



## BOARD OF TRUSTEES REGULAR MEETING

Minutes  
May 21, 2024

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 Zoom on Tuesday, May 21, 2024. Board Chair David Ball presided and called the meeting to order at 6:26 p.m.

### Roll Call

*Present in Person:* Andy Bell, Kyle Hall, Mitchell Hurst, Peggy Noonan, Becka Rowland-Buckley, Ben Vollrath, Vice Chair Sharon Evans, Board Chair David Ball and President Jo Alice Blondin

*Present Virtually:* Mike McDorman

*Others Present in Person:* Cedrick Charles\*, Student; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Senior Vice President of Student Affairs, Enrollment Management and Regional Locations; Toni Overholser, Vice President of Advancement; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Nina Wiley\*, Assistant Vice President of Student Affairs

*Others Present Virtually:* Toni Abernathy-Landrum, Director of Donor Development; Kierre Brown, Assistant Dean of Business and Applied Technologies; Petra Deason, Manager of Ticket Office Operations, Performing Arts Center/Staff Senate President; Sean Dodge, Institutional Research Analyst/SOAR participant; David Farrell, Senior Staff Accountant; Garrett Fisher, Director of Nursing Programs/SOAR participant; Natalie Johnson, Associate Dean, Regional Locations; Michael Lander, Assistant Professor, Business and Applied Technologies/Faculty Senate President; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research and Planning; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Jessica Salyers, Student Senate President; Elecia Spain, Assistant Dean, Access and Retention Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Roseann Terbay, Peer Recovery Support Specialist; Trish Voisard, Staff Accountant; Laura Whetstone, Director of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

### Recognition of Guests

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

### Public Comment

There were no public comments.

### Conflicts of Interest

Chair Ball indicated that he would need to abstain from the faculty pay discussion and vote and that Vice Chair Evans would run that portion of the meeting in his place.

## **Student Success Story**

Nina Wiley, Assistant Vice President of Student Affairs, introduced Student Speaker Cedrick Charles, an Aspire program graduate who graduated last weekend with his associate's degree in Computer Software Development and will continue his studies at Wright State in Computer Science. She noted that Mr. Charles is also an Esports participant and a member of Phi Theta Kappa.

Mr. Charles reported that he came to the United States due to political unrest in his home country and ended up in Ohio because his father's friend lived here and allowed them to stay with him. Soon after arriving, he looked for an ESL program and found Clark State. When the ESL director said his English was good enough to forego the classes and enroll in college, he indicated that he did not know if he could since he was in the country on a tourist visa. With staff help, he was able to enroll. During his second semester, Mr. Charles was notified that he was eligible to join Phi Theta Kappa, and he enrolled during his third semester. He reported that he was welcomed by Assistant Vice President Wiley, whom he noted has the most welcoming voice and character that he has encountered so far. Mr. Charles then joined Esports because he wanted to give something back to the College. He noted that he appreciates everything Clark State has done for him, including enabling him to find his best friend here, and he also expressed appreciation for Ms. Kelli Wyer in the Cashier's Office.

Chair Ball thanked Mr. Charles for sharing his story and congratulated him on his accomplishments, noting that we are all proud of him.

\*Mr. Charles and Assistant Vice President Wiley exited the meeting at 6:33 p.m.

## **Report of the Board Chair**

Chair Ball reported that a lot of activity is currently occurring regarding the 2024-2025 budget and background work is beginning on the presidential search.

## **Report of the President**

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

Staff Senate President Petra Deason reported that at Staff Senate's last meeting, the new officers for the 2024-2026 term, who will take office July 1, were introduced. Ms. Deason reported that during the Staff Assembly held during Strategic Planning Day, nominations and voting took place for the new all-college committee co-chair positions, and staff indicated that they would like to have monthly or bi-monthly meetings to stay current on what is happening around the College. Ms. Deason indicated that these activities align with initiatives 3.1, 4.1 and 4.2 of the Strategic Plan.

Faculty Senate President Mike Lander reported that the faculty voted to utilize Watermark as a replacement for TK20 on a trial basis. Recommendations were received for the Faculty Qualifications Task Force, which will be reviewed next academic year. Faculty are moving forward with incorporating Artificial Intelligence (AI) into the Academic Integrity Policy. Mr. Lander indicated that overall improvement in the shared governance environment has been made this year with Dr. Blondin's leadership and guidance, and they are well equipped to go into next year. He noted that the faculty's work aligns with Goals 1 and 4 of the Strategic Plan.

Student Senate President Jessica Salyers reported that although some Senate positions have been filled for next year, several are still open. Student Senators are working on redefining the Senate's mission and goals and programming for next academic year. This work aligns with Goal 3 of the Strategic Plan.

President Blondin reported the following:

- The Capital Bill is currently in the Senate; it is hoped that they will approve it by June 24 so it can be sent back to the House. Hopefully they will concur with it, and it will be sent to the Governor for signature. She noted that the Applied Science Center Renovation Project is still in the Bill.
- She recently signed an agreement for Clark State to be a Preferred Partner of Wittenberg University. The program offers Clark State employees or their dependents who are admitted to Wittenberg a \$1,000 scholarship toward their undergraduate studies. The partnership also provides a 25% discount to employees or their dependents who pursue graduate studies in analytics, education, and sports administration. We are their inaugural partner in the program.
- She will have lunch with Central State President Dr. Kuti next week to discuss how we can partner with them.
- She will be meeting with Central State and Wilberforce University next week to discuss a microelectronics center, possibly here in Springfield.
- She worked with the Association of Governing Boards to secure Kim Bobby for the Board retreat in November.
- Senator Cirino is scheduled for a campus visit on June 18; a meeting invitation and agenda will be sent to the Trustees soon.
- SOAR participant Megan Platfoot was selected for Dayton Business Journal's 40 Under 40 list this year; Taylor Flora was honored last year.
- A celebratory dinner for SOAR participants will be held tomorrow night; it is also Dr. Blondin's father's birthday, and he will attend also.
- Today is the ninth anniversary of her mother's death. She noted that she will never forget the kindness, patience and understanding of the Board at that time. Two students who received the scholarship named for her mother graduated from the Addiction Studies Program this year.

### **Approval of Minutes**

Chair Ball asked for a motion to approve the minutes of the Regular Board Meeting held on April 23, 2024. Trustee Rowland-Buckley made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously via a roll call vote.

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

The Board Finance and Facilities Committee met on Friday, May 10, 2024, at 8:00 a.m. in the Performing Arts Center Hall of Honor. Those present included: Andy Bell, Committee Co-Chair; Mitch Hurst, Committee Co-Chair; Board Chair Dave Ball; Board Vice Chair Sharon Evans; Trustees Peg Noonan and Becca Rowland-Buckley; Dr. Blondin, President; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Vice President, Student Affairs; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Adrienne Forgette, Vice President, Academic Affairs; Toni Overholser, Vice President, Advancement; Kathy Nelson, Controller; and Susan Kelly, Recorder

The following items were discussed:

- Approval of April 10, 2024 Meeting Minutes - ACTION
- Financial Statements through April 2024 – Schantz

- FY 2025 Budget - Revenue and Expense Assumptions – Schantz
- Senate Bill 6 Fiscal Watch Reporting Update – Schantz
- Capital and Community Projects Update (Rhodes Hall, GISA, Fire Station/Academy) – Schantz
- Community Partnerships Update – Dr. Blondin and Schantz
- Legislative Update – Dr. Blondin
- Faculty Compensation Committee Proposal – Dr. Forgette - ACTION
- Open Discussion/Other Business
- Next Meeting – June 11, 2024 – 8:00 a.m. Sara T. Landess Boardroom (TLC 113)/Virtually via Zoom

### **Financial Report through April 2024**

A report reflecting Revenues and Expenses through April 30, 2024, was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2024 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. Revenue is lagging in comparison to budget. Enrollment initiatives persist in an effort to have a positive impact on 2024 Summer and Fall enrollment.

Workforce Non-Credit Training revenue is currently below budget.

Performing Arts Center (PAC) ticket revenue and PAC/HBC Rental revenue is currently below budget.

Overall expenses are tracking below budget in most categories and serves as an offset to the reduced revenue. By function, Operation/Maintenance of Plant is trending higher at this time of year due to early spending in contractual obligations for services. By object code, Supplies and Occupancy spending is trending higher. Overall, expenses are trending higher than last year.

Bookstore operations reflect revenue below budget for the year, but expenses are on track. Commercial Transportation Training Center (CTTC) has gained significant traction on revenue compared to the last few years due to more support from the State including the recent approval to become a testing location in Ohio to benefit student training. Parking expenses are trending close to budget at this time even with some early paving projects initiated at the beginning of this fiscal year. In addition to the successful partnership with Fresh Abilities at the Eagles Nest, food service at Clark State is supplemented by expanded vending options provided by Sheehan Brothers Vending. All revenue in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

### **Performing Arts Center (PAC) and Hollenbeck Bayley Conference Center (HBC) Updates**

#### General Manager's Update - Dan Hunt

- *The Princess Bride*, with Carey Elwes saw a large, enthusiastic audience, as 1,328 tickets were sold including all of the 200 VIP tickets. We received a nice thank you note from Mr. Elwes' tour manager saying, "I just wanted to reach out personally and thank you for all of your work yesterday at the event with Cary. Coming into the day from a long week of doing events, I know Cary was tired as was I, and your team made the day really smooth. Can't thank you enough for all of the help. Thank you again for a stellar day and event. Hope to run into you all down the road."

- We had a performance called *A Perfect Blendship* on Tuesday, April 9, in the Turner Studio Theatre. Ten young performers with disabilities sang and performed stories. Following the performance, I received this thank you: "I want to take a moment to again say thank you to you and your staff for the wonderful experience for the children as well as the adults to perform with a stage, lights and sound! They all had a wonderful time, and we appreciate everything your staff assisted with to make the evening memorable."
- The Theatre Arts Program's production of *SpongeBob SquarePants*, was performed for larger than anticipated audiences, including a matinee on Friday of 700 school children who cheered, booed, and sang along.
- Commencement was held on Saturday, May 11!
- We have five shows confirmed for the PAC 2024-2025 presenting series.
- The Kuss Memorial Concert was a great success; we distributed over 1,000 free tickets.

#### Ticket Sales and Events Summary:

##### *Past Event Tickets Sales:*

- The Princess Bride (4/21) – 1,328 (All 200 VIP tickets sold.)
- TAP - SpongeBob SquarePants – (4/5) 329, (4/6) 395, (4/7) 572
- SSO with Dayton Contemporary Dance Company (4/13) – 654
- The Greatest Piano Men (4/19) – 883
- Kuss Memorial Concert with Gary Geis (5/4) – 1,012

##### *Upcoming Events Ticket Sales (as of 5/8/2024)*

- SSO with Bela Fleck (5/18) – 624
- Shrek (5/22) – 317
- Behind the Curtain Dance Recital – (6/8 2:00 p.m. show) 1,413 Sold out, (6/8 8:00 p.m. show) 1,257
- Miami Valley Dance Concert – tickets go on sale soon

##### *PAC Rentals (no ticket sales)*

- Groove Regional Dance Competition (4/26-4/28) – 2,400 people
- Clark State LPN Pinning (5/9) – 600 people
- Clark State RN Pinning (5/10) – 600 people
- Clark State Graduation (5/11) – 1,200 people at each ceremony
- Aaron Clark Video Shooting in Turner Studio (5/19) – 100 people
- GISA Graduation (5/28) – 1,200 people

#### HBC Venue Rental Events:

##### *April*

- Rotary every Monday (4/1, 4/8, 4/15, 4/22, 4/29) – 75 people
- The Gathering (4/4) – 400 people
- Greater Springfield Partnership: Silfex (4/9) – 200 people
- Leadership Clark County (4/11) – 100 people
- Springfield High School Prom (4/13) – 200 people
- PTK Induction (4/16) – 100 people
- Greater Springfield Partnership Job Fair (4/17) – 700 people filter through
- Clark State Strategic Planning Day (4/19) – 300 people

- Greenon Prom (4/20) – 200 people
- Child Advocacy Center (4/24) – 200 people
- Aldinger/Clark Wedding (4/27) – 200 people

*May*

- Rotary on Mondays (5/6, 5/13, 5/20) – 75 people
- Student Recognition Dinner (5/1) – 200 people
- Kenton Ridge Prom (5/4) – 250 people
- GEMS Career Day (5/6) – 200 people
- Women’s Partnership Luncheon (5/7) – 300 people
- Junior Achievement (5/8) – 300 people
- Greater Springfield Partnership 8<sup>th</sup> Grade Career Fair (5/9) – 1200 people filter through
- Clark State Graduation Luncheon (5/11) – 300 people
- 178<sup>th</sup> Wing (5/16 thru 5/18) – 300 people over 2 days
- Springfield High School Senior Night (5/16) – 100 people
- Distinguished Men of Dayton (5/25) – 300 people

*June*

- Rotary on Mondays (6/3, 6/10, 6/17, 6/24) – 75 people
- Springfield Symphony Orchestra Flavors (6/1) – 300 people
- Bridal Shower (6/8) – 100 people
- Clark State Work Force Summit (6/12) – 100 people
- African American Community Fund Gala (6/13) – 300 people
- Jewell/Bardnell Wedding (6/15) – 200 people
- PAC Volunteer Banquet (6/18) – 100 people
- Cliff Park Graduation (21) – 400 people
- My Brother/Sister’s Keeper Gala (6/22) – 300 people
- Pastor Retirement (6/30) – 700 people throughout the day

**FY 2025 Budget/Revenue and Expense Assumptions**

The Budget Advisory Council is made up of: Dr. Jo Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Robert Adkins, Professor, Business and Applied Technologies; Dan Ayars, Director, Facilities, Operations and Maintenance; Dr. Binkley, Dean, Student Affairs; Petra Deason, Staff Senate Chair; Sean Dodge, Institutional Research Analyst; Rob Gast, Co-Chair Resource Management Committee; Tatiana Gorbunova, Co-Chair Resource Management Committee; Michael Lander, Faculty Senate Chair; Kathleen Nelson, Controller; Caitly Sellers, Assistant Director, Early College Programs; Susan Kelly, Recorder. Below is the Budget Timeline.

New Budget Advisory Council first meeting	1/18/24
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/24
Budget Advisory Council meets	2/22/24
Expenditure requests forwarded by budget managers to Controller	3/6/24
Lab Fees to Controller	3/13/24

Initial revenue projection	3/18/24
Budget Advisory Council meets	3/28/24
Expenditure requests forwarded by Controller to Executive Council	4/5/24
Update Board Finance Committee on Budget Status	4/10/24
Updated revision to revenue projection	4/12/24
Budget Advisory Council meets	4/25/24
Preliminary FY25 Budget Assumptions presented to Board Finance and Facilities Committee	5/10/24
Budget Advisory Council meets	5/23/24
Balanced budget reviewed with Board Finance and Facilities Committee	6/11/24
Final balanced budget presented to Board of Trustees for action	6/25/24

**WORKING DRAFT**  
**FY 2025 CHANGES TO**  
**BASE FY 2024 BUDGET (E&G)**

<b>Revenue:</b>	<b>Original Base Changes</b>
Decrease in Projected SSI from FY24 to FY25 (Includes FY24 True-up Adjustment)	-\$200,000
Increase in Tuition Base - \$5 per credit hour	345,000
Investment Income	200,000
Other Income Changes	38,000
<b>TOTAL</b>	<b>\$383,000</b>
<b>Expenses:</b>	
Faculty and Staff Raises (2%)	321,482
Board approved Health Insurance Premium Offset of 6%	215,000
Faculty Compensation Restructure (includes rank promotions)	255,000
Personnel Changes	
Title III (grant required absorption of personnel expenses)	58,285
Position Attrition/Matriculation	-367,470
Property and Casualty Insurance - Projected Increase	25,000
Budget Reductions/Adjustments (net impact)	-124,297
<b>TOTAL</b>	<b>\$383,000</b>
<b>Difference Revenue/Expenses</b>	<b>\$0</b>

## **Clark State Employee Attrition/Turnover Rates**

The data below represents turnover rates from April 1, 2023, to April 1, 2024, including known actions for the end of the Spring 2024 semester.

### Turnover Rates as of April 18, 2024:

Staff with Retirements (5)	15.70%
Staff without Retirements	13.17%
Faculty with Retirements (1)	13.79%
Faculty without Retirements	12.79%

The data below represents turnover rates from September 1, 2022 – April 27, 2023, including known actions for the end of the Spring 2023 semester.

### Turnover Rates as of April 27, 2023:

Staff with Retirements	16.67%
Staff without Retirements	15.66%
Faculty with Retirements	17.05%
Faculty without Retirements	15.12%

## **Board Human Resources Committee Report**

The Board Human Resources Committee met virtually via Zoom on Friday, May 10, 2024, at 9:00 a.m. with Committee Chair Sharon Evans; Committee Members Kyle Hall, Mike McDorman, and Ben Vollrath; and Board Chair David Ball in attendance.

The Committee discussed the 2023-2024 Presidential Evaluation.

## **Board Advocacy, Student Success, and Programs Committee Report**

The Board of Trustees' Advocacy, Student Success, and Programs Committee met virtually on Thursday, May 9, at 10:00 a.m. Those present included: Committee Chair Mike McDorman; Board members Kyle Hall, Becka Rowland-Buckley and Ben Vollrath; President Dr. Jo Alice Blondin; Vice President of Academic Affairs Dr. Adrienne Forgette; Vice President of Student Affairs Dr. Dawayne Kirkman; Vice President of Advancement Toni Overholser; Executive Vice President of Finance, Facilities and Operations Doug Schantz; and Lisa Dodge, Vice President of Government Relations with Sean P. Dunn Associates.

The agenda included the following items:

- 1) Wittenberg Partnership Discussion (Pathways, Education Program, Preferred Partner)
- 2) Faculty Compensation Task Force
- 3) Modeling and Simulation and Bachelor of Science/Nursing Update
- 4) Completion Plan Overview
- 5) Capital and OTSCIF Status



- 6) Fresh Abilities' Visit with Chancellor Duffey and State Rep. Scott Lipps (R-Springboro)
- 7) Upcoming Visit with Senator Cirino
- 8) OACC President Search Status
- 9) Eastern Gateway/Lakeland and Impacts
- 10) On the Horizon: Biennial Budget Advocacy 26/27
- 11) Other Matters

### **Higher Education Trends Survey Results**

The Board was presented with the 2024 Trends document produced annually by the President of the Higher Learning Commission (HLC). After reviewing the twelve trends, the Board was asked to rank, in order of importance, their Top Five trends/issues that Clark State and its Board should prioritize, discuss, and center as a college. The Board's ranking follows, and the in-depth description of the HLC Trends from the April Board meeting is attached for reference. This information will also be provided to the Association of Governing Boards' (AGB) consultant and utilized in the November retreat planning as well as the development of work session agendas.

Eight of nine Board members responded to the survey and ranked the trends as follows:

- 1) Financial Challenges and Opportunities Across All Sectors
- 2) Teaching, Learning and Enrollment Paradigm Shifts
- 3) Outcomes and Accountability for Programs and Institutions
- 4) Exponential Growth of Short-Term Credentials and New Providers
- 5) Talent Management and Succession Planning: Colleges Need to be Ready for Turnover at All Levels

### **Marketing Updates**

#### Upcoming Events

- A marketing communication/advertising plan was presented and approved by the Admissions and Enrollment teams to hold a Rock Enrollment Day on June 4. This event will provide students the opportunity to apply, complete financial aid steps, and register for classes all in one day. Promotion is geared to all prospective, current and returning students, including high school seniors who may be undecided and juniors who will be seniors beginning in the fall.
- A marketing communication/advertising plan was presented to the Business and Applied Technologies team to hold an Engineering Summer Fest on July 27. This event is geared toward students interested in engineering, welding, laser technology, etc. The BAT team is currently deciding on the marketing budget for this project and preferred advertising methods.
- As requested by Governor DeWine's office, the Marketing team is working to provide digital images of our campus for the Ohio Department of Higher Education's (ODHE) Education in Virtual Reality (VR) showcase at the Ohio State Fair. The ODHE booth will showcase Clark State College and other Ohio colleges and universities in a VR world.

#### Research and Advertising

- Marketing continues to research and gather information to build a strategic marketing plan for the College.
- Site visits and meetings with Beaver Creek (Greene Center), Xenia and Bellefontaine (Ohio Hi-Point) locations are scheduled for late May.
- Meetings continue this month with our advertising partners as we analyze and build a 2024-2025 strategy. Meetings included Cox Media Group, WYSO, Lamar Advertising, and Alpha Media.

## General Project Overviews

- The Marketing team is working on the following upcoming projects/programs: Clark County Workforce Summit (June), Clark State Viewbook/Admissions Guide, Performing Arts Center 2024-2025 season, campus light pole banners, imprint item audit/survey, summer enrollment events (as noted above), and approximately fifteen press releases.

## **Phi Theta Kappa Update**

- Phi Theta Kappa (PTK) Advisors Nina Wiley and Jessica Adams and PTK students Annalise Smith, Abby Huddleston, Jessica Robbins, Sean Allen and Hilary Philistin attended the Ohio Regional Awards Convention March 8-10 at Cuyahoga Community College in Westlake, Ohio. Clark State Chapter Alpha Nu Lambda was recognized as a Five Star Chapter and ranked #9 out of 41 chapters. Nina Wiley and Jessica Adams won the most Distinguished Advisor Team Award, and Sean Allen was installed as the Western District Representative for the Ohio Region.
- Jessica Adams and Annalise Smith attended PTK Catalyst 2024 in Orlando, Florida, April 3-7. Catalyst is Phi Theta Kappa's annual event, bringing together members and advisors for professional development and celebration of the many accomplishments from the PTK community. Nina Wiley and Jessica Adams were recognized nationally as the Distinguished Chapter Advisor Team for the Ohio Region, and Annalise Smith successfully campaigned and was elected by her peers as the 2024-2025 Phi Theta Kappa International President.
- Fifty-seven (57) students joined PTK in Spring 2024. The PTK Spring 2024 Induction took place on April 30, with 31 inductees and close to 125 people in attendance. Two of the five PTK Officers were installed in their positions: Jessica Robbins, President, and Jacquie Wellman, Public Relations Officer. Clark State and PTK Alumnus Nicolas Sparrow delivered an inspiring keynote during which he shared his story, offered words of encouragement and incorporated the "I AM" theme.
- Four PTK students were named to the All-Ohio Academic Third Team: Sean Allen, Patronica Cohen, Rebecca Dillon and Cedric Dave R. Charles. The students were recognized at the 2024 All-Ohio Community College Academic Team Virtual Recognition Ceremony on April 26 and Student Recognition on May 1.
- Both 2024 Student Commencement Speakers, Heather Biddle and Mercedes Powell, are members of Phi Theta Kappa.

## **College-Wide Strategic Planning Day Update**

The entire College came together on Friday, April 19, 2024, for the annual College-wide Strategic Planning Day. The day started with a welcome from the President, Dr. Jo Alice Blondin. After that, much of the morning was spent around these four sessions (in a conference style format) considering what is working well, what can be improved, and where we are going in FY25:

- Strategic Plan and Ad Hoc Work Overview
- One Clark State and Professional Development Overview
- Student Learning and Success / Culture of Evidence (e.g., ATD, CCA, SSLI) Overview
- Strategic Enrollment Management Plan and Academic Affairs Overview

At lunch, Dr. Martin and Cassie Walizer from Complete College America gave an overview of their work. After that, there was a break for a Faculty Meeting and a Staff Meeting. The day concluded with time given to the guiding principles needed to improve Clark State's work around Career Guided Pathways and Digital Learning and for making connections between these and our Strategic Plan.

A satisfaction survey was administered at the end of the day, which indicated that 86% of participants both understand the College's current Strategic Plan and the connection of their role/work to it.

Faculty and staff liked the interactive format of the strategic planning day, emphasizing engaging presentations and effective breakout sessions. Suggestions for improvement included better post-lunch scheduling to maintain energy levels. Feedback on communication of the strategic plan highlighted a desire for continued integration into daily activities, clearer understanding of new committee structures, and implementation of SMART goals to measure progress and outcomes. Participants also expressed interest in simplified overviews for new employees, allowing them to more quickly understand the plan and its importance to Clark State. Some very valuable takeaways emphasized positive engagement, collaboration, shared governance, and leveraging internal expertise for student success.

After looking at the data, we think it is important to note that the vast majority of the college: is actively engaged in the plan and understands their role in it; understands the importance of the plan and how it drives the work we are doing; and fully supports initiatives and activities that are aligned with the plan.

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

### Technology

- Technology needs are being finalized for the Limestone Fire Station (Station 8). This location will be one of the first to become a "Zoom Room," which allows for more immersive video, device and network agnostic use, and a more seamless experience in a shared space. It will work very well for Clark State classes and lectures, and will also be easy for shared use when needed. The network in this space will also be the first to pilot our 802.1x port-based network access control (PNAC), which further secures the network. This will be rolling out to all campus locations once the pilot is complete.
- We are continuing to develop new automations and self-service options for students, faculty, and staff as we continue to work on our ability to provide an excellent technology customer service portal. Additionally, we will be bringing other departments into this "help" portal in an effort to consolidate and update information for all stakeholders so there is a single place for help for technology issues, Facilities, Marketing, Institutional Research, the Center for Teaching and Learning and more. The vision is to collapse much of the help/question type of information into a single site.
- We are putting the finishing touches on our redesigned Student Evaluation of Instruction (SEI) that is given to each student at the completion of every course. We have used a third-party tool for a number of years, and it never provided us the detail and fidelity needed to achieve our goals. Developing it internally allows us to integrate it neatly into Self-Service, a system that both students and faculty are already using on a consistent basis.

### Safety

- We successfully renewed our contract with the Springfield Police Division to provide officers on our Springfield campuses throughout the week. Thanks to a great partnership, the cost was only a modest increase while still maintaining 74 hours of coverage per week.
- Developing a full academic year-long schedule for all training opportunities, drills, exercises, tabletops, and more.
- There is a potential for grant dollars at the state level in the future, so work is being done now to prioritize additional risk, security, and safety one-time investments.
- Due to the increased amount of severe weather activity in our area, we are looking at ways to improve our ability to better prepare for and respond to weather threats to keep students, faculty, and staff aware and as safe as possible.

- Both commencement ceremonies went extremely well with no protests or other hinderances to this very special day for our students. We were receiving information daily and had plans in place in case something had arisen. These plans are being incorporated into the Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center emergency operations plans.

#### Strategic Initiatives

- As Artificial Intelligence (AI) tools continue to proliferate at an extreme rate, Dr. Franz is working on developing a small team that will collaboratively engage on recommendations, best practices, and potential suggestions for student, faculty, and staff use at the College. This is a rapidly evolving area of technology that requires intentional focus and discussion.

#### **Advancement and Outreach Updates**

##### Foundation

- Two Board members will be leaving the Foundation Board in June; Dr. Bob Hill and Bill Brouger have faithfully served the Board for over nine years and are term-limited by our bylaws. The Board has added four new Board members this year in anticipation of this change: Eric Henry, Sabrina Tackett, Jordan Tyler, and Jordan Weideling. We are currently seeking to increase the number of Board representatives in Champaign and Logan Counties.
- Three room dedication ceremonies were held in April and May. The Nina and Steven Wiley Student Plaza was dedicated on April 18<sup>th</sup>; Rhodes Hall 205 was dedicated in honor of Roger Evans on April 24<sup>th</sup>; and our Photonics lab was dedicated in honor of Larry Dosser, Ph. D. on May 2<sup>nd</sup>.

##### Outreach

- For the tenth year, Project Jericho has partnered with the Women's Partnership Funds to celebrate the annual honorees for the Extraordinary Women of Clark County award. This year the three Project Jericho photographers captured images of the honorees and their work will be featured at the luncheon. Additionally, thanks to the generous support of donors, our Scholars will have an opportunity to attend this event as special guests.
- The newest inductees to the Scholars Program made their first campus tour on May 1<sup>st</sup>. Students participated in team building and career exploration activities.
- College for Kids and Teens registration is now open at <https://www.clarkstate.edu/academics/youth-outreach-programs/college-for-kids-and-teens/>. Scholarships are available for those that need financial assistance.

##### Workforce Development

- Clark State will host the Clark County Workforce Summit on June 12<sup>th</sup> from 11:00 a.m. to 1:00 p.m. at the Hollenbeck Bayley Creative Arts and Conference Center. Panelist include Colonel Braskett, Commander of the 178<sup>th</sup> Wing Springfield Air National guard; Amy Donahoe, Director of Workforce Development at the Greater Springfield Partnership; Tom Franzen, Assistant City Manager of the City of Springfield; Otto Larsen, Vice President and Partner at Wallace and Turner Insurance; and Jamie McGregor, CEO of McGregor Metal. Trustee Mike McDorman will welcome our guests with remarks at the start of the event.
- We continue to hold English as a Second Language (ESL) classes in partnership with Ohio Job and Family Services, Clark County. We have restructured the classes and are pursuing other grants to support these efforts in our region.
- We have expanded our State Tested Nurses Aide (STNA) programming and hope to serve our largest group of students over the summer. We will utilize our lab space in Beaver Creek and Xenia. We are

working with local nursing homes to offer STNA classes to our immigrant population. Several facilities have had success with this approach but would like to offer ESL as a part of a standard STNA training.

- With the departure of our Director of Workforce this month, the team is reevaluating roles and making adjustments to our strategy and customer approach. We are also expanding our training provider list and strengthening partnerships in the region.

### **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 Hires:

- Joceyln Hardman, Project Director, Aspire Programs, Student Affairs, effective 6/3/24
- Hannah Campbell, Retail and Customer Service Specialist, Bookstore, Student Affairs, effective 5/13/24
- Christine Rouch, Administrative Support, Arts and Sciences/Business and Applied Technologies, Academic Affairs, effective 5/6/24
- Mackenzie Wade, Academic Progress Coordinator, Student Affairs, effective 6/3/24

#### Personnel Changes:

- Tammy Fender, from Copy Center Associate to Copy Center Specialist, Business Affairs, effective 4/15/24
- Dr. Dawayne Kirkman, from Vice President, Student Affairs to Senior Vice President, Student Affairs, Enrollment Management and Regional Locations effective 3/4/24
- Kay Seale, from Mail Services Clerk, Business Affairs to Mail Services Specialist, Business Affairs, effective 4/15/24

#### Retirements/Resignations/Departures:

- Amanda Honeycutt, Director, Grounds and Fleet, Business Affairs, effective 8/1/24
- Louisia Tsuchida, Academic Advisor, Student Affairs, effective 5/10/24
- Tracy Yates, Director, Workforce and Business Solutions, Foundation, effective 5/3/24

#### Open/Advertised Positions:

- Executive Director, National Advanced Air Mobility Center of Excellence
- Project Director, Modeling and Simulation Program
- Strategic Program Coordinator, ARCTOS Project

Impact on students and/or student learning: All staff positions are vital to students by ensuring the efficient operation of all areas of the College.

Alignment with Strategic Plan: Hiring qualified talent and recognizing promotional opportunities aligns with both the Strategic Plan Mission and Vision by providing high quality educational services and highlighting personal growth, respectively.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2024-2025 budget.

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

### ***Personnel Recommendations for Instructional Faculty***

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

#### New Hires:

- Lindsee Adams, Instructor and Clinical Coordinator, Diagnostic Medical Sonography, Academic Affairs, effective 8/9/24
- Wendy Holt, Assistant Professor and Program Coordinator, Criminal Justice, Academic Affairs, effective 8/1/24
- Tracey Walls, Instructor, Licensed Practical Nursing, Academic Affairs, effective 8/9/24

#### Open/Advertised Positions:

- Instructional Faculty, Biology
- Instructional Faculty, Early Childhood Education
- Instructional Faculty, English

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Alignment with Strategic Plan: Hiring qualified talent and recognizing promotional opportunities aligns with both the Strategic Plan Mission and Vision by providing high quality educational services and highlighting personal growth, respectively.

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2024-2025 budget.

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

***Trustee Hall made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty as presented; Trustee Bell seconded, and the motion passed unanimously via a roll call vote.***

### ***Faculty Compensation Model Proposal and Academic Instruction Support Compensation Model Policy Revisions***

Over the course of this academic year, the Faculty Compensation Task Force has worked with the Vice President of Academic Affairs (VPAA) and the Director of Human Resources to develop a compensation plan for faculty that would address a variety of topics, including faculty salaries and stipends for course shell maintenance.

The goals of the Task Force included:

- Establishing a base salary
- Providing a differential for faculty rank
- Considering rank and years of service
- Addressing issues of compression and inequity
- Eliminating course shell maintenance stipends

The Task Force was successful in developing a plan that met these objectives in a way in which no faculty member lost compensation based on their current salary and their course maintenance stipends from 2022-2023. It recommended a base salary of \$50,000 per year and created a scale that provides a 2% increase for years of service at the Instructor and Assistant Professor Levels, a 1.5% increase at the Associate Professor rank, and a 1% increase for full Professors. More specifically, a faculty member's new salary is determined in the following way:

- Current salary plus last year's Blackboard maintenance stipend, if any.
- This sum is compared with placement on the faculty salary scale based on rank and years of service.
- If that sum is larger than their placement based on the table, that is their new base salary.
- If their current salary plus last year's Blackboard stipend is equal to or lower than their placement on the table, the new base salary is based on the table.

The academic deans have met with the faculty members in their areas; a Task Force member was also available if faculty members wanted one present. A limited number of special circumstances have been referred to the VPAA for resolution. The deans have also meet with the 12-month faculty in their areas to share their new salary placement, which is also based on the same assumptions; two 12-month faculty will move to 9-month contracts.

Suggested revisions have been made to the Academic Instruction Support Compensation Model Policy (renamed Academic Instruction Policy) to focus on faculty responsibilities and course definitions and eliminate specific guidance related to course design. These aspects are also reflected in new procedures, which no longer include provision for course shell maintenance stipends for regular faculty. In the meantime, both the policy and procedures have been approved by Faculty Senate and its relevant committees.

#### 3358:5-3-22 Academic Instruction ~~Support Compensation Model~~ Policy

- A. Vision – All courses shall have a ~~Blackboard~~ **learning management system (LMS)** course shell and adhere to best practices.
- B. Mission – Provide quality, technology-enriched ~~alternative~~ methods of instruction and learning for all students.
- C. Sufficient fiscal resources shall be allocated **annually** to support ~~quality~~, technology-enriched instruction and learning **that aligns with Best Practices for All Courses.**
- D. Faculty ~~Requirements~~ **Expectations**
  1. All faculty (both full-time and adjunct) ~~shall be required~~ **are expected** to:

- i. Participate in training and/or demonstrate ability to use instructional technology including, syllabus system and ~~Blackboard's~~ **the LMS's** basic course functions and tools.
  - ii. Enter ~~their~~ course section-specific syllabus information in Clark State's electronic syllabus system **and link the course syllabus to the course shell within the LMS by the first day of the term in which the class is offered.**
  - iii. Personalize ~~their Blackboard~~ **LMS** course shell section(s) ~~with individual faculty contact information, a communication policy and a brief welcome in the "About This Section" area~~ **to align with Best Practices for All Courses.**
  - iv. Participate in professional development training covering enhancements to the ~~Blackboard learning system~~ **LMS**, refresher tool-specific sessions, and other technology training.
  - v. Follow the ~~best practices guidelines~~ **Best Practice for All Courses** as established.
2. ~~Further, online faculty, as well as those creating and teaching hybrid courses~~ **Faculty teaching online and hybrid courses, shall be required to are expected to:**
- i. Successfully complete the required ~~Blackboard~~ **LMS** course training. ~~rubric and become certified.~~
  - ii. Personalize ~~their~~ **LMS** course section(s) beyond the basic requirements. ~~This includes setting up the calendar, assignments, grade book, tests, managing the roster, maintaining and updating course content and providing additional instructional material and links.~~
  - iii. Participate in pedagogical training in online instructional theory and practice.

#### E. Course Definitions

1. Online Courses – All instructional and lab activities are completed in ~~an online~~ **virtual** environment, ~~They require~~ **requiring** no visits to campus; however, students may be required to use a **faculty approved** proctored testing ~~facility or service.~~
2. Hybrid Courses – Courses that combine the elements of the traditional face-to-face classroom **or virtual synchronous instruction or** online instruction. These courses require attendance at scheduled sessions on campus or at clinical locations for lectures, labs or clinical experiences. The amount of time spent in the face-to-face **classroom or virtual synchronous instruction** setting shall be no more than 50% of the didactic coursework. Combined time is equivalent to the traditional course for the same number of credits.
3. Traditional Courses – Traditional face-to-face **or virtual synchronous** courses may also include online components such as instructional material, calendar, assignments, grade postings, and faculty/student communication. Regularly scheduled attendance in the classroom is required. All courses ~~with a Blackboard shell~~ are required to **use an LMS shell, which shall** include a **minimum of a** link to the section-specific course syllabus, individual faculty contact information, a communication policy, **use of the grade book** and a brief welcome. ~~in the "About This Section."~~

#### F. ~~Best Practices Guidelines For All Courses~~

1. ~~A calendar is provided that lists all important course-related dates including exams, assignments, project deadlines, face-to-face and virtual office hours and meeting times.~~



2. A clear communication policy is provided to the students that explains when and how communication shall be handled.
3. A link to the current approved section-specific syllabus is provided to the student that lists course description, goals, learning objectives, textbooks and other resources, course assignments, grading scale and courses policies. This process has been automated.
4. Clear and concise instructions are provided for all assignments, projects and lessons.
5. All resources and tools necessary to complete the work are available to the student.
6. Due dates and other important information are provided to the student.
7. Course content and lesson are well organized and in a logical sequence.
8. Course content and activities associate with the student learning objectives.
9. The course content or lessons go beyond what is found in the textbook or E-PAC.
10. Materials and activities are fully developed and presented clearly.
11. Teaching strategies reflect current learning theory and address various student learning styles and preferences.
12. Course materials are kept up to date.
13. Course materials are print friendly and in formats easily available to all students.
14. Library, database and other instructional resources are provided to promote deeper learning research.
15. Group or teamwork is used when appropriate.

#### G.— Specific Requirements for Blackboard Course Shell Based on Course Type

Online	Hybrid	Traditional with Blackboard shell	
Section specific course syllabus link	X	X	X
Faculty contact information	X	X	X
Clear communication policy	X	X	X
Course announcements link and module	X	X	X
Course messages link	X	X	X
My grades link	X	X	Required if included
Course specific policies	X	X	Required if included
Assignment or project due dates, activities and exams are posted on the calendar	X	X	Required if included
Instructions for assignments, activities, projects, postings, etc., are clearly identified and explained	X	X	Required if included
Course content (instructional material) is included under the lessons link	X	Required if included	Required if included
Titles and subtitles that clearly describe the subject content	X	Required if included	Required if included
Links to the library, databases or other web-based resources are included	X		
Requires no campus visits	X		
ADA compliant—text based equivalents for non-text based elements	X	Required if not provided elsewhere	Required if not provided elsewhere
Course material in a format that can be downloaded to a portable device	Recommended	Recommended	Recommended
A guided tour video provided	Recommended	Recommended	Recommended

**F: This policy shall be reviewed biannually by the Faculty Senate and the Vice President of Academic Affairs (VPAA)**

Effective: ~~October 15, 2015~~ **July 1, 2024**

Prior Effective Dates: 1/1/08, 10/19/09, 3/18/15, **10/15/15**

The Task Force recommendations were endorsed by the Faculty Assembly on April 1, 2024. The new model provides for greater parity among faculty with similar years of experience and eliminates current discrepancies.

We are seeking Board approval for the proposed faculty compensation model as well as the related policy revisions at this time.

Impact on students and/or student learning: While there is no direct impact on students, faculty have responded appreciatively to this proposal.

Alignment with Strategic Plan: Goal 3: Facilitate and support an equitable and inclusive culture of care.

Implications for budget, personnel, or other resources: The budget impact is \$250,000 inclusive of changes to scale, former Blackboard stipends, and a 2% salary increase.

It was requested that the Board of Trustees approve the proposed faculty compensation model and the revised Academic Instruction Support Compensation Model Policy (renamed Academic Instruction Policy) as presented, effective July 1, 2024.

***Vice Chair Evans requested a motion to approve the proposed faculty compensation model and the revised Academic Instruction Support Compensation Model Policy (renamed Academic Instruction Policy) as presented, effective July 1, 2024. Trustee Noonan made the motion, and Trustee Rowland-Buckley seconded. The motion passed 7-0 by a roll call vote; Chair Ball abstained.***

Faculty Senate President Mike Lander thanked the Trustees for their support of the process and for approving the Compensation Task Force's recommendations, which was the result of a lot of hard work. He noted that approval is a very positive thing for the faculty and will be a big morale booster since it puts our faculty salaries in line with faculty salaries at other colleges in the area. Vice Chair Evans stated that the Board truly appreciates the time and effort faculty and Dr. Forgette put into the process, noting that although it was not easy, they were able to come together for the good of the College. Dr. Blondin also thanked Dr. Forgette for her efforts, noting that she realizes there is still additional work to do.

***Proposed New Degrees and Certificates***

Clark State College continuously makes changes to certificate and degree options to better meet the needs of its students and the workforce. During the 2023-2024 academic year, the following new degrees and certificates were approved by the Curriculum Committee:

- Manufacturing Engineering Technology – Laser Machining Option, A.A.S.

- Manufacturing Engineering Technology—Laser Maintenance Option, A.A.S.
- Cybersecurity and Computer Networking, One-year Certificate
- Ohio Transfer 36 Certificate, One-year Certificate
- Modeling and Simulation, One-year Certificate

We are seeking Board approval for these degrees and certificates to be added to the Clark State College catalog.

Impact on students and/or student learning: The two new Manufacturing Engineering Technology degrees allow students to stack Laser Machining and Laser Maintenance certificates with other manufacturing technology certificates in order to obtain an associate’s degree, increasing their workforce opportunities.

Similarly, the Cybersecurity and Networking certificate is a stackable credential that includes industry certifications in cybersecurity and networking that lead to in-demand jobs in these areas.

The Ohio Transfer 36 Certificate allows students to earn a credential for completion of all general education requirements at all public Ohio four-year colleges and universities. This credential will be awarded to all students who earned it in the 2023-2024 academic year and forward.

The Modeling and Simulation Certificate provides a beginning pathway for students interested in careers in modeling and simulation and will be the foundation for the Modeling and Simulation degree program that will be developed in the 2024-2025 academic year.

Alignment with Strategic Plan: These align with Strategic Goal 1: Develop and strengthen quality, innovative academic programs.

Implications for budget, personnel, or other resources: There are sufficient funds available for these programs in the 2024-2025 budget.

It was requested that the Board of Trustees approve the adding of the listed degrees and certificates to the Clark State College catalog.

***Trustee Bell motioned to approve the adding of the listed degrees and certificates to the Clark State College catalog, and Vice Chair Evans seconded. The motion passed unanimously via a roll call vote.***

### ***2024-2026 Completion Plan***

Every two years, Clark State is required to submit a Completion Plan to the Ohio Department of Higher Education (ODHE). The Completion Plan includes identification of barriers to student success and the College’s plans to address those barriers to aid in increasing student retention and completion. The College last submitted a Completion Plan for 2022-2024.

The current Completion Plan for 2024-2026 reports on the major initiatives and progress made on the goals set in 2022-2024 (i.e., holistic student supports and onboarding and decreasing equity gaps in course completion). Successful initiatives related to holistic student supports and onboarding included a revision of the “Steps of Enrollment” and New Student Orientation, staff training, the implementation of trauma-informed practices, mental health services, and the implementation of our

customer relationship management (CRM) platform, Slate. Initiatives that supported work to decrease equity gaps and improve course completion included heightened awareness of the data on course completion, better assessment practices, the incorporation of high-impact practices and the redesign of co-requisite support in English, Math and the First Year Experience course.

The 2024-2026 Completion Plan is aligned with the Clark State's strategic plan and initiatives related to its participation in Achieving the Dream and Complete College America. It continues efforts to see that students experience early success, particularly in gateway courses while receiving holistic support (Wellness 360). It also focuses on Career Guided Pathways, Digital Learning, and professional development through Professional Learning Communities. Appropriate metrics are attached to each initiative.

This report, which was distributed to Trustees prior to the meeting, must be approved by the Board of Trustees and submitted to the Ohio Department of Higher Education by June 30, 2024.

Impact on students and/or student learning: The Completion Plan informs major initiatives designed to impact student learning and success. As Clark State continues to implement changes to holistic support particularly for new students, gateway courses, career guided pathways, improved digital learning, and professional development, the goal is to increase the number of students who are successful, earn credit, remain and graduate from Clark State.

Alignment with Strategic Plan: The Completion Plan aligns directly with Goal 1: Develop and strengthen quality, innovative academic programs as well as Goal 2: Improve enrollment, student success, retention, and completion.

Implications for budget, personnel, or other resources: Sufficient budget, personnel, and other resources have been allocated within the 2024-2025 budget to achieve the goals of the Completion Plan.

It was requested that the Board of Trustees approve the 2024-2026 Completion Plan for submission to the Ohio Department of Higher Education, as presented.

***Trustee Hall made a motion to approve the 2024-2026 Completion Plan for submission to the Ohio Department of Higher Education as presented, and Trustee Rowland-Buckley seconded. The motion passed unanimously by a roll call vote.***

### **Trustees' Open Forum**

Vice Chair Evans thanked Clark State, Dr. Blondin, Vice President Overholser, and everyone involved in making the room dedication for Roger Evans such a successful event. She also expressed appreciation for the scholarship in his name.

Trustee Vollrath congratulated Nic Sparrow for completing Leadership Logan County today, noting that he is wonderful in his role at Ohio Hi-Point in Bellefontaine.

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

Vice Chair Evans made a motion to enter Executive Session to discuss the President's contract. Trustee Rowland-Buckley seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:16 p.m.

Trustee Bell made a motion to exit Executive Session and return to Regular Session at 7:26 p.m. Trustee McDorman seconded, and the motion passed unanimously.

***President's Contract Requests***

***Trustee McDorman made a motion to accept President Blondin's contract requests. The motion was seconded by Trustee Noonan, and it passed unanimously via a roll call vote.***

**Adjournment**

Trustee Noonan made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:27 p.m.