



BOARD OF TRUSTEES REGULAR MEETING

Minutes
October 18, 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, October 18, 2016. Chairperson Peggy Noonan presided and called the meeting to order at 6:25 p.m.

Oath of Office

Chairperson Noonan administered the Oath of Office to newly appointed Trustee Kyle Hall, and the group welcomed him to the Board.

Roll Call:

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

Excused: Andy Bell

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Michael Cuffman, Assistant Dean of Arts and Sciences; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Matt Franz, Chief Information Officer; Ron Gordon, Director, Student Services, Greene Center; Duane Hodge, Director of Workforce Development, Sales and Outreach; Joseph Jackson, Vice President for Business Affairs; Michael Light, Institutional Research Analysis Specialist; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Director of the Foundation; 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; Matilyn Shanahan, Student Senator; Dr. Amit Singh, Provost/Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean of Business and Applied Technologies; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

Recognition of Guests

Chairperson 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 September 20, 2016. Trustee Ball made a motion to approve the minutes as written; Trustee Doyle seconded, and the motion passed unanimously.

Quarterly Financial Reports

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

Revenue

State Share of Instruction (SSI) – The FY 2017 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the ODHE is anticipated to be received later this Fall.

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

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues are lagging budget.

Total revenue is down \$429,000 (4.1%) from the previous fiscal year primarily due to the change in how College Credit Plus discounted tuition was accounted for during FY 2016. However, Fall Term B enrollments are catching us up and lowering the deficit.

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 expenses incurred for Fall Semester start up.

Total expenses are up \$258,000 (3.9%). The increase is caused by September 2016 being a three payroll/Accounts Payable month (last year this occurred in October).

Auxiliary Enterprises

Bookstore – The year-to-date deficit is expected to become surplus after all Fall Semester financial aid funds are drawn down.

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

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

Balance Sheet

Total current funds have decreased \$1.6 million (8.2%) compared to the first quarter of FY 2016. This decrease is a result of a \$1.4 million (9.4%) decrease in Educational and General Funds, which is due to the funds drawn down for student federal loans being done in October and higher expenses this year through September 30 because September had three paydays.

Loans totaling \$6,500 have been taken out by faculty and staff under the new computer loan fund.

Total Investment in Plant is \$48.4 million compared to \$48.4 million last year at this time. Capitalized building and equipment expenses over the past year have been offset by depreciation.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2016 Board Meeting. Since then the College has received an additional \$12,800 in funding including \$10,000 for the partnership with Springfield-Clark CTC on Career Readiness.

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 provided to Trustees.

Statement of Reserve Activity

The beginning balance includes the \$837,000 surplus from FY 2016 operations. Recommendations for Reserve Appropriations will be brought to the November Board Finance and Facilities Committee meeting. The Committee's recommendation will be brought to the full Board for action in November.

Greene Center Quarterly Financial Report

A financial report for the Greene Center through September 30, 2016, was distributed to Trustees prior to the meeting. It was noted that revenues are reflecting negative variances to budget, as a result of Fall Semester enrollment falling short of budget by 21.4%. Most expenses are reflecting positive budget variances, with the exception of negative variances in faculty salaries, equipment and building repair/maintenance. The Bookstore is showing a surplus of \$9,400.

Administrative Overhead gives 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.

Campus Crime Report

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

Campus Crime Data

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

Support for Victims

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence,

and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Policies and Procedures

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

The College's 2015 annual report was distributed to Trustees prior to the meeting, has been filed with the U.S. Department of Education, and has been disseminated to the campus community.

Human Resources Update

Filled Positions:

- Lisa Dunn, Program Manager, Workforce and Business Solutions (1.0 FTE), effective 10/24/16
- Shani Newton, Academic Advisor (1.0 FTE), effective 10/24/16

Retirement:

- Ed Busher, Ph.D., Dean, Student Support Services (1.0 FTE), effective 1/1/17

Open/Advertised Positions/Searches/Interviews:

- Administrative Support, Arts and Sciences and Business and Applied Technologies (1.0 FTE)
- ABLE Coordinator (1.0 FTE)
- Maintenance Technician (1.0 FTE)
- Assistant House Manager (Part-Time/.24 FTE)
- Policy Manager, Area 7 (1.0 FTE)
- Senior Systems Analyst (1.0 FTE)

Chief Human Resources Officer Marvin Nephew also distributed a report detailing the College's employee demographics as of October 10, 2016. Dr. Blondin indicated that diversity/equity/inclusion is one of four top areas of focus for the College this year, and additional discussion will be held at the Board retreat regarding strategies we can use to make our employee population as reflective of our student population as possible. Goals will also be set in this regard.

Priority Development and Advocacy Committee Proposals

The Dayton Region's Priority Development and Advocacy Committee (PDAC) process is organized to evaluate and establish a list of regional priorities and recommended projects that aid the community in speaking with one voice when pursuing funding opportunities. The process is organized by the Dayton Development Coalition, with representation from the Greater Springfield Chamber of Commerce.

Clark State submitted three proposals for consideration:

- *The Center for Workforce Development.* Businesses in Clark County lack adequate training facilities. Clark State proposes the renovation of the Brinkman Education Center in downtown Springfield into a Center for Workforce Development. The Center will serve local and regional employers' needs by providing training and meeting venues in a state-of-the-art facility, while contributing to the revitalization efforts of downtown Springfield. Employers will be able to lease space and work with Clark State staff in order to create specialized training programs for their employees. Through partnerships with organizations such as the Small Business Administration, the Center will serve as a

resource for individuals looking to start their own business or expand their operations. In addition, space will be available for local and regional workforce associations. The proposal requested \$5 million toward a total project cost of \$5,862,500. The proposal included letters of support from the Greater Springfield Chamber of Commerce, Code Blue, Assurant, and Konecranes.

- *Performing Arts Center Upgrades.* In Springfield, the arts are an integral part of the community. The Clark State Performing Arts Center, built in 1993, serves as a central hub for arts entertainment in the city, providing space and resources for six resident arts groups. In addition to its concert and theatre performances, the Center's Exploration Series presented four school day shows during its 2014-2015 season, bringing in over 4,500 youth and teachers. In addition, the Center houses Project Jericho, a nationally recognized arts outreach program that serves at-risk youth through in-depth arts education. Together, the Conference Center and Performing Arts Center bring tens of thousands of people each year to Springfield's downtown, adding to the economic vitality of the city.

The interior and exterior updates described in this proposal are critical for the safety and comfort of the 100,000 guests that visit the venues each year. While the roof replacement is critical for the ongoing operations of the Center to continue, the interior upgrades including replacements of carpet and seating, will enhance the experience of guests as they enjoy the performing arts. The updates to the HVAC system will provide a more comfortable environment for guests while reducing the Center's annual energy costs and improving its impact on the environment. The expansion of the security camera system will increase safety for guests, staff, and volunteers.

Clark State also plans to construct a covered walkway connecting the Performing Arts Center to the Hollenbeck-Bayley Creative Arts and Conference Center. The covered walkway is needed to increase both venues' capacity to hold events and conferences. The connection between the buildings will attract larger conferences and events, allowing guests to travel seamlessly between scheduled events. In addition, the walkway would increase access for elderly patrons and individuals with disabilities to travel between the two buildings, especially during inclement weather.

Clark State has confirmed \$775,000 of the total project cost of \$2,700,000, including \$225,000 from the PAC endowment, for the replacements/updates and the construction of the covered walkway. The additional \$1.925 million requested in this proposal would allow the updates to occur sooner.

- *Greene County/Xenia REACH Project.* In 2013, Fairborn and Xenia were found to be the hardest hit suburban cities in the Miami Valley regarding the percentage of persons below the poverty level. The 2010 Census reports that in the City of Xenia, 18.3% of the residents 25 years or older have a Bachelor's degree or higher compared to 25.2% for the State of Ohio. The percentage of persons below the poverty level in Xenia is 24.5%, while in the State of Ohio the poverty level is 15.8%. Fairborn, northwest of Xenia and also part of the Clark State's service area, has 25.2% of their population 25 years of age or older with a bachelor degree or higher, the same rate as the State of Ohio. However, with regard to poverty levels, Fairborn's rate is 24.3%, which is much greater than the State of Ohio rate of 15.8%.

To address the numerous issues related to poverty and education attainment, the YMCA of Greater Dayton, the Kettering Health Network, Xenia Adult recreation and Services Center, City of Xenia, Clark State Community College and Central State University are collaborating on a new health, recreation, workforce and education center in the City of Xenia. While the center will be located in Xenia, the visitors to the center could be from throughout Greene County.

Clark State and Central State's facility requirements include a lab, offices, classrooms, lab equipment and storage. There is also a need for computers with dual screens and software. Program funding will

also support curriculum development, technology to support health care programs and student clinical experiences. The total cost for the Clark State portion of the project is \$4 million.

Through this collaborative effort, the residents of Greene County will have a unique and progressive resource available to address the needs of persons below the poverty level. Research has shown the importance of education and an individual's quality of life, therefore, Clark State Community College is proud to be part of this project.

Trustees McDonald and McDorman shared additional information regarding how the PDAC process works.

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$4.2 million to date, including a commitment from Speedway LLC to expand the Champion City Scholar program into Clark County schools. In recognition of their gift, we will be naming the Student Academic Support Center after Speedway. The Employee Division of the campaign kicked off on October 3rd and will conclude October 21st.
- As of October 6th, 70 percent of the Foundation Board and Board of Trustees members have participated in the Major Gifts Campaign. Thanks for your support!
- Taylor Bugglin submitted two grants in October: a Choose Ohio First proposal, which will build scholarships for students in Engineering, Agriculture, IT, Geospatial Technologies, and PTA programs. She also submitted a \$421,757 National Science Foundation grant, which will expand work completed by our first NSF grant in Cybersecurity.
- Champion City Scholars received 45 applications from eighth graders this year for the program. The induction ceremony for the new class of scholars will take place on November 1st at 10:30 a.m. in the HBC.
- The Foundation will be honoring 181 current scholarship recipients at a Scholarship Recognition Dinner on November 1st at 5:30 p.m. in the HBC. The students being recognized are recipients of the following scholarships: Foundation, Champion City, Tech Prep, Trustee, and Choose Ohio First.

Council of Governments

- Center Director Charles Clark is working with Miami Valley Child Development Centers (MVCDC) to transition to their operating structure effective January 3, 2017.
 - A meeting is scheduled for Wednesday, October 12, at 4:30 p.m. with parents who have questions about the upcoming transition. Representatives from MVCDC will be present to respond to questions.
 - All staff interested in continuing employment with MVCDC are completing/have completed employment applications with a deadline of Friday, October 14, 2016.
 - Communications continue with staff regarding proposed benefits, salaries, etc.
 - MVCDC is working through the notification process with various agencies/utilities related to ECEC to affect the transition.
- The Center has contracted with family data maintenance vendor (ProCare) to provide the ability for families to pay their child-care bills on-line through their integrated Tuition Express system.
- The Center is stepping up efforts to enroll children into the half-day preschool program offered free of charge through Ohio Department of Education grants. This year only 4-year-old children are eligible, whereas last year 3-year-olds were also eligible. This will make it more difficult to meet the 40 child allocation, but they have started marketing earlier to meet the objective.

Chairperson Noonan suggested that the Foundation look into providing stipends for childcare/emergency childcare to help students with that need. Vice President Felder indicated that the College provides emergency funding to students who encounter situations such as this that would interfere with their ability

to attend class and succeed, which includes childcare. She explained that our advisors provide students information regarding the resources we have both here at the College and in the community. It was noted that the emergency fund began with a Dreamkeepers grant and has evolved from that; we currently raise money for this fund in the annual Foundation campaigns.

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:

- Lisa Dunn, Program Manager, Workforce and Business Solutions (1.0 FTE), effective 10/24/16
- Shani Newton, Academic Advisor (1.0 FTE), effective 10/24/16

Retirement:

- Ed Busher, Ph.D., Dean, Student Support Services (1.0 FTE), effective 1/1/2017

Impact on students and/or student learning:

- The Program Manager, Workforce and Business Solutions is a new position created to manage the workforce development and contract sales functions of the College. This position also develops revenue by identifying and securing training projects from businesses within the assigned geographic region.
- The Academic Advisor is very important to student success. This hire fills a recent vacancy and provides the critical function of guiding students to success through proper navigation through their academic program(s).
- The Dean, Student Support Services is very important to student success. The dean oversees the delivery of student support services at our Springfield and Bellefontaine campuses. Services include Access and Retention, Academic Advising, Counseling, Health Clinic Services, and Athletics and Student Life. This position will be filled upon vacancy.

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

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

Pre-Employment Screening Policy

The purpose of pre-employment screening is to enhance the College's goal of providing safe and secure learning and working environments to all students, faculty, staff, and visitors. This Pre-Employment Screening Policy establishes the use of background checks for candidates who have been offered employment by the College. The policy requires candidates/employees in the following categories to complete pre-employment screening:

1. New hires: Exempt staff, non-exempt staff, instructional faculty, and all positions (including volunteers) working with minor youth; i.e., Project Jericho, College for Kids, etc.
2. Current employees: Employees who transfer to a new position must satisfactorily complete or have completed the appropriate pre-employment screening/background check before transferring to or adding that position.

3. Only candidates at the final stage (job offer) of the interview process will be required to submit to the pre-employment screening/background check procedures.

Pre-employment screening/background checks will be conducted in accordance with applicable laws and associated procedures by a reputable pre-employment screening company. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.

The proposed Pre-Employment Screening Policy follows. (The procedures were also provided to Trustees for information only and will be available on the portal.)

Pre-Employment Screening Policy

- (A) Clark State Community College is committed to recruiting, hiring, and retaining the best qualified candidates and providing a safe, secure environment for all students, employees, and visitors to our campuses. Thorough and consistent implementation of effective hiring practices helps to achieve each of these goals. This includes the appropriate use of comprehensive pre-employment screening/background checks as a final stage of the hiring process.

Pre-employment screening/background checks will be used by the College to evaluate individuals for employment and will not be used to discriminate on the basis of race, color, sex, gender, ethnicity, religion, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by federal law. Only candidates at the final stage (job offer) of the interview process will be required to submit to the pre-employment screening/background check procedures.

- (B) This policy applies to employees in the following categories:
 1. New hires:
 - a. Exempt staff
 - b. Non-exempt staff
 - c. Faculty
 - d. All positions, including volunteers, working with minor youth; i.e., Project Jericho, College for Kids, etc.
 2. Current employees:

Employees who transfer to a new position must satisfactorily complete or have completed the appropriate pre-employment screening/background check before transferring to or adding that position.
- (C) Pre-employment screening/background checks will be conducted in accordance with applicable laws and associated procedures.
- (D) Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.
- (E) All offers of employment are contingent upon satisfactory results of the pre-employment screening/background check.

- (F) This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.
- (G) The office of the chief human resources officer shall be assigned the responsibility of developing, implementing, and maintaining the pre-employment screening/background check policy and procedures.

Effective: January 1, 2017

Impact on students and/or student learning: Campus safety is of utmost importance to the Board of Trustees, the President, all employees and students. This policy reinforces the College's commitment to assure all faculty, staff, students (and their parents), that Clark State is taking reasonable steps to provide a secure learning and working environment.

Implications for budget, personnel, or other resources: Funding for this policy is included in the 2016-2017 budget.

It was requested that the Board of Trustees move to accept the recommendations to approve the Pre-Employment Screening Policy effective January 1, 2017.

Trustee Ball cautioned that we may want to consider making an exception for traffic violations in terms of required reporting to avoid running into issues of consistency. Mr. Nephew expressed appreciation for the advice, noting that as we run into those issues, the procedures will be adjusted accordingly.

Trustee Doyle made a motion to approve the personnel recommendations and pre-employment screening policy as presented. Trustee Ball seconded the motion, and it passed unanimously.

Report of the President

President Blondin deferred to Faculty Senate President Therese Filicko, Student Senator Matilyn Shanahan, and Staff Senate President Antoinette Yancey to provide Senate updates.

Ms. Filicko indicated that faculty committee bylaws are being revised, and the ad hoc committee working on the Prior Learning Assessment policy/procedures will be sharing their work with Faculty Senate and then moving forward to Faculty Assembly. Because they are finding that many students are unprepared for what they will encounter in a college classroom, faculty are proposing to add the following statement to their syllabi: "In the course of a college education, students will encounter content and people that challenge their preconceived ideas and beliefs. This clash of competing ideas is an important catalyst, not only for the expansion of knowledge, but also in students' development of critical thinking. Faculty will help students evaluate evidence and form their own grounded judgments."

Ms. Shanahan reported that Student Senate's goal this year is to become more accessible to students by setting designated office hours, meeting dates, etc. So far this year, they have participated in Week of Welcome, Alcohol Awareness, and Adopt-a-Highway activities. Upcoming events include Volley for the Cure and a Halloween costume contest.

Ms. Yancey reported that Staff Senate is selling poinsettias this year with a goal to raise enough money to feed ten needy families in our service area during the holidays; so far six families have been identified. Senators are also working with Vice President Jackson and Amanda Honeycutt on designated staff parking spaces in front of the TLC and Rhodes Hall.

President Blondin shared the following:

- Consultant Rick Hurley will be on campus October 24-26 to review the College's fiscal processes to ensure that our Business Affairs operations are a strategic partner in student success. He will be meeting with approximately 35 faculty and staff members individually and will share his findings at the November Board meeting.
- Clark State is applying for a Community College Futures Assembly Bellwether Award, which recognizes outstanding and innovative programs and practices that are successfully leading community colleges into the future. The application will focus on the work of our Advanced Manufacturing TAACCCT grant, with which we created five stackable certificates that allow students to either immediately enter well-paying entry to mid-level technical positions or fast themselves into an accelerated path to an associate's degree.
- The November 14th Statewide Trustees Meeting and November 21st meeting with Davis Jenkins will both be designated as Special Board Meetings that count toward Trustee attendance.
- The greater Cincinnati-Dayton region is one of five recipients of a regional alliance grant from the U.S. Commerce Department's National Institute of Standards and Technology. SOCHE submitted a proposal on behalf of a cyber alliance of lead partners in higher education (including Clark State), economic development, industry, government and K-12, and the alliance has been awarded \$198,759 in funding to advance partnerships that increase the pipeline of students pursuing cybersecurity careers, help more Americans attain the skills they need for well-paying jobs in cybersecurity, and support local economic development to stimulate job growth. A copy of the press release was distributed to Trustees.
- We will soon embark on a design build process as well as a master planning process; timelines will be shared with the Board as soon as they are developed.
- A meeting with our legislative delegation will be held October 27th to discuss College Credit Plus, our applied baccalaureate degree in Manufacturing Technology Management, and other topics.
- Dr. Blondin has been invited to represent two –year colleges and speak at a meeting this Friday with Speaker of the House Cliff Rosenberger regarding efficiencies two-year schools have created to make college affordable.
- She thanked all Trustees who have contributed to the Major Gifts Campaign and noted that we would very much like to hear from other Trustees as well. She indicated that we have had many positive asks and that Catie Maher is doing a great job.

Report of the Board Chair

Chairperson Noonan thanked everyone who has already given to the campaign and reminded the group about the reception at Steve Neely's tomorrow night. She also reminded Trustees about the Statewide Trustees Conference on November 14 and the ACCT National Legislative Summit in Washington, DC, February 13-16; those interested in attending were asked to contact Mellanie Toles.

Chairperson Noonan also noted that we have three Trustees seeking reappointment, as their terms end November 30. Reminders to the Governor's Office would be appreciated.

Trustees' Open Forum

Trustee Phillips commented that the Major Gift Campaign's case for support was very well done and very touching.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee McDorman seconded. The motion passed unanimously, and the meeting adjourned at 7:12 p.m.