget.

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

2022 Ohio Department of Higher Education Efficiency Report

Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee, composed of members from each of Ohio's public colleges and universities. The purpose of this committee is to generate efficiency reports for campuses, identify shared services opportunities, streamline administrative operations, and share best practices in efficiencies among colleges and universities. The law additionally requires an annual report to be completed by the Ohio Department of Higher Education. The college and university data captured from this report for fiscal year 2022 will allow the Ohio Department of Education to produce the 2022 Efficiency Advisory Committee Report by December 31, 2022, as required by law. (Copies of the report were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The efficiency report revolves around three simultaneous principles 1) to be more efficient both in expense management and revenue generation 2) while offering an education of equal or higher quality and 3) decreasing costs to students and their families.

Implications for budget, personnel, or other resources: There is no direct impact on budget, personnel or other resources from preparation of the report.

It was requested that the Board of Trustees approve the College's 2022 Ohio Department of Higher Education Efficiency Report for submission to the state.

Expenditure Request from College Reserves – Fire Academy Facility

Clark State College is extremely excited and supportive of the City of Springfield's efforts to construct four new fire stations over the course of the next three years. These new stations will serve as tremendous assets to not only the city as a whole but also to each of the neighborhoods in which they will be placed. One unique opportunity born from this initiative is Clark State having the ability to embed its Fire Academy training program in the new fire station that will be located on the southern corridor of Springfield (corner of South Limestone Street and Auburn Avenue). Having our Fire Academy students perform their educational training in an active fire station will provide them with a real-world experience that cannot be replicated in a typical classroom setting. From a workforce development aspect, we truly believe that this collaborative approach to firefighter training will benefit not only Clark State students but also the City of Springfield Fire Rescue Division, as that is where many of Clark State's Fire Academy graduates begin their careers. Clark State has always maintained a strong sense of community in all that we do, and we are proud of this partnership with the City of Springfield and the positive impact that it will have on the community that we serve.

At this time, we request a distribution from Reserves in an amount not to exceed \$1.4 million for this initiative.

Impact on students and/or student learning: Having our Fire Academy students perform their educational training in an active fire station will provide them with a real-world experience that can't be replicated in your typical classroom setting. This new space will also allow for better, more protected storage of the fire apparatuses used by students in their training.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds that are set aside for facility planning.

It was requested that the Board of Trustees approve the designation and use of Reserves not to exceed \$1.4 million to establish the Fire Academy at the new City of Springfield Fire Station that will be located on the corner of South Limestone and Auburn Avenue.

Expenditure Request from College Reserves – Deferred Maintenance

Clark State College takes great pride in its facilities and the role that they play in providing an environment that promotes the success of our students, faculty, and staff. Over the years Clark State has received a number of compliments from third-party assessors regarding our steadfast commitment to the proper upkeep and preventative maintenance measures that we employ on our campuses. In keeping with this commitment, we would ask that the Board of Trustees approve the designation and use of \$450,000 from College reserves for deferred maintenance projects. These funds will be put to good use as we continue to invest in our physical assets; our mechanical, electrical, and plumbing infrastructure; and the grounds in which our campus facilities reside.

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

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

It was requested that the Board of Trustees approve the designation and use of \$450,000 of Reserves for deferred maintenance.

Expenditure Request from College Reserves – 60th Anniversary History Book Project

Clark State College is celebrating its 60th year of meeting the educational and workforce development needs of the communities in which it serves. As part of celebrating and raising awareness of this monumental achievement, Clark State is commissioning a project that will encapsulate all of the success of the college over the last 60 years in literary form – a history book. Dr. Melinda Mohler and Ms. Angela Henry are chairing the efforts on this initiative. The book will go into production later this year.

Impact on students and/or student learning: This initiative will have no direct impact on students and/or student learning but will help to raise awareness of Clark State’s brand and educational achievements in the community.

Implications for budget, personnel, or other resources: This one-time expenditure will come from reserve funds that are set aside for strategic marketing.

It was requested that the Board of Trustees approve the designation and use of Reserves not to exceed \$45,000 for the Clark State 60th Anniversary History Book Project.

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, 2022, College reserves are 32% of the 2022-2023 Educational and General Budget.

In FY 2022, the College ended the year with a surplus of \$444,631 in its operating budget. Below is the proposed category allocation plan for these funds to be contributed to the College’s reserves. Please note that taking action on this allocation plan does not authorize these expenditures. Actual expenditures of appropriated amounts require Board action in accordance with the College’s Purchasing Policy.

This allocation plan was presented to the Board Finance and Facilities Committee at its October 11, 2022, meeting. The Committee recommends that the Board of Trustees approve the following allocation plan for additional reserve funds:

- \$50,000 – Facilities Planning
- \$375,000 – Deferred Maintenance
- \$19,631 – Succession Planning

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

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

It was requested that the Board of Trustees approve the proposed allocation plan for the additional reserve funds.

Trustee Doyle made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty as presented; to approve the College's 2022 Ohio Department of Higher Education Efficiency Report for submission to the State; to approve the designation and use of College Reserves not to exceed \$1.4 million to establish the Fire Academy at the new City of Springfield Fire Station that will be located on the corner of South Limestone and Auburn Avenue; to approve the designation and use of \$450,000 of College Reserves for deferred maintenance; to approve the designation and use of College Reserves not to exceed \$45,000 for the Clark State 60th Anniversary History Book Project; and to approve the proposed allocation plan for the additional College Reserve funds. Trustee Phillips seconded, and the motion passed unanimously via a roll call vote.

Compliance with Senate Bill 135 – Employee Campus Free Speech Policy

Senate Bill 135 requires public colleges and universities to adopt a policy that affirms principles regarding the regulation of free speech and establishes a process by which complaints can be made about an alleged violation by an employee. In addition, the Ohio Department of Higher Education has published Ohio Campus Free Speech Standards. Institutions of higher ed are still required to follow the FORUM (Forming Open and Robust University Minds) Act, Senate Bill 40, effective March 24, 2021, which prohibits institutions from blocking controversial speakers on campus and bans the establishment of free speech zones. Senate Bill 135 does not conflict with the FORUM Act. Senate Bill 135 amends R.C. 3345-0212 to incorporate the free speech policy.

Subsequently, in consultation with the Attorney General's Office, a new policy was created to address employee campus free speech and/or violations, ensuring compliance with this new legislation.

3358:5-13-18 Employee Campus Free Speech Policy

- A. Clark State College is an academic community in which all persons – students, faculty, administration and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights shall be respected by all College offices, programs, employees and organizations.

Clark State College further encourages all members of the College community to endorse, support and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

1. Speech/Expression/Press
Employees may express themselves freely on any subject provided they do so in a manner that does not violate this policy. Employees, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms.
- B. In accordance with the public policy and the laws of the state of Ohio, Clark State affirms the following principles:
 1. Students have a fundamental constitutional right to free speech.

2. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to Ohio Revised Code 3345.0215(E).
 3. The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the College's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 4. It is for the College's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
 5. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 6. Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
 7. Although all students and faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
 8. The College shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
 9. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.
- C. Nothing contained in this policy shall be construed as prohibiting the College from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:
1. Constitutional time, place, and manner restrictions;
 2. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
 3. Restricting the use of the College's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College's mission;
 4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
 5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by teachers.
- D. Nothing in this policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.
- E. Nothing in this policy shall be interpreted as restricting or impairing the College's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1962, Title VII of the Civil Rights Act of 1964, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Age Discrimination in Employment Act, and the Age Discrimination Act of 1975.

F. Complaints

1. As outlined in the Employee Campus Free Speech Policy Complaint Resolution Procedures, employees may submit a complaint about an alleged violation of the above policy.
2. The College will investigate the alleged violation as outlined in the Employee Campus Free Speech Policy Complaint Resolution Procedures, which shall comply with standards adopted by the Ohio Chancellor of Higher Education.
3. Any form of retaliation against an individual who files a complaint about an alleged violation of this policy is strictly prohibited.

Effective: November 1, 2022

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

Implications for budget, personnel, or other resources: There are no known implications for budget, personnel, or other resources.

It was requested that the Board of Trustees approve the Employee Campus Free Speech Policy as presented, effective November 1, 2022.

Textbook Adoption Policy Revision

In accordance with Section 733.20 in HB 110, Clark State is appending the appropriate language in its Textbook Adoption Policy to formally recognize and implement a provision that promotes the auto-adoption of textbooks at the beginning of each semester in the event a textbook has not already been assigned for a course.

3358:5-7-13 Textbook ~~Purchasing~~ **Adoption** Policy

A. Selection Procedure

1. Textbooks will be adopted and ordered via the approved vendor. All textbook adoptions shall be posted in accordance with the approved vendor's timelines.
2. Lead faculty members, in consultation with discipline faculty, will make textbook recommendations to Coordinators for each course.
3. Upon adoption of a textbook, the textbook shall remain in use for not less than two academic years.
4. Faculty shall make every effort to adopt textbooks that provide students with multiple purchasing options to decrease student cost. These options may include, but are not limited to, e-books, rentals, loose leaf editions, and Open Educational Resources (OERs).
5. Faculty members shall make every effort to use all items contained in textbook/resource bundles.

6. Faculty may not directly sell or rent textbooks to students.
7. Textbook adoptions will be made in accordance with Clark State's Teaching and Learning Principles and best practices within each discipline.
8. To utilize a textbook or other material which is authored by faculty and the sale of which results in a royalty being paid to the faculty member, then the textbook/material may only be adopted if a majority of the other discipline faculty consent to the use of the textbook or material. In instances where the faculty author is the only full-time faculty member within a discipline, the Division Dean must approve the use of the textbook or other material authored by the faculty member.
9. **In accordance with HB 110 Section 733.20, if textbooks and/or course materials are not selected by the first day of class registration, then the faculty member is deemed to have selected identical materials (i.e., same title and edition) from the prior semester offering of the course.**

B. Discontinuance Policy

1. All textbook adoptions shall remain in use for no less than two academic years. If this is not possible due to an urgent or unavoidable issue, permission for a new adoption must be granted by the faculty member's Academic/Division Dean.
2. Faculty members may not require students to purchase additional textbook materials and/or bundles that have not been preapproved for the course.
3. No new textbook adoptions shall be permitted mid-year, without the approval of the faculty member's Academic/Division Dean. Textbook edition changes may be permitted mid-year.
4. Faculty may not sell faculty textbook copies to book buyers.

Effective: ~~July 1, 2018~~ **November 1, 2022**

Prior Effective Date: ~~n/a~~ **7/1/18**

Impact on students and/or student learning: This update in the policy will ensure that the student learning experience is consistent among all of their courses and they will have access to the appropriate textbooks at the start of each semester.

Implications for budget, personnel, or other resources: No known implications at this time other than promoting student success which has a positive ripple effect on the retention of students.

It was requested that the Board of Trustees approve the Textbook Adoption Policy as presented, effective November 1, 2022.

Low Enrollment Report

Section 3345.35 of the Ohio Revised Code requires that the boards of trustees of each state institution of higher education evaluate all courses and programs based on enrollment and duplication with other state institutions of higher education.

Section 3345.35: *Not later than December 31, 2017, and by the first day of September of every fifth year thereafter, the board of trustees of each state institution of higher education, as defined in section [3345.011](#) of the Revised Code, shall evaluate all courses and programs the institution offers based on enrollment and duplication of its courses and programs with those of other state institutions of higher education within a geographic region, as determined by the chancellor of higher education. For courses and programs with low enrollment, as defined by the chancellor, the board of trustees shall provide a summary of recommended actions, including consideration of collaboration with other state institutions of higher education. For duplicative programs, as defined by the chancellor, the board of trustees shall evaluate the benefits of collaboration with other institutions of higher education to deliver the program.*

Each board of trustees shall submit its findings under this section to the chancellor not later than thirty days after the completion of the evaluations or as part of submitting the annual efficiency report required pursuant to section [3333.95](#) of the Revised Code.

(Copies of the report were distributed to Trustees prior to the meeting and are available in the office of the Vice President of Academic Affairs.)

Impact on students and/or student learning: An important goal of this work is to improve scheduling efficiency and students' ability to enroll without barriers.

Implications for budget, personnel, or other resources: A strategic scheduling initiative is underway with specific goals to reduce dependence on independent study. Matching enrollment trends with the appropriate number of sections that allow students to schedule for completion according to their academic plan. This initiative is mindful of reducing excessive trips to campus while allowing for maximal utilization of instructional modalities that suit students' needs.

It was requested that the Board of Trustees accept the Low Enrollment Report for submission as presented.

Trustee Bell made a motion to approve the Employee Campus Free Speech Policy as presented, effective November 1, 2022; to approve the Textbook Adoption Policy, as presented, effective November 1, 2022; and to accept the Low Enrollment Report, as presented, for submission to the State. Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.

Acceptance of Performing Arts Center Study Recommendations

Alex Keen from Keen Independent Research LLC has been working with Clark State College on an operational analysis of the Clark State Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC). Keen's work has engaged numerous stakeholders and this final report includes recommendations for programming, organization, budget, market rental rates, and operations of the Performing Arts and Conference Centers.

The final operational analysis; an Executive Summary, including recommendations; and appendices containing additional data and analysis of PAC/HBC operations were distributed to Trustees prior to the meeting and are available in the Marketing department.

Impact on students and/or student learning: n/a

Implications for budget, personnel, or other resources: The recommendations directly impact the budget, personnel, and other resources. Specifically, the recommendations provide a framework to reduce the subsidy by the College, increase fundraising, grow the endowment, and the opportunity to align with subsidy from outside the College gradually over a four-year period. This also includes the restructure of personnel to support a venue management model, which produces immediate budget relief as it relates to salaries. The impact on other resources is directly related to decreasing expenses while increasing utilization, and focus on programming for the community.

It was requested that the Board of Trustees accept the recommendations by Keen Independent Research LLC as presented.

Brief discussion ensued regarding who will select shows in the future. It was noted that the recommendation is for the General Manager and Vice President Jones to work with a professional to intentionally select shows based on the demographics of those we serve. We will share the risk with this person, as they will be paid based on show earnings. The recent Springfield Symphony performance was also briefly discussed as well as the idea of telling patrons what else is available to do in the area after the show.

Trustee Phillips made a motion to accept the recommendations by Keen Independent Research LLC as presented. Trustee McDorman seconded the motion, and it passed unanimously via a roll call vote.

Report of the President

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

Faculty Senate President Jessica Adams reported that she and Michael Landers had the opportunity to attend the OATYC Conference in Cleveland, which was a wonderful opportunity to network with faculty in a variety of capacities across the state. They felt the conference was very productive and are sharing information with others who would benefit from it. Faculty are also working with Dr. Woodfield to develop and implement Open Educational Resources (OER) policies.

Staff Senate President William Weekley reported that Senators are focusing on raising awareness about Staff Senate's purpose and functions and to assist and advocate for staff. He expressed appreciation for continued support from the College.

Student Senate President Lesley Wood reported that students participated in the Pink Out volleyball game on October 14 to raise breast cancer awareness; they will participate in an alumni basketball game and the Project Woman Diva Night Out fundraiser; and will participate in Veterans Week programming, including a Veterans Day Lunch at the Greene Center on November 10th at 11:30 a.m. They are excited about the possibility of the College offering eSports, noting they will do whatever it takes to help.

President Blondin reported that:

- Congressman Mike Turner will be visiting Clark State on Friday, November 9, at 10:30 a.m. He will meet with Executive Council members and receive tours of the advanced manufacturing lab and Performing Arts Center.
- She recently shared several articles regarding higher education to Trustees, and today they received a visual from Dr. Peter Smith highlighting the principles of trusteeship, along with a draft of the Ohio Association of Community Colleges' (OACC) legislative priorities.

- She serves on the OACC Intel Planning Committee and received information regarding a big announcement Intel and Honda will soon make. Since Southern State Community College is closest to the plant but has no manufacturing programs, Dr. Blondin reached out and offered our assistance; a meeting was recently held to discuss ways we can partner.
- She had a great meeting today with the Braxton Miller Foundation, which would like to partner with us and the Springfield City Schools.
- The College will be partnering with Kerry Pedraza at United Way on a Literacy Day on November 1 at Jefferson Center for preschool children. Dr. Blondin, Dr. Bridget Ingram, and Brielle Ward will participate, and they are hoping Fran DeWine will attend.

Report of the Board Chair

Chair Hall:

- Reminded Trustees that a great agenda is planned for the annual Board retreat on Tuesday, November 15, from 8:30 a.m. to 3:00 p.m. in LRC 320. He asked that Trustees attend in person if at all possible.
- Announced that Trustee Evans has been reappointed by Governor DeWine, and Becka Rowland-Buckley representing Beavercreek/Greene County, and Ben Vollrath representing Bellefontaine/Logan County have been appointed to the Board. He noted that it will be great to have Logan County represented on the Board.
- Recognized Trustees Jim Doyle and Brad Phillips for their great service to the Board. He noted that Trustee Doyle has served for 24 years, served as Board Chair and was instrumental in the process of hiring President Blondin, and has been active in OACC and the Association of Community College Trustees among many other things. He noted that Trustee Phillips has served for 12 years and led us through COVID during his time as Board Chair. He thanked them both very much for everything they have done on behalf of the College, noting that a dinner honoring them will be held on November 30 at the Springfield Country Club. The group gave them both a round of applause.

Trustees' Open Forum

There were no comments.

Executive Session – Compensation for Public Employees

Trustee Noonan made a motion to enter Executive Session to discuss compensation for the President. Trustee Evans seconded, and the motion passed unanimously by a roll call vote. Executive Session commenced at 7:39 p.m.

Trustee Evans made a motion to exit Executive Session and return to Regular Session at 8:03 p.m. Trustee Phillips seconded, and the motion passed unanimously via a roll call vote.

Compensation for Public Employees

Trustee Doyle made a motion to accept the Human Resources Committee's recommendations regarding compensation for public employees. Trustee McDorman seconded, and the motion passed unanimously via a roll call vote.

Adjournment

Trustee Noonan made a motion to adjourn the meeting, and Trustee McDonald seconded. The motion passed unanimously via a roll call vote, and the meeting adjourned at 8:04 p.m.