



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**April 18, 2017**

The Clark State Community College Board of Trustees met regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, April 18, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:00 p.m.

### **Roll Call:**

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

**Excused:** Mike McDorman

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Mary Benedict, Project Manager of the TAACCCT Grant; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Dr. Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Ron Gordon, Dean of Student Support Services; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Director of Marketing; Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President Elect; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Workforce and Business Solutions; Tori Peters, Student Senate President; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Michelle Van Noy, Rutgers University/TAACCCT Grant Evaluator; Larry Wakefield, Interim Vice President for Business Affairs; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

### **Recognition of Guests**

Chairperson Evans welcomed guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on March 21, 2017. Trustee Hall made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed unanimously.

## **Quarterly Financial Reports**

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.

### Revenue

State Share of Instruction (SSI) – The FY 2017 budget is based on course completion (50%), success points (25%) and completion milestones (25%). We have received a slight reduction (\$14,828) in our final allocation.

Student Fees – Enrollment for this fiscal year was budgeted based on a 1.4% enrollment increase from FY 2016. Enrollment for Fall Semester was down 1% compared to last Fall Semester. Enrollment for Spring is down 3% from last Spring.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues are lagging budget. New contracts are expected to make up most of the difference before the end of the fiscal year.

Total revenue is down \$448,136 or 1.5%.

### Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. Public Service is underspent due to a decline in Non-Credit Training. Instruction and General Expenses are down.

Total expenses are down \$988,058 or 3.3%.

### Auxiliary Enterprises

Bookstore – Spring Semester activity is almost complete. A surplus now shows although less than last year.

Commercial Transportation Training Center – The deficit is due to a downturn in enrollment.

Parking and Food Service net surplus/deficits are performing better than budget.

### Balance Sheet

Cash is down around \$300,000 from this time last year. Accounts Receivable are high awaiting payment of Spring fees. Unrestricted Educational and General Fund balances are up over half a million dollars.

There is very little change in the other funds.

### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2016 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 15<sup>th</sup>.

Descriptions of all of these programs were distributed with the Restricted Statement.

#### Statement of Reserve Activity

Recommendations for Reserve Appropriations were brought to the November Board Finance and Facilities Committee meeting. There has been very little activity to date.

#### **Greene Center Quarterly Financial Report**

A report reflecting financial information for the Greene Center through March 31, 2017, was distributed to Trustees prior to the meeting.

Revenues are reflecting negative variances to budget as a result of Fall Semester enrollment falling short of budget by 7%. Spring is down by 13% compared to last year. Most expenses are reflecting positive budget variances. The Expenditure variances more than offset the Revenue shortfall.

The Bookstore is showing a surplus of \$119,920.

#### **Human Resources Update**

##### *Promotion:*

- Nathan Bails, Night Shift Custodian, promoted to Lead Custodian, Night Shift (1.0 FTE), effective 3/20/17

##### *Retirement:*

- Charles Hoyman, Assistant Professor, Business and Applied Technology Division (1.0 FTE), effective 9/1/17

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

- Vice President, Business Affairs (1.0 FTE)
- Dean, Health, Human and Public Services (1.0 FTE)
- Instructional Faculty, Diesel (1.0 FTE)
- Instructional Faculty, Economics (1.0 FTE)
- Instructional Faculty, English – 2 positions (1.0 FTE each)
- Instructional Faculty, Psychology (1.0 FTE)
- Instructional Faculty, Sociology (1.0 FTE)
- Instructional Faculty, Nurse Aid Program (1.0 FTE)
- Instructional Faculty, Registered Nursing Program – three positions (1.0 FTE each)
- Custodian, 3<sup>rd</sup> shift – two positions (1.0 FTE each)
- Directed Learning Lab Assistant (1.0FTE)

#### **Student Recognition Event**

Student Recognition Night celebrates student success for our student scholars and student leaders. Forty-eight students were honored at this year's event, which was held on April 12th in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College's twenty-first annual Student Recognition Night celebration.

For the category of “Outstanding Student in an Academic Program,” students were selected by faculty from their academic discipline. The “Outstanding Student Leaders” were chosen by faculty, club advisors, and Student Affairs staff and recognized in the following categories: Phi Theta Kappa, Student Ambassadors, Student Senate, Creative Writer’s Club, Physical Therapist Assistant Club, Work Study, Campus Involvement and Perseverance.

The keynote speaker was alumnus Roland Frazier. Roland had an outstanding story of overcoming obstacles to reach incredible success, both personally and professionally.

The attendees at the event included over 225 students, guests, faculty, and staff.

### **Graduation Activities**

Below is a listing of the graduation activities scheduled this year.

#### Monday, May 1, 2017

6:00 p.m.	Kuss Auditorium	LPN Pinning Ceremony
-----------	-----------------	----------------------

#### Wednesday, May 3, 2017

6:00 p.m.	Kuss Auditorium	RN Pinning Ceremony
-----------	-----------------	---------------------

#### Saturday, May 6, 2017

9:00 a.m.	Green Room – PAC	Coffee/muffins/fruit for distinguished guests
9:30 a.m.	Green Room – PAC	Robe and fall in line for processional
10:00 a.m.	Kuss Auditorium	Graduation ceremony
11:30 a.m.	Courtyard by Marriott	Post-graduation luncheon

#### Graduation Highlights:

Student Speaker:	TBD; selection will be made on April 15
------------------	---

Music:	Springfield Symphony Brass Quintet
--------	------------------------------------

Vocalist:	Tamika Purce
-----------	--------------

Marshalls:	Carin Burr – Health, Human and Public Services Dee Malcuit – Arts and Sciences Adam Parillo – Business and Applied Technologies
------------	---

### **REACH Project Lease**

The Recreation, Education, Activity, Community, and Health (REACH) Center is intended as a destination for residents of Greene County to comprehensively address their health, workforce, recreation, education, and wellness needs. It is a collaboration of currently six (6) regional partners who are committed to the wellness and growth of Greene County: Clark State, Central State University, Kettering Health Network, Xenia Adult Recreation and Services Center (Senior Center), the City of Xenia, and the YMCA of Greater Dayton. More partners who share the vision of the REACH Center are welcomed to join the collaboration.

Centered on a vision that healthy minds and healthy people make for healthier communities, REACH’s mission is to enrich the personal, community, and economic vitality of Greene County by improving the lives of its residents.

The goals of the REACH Center are to:

- Improve the wellness outcomes of individuals and communities
- Expand access to recreational assets
- Expand educational access for workforce development
- Maximize stewardship of community assets

Located in the center of Greene County in southwest Xenia, this Center will be a single building complex of approximately 80,000 square foot on 35 acres, with separate sections for each partner's unique functions as well as shared service areas, and outdoor recreation assets. Land purchase and construction costs for the REACH Center are estimated to be \$14.7 million. The generous donation of 35 acres by REACH partner, Kettering Health Network, establishes the current financial need of \$11.3 million. Partners are pursuing various funding sources, including capital campaigns, government set asides, and new market tax credits, with the intention to break ground by early 2018.

In order to participate in this partnership, Clark State's investment in the capital portion of the project is approximately \$750,000, not including furniture, equipment, or operational costs. Clark State and Central State would occupy approximately 9000 square feet of space, with building costs estimated at approximately \$1.5 million. Clark State is therefore responsible for 4500 square feet of this space.

To make this project cost effective for Clark State and Central State, the YMCA, who is the landlord of the building and organizer of the project, has proposed a space lease agreement which would build in the costs of construction into the lease at approximately \$19/square foot for a total cost of \$85,500 annually. This amount was arrived at by the Chief Fiscal Officers of the partner institutions in July 2016.

Clark State would be responsible for the lease beginning in mid-2018. Clark State has submitted this project during the past two years to the Priority Development Advocacy Committee (PDAC) of the Dayton Development Coalition. The project was ranked as "recommended" in this PDAC cycle. Clark State has met with its legislative delegation to identify any monies in this year's Ohio Operating Budget that could be dedicated to the project, and we will pursue this project as our first priority for capital funding in 2018.

The YMCA is designing several different lease agreements for Clark State that would reduce the lease amount should we receive capital funding. This item is for information purposes at this time.

President Blondin reported that Representative Bill Dean and Senator Bob Hackett have put together an appropriation to put \$500,000 toward this project, and Representative Kyle Koehler is assisting as well. She will keep the Board apprised on the status. She also noted that Trustee Ball has been indispensable to us on this matter, particularly reviewing the lease, and we will run it by the Attorney General's Office also.

### **Diversity Statement by Ohio Faculty Senate**

The Ohio Faculty Senate of Community and Technical Colleges adopted the following Statement on Diversity on College Campuses at its February 3, 2017, meeting:

#### Ohio Faculty Senate Statement on Diversity on College Campuses

*Ohio's two-year colleges are among the most diverse institutions in the state, serving students from a wide variety of backgrounds and life experiences. The Ohio Faculty Senate affirms the important professional responsibility of faculty at two-year colleges to promote a learning environment that allows for the free and open exchange of ideas while respecting our differences. The diversity in our classrooms and our campus communities benefits our students by enriching their learning experiences and better preparing them to function as effective citizens. We embrace actions that respect our differences, and reject actions that attempt to exploit our differences in ways that divide us.*

It was requested that we share this statement with our Board of Trustees.

## **Liaison Reports**

### Clark State Foundation

- The Major Gifts Campaign has raised \$5.4 million to date. The Foundation held another cultivation event in Champaign County in March and have raised a total of \$115,000 toward the expansion of the Champion City Scholars Program in Graham Local and Urbana City Schools.
- The Foundation Scholarship Deadline was April 7<sup>th</sup>. We received approximately 200 applications and will be awarding scholarships in mid-May. If any Board members are interested in helping review applications, please contact Catie Maher at 937-328-8070.
- Mary Manoloff will be retiring from the Champion City Scholars program at the end of this year. She has been an asset to the program in coordinating activities at the high school and helping maintain a presence on Springfield High's campus. There will be a small retirement party on the afternoon of May 4<sup>th</sup> – more details to come.
- Eighth grade Champion City Scholars will attend Springfield High School's Alumni Distinction Ceremony on Friday, April 21<sup>st</sup>. The spring retreat for Champion City Scholars will be held on Friday, April 28<sup>th</sup>. High school scholars will be visiting the National Museum of the U.S. Air Force.
- Several grant applications will be submitted in April representing \$3.1 million in potential funding:
  - National Science Foundation Scholarships for STEM Programs
  - U.S. Department of Education Innovation and Research Competition in partnership with Graham Local School District and Ohio Hi-Pointe
  - Cybersecurity National Action Plan (CNAP) Investment in Expansion of CAE-C Education Programs
  - U.S. Department of Education Title III - Comprehensive Case Management/Full Measure Ed

### Performing Arts Center

- The PAC had 9 events from March 21 until April 15.
- 4,291 people came through the PAC during this time period.
- The annual appeal has raised \$17,019 to date with 54 new members.

### Hollenbeck Bayley Creative Arts and Conference Center (HBC)

- The HBC had 22 events from March 21 through April 15.
- An estimated 1,800 people attended events at the HBC.

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

The Board Finance and Facilities Committee met on Wednesday, April 12, at 11:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Peg Noonan, Brad Phillips, Jim Doyle and David Ball; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Senior Vice President for Academic Affairs; Larry Wakefield, Interim Vice President for Business Affairs; Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; and Susan Kelly, Assistant to the Vice President for Business Affairs. Agenda items included:

- March Financial Report
- FY 2017-2018 Budget Update
- Performing Arts Center Roof Status
- Rhodes Hall/Applied Science Center Renovation Status

- Safety and Security Upgrades Status
- Collaborative Brain Trust - Campus Master Plan Status
- e-Campus.com Update
- REACH Lease Update
- Other Business
- Next Meeting

**Action Items**

The following items were presented for Board approval:

***Personnel Recommendations ~ Instructional Faculty***

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

*Retirement:*

- Charles Hoyman, Assistant Professor, Business and Applied Technologies Division (1.0 FTE), effective 9/1/17

Impact on students and/or student learning:

- No immediate impact on students and student learning. This vacancy will occur at the end of this academic term.
- This position will be posted and filled with a full-time instructor for fall semester, 2017.

Implications for budget, personnel, or other resources: Position is in the 2016-2017 budget and will be included in the 2017-2018 budget.

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

***Trustee Doyle made a motion to approve the personnel recommendations for instructional faculty as presented. Trustee Ball seconded the motion, and it passed unanimously.***

***Contract Renewals ~ Instructional Faculty***

The College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-, or three-year contracts. Present Board policy states: *Faculty must serve four years on a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a three-year contract.*

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Provost and Senior Vice President of Academic Affairs who recommends as appropriate to the President.

Following are the recommendations for the Instructional Faculty Contract Renewals for August 11, 2017:

<b>Name</b>	<b>Year Employed</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>
Amankwaah, Collins	2016	1 year	1 year
Adkins, Robert	1996	3 year	3 year
Ball, Pam	2009	3 year	3 year

Everett, Larry	2003	3 year	3 year
Hoyman, Charles	2009	2 year	None – retiring 8/17
Moore, Kevin	2014	1 year	1 year
Pack, R. Jonathan	2015	1 year	1 year
Parrillo, Adam	2015	1 year	1 year
Peairs, Deborah	2011	2 year	2 year
Roux, Diane	2006	3 year	3 year
Anderson, Jim	1990	3 year	3 year
Buchanan, Laurie	2001	3 year	3 year
Craioveanu, Daniela	2014	1 year	1 year
Gagliano, Wendy	2009	3 year	3 year
Kuehnle, Jon	2014	1 year	1 year
Lauricella, Theresa	2006	3 year	3 year
Miller, David	1998	3 year	3 year
Novello, Fabian	2001	3 year	3 year
Siriphokha, Chan	2016	1 year	1 year
Sweet, Robert	1993	3 year	3 year
Thompson, Stephanie	2015	1 year	1 year
Corvin, Deb	2011	2 year	2 year
DeLong, Kathleen	2009	3 year	3 year
Didich, Jan	2013	2 year	2 year
Duffee, Tom	2009	3 year	3 year
Hagenbuch, Sarah	2016	1 year	1 year
Healy, Pamela	2003	3 year	3 year
Horton, Tami	2013	2 year	2 year
Johnson, Jessica	2016	1 year	1 year
Matt, Dana	2009	3 year	3 year
Ratliff, Elisa	2015	1 year	1 year
Rude, Robin	2015	1 year	1 year
Schmidt, Mark	2003	3 year	3 year
Selover, Natalie	2013	2 year	2 year
Vaughn, Pamela	2015	1 year	1 year

Impact on students and/or student learning: Faculty are the College’s direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2017-2018 budget will include funds for the re-employment of these faculty, as well as those faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty.

***Trustee Bell made a motion to approve the instructional faculty contract renewals as presented. Trustee Hall seconded, and the motion passed 7-0. (Trustee Ball recused himself and abstained.)***

***Associate Degree and Certificate Authorization***

For the past few months, students have been petitioning the Records and Registration Office to graduate. The figures below represent the candidates for confirming of Associate Degrees/Certificates for the May 2017 Commencement:

<b>Degree Type</b>	<b>Number Awarded</b>
Associate of Arts Transfer	38
Associate of Science Transfer	67
Associate of Applied Business	128
Associate of Applied Science	310
Associate of Technical Studies	9
<b>TOTAL Associate Degrees</b>	<b>552</b>
<b>Certificates</b>	<b>111</b>

<b>Honors</b>	<b>Associate Degrees</b>	<b>Certificates</b>
4.0 GPA	14	2
3.5+ GPA	102	14

<b>Diversity</b>	<b>Total</b>	<b>Female</b>	<b>Male</b>
<b>Associate Degrees</b>	<b>552</b>	<b>390</b>	<b>162</b>
Asian	8	7	1
American Indian/Alaska Native	3	1	2
Black/African-American	70	53	17
Hispanic	5	3	2
Hawaiian/Pacific Islander	5	1	4
White	438	314	124
Unknown	14	7	7
2+ Races	9	4	5
NonReg Alien/Foreign	0	0	0

<b>Diversity</b>	<b>Total</b>	<b>Female</b>	<b>Male</b>
<b>Certificates</b>	<b>111</b>	<b>100</b>	<b>11</b>
Asian	0	0	0
American Indian/Alaska Native	1	1	0
Black/African-American	22	18	4
Hispanic	0	0	0
Hawaiian/Pacific Islander	0	0	0
White	82	76	6
Unknown	5	4	1
2+ Races	1	1	0
NonReg Alien/Foreign	0	0	0

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Blondin to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have or will meet all of the institutional qualifications for graduation.

*Vice Chair Phillips made a motion to authorize President Blondin to confer the appropriate degree/certificate for all Associate Degree and Certificate candidates who have or will meet all of the institutional qualifications for graduation. Trustee Hall seconded, and the motion passed unanimously.*

## **Report of the President**

President Blondin shared the following:

- Our health clinic nurse Roberta Richards is retiring in June, and Dr. Blondin has had some discussion regarding partnering with a regional healthcare provider (e.g., Springfield Regional Medical Center, Kettering Health Network, Rocking Horse Center and Ohio Valley Medical Center) to offer some of the services Roberta provides.
- The Small Business Development Center (SBDC) is interested in vacating their current space and move to the Brinkman Educational Center, which makes sense from a synergy perspective. We are working with them to craft a lease for the former office space that housed our Human Resources department. This partnership will provide good opportunities for all parties, and our students will have the opportunity to intern at the SBDC.
- Drs. Singh and Franz will join Dr. Blondin at the American Association of Community Colleges conference next week.
- The following individuals have been selected to participate in the SOAR (Serving our Own through Advancement and Retention) program: John Minter, Financial Aid Customer Service Specialist; Charmaine Misick, Administrative Assistant to the Dean of Business and Applied Technologies; Nathan Walters, IT Client Support Manager; Terry Filicko, Assistant Professor, Political Science; Kara Jackson, Assistant Professor, Nursing; and Naureen Qasim, Associate Professor, Anatomy and Physiology. We are starting to organize the schedule.
- We received word that the Governor's budget is proposing to increase the overall higher education funding by 1%. If that remains, we would receive \$13.94 million; however, we are predicting that we will receive \$13.8 million since the extra 1% is likely to be removed.
- We are meeting with Chancellor Carey tomorrow on the topic of College Credit Plus. Chairperson Evans will attend as well as Representatives Dean, Koehler and Perales.
- We are getting some pushback regarding offering baccalaureate degrees, and there is some talk that we may be able to raise tuition and fees this year. We still have not received official State Share of Instruction figures and most likely will not until late April, but we plan to have a draft budget available for the Board Finance and Facilities Committee in May.

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

Ms. Peters reported that Student Senate is working really hard on the events planned for the rest of the year, and they recently voted in a new Vice President, Chris Sineno, who takes classes primarily at the Greene Center.

Ms. Filicko reported that the faculty recently completed their nominations for next academic year. Melinda Mohler was elected Faculty Senate President, Victoria Mahan was named President Elect, and the Senate will be transitioning to the new leadership over the next several months. The Assessment Committee's bylaws were approved yesterday, so it is now officially a faculty committee. Faculty are working on year-end reports and wrapping up the semester. It was noted that Ohio Faculty Senate of community and technical colleges, on which we have two voting members, will increase its meetings in Columbus to six times per year in an effort to be heard more; their four-year counterpart meets every month and are much more vocal.

Ms. Yancey indicated that Staff Senate is working on revising its constitution and bylaws and nominations for the upcoming year.

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

Chairperson Evans commended Dr. Blondin on the SOAR program, since she is walking the talk in terms of mentoring. She also reported that Dr. Blondin will be speaking at the National Day of Prayer Breakfast on May 4, at 7:00 a.m.

### **Trustees' Open Forum**

There were no comments.

### **Executive Session**

Trustee Noonan made a motion to enter Executive Session to discuss the President's contract. Trustee Hall seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 6:46 p.m.

Trustee Noonan made a motion to exit Executive Session and return to general session at 7:20 p.m. Trustee Bell seconded, and the motion passed 8-0.

### **Adjournment**

Trustee Doyle made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:22 p.m.