



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**May 17, 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, May 17, 2022. Board Chair Kyle Hall presided and called the meeting to order at 6:13 p.m.

### **Roll Call**

*Present in Person:* Andy Bell, Jim Doyle, Sharon Evans, Mike McDorman, Brad Phillips, Chairman Kyle Hall, and President Jo Alice Blondin

*Excused:* Vice Chair David Ball, Maurice McDonald and Peggy Noonan

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

*Others Present Virtually:* Jessica Adams, Assistant Professor, Arts and Sciences/Faculty Senate President-Elect; Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Sterling Coleman, Director of Library Services; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Scott Dawson, Associate Professor, Arts and Sciences/Faculty Senate President; Eric Ebbs, Client Support Technician/Staff Senate President; Dr. Ron Gordon, Dean of Enrollment Services; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Paige Huskey, Professor, Arts and Sciences; Natalie Johnson Associate Dean, Greene County Locations; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Dr. Adam Parrillo, Assistant Dean, Business and Applied Technologies; Leslie Ray, Ticket Office Operations Manager; Alex Salerno\*, Student; Gerritt Smith, Director, Workforce and Business Solutions; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Amy Sues, Director of Institutional Effectiveness, Planning and Assessment; Mary Taylor, Director of Nursing Programs; Trish Voisard, Staff Accountant; Nina Wiley, Dean of Student Engagement and Support Services; Lesley Wood, Student Senate President-Elect; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

### **Recognition of Guests**

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

### **Public Comment**

There were no public comments.

## **Conflicts of Interest**

No conflicts of interest were reported.

## **Student Success Story**

Dr. Dawayne Kirkman, Vice President of Student Affairs, introduced student Alex Salerno, an amazing student athlete from Witosha, WI pursuing his Associate of Science degree.

Mr. Salerno indicated that he came to Clark State in January 2021. His passion is tornadoes and the study of them, and his second love is baseball. He came to the area because his girlfriend is attending Miami University, and although he began at another college in 2020, he never felt welcome there, and that experience almost ruined his interest in school altogether. After taking some time off during COVID, he decided to re-enroll somewhere else, and he is so thankful that the first school he reached out to was Clark State. He felt very welcome and almost at home here, and although the coaches wanted him to play baseball, they also wanted him to develop as a man and further his education first and foremost. Due to several injuries, Mr. Salerno was not able to play much, so it was a difficult year for him, but his love for the team and Clark State remained strong. He knew the faculty and staff really cared about him as a person, and that fueled his desire to do well in all aspects. He noted that Dr. Kirkman is one of the most supportive and caring individuals on campus. Mr. Salerno's goals are to become a meteorologist and a storm chaser. He commented that Clark State will always be a piece of him that he will carry with him.

When asked what he feels really makes the difference in retention of males, Mr. Salerno commented that for him, Baseball Coaches Antinori and White acted as father figures and demonstrated their care for him and faculty who understood the difficulties of a season and reached out to create a bond with him made all the difference.

Chair Hall thanked Mr. Salerno for sharing his experience and wished him continued success.

\*Mr. Salerno exited the meeting at 6:24 p.m.

## **Approval of Minutes**

Chair Hall asked for a motion to approve the minutes of the Regular Board Meeting held on April 19, 2022. Trustee Bell made a motion to approve the minutes as written; Trustee Phillips seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Tuesday, May 10 2022, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center (TLC) Boardroom, as well as virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Kyle Hall, Board Chair; Trustees Jim Doyle, Sharon Evans, and Brad Phillips; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Doug Schantz, Vice President for Business Affairs; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call

- Approval of April 12, 2022, Meeting Minutes - ACTION
- Financial Statements through April 2022
- FY 2023 Budget - Revenue and Expense Assumptions
- Voluntary Retirement Incentive Plan Update
- Capital Projects Update
- Downtown Event Center Project (Big Four) Update
- Reserves Request – Vice President, Academic Affairs Search – ACTION
- Open Discussion
- Next Meeting – June 14, 2022 – 8:00 a.m. TLC Boardroom 113 / Virtually via Lifesize

Discussion ensued regarding the College’s ability to fill positions in this challenging job market.

**Financial Statements through April 2022**

The financial statements detailing revenues and expenses through April 30, 2022, were distributed to Trustees prior to the meeting. The following was noted:

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

Student tuition and fees revenue represents Fall and Spring semester activity through April 30 and is lagging in comparison to what was budgeted for the academic year.

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

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

Overall expenses are tracking below budget in most categories. By function, General Administration is trending above budget. By object code, Communications spending is trending above budget. Overall expenses are trending higher than last year. 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 and Commercial Transportation Training Center (CTTC) are showing revenue below budget for the year. However, Commercial Transportation has gained significant traction on revenue due to more support from the State for the program and opening up testing services in the facility. Clark State discontinued its contract with Sodexo due to the pandemic. Since then, Clark State has partnered with Fresh Abilities (a division of The Abilities Connection), and they celebrated their grand opening in April.

**FY 2023 Budget/Revenue and Expense Assumptions**

The FY 2023 budget working draft follows. The amounts shown are our base changes to the budget.

	<b>Original</b>
<b>Revenue:</b>	<b><u>Base Changes</u></b>
Projected shift in budgeted SSI from FY22 to FY23	\$0
Increase in tuition base \$5 per credit hour	350,000
Decrease in budgeted credit hours/Represents increase of 4.1% of FY22 projected actuals	-743,937

DMS Program Growth	43,647
OPOTA Training Program	225,500
BASAITs Program	90,765
Lease Revenue Growth (Parking Lot, GOWBI, BEC)	25,000
<b>TOTAL</b>	<b>(\$9,025)</b>

**Expenses:**

Faculty & Staff Raises (3%)	\$450,000
Faculty Promotions (estimated)	30,000
Projected Increase to Health Insurance	185,000
Enrollment Management Services (EMS) Discontinuance	-151,000
Insurance-Property & Casualty projected increase	18,000
Insurance Coverage Premium Savings (Non-Owned Aircraft/UAV)	-19,000
Personnel Changes (Position attrition/matriculation, diversity coordinator, Title III, CTL)	29,975
New Programs (BASAITs, OPOTA)	191,356
Debt Service Reduction (Bond: Net Savings -Greene +TLC)	-326,737
Expense/Budget Reductions (Full Measure, Agility, ATT, Lab Supplies, Utilities, Misc.)	-416,619
<b>TOTAL</b>	<b>(\$9,025)</b>

**Difference Revenue/Expenses**

**\$0**

**Board Government and Community Relations Committee Report**

The Board of Trustees' Government/Community Relations Committee met virtually via Zoom on Monday, 25 April at 2:00 p.m. Those present included: Committee Chair Mike McDorman; Board Chair Kyle Hall; Board member Sharon Evans; President Dr. Jo Alice Blondin; Foundation Executive Director Toni Overholser; Vice President of Sean P. Dunn Associates Lisa Dodge; and Allison Lawlor. The agenda included the following items:

- Capitol Bill Update
- SB 135 and Community College Impacts (distributed to Trustees prior to the meeting)
- Redistricting Commission
- Upcoming State of Ohio Budget Cycle

The House of Representatives is aiming to end legislative business on June 1 and will cancel its "if needed" session for 8 June. The House does not intend to return to session until after 8 November/General Election. The current Session calendar has the House and Senate returning on 16 and 30 November and 1, 14, and 21 December.

The Senate may be in session on 8 June but not likely after that until November. The 2023-2035 Biennial budget discussions will begin this fall.

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

### Technology

- We are continuing to evaluate software and hardware contracts to further improve efficiency, economies of scale, and redundancies where they may exist. We've identified some areas where we can implement some consolidation and introduce some cost avoidance and savings yet maintain a high level of feature availability to students, faculty and staff.
- We are continuing to upgrade network bandwidth at our various locations and further introduce alternative connectivity options with a goal of providing near 100% uptime for all locations. Over the past 5 years we have done considerable work into modernizing our network infrastructure to exceptional service levels.
- Slate implementation is on schedule for May roll out. The first of three phases (Admissions and Enrollment) is nearly complete with meetings taking place now to areas within the Student Academic Support Center to begin the next phase which will be focused on improving student retention and completion.

### Safety

- The Emergency Response Team made up of staff from across campus met to go over a tabletop exercise focused on a cyberattack. The scenario was extremely accurate and catalyzed some great discussion and thought. It provided for both immediate quick changes as well as prioritized some longer-term work to further secure our infrastructure and improve our response and resiliency.
- For the past several months we have been focusing on including safety and security information as part of the new hire process. Human Resources has given Adam Curtis time to help each new faculty and staff member better understand the key safety resources available to help them acclimate to the Clark State environment. This has been very well received so there are plans to continue to scale this up. Similarly, we continue to do sessions monthly to ensure all stakeholders are aware of the various plans, procedures and resources available to them.
- Adam Curtis received the wonderful opportunity to attend premier emergency/risk management training in Texas along with international police chiefs free of charge.

### Strategic Initiatives

- The 2022 All-College Strategic Planning Day was a resounding success. We had over 250 people actively engaged in hearing about how the history of strategic planning at Clark State has had a similar theme but different priorities over time. We also heard from the current workgroup chairs as they presented their final data and recommendations based on the current plan initiatives. Finally, we had an engaging and interactive session where all students, faculty, and staff participated in a guided experience to brainstorm new initiatives for discussion and prioritization in the coming academic year 2022-2023. Overall the day was fantastic and we are just finishing digitizing all the wonderful feedback for assessment in the Fall.

### **Foundation Update**

- The April 30 Champaign County Scholars 5K was a success despite the poor weather, which was cold and rainy. We had 33 registrants, 23 participants, and 5 sponsors. We have raised a total of \$4,630 for the Champaign Scholars Program and increased program awareness in the community, which was the primary goal of the event. Special thanks to Trustee Noonan, who braved the cold and rain to participate and has been very supportive.

- Of the 41 graduating high school Scholars, 28 have registered at Clark State for the upcoming year. We are working with the remaining students to complete the enrollment process. Four college-level scholars will graduate from Clark State on May 14.
- The College for Kids and Teens schedule is posted, and classes are filling up quickly. Registration and scholarship information can be found at <https://www.clarkstate.edu/academics/youth-outreach-programs/college-for-kids-and-teens/>.
- Project Jericho has been notified of the Clark County Department of Job and Family Services' intention to award them a two-year contract, contingent on the Clark County Commissioners' approval.
- Project Jericho's Beyond Well-Being in-person event is taking place Thursday, May 26, from 9:00 – 3:00 p.m. at the Hollenbeck Bayley Creative Arts and Conference Center. This event is designed for anyone serving youth (or those invested in programs that serve youth) and will explore how arts-based practices give way to hope, healing, and connection.
- The Fall/Spring Scholarship application is open, and we will accept applications through June 15.

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

- Marketing:
  - Set up a new Marketing Studio, which is located in TLC 127
  - Recorded and streamed both graduation ceremonies. Many graduates were very thankful that the graduation was streamed so family and friends at a distance could watch in real time; special thanks to Marketing, IT, and the Performing Arts Center team for leading the effort.
  - Mascot naming contest completed, and the new name is Emmett the Eagle. Whitney White provided the winning entry.
- Diversity:
  - Preparing to offer safe space training to faculty and staff
  - Several faculty and staff are attending the Ohio State University Diversity conference.
  - The Men of Clark State welcomed a special guest to present on financial basics, how to prepare for your first home purchase, estate planning for young adults, etc.
- Workforce and Business Solutions:
  - All of the AEP trainees graduated and received their CDL Class A licenses.
  - Completed enrolling 60 Rittal employees into training
- Performing Arts Center (PAC) and Hollenbeck Bayley Creative Arts and Conference Center (HBC):
  - Graduation on Saturday, May 14<sup>th</sup>
  - Wrapping up the 2021-2022 season
  - Alex Keen presents initial report to Board of Trustees.

### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendations – Exempt/Non-Exempt Employees***

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

New Hire:

- Jared Peck, Peer Recovery Support Coordinator, Student Services, effective 5/9/22

Promotion:

- David Walters, From Custodian to Lead Custodian, effective 4/25/22

Personnel Change:

- Heather Bright, from Assistant to the Vice President, Student Affairs, to Admissions Specialist, effective 5/2/22

Open/Advertised Positions:

- Academic Advisor – Student Affairs
- Academic Progress Coordinator – Academic Services
- Admissions Specialist – Student Affairs
- Custodian, 2<sup>nd</sup> Shift – Business Affairs
- Financial Aid Specialist – Student Affairs
- H-1B Peer-to-Peer Recovery Specialist - Academic Affairs
- Library and Instructional Support Specialist - Academic Affairs
- Student Affairs Specialist & Assistant to Vice President - Student Affairs

Impact on students and/or student learning:

- The Peer Recovery Support Coordinator is responsible for providing select Clark State College students with support and guidance. This position is created to foster and manage partnerships with community agencies and businesses to provide co-operative employment placements for students completing the Peer Recovery Support (PRS) training course.
- The Lead Custodian serves as the Custodial Supervisor's representative for the third shift custodians. The position provides leadership, direction, and oversight of all projects performed and ensures all projects are completed in a professional manner.
- The Admissions Specialist is responsible for building relationships with prospective students while generating and collecting prospective student information through recruitment events to positively impact enrollment.

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

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

***Reserves Request – Vice President of Academic Affairs Search***

As Dr. Tiffany Hunter (Provost and Senior Vice President for Academic Affairs) will be leaving Clark State College in June to assume the role of President at Paradise Valley Community College in Arizona, it is necessary for the College to begin the search process to identify a qualified candidate to be appointed as Clark State's next Vice President for Academic Affairs.

Clark State has selected Academic Search Inc. as the search firm for this endeavor - Dr. Gwen Joseph will be our designated consultant. In addition, the Search Committee has been established as follows:

Dr. Dawayne Kirkman, Co-Chair  
Michael Lander, Co-Chair  
Pam Ball  
Kierre Brown  
Katrina Cochran  
Terry Filicko  
Senti Longkumer

Dr. Patience Olajide  
Dr. Danielle Roach  
Dr. Rhoda Sommers  
Amy Sues  
Nathan Walters  
Paul Weber  
Desiree Williams

The anticipated costs for this Executive Search are estimated to be no more than \$60,000.

Impact on students and/or student learning: As this position maintains leadership, responsibility, and oversight of the Academic Affairs division, the success of this search will impact greatly the learning experience of Clark State's students.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds previously set aside for Executive Search activities.

It was requested that the Board of Trustees approve the designation of Reserves for the Vice President of Academic Affairs Search not to exceed \$60,000.

***Trustee McDorman made a motion to approve the personnel recommendations for exempt and non-exempt employees and to approve the designation of up to \$60,000 of college reserve funds for the Vice President of Academic Affairs search as presented. Trustee Evans seconded, and the motion passed unanimously.***

#### ***AY 2023-2024 and 2024-2025 College Calendars***

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar proposals for academic years 2023-2024 and 2024-2025 were provided to the appropriate groups including Faculty and Staff Senates as well as the Academic and Executive Councils.

Impact on students and/or student learning: The calendar provides a planning tool for students to ensure successful retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2023-2024 and 2024-2025 academic calendars as presented.

#### ***Instructional Faculty Contract Renewal Addendum***

As reported at the April Board meeting, the College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-three-, or five-year contracts in accordance with Board policy. The following faculty member was inadvertently omitted from the recommendations presented to the Board in April; therefore, we are seeking approval of this contract renewal only.



RECOMMENDATION FOR INSTRUCTIONAL FACULTY CONTRACT RENEWAL AUGUST 2022-2023			
Name	Year Employed	Contract Eligibility	Contract Recommendation
Darden, Juanita-Michelle	2022	1 year	1 year

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

Implications for budget, personnel, or other resources: The proposed 2022-2023 budget will include funds for the re-employment of this faculty member, as well as faculty already under contract.

It was requested that the Board of Trustees approve the renewal of the instructional faculty contract as recommended above.

***Trustee Evans made a motion to adopt the 2023-2024 and 2024-2025 academic calendars as presented and to approve the renewal of Juanita-Michelle Darden's instructional faculty contract as recommended. Trustee Bell seconded the motion, and it passed unanimously.***

### **Report of the President**

President Blondin deferred to the Faculty, Staff and Student Senate Presidents for updates.

Student Senator Lesley Wood reported that she is the 2022-2023 Student Senate President. Over the summer, Senators will be planning activities for fall semester and will be working to determine what our students need most. Ms. Wood also indicated that three teams of faculty, staff and students provided service to the community on Clark County Service Day in April, and nine Student Senators and Ambassadors graduated in May.

Staff Senate President Eric Ebbs reported that the Staff Senate President-Elect resigned and has been replaced by William Weekley, who will assume the role of Staff Senate President in July.

Faculty Senate President Scott Dawson thanked Dr. Hunter on behalf of the faculty for her advocacy and support for all faculty and wished her the best for her presidency at Paradise Valley Community College. He also thanked her personally for her mentoring support, encouragement, laughter, and tough talks and wished her the best in all things. He reported that Jessica Adams will be next year's Faculty Senate President, and Mike Lander will be the President-Elect. Mr. Dawson noted that he appreciated the SOAR presentation and is excited about the student travel opportunity. He thanked Dr. Blondin for starting and continuing the SOAR program, adding that the self-care work developed in it, and he appreciates our culture of care in word and deed, and feels that we need to have the trauma-informed practices and care practices with our peers as well so we will be able to take care of our students. He thanked the Board and administration for their support of Clark State students, faculty and staff.

President Blondin reported that:

- She was pleased to speak to a group of community college leaders participating in the Detroit Drives Degrees Community College Collaborative (D3C3), which is being underwritten by the Wilson Foundation and the Ballmer group to help colleges develop implementation proposals that will

transform the colleges in a number of ways that elevate attainment and reduce equity gaps. She addressed the group about our efforts to create trauma-informed practices, and noted that we are making a name for ourselves nationally in that arena. Dr. Blondin received an honorarium for participating, which she turned over to the Clark State Foundation.

- She participated in an American Association of Community Colleges (AACC) podcast focused on trauma-informed practices on May 12 and will be participating in a similar Lumina Foundation podcast this week. Our front-line faculty and staff are doing important work in this area, and she lifted up the efforts of our custodial staff in this as well.
- The correction of fact was submitted to the Higher Learning Commission two weeks ago regarding our Bachelor of Applied Science in Addiction and Integrated Treatment Studies (BASAITs) site visit, and we have been accelerated to the Institutional Actions Council in July so we can start offering the program in the fall. We are moving forward in anticipation of approval, and she is very proud of our work to offer the first program of its kind in the country.
- Project Jericho's grant in the amount of \$283,390.50 per year from the Clark County Department of Job and Family Services has been extended for a two-year period thanks to Lo Houser and her team's amazing work.

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

Chair Hall expressed his appreciation for those who participated in making graduation a success, noting that it was fantastic to see the looks on students' faces. He commented that it will be interesting to see how the Senate and gubernatorial races will play out, and he congratulated Dr. Hunter on her presidency and wished her well.

### **Trustees' Open Forum**

Trustee Bell wished Dr. Hunter well in her new position of President at Paradise Valley Community College in Phoenix, Arizona, and noted that he will miss her. The group concurred and gave her a round of applause.

### **Executive Session – President's Contract**

Trustee Doyle made a motion to enter Executive Session to discuss the President's contract. Trustee Evans seconded, and the motion passed 6-0 by a roll call vote. Executive Session commenced at 7:02 p.m.

Trustee Bell made a motion to exit Executive Session and return to Regular Session at 7:37 p.m. Trustee Doyle seconded, and the motion passed unanimously.

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

***Trustee Doyle made a motion to accept Dr. Blondin's request for a one-year contract extension and a 3% salary increase to match the staff and faculty raises. Trustee McDorman seconded, and the motion passed unanimously.***

### **Adjournment**

Trustee Phillips made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:39 p.m.