



## BOARD OF TRUSTEES REGULAR MEETING

Minutes  
June 28, 2022

The Clark State College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom with the majority of guests attending virtually via LifeSize due to the COVID-19 pandemic on Tuesday, June 28, 2022. Board Chair Kyle Hall presided and called the meeting to order at 6:30 p.m.

### **Roll Call**

*Present in Person:* Andy Bell, Sharon Evans, Mike McDorman, and Peggy Noonan, Chairman Kyle Hall, and President Jo Alice Blondin

*Present Virtually:* Jim Doyle, Maurice McDonald, Brad Phillips, and Vice Chair David Ball

*Others Present in Person:* Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; 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; and 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:* Travis Binkley, Associate Dean of Academic Services; Tanisha Burns-Martin, Tech Prep Consultant; Dr. Sterling Coleman, Director of Library Services; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Eric Ebbs, Client Support Technician/Staff Senate President; David Farrell, Senior Staff Accountant; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Natalie Johnson Associate Dean, Greene County Locations; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Leslie Ray, Student Affairs Specialist and Assistant to the Vice President of Student Affairs; Jean Rene\*, Student; Doug Schantz, Vice President for Business Affairs; Gerritt Smith, Director, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Director of Institutional Effectiveness, Planning and Assessment; Trish Voisard, Staff Accountant; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

### **Recognition of Guests**

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

### **Public Comment**

There were no public comments.

### **Conflicts of Interest**

Vice Chair Ball indicated that he would be abstaining from the Faculty Promotions action item.

## **Student Success Story**

Dr. Dawayne Kirkman, Vice President of Student Affairs, proudly introduced LPN to RN transition student Jean Rene, noting that he is a leader on campus who is active in Men of Clark State.

Mr. Rene reported that he is from Haiti, is married with two sons, and he felt blessed and happy to share his story. In April 2019 he moved to the United States by himself after being persecuted by gang members in his country because he was a leader trying to open people's eyes to the governmental corruption occurring there. He had originally wanted to work in the medical field but life was difficult in Haiti, and he could not afford the schooling so he pursued accounting instead. When Mr. Rene arrived in Springfield, the first thing he did was go to Maiden Lane Church of God to meet people and integrate into the community; he began serving in hospitality there. He began working to take care of himself and send money back to his family. As he talked to others about his goal of returning to school, a local chiropractor encouraged him and helped him apply to Clark State, and he began taking classes online in Spring Semester 2020. Because Mr. Rene's native languages are French and Creole, the language barrier, COVID 19, and not having classes face to face made things difficult for him. He took one Math class three times and Anatomy and Physiology twice, and was ultimately successful with help and encouragement from his instructors. Mr. Rene became a Men of Clark State member, noting that it gave him a place to express himself, feel useful, and receive encouragement to excel. He thanked Dr. Kirkman for making him feel welcome by inviting him to various events on campus and asking him to serve as a flag bearer at graduation. Mr. Rene plans to work as an LPN in a care facility while he continues to take Registered Nursing classes.

The group gave Mr. Rene a round of applause, and Chair Hall thanked him for sharing his inspiring story, noting that his achievements are amazing.

\*Mr. Rene exited the meeting at 6:44 p.m.

## **Approval of Minutes**

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on May 17, 2022. Trustee McDorman made a motion to approve the minutes as written; Trustee Bell 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 June 14, 2022, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center Boardroom (TLC 113), as well as virtually via Zoom. Those present included: David Ball, Acting Committee Chair; Kyle Hall, Board Chair; Trustees 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; Toni Overholser, Executive Director, Performing Arts Center; Doug Schantz, Vice President for Business Affairs; and Susan Kelly, Recorder.

Agenda items included:

- Call to Order
- Roll Call
- Approval of May 10, 2022 Meeting Minutes – ACTION
- Financial Statements through May 2022

- Employee Attrition/Retention/Voluntary Retirement Incentive Plan Update
- Capital and Community Projects Update
- Adoption of FY 2022-2023 General Fund Budget – ACTION
- Adoption of FY 2022-2023 Auxiliary Fund Budgets – ACTION
- Tuition and Fee Schedule 2022-2023 – ACTION
- Dual Enrollment Partial Tuition Waiver – ACTION
- Open Discussion
- Next Meeting – September, 13<sup>th</sup> 8:00 a.m. – TLC 113 / Virtually via Zoom

### **Financial Report through May 2022**

The financial statements detailing revenues and expenses through May 31, 2022, were distributed to Trustees prior to the meeting. The following was noted:

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

Student tuition and fees revenue represents Fall, Spring and Summer semester activity through May 31 and is lagging in comparison to what was budgeted for the academic year.

Workforce Non-Credit Training revenue is currently below budget and will not fully recover.

Performing Arts Center (PAC) ticket revenue is currently below budget. HBC/PAC Rental revenue is currently below budget.

Overall expenses are tracking below budget in most categories and serves as an offset to the reduced revenue. By function, General Administration is trending above budget. By object code, Communications spending is trending above budget. Overall expenses are trending higher than last year, however, last year we were able to leverage HEERF funds to help offset our expenses. In comparison, expenses in 2020 were trending similar to this year.

Bookstore operations is reflecting revenue below budget for the year. Commercial Transportation Training Center (CTTC) has gained significant traction on revenue compared to the last two years due to more support from the State, the recent approval to become a testing location in Ohio, and the leadership in that division leveraging both to benefit student training. 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.

Vice President Schantz reported that so far four people have accepted the voluntary retirement incentive and that employees have until June 30 to take advantage of it. Dr. Blondin noted that employee turnover is currently 14%, while the average in K-12 and higher education is 20%.

### **Future Higher Education Trends**

Dr. Blondin delivered a presentation covering trends in higher education that have been accelerated as a result of the pandemic and its effects, including inflationary pressures and workforce issues. Topics covered included:

- I. Clark State Strategic Plan: Framing the Conversation
- II. Higher Education Enrollment Changes: Declines, Part-times, and Demographic Shifts
- III. Public Perceptions: Questioning the Value of Degrees and Political Debates re: Higher Education
- IV. Workforce Focus and “Seismic” Skills Gap
- V. Clark State Response:
  - A. On-Demand Delivery
  - B. Workforce Programs and Program Mix
  - C. Diversity of Credentials
  - D. Continued Wraparound Services
  - E. Realistic Enrollment Goals and Resourcing of Non-Credit Programs
  - F. Facilities’ Investment
  - G. Business Model Changes (SSI, Non-Credit/Credit)
  - H. Support for Faculty and Staff

Brief discussion ensued regarding the economy and the shifting paradigm in higher education, which allows us a lot of opportunity to help people upskill and perhaps upscale non-credit offerings and add additional supports for students such as math labs, etc.

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

### Technology

- Kudos to the Admissions team for their successful ‘Go Live’ with the brand-new Clark State application using Slate. We went live on the Slate platform on June 2<sup>nd</sup>. Since then, our implementation partners have worked closely with the Admissions team to ensure rapid issue mitigation and adjustment. We’ve been accepting new students and using the platform to communicate with them as well as those who have stopped out recently.
- IT is in the process of working with Marketing on a new Information Technology section of the Clark State portal. This new section will serve as a library for helpful resources on Clark State’s many different technology systems. IT is also partnering with both Marketing and the Center for Teaching and Learning to develop training materials in printed and video formats to further provide technology resources to students, faculty and staff.

### Safety

- Throughout the Spring Semester, the Safety Committee worked closely with faculty to address some concerns with electronic locks on classrooms. The result of this collaboration was the recommendation to keep all classrooms locked at all times and issue wireless key fobs to all faculty and staff who need access. This recommendation is in line with safety best practices to ensure students and faculty inside classrooms only need to shut the door to ensure a secure space. These changes are already in place in all buildings with electronic locks and will be the standard moving forward.
- We are working on expanding our mass notification system to include network-based speakers in all locations. This addition will help individuals who do not have a mobile phone or Clark State computer nearby be informed about emergency situations. It will add an important layer to our emergency notification systems.
- We hosted two Severe Weather/Tornado open forums to help faculty and staff better understand Clark State’s emergency procedures and how we handle emergency alerts. These forums were successful, and the discussions and questions continue to help the College refine our internal processes and communication.

## Strategic Initiatives

- Work on developing the framework for the 2023-2026 Strategic Plan is under way. We are working to ensure that the upcoming plan is in alignment with the Achieving the Dream (ATD) initiatives, plans and priorities from other divisions like student and academic affairs, and incorporating the considerable feedback gathered from the college community this past April at our Strategic Planning Day.
- Fall 2022 Convocation will continue to focus and build momentum on completing the development of the next Strategic Plan. The intent is to build upon the great work done over the Spring to launch us into the 22-23 academic year as our plans and process continue to align with each other to focus on meeting our mission, vision, and strategic goals.

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

- Marketing
  - Marketing high school interns begin training period
  - Preparing for the event celebrating over 60 years of students and community success. We hope everyone can bring family and friends and come celebrate with us for games, free food, and fun.
  - Preparing to record new commercials
- Diversity
  - The Summer Mirrors and Windows session started June 10<sup>th</sup>; upcoming sessions include:
    - June 24<sup>th</sup> Mental Health Conversations
    - July 8<sup>th</sup> Supporting a Diverse Student Body
    - July 22<sup>nd</sup> Code Switching
- Workforce and Business Solutions
  - The second cohort of TAC students will begin training. This training will include students from Project Woman.
  - Preparing to facilitate Dental Hygienist and Radiography in person for the first time since the onset of the pandemic
  - The Commercial Trucking Training Center (CTTC) weekend schedule will start in July.
  - Hosted the CTTC advisory meeting June 10<sup>th</sup>
- Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC)
  - Teasers for the 2022/23 season began leading up to the season announcement.
  - Alex Keen will return to campus in August 2022.
  - The HBC will host its first summer wedding July 9<sup>th</sup>.

## **Foundation Update**

- Clark State will receive a \$100,000 scholarship grant through the Metallica Scholars Initiative, funded by the All Within My Hands (AWMH) Foundation in partnership with The American Association of Community Colleges (AACC). Scholarships will support Clark State welding students.
- As of the end of this week, we have obtained over \$600,000 in grants this month. Kudos to Taylor Bugglin, Nora Hatem, and all involved!
- The College for Kids and Teens is going well. Feedback from families attending the June classes was excellent, all giving a five-star rating.

- The Scholars program will host a Mentor Appreciation Dinner for our mentors on June 23<sup>rd</sup>.
- Project Jericho will showcase its spring and summer art collection, which was inspired by the literature on Wednesday, June 22, at the Hollenbeck Bayley Creative Arts and Conference Center from 4:00 to 6:00 p.m.
- Seven hundred and fifty-three applications were received during the Fall/Spring Scholarship application period, which is a record. We are reviewing applications at this time. Many of you spend time evaluating student applications, and we greatly appreciate your support.

## **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

- Beth Pratt, H-1B Peer to Peer Recovery Specialist, Student Affairs, effective 5/23/22
- Deandre Dixon, 2<sup>nd</sup> Shift Custodian, Business Affairs, effective 6/13/22
- Keara Henry, Academic Advisor, Student Affairs, effective 6/15/22

#### Promotions

- Caity Sellers, from Admissions Specialist, Student Affairs to Early College Coordinator, effective 5/2/22
- Nazarae Butler, from Success Coach, Student Affairs to Academic Advisor, effective 5/30/22
- Tiffany Freeman, from Success Coach, Student Affairs to Academic Advisor, effective 5/30/22
- Charmaine Misick, from Success Coach, Student Affairs to Academic Advisor, effective 6/6/22
- Antoinette Yancey, from Success Coach, Student Affairs to Academic Advisor, effective 6/6/22
- Deltoria Crockran, from Financial Aid Customer Service Specialist to Financial Aid Specialist, effective 6/27/22

#### Personnel Change

- Leslie Ray, from Manager, PAC Ticket Office, to Student Affairs Specialist and Assistant to VP, Student Affairs, effective 6/29/22

#### Retirements/Resignations/Departures

- Adele Adkins, Executive Director, Performing Arts Center, effective 5/18/22
- Dr. Shani Newton, Academic Advisor, effective 5/27/22
- Barbara Burton, Coordinator, Aspire Program, effective 6/3/22
- Dr. Sharon Bommer, Dean, School of Business and Applied Technologies, effective 6/10/22
- Dr. Tiffany Hunter, Provost and Senior Vice President of Academic Affairs, effective 7/1/22
- Nikki Smith, Administrative Assistant, Health, Human and Public Services, effective 7/1/22
- Adam Curtis, Risk and Emergency Management Coordinator, effective 6/24/22
- Beth Pratt, H-1B Peer to Peer Recovery Specialist, effective 6/24/22

#### Open/Advertised Positions

- Academic Advisor – Student Affairs (Beavercreek)
- Academic and Life Skills Advisor – Student Affairs (TRIO)

- Academic Progress Coordinator – Academic Services
- Administrative Assistant, Public Services – Health, Human and Public Services
- Assistant Director, Aspire Programs – Student Affairs
- Library and Instructional Support Specialist - Academic Affairs
- Manager, Ticketing Business Operations – Marketing
- Payroll Assistant – Human Resources
- Director, Risk and Emergency Management – Information Technology

Impact on students and/or student learning:

- The H-1B Peer-to-Peer Recovery Specialist provides support services, based on personal experience, to students recovering from addiction and mental health issues in programs served by the H-1B One Workforce Grant.
- The Early College Coordinator is responsible for managing all aspects of Clark State’s Early College Programs under the College Credit Plus state guidelines.
- 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 Student Affairs Specialist and Assistant to VP, Student Affairs serves as the primary link for all duties assigned to other administrators by the Vice President and include helps plan, execute, and lead various enrollment and completion initiatives within Student Affairs.
- The 2<sup>nd</sup> Shift Custodian performs routine and project cleaning and some maintenance in assigned building or other College buildings, as needed.
- The Financial Aid Specialist has the responsibility of assisting with the implementation and delivery of financial aid to students at all Clark State College campuses.

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

- Rebecca Center, Instructional Faculty, ASL, Academic Affairs, effective 8/12/22
- Corey Willinger, Instructional Faculty, Computer Software and Program Coordinator, Business and Applied Technologies, effective 8/12/22
- Aaron Prince, Instructional Faculty, Engineering Technology, Business and Applied Technologies, effective 8/12/22
- Farhan Bin Tarik, Instructional Faculty – ENT Photonics, Academic Affairs, effective 8/15/22
- Brittany Coomes, Instructional Faculty – English, Academic Affairs, effective 8/12/22

Open/Advertised Positions

- Instructional Faculty – Addiction and Integrated Treatment Studies
- 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 (four positions)
- Instructional Faculty – Registered Nursing, Maternal Newborn Nursing

Retirements/Resignations/Departures

- Katie Rismiller, Assistant Professor, Registered Nursing, effective 5/20/22
- Sarah Hagenbuch, Assistant Professor, Registered Nursing, effective 8/11/22
- Marisue Schmidt, Instructor, Registered Nursing, effective 6/7/22
- Danielle Roach, Associate Professor, Arts and Sciences, effective 6/20/22

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.

***Tuition and Fees Schedule 2022-2023***

There are many factors that contribute to tuition increases including technology upgrades, service improvements, program expansion, the growing cost of health care, competition for faculty, and instability of state funding. Discussions on setting tuition and fee rates take all of this into consideration along with the availability of federal, state and institutional grants, loans and scholarships.

Legislative leaders have adopted the FY 2022/FY 2023 State Biennial Budget. The state has authorized an increase of \$5.00 per credit hour in FY 2023. We propose increasing the instructional fee \$5.00 per credit hour. All other general fees will remain the same as listed below.

	<b>CURRENT</b>	<b>RECOMMENDED</b>
Instructional/per credit hour*	\$137.33	\$142.33
General/per credit hour	\$11.00	\$11.00
Technology/per credit hour	\$11.00	\$11.00
Career Advantage Fee/per credit hour	\$6.00	\$6.00
Auxiliary/per semester	\$7.50	\$7.50
Total Annual Amount**	\$4,974.90	\$5,124.90

\*Out of State Instructional Fee will be \$284.66

\*\*30 credit hours per academic year

The above recommendation was discussed by the Board Finance and Facilities Committee at the June 14<sup>th</sup> meeting. The Board Finance Committee recommended approval to the full Board.

Impact on students and/or student learning: The combination of additional instructional fee should result in more degree and certificate completion, producing a more educated workforce.

Implications for budget, personnel, or other resources: The \$5.00 instructional fee increase will continue to allow Clark State to provide excellent learning opportunities and supportive student services.

It was requested that the Board of Trustees accept the recommendation to increase the instructional fee by \$5.00 per credit hour.



## ***Dual Enrollment Tuition for Public/Nonpublic, Home Schooled and Charter School Students***

Clark State College pursues partnerships with regional school districts for the purpose of offering dual or concurrent enrollment opportunities to high school students. The program has a target of not more than 20% of overall enrollment for the College. Students who earn college credit in high school are more likely to attend and complete college. Increasing the number of college graduates in the region is a proven economic development strategy. Furthermore, credits earned in high school may reduce the time it takes to earn a degree and reduce student debt.

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

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

College Credit Plus is a valuable recruitment tool to attract academically qualified students to Clark State College. Establishing a uniform tuition structure for all students enrolling in dual enrollment courses, regardless of the source of the tuition payment, promotes fairness and provides clear and consistent information to assist students and families as they navigate the dual enrollment landscape. Therefore, Clark State has elected to charge the floor as our tuition structure for the College Credit Plus program, regardless of the modality for all partnering school districts. We recommend that the Board of Trustees approve a partial tuition waiver that equates to Clark State’s tuition rate minus the state approved floor amount (\$41.64 for 2022-2023) for public/nonpublic, home schooled and charter school students who are not sufficiently funded and are enrolled in an approved dual enrollment program, effective for the FY 2022-2023 academic year beginning Fall semester 2022.

Clark State will submit the required request to the Chancellor for approval.

Impact on students and/or student learning: Dual enrollment increases educational attainment and is part of a wider regional economic development strategy. Furthermore, credits earned in high school may reduce the time it takes to earn a degree and reduce student debt.

Implications for budget, personnel, or other resources: The implications for the College’s budget are both direct and indirect. The waiving of tuition to accommodate the state’s floor rate for College Credit Plus impacts revenue. However, this approach ensures Clark State’s competitiveness in the College Credit Plus landscape. In addition, CCP students qualify for State Share of Instruction funding.

It was requested that the Board of Trustees approve a partial tuition waiver to meet the state’s College Credit Plus floor rate for public/nonpublic, home schooled, and charter school students enrolled in an approved dual enrollment program effective Fall 2022 through Summer 2023, subject to the approval by the Chancellor of the Ohio Department of Higher Education.

## ***Adoption of 2022-2023 General Fund Budget***

### Revenue Assumptions:

- State Share of Instruction (SSI)
  - SSI based on 50% access, 25% course completion, 25% success points
  - Final SSI projection received from ODHE on 05.27.2022 is \$16,148,302, subject to revision
  - Base SSI projections reflect an increase of \$125,373 from FY22 appropriations
  - SSI represents 49.9% of total general fund budget
- Student Fee Revenue
  - Increase of 4.1% of FY22 projected actual credit hours
  - Total Student Fees are 46.8% of the total General Fund budget
- Other Income
  - Lease revenue is expected to grow

### Expenditure Adjustments:

- Salary and benefits represent 74.2% of total budget
- Faculty and Staff raises of 3% have been added
- Six percent of the health insurance premium increase is absorbed by the College
- New programs have been added to the budget including the Bachelors in Arts and Science in Addiction and Integrated Treatment Studies (BASAITS), and a new agreement with the Ohio Peace Officer Training Academy (OPOTA).
- Contingency budgeted at \$667,800 or 2.1%.

This Budget was presented to the Board Finance and Facilities Committee at its June 14, 2022, meeting. The Committee recommends that the Board of Trustees approve the General Fund Budget as presented. (Copies are available in the office of the Vice President for Business Affairs.)

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

Implications for budget, personnel, or other resources: The FY 2023 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund using any new funds.

It was requested that the Board of Trustees moves to adopt the FY 2023 General Fund budget, as presented, in the amount of \$32,366,991.

## ***Adoption of 2022-2023 Auxiliary Fund Budgets***

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

Developed with the assistance of the managers of the auxiliary enterprises, all auxiliary operation budgets are presented as balanced.

Since outsourcing to online bookstore operations through eCampus, it is anticipated that the bookstore will rely upon its aggregate fund balance to maintain a balanced budget for FY23. By outsourcing to eCampus, students are provided with more affordable options (new, used, rentals, ebooks) when securing their textbooks for courses at Clark State. As part of the partnership, the Bookstore receives a nominal commission from all textbook sales and buybacks. In addition to that revenue, the Bookstore maintains retail services on site to assist students with all of their supplemental education-related purchasing needs, including Clark State branded apparel. As the College continues to further adopt Open Educational Resources (OER) in the classroom as a cost-savings measure for students, this will impact the College's revenue but strongly benefit our students.

The landscape of Food Service at Clark State changed in FY 2022. Clark State partnered with Fresh Abilities to meet the food service needs of our students, faculty, and staff at the Eagles Nest while also meeting the work force development needs of Fresh Abilities. In addition to serving our campus community, they also draw people from the greater Springfield community onto our campus. We still provide all the kitchen/dining space (including utilities) and all of the equipment for their use but the College has saved \$100K a year on expenditures previously incurred to outsource food service through a third-party. In addition to the new partnership 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.

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

The Commercial Transportation Training Center (CTTC) has a balanced budget. The pandemic affected their revenue in FY 2021, and as expected, revenue has returned to near normal conditions in FY 2022. With added support from the State for students desiring to participate in a transportation training program, it is expected that the CTTC program will see a boost in enrollment. They have also recently been approved by the state as a testing location - which will have a positive impact on their budget.

This Budget was presented to the Board Finance and Facilities Committee at its June 14, 2022, meeting. The Committee recommends that the Board of Trustees approve the Auxiliary Fund Budgets as presented. (Copies are available in the office of the Vice President for Business Affairs.)

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

Implications for budget, personnel, or other resources: Auxiliary budgets are presented as balanced.

It was requested that the Board of Trustees moves to adopt the fiscal year 2022-2023 auxiliary fund budgets, as presented, effective July 1, 2022.

***Trustee Bell made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty; accept the recommendation to increase the instructional fee by \$5.00 per credit hour; approve a partial tuition waiver to meet the state's College Credit Plus floor rate for public/nonpublic, home schooled, and charter school students enrolled in an approved dual enrollment program effective Fall 2022 through Summer 2023, subject to the Chancellor's approval; adopt the FY 2023 General Fund Budget, as presented, in the amount of \$32,366,991; and adopt the FY 2023 auxiliary fund budgets, as presented, effective July 1, 2022. Trustee Noonan seconded the motion, and it passed unanimously via a roll call vote.***

### ***Richard O. Brinkman Award***

In September 2018, during the 25<sup>th</sup> Anniversary year of the Clark State Performing Arts Center (PAC), Clark State Community College retired the PAC Founder's Award, which was established to highlight those individuals and businesses that made significant leadership and financial contributions to the establishment of the PAC. The Foundation Board and past PAC Founder's Award winners recognized that the award had served its purpose of identifying those who had been instrumental in the founding and sustainability of the Performing Arts Center, and also articulated a need to continue to identify, on a broader, more comprehensive scale, those individuals, businesses, and groups that contributed to the College as a whole.

Therefore, as the College retired the PAC Founder's Award at the Annual PAC Gala in September 2018, Clark State inaugurated its first public college-wide recognition award, entitled the Brinkman Award. The Brinkman Award, named after Richard O. Brinkman, the first and founding President of Clark State, is awarded to an individual, business, or group that has contributed significantly to the College through:

- Increasing the visibility of Clark State and its services locally, regionally, and nationally;
- Providing significant resources to Clark State to grow programs, facilities, and services;
- Impacting student success in the present and sustaining that impact into the future.

The Brinkman Award differs from the "Champion of Clark State" Award, which is an internal award given at Charter Night to showcase an individual who has championed Clark State through service or community advocacy.

The Brinkman Award will be given at the Clark State Presidential Awards' Banquet as appropriate. The Brinkman Awardee will be selected by the President of the College and presented to the Clark State's Board of Trustees.

Past Brinkman Awardees include: 2018, The Dr. Warren G. Elliott Family; 2019, Alicia and Greg Hupp; 2020, No award due to COVID; and 2021, Dr. Amrit and Shashi Chadha.

This year, I am pleased to announced that the Turner Foundation will receive the 2022 Richard O. Brinkman Award, to be given at the annual President's Awards Banquet on Tuesday, 27 September (tentative). The Landess and Turner Families have been longtime supporters of Clark State, with Harry Turner and Wallace and Turner providing significant gifts that established the PAC and Turner Studio Theater, scholarships, and contributions to several major gifts campaigns. The Landess Family and the Turner Foundation provided major gifts to build the Sara T. Landess Building (TLC), and support scholarships and the Project Jericho program. The Turner Foundation is extremely deserving of this award, and we look forward to honoring these gifts at the President's Awards Banquet in September. John Landess has agreed to accept the award on behalf of the Turner Foundation.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approves the honoring of the Turner Foundation with the 2022 Richard O. Brinkman Award.

***Trustee McDorman made a motion to approve the honoring of the Turner Foundation with the 2022 Richard O. Brinkman Award. Trustee Bell seconded the motion, and it passed unanimously by a roll call vote.***

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

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank.

To be considered for promotion in rank, the eligible faculty member must submit a curriculum vitae and an application letter summarizing how they meet the criteria. This letter initiates the promotion review process. Once an application is received, the Human Resources Office provides the following information as part of the application packet: copies of Student Evaluation of Instruction (SEI) scores, year-end activity reports, and administrative evaluations.

The dean reviews the information, provides a recommendation, and forwards the promotion packet to the Promotion Committee. The Promotion Committee considers each application and makes a recommendation to the Provost and Senior Vice President of Academic Affairs.

After consideration by the Faculty Promotion Committee, the Provost and Senior Vice President of Academic Affairs reviews the application materials and recommendations for each candidate and makes promotion recommendations to President Blondin.

The following faculty are recommended for promotion this year:

<b>Professor</b>	<b>Associate Professor</b>
Pamela Ball	Daniela Craioveanu
Dana Matt	Pamela Vaughn

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

Implications for budget, personnel, or other resources: The budget for 2022-2023 already takes into consideration promotions in rank.

It was requested that the Board of Trustees approve the personnel actions outlined in the recommendations for promotion in rank, effective August 2022.

***Trustee Evans made a motion to approve the personnel actions outlined in the recommendations for promotion in rank, effective August 2022. Trustee Noonan seconded the motion, and it passed 8-0 via a roll call vote. (Vice Chair Ball recused himself.)***

## **2022-2023 Laboratory and Special Fees Schedule**

The setting of the Laboratory and Special Fees Schedule for each year is part of the planning process for all academic schools. Adjustments are made each year to reflect the rising costs, and in some cases the reduced costs, of supplies and fees. The academic schools make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students. The proposed 2022-2023 fee increases and decreases are outlined on the attachment. This approval process became effective July 1, 2019, when the Ohio Legislature gave the Chancellor of the Ohio Department of Higher Education (ODHE) authority to approve all fees, inclusive of fees for new programs. The Business Office submitted the proposed fee schedule and was notified that all fee requests have been approved by the Chancellor's office. (Copies are available in the office of the Vice President of Academic Affairs.)

Impact on students and/or student learning: Student lab fees cover costs for consumable supplies used as part of lab experiences. These fees also cover other costs, including liability insurance, specialized industry credentials examinations, and specialized high cost instruction.

Implications for budget, personnel, or other resources: The 2022-2023 budget was built based on the Laboratory and Special Fees Schedule as presented.

It was requested that the Board of Trustees approve the 2022-2023 Laboratory and Special Fees changes, as presented, effective with Fall 2022 semester.

***Trustee Doyle made a motion to approve the 2022-2023 Laboratory and Special Fees changes, as presented, effective with the Fall 2022 semester. Trustee Noonan seconded the motion, and it passed unanimously via a roll call vote.***

## **Report of the President**

President Blondin deferred to Staff Senate President Eric Ebbs for updates, noting that Faculty Senate and Student Senate representatives were not able to attend the meeting.

Mr. Ebbs reported that the Staff Senate has been working on acclimating the new Senators, which have a lot of good ideas for moving forward next year. William Weekley will assume the role of Staff Senate President in July, Petra Deason will assume the role of President-Elect, and Mr. Ebbs will move into the Past President position. He thanked the Trustees for their time over the past year and noted that he appreciated meeting with Dr. Blondin on a regular basis and felt that it was a good year.

President Blondin reported that:

- She distributed a rough draft of the agenda for the Community College Alliance for Agriculture Advancement (C2A3) conference we will host September 18–20, 2022, noting that it precedes the Farm Science Review and that Dr. Adam Parrillo and his team are coordinating the event.
- She distributed two articles to Trustees: "Confusion About Credentials and Work Readiness" and "Washington Watch: ED Releases Proposed Title IX Regulations," noting that Nina Wiley and Laura Whetstone do a great job with our Title IX coordination.
- OACC's annual meeting was a great event during which Clark State was the only college highlighted for our new Pathway Portal; kudos to Dr. Travis Binkley for his leadership on it.
- Trustee Sharon Evans has reapplied to continue her service on the Board of Trustees, and both Lisa Dodge of Sean P. Dunn Associates and Dr. Blondin are championing her reappointment. Dr. Blondin

has also met with several potential new Trustees, including Becca Perales from Beavercreek but originally from Springfield; John Brown from Springfield; and Ben Vollrath from Logan County. Trustee Bell also suggested Greg Roberts; Dr. Blondin will provide information for Trustee Bell to relay to him.

- She attended Ohio State University President Kristina Johnson's state tour reception at the National Museum of the U.S. Air Force last night, noting that she was the only higher education person in attendance.
- She attended Senator Sherrod Brown's annual Ohio College Presidents Conference in Washington, DC, on June 15<sup>th</sup>.

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

Chair Hall indicated that he thinks Dr. Blondin and the College are looking at the Board appointments correctly by seeking Trustees from the various counties we serve. He noted that having two people leave our board will create a big change, but he is confident we will work together to integrate new Trustees onto the Board. He commented that since Trustee Doyle, current Board Human Resources Committee Chair, is leaving the Board, he appreciates Trustee Evans' willingness to rejoin that committee.

Chair Hall commented that the upcoming Supreme Court case West Virginia vs. the EPA could have significant implications regarding the agency's future ability to regulate emissions.

### **Trustees' Open Forum**

No comments were made.

### **Executive Session – Board Self-Evaluation and President's Evaluation and Contract**

Trustee Bell made a motion to enter Executive Session to discuss the Board self-evaluation and the President's evaluation and contract. Trustee Noonan seconded, and the motion passed unanimously by a roll call vote. Executive Session commenced at 7:21 p.m.

Trustee Noonan made a motion to exit Executive Session and return to Regular Session at 8:02 p.m. Trustee McDorman seconded, and the motion passed unanimously via a roll call vote.

### ***President's Contract***

***Trustee Doyle made a motion to accept the Board Human Resources Committee's recommendations for the President's incentive plan for Academic Year 2021-2022, to be paid in September pending confirmation of final year-end numbers once published after the close of the fiscal year. Trustee Noonan seconded, and the motion passed unanimously by a roll call vote.***

### **Adjournment**

Trustee Doyle made a motion to adjourn the meeting, and Trustee McDorman seconded. The motion passed unanimously via a roll call vote, and the meeting adjourned at 8:05 p.m.