



BOARD OF TRUSTEES REGULAR MEETING

Minutes
October 15, 2024

The Clark State College Board of Trustees met in regular session in the LRC Boardroom with the majority of guests attending virtually via Zoom on Tuesday, October 15, 2024. Board Vice Chair Sharon Evans presided and called the meeting to order at 6:21 p.m.

Roll Call

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

Present Virtually: Board Chair David Ball

Others Present in Person: Sean Allen, Student/Phi Theta Kappa Vice President of Scholarship; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Valerie Kemmer, Student/Phi Theta Kappa Vice President of Leadership; Dr. Dawayne Kirkman, Senior Vice President of Student Affairs, Enrollment Management and Regional Locations; Toni Overholser, Vice President of Advancement and Outreach; Jessica Robbins, Student/Phi Theta Kappa President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Annalise Smith, Student/Phi Theta Kappa Vice President of Service and International President; Elecia and 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/SOAR participant; Jessica Adams, Associate Professor, Arts and Sciences/Phi Theta Kappa Co-Advisor/SOAR participant; Karen Benton, Assistant Dean of Health, Human and Public Services; Dr. Travis Binkley, Dean of Enrollment Services; Kierre Brown, Assistant Dean of Business and Applied Technologies; Erika Daggett, Director of Marketing; Sean Dodge, Institutional Research Analyst/Staff Senate President; Dr. Scott Dolan, Dean of Health, Human and Public Services; Sarah Hagenbuch, Associate Professor, Nursing/SOAR participant; John Hale, Professor, Business and Applied Technologies; Allison Lawlor, Lobbyist, Sean P. Dunn Associates; Naomi Louis, Dean of Arts and Sciences; Kelly Neriani, Director of Institutional Research and Planning; Dr. Patience Olajide, Assistant Professor, Health, Human and Public Services; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Dr. Mark Schmidt, Professor, Health, Human and Public Services/Faculty Senate President; Elecia Spain, Assistant Dean, Access and Retention Services; Amy Sues, Dean, Institutional Effectiveness, Planning and Assessment; Trish Voisard, Staff Accountant; Desiree Williams, Director, Center for Teaching and Learning; 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

No conflicts of interest were reported.

Student Success Story

Nina Wiley, Assistant Vice President of Student Affairs, introduced her Phi Theta Kappa Co-Advisor Jessica Adams who introduced the Phi Theta Kappa officers Sean Allen, Vice President of Scholarship; Jessica Robbins, Phi Theta Kappa President; Valerie Kemmer, Vice President of Leadership; and Annalise Smith, Phi Theta Kappa Vice President of Service and International President.

Mr. Allen reported that each year, Phi Theta Kappa develops a student-led project in cooperation with college administration that supports the Clark State's mission. The project's goals are to encourage Clark State enrollment, to raise awareness regarding Phi Theta Kappa, and to reduce the stigma around community colleges. The group's 2024 initiative is, "Going to a Community College is a Smart Choice."

Ms. Smith indicated that CCsmart is an organization that wants to destigmatize community colleges so they are seen as a first choice, not a last choice. The group plans to use CCsmart messaging to market the benefits of attending a community college while uplifting Phi Theta Kappa as an integral part of the college experience. CCsmart helps the College by promoting community colleges to high school students, talking about the benefits of community colleges, providing access to the CCsmart Toolkit, and featuring Clark State on its website.

Ms. Robbins reported that one of their objectives was to create a video highlighting Phi Theta Kappa and the benefits of engaging in student life at a community college. Ms. Robbins shared the video, which also encourages students to use their respective voices and was used as part of Phi Theta Kappa Awareness Week.

Assistant Vice President Wiley shared a video of new student Justin Scott, who will be inducted into Phi Theta Kappa in November thanks to Ms. Adams' passion for engaging students. Ms. Wiley noted that she is so proud of the officers and the work they do; they are creating a community where students feel welcome and like they belong because they have the opportunity to make friends and connections and to lead.

Ms. Adams expressed her appreciation for Jimmy Straley and Erika Daggett in Marketing who helped the group capture their vision in the videos and two versions of Phi Theta Kappa brochures – one for college students and another for high school students.

Ms. Kemmer indicated that the brochures will be used to actively recruit students at Global Impact Stem Academy, Springfield High School and others in our service district. Phi Theta Kappa plans to continue working with Marketing to use student voices in promotional pieces with the "Use Your Voice" theme.

It was noted that Clark State's Alpha Nu Lambda Chapter is ranked number 9 of 41 chapters in the Ohio region, it is a Five Star chapter, and Sean Allen is the Western District Representative for the Ohio Region. In Fall 2024, 579 students were eligible to join Phi Theta Kappa, 64 paid dues, and 36 accepted the

invitation but have not yet paid.

Ms. Smith reported that as International President she recently attended the Northeast Fall Conference as a guest speaker, and this weekend she will attend a Board meeting in Jackson, Michigan as the official student representative. Next week, she will travel to Vancouver, Washington for another fall conference followed by another Board meeting. She is very excited to serve in this capacity and continue to increase membership by targeting high school students.

Vice Chair Evans thanked the group for sharing with the Board, as they always want to hear from students. She noted that Ms. Smith continues to make us proud with everything she is doing to represent Clark State across the country and encouraged the group to keep up their excellent work.

Report of the Board Chair

Chair Ball indicated that he is looking forward to the Board retreat next month and that he hopes all Trustees are able to attend.

Report of the President

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

Student Senator Sean Allen reported that Senators recently updated their bylaws and created a template for meeting minutes. They have started meeting with All-College Committee Co-Chairs regarding how students can become more involved. The Senators are looking forward to their upcoming meeting with Executive Council as they plan for the 2025-2026 school year. Their work aligns with Goals 4 and 5 of the Strategic Plan.

Staff Senate President Sean Dodge indicated that the Senate is waiting for several All-College Committees to submit their draft charges and bylaws for review; once submitted, they will either send them back to the committees for revision or forward them to President Blondin for review. Their work to date has been focusing on morale-boosting efforts to align with Strategic Plan Goals 3.1 and 4.1. Informal lunches are planned to begin in November. An ad hoc committee met to learn more about the Compease software, which could be used to determine salary bands for staff.

Faculty Senate President Dr. Mark Schmidt reported that Senators have begun reviewing the All-College Committees' charges and bylaws for input. Ad hoc committees have been formed to develop a comprehensive artificial intelligence (AI) statement, to review our general education requirements as compared to other Ohio colleges, and to continue to review faculty compensation and define the roles and responsibilities of lead faculty, program chairs and program coordinators. Dr. Schmidt noted that we are in the ninth week of the semester, A term has been closed out, B term is firing up, we are right in the middle of C term, and the end of the semester will be here before we know it.

President Blondin reported the following:

- Tomorrow the Ohio Association of Community College (OACC) Presidents will meet with Ohio Senate President Matt Huffman to share a unified OACC message regarding our legislative agenda ideas and learn about his priorities.
- She and Board Vice Chair Evans recently delivered a presentation at the American Association of Community Colleges' Future Presidents Institute, which afforded them the opportunity to check out the talent and tell our story regarding how we have built a strong Board/President relationship here.

- She is looking forward to attending the Association of Community College Trustees (ACCT) Annual Conference next week with Vice Chair Evans and Trustees Hall and Rowland-Buckley.
- She traveled with the SOAR mentoring group participants to the National Council for Workforce Development's Annual Conference. She noted that the group really bonded and suggested a lot of workforce ideas; Khalil Scott suggested that we investigate embedding workforce development across the campus having credential navigators in each school to work with students on obtaining industry credentials. Although we are already doing this in Business and Applied Technologies, he suggested scaling it to all of the schools, which is ingenious.
- Rosie Matthies is doing a wonderful job getting dual enrollment working at Greene County Career Center for all of Greene County. She is very excited about this.
- The Board Social, which will include Foundation Board members, will be held Thursday at the Springfield Country Club at 5:30 p.m.

Approval of Minutes

Chair Ball asked for a motion to approve the minutes of the Regular Board Meeting held on September 17, 2024. Trustee Hurst made a motion to approve the minutes as written; Trustee McDorman 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, October 11, 2024, at 8:00 a.m. virtually via Zoom. Those present included: Mitch Hurst, Committee Chair; Trustee members Andy Bell, Sharon Evans, Peg Noonan, and Becka Rowland-Buckley; Dr. Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Senior Vice President, Student Affairs, Enrollment Management and Regional Locations; Dr. Adrienne Forgette, Vice President, Academic Affairs; Toni Overholser, Vice President, Advancement and Outreach; Kathy Nelson, Controller; and Susan Kelly, Recorder

- Call to Order – Committee Chair Hurst
- Roll Call
- Approval of September 12, 2024 Meeting Minutes – ACTION
- Quarterly Financial Report as of September 30 – Schantz
- Unaudited Annual financial Report – FY 2024 Close - Schantz
- Greene Center/REACH/Ohio Hi-Point/HBC/PAC Quarterly Financials – Schantz
- Capital and Community Projects Update – Schantz
 - GISA Expansion
 - Applied Science Center Renovation
 - Performing Arts Center – Storage Renovation to Support Operations
- FY 2024 Ohio Department of Higher Education Efficiency Report Update - Schantz
- Legislative Update – Dr. Blondin
- Supplemental Funding for ESL and Safety Equipment Update – Dr. Blondin, Dr. Franz, Schantz
- Annual Planned Allocation of Use of Reserve Funds – ACTION
 - Presidential Search - Discussion
- Requested Use/Spent of Reserve Funds – ACTION
 - Deferred Maintenance
- Open Discussion/Other Business
- Next Meeting – November 12, 2024, 8:00 a.m., TLC 113 Boardroom/Virtually via Zoom

Quarterly Financial Report

The Revenue/Expenditure report, along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges, were distributed to Trustees prior to the meeting.

Revenue

State Share of Instruction (SSI) – The FY 2025 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall and Spring semester activity through September 30 and showing a surplus in comparison to what was budgeted for the academic year. Final D term and B term Fall deregistration will occur in October. The Office of Enrollment/Admission is taking a multi-pronged approach to implementing strategies in an attempt to continue to have a favorable impact on Spring enrollment.

Workforce Non-Credit Training revenue is currently below budget but anticipated to gain some traction as the year progresses.

Performing Arts Center (PAC) ticket revenue is close to budget and we expect ticket sales to increase as we get closer to show dates. HBC/PAC Rental revenue is currently below budget.

Total revenue is up \$897,200 (8.7%) from the previous fiscal year.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget.

Total expenses are down \$85,600 (1.2%) over last year. Occupancy expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, and insurance. By function, these affect Instruction, Academic Support, Operation/Maintenance of Plant, General Expense, and General Administration.

Auxiliary Enterprises

Bookstore operations are reflecting revenue below budget for the year but reduced expenses help to mitigate that loss.

Commercial Transportation Training Center (CTTC) continues to garner interest in its program with grant support from the State that funds training for qualified students. The program is currently running a deficit in the first quarter of the fiscal year but is anticipating that revenue will outpace expenses as training and testing continues throughout the year.

Parking revenue is trending close to budget and expenses are trending below budget at this time, reflecting a net surplus.

Food Service, in addition to the new partnership with Fresh Abilities at the Eagles Nest, 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.

Balance Sheet

Total current funds have increased by \$1.3 Million (7.0%) compared to the first quarter of FY 2024. This increase is a result of changes in Receivables and Cash due to timing of draws for restricted funds.

Total Investment in Plant fund balance has increased \$5.3 million (9.6%) due to an increase in capital assets from last fiscal year for the construction of Rhodes Hall.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2024 Board Meeting.

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.

A description of all of these programs can be found in the attachment to the Restricted Statement.

Statement of Reserve Activity

Total ending balance for the quarter was \$8,920,190.

Unaudited Annual Financial Report FY 2024

The Fiscal Year 2024 financial reports for the College and the Foundation are due to the Auditor of State by October 15, 2024. The audit team from Plattenburg has been performing their fieldwork primarily during the month of August and September.

Part of the final process in preparing for the audit is converting the College's internal financial statements into the Governmental Accounting Standards Board format. These are the statements used to calculate the College's composite score for the Senate Bill 6 financial ratios.

The internal financial statements in the format presented to the Trustees at each Board meeting were distributed to Trustees prior to the meeting. The report shows revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2024 budget and compared to recent fiscal years. A net surplus of \$292,443 is reflected in the General Fund activity for the year.

The Statement of Reserve Activity through June 30, which reflects \$2,192,541 in expenses, was also distributed to Trustees prior to the meeting. For Appropriated Reserves, the Board approved spending including \$328,705 for deferred maintenance, \$1,381,990 on the City of Springfield Fire Station, \$99,224 for campus wayfinding upgrades, \$244,403 for technology replacements, and \$46,704 for a strategic marketing plan.

The Bookstore experienced a loss from operations of \$92,204; the Commercial Transportation Training Center experienced a gain of \$13,732; and the Parking fund experienced a loss of \$2,826. The Food Service operation experienced a gain of \$6,599. Food Service no longer needs to be subsidized due to our new partnership with Fresh Abilities. All revenue is from vending commission with Sheehan Brothers Vending.

Greene Center/REACH Center/Ohio Hi-Point/Hollenbeck Bayley Center/Performing Arts Center Quarterly Financials - Schantz

Greene Center, REACH and Ohio Hi-Point

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. Reports reflect financials through September 30, 2024.

Revenue:

Budget for State Share of Instruction, in conjunction with Student Tuition, for each location has been calculated based on needed revenue for each location to cover expenses for fiscal year 2025. State Share of Instruction (SSI) and enrollment are calculated based on the actual distribution of revenue from fiscal year (FY) 2024. In FY24, for every \$1 Clark State received in tuition, we received \$1.19 in SSI payments. This equates to percentage split in total revenue of 54% SSI and 46% credit hours.

The actuals for State Share of Instruction are calculated at 1.19 times the amount of student tuition received for each location. Actual Student Tuition is based on actual in-person credit hours reported from Institutional Research and multiplied by \$180.33 per credit hour for traditional students and \$41.67 per credit hour for high school students.

Expenditures:

Expenditures were rolled-up to match categories currently used for financial reporting.

Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center

In an effort to raise awareness on the financial operations of the Performing Arts Center (PAC) and the Hollenbeck Bayley Conference Center (HBC), quarterly financial reports will be provided to the Finance and Facilities Committee of the Board. In addition, the leadership team at the PAC/HBC has implemented a multi-year plan to better align program revenue with operating expenses. Progress on that endeavor will be reflected in the quarterly reports.

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

General Manager's Update – Dan Hunt

- The 2024-2025 PAC Season is underway with the successful performance of the national tour of TINA occurring on September 21st. Lots of positive feedback has been received from the community and the production team. Based upon conversations with Playhouse Square, we anticipate the possibility of the PAC hosting a similar production next year for a tech-run/performance.
- Club Kuss begins with comedian Reggie Conquest on October 17th. The Club Kuss series is intended to be a more intimate experience for patrons as only the orchestra tickets are available for purchase at a discounted rate of \$20.
- The Springfield Symphony Orchestra (SSO), Springfield Arts Council, and PAC tickets can all be purchased online at <https://pac.clarkstate.edu/shows/2024-2025/>

- The Clark State Theatre Arts Program is presenting “Macbeth” in the fall and “Steel Magnolias” in the spring. Both shows will be in the Turner Studio Theatre.
- The PAC dressing rooms, back hallway, and hallway outside the community rooms have been painted and re-carpeted. Additional concrete work was performed on the back loading dock ramp to better assist the SSO in moving their instruments. Thank you to the CSC facilities and grounds teams for coordinating these improvements.
- The Project Jericho Bucket Band is rehearsing every Thursday in the Community Rooms.

Ticket Sales and Events Summary

Upcoming Events Ticket Sales (as of 9/30/2024)

- Vienna Teng (9/19 – date canceled/to be rescheduled) – 72
- TINA, The Tina Turner Musical (9/21) – 482 (final – 220 sold, 262 comp)
- Springfield Symphony Orchestra, Miriam K. Smith (9/28) – 628 (final – 386 sold, 242 comp)
- Reggie Conquest (10/17) – 14
- The Two Gentlemen of Verona (10/17-10/20) – Yellow Springs High School
- Macbeth (11/1-11/10) – 17
- Springfield Symphony Orchestra, Heritage and Harmony (11/9) – 299
- Brit Beat, Springfield Arts Council, (11/23) – 82
- Manheim Steamroller Christmas (12/12) – 580
- The Nutcracker, OPAI (12/20 - 12/21) – not on sale yet
- Molly Kearney (1/9/25) – 26
- Springfield Symphony, Symphonic Fusion (1/25) – 281
- Springfield Symphony, Pirates of the Caribbean (3/8) – 308
- Dirty Dancing in Concert (3/14) – 70
- Chris Ruggiero, Springfield Arts Council (3/21) – 51
- Fraggle Rock: Back to the Rock LIVE! (3/23) – 86
- Steel Magnolias (4/4 – 4/13) – 0
- Springfield Symphony, Mahler’s Symphony No. 5 (4/5) – 286
- Gina Chavez (4/24) – 6
- MJ LIVE, Springfield Arts Council (5/2) – 64
- Springfield Symphony, Nationalistic Harmonies – 277

HBC Venue Rental Events

September

- Rotary on Mondays (9/9, 9/16, 9/23, 9/30) – 75 people
- Adjunct Appreciation Dinner (9/5) – 75 people
- Second Harvest Breakfast (9/13) – 350 people
- Project Jericho Scarecrows (9/19) – 40 people
- Clark Soil and Water (9/24) – 150 people
- Clark County College Night (9/25) – 800 people
- President’s Awards Banquet (9/26) – 300 people
- Christian Ministry (9/27) – 400 people

October

- Rotary on Mondays (10/7, 10/14, 10/21, 10/28) – 75 people

- Springfield Foundation 76th Gala (10/1) – 300 people
- CHF Health Expo (10/9) – 400 people
- Best of Springfield (10/10) – 450 people
- SOCHE Career Services Conference (10/11) – 150 people
- The Gathering (10/16) – 400 people
- Social Services 101 (10/18) – 200 people
- Ohio Traffic Safety Office – Train the Trainer – Driving Instruction (10/22 – 10/23) – 50 people

November

- Rotary on Mondays (11/4, 11/11, 11/18, 11/25) – 75 people
- PRC Banquet (11/1) – 300 people
- Harlem Nights (11/9) – 300 people
- Project Jericho Workshop (11/13) – 40 people
- Police Ball (11/15) – 300 people
- PTK Induction (11/20) – 150 people

Discussion ensued regarding the wonderful Tina Turner performance, which was held during one of our toughest weeks due to the security threats to the community. However, with additional security checks and a heightened sense of awareness, the show went on without a hitch. The show provided a tremendous economic impact to the community, and our team did a fantastic job and looks forward to other engagements like this.

Trustee McDorman commented that there has been a great improvement in the operation and level of professionalism and knowledge at the HBC.

Marketing Updates

Crisis Communication

- Recent events changed the priorities of the marketing department in September and early October. Approximately 61 media requests resulted in approximately 95 news stories from local, state, and national news outlets. By proactively releasing identical media statements to all media outlets, as well as sharing more information up front with employees and students, we were able to control the message, support safety efforts and comfort levels, and maintain that “Clark State is not the story.” Moving forward, we are strategically choosing which stories to release for the time being to maintain calm.
- Marketing, Technology, Safety, Student Affairs, Academic Affairs, and regional campuses all met to debrief on what could be done better or differently in the future. A focus is on Eagle Alerts, especially as we approach winter months, including how to reach all students, especially ESL and work-study, as well as partners such as Ohio Hi-Point, the Xenia Library, and Central State, all of whom share campus space with us.

Strategy and Research

- The survey and focus groups on brand and messaging have been paused as recent events and the current climate would impact the outcome and skew data. We hope to resume in November or December.
- Focus remains on working smarter, being fiscally accountable, collaboration, and empowerment.

Advertising

- Current advertising campaigns focus on enrollment, Business and Applied Technologies programs, and Performing Arts Center events. Each campaign has a specific audience and strategy, with a focus on public relations (i.e., organic, free publicity). For example, the next show at the Performing Arts Center is comedian Reggie Conquest; by focusing on public relations, we are able to keep the budget at approximately \$3,500 and include 24 publicity vehicles (Greater Springfield Partnership mediums, digital screens on campuses, website, press releases/news coverage, postcards, newspaper ads, online video, billboard, etc.).

Web

- The website overhaul is now moving into initial design and programming stages. The deadline for the new website is June 30, 2025. Currently, the focus is on the enrollment section of the website, which has been redesigned, rewritten, and navigation reworked, taking the enrollment menu from 14 links to four, while not losing any information.

General Project Overviews

- Since September, the marketing team has assisted in six events, created 23 flyers, designed two brochures, produced five videos, written eight press releases, and made 72 website updates.

Quarterly Standing Committee Updates

Per the recommendations from the Board of Trustees' retreat in November 2023 and in the interest of strengthening shared governance and communication, I am sharing the following updates for the Standing Committees.

Diversity and Accessibility

The Diversity and Accessibility Committee's major focus is on revising the bylaws before the end of the first quarter. The committee is currently a resource in the search for a keynote speaker for the annual Martin Luther King, Jr. Luncheon in January.

Employee Engagement

Employee Engagement discussed participation in Family Day 2024, adopted the newly formed committee's charge and revised bylaws. The committee was informed about representation on the ad-hoc committee for the Staff salary study.

Strategic Alignment and Communication

Since the Strategic Alignment and Communication Committee is a new Standing Committee, the committee's work to date involves establishing a clear purpose statement for the committee bylaws and identifying members needed on the committee to effectively fulfill the purpose of the committee.

Student Development

The Student Development Committee has met and developed the purpose/charge statement draft and are currently working on bylaw revisions and identifying a faculty member from the Arts and Sciences School and two students to join the committee.

Infrastructure, Safety and Technology

Thus far the Infrastructure, Safety and Technology Committee has met once. At the first meeting, a proposed purpose and a proposed structure/membership of the committee was discussed.

EMS Site Visit Report

The Ohio Department of Public Safety charters Clark State's Emergency Medical Services programs and conducts periodic site visits to review the program. The most recent visit occurred on October 4, 2024, and was conducted by Scott Melling.

Mr. Jeremy Linn, Interim Program Coordinator, and the program faculty prepared for the visit by examining files and assisted Mr. Melling with information about the program. Mr. Melling indicated that he appreciated their efforts.

At the conclusion of the meeting, Mr. Melling indicated to us that Clark State was in violation of the Administrative Code due to the pass rates in the Emergency Medical Technician (EMT) program and the Advanced Emergency Medical Technician (AEMT) program. The state requires that either the first-time pass rate for the National Registry Exam must be at least 75% or the three-year pass rate must be at least 83%. The EMT first-time pass rate was 64%, and the three-year pass rate was 76%. The AEMT first-time pass rate was 57%, and the three-year pass rate was 71%. Clark State will be required to submit an improvement action plan related to these two programs. That action plan has already been developed and will be submitted.

The pass rates for the EMR and Paramedic programs met the state requirements, and no improvement plan is required.

Mr. Melling also found some documentation issues—missing records and incomplete paperwork, constituting a Documentation Violation. Clark State will also need to submit an improvement plan related to record keeping in the EMS program. Mr. Melling also advised the program to establish procedures for granting credit-for-prior-learning (CPL). The EMS program, under Mr. Linn's leadership, had already begun to systematize records and bring them current.

Mr. Melling affirmed the efforts of the current program staff and offered helpful and encouraging feedback.

Clark State will have three years to implement these improvements before its next review. I expect that these issues will be resolved well before that time. The program is strongly committed to improvement, and students can still enroll in the program, graduate, and sit for the National Registry Exam.

Loan Default Rates

The U.S. Department of Education released FY2021 loan cohort default rates (CDR) this September. Clark State College's FY2021 CDR is 0.0%. A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year (FY) and default or meet other specified conditions prior to the end of the following fiscal year. The federal fiscal year begins October 1 and ends September 30.

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

The default rate remains at 0% despite the end of the COVID-19 payment suspension and borrowers resuming payments because the default rate for cohort fiscal year 2021 measures defaults within the first three years of repayment. Due to the extended payment pause, borrowers were not required to make payments during the entire monitoring period, effectively preventing defaults during that time. As payments have only recently resumed, the impact on default rates will not be reflected until future fiscal years, leaving the current default rate unaffected at 0%.

Clark State's 2021 default rate is 0.0%. The previous rates were:

2020: 0.0%
2019: 3.2%
2018: 11.6%
2017: 18.4%
2016: 22.9%

Institutional changes made at Clark State and forward momentum: Contracting with third party contractors in mid-2018 to work with student borrowers (Student Connections); offering students financial literacy education options like Wellness 360; updating New Student Orientation to address student loan borrowing basics; incorporating student loan borrowing history review in financial aid appeal requests; and continued development of academic pathways that support student retention and completion.

Annual Clery 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 2023 annual report has been filed with the U.S. Department of Education, disseminated to the campus community, and was distributed to Trustees prior to the meeting. There was one reportable incident within the 2023 reporting timeframe from any of our Clark State locations. The timeframe for reporting was January 1, 2023, through December 31, 2023.

Technology, Safety and Strategic Initiatives

Technology

- Switching college operations for a week to virtual in September resulted in very few issues. Students, faculty, and staff were prepared, and technology options were already in place to support a seamless transition for everyone. This is a testament to the resiliency and agility of our stakeholders supported by infrastructure that allows for rapid transitions from in-person to virtual operations using lessons learned during the pandemic.
- Clark State was able to migrate to a brand-new Microsoft license which adds significant cybersecurity and information protection options. These features primarily focus on email and Clark State laptops and desktops. We are now using an enhanced detection and response (EDR) tool on endpoints to detect issues and respond to them automatically. This, coupled with finer-grained policies and scanning in email, positions the institution well in our rapidly changing cyber environment.

Safety

- Over the past several weeks as the College and community experienced considerable disruption, we also experienced amazing partnerships with the Ohio School Safety Center (OSSC), Clark County Sheriff's Office (CCSO), and the Ohio Department of Natural Resources (ODNR). The ODNR sent numerous uniformed police officers to our campus locations from 7:00 a.m. until the campus locations closed for weeks providing significant and visible safety support. The CCSO also sent deputies to work alongside the ODNR officers, taking on the cost of overtime and rescheduling people as needed to meet our needs.
- Clark State also leveraged community partnerships with Clear Connections and OSSC, who provided surveillance trailers to us at no cost for a month. One allowed us to monitor our Performing Arts Center and Hollenbeck-Bayley Conference Center locations enabling major events to continue, and one provided important views into the parking lots at the Leffel Lane campus.
- The Ohio Department of Public Safety (ODPS) and the Governor's Office demonstrated their commitment to providing the College with immediate resources by ensuring that we had contact information for K9s to clear buildings, rapidly creating security vulnerability assessments (SVA), and working with us to ensure we had officers on campus. We are working with the ODPS, along with the Ohio Department of Higher Education (ODHE), to determine whether financial resources may be available to assist us in addressing the items noted in our SVA.

Strategic Initiatives

- Clark State faculty are actively working on Artificial Intelligence (AI) definitions and working on professional development tracks specifically in AI to better understand and leverage the value it can bring to both faculty and students. AI continues to be one of the features that is incorporated into software solutions already used by the College. Work continues on best understanding the environment and developing best practices for Clark State to use in recommending policy and procedure revisions to accommodate the changes AI brings to our workflow.

Priority Development and Advocacy Committee (PDAC) Applications

The Dayton Development Coalition is accepting Priority Development and Advocacy Committee (PDAC) Applications through November 25, 2024. This process is used to establish regional priorities for funding public projects that benefit the economic development, health, education, or quality of life in the region.

- Diesel, Agriculture, and Commercial Transportation Training Center - Clark State will be re-submitting our Diesel, Agriculture, and Commercial Transportation Training Center for \$5,000,000. This project received a Priority ranking in past PDAC evaluations. We seek Priority ranking again, in order to pursue federal funding that aligns with our needs.
 - Clark State must purchase additional land and facilities in order to meet the workforce demands surrounding the transportation industry. A new site to centralize the Diesel, Agriculture and Commercial Transportation Training Center (CTTC) closer to main campus would provide significant benefits for our students and long-term cost savings for the College. Having Diesel, Agriculture and CTTC in one location would create synergy between the programs, and the relocation would help unite all Clark State programs and increase awareness for Clark County. A strong transportation training program is necessary to support the economic development of our region.
- Language and Skills Development Center - Additionally, we plan to submit a request to establish a Language and Skills Development Center at the Brinkman Education Center. This proposal will support our ASPIRE and English as a Second Language (ESL) programs. The project would enable us to expand our training labs for health and transportation certificates. Embedding language into our short-term certificate courses will allow us to better assist our immigrant population as they train for in-demand positions in our region.

Advancement and Outreach Updates

Foundation

- Two new members have joined the Foundation Board: Mo Carpenter and Josh Jennings. Both of these individuals bring a wide array of community knowledge and are committed to supporting our mission. We are excited to have them serve in this important role.
- The Foundation has begun our annual employee and donor giving campaigns. This year's campaign focus will be to increase support for our General Fund, which allows us to serve the greatest number of students without restrictions. Please consider creating a customized giving page and sharing this information with your networks.

Outreach

- **Project Scarecrow:** For the thirteenth time, families built larger-than-life scarecrows with the help of local artists. Eight families created their own versions of legendary creatures, including a kraken, unicorn, dragon, and more. These families filled the second floor of the HBC with their joy and creative problem solving all week. Stop by National Road Commons Park sometime between October 5 and 25 to vote for your favorite.
- Our middle and high school students have returned to the Project Jericho studio with fresh ideas they developed over the summer. There was no hesitation as they explored all the art materials the studio has to offer, and they are well on their way to creating their own expressive works of art, including drawings, paintings, sculptures, mixed-media pieces, and digital art. Please join us on November 4, 2024, at the Hollenbeck Bayley Creative Arts and Conference Center to see their art pieces; invitations are forthcoming.

- On September 12th, the Scholars Program held our annual Nest Fest event, a welcome-back-to-school event for Scholars and families. Nearly fifty Scholars and their families and supports systems joined us, with over 200 attendees in total. The evening consisted of meetings reconnecting with Mentors, exploring Clark State degree programs and student resources, a parent session, and fellowship.
- Three college-level Scholars joined us at the Presidential Awards Banquet. The students were all Springfield and Springfield-Clark CTC graduates in their first semester at Clark State. They were grateful for the opportunity and really enjoyed the event.
- Monthly Mentor meetings officially kick off in October! Mary and Bre met with all schools' student services teams, which help coordinate Scholars inside the schools, to share more about the program, review processes, and set a strong foundation for a great year.

Grant Development

- We received a grant totaling \$599,915 from the U.S. Department of Health and Human Services, Health Resources and Services Administration for the Opioid-Impacted Family Support program. This will allow our Addiction and Recovery Services program to add a new Family Peer Supporter Certificate to their existing stackable model.

Workforce Development

- We are collaborating with the Trustee Vollrath, the Logan County Chamber, and the Dayton Business Journal on our Logan County Workforce Development Summit.
- Our ESL courses continue to expand. We are working with three companies to offer training directly to their employees on the job site.
- This month we have added Lean Six Sigma and Professional Supervisor Training to our open enrollment course schedule. Lean Six Sigma Green Belt will be offered in December.

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:

- Michelle Kempf, Coordinator, Learning Services, Student Affairs, effective 9/16/24

Personnel Changes:

- Rahme Ashour, from Evening-Weekend Receptionist, Beavercreek, Student Affairs to Evening-Weekend Administrative Support, Beavercreek, Student Affairs, effective 9/30/24
- Damiana Reyes from Program Coordinator, Workforce and Business Solutions to Manager, Workforce and Business Solutions, effective 9/16/24
- Chance Stidham from Student Affairs Specialist and Assistant to the Dean, Student Affairs to Interim Coordinator, ESL Services, Student Affairs, effective 9/23/24

Open/Advertised Positions:

- Instructor, Aspire Program
- Project Director, Modeling and Simulation Program

- Student Orientation and Progress Coordinator

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 recommendation for instructional faculty are being presented to the Board of Trustees for formal approval:

Retirement:

- Jim Anderson, Professor, Arts and Sciences, effective 6/1/25

Open/Advertised Positions:

- Instructional Faculty, Anatomy and Physiology
- Instructional Faculty, Modeling and Simulation

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.

Annual Planned Allocation of Use of Reserve Funds

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2024, College reserves are 26.8% of the 2024-2025 Educational and General Budget.

In FY 2024, the College ended the year with a surplus of \$292,443 in its operating budget. Below is the proposed category allocation plan for these funds to be contributed to the College's reserves. Please note that taking action on this allocation plan does not authorize these expenditures. Actual expenditures of appropriated amounts require Board action in accordance with the College's Purchasing Policy.

This allocation plan was presented to the Board Finance and Facilities Committee at its October 11, 2024, meeting. The Committee recommends that the Board of Trustees approve the following allocation plan for additional reserve funds:

- \$217,443 – Deferred Maintenance
- \$75,000 – Executive Search

Impact on students and/or student learning: Appropriated reserves are utilized for initiatives that are not funded in the annual operating budget due to the fact that they are expenditures for capital or nonrecurring items.

Alignment with Strategic Plan: The availability of reserve funds at Clark State College support Strategic Plan Goals 1 and 2. The strategic utilization of these funds promotes stronger academic programs and positively impacts the educational environment (physical and operational) in a manner that fosters student success.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the proposed allocation plan for the additional reserve funds.

Trustee McDorman made a motion to approve the proposed allocation plan for the additional reserve funds as presented. Trustee Rowland-Buckley seconded, and the motion passed unanimously by a roll call vote.

Expenditure Request from College Reserves – Deferred Maintenance

Clark State College takes great pride in its facilities and the role that they play in providing an environment that promotes the success of our students, faculty, and staff. Over the years Clark State has received a number of compliments from third-party assessors regarding our steadfast commitment to the proper upkeep and preventative maintenance measures that we employ on our campuses. In keeping with this commitment, we would ask that the Board of Trustees approve the designation and use of \$175,000 from College reserves for deferred maintenance projects. These funds will be put to good use as we continue to invest in our physical assets; our mechanical, electrical, and plumbing infrastructure; and the grounds in which our campus facilities reside.

Impact on students and/or student learning: The investments in our facilities promotes a proper educational learning environment/experience for our students.

Alignment with Strategic Plan: The availability of reserve funds at Clark State College support Strategic Plan Goals 1 and 2. The strategic utilization of these funds promotes stronger academic programs and

positively impacts the educational environment (physical and operational) in a manner that fosters student success.

Implications for budget, personnel, or other resources: These one-time expenditures will come from reserve funds that are set aside for deferred maintenance.

It was requested that the Board of Trustees approve the designation and use of \$175,000 of Reserves for deferred maintenance.

Trustee Hurst made a motion to approve the designation and use of \$175,000 in Reserve Funds for deferred maintenance. Rowland-Buckley seconded, and the motion passed unanimously by a roll call vote.

2025-2026 and 2026-2027 Academic Calendar

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 2025-2026 and 2026-2027 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.

Alignment with Strategic Plan: Goal 4: Cultivate effective and efficient communication strategies and collaborations throughout the college.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2025-2026 and 2026-2027 academic calendars as presented.

Trustee Hall made a motion to adopt the 2025-2026 and 2026-2027 academic calendars as presented. Trustee Rowland-Buckley seconded, and the motion passed unanimously by a roll call vote.

Board Members' Open Forum

Trustee McDorman gave kudos to administration, faculty and staff for revenue being up and expenses being down.

Vice Chair Evans commented that faculty, staff and students did an amazing job being able to transition so quickly to virtual operations and keep their momentum going. She also thanked Dr. Blondin for her excellent efforts keeping the Board informed. Chair Ball indicated that he participated in some of the meetings with the Governor and his staff, and he noted that we owe a big debt of gratitude to Dr. Franz and Johnny Lemen for their around-the-clock efforts to ensure everyone's safety. The group agreed, noting that Mr. Lemen's recent award was well deserved.

Executive Session – Security Arrangements and Emergency Response Protocols

Trustee Hurst made a motion to enter Executive Session for the purpose of discussing security arrangements and emergency response protocols for a public body. Trustee Hall seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 7:24 p.m.

Trustee Noonan made a motion to exit Executive Session and return to Regular Session at 7:35 p.m. Trustee McDorman seconded, and the motion passed unanimously.

Adjournment

Trustee Noonan made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 7:36 p.m.