

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes August 26, 2014

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, August 26, 2014. Chairman Jim Doyle presided and called the meeting to order at 6:27 p.m.

Roll Call: Present: Andy Bell, Sharon Evans, Mike McDorman, Brad Phillips, Vice Chair Peggy Noonan, Chairman Jim Doyle, and President Jo Alice Blondin

Excused: Heather Corbin and Pam Strickler

Others Present: Cynthia Applin, Director of Institutional Research; Ed Busher, Dean of Student Support Services; Jane Cape, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Dixie Depew, Controller; Jennifer Dietsch, Director of Marketing; Julie Falconer**, Senior IT Executive, CampusWorks; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Director of Information Technology; Duane Hodge, Director of Workforce Development, Sales and Outreach; Dan Hunt, Interim Executive Director of the Performing Arts Center; Matt Ison, Admissions Specialist/Staff Senator; Joseph Jackson, Vice President for Business Affairs; Josh Jennings*, Founding Director, Global Impact STEM Academy; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Bret Moeller**, Senior IT Executive, CampusWorks; Twila Murray, Career Specialist/Staff Senate President; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Center for Teaching and Learning/Staff Senator; Amit Singh, Vice President of Academic Affairs; Amy Sues, Director of Strengthening Student Success and Completion; Mellanie Toles, Assistant to the President; Laura Whetstone, Human Resources Generalist; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Vinny Zicoello**, Senior IT Executive, CampusWorks

Recognition of Guests

President Blondin welcomed the guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Regular Board Meeting held on May 20, 2014. Trustee Phillips made a motion to approve the minutes as presented; Trustee Bell seconded, and the motion passed unanimously.

Presentation

President Blondin introduced Josh Jennings, Founding Director of the Global Impact STEM Academy (GISA), who provided an update of its status. He reported that the GISA's targeted enrollment for this year was 150, and they currently have 149 students enrolled.

Mr. Jennings provided a breakdown of the demographics of the student population, which includes a diverse population from a total of 14 area school districts. It was noted that due in large part to a recent grant through Walmart aimed at engaging female students, the GISA has close to a 50/50 split in terms of gender, whereas last year only 20% of their students were female. He feels they are reaching a good audience, but still would like to extend out more and will continue to focus on the urban population of Springfield. It was noted that STEM education is for everyone from all demographics and backgrounds, and GISA is a public school that provides the opportunity for exposure to careers focused on food science, energy and the environment that are in high demand. The only criterion students must meet is to have successfully completed the eighth grade.

Mr. Jennings gave kudos to Clark State for being a strong partner since the GISA's inception. The school is housed here in Shull Hall and will remain there until it moves to the former South High School building in Fall 2015. He noted that the College has been remarkable in meeting their needs in a short timeframe, particularly Physical Plant and Information Technology staff. He noted that his staff enjoys a great working relationship with our staff, and he does not think they would be as successful without that.

Mr. Jennings indicated that a major piece of what they do is provide an early college high school model, and Clark State is their strongest local partner. Dr. Singh and Mr. Jennings work together to make sure each institution serves students seamlessly.

A brief question-and-answer session followed the presentation. Mr. Jennings indicated that the new facility will provide an abundance of science labs, open collaborative space for group projects, and expandable classrooms that can be used for interdisciplinary instruction. The first two floors could house 400 students, and the third floor could house another 200 students. How the GISA will expand are decisions that its board will need to make, but Mr. Jennings envisions test plots, community gardens and greenhouses – a bustling center of activity. It was noted that Clark State will utilize 8,000 square feet of the facility to house food and bioscience programs that would primarily involve STEM students in dual enrollment.

*Mr. Jennings exited the meeting at 6:52 p.m.

CampusWorks Staff

Matt Franz, Director of Information Technology, introduced the Senior Executives from CampusWorks who are working closely with our IT department to upgrade our campus technology: Vinny Zicollelo, Bret Moeller, and Julie Falconer. An overview of their work was provided, and it was noted that they can provide the subject matter experts as soon as we need them, so projects will be completed efficiently and less expensively.

**Ms. Falconer, Mr. Moeller, and Mr. Zicollelo exited the meeting at 7:13 p.m.

Financial Statements through June 2014 (Preliminary)

The revenues and expenses for the General Fund and each of the Auxiliary Enterprises through June 30, 2014, were distributed to Trustees prior to the meeting. It was noted that they are preliminary/unaudited statements. The audit team from Clark Shaefer Hackett and Company completed a week of field work and will be back on campus the week of September 15 to complete their field work. The audit report must be

filed with the Auditor of State, the Office of Budget and Management, and the Ohio Board of Regents by October 15, 2014. Following are areas of particular interest:

- State Share of Instruction (SSI) – The FY 2014 budget was based on enrollment, success points and course completion numbers that were projected for FY 2013 (and were an average of FY 2011, FY 2012 and FY 2013).
- Student Fees – Annual enrollment fell short of budget by 2.7%. Some of this shortfall was offset by higher than expected revenue for out-of-state fees and lab fees.
- Lease receipts exceeded budget because the revenue generated by leasing College facilities to the Global Impact STEM Academy and Assurant were unbudgeted.
- Business and Industry Training – Business increased dramatically toward the end of the fiscal year resulting in exceeding budget by \$116,000 and enjoying its highest revenue in at least the past seven years.
- Total revenue is down \$164,000 (0.57%) from the previous fiscal year.
- Expenditures for Instruction – Accrued Salary and Benefit expenses for full time faculty and adjunct faculty teaching summer term classes are not yet reflected.
- Student Services – Expenses increased \$613,000 (31.6%) primarily due to reclassifying the Greene Center budget (\$542,000) from General Administration.
- General Administration – Expenses decreased \$472,000 (21.6%). This decrease is primarily the result of reclassifying the Greene Center budget to Student Services.
- Public Service – Expenses increased \$102,000 (6.2%). Adjunct faculty salary/benefits for B&I and Non-Credit Continuing Education have increased. Also, fees paid to PAC performers are up and Hollenbeck Bayley Conference Center building maintenance expenses are up.
- Total expenses are down \$787,000 (2.28%). However, the accrued payrolls noted above that have not yet been recorded are projected to total a little over \$1 million.
- Bookstore, Parking and Commercial Transportation Training Center Auxiliary Enterprises all ended the year with net surpluses.
- The Food Service operation loss decreased 16.28% from the previous year.

Human Resources Update

Filled Positions:

Exempt:

- Toni Overholser, Director of Business and Community Development – Greene Center, (1.0 FTE), effective 9/8/2014
- Gwendolyn Owen, Academic Counselor, Student Support Services, (1.0 FTE), effective 8/12/2014
- Angela Reese, Nurse Aide/Phlebotomy Coordinator (.80 FTE), effective 8/4/2014
- Melody Gast, Co-op Coordinator (1.0 FTE), effective 8/4/2014
- Aimee Belanger-Haas, Assistant Dean, Business and Applied Technologies (1.0 FTE), effective 7/07/14
- Kenneth Laake, Director, Athletics and Student Life (1.0 FTE), effective 7/01/14

Non-Exempt:

- Melonie Mottice, Brand Management Coordinator (1.0 FTE), effective 8/4/2014
- Roseann Terbay, Records Clerk (1.0 FTE), effective 7/14/2014
- Lauren Houser, Community Outreach and Education Specialist (1.0 FTE), effective 7/1/2014

Faculty:

- Kevin Moore, HVAC Faculty (1.0 FTE), effective 8/18/2014
- Lori Ludwig, Instructional Faculty – RN (1.0 FTE), effective 8/18/2014

- Daniela Craioveanu, Developmental/College Math Instructor (1.0 FTE), effective 8/18/2014
- Jonathan Kuehnle, Instructor – Math (1.0 FTE), effective 8/18/2014

Promotions:

Exempt:

- Cort Schneider, promoted from Accessibility Office Manager, Student Affairs, Grade Level 6 to Director of Access and Student Retention, Grade Level 7, effective July 1, 2014
- Colleen Murphy, promoted from Bookstore Clerk, Grade Level 3, to Assistant Bookstore Manager, Grade Level 5, effective July 1, 2014

Non-Exempt:

- Antoinette Yancey, promoted from Records Clerk, Records and Registration, Grade Level 3 to Student Records Specialist, Grade Level 4, effective July 1, 2014

Lateral Moves:

Exempt:

- Amy Sues, from Director, Strengthening Student Success, Grade Level 7, Student Support Services to Director of Student Success and Completion, Grade Level 7, Academic Affairs, effective July 1, 2014
- Jayna Brown, from Assistant Registrar, Records & Registration, Grade Level 5 to Academic Advisor, Grade Level 5, Student Affairs, effective July 1, 2014
- Cindra Phillips, from Manager, Instructional Resources, Information Technology, Grade Level 6 to Manager, Center for Teaching and Learning, Grade Level 6, Academic Affairs, effective July 1, 2014

Open/Advertised Positions/Searches/Interviews:

Exempt:

- Executive Director, Performing Arts Center (1.0 FTE)
- Custodial Services Supervisor (1.0 FTE)

Non-Exempt:

- Part-Time Community Outreach and Education Assistant (.75 FTE)

Retirement:

- Jane Cape, Dean, Business and Applied Technologies Division (1.0 FTE), effective February 1, 2015

Resignations:

- Elizabeth Your, Instructor, Health, Human, and Public Services (1.0 FTE), effective 8/15/2014
- Jerome Murray, Assistant Professor, Arts and Sciences (1.0 FTE), effective 8/6/2014
- Cory Gaston, System Administrator, Student Info. Systems (1.0 FTE), effective 7/31/14
- Mark Curtner, Instructor, Industrial Tech (1.0 FTE), effective 8/8/2014
- Kayla Waldron, Community Outreach and Education Specialist (1.0 FTE), effective 6/27/14
- Danny Moore, Academic Counselor (1.0 FTE), effective 5/23/14

Liaison Reports

Clark State Foundation

- The Foundation welcomed two new Board members at the June meeting: Denise Antrobus, Banking

Center Manager and Business Development/Commercial Lender for WesBanco Bank in downtown Springfield; and Sue Evans, who lives in Champaign County on her family farm, Powhaton Farm, recognized last year by the Ohio Department of Agriculture as the first bicentennial family-owned and operated farm in Champaign County.

- Mark Elliott has begun a two-year term as Chairman of the Board; Steve Neely is Vice Chair.
- Scott Cody made a presentation to the Foundation Board on the Fallen Warrior Memorial; the Foundation pledged \$10,000, and the Circle of Friends pledged \$2500. Total to date is just over \$28,000, thanks to a \$10,000 lead gift from Speedway.
- The Foundation fund balance as of May 31, 2014 is \$12,544,083.
- The investment manager review process is continuing. RFPs were sent to 10 firms; one firm declined, and one firm did not respond. Joe Jackson, Steve Williams, and John Raisbeck have reviewed the remaining 8 proposals and will make a recommendation to the Finance Committee on the firms to be moved forward for consideration.
- The 2013-14 annual campaign surpassed its \$95,000 goal at \$105,000.
- Scholarship awards for 2014-15 totaling \$137,000 were approved at the June meeting.
- Twenty-four (24) Champion City Scholars graduated from Springfield High School this year; 20 of those graduates will attend Clark State, 3 will be attending 4-year schools, and 1 will be enlisting in the Navy. Four Scholars graduated from Clark State.
- The 2014 Circle of Friends gala yielded a profit of \$22,000. Save the date cards will be going out soon for next year's gala, scheduled for April 24, 2015. The Committee will soon be working on selecting the entertainment.
- Development Associate Catie Stipe has completed two weeks of intensive training in Ann Arbor and Washington, D.C., through the Council for Resource Development, an affiliate of AACC.
- A Foundation Social will be held on Tuesday, September 5, from 5:00 to 7:00 p.m. College Trustees are welcome and encouraged to attend.

Council of Governments

- The Early Childhood Education Center has been approved for the second year of the Ohio Department of Education Expansion Grant, which provides half-day preschool for children who have not been previously exposed to kindergarten preparation.
- Center enrollment is currently at 71% of capacity, since the Expansion Grant program does not run during the summer. Beginning August 25th, enrollment will jump to 85% of capacity due to the start of the program.
- The Center is preparing for its annual Step Up to Quality review, and is pursuing a Five-Star status.
- An open house will be scheduled for Council of Governments members to visit the Center within the next month or so.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

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

New Hires:

- Toni Overholser, Director of Business and Community Development – Greene Center, (1.0 FTE), effective 9/8/2014
- Gwendolyn Owen, Academic Counselor, Student Support Services, (1.0 FTE), effective 8/12/2014
- Angela Reese, Nurse Aide/Phlebotomy Coordinator (.80 FTE), effective 8/4/2014

- Melody Gast, Co-op Coordinator (1.0 FTE), effective 8/4/2014
- Aimee Belanger-Haas, Assistant Dean, Business and Applied Technologies (1.0 FTE), effective 7/07/14
- Kenneth Laake, Director, Athletics and Student Life, (1.0 FTE), effective July 1, 2014

Promotions:

- Cort Schneider, promoted from Accessibility Office Manager, Student Affairs, Grade Level 6 to Director of Access and Retention Services, Student Affairs, Grade Level 7, effective July 1, 2014
- Colleen Murphy, promoted from Bookstore Clerk, Bookstore, Grade Level 3 to Assistant Bookstore Manager, Bookstore, Grade Level 5, effective July 1, 2014

Lateral Moves:

- Amy Sues, from Director, Strengthening Student Success, Student Support Services, Grade Level 7 to Director of Student Success and Completion, Academic Affairs, Grade Level 7, effective July 1, 2014
- Jayna Brown, from Assistant Registrar, Records and Registration, Grade Level 5 to Academic Advisor, Student Affairs, Grade Level 5, effective July 1, 2014
- Cindra Phillips, from Manager, Instructional Resources, Information Technology, Grade Level 6 to Manager, Center for Teaching and Learning, Academic Affairs, Grade Level 6, effective July 1, 2014

Open/Advertised Positions/Searches/Interviews:

- Executive Director, Performing Arts Center (1.0 FTE)
- Custodial Services Supervisor (1.0 FTE)

Retirement:

- Jane Cape, Dean, Business and Applied Technologies Division, (1.0 FTE) effective February 1, 2015

Resignations:

- Cory Gaston, System Administrator, Student Information Systems, (1.0 FTE), effective 7/31/14
- Danny Moore, Academic Counselor, (1.0 FTE), effective May 23, 2014

Impact on students and/or student learning: After a detailed review of our emerging Strategic Plan, a comprehensive assessment of our students' needs, along with the College's current ability to most effectively meet those needs, it was determined that changes in the kind of services we delivered and the way we delivered those services to our students, ourselves, and to the communities we serve were necessary. Therefore, decisions were made to reorganize and refocus current assets by way of lateral moves for some employees, promotions for others, and the acquisition of new talent to fill needs.

- The Director, Business and Community Development, Greene Center will create partnerships with Greene County employers and community organizations. Indirect impact on student learning.
- The Co-op Coordinator manages the processes related to the co-op/internship program. Direct impact on student learning.
- The Assistant Dean, Business and Applied Technologies provides leadership in identifying, developing, and implementing new programming for the division. Direct impact on student learning.
- The Nurse Aide/Phlebotomy Coordinator is a replacement position. Direct impact on student learning
- The Director, Athletics and Student Life provides leadership and coordination for all athletics and student-related activities for all campuses. Direct impact of student learning.
- The Academic Counselor provides career advising, counseling, and support services while also emphasizing retention. Direct impact on student learning.

Implications for budget, personnel, or other resources: All positions are in the 2014-2015 budget.

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

Personnel Recommendations ~ 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:

- Kevin Moore, HVAC Faculty (1.0 FTE), effective 8/18/2014
- Lori Ludwig, Instructional Faculty – RN (1.0 FTE), effective 8/18/2014
- Daniela Craioveanu, Developmental/College Math Instructor (1.0 FTE), effective 8/18/2014
- Jonathan Kuehne, Instructor – Math (1.0 FTE), effective 8/18/2014

Resignations:

- Elizabeth Your, Instructor, Health, Human, and Public Services (1.0 FTE), effective 8/15/2014
- Jerome Murray, Assistant Professor, Arts and Sciences (1.0 FTE), effective 8/6/2014
- Mark Curtner, Instructor, Industrial Tech (1.0 FTE), effective 8/8/2014

Impact on students and/or student learning: All new hires have a direct, hands-on impact on the students they serve. Each position is critical to their specific program in that they provide the educational skill sets our students require.

- Located at the Greene County Career Technical Center, the HVAC Faculty position is the first full-time HVAC Instructor at the College. This position is key to growing and developing the program to best serve our students.
- The Developmental/College Math Instructor position is a new position in Arts and Sciences. This position will provide remedial as well as college level math assistance so that students will be well-prepared to further their education in any discipline.

Implications for budget, personnel, or other resources: These positions are being included into the 2014-2015 budget.

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

Vision Insurance Renewal

Due to the lack of a quorum during the scheduled June 17, 2014, Board of Trustees meeting, we are seeking approval of the below action after the fact:

Our current vision insurance coverage is provided by Vision Service Plan (VSP). This plan, which was last approved for renewal by the Board effective July 1, 2012 for a period of two (2) years, expired June 30, 2014. We have negotiated a new, four (4)-year plan renewal effective July 1, 2014 – June 30, 2018 with a 2% price reduction guaranteed for the period. The renewed plan insures 230 employees with selected coverage (employee only, employee plus one, and family) for an annual premium of \$29,500.00.

To ensure we provided continuous, seamless, vision insurance coverage to our eligible employees and their families, Dr. Blondin authorized the renewal of our vision insurance plan/coverage with VSP for four (4) years as indicated above.

Trustees are being requested to authorize President Blondin or her designee to renew the vision insurance benefit with VSP at a cost that is within the 2014-2015 budget.

Impact on students and/or student learning: The cost of this benefit will not adversely impact funding allocated to instruction, academic support, and student service departments.

Implications for budget, personnel, or other resources: The cost of this benefit is built into the 2014-2015 budget.

It was requested that the Board of Trustees authorize President Blondin or her designee to maintain the above vision insurance services at a cost that is within the 2014-2015 budget.

Work Week Policy Revision

Our Work Week Policy, # 3358:5-3-13, provides an overview of employee work requirements for the week/year including faculty instruction time, committee time, general or division staff meeting and posted office hours for student consultation, etc. Non-exempt staff are typically assigned an 8:00 a.m. to 5:00 p.m., five-day per week work schedule with a one-hour lunch period. Information technology, maintenance, and custodial staff frequently follow a different schedule due to their unique support requirements and the need to provide the least amount of disruption to other employees. Full-time exempt staff are generally assigned working hours eight hours per day during a five-day work week.

The revisions to our policy now reflect more accurately what is being implemented and provides more flexibility to supervisors by being more employee/family friendly with the work hours while still serving our students/customers at the highest levels.

3358:5-3-13 Work Week Policy

- (A) **At Clark State Community College, the work week runs from Monday thru Sunday.**
- (B) Full-time instructional faculty members are expected to teach according to the schedule that has been established by the respective dean. In addition to their teaching assignment, instructional faculty are expected to give time to committee work, general or division staff meetings, and have posted office hours for student consultation. Full-time instructional faculty members are to be available to students, through posted office hours, five hours per week. Two of the five hours may be scheduled for use of innovative methods to increase accessibility to students.

Faculty members are expected to hold classes at times and places listed in the class schedule. Requested changes must be cleared through the divisional office and reported to the dean.

Faculty members who are unable to meet assignments due to illness or other unavoidable reason shall inform their dean as soon as possible.

Whenever it is necessary for a faculty member to be away from campus for any reason, appropriate arrangements shall be made for the missed classes and the absence shall be reflected on the bi-weekly time summary which is completed by the dean.

- (C) Non-exempt staff are assigned working hours with full-time, **1.0 FTE** employees working ~~eight hours per day during a five-day~~ **40 hours per** work week. Employees assigned to administrative or academic units typically follow a daily 8:00 a.m. to 5:00 p.m. work schedule with one hour/**60 minutes** allowed for lunch. ~~Maintenance/custodial personnel frequently follow a different eight hour daily schedule to allow access to unoccupied classrooms and office areas.~~ **Information technology, maintenance, and custodial personnel frequently follow a different eight hour daily schedule to allow access to unoccupied classrooms, office areas, and equipment.**

In order to fully and effectively meet the needs of all students/ customers, some offices may be required to extend their office hours. In these situations, supervisors may establish an employee's schedule that may include an earlier or later start time and an earlier or later end time. Where possible, practical, and where no degradation of service is experienced, the supervisor may implement a flexible work schedule including a 30-minute lunch period. Provisions of the 40-hour work week must be adhered to at all times.

The College does not designate a formal rest period for non-exempt employees. Taking a break depends on the department involved and whether or not the work of the department is of such a nature that it can be interrupted at some time during the day for these employees to have a few minutes off. When rest periods are allowed, these are limited to two 15 minute breaks per day -- one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day **or be attached to a lunch period.**

- (D) Exempt staff are generally assigned working hours with full-time employees working eight hours per day during a five-day work week. However, it is understood and recognized by these employees that there may be instances, due to work load, College functions, etc., where they may be required to work additional hours per week.

Effective: September 1, 2014

Impact on students and/or student learning: Offices/services are still required to be open to meet the needs of our students. No negative impact on student or student learning.

Implications for budget, personnel, or other resources: Changes in this policy, offering the possibility of work schedule flexibility, is expected to boost employee morale and possibly increase productivity.

It was requested that the Board of Trustees approve the recommended revisions to the Work Week Policy as indicated.

Copyright Policy

The College has had a Copyright Compliance Policy and a Use and Ownership of Employees Personal Work Products Policy in place dating back to 1982. All policies are periodically reviewed and updated to reflect changing legislation, technology, procedures, etc. These policies were reviewed and combined into one policy.

Updated language was incorporated into Item (A) to more completely define copyright and to include the definition for Work for Hire; (B) (6) to reflect the fact that guidelines are posted in various handbooks and labs as opposed to being posted at each piece of duplicating equipment. Language was inserted in (C) to include the terminology Work for Hire as it relates to the ownership of work prepared by faculty and staff.

The updated policy has been reviewed internally and is being recommended for approval by the Board of Trustees.

3358:5-11-03 Copyright compliance.

- (A) Define Copyright – Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. All rights in copyright shall remain with the creator unless the work is a “work for hire.” For the purposes of this policy, a work will be considered a “work for hire” if the work is supported by a direct allocation of**

funds through the College for the pursuit of a specific project, is commissioned by the College, or is otherwise subject to contractual obligations that define it as College work. This policy covers all faculty and staff of the College including adjunct faculty.

(B) Printing/copying

- (1) The unauthorized use or copying of any material which is copyrighted and/or licensed is illegal and unethical. The copyright law of the United States (Title XVII – United States Code) governs reproducing copyrighted material. Faculty, staff and students shall abide by the national standards for copyright as reflected in the following guidelines:
 - (a) Guidelines for classroom copying for not-for-profit educational institutions with respect to books and periodicals.
 - (b) Guidelines for use of audiovisual materials including video tapes, CDs, DVDs, etc.
 - (c) Guidelines for off-air recording of broadcast programming for educational purposes.
 - (d) Guidelines for educational uses of music.
- (2) Failure to observe copyright and/or license agreements is a violation of the law and of college policy.
- (3) No college-owned/leased copying or computer equipment shall be used for unauthorized copying or commercial purposes.
- (4) Respect for the intellectual work and property of others has traditionally been essential to the mission of the college. Plagiarism is not tolerated nor is the unauthorized copying of software (including programs, applications, databases, and code), and any other material protected by copyright.
- (5) The faculty and staff of the college recognize its obligation to provide continuing guidance as to what constitutes academic honesty and to promote procedures and circumstances which will reinforce this principle.
- (6) To ensure compliance with the guidelines, the college shall make the guidelines/copyright notice available to all faculty, staff and students. Copyright guidelines are included in the faculty, staff and student handbooks and are posted in computer labs and other public areas where there is equipment capable of producing copies. This includes public copiers, fax machines and printers.
- (7) Liability for any infringement of this policy rests with the person making the copy or requesting the copy.
- (8) The copyright compliance officer at the college is the director of library services. Records of all requests for permissions, replies to such requests and license agreements shall be filed and maintained in the office of the copyright compliance officer.

(C) **Works for Hire** - Use and ownership of employees' personal work products – **“Work for hire” is a legal term defined as “a work prepared by an employee within the scope of his or her employment.” This definition includes works prepared by employees in satisfaction of**

sponsored agreements between the College and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The employer by law is the “author,” and hence the owner, of works for hire for copyright purposes. Ownership in a work for hire may be relinquished to the employee or others only by an official of the College authorized to do so.

- (1) Employees may not utilize college personnel, facilities or equipment for purposes not related to the college mission.
- (2) For purposes relating to the college mission, the college shall have unlimited use of all employees’ personal work products created with the assistance of college personnel, facilities or equipment.
- (3) For purposes relating to the college mission, materials, processes or work products created with the assistance of college personnel, facilities or equipment or created while under contract with the college for the purpose of the creation of such materials, processes or work products shall be the exclusive property of the college.

Replaces: 3358:5-3-18 and 3358:5-11-03

Effective: August 26, 2014

Impact on students and/or student learning: It is important for students, faculty and staff to understand that whenever material developed by someone else is utilized the source must be noted/recognized.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to rescind the previous Copyright Compliance and Use and Ownership of Employees’ Personal Work Products policies and approve a Copyright Policy effective immediately.

Board Governance Policies Revision

In March 2013 the College was successful in securing a Federal National Science Foundation (NSF) Grant for professional development pathways for students and faculty in our Cybersecurity Program. This grant is for a three-year period and totals \$603,143. In April 2014 Booz Allen Hamilton completed a desk review on behalf of the NSF which included an assessment of the College’s award-related management practices and a review of our accounting and financial systems.

As a result of this desk audit, it was noted that College policies do not specifically state who has the authority to accept grant awards and subsequent amendments on behalf of the College.

Following is the Delegation to the President governance policy that was adopted in 2002. This policy has been amended to add (F) in order to address the NSF desk audit recommendation. Also following is the Contracting Authority Resolution governance policy that was adopted in 2003. This policy has been amended to add a new (B) in order to address the NSF desk audit recommendation.

3358:5-1-20 Delegation to the President

The President is accountable to the full Board. The Board will establish the governing policies, delegating implementation of the policies and the development and implementation of procedures to the President.

- (A) All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff is considered to be the authority and accountability of the President.
- (B) Ends policies direct the President to achieve certain results; executive limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. With respect to ends and executive means, the President is authorized to establish all further procedures, make all decisions, take all actions, and develop all activities as long as they are consistent with the Board's policies and the Ohio Revised Code.
- (C) The Board may change its policies, thereby shifting the boundary between Board and Presidential domains. By so doing, the Board changes the latitude of choice given to the President. However, so long as any particular delegation is in place, the Board and its members will respect and support the President's choices. This does not prevent the Board from obtaining information in the delegated areas, except individual client-identified data.
- (D) Decisions or instructions of individual Board members, officers, or committees are binding on the President, unless the Board as a whole or the Chairperson overrules the committee. In the case of Board members or committees requesting information or assistance without Board authorization, the President can refuse such requests that require – in the President's judgment – a material amount of staff time or funds or are disruptive.
- (E) The President, or his/her designee, is authorized to execute and deliver, in the name of, on behalf of, and as the act of the College, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing as may be authorized for execution and delivery by the Board of Trustees of the College. The authority conferred to the President or his/her designee shall remain in full force and effect until revoked or modified by the Board of Trustees in writing.
- (F) **The President, in addition to the Vice President of Advancement and the Vice President of Business Affairs, is authorized to accept and receive (federal and other) grant awards and subsequent amendments on behalf of Clark State Community College.**

Effective: August 26, 2014

3358:5-1-07 Contracting Authority Resolution

- (A) The President of Clark State Community College, or his/her designee appointed in writing, is authorized to execute and deliver, in the name of, on behalf of, and as the act of the College, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing as may be authorized for execution and delivery by the Board of Trustees of the College.
- (B) **The President of Clark State Community College, in addition to the Vice President of Advancement and the Vice President of Business Affairs, is authorized to receive and accept (federal and other) grant awards and subsequent amendments on behalf of the College.**
- (C) Upon request of a contracting party, the secretary of the Board of Trustees of the College may certify to the requesting party the adoption and existence of these resolutions.
- (D) The authority conferred to the President of the College or his/her designee by these resolutions shall remain in full force and effect until revoked or modified by the Board of Trustees of the College in writing.

Effective: August 26, 2014

Impact on students and/or student learning: The College must be in compliance with Federal rules/procedures of the National Science Foundation in order to receive all funds awarded under the NSF grant award for the Cybersecurity Academic Program. The funds used will directly and positively impact the teaching/learning process in this in-demand academic program.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised Delegation to the President and Contracting Authority Resolution policies as presented, effective immediately.

Joint Use Agreement City of Springfield

House Bill 479, the FY 2015/FY 2016 Capital Appropriations Bill, contains the following allocation under Clark State Community College:

- Springfield UAS Hangar - \$500,000

This appropriation is considered a community project whereby the College is used as the vehicle to pass the funds through to another non-profit organization. In the case of this appropriation, it is the City of Springfield. In order to facilitate this pass-through, a Joint Use Agreement needs to be developed and executed between the parties and approved by the College Board of Trustees, the Ohio Board of Regents Board of Trustees, and the State Controlling Board. The College is not responsible for debt service payments on this appropriation and will receive a 1.5% administrative fee.

These funds will be used by the City of Springfield to construct hangars at the Springfield-Beckley Airport. The City agrees to dedicate one of these airport hangars for use by the College. The College's Precision Agriculture Academic Program, as a part of our unmanned aerial systems initiatives, will utilize this hangar space. After consideration by the College Board of Trustees, the next step in the process is for the agreement to be submitted to the Ohio Board of Regents for review and posting on their website for public comment.

(Copies of the Joint Use Agreement and related documents are available in the Office of the Vice President for Business Affairs.)

Impact on students and/or student learning: This agreement will have a positive impact for students, student learning and the College's academic programs.

Implications for budget, personnel, or other resources: The 1.5% administrative fee will generate \$7,500, which will be utilized in the Precision Agriculture program.

It was requested that the Board of Trustees approve the Joint Use Agreement between the City of Springfield and the College that results in a collaboration that will be beneficial to students.

Reserve Expenditure Recommendation

In the interest of collaboration and fulfilling our role as the local "community" college, we entered into a lease agreement to house the Global Impact STEM Academy (GISA) for their 2013 – 2014 academic year. When we entered into that agreement, it was anticipated that this would be a one-year endeavor and that

after one year the GISA Board would have identified a permanent site. Even though over the course of the past year many individuals, companies and organizations worked tirelessly to secure funding for a more permanent site, it turned out to be too short of a time frame to get accomplished. The GISA Board requested consideration for renewing the lease agreement with the College for one additional year. The College once again stepped up and agreed to house the GISA for their 2014 – 2015 academic year.

In order to accommodate a tripling of their student enrollment, it was necessary to renovate additional spaces within Shull Hall. It was also necessary to relocate some College academic classes, labs, and the Theater Arts Program's Scene Shop. In order to accomplish these moves, expenses were incurred in making improvements in Shull Hall (\$23,000) and adjacent to the Fire Training Tower at the Leffel Lane campus (\$10,000). Bids for work related to improvements of the storage facility at 350 S. Fountain Avenue (\$62,000) were open on August 14, 2014.

The recommendation is for the Board to approve funding the expenses of up to \$95,000 from College reserves. The bulk of these funds will be used to improve 350 S. Fountain Avenue, which will result in the College being able to more fully utilize this facility for many years to come. The funds used for improvements to Shull Hall will result in that facility being improved for academic use after GISA vacates. The smallest portion of these expenses will serve to create convenient storage space for the Fire Services Academic Department adjacent to the Fire Tower (versus their current storage space in downtown Springfield).

Impact on students and/or student learning: Improving facilities will result in benefits for students in the Academic Theater Program and Fire Services Program.

Implications for budget, personnel, or other resources: There is no implication for the general fund operating budget. Expenses will be appropriated from reserve funds.

It was requested that the Board of Trustees approve the expenditure of up to \$95,000 for accommodating the GISA for the 2014 – 2015 academic year, including funding improvements at Shull Hall, 350 S. Fountain Avenue and at the Fire Tower on the Leffel Lane Campus.

Bid Award – 350 Barn Improvements

In order to accommodate the Global Impact STEM Academy (GISA) for the 2014 – 2015 academic year, it was necessary to relocate the Theater Program's Scene Shop from Shull Hall to another location. It was determined that the facility at 350 S. Fountain Avenue, which has been used for storage and is an unfinished metal building, would be the most cost effective and would be in a convenient location for students. In order to hold academic labs in this building, it is necessary to make improvements. Six local contractors were invited to submit bids for this work. Three submitted bids, which were due August 14, 2014. The estimate for this work was \$61,880. Bids received were as follows:

- C&N Industrial Contractors - \$94,000
- Wenco Construction Company - \$71,882
- Triec Electrical Services - \$62,793

We are recommending that the Board accept the bid from Triec Electrical Services in the amount of \$62,793.

Impact on students and/or student learning: These funds will be used to make improvements to a College facility in order to safely and comfortably accommodate students in the Scene Shop lab for the Academic Theater Program.

Implications for budget, personnel, or other resources: There is no implication for the general fund operating budget. Expenses will be appropriated from reserve funds.

It was requested that the Board of Trustees approve the bid award for the 350 Barn Improvements Project to Triec Electrical Services in the amount of \$62,793.

Faculty Promotions in Rank

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank (a copy of the promotion criteria is attached).

To be considered for promotion in rank, the eligible faculty members must submit an application letter summarizing how they meet the criteria and a curriculum vitae. This letter initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office to release the following information: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

After consideration by the Faculty Promotion Committee, the Vice President of Academic Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Blondin as having met all of the criteria required for promotion to the varying ranks.

The following faculty are recommended for promotion this year:

Professor: Cynthia Lehmkuhle and Fabian Novello

Assistant Professor: Julie Cuy-Castellanos, Deborah Fishbach Corvin, Melissa Holmes, and Janet Taylor

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2014/2015 already takes into consideration promotions in rank.

It was requested that the Board of Trustees move to adopt the personnel actions outlined in the recommendations for promotion in rank, effective June 2014.

Trustee Bell made a motion to approve all action items as presented. Trustee Evans seconded, and the motion passed unanimously.

Report of the President

President Blondin reported that Chairman Doyle was awarded the Ohio Association of Community Colleges' (OACC) Maureen C. Grady Award for Special Achievement at the OACC annual meeting on May 26th. He also received a proclamation from the Ohio Senate. After being applauded by the group, Chairman Doyle commented that it was a very special honor for him to receive, particularly having

Maureen present it to him herself.

President Blondin also mentioned the following:

- Fall Convocation was a lovely event, and she expressed appreciation to the Trustees who attended. There were nearly 300 people in attendance, and the event kicked off with a performance by the Bucket Band. The Band is also performing this Thursday at 4:45, and Dr. Blondin will join them.
- The reception held at the Springfield Country Club for faculty, staff and Trustees was a lovely event with more than 200 in attendance. Next year the event will be held from 6:00 to 8:00 p.m. to accommodate Student Services staff who work later hours the week before classes start.
- The first week of class is off to a great start, thanks to all faculty and staff.
- President Blondin, Dr. Singh and Theresa Felder attended a meeting at the Ohio Board of Regents with the Chancellor and representatives from Sinclair Community College. She provided an overview of the meeting, noting that there does not seem to be a taste for a service district change at the legislative level. Such a move would require the approval of all legislators and college board members.
- We are working with the GreenTree Group to update the Greene County plan that was done in 2007. We want to ensure we are poised for success in Greene County as well as Logan County.
- Updated information regarding the possible dissolution of the Council of Governments (COG) has been distributed to Trustees; the next COG meeting will be held in October.
- An Executive Council retreat was held in July resulting in a stronger team.
- The October Board meeting date has been changed to Tuesday, October 28, due to a conflict with the Association of Community College Trustees conference that several Trustees and Dr. Blondin are attending.
- Current Trustees, with the exception of our two newest trustees, have met their ethics training requirement for the year. Training opportunities will be shared with Trustees McDorman and Strickler.
- In a continued spirit of collaboration, Clark State and Central State University are partnering to bring in Dr. Freeman Hrabowski to speak on Wednesday, November 15. All area colleges will be invited to attend, along with both institutions' faculty, staff and area legislators.
- Student Senators have not been assigned yet for this academic year, but a representative will attend the September Board meeting to provide a report.

Dr. Blondin asked Staff Senate President Twila Murray and Faculty Senate President Dee Malcuit to provide Senate updates. Ms. Murray reported that Staff Senate is currently gearing up for the new year by developing a calendar of initiatives, making appointments to all-college committees, and soliciting feedback concerning changes to the performance management process. After indicating that faculty have enjoyed a great first couple of days of class, Ms. Malcuit reported that Faculty Senate has a long list of initiatives underway, including dividing people into and appointing chairs for the all-college committee groups; restructuring faculty committees and rewriting their bylaws to align with the all-college committees; and working with Dr. Singh to determine criteria regarding faculty service to the College. She indicated they are very pleased with the focus on teaching and learning under Strategic Planning Goal 3, and will be working to establish the principles of teaching and learning and creating a rubric to improve the classroom evaluation system.

Dr. Blondin asked Vice President Felder to provide an update on Enrollment. Vice President Felder indicated that as of now, we are up 2% compared to last year at this time, noting that other area colleges are reporting between 3-14% below last year's enrollment. We need an increase of 1% to meet budget projections, and neither B Term nor Dual Enrollment enrollments are factored in yet, so we are confident that we will meet budget. Ms. Felder gave kudos to Nina Wiley for the very intentional and focused efforts under her leadership, and noted that Dr. Busher will be working on the retention aspect to support academic success of these students. The Board applauded faculty and staff for their efforts and positive results.

Report of the Board Chair

Chairman Doyle reported the following:

- Fallen Warrior Memorial t-shirts are still available. Trustees were asked to contact Mellanie Toles if they have not received theirs or need to order one.
- A Fallen Warrior car show is slated for Sunday, September 28, from 11:00 a.m. to 3:00 p.m.
- Four Trustees and President Blondin will be attending the ACCT Conference in Chicago, IL from October 22 – 25.
- A list of this year's Performing Arts Center performances is now available. Trustees were asked to contact Mellanie Toles with their ticket preferences.

Trustees' Open Forum

No comments were made.

Executive Session ~ President's Performance Evaluation

Vice Chair Noonan made a motion to move into Executive Session to discuss the President's performance evaluation. Trustee Bell seconded the motion, and it passed 6-0 by a roll call vote. Executive Session commenced at 7:47 p.m.

Vice Chair Noonan made a motion to exit Executive Session and return to general session at 8:32 p.m. Trustee Evans seconded, and the motion passed 6-0.

President's Compensation

Trustee Bell made a motion to accept the recommendation of the Board Human Resources Committee for President Blondin's compensation for 2014-2015. Trustee Phillips seconded the motion, and it passed unanimously.

Adjournment

Vice Chair Noonan made a motion to adjourn the meeting, and Trustee Evans seconded. The motion passed unanimously, and the meeting adjourned at 8:33 p.m.