



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 15, 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, March 15, 2022. Board Chair Kyle Hall presided and called the meeting to order at 6:13 p.m.

Roll Call

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

Present Virtually: Andy Bell, Sharon Evans, and Vice Chair David Ball

Excused: Maurice McDonald and Mike McDorman

Others Present in Person: Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Tiffany Hunter, Provost/Senior Vice President of Academic Affairs; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Jerryd Jones*, student; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Executive Director of the Clark State Foundation; Doug Schantz, Vice President for Business Affairs; and Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects

Others Present Virtually: Jasmin Alford, Student Senate President; Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Associate Dean, Academic Services; Dr. Sharon Bommer, Dean of Business and Applied Technologies; Adam Curtis, Risk and Emergency Management Coordinator; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Eric Ebbs, Client Support Technician/Staff Senate President; Therese Filicko, Associate Professor, Arts and Sciences; Ron Gordon, Dean of Enrollment Services; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Emily Halpin, Purchasing and Administrative Support Specialist, Technology, Safety and Strategic Initiatives; Natalie Johnson Associate Dean, Greene County Locations; Tina Jones, Staff Accountant; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Dr. Patience Olajide, Assistant Professor, Health, Human and Public Services/SOAR participant; Dr. Adam Parrillo, Assistant Dean of Business and Applied Technologies; Leslie Ray, Manager of Ticket Office Operations, Performing Arts Center; Gerritt Smith, Director, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Mary Adelaide Taylor, Director, Nursing Program; MacKenzie Tastan, Reporter, Dayton Business Journal; 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. MacKenzie Tastan, Reporter from the Dayton Business Journal identified herself.

Public Comment

There were no public comments.

Conflicts of Interest

Vice Chair Ball recused himself from the Telecommuting Policy revisions due to a conflict of interest.

Student Success Story

Vice President of Student Affairs Dawayne Kirkman introduced Jerryd Jones, noting that he has a great returning student story, will be completing his Associate of Arts transfer degree in the Spring, and that he is very impressed by him.

Mr. Jones indicated that he managed to graduate from Fairborn High School at the bottom of his class with a 1.89 grade point average (GPA). He began his journey at Clark State in Fall 2011, and it quickly ended in his academic probation. After that, he worked through life feeling that he had let himself down. Through hard work, he earned new positions and accolades in his career, but still felt that failure; it haunted him. After his mom's death in October 2020, Mr. Jones re-evaluated his life and re-enrolled in Spring 2021. This time around, he found the learning experience fun and felt that Clark State was a cool place with amazing faculty and staff. After seeing an email about Student Senate, he got involved and discovered that he really belonged. He found a support system here with faculty and staff who genuinely care about him, and he excelled. He ended his first semester with a 4.0 GPA and has maintained it, even though he also worked full time. Mr. Jones expressed particular appreciation for Dr. Kirkman, Terri Filicko, and Robert Derr, and noted that when he contracted COVID, he really appreciated the humanity and grace everyone showed him.

Mr. Jones reported that his goal is to transfer with honors and continue his education in Political Science and International Studies. His dream is to work in Congress and make a difference.

Chair Hall thanked Mr. Jones for sharing his story and wished him continued success.

*Mr. Jones exited the meeting at 6:20 p.m.

Brief Data Story

Dean of Student Engagement and Support Services Nina Wiley provided facts regarding Clark State's Phi Theta Kappa chapter Alpha Nu Lambda. She indicated that the Ohio Region, which recently celebrated its 35th anniversary, consists of 41 chapters and three districts. Alpha Nu Lambda hosted the Ohio Region Awards Convention on March 4-5, 2022, with over 100 attendees representing 12 chapters, 30 chapter members, 25 chapter officers, 14 advisors, 24 alumni, and 11 guests. Alpha Nu Lambda members received the following individual honors: Travis Parker, Vice President of Scholarship, nominated for Most Distinguished Chapter Officer; Jessica Adams, Advisor, received the Horizon Advisor Award; Sami Walker, Member, received the Most Valuable Member Award; and Jasmin Alford, President, was elected Ohio

Region Secretary/Newsletter Editor for 2022-2023. The Alpha Nu Lambda Chapter received the following honors: Best College Project Award, “Inspiring Student Engagement at Clark State”; 2nd Runner Up in Action Project Theme 1 – The Heirs of Our Ways, “How Does Quality Family Time Affect the Physical, Emotional and Social Well-Being of Children?”; 1st Runner Up for Most Distinguished Chapter; and ranked #2 in Top Ten Chapters.

Trustees provided a round of applause and congratulated Dean Wiley and Alpha Nu Lambda members for their achievements.

Approval of Minutes

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on January 18, 2022. Trustee Doyle made a motion to approve the minutes as written; Trustee Phillips seconded, and the motion passed unanimously by a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met February 8, 2022, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center Boardroom, as well as virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees David Ball, Jim Doyle, Sharon Evans, Peg Noonan, and Brad Phillips; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety & Strategic Initiatives; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Vice President for Business Affairs; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Approval of January 11, 2022, Meeting Minutes - ACTION
- February Financial Report
- Budget Update
- Audit Firm Selection Update
- Capital Projects Update (Fire Station, GISA Expansion, Rhodes Hall/ASC Phase 4)
- Capital Requests Update
- PAC/HBC: Operational and Market Analysis
- Board Responsibilities Policy Revisions – ACTION
- Telecommuting Policy Revisions - ACTION
- Open Discussion
- Next Meeting – April 12, 2022 – 8:00 a.m. TLC 113 Boardroom/virtually via Lifesize

Quarterly Financial Report through February 2022

A report depicting the Revenues and Expenses through February 28, 2022, was 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 and Spring semester activity through February 28 and is lagging in comparison to what was budgeted for the academic year. B term for Spring will begin in March.

D term and B term Spring deregistration will occur in March and April.

Workforce Non-Credit Training revenue is currently below budget but anticipated to gain some traction as the year progresses, but not fully recover.

Performing Arts Center (PAC) ticket revenue is currently ahead of budget as they have opened after a year-long closure due to the pandemic. HBC/PAC Rental revenue is currently below budget.

There are slight variations in some categories due to timing, especially in Operation of Maintenance and Plant, as well as General Administrative Expenses. By object code Communications spending is trending above budget. Overall expenses are trending higher than last year. 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, Commercial Transportation Training Center (CTTC) and Parking are showing revenue below budget for the year. Due to the pandemic and Clark State discontinuing its contract with Sodexo, the only option for food service at this time is expanded vending provided by Sheehan Brothers. Clark State has partnered with Fresh Abilities (a division of The Abilities Connection) and we look forward to them providing food service on our campus with an anticipation of soft launch in March.

Discussion ensued regarding SSI. We have not received our figures yet, but Dr. Blondin expects us to remain flat. At this point, they are not counting our bachelor's degree graduates, and she does not agree with that, particularly since we have had a number of them. When asked how Central State's recent announcement to provide free tuition to students at local schools, Dr. Blondin said she felt it was a net plus for the region in that more people will have the opportunity to go to college and will hopefully increase the college-going culture in those districts. She also noted that our relationship with Springfield City Schools is better than it has ever been due largely in part to Dr. Kirkman's great work.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hires:

- Emily Halpin, Purchasing and Administrative Support Specialist, Information Technology, effective 1/24/22
- TeRoy Cunningham, Custodian, Physical Plant, effective 1/24/22
- Angela Frost, Payroll Assistant, Human Resources, effective 2/21/22
- Rebekah Piteo, Administrative Support, Arts and Sciences and Business and Applied Technologies, effective 3/9/22
- Megan Cummins, Youth Program Coordinator, Advancement, effective 3/21/22

Open/Advertised Positions:

- Academic Testing Specialist, Student Affairs
- H-1B Peer-to-Peer Recovery Specialist, Academic Affairs
- Instructional Faculty – American Sign Language, Academic Affairs
- Instructional Faculty – Computer Software and Program Coordinator, Academic Affairs
- Instructional Faculty – Engineering Technology, Academic Affairs

- Instructional Faculty – ENT Photonics, Academic Affairs
- Instructional Faculty - Geospatial Technology and Program Coordinator, Academic Affairs
- Instructional Faculty – NTK-CSE-Networking/Cybersecurity, Academic Affairs
- Instructional Faculty – Practical Nursing, Academic Affairs
- Library and Instructional Support Specialist, Academic Affairs
- Peer Recovery Support Coordinator, Student Affairs
- Student Systems Coordinator, Student Affairs

Budget Update

The Budget Advisory Council is made up of: Dr. Jo Blondin, President; Dr. Tiffany Hunter, Provost and Sr. Vice President for Academic Affairs (Co-Chair); Doug Schantz, Vice President for Business Affairs (Co-Chair); Jessica Adams, Instructor; Dan Ayars, Director, Facilities, Operations and Maintenance; Christopher Bays, Associate Professor; Travis Binkley, Assistant Dean, Academic Services; Dr. Sharon Bommer, Dean, Business and Applied Technologies; Scott Dawson, Associate Professor; Eric Ebbs, Client Support Technician; Rob Gast, Academic Coordinator; Stephanie Gaston, Coordinator, Student Support Services; Robyn Hennigan, Assistant Professor; Dana Matt, Associate Professor; Kathy Nelson, Controller; Gary Poulos, Adjunct Arts and Sciences; Danielle Williams, Director, Center for Teaching and Learning; Jasmin Alford, Student Representative; Gracie Perkins, Student Representative; Susan Kelly, Recorder. Below is the Budget Timeline.

New Budget Advisory Council first meeting	1/20/22
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/22
Budget Advisory Council meets	3/3/22
Expenditure requests forwarded by budget managers to Controller	3/7/22
Lab Fees to Controller	3/11/22
Initial revenue projection	3/15/22
Budget assumptions presented to Board Finance and Facilities Committee	3/8/22
Budget Advisory Council meets	3/24/22
Expenditure requests forwarded by Controller to Executive Council	4/4/22
Update Finance Committee on Budget Status	4/12/22
Updated revision to revenue projection	4/12/22
Budget Advisory Council meets	4/28/22
Preliminary Budget presented to Board Finance and Facilities Committee	5/10/22
Board of Trustees action on tuition/fees for 2022-2023	5/17/22
Budget Advisory Council meets	5/26/22
Balanced budget reviewed with Board Finance and Facilities Committee	6/14/22
Final balanced budget presented to Board of Trustees for action	6/21/22

Achieving the Dream (ATD) Update

The ATD Coaches visited Clark State College October 11 and 12, 2021, and most recently on March 8 and 9, 2022. They had an opportunity to meet with each of the ATD Teams; the Core Team, Data Team, the

Course Completion Team and the Holistic Onboarding Team. Additionally, they met with the Board of Trustees, Executive Leadership, Staff and Faculty Senates. During the fall 2021 visit, the ATD Coaches presented sessions on Data Interpretation as well as Teaching Strategies.

The ATD Core Team has been supporting the other teams by coordinating the ATD Coaches visit and continuing to connect all of aspects of the teams' work to our overall priorities.

The ATD Data Team has been supporting both the Course Completion Team and the Holistic Onboarding Support Team. For the Onboarding Team, Data co-chair Kelly Neriani has supported them by providing the following:

- The FA20 and SP21 New Student Enrollment Funnel (Application to Enrollment at census) was disaggregated to see if there were disparities in enrollment among various populations of students and determine drop-off points.
- The FA20 and SP21 courses dropped by Week (starting at Week 3) were disaggregated to see if there were disparities in course withdraws among various populations of students and where the drop-off points may be.
- FA21 courses were analyzed to look at which courses had the highest 'W' rates and highest non-completion rates.
- FA21 dropped courses were analyzed to look at why students withdrew (drop reason).

The ATD Data team co-chair, Chan Siriphokha, has continued to work with faculty on understanding their data and fully supporting the work of the ATD Course Completion Strategy Team as they have identified their goals. Furthermore, Kelly Neriani and Sean Dodge are working with IT to develop a data dashboard that faculty and staff will be able to access to view course data regularly.

The ATD Course Completion Team has finalized its membership for the 2021-2022 Academic Year and established its meetings for the second Wednesday of each month. Kierre Brown and Dr. Robert Derr have been assigned as the co-chairs for the ATD Course Completion Team. Furthermore, the respective faculty are in the process for further defining their strategies. Strategies include researching best practices to reduce equity gaps and improve course success, and piloting best practices. The goals identified are as follows:

1. Short-term goals: The committee decided on the following short-term goals:

- Develop a Classroom Strategies Webpage – The webpage would include tools, activities, and assessments that are specifically targeted to closing equity gaps in course completion rates.
- Ensure that all faculty include at least one SMART goal directly connected to DEI and increasing course completion rates in their Yearly Evaluation Goals – This goal aligns with a specific deliverable on Clark State's Detailed Action Plan.

2. Long-term goals: The committee decided on the following long-term goals:

- Develop and implement a plan to increase data competency in all faculty members – This goal aligns with a specific deliverable on Clark State's Detailed Action Plan.
- Develop and implement a plan to ensure the participation of Clark State's Adjunct Faculty in the process of closing equity gaps in institutional course completion rates

The ATD Onboarding Team meets every Friday afternoon and continues to work on the strategies developed for the ATD Action Plan. Fall 2021 activities include:

- Increase yield of new students - Dr. Gordon has implemented our new onboarding model, and it is helping with new and returning students as our conversion rate is up 5% from last year (e.g., applicant to registration).
- Revise and improve New Student Orientation. The new version will be ready to go “live” by the end of February.
- Develop a revised set of “steps of enrollment.” This was completed for New Students, as well as for Returning and Continuing Students.
- Train frontline staff on holistic onboarding processes
- Increase the number of students accessing mental health services
- Increase the number of students accessing the financial literacy program.

Strategy 3 Improve Enrollment Efficiency to Grow Enrollment

- Increase the conversion of prospective students from admitted to registered students and administer a survey on the student experience
- Purchase and implement Customer Relationship Management tool
- Facilitate a culture change of paying on time; implementation this March with Summer Registration
- Increase the number of students applying for financial aid and scholarships

Equity and Data

- Establish a plan to increase percentage of overall minority female and minority male applicants of 25% to mirror overall applicants at 30% (data on applicant to enrollment at census)—with a major emphasis of FAFSA completion. Piloting with Vantage Aging.
- Establish a plan to provide more support to students in Week 5 (particularly minority students) and Week 11 (data on drops by week).
- Establish a plan to decrease withdrawal rates after reviewing data on why students are dropping (e.g., conflicts with work/class too demanding)

Program Review Process

The purpose of Program Review is to evaluate the status, effectiveness, and progress of academic programs and initiate improvements as a result of the review. The review process will also help in deciding which programs should be continued, put on a monitoring list, or discontinued after a certain time. All programs will be reviewed on a five-year cycle. When a program is reviewed by an external accrediting group, the College will adapt the relevant sections of the accreditation review to meet the requirements of the college review report. When the College establishes a new program, the program will generally be reviewed the year following the end of its third year.

Process:

- The Program Review process consists of the following components:
- Data provided by Institutional Research and from Assessment data base/reports
- Assessing of data by the program faculty and Dean
- Preparation of report
- Recommendations for the implementation of improvements via an Action Plan
- Review of program report with the Program Review Committee

The Program Review Summary Report consists of the following sections:

- Criterion 1 – Program Purpose and Student Learning Outcomes
- Criterion 2 – Future Trends/Historical

- Criterion 3 – Curriculum, Faculty, Facilities and Equipment
- Criterion 4 – Assessment of Student Learning
- Criterion 5 – Expense and Revenue to Expense Ratio
- Criterion 6 – Executive Summary and Recommendations

The Action Plan is completed after Program Review is completed, and feedback from internal and external stakeholders is received, compiled, and reviewed.

2021/2022 Program Review Dates:

- Licensed Practical Nursing – April 11, 2022
- Early Childhood Education – April 12, 2022
- Diesel Technology – April 13, 2022
- Emergency Medical Services/EMS – April 14, 2022
- Networking/Cybersecurity – April 20, 2022
- Associate of Arts/Associate of Science – April 21, 2022

A copy of the Program Review Template was distributed to Trustees prior to the meeting.

Trustees were very interested in the process and will be invited to attend each of the program reviews. Discussion turned to tips from the book *The Great Upheaval: Higher Education's Past, Present, and Uncertain Future*, which indicates that programs offering anytime, any place learning and open educational resources (OER) are most beneficial. Provost Hunter reported that we offer many modalities, with the most popular being hybrid synchronous. She also noted that we have saved students over \$1 million over the years via OER, and Dean Louis is in the process of locating appropriate OER for English 1111; this would be a huge win for us and our students. It was also noted that the book indicated that community colleges that integrate with local workforce development efforts will be fine.

FY2019 Draft Loan Cohort Default Rate

The U.S. Department of Education released FY2019 draft loan cohort default rates (CDR) on February 28, 2022. Clark State College's FY2019 draft CDR is 3.2%. A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year (FY) and default (or meet other specified conditions) within the cohort default period (three-year period). The federal fiscal year begins October 1 and ends September 30.

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

The rate has dropped several percentage points in part due to the COVID-19 student loan repayment pause. Pandemic forbearances are set to expire on May 1, 2022.

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

2018: 11.6%
 2017: 18.4%
 2016: 22.9%
 2015: 22.3%

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

Dr. Kirkman noted that although student loan repayment has been paused due to the pandemic, we have still been working hard to keep our default rate low. Trustees agreed that there is still a great downward trend in our rate.

Technology, Safety, and Strategic Initiatives Updates

Technology

- Cybersecurity remains a major focus from both an operational and communication perspective. We continue to improve our protection and response initiatives and are looking at several vendors to help further protect our email systems, which has been a significant source of attacks.
- We are continuing to install video systems in classrooms for a total of 55 rooms with dual camera systems to provide flexibility for our students and faculty to have effective and unique learning experiences.
- Currently, two out of three applications have been developed within Slate and are undergoing user testing. IT is developing the integration now between Slate and Colleague. We are currently on schedule for production applications through Slate soon. The next phase after Admissions/Enrollment is student support followed by Advancement/Foundation later in the summer.

Safety

- The Centers for Disease Control and Prevention (CDC) recently modified its metrics driving their masking recommendations. We are monitoring these metrics daily and communicating frequently as things may change to remain as consistent as possible with local and federal guidance.
- We have a planned safety/security tabletop exercise planned for March 30th to guide our faculty and staff through some scenarios to test our response and identify areas for improvement.
- Adam Curtis, Risk and Emergency Management Coordinator, continues to work closely within our governance structure to ensure issues raised are addressed and timely, relevant and consistent communication is sent out to the campus community.

Strategic Initiatives

- The Strategic Planning and Resource Council (SPARC) is working on proposed changes to foundational documents and goals for our next Strategic Plan. Once finalized, the entire College will have an opportunity to review and provide feedback, which will be sent back to SPARC for finalization in advance of our College-Wide Strategic Planning Day in April.
- We have received feedback on Goals 1 and 2, the mission, and the vision. We will discuss all proposed revisions within the council and from that will develop a survey to solicit feedback from the entire campus community on these proposed changes to foundational documents. The survey should go out mid-March to allow for sufficient time for reflection and feedback.
- The next College-Wide Strategic Planning Day is scheduled for April 22, 2022.

Foundation Update

- The Foundation Board continues to develop its updated Strategic Plan and will share it with Trustees after it has been approved.
- The Foundation completed its investment manager search and has voted to transfer our investments to Park National Bank.
- In January, Toni Overholser participated in the Association of Governance Boards (AGB) Annual Conference with Dr. Blondin. The conference was informative and beneficial. As a result, the Foundation joined AGB in February. A more detailed summary of the conference and membership benefits has been included in your blue folders. Dr. Blondin noted that AGB has terrific governance resources, along with a wealth of thought leaders, including Arthur Levine, associated with it that we should really tap into. AGB also offers an electronic Board packet system that could replace BoardBook.
- Project Jericho is offering a two-part professional development series, *Beyond Well-Being*. The series will focus on how arts-based practices give way to connection, healing, and hope for youth and those who serve them. The series will begin on March 16, when Project Jericho hosts Dr. Tasha Golden, a Project Jericho teaching artist and Director of Research at the International Arts and Mind Lab at Johns Hopkins. Dr. Golden will lead a virtual conversation (over Zoom) about youth needs, assets, and mental health and the role of the arts within these realities. The second part of this series will be an all-day event at the HBC on Thursday, May 26, where Dr. Golden will join us in person for a keynote address, and Project Jericho will lead breakout sessions in a smaller, intimate group setting. *Beyond Well-Being* was created for organizations and individuals who provide services to youth in Clark County. Our Project Jericho teaching artists and Clark State Scholars mentors have been invited to participate. All Board members are invited to attend. Contact Lauren Houser at houserl@clarkstate.edu to register.
- Open Studio continues to meet on Monday afternoons from 4:00 to 6:00 p.m. A second session was added for younger students from 6:00 to 7:00 p.m. A total of 33 teenagers have participated in Open Studio since January 2022. Supplemental support from a Community Health Foundation grant has allowed for a mental health professional to be present at each Open Studio session to provide support and education to the youth and staff. The group held its first art showcase of the semester on Monday, March 7, in the lobby of the Hollenbeck Bayley Creative Arts and Conference Center.
- Clark State Scholars high school students will visit campus April 7. The eighth-grade interview process for the class of 2026 begins March 7. Interviews will be conducted in person at each school. The induction ceremony for our newest Scholars will be held April 12 at the Performing Arts Center from 6:30 to 8:00 pm.
- The Foundation will hold a 5k Walk/Run Fundraising event on April 30 for our Champaign County Scholars. All proceeds from this event will support Champaign County Scholars. Detailed information and a registration link will be shared with the Board soon. We hope you will join us if you are available.

Marketing, Diversity, and Community Impact Update

- Marketing:
 - Preparing to setup a Marketing studio to support videography, photography, etc.
 - Completed application for a Lumina Foundation Marketing grant
 - Spring campaigns continue, and we are preparing for Summer and Fall campaigns.
- Diversity:
 - Began equity policy language review

- Clark State was named a finalist for American Association of Community Colleges’ Advancing Diversity Award of Excellence.
- Planning engagement session with the Greater Springfield Partnership Diversity in the workplace initiative
- Workforce and Business Solutions:
 - The Commercial Transportation Training Center (CTTC) is facilitating its first class for the AEP Women in Linework program on March 28.
 - The CTTC hired Mr. Stephen Whitmore as a full-time instructor.
 - Secured Diversity training contract for the City of Springfield
 - Commercial Truck Driver Student Aid program application submitted
- Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC):
 - Hired Ms. Emma Clark as the Director Conference Services
 - The reception desk has been removed from the HBC lobby to expand opportunities for renter and events.
 - Capital project quotes and planning continue
 - Will conduct a marketing analysis for both centers to begin the strategic planning process

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:

New Hire:

- Emma Clark, Director, Conference Services, Performing Arts Center, effective 3/7/22

Personnel Change:

- Stephen Whitmore, Commercial Transportation Trainer, Workforce Development, effective 2/7/22, from Part-Time Range Instructor, Workforce Development

Promotions:

- Toni Overholser, Executive Director, Foundation from Director, Foundation, effective 2/10/22
- William Weekley, CTTC Training and Test Center Manager, Workforce Development, effective 2/7/22, from Manager, Range Operations, Workforce Development

Impact on students and/or student learning:

- The Director, Conference Services oversees and manages the commercial activities of the Hollenbeck Bayley Creative Arts and Conference Center and all other rental spaces at both Clark State College Springfield campuses including LRC 207/209 and the Brinkman Education Center for external customers.
- Executive Director manages and administers the operation of the Foundation and resource development and fund-raising efforts on behalf of the College.

- The CTTC Training and Test Center Manager serves in a leadership role in the development and implementation of driver training curriculum and testing, ensuring the training and testing is conducted in accordance with the Ohio Department of Public Safety. The position also coordinates, schedules, supervises, and maintains all aspects of student training and testing and the daily operation of our Tremont City Road training/testing facility.

Implications for budget, personnel, or other resources: Funding for the above personnel actions are in the 2021-2022 budget.

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

Board Responsibilities Policy Revisions

The purpose of this Board Responsibilities Policy is to ensure contributions made by the Board lead the organization toward the desired performance, which is necessary for proper governance and management. The changes requested include the addition of non-exempt employees and reference to bachelor degrees.

3358:5-1-13 Board Responsibilities

- (A) The Board is to make certain contributions which lead the organization toward the desired performance. The Board's specific contributions are unique to its trusteeship and necessary for proper governance and management.
- (B) Consequently, the contributions of the Board shall:
 - (1) Be the link between the College and the communities it serves and be accountable to the general public for competent, conscientious, and effective accomplishment of its obligations as a body.
 - (2) **Review and approve** Write governing policies which, at the broadest levels, address:
 - (a) Strategic Planning Goals: impacts, results, benefits, and outcomes (what good for which needs at what cost).
 - (b) Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - (c) Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.
 - (d) Board-President Relationship: How power is delegated and its proper use monitored.
 - (3) Monitor presidential job performance against all policies and presidential job performance and outcomes, organizational accomplishment of Board policies on Strategic Planning, and

organizational operation with the boundaries established in Board policies on executive limitations.

- (a) Interface appropriately with the legislative process.
- (b) Support financial resource development.
- (c) Take positions on appropriate public policy issues.
- (d) As specifically provided by the Ohio Revised Code, perform the following duties:
 - (i) Appoint the President and establish his/her salary and terms of contract.
 - (ii) Upon the recommendation of the President, take action upon the following personnel matters:
 - (a) Appointments of all regular faculty and ~~exempt~~-employees (**exempt and non-exempt**);
 - (b) Terminations;
 - (c) Non-renewal of contracts;
 - (d) Layoffs and/or reductions-in-force;
 - (e) Promotions
 - (iii) Take action on financial matters as specified in the policies: asset protection, financial planning, and financial condition.
 - (iv) Approve the adoption of **and/or discontinuation of** ~~new one-year certificate and associate degree programs and the discontinuation of existing one-year certificate and associate degree programs.~~
 - (v) Grant appropriate **bachelor degrees to students successfully completing four-year programs**, associate degrees to students successfully completing two-year technical programs and certificates to those students successfully completing one-year certificate programs.
 - (vi) Prescribe policies for the effective operation of the College, including rules and regulations for the utilization of buildings and grounds by other public agencies, and exercise such powers as are necessary for the efficient management of the College.
 - (vii) Adhere to all Ohio Revised Code regulations regarding powers and duties of Board of Trustees, including but not limited to the purchase of appropriate insurance policies as required by section 3358.08 of the Revised Code; adherence to depositories, investment of funds policies, and audit as prescribed by section 3354.10 of the Revised Code; and acquisition of

auxiliary or education facilities and control issuance of obligations as prescribed by section 3354.121 of the Revised Code.

Effective: ~~October 15, 2015~~ **April 1, 2022**

Prior Effective Dates: 10/14/02, 3/18/15, **10/15/15**

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

Implications for budget, personnel, or other resources: That successful implementation of and compliance with this revised policy will allow the Board to continue proper governance and management.

It was requested that the Board of Trustees approve the Board Responsibilities Policy as presented, effective April 1, 2022.

Trustee Noonan made a motion to approve the personnel recommendations for exempt employees and the revised Board Responsibilities Policy as presented. Trustee Phillips seconded, and the motion passed unanimously via a roll call vote.

Telecommuting Policy Revisions

The Telecommuting Policy has been updated to clarify non-exempt and exempt “staff” and add instructional faculty so that the benefit is available to all regular staff and faculty employees.

3358:5-5-27 Telecommuting Policy

- (A) The college considers telecommuting for **exempt staff, non-exempt staff, and instructional faculty** employees to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some jobs but not for others. In unusual situations, the President may grant telecommuting approval for positions that would not normally be considered appropriate for telecommuting. Telecommuting is not a right or benefit that an employee can expect or demand. Telecommuting does not change the terms and conditions of employment.
- (B) Definitions
- (1) Telecommuting: Working from a remote site, such as a private home, instead of commuting to a designated headquarters. Emphasis is placed on information or communication exchanged through telephones and remote devices such as computers and fax machines to allow an employee to work at a remote workplace. Telecommuting does not include the provision of online instruction through a learning management system, or online instruction provided by adjunct instructors, or casual, intermittent online instruction provided by employees to supplement the work they regularly perform.
 - (2) Telecommuting Application: Approved format documenting agreement between the immediate supervisor and employee for use of telecommunications and computer technologies that allows an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.

- (G) This policy shall be administered as set forth in the associated Telecommuting Procedures.
- (H) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the telecommuting policy and procedures.

Effective: ~~July 1, 2020~~ **April 1, 2022**

Prior Effective Date: **7/1/20**

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

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

It was requested that the Board of Trustees approve the policy update as presented, effective April 1, 2022.

Trustee Noonan made a motion to approve the revised Telecommuting Policy as presented. Trustee Phillips seconded, and the motion passed 6-0 via a roll call vote. Vice Chair Ball recused himself.

Appointment of OACC Delegate and Alternate

Clark State College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that Jim Doyle be appointed as the college delegate and Kyle Hall be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Jim Doyle as the college delegate and Kyle Hall as the alternate delegate to the OACC governing board.

Trustee Noonan made a motion to affirm the appointment of Jim Doyle as the college delegate and Kyle Hall as the alternate delegate to the OACC governing board. Trustee Phillips seconded the motion, and it passed unanimously via a roll call vote.

Report of the President

President Blondin provided the Faculty Senate update, which was submitted by Senate President Scott Dawson prior to the meeting. He thanked Drs. Blondin and Hunter for attending their Pandemic Takeaways presentation in February and reported that discussions are continuing at SPARC meetings regarding including the Culture of Care in the strategic plan to ensure actionable, measurable goals are created around it. He also noted that Faculty Senate recently met with the ATD coaches and provided updates, submitted 60th anniversary recommendations for consideration, the faculty nomination process is underway, and the final Faculty Assembly will be held on April 11 during which final appointments and elections will occur. He thanked the Board and administration for their support of Clark State students, faculty and staff.

She then deferred to the Staff and Student Senate Presidents for updates.

Staff Senate President Eric Ebbs reported that Staff Senate met with Nicole Johnson to discuss the Step Forward Program and hopes to meet again with her and Dr. Shani Newton to move forward with that process. He also indicated that Staff Senate is gearing up for the election of next year's officers.

Student Senate President Jasmin Alford reported that Student Senate is opening up nominations for next year's officers and working to finish up their initiatives before the end of the academic year. Dr. Blondin congratulated Ms. Alford on her Phi Theta Kappa position, noting that she is very proud of her.

President Blondin reported that:

- The Capital Bill timeline seems to be a moving target; the current target is May 25, but if the redistricting map is ruled unconstitutional, it may be pushed back to September. She noted that she appreciates the support of our legislators.
- Intel is investing \$20 million to bring what is projected to be the largest semi-conductor plant in the world to Ohio. There are currently 140 Intel suppliers in Ohio, and it is anticipated that there will be 30 to 40 more as they need to be located within five minutes of the Intel facility. They have pledged \$100 million to colleges and universities over the next ten years. Intel has a keen interest in hiring veterans; there are 740,000 veterans in the state, and they are looking to hire many as interns. The CEO was a community college graduate, and it is anticipated that more than 60% of their employees will come from community colleges. They will proceed very quickly; they want to work at a torrid pace and expect us to as well. We will do everything we can to support this endeavor.
- Intel is hosting a meeting Friday for minority-serving institutions and those that have embraced diversity, and Provost Hunter has been selected to participate.
- Executive Council toured the National Advanced Air Mobility Center of Excellence (NAAMCE) at the Springfield-Beckley Municipal Airport recently.
- Several items and articles were distributed to Trustees prior to the meeting, including a letter from Dr. Michelle Cooper in the office of the Secretary of Education in response to a letter Dr. Blondin sent to Secretary Cardona regarding our appreciation of the HEERF monies we received and how we were able to use them; a letter from OACC President Jack Hershey to Speaker of the House Bob Cupp; and

information regarding the Association of Governing Boards of Universities and Colleges, of which Clark State is now a member.

Report of the Board Chair

Chair Hall commented that it is good we have gotten to the point that we are able to be on campus without masks, and he hopes things will continue in that direction, but we will adapt to whatever comes our way. He reported that he attended the Association of Community College Trustees' National Legislative Summit recently with Dr. Blondin and Trustee McDorman; he found the meeting interesting and the meetings with legislators informative. He noted that from a Board perspective, the Intel project is very exciting with an opportunity to have a huge impact on our students and schools.

Trustees' Open Forum

Trustee Doyle noted that it was nice to attend the meeting in person, and others agreed.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:17 p.m.