



BOARD OF TRUSTEES REGULAR MEETING

Minutes
May 17, 2016

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, May 17, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:26 p.m.

Roll Call:

Present: David Ball, Andy Bell, Jim Doyle, Maurice McDonald, Mike McDorman, Brad Phillips, Pam Strickler, Chairperson Peggy Noonan, and President Jo Alice Blondin

Excused: Vice Chair Sharon Evans

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Mike Cuffman, Interim Dean of Arts and Sciences; Kris Culp, Vice President of External Affairs; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Terry Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President Elect; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Laurie Means, Director of Marketing; Jim Miller*, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Business and Community Development, Greene Center; Cindra Phillips, Director of Center for Teaching and Learning; Dr. Amit Singh, Provost/Vice President of Academic Affairs; Amy Sues, Director of Student Success and Completion; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; and Nina Wiley, Dean of Enrollment Services

Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on March 15, 2016. Trustee Ball made a motion to approve the minutes with one correction (removal of some

impact of student learning language that appeared in error on the Personnel Recommendations for Exempt Employees action item); Trustee McDorman seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Thursday, May 5, 2016, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Sharon Evans, Jim Doyle and David Ball; Peggy Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Vice President of Academic Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; and Joe Jackson, Vice President for Business Affairs. Agenda items included:

- Quarterly Financial Reports
- FY 2016-2017 Budget
 - Salaries/Benefits
 - Police Contract
- Tuition and Fees for FY 2017
 - Lab Fees Schedule*
- Audit Contract*
- Bond Refunding
 - Authorizing Resolution*
- Capital Bill FY 2017/FY 2018
 - Project Delivery Method
 - PAC Roof Project*
- Efficiency and Affordability Report
- Technology Loan Fund*
- Other Business
- Next Meeting – TBD

Minutes of the meeting have been distributed to all Trustees.

Financial Statements through April 2016

The Revenue/Expenditure report through April 30th was distributed to Trustees prior to the meeting. The first column reflects the FY 2016 Annual Budget as revised at the March 15th Board meeting.

Revenue

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

Student Fees – Enrollment for this fiscal year was budgeted based on a 1.0% enrollment decrease from FY 2015. Year-to-date enrollment is 1.6% below budgeted enrollment. However, College Credit Plus (CCP) enrollments are exceeding budget by 5,880 credit hours while traditional enrollments are lagging budget by 7,480 credit hours. This means there are 5,880 credit hours where the budget was based on \$140.00 per credit hour but, since they are CCP students, only \$40.00 per credit hour in revenue will be realized resulting in a negative variance to budget of \$588,000. The remaining 1,600 credit hours short of budget resulted in an additional \$225,000 negative variance to budget. Lastly, the Tuition Challenge Program assumed discounted tuition of \$30,000 based on the past three years' history of student enrollments. The

total tuition discount for this program is \$94,000, resulting in an additional \$64,000 negative variance. This totals a year-to-date negative budget variance for Student Fees of approximately \$900,000 as reflected on the attached report.

Student Fees-CCP – Due to the growing impact of CCP enrollments, this number has been broken out separately from the Student Fees budget. The FY 2016 total Student Fees budget was based on 100,658 credit hours for traditional students and 11,000 credit hours for CCP students. Year-to-date CCP enrollments total 16,880 credit hours while traditional student enrollment totals 81,870.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues have been combined into this line item per the recommendation of the Board. The reduction in funding from the State in the Lean Six Sigma grant was discussed at the Board Finance and Facilities Committee's March meeting.

Expenditures

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

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

Auxiliary Enterprises

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

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

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

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 2016 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the ODHE of \$11,987,351 is \$369,299 above budget.

Student Fees – Enrollment for this fiscal year was budgeted based on a 0.6% enrollment decrease from FY 2015. Preliminary enrollment for Fall and Spring Semesters is approximately 2.0% below FY 2015. Summer Semester enrollment through March 31st is approximately 5.0% ahead of Summer Semester 2015.

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

Total revenue is down \$1.4M (5.6%) from the previous fiscal year; \$1.1M of this decrease is due to the change in how College Credit Plus discounted tuition is accounted for.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. The negative budget variance in Instruction is due to adjunct faculty salary and benefits. This is also impacting the Salaries and Benefits in the Expenditures by Object Code report.

Total expenses are down \$1.9M (9.2%). Of this decrease, \$1.1M is due to the change in how we account for College Credit Plus discounted tuition.

Auxiliary Enterprises

Bookstore – The surplus year-to-date is higher than the budgeted surplus and the previous year. This surplus is due to a reduction in expenses.

Commercial Transportation Training Center – The surplus is due to a positive variance in expenses compared to budget.

Parking and Food Service net surplus/deficits are performing better than budget. We continue to make adjustments in the Food Service operation as we wind down our first full year in the new facility.

Balance Sheet

Total current funds have decreased \$850,000 (4.4%) compared to the third quarter of FY 2015. This decrease is a result of a \$1.1M (7.3%) decrease in Educational and General Funds, due to drawing down funds for student federal loans quicker but somewhat offset by an increase in accounts receivable for College Credit Plus tuition due from the State and a \$550,000 (26.2%) increase in Auxiliary Enterprises from the third quarter of FY 2015.

Total Investment in Plant is \$48.4M compared to \$47.0M last year at this time. The increase is due to capitalizing the Rafinski Student Center building.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2015 Board Meeting. Since then the College has received an additional \$168,000 in funding, including \$15,000 for the partnership with Springfield-Clark CTC on Career Readiness; \$31,000 for Project Jericho's START program with juvenile detention residents from the Ohio Department of Youth Services; and \$93,000 in PAC partnerships.

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 with the Restricted Statement.

Greene Center Quarterly Financial Report

The report reflecting financial information for the Greene Center through March 31, 2016, was distributed prior to the meeting. Revenues are reflecting negative variances to budget, as a result of Fall and Spring Semester enrollment falling short of budget by 15.6%. Most expenses are reflecting positive budget variances, with the exception of minor negative variances in supplies and equipment maintenance. The Bookstore is showing a surplus of \$273,500.

Administrative Overhead was added to give a more accurate picture of the cost to support the Greene Center. It reflects the cost of administrative support including accounts payable, payroll, business office, human resources office, facilities, grounds, IT, etc. provided by departments located at the Springfield campuses.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 3/31/16:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,029,959
Commonfund Management Fees (June 2002 to present)	\$(66,860)
Foundation Management Fees (2007 - 2015)	\$(142,568)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009-Present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$197,928
Balance 3/31/16	\$1,835,655
Quarterly (Jan-Mar) Rate of Return	2.76%
Barclays Aggregate Bond Index (Jan-Mar Quarter)	3.03%
March Return	1.19%
Barclays Aggregate Bond Index (March)	0.92%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$142,568) represents the 1.25% fee for nine fiscal years (FY 2007 – FY 2015). Marc Bernhardt and Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on September 30, 2015, and reviewed fund performance, asset allocation, and spending policy. Michael Strauss from The Commonfund also provided a market forecast.

Human Resources Update

Filled Positions:

- Sylvia Halliday, Interim Director, Library Services (1.0 FTE), effective 3/1/16
- Sean Dodge, Student Accounts Receivable Technician (1.0 FTE), effective 4/4/16
- Melissa Turco, Academic Counselor (1.0 FTE), effective 4/4/16
- James Straley, HBC/PAC Event Coordinator (1.0 FTE), effective 4/13/16
- Lori Common, Administrative Assistant, PAC (1.0 FTE), effective 05/16/16

Resignations:

- Gloria Astrid Garzon, Food Science, Assistant Professor (1.0 FTE), effective 5/11/16
- Ann Clayton, Health Technologies, Assistant Professor (1.0 FTE), effective 5/11/16
- Cynthia Maier, Health Technologies Nursing Instructor (1.0 FTE), effective 5/11/16

- Cynthia Applin, Director, Institutional Research and Planning (1.0 FTE), effective 5/13/16
- Veronica Haynes, Financial Aid Specialist (1.0 FTE), effective 5/20/16
- Dala DeWitt, RN Program Director (1.0 FTE), effective 5/27/16
- Phyllis Chilton, BAT Division, Administrative Support (0.5 FTE), effective 5/31/16

Position Eliminations:

- Joshua Hayes, Data Research Coordinator (0.5 FTE), effective 4/15/16
- Dana Kapp, Self-paced Lab Assistant (0.5 FTE), effective 5/13/16

Open/Advertised Positions/Searches/Interviews:

- Dean, Arts and Sciences, Exempt (1.0 FTE)
- Director, Nursing Programs, Exempt (1.0 FTE)
- Director, Library Services, Exempt (1.0 FTE)
- Director, Athletics and Student Life, Exempt (1.0 FTE)
- Instructional Designer, Exempt (1.0 FTE)
- Administrative Assistant to the CIO and Clinical Records Specialist, Non-exempt (1.0 FTE)
- Financial Aid Specialist, Non-exempt (1.0 FTE)
- Grants Writer, Non-exempt (0.5 FTE)
- Food Science Instructional Faculty (1.0 FTE)
- Mathematics Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (1.0 FTE)
- Chemistry Instructional Faculty (1.0 FTE)
- HVAC Instructional Faculty (1.0 FTE)

Student Recognition Night

Student Recognition Night celebrates student success for our student scholars and student leaders. Fifty-one (51) students were honored at this year's event, which was held on April 13th in the Hollenbeck Bayley Creative Arts and Conference Center. This was the College's 20th annual Student Recognition Night celebration, and over 200 students, guests, faculty and staff attended.

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 Joseph Samuel Coons. Sam was the student commencement speaker in 2015 and is now attending Wright State University.

Graduation Recap 2016

We received many positive comments regarding this year's ceremony. There were 294 students who participated in the graduation ceremony, and the auditorium was filled with family and friends.

The brass quintet was once again excellent, and Clark State student Annie Finrock did an outstanding job performing the National Anthem. Students were recognized for their outstanding achievements, and our veterans appropriately received prolonged applause.

Rebecca Ryan delivered an inspiring speech. She graduated with an Associate of Applied Business

degree in Logistics and Supply Chain Management with a 4.0 GPA. Rebecca started at Clark State after graduating from high school 20 years prior. She plans to use the knowledge gained at Clark State to work in her family business.

Mark Elliott inducted the third group of graduates into the alumni association. The Foundation will continue to engage this group throughout the year. Dr. Blondin ended the ceremony by awarding a graduate with a Microsoft Surface, which was very exciting and fun for the students.

Dr. Blondin hosted a luncheon following the ceremony. It was attended by faculty, staff, and Trustees. It was very much appreciated and a great opportunity to celebrate the end of the school year and the success of the graduation ceremony.

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of February 29, 2016 is \$12.6 million.
- The Foundation Executive Committee is identifying new Board members and officers to replace those whose terms will end on June 30, 2016. Retiring officers and Board members are Mark Elliott as chair, Steve Sidlo as immediate past chair, and Dennis Roark, Steve Sidlo and Steve Williams as board members who have completed the maximum 9 years of service.
- The Circle of Friends gala will be Friday May 13, 2016. Speedway LLC will be honored with the Circle of Friends Founders Award, followed by a concert by Josh Turner.
- At the Clark State graduation on May 7, 2016, more than 70 graduates were scholarship recipients and were given medallions to wear at the ceremony.
- A reception on May 3rd recognized the 17 Champion City Scholars graduating from Springfield High School this year. Of those, 14 will attend Clark State, 2 will attend other colleges and 1 will enter the military. At the Clark State Student Recognition Night, 2 Champion City Scholars received outstanding student awards – Brandie Ellis (Social Services major) and Abbey Brock (LPN to RN).
- Preparations for the “Our Students. Your Workforce. Your Community.” major gifts campaign are continuing, including:
 - Bill Fralick and his Executive Team have met twice to discuss campaign strategies and prospects.
 - Dr. Blondin and Kris Culp continue their awareness visits with campaign prospects.
 - The campaign case for support has been completed and printed. Staff are completing the collateral materials (naming opportunities, letter of intent, etc.)
 - A Greene County team has met to develop awareness strategies.

Council of Governments

- The Early Childhood Education Center’s enrollment is currently at 105.5 FTE (94% of capacity).
- The Center has reorganized its staff and is adequately staffed at this time.
- Preschool graduation will take place on June 15th at 5:00 p.m. in LRC 207-209; thirty-six (36) preschoolers will be going to kindergarten in the fall. All Trustees are welcome to attend the ceremony.
- The Center’s Parent Advisory Committee continues to meet on a monthly basis.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

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

Filled Positions:

- Sylvia Halliday, Interim Director, Library Services (1.0 FTE), effective 3/1/16
- Melissa Turco, Academic Counselor (1.0 FTE), effective 4/4/16

Resignations:

- Cynthia Applin, Director, Institutional Research and Planning (1.0 FTE), effective 5/13/16
- Dala DeWitt, Registered Nursing Program Director (1.0 FTE), effective 5/27/16

Impact on students and/or student learning: Both positions are important to our students' success:

- Director, Institutional Research and Planning oversees the collection, storage, and access to College data. Once retrieved and analyzed, the data tells us where to place limited resources to affect student success.
- Registered Nursing Program Director oversees the administration and operation of our Registered Nursing Program including the supervision of eight nursing faculty.

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

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

Personnel Recommendations ~ Instructional Faculty

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

Resignations:

- Gloria Astrid Garzon, Food Science, Assistant Professor (1.0 FTE), effective 5/11/16
- Ann Clayton, Health Technologies, Assistant Professor (1.0 FTE), effective 5/11/16
- Cynthia Maier, Health Technologies Nursing Instructor (1.0 FTE), effective 5/11/16

Impact on students and/or student learning: All three positions are very important to our student's success:

- The Food Science position serves as lead faculty for our new Food Science Program.
- The two Health Technologies nursing positions are an important part of our Nursing Program.

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

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

Amendment to the Clark State Community College Chapter 3305 Alternative Retirement Plan

Clark State Community College adopted an Alternative Retirement Plan (ARP) under the provisions of Chapter 3305 of the Internal Revenue Code in March 1999. This ARP may be selected by full time instructional faculty or full time exempt or non-exempt staff employees in lieu of the State mandated State Teachers Retirement System (faculty) and School Employees Retirement System (staff), as their retirement system. Two major differences between the two plans are: 1) The State plans have defined contributions with defined distribution plans (based on years of service and contributions); 2) With the ARP, the contributions are defined, but the distributions are not defined because the contributions are invested directly into the stock market. The Clark State Community College Chapter 3305 ARP (the "Plan") is a "pre-approved plan" under the auspices of the Ohio Public Higher Education Institutions' ARP, which is approved by the Internal Revenue Service (IRS). Under IRS guidelines, all pre-approved ARP plans must be amended and restated every six (6) years incorporating appropriate changes to maintain compliance with IRS regulations. In April 2010, the Board of Trustees authorized President Rafinski to amend and restate

the College ARP for the first time and to make such changes as necessary to ensure our Plan remains compliant with IRS guidelines.

The Ohio Attorney General's office has contracted with outside legal counsel to provide compliance advice and assistance to Ohio higher education institutions. Working with our assigned legal counsel from the Cleveland offices of Bricker & Eckler, LLP, Clark State administration amended and restated our College ARP on April 27, 2016, prior to the April 30, 2016 IRS-required date.

Although after the fact (the BOT did not meet in April), the administration seeks Board authorization to amend and restate the Plan document in order to bring the Plan into compliance with current IRS rules for qualified plans.

Specific Changes

This amendment and restatement is being referred to as the PPA Restatement because it incorporates significant legislative changes brought about by the Pension Protection Act of 2006 (PPA), the Heroes' Earnings Assistance and Relief Tax Act of 2008 (HEART), and the Worker, Retiree and Employee Recovery Act of 2008 (WRERA). Several other amendments to the Plan and other minor changes have been made to the document to incorporate the most recent IRS technical language for qualified plans. The Plan options on eligibility, vesting, loans and distributions remain unchanged.

Impact on students and/or student learning: This action/benefit has a direct impact on employees and no impact on students. The cost of this benefit does not adversely impact funding allocated to instruction, academic support, or student services.

Implications for budget, personnel, or other resources: Assistance in preparing documentation for amending and restating this ARP has been provided through the Ohio Attorney General's Office by the Cleveland office of Bricker & Eckler, LLP. The expected budget impact is minimal.

It was requested that the Board of Trustees: (1) Restate the Clark State Community College Chapter 3305 Alternative Retirement Plan, effective no later than April 30, 2016; (2) Approve submission of the restated Plan to the IRS for issuance of a determination that the Plan continues to meet the qualification requirements of the Internal Revenue Code of 1986 (as amended); and (3) Authorize President Blondin and/or her named designee: Vice President, Business Affairs and/or Chief Human Resources Officer to make such changes to the ARP as are necessary, including but not limited to, developing/adopting and signing written plan documents for all the Clark State Community College Alternative Retirement Plan as required to ensure the Plan remains in compliance with the requirements of Internal Revenue Service Code Section 3305.

Trustee Doyle made a motion to approve the personnel recommendations and the amendment to the Alternative Retirement Plan as presented. Trustee Bell seconded, and the motion passed unanimously.

*Jim Miller entered the meeting at 6:43 p.m.

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. Current 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 Vice President of Academic Affairs who recommends as appropriate to the President.

The contract recommendations are as follows:

Name	Year Employed	Contract Eligibility	Contract Recommendation
Bays, Chris	2005	3 year	3 year
Boomershine, Carla	2013	1 year	1 year
Bruns, Janice	2012	2 year	2 year
Burr, Carin	2005	3 year	3 year
Clayton, Violet Ann	2012		Resigning end of Spring
Craioveanu, Daniela	2014	1 year	1 year
Crispin, Lisa	2012	2 year	2 year
Dawson, Scott	2012	2 year	2 year
Didich, Jan	2013	1 year	1 year
Drerup, Tom	2000	3 year	3 year
Filicko, Therese	2012	2 year	2 year
Green, Randall	2010	2 year	2 year
Garzón, Gloria	2015		Resigning end of Spring
Hall, Midge	1994		Retiring end of Spring
Hatem, Nora	2008	3 year	3 year
Hennigan, Robyn	2002	2 year	2 year
Horton, Tami	2013	1 year	1 year
Hoyman, Charles	2009	3 year	1 year – retiring 2017
Huskey, Paige	2008	2 year	2 year
Jackson, Kara	2010	2 year	2 year
Kennedy, Cecilia	2005	3 year	3 year
Kuehnle, Jonathan	2014	1 year	1 year
Lehmkuhle, Cynthia	2010		Retiring end of Spring
Maier, Cynthia	2015		Resigning end of Spring
McGhee, Alendre	2015	1 year	1 year
Meo, Kandyce	2008	3 year	3 year
Mohler, Melinda	2013	2 year	2 year
Nowka, Stephen	2010	2 year	2 year
Pack, R. Jonathan	2015	1 year	1 year
Parrillo, Adam	2015	1 year	1 year
Ratliff, Elissa	2015	1 year	1 year
Rice, Paula	2012	2 year	2 year
Rude, Robin	2015	1 year	1 year
Selover, Natalie	2013	1 year	1 year
Spahr, Stephanie	2015	1 year	1 year
Strecker, Charles	2010	2 year	2 year
Taylor, Janet	2011	2 year	2 year
Teets, Greg	2000	3 year	3 year
Thompson, Stephanie	2015	1 year	1 year
Vaughn, Pamela	2015	1 year	1 year
Jacob Whitt	2013	1 year	1 year
Zartman, Grace	2012	2 year	2 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 2016-2017 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 Contract Renewal Recommendations for Instructional Faculty as presented.

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 Associate Degrees/Certificates for the May 2016 Commencement.

Degree Type	Number Awarded
Associate of Arts Transfer	44
Associate of Science Transfer	66
Associate of Applied Business	110
Associate of Applied Science	275
Associate of Technical Studies	8
TOTAL Associate Degrees	503
Certificates	95

Honors	Associate Degrees	Certificates
4.0 GPA	10	2
3.5+ GPA	105	14

Diversity	Total	Female	Male
Associate Degrees	503	328	175
Asian	4	4	0
American Indian	1	1	0
Black/African-American	76	52	24
Hispanic	5	5	0
Hawaiian/Pacific Islander	1	1	0
White	392	249	143
Unknown	11	7	4
2+ Races	13	9	4
NonReg Alien/Foreign	0	0	0

Diversity	Total	Female	Male
Certificates	95	91	4
Asian	1	1	0
American Indian	0	0	0
Black/African-American	13	13	0
Hispanic	1	1	0
Hawaiian/Pacific Islander	0	0	0
White	75	71	4
Unknown	4	4	0
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/will meet all of the institutional qualifications for graduation.

Laboratory and Special Fees Schedule

The setting of the Lab Fee Schedule for each year is part of the planning process for all academic divisions. Historically, quarterly reports were sent to the divisions on the lab fees collected and expended. This information, along with data on projected enrollments, is used to develop the Lab Fee Schedule for each academic year compiled by the Provost and Vice President of Academic Affairs. Adjustments are made each year to reflect the rising costs of supplies and fees as well as costs deleted for those courses that have either been discontinued or had changes of delivery that no longer require lab or special fees. In all cases, great care was taken to establish fees that are as conservative as possible yet covering the true costs for the assorted fees. The proposed 2016/2017 fees were outlined on a lab fee schedule that was distributed to the Trustees prior to the meeting. (A copy of the schedule is available in the office of the Provost/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 or cover other costs such as liability insurance that the college's tuition and state subsidy are not designed to reimburse, and in some cases, to cover specialized high cost instruction such as flight training and Advanced Technical Intelligence. The academic departments make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students.

Implications for budget, personnel, or other resources: The 2016-2017 budget development process will be driven by the Lab Fee Schedule as presented.

It was requested that the Board of Trustees approve the 2016-2017 Laboratory and Special Fees Schedule as presented effective with the Fall 2016 semester.

Trustee Bell made a motion to approve the Instructional Faculty Contract Renewals, Associate Degree and Certificate Authorization, and Laboratory and Special Fees Schedule as presented. Trustee Phillips seconded, and the motion passed unanimously.

Bond Authorizing Resolution

An evaluation of the 2006 bonds still outstanding shows that it could be financially feasible to refund those bonds. Information was shared with the Board Finance and Facilities Committee at their May 5, 2016, meeting on details of this transaction including:

- makeup of the team involved in the transaction;
- timeline;
- projected savings;
- tasks to be accomplished;

- outside agencies/organizations needed to be involved; and
- projected closing date

The Bond Resolution that needs to be adopted by the Board of Trustees was distributed to Trustees prior to the meeting. The resolution authorizes the issuance and sale of Clark State Community College District General Receipts Refunding Bonds, Series 2016, in the principal amount not exceeding \$6.0M; authorizes the payment and secures the payment of the principal, interest and any premium on such bonds; authorizes the execution and delivery of a Supplemental Trust Indenture; and authorizes related matters.

The Board Finance and Facilities Committee recommends that the full Board approve the Bond Authorizing Resolution as presented. (A copy of the resolution is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The refunding of the 2006 bonds will have no direct impact on students or student learning. It is strictly a financial decision.

Implications for budget, personnel, or other resources: The projected savings will reduce annual debt service payments for the remaining sixteen years of the bonds. These payments are funded from a Restricted fund.

It was requested that the Board of Trustees approve the Bond Authorizing Resolution as presented.

Endowment Earnings Expenditure

The Performing Arts Center (PAC) has been open for almost 23 years. Several maintenance and repair projects need to be completed to ensure that it remains a first rate venue for the citizens in the region. Projects include replacement of the roof, a new chiller (project complete), exhaust fans, carpeting, painting, seat replacement and a supplement to the security camera system.

The top priority project is the roof replacement. An assessment has been completed and all but the standing seam metal roof should be replaced. The engineer's estimate for this project is \$775,000. This project will follow the bidding requirements in the Ohio Revised Code.

At their May 5, 2016, meeting, the Board Finance and Facilities Committee took action to recommend that the full Board authorize the expenditure of up to \$225,000 from the earnings on the PAC Endowment for the purposes of replacing the PAC roof.

Impact on students and/or student learning: The College acts as good stewards of public funds by maintaining College facilities to ensure a safe, clean and comfortable learning environment.

Implications for budget, personnel, or other resources: It is anticipated that there will be no impact on the General Fund Budget. The project will be funded by State Capital Appropriations in House Bill 497 (\$275,000) and Senate Bill 310 (\$275,000). The remaining \$225,000 will be funded from earnings on the Endowment established for the operation and maintenance of the PAC.

It was requested that the Board of Trustees authorize the expenditure of up to \$225,000 from the earnings on the PAC Endowment for the PAC roof replacement project. This authorization is contingent upon the passage of Senate Bill 310 with the \$275,000 appropriation for the Clark State Performing Arts Center upgrades intact.

Trustee McDorman made a motion to approve the Bond Authorizing Resolution and Endowment Earnings Expenditure as presented. Trustee Ball seconded, and the motion passed unanimously.

Ohio Association of Community Colleges Excellence Awards Nominations

Each year, Ohio Association of Community College (OACC) members have the opportunity to nominate individuals and/or businesses for their support to Ohio's community colleges.

The Outstanding Business Partnership Award recognizes businesses that have had a major, positive impact on community colleges in Ohio. Clark State nominates Kettering Health Network, which, among other things, has been instrumental in the development of our health programs at the Greene Center.

*Resolution of the
Clark State Community College Board of Trustees*

Whereas, Kettering Health Network is a not-for-profit network of eight hospitals, 10 emergency departments, and 120 outpatient facilities serving southwest Ohio with nearly 12,000 employees and 2,100 physicians; and

Whereas, Kettering Health Network provides clinical sites for Clark State health care students at Greene Memorial Hospital, Soin Medical Center, and Grandview Hospital to prepare these students to provide the best care for patients; and

Whereas, Kettering Health Network highlights Clark State as a provider for professional development as a part of their employee benefits program; and

Whereas, Kettering Health Network partnered with Clark State and other organizations to request capital funding for a workforce and wellness program in Greene County; and

Whereas, Kettering Health Network and Clark State continue to look for ways to collaborate to support community wellness and education opportunities; and

Whereas, Kettering Health Network provides advisory information to help shape academic programs to meet the needs of health providers in the community;

Therefore, be it resolved that the Clark State Community College Trustees do hereby nominate Kettering Health Network for the OACC Outstanding Business Partnership Award by action of the Board of Trustees on May 17, 2016.

The Distinguished Alumnus Award is presented to a deserving alumnus who has demonstrated a passionate level of service to the local community. Clark State nominates Gene Fischer, a Clark State graduate who has served as Sheriff of Greene County for 13 years, and as a police officer for 20 years. In 2015 he served as President of the Buckeye State Sheriffs Association.

*Resolution of the
Clark State Community College Board of Trustees*

Whereas, Gene Fischer is a 1980 graduate of Clark State Community College with an Associate Degree in Law Enforcement; and

Whereas, Gene Fischer then earned a Bachelor's degree in Criminal Justice from Capital University and a Master's degree with Distinction from Tiffin University; and

Whereas, Gene Fischer served as a police officer in the city of Xenia for 20 years; and

Whereas, Gene Fischer has served as Sheriff of Greene County for the past 13 years; and

Whereas, in that role, Sheriff Fischer serves a community of 160,000 citizens with a full service law enforcement agency; and

Whereas, Sheriff Fischer leads a team of 180 dedicated men and women; and

Whereas, Sheriff Fischer served as President of the Buckeye State Sheriffs Association for the year 2015; and

Therefore, be it resolved that the Clark State Community College Trustees do hereby nominate Gene Fischer for the OACC Distinguished Alumnus Award by action of the Board of Trustees on May 17, 2016.

Impact on students and/or student learning: It is important to recognize the support of our community members for their efforts on behalf of the College and our students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the OACC Excellence Award nominations as presented.

Trustee Phillips made a motion to approve the OACC Excellence Award nominations as presented. Trustee Doyle seconded, and the motion passed unanimously.

Springfield Action to Prevent High Blood Pressure Endorsement

Dr. Neravetla from Springfield Regional Medical Center asked if Clark State would be willing to sign on to endorse the SAPH: Springfield Action to Prevent High Blood Pressure. SAPH is endorsed by the Clark County Medical Society, Community Health Foundation, Community Mercy Health Partners Board of Directors, Mended Hearts, Inc., NAACP, Springfield/Clark County Section of the National Council of Negro Women, Springfield Heart Surgeons LLC, Springfield Regional Medical Center Staff, and the Springfield Chapter of the LINKS Incorporated.

An endorsement of SAPH would mean that Clark State would increase its efforts to educate the faculty and staff about prevention of high blood pressure, which is the most common chronic health problem for which medication is prescribed. The Ohio Department of Health reports that 50,000 residents of Clark County suffer from high blood pressure.

Clark State, through a renewed wellness program planned for FY17 and in partnership with Horan, is committed to helping our faculty and staff prevent high blood pressure through education about diet, exercise, and education, and the Board's endorsement will allow us to partner with the above listed partners on programming and publicly demonstrate Clark State's commitment to the health and wellness of our employees and the community.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees endorse the Springfield Action to Prevent High Blood Pressure in demonstration of Clark State Community College's commitment to the health and wellness of its employees and the community.

Trustee Doyle made a motion to endorse the Springfield Action to Prevent High Blood Pressure as indicated. Trustee Bell seconded, and the motion passed unanimously.

Report of the President

President Blondin read a thank-you note from student Lauren Echstein, in which she expressed appreciation for being a recipient of a Trustee Scholarship. She indicated that the scholarship will help her pursue her dream of becoming a nurse so she can help others.

Dr. Blondin asked Faculty Senate President Elect Terry Filicko and Staff Senate President Matt Ison for Senate updates.

Ms. Filicko provided an overview of Faculty Senate's work over the past year, including the streamlining of processes such as the promotion process and the subsequent alignment of faculty year-end reports alignment with the promotion process requirements as well as the completion of program reviews for approximately 12 academic programs utilizing the new process. More faculty members from outside the reviewed program are now involved in the process, which the faculty have seen as a very positive change since it allows the opportunity to learn more about each other's programs. Ms. Filicko reported that Melinda Moehler is the new President Elect. Work has begun on minor revision of bylaws and the Faculty Constitution to reflect structural changes and prioritization of next year's initiatives.

Mr. Ison reported that Toni Yancey will be next year's Staff Senate President, and new Senators are being sought to fill terms that will begin July 1st. One final staff assembly is planned this year to discuss the new performance management system, which will be ready for implementation in the fall.

President Blondin reported the following:

- The College's next comprehensive Higher Learning Commission visit will take place in 2018, and we are gearing up for the visit. Jan Didich and Ron Gordon will be co-chairing the entire self-study process, and five criterion chairs will be appointed. Progress/details will be shared as we proceed.
- The Ohio Association of Community Colleges Annual Conference will be held June 9-10 at Sinclair Community College. She distributed an agenda and encouraged interested Trustees to register through Mellanie Toles.
- The Association of Community College Trustees is looking for Trustees to serve on their 2017 Associate Committees; Dr. Blondin encouraged Trustees to serve and provided applications. She noted that Trustee Doyle served on the Finance Committee for years, but has termed out.
- She has had many frank discussions with Springfield City Schools Superintendent Dr. Robert Hill regarding the John Legend Auditorium currently under construction at The Dome. He assured her that they have no intention of programming the space, which would compete with the Performing Arts Center.
- We recently received word from the Department of Higher Education that our ABLE Grant funding will be reduced from \$190,000 to \$135,000. After discussions with Vice Chancellor Gary Cates, we have decided to change our focus from serving people in Hardin, Logan and Champaign Counties to a lockstepped approach with Springfield City Schools to better serve greater numbers in Clark County.
- She distributed the 2016 Higher Education Mid-Biennium Review (MBR) Summary from the Ohio Department of Education and a strategic planning update, which was recently shared college-wide, to Trustees.

Report of the Board Chair

Chairperson Noonan commented that graduation was flawless this year. She also encouraged Trustees to attend the Registered Nursing and Licensed Practical Nursing pinning ceremonies next year as they are very personal events that mean a great deal to our students. She noted that she was very impressed by the number of students planning to continue their education, and wished everyone a great summer.

Trustees' Open Forum

Trustee Strickler indicated that her husband is being transferred to San Antonio, Texas, so they are working on selling their house, but she plans to continue serving on the Board until it is sold. She noted that it has been an honor and privilege to serve Clark State Community College, and she will continue to support it both near and from afar.

Executive Session ~ Personnel

Trustee McDorman made a motion to move into Executive Session to discuss personnel. Trustee Bell seconded the motion, and it passed 8-0 by a roll call vote. Executive Session commenced at 7:05 p.m.

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

Adjournment

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