



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**January 15, 2019**

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, January 15, 2019. Chairman Brad Phillips presided and called the meeting to order at 6:15 p.m.

### **Roll Call:**

**Present:** Andy Bell, Jim Doyle, Sharon Evans, Kyle Hall, Maurice McDonald, Mike McDorman, Vice Chair David Ball, Chairman Brad Phillips, and President Jo Alice Blondin

**Excused:** Peggy Noonan

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Mike Cuffman, Assistant Dean of Arts and Sciences; Terri Dinsmore, Professor, Health, Human and Public Services; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology; Ron Gordon, Dean of Enrollment Services; Nora Hatem, Assistant Professor, Business and Applied Technologies/SOAR participant; Dr. Tiffany Hunter, Vice President of Academic Affairs; Crystal Jones, Assistant Dean of Business and Applied Technologies/SOAR participant; Theresa Lauricella, Associate Professor, Arts and Sciences/SOAR participant; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Marling, Professor, Business and Applied Technologies/ Faculty Senate President; Laurie Means, Executive Director of Marketing; Bobbi Mills, Administrative Assistant, Workforce Development/SOAR participant; Kathy Nelson, Controller; Toni Overholser, Director of the Foundation; Brandy Phipps, Adjunct Faculty Member; Gwen Stevenson, Interim Dean of Health, Human and Public Services; Amy Sues, Dean of Institutional Effectiveness, Planning and Assessment; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nathan Walters, Network and Systems Administrator/Staff Senate President; Linda Wardell\*, student; Anara Williams\*\*, Vice President of Student Senate; Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office; and Tracy Yates, HBC and Conference Services Manager/Staff Senate President-Elect/SOAR participant; and Nina Wiley, Dean of Student Engagement and Support Services

### **Recognition of Guests**

Chairperson Phillips welcomed guests and asked them to introduce themselves.

## **Public Comment**

There were no public comments.

## **Student Success Story**

Nina Wiley, Dean of Student Engagement and Support Services, introduced Linda Wardell, who earned her associate's degree in December 2018 and is now taking courses toward her Bachelor's degree in Social Work.

Ms. Wardell shared that at a young age while living in Germany she contracted an illness which negatively impacted her reading, thinking, learning and speech abilities as well as some muscle movement; the doctor said she may never read or write. She always felt like her disabilities set her apart and feared that her secret would be found out. She found that she needed to be creative to be successful and went on to become a chef and owned her own restaurant most of her adult life. Education had never been easy since her ability to think effectively made academic achievement a challenge, but when she came to Clark State, Dr. Cort Schneider helped put her at ease and helped her attain the ability to advocate for what she needs to succeed in a learning environment. During her time here, she found her passion in Social Work. She credited Clark State staff in helping to prepare her for her next steps by allowing her the opportunity to serve as both a peer listener and President of the National Alliance on Mental Health (NAMI) on campus.

Chairman Phillips thanked Ms. Wardell for sharing her story and wished her much success in her future endeavors.

\*Ms. Wardell exited the meeting at 6:24 p.m.

## **Approval of Minutes**

Chairman Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on October 16, 2018. Trustee Doyle made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met January 8, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Matt Franz, Vice President, Information Technology; Larry Wakefield, Vice President for Business Affairs; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder. Agenda items included:

- Approval of November 20, 2018 Meeting Minutes - ACTION
- Moody's Presentation
- Monthly Financial Report
- Banking Information
- Healthcare Initiative Update (Mercy Agreements) - ACTION
- Rhodes Hall Update
- REACH Update

- Budget Timeline 2019/2020
- Conflict of Interest Policy – ACTION
- Purchasing Policy - ACTION
- Cash on Hand Policy – Discussion
- Investment Policy – Discussion
- Cell Phone Tower
- Other Business
- Next Meeting – February 19, 2019, 7:30 a.m., TLC 113

### **Quarterly Financial Report through December 31, 2018**

The Revenue/Expenditure Report, Balance Sheet, Statement of Reserve Activity, Statement of Restricted Income and Charges, and Greene Center Quarterly Report were distributed prior to the meeting with the following noted:

State Share of Instruction (SSI) – The FY 2019 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The revised projection from the Ohio Department of Higher Education (ODHE) is less than budgeted.

Student Fee Revenue deficit increased from October due to deregistration for Fall enrollment, and actual College Credit Plus (CCP) expense recognized. Overall, the revenue is down less than 1.8% in comparison to budget.

Workforce Non-Credit Training is below budget. They expect revenue to pick up in the Spring. They have brought in Restricted money through the Job Readiness grant.

Total Expenses continue to be less than Revenue by \$347,000 (2.3%).

The Bookstore continues to be in a deficit position due to partnering on the virtual bookstore with eCampus.

Commercial Transportation Training Center continues to have a surplus.

Parking continues to exceed budget.

Food Service continues to need subsidizing.

Balance Sheet – Total current funds have decreased by \$501,000 (2.9%) compared to second quarter of FY 2018. The decrease is primarily due to deferred income for Spring 2019, and timing on payables.

Statement of Reserve Activity – Total ending balance for December 31, 2018, was \$9,366,769.02. The primary activity involved deferred maintenance, Executive Search, REACH Center, and finishing out the contract started in FY 2018 with Ferrilli.

Greene Center Revenue and Expenditures:

- Budget for State Share of Instruction for the Greene Center has been calculated at 20% of the overall disbursement for Clark State Community College. This is based on actual credit hours taken at the Greene Center during Fall 2016, Spring 2017 and Summer 2017.

- Budget for Student Tuition is computed using Fall 2017 credit hours. Student enrollment was projected to be flat compared to last year.
- Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$155.33 per credit.
- Expenditures were rolled-up to match categories currently used for financial reporting.

### **Budget Timeline 2019 - 2010**

New Budget Advisory Council first meeting	11/30/18
Budget Advisory Council meets	1/23/19
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/19
Initial revenue projection	2/11/19
Budget Advisory Council meets	2/20/19
Expenditure requests forwarded by budget managers to Controller	3/4/19
First revision to revenue projection	3/11/19
Expenditure requests forwarded by Controller to Executive Council	3/18/19
Budget assumptions presented to Board Finance and Facilities Committee	3/26/19
Budget Advisory Council meets	3/27/19
Second revision to revenue projection	4/15/19
Budget Advisory Council meets	4/17/19
Budget Advisory Council meets	5/8/19
Budget issues presented to Board Finance and Facilities Committee	5/14/19
Board of Trustees action on tuition/fees for 2019-2020	5/21/19
Budget Advisory Council meets	5/29/19
Balanced budget reviewed with Board Finance and Facilities Committee	6/11/19
Final balanced budget presented to Board of Trustees for action	6/18/19

### **Human Resources Update**

The following resignations and promotion are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

#### New Hires:

- Sidney Myatt, Student Services Specialist, Student Affairs, Greene Center, effective 1/7/19
- Chester Brigham, Custodian, Physical Plant, effective 1/3/19

#### Resignations:

- Barry Brown, Client Support Technician, Information Technology, effective 1/4/19
- Maria (Masha) Logan, Institutional Research Analyst, Academic Affairs, effective 12/21/18
- Sheila Corbin, Accounts Payable/Purchasing Technician, Business Office, effective 12/10/18
- Nathan Bails, Lead Custodian, Physical Plant, effective 11/2/18

#### Promotion:

- John Allen, Custodian to Lead Custodian, Physical Plant, effective 11/5/18

#### Open/Advertised Positions:

- Dean, Health, Human and Public Services (1.0 FTE)
- Director, Client Support (1.0 FTE)
- Instructor (2), RN, Health, Human, and Public Services (1.0 FTE)
- Instructor, Early Childhood Education, Health, Human, and Public Services (1.0 FTE)
- Assistant to the Vice President, Information Technology and Emergency Management (1.0 FTE)
- Accounts Payable Technician, Business Affairs (1.0 FTE)
- Client Support Technician (1.0 FTE)
- Administrative Support Health, Human, and Public Services (.50 FTE)

#### **Foundation Update**

- The Major Gifts Campaign has raised \$12,264,722.00 through the end of December 2018.
- Our Annual Campaign has raised \$70,852.00 through the end of December 2018. Requests for support were sent in December. Separate campaign requests will be sent to employees and alumni in the coming months.
- Scholarships for spring semester have been awarded. Thirty-nine (39) students received a total of \$26,335.00 in scholarship support for this semester.
- Our Holiday in the City reception at the Brinkman Education Center and Holiday Celebration at Coppertop Restaurant in Urbana were well attended events in December. There were approximately 100 attendees at each event.
- Clark State has received a \$2500.00 grant to run a “Nuts, Bolts & Thingamajigs” manufacturing summer camp for middle and high school students ages 12-16. Manufacturing careers are well-paying, in-demand careers in our region, and we are excited to use this summer camp to inspire young people in our community to become involved in manufacturing.

#### **Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center Updates**

November and December were very busy months in both buildings.

#### Performing Arts Center (PAC)

- The PAC was very busy in November and December. The Broadway National Touring Company of the musical ELF rehearsed in the Kuss for 10 days and netted \$34,220 in rental. We had an “invited dress,” which is a performance but with the possibility the show might need to stop for some technical reason. Donors and partners of the College were invited to the invited dress with 520 people attending. Trustee McDorman gave kudos to Adele Adkins and her team for bringing Elf in so the community could have an opportunity to see it and for the College to generate revenue at the same time.
- The rest of November through December 15, the PAC hosted and/or presented 15 other events.

- Melissa Etheridge has been confirmed for May 8, 2019.
- Ms. Adkins provided an overview of upcoming events including a lecture by Sara Goldrick-Rab regarding food insecurity issues many of our students face and a Frankenstein performance on Valentine's Day, featuring a pre-show lecture by Dr. Blondin.

#### Hollenbeck Bayley Conference Center (HBC)

- The HBC had 28 events from November 1 through December 15.
- The Point of Sale system has been updated to include scanners, which have sped up the bar service.
- The theatrical lighting in the HBC is starting to be replaced at the cost of \$1,500 per light.

#### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendation ~ 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 Hire:

- Dr. Tiffany Hunter, Vice President, Academic Affairs (1.0 FTE), effective 1/14/19

#### Filled Positions:

- Amy Russell, Coordinator, Student Services – Xenia, Student Affairs, Greene Center (1.0 FTE), effective 1/2/19
- Nathan Walters, Network and Systems Administrator, Information Technology (1.0 FTE), effective 11/7/18

#### Promotions:

- Kathy Nelson, Interim Controller to Controller, Business Affairs (1.0 FTE), effective 1/2/19
- Amy Sues, Associate Dean, Academic Affairs (1.0 FTE), to Dean, Institutional Effectiveness, Planning, and Assessment (1.0 FTE), effective 1/2/19

#### Impact on students and/or student learning:

- The Vice President, Academic Affairs is responsible for program development, financial management and personnel administration for all academics, library, Center for Teaching and Learning, and Workforce, Development, Sales, and Outreach.
- The Coordinator, Student Services – Xenia is responsible for student services ranging from admission to registration at the Xenia location.
- The Network and Systems Administrator position shares responsibility for the design, planning, installation and monitoring of the College network.
- The Controller manages the Business Office operations including accounting, financial reporting, budgeting, and operating expenses
- The Dean, Institutional Effectiveness, Planning, and Assessment creates a cohesive and comprehensive assessment program and coordinates accreditation activities; works with the College's constituents to integrate institutional effectiveness and assessment activities into the Strategic Plan.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in the 2018-2019 budget.

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

***Vice Chair Ball made a motion to approve the personnel recommendations as presented, and Trustee Bell seconded. The motion passed unanimously.***

### ***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:

- Dr. Arefeh Mohammadi, Assistant Professor, Advanced Manufacturing, Business and Applied Technologies, effective 1/7/19
- Dr. Arly Drake, Assistant Professor, Agriculture, Business and Applied Technologies, effective 1/7/19
- Lynn Geist, Instructor, Management, Business and Applied Technologies, effective 1/7/19

#### Resignation:

- Tami Horton, Assistant Professor, Health, Human, and Public Services, effective 1/5/19

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.

Implications for budget, personnel, or other resources: All of the above personnel actions are in the 2018-2019 budget.

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

***Trustee Evans made a motion to approve the personnel recommendations as presented, and Vice Chair Ball seconded. The motion passed unanimously.***

### ***Mercy Health Center Lease and Operating Agreement***

On February 20, 2018 at the Board of Trustees special meeting, the Board of Trustees approved a Letter of Intent (LOI) with Mercy Health Partners to document their mutual intention to discuss potential affiliation opportunities in order to jointly advance and improve upon the existing access and quality of health care services provided to Clark State Community College (CSCC) students, staff and the community.

In exploring the proposed transaction, the Parties were interested in: (1) the efficient and effective delivery of high-quality primary care health care services; (2) improving the overall quality, breadth and depth of the health care services available on campus to students and faculty; (3) advancing and improving access to preventative and treatment options available to students and faculty on CSCC campus and surrounding community; (4) aligning clinical and operational objectives, including exploring programs to facilitate clinical training of CSCC students in healthcare educational licensure programs; and (5)

ensuring that patients on CSCC campus view the facilities operated by the Parties as their destination site for health care services.

The Board of Trustees in June 2018 approved the assessment of a Student Health Fee and authorized the President to negotiate and sign the Lease and Operating Agreement. Negotiations have resulted in a proposed ten-year lease and related operating agreement that satisfy the intent of the LOI. Mercy plans to invest \$238,000 in capital improvement of space in the Applied Science Center (ASC) to be called Mercy Primary Care at Clark State. One condition of the Lease requires the College to set aside and encumber the amount of the Mercy capital investment as certain termination options require the College to repay Mercy for part of their capital investment.

(Copies of the Lease and Operating Agreement were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The health care clinic will serve as a primary care facility for our students. The clinic will also be used for student clinical experiences and internships.

Implications for budget, personnel, or other resources: There is no significant impact on budget. The \$238,000 cost of Mercy's capital investment will be reserved for the duration of the Lease in an account on the College's financial ledger. Available space in the Applied Science Center has been identified as the location. When operational, we expect to save the cost of our staff nurse and receive nominal rent. In addition, faculty, staff and community members will be able to take advantage of the Clinic for primary care and occupational health needs.

It was requested that the Board of Trustees approve the final negotiated Lease and Operating Agreement; authorize the execution of the Lease and Operating Agreement; and authorize the allocation of Reserves for \$238,000, the amount of Mercy Health Partner's capital investment under the Lease.

***A motion was made by Trustee McDorman and seconded by Trustee Hall to approve the final negotiated Lease and Operating Agreement; authorize the execution of the Lease and Operating Agreement; and authorize the allocation of College Reserves for \$238,000, the amount of Mercy Health Partners' capital investment under the Lease. The motion passed 7-0. (Trustee Doyle abstained.)***

It was noted that the Clark State team and Mia Yaniko have done an outstanding job bringing this to closure, and the group gave them a round of applause for their hard work. An official signing ceremony will be held next Wednesday at 12:30 p.m. at the Health Clinic site.

### ***Equal Employment Opportunity and Diversity Policy Revision***

The Equal Employment Opportunity (EEO) and Diversity Policy was updated to become more consistent with the current federal policy. It is simpler and clearer and less subject to interpretation.

### **3358:5-3-09 Equal Employment Opportunity and Diversity Policy**

#### **(A) Purpose**

To reaffirm and restate the College's continuing commitment to diversity and the principles of equal opportunity; to increase effectiveness by setting forth the action being taken and to be



taken by the College and its employees concerning equal opportunity in educational programs and employment.

(B) Equal Opportunity Statement

Clark State Community College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, **gender expression, gender identity, pregnancy** or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to the human resources office. ~~100 South Limestone Street, Springfield, Ohio 45502, (937) 328-6125.~~ Students seeking information regarding services for students with disabilities should contact the office of accessibility services. ~~at the Leffel Lane campus (937) 328-6098.~~

(C) General Policy

The College is committed to complying with all applicable laws regarding non-discrimination. Furthermore, it shall strive to build a diverse community in which opportunity is equal for all persons regardless of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy. The College is also committed to providing educational opportunities, developing definite operational plans and acting as a responsible institution to reduce and/or eliminate educational and job inequities among all people and will take positive steps in its response to the needs for equitable distribution of education and job access among all people. The College is further committed to taking steps to increase the number of diverse individuals in positions where they have not been traditionally employed.

(D) Specific Policy – Employment

The College shall not discriminate against any employee or applicant for employment because of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, **gender expression, gender identity, pregnancy** or physical or mental disability and any other protected group status as defined by law or College policy. Further, the College, through its employment practices and procedures shall recruit and employ qualified personnel for all of its diverse activities and at all of its facilities. The College provides equal opportunities before and during employment by administering each and every phase of its personnel program without regard to race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy.

(E) Subcontractors, Independent Contractors and Vendors

Clark State Community College shall make an effort to ensure equal opportunity for people of color, women, and other diverse individuals/groups when bidding construction/renovation

projects, contracting with independent contractors and purchasing goods and services. Clark State shall incorporate the Equal Employment Opportunity Statement in each business contract and affiliated agency contract and purchase order.

(F) Release of Information from Personnel Data Files

In order to prevent invasions of privacy, it is the policy of Clark State Community College to carefully control the release of **personal** data such as race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability, especially when linked to names. Clark State, however, may be required to release such information in order to comply with Ohio's public records law. Release of student personnel data is subject to the Family Educational Rights and Privacy Act.

Effective: February 1, 2019 ~~October 15, 2015~~

Prior Effective Dates: 7/26/05, 1/31/13, 3/18/15, **10/15/15**

Impact on students and/or student learning: The policy review and update was an important exercise to ensure that all information contained therein is up-to-date and accurate. These policy changes are important for students, as well as faculty and staff, because they need to reflect how the College operates.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised Equal Employment Opportunity and Diversity Policy, as presented, effective February 1, 2019.

***A motion was made by Vice Chair Ball and seconded by Trustee McDonald to approve the revised Equal Employment Opportunity and Diversity Policy, as presented, effective February 1, 2019. It passed unanimously.***

***Conflict of Interest Policy***

The Conflict of Interest Policy (3358:5-3-20) serves to define the activities that are adverse to the interests of the College, its employees, or its students. Further, it makes clear that any current employee who wishes to seek additional employment outside of the College, must have presidential approval.

To close the gap with new hire candidates the revised policy states that, if they are currently employed and intend to continue that employment after accepting a position with Clark State, they must have presidential approval.

In summary, the requirement for presidential approval of outside employment (to avoid conflicts of interest) will apply to prospective as well as current employees.

**3358:5-3-20 Conflict of Interest Policy**

(A) A conflict may arise when an employee of the College engages in some activity which is adverse to the interests of the College, its employees, or students. Examples of such conflicts include:

- (1) Conduct which is disloyal, disruptive, competitive or damaging,
  - (2) Outside employment which impacts the best efforts of an employee in discharging College duties,
  - (3) Use or disclosure of confidential information for personal gain,
  - (4) Solicitation or acceptance of personal gifts or services (except those of nominal value) from vendors or potential vendors to the College,
  - (5) Purchasing equipment, supplies, or services from oneself or a relative-owned business.
- (B) Employees who are uncertain if their actions may constitute a conflict of interest should check with their supervisor.
- (C) ~~Full-time employees may not accept employment outside the College without written presidential approval.~~

**Full-time employees who were previously engaged in any occupation, job, and/or employment prior to accepting a position with Clark State may not continue engaging in any occupation, job, and/or employment other than their current position with Clark State without first obtaining written presidential approval.**

**Full-time employees who wish to engage in any occupation, job, and/or employment after accepting a position with Clark State may not begin engaging in any occupation, job, and/or employment other than their current position with Clark State without first obtaining written presidential approval.**

Effective: February 1, 2019 October 15, 2015

Prior Effective Dates: 7/1/98, 8/4/06, **10/15/15**

Impact on students and/or student learning: There is no direct impact on students or student learning.

Implications for budget, personnel, or other resources: There is no impact on budget or other resources. There is potential impact on personnel.

It was requested that the Board of Trustees approve the revision to the Conflict of Interest Policy, effective February 1, 2019.

***Vice Chair Ball made a motion to approve the Conflict of Interest Policy revision, effective February 1, 2019. Trustee Doyle seconded, and the motion passed unanimously.***

### ***Purchasing Policy Revision***

The Purchasing Policy (3358:5-11-10) establishes guidelines for the purchase of goods and supplies with College funds. The policy is being updated to make it clear that the policy applies to funds from Federal, State, local or private awards and contracts.

### 3358:5-11-10 Purchasing Policy

- (A) Clark State Community College shall endeavor to purchase materials and services in the proper quantity and quality, have them available at the time they are needed, and secure them at the lowest or best price from a responsible source.
- (B) The purchase of all equipment, supplies, and services for use within the College shall be the responsibility of the vice president for business affairs/treasurer. The authority to obligate the College for any expenditure of funds shall be limited to the approval of either the President, vice president for business affairs/treasurer, or to an employee who has been delegated that responsibility by the President or vice president for business affairs/treasurer. Employees making unauthorized purchases may be held personally liable for the purchase.
- (C) In order to ensure the adequate internal accounting controls, the following bidding guidelines have been established:
  - (1) In the absence of a purchasing department, it is recommended that College personnel involved in the purchasing process exercise good purchasing judgment and secure informal competitive pricing for items requisitioned.
  - (2) All purchases of equipment, furnishings, fixtures (attached to walls, etc.), supplies and services of \$25,000 or more shall require a formal "invitation to bid" which shall be offered to selected providers. The vice president for business affairs/treasurer may also require this procedure on selected purchases under \$25,000.
  - (3) All contracts for improvements (renovation/new construction) more than \$100,000 shall require either the solicitation of informal competitive pricing or a more formal "invitation to bid" which shall be offered to selected providers.
- (D) The following items may be exempt from the above guidelines:
  - (1) Emergency purchases (i.e., maintenance, equipment repair, etc.).
  - (2) Items pre-bid (i.e., by the state of Ohio, the Inter-University Council Purchasing Group, etc.).
  - (3) Items purchased from a "sole source provider."
  - (4) Professional service providers (i.e., consultants, physicians, brokers, etc.).
- (E) Requirements for contracting for the following services are established in the Revised Code:
  - (1) Professional design and design-build services with a fee in excess of \$50,000 must follow the requirements of section 153.65 of the Revised Code.
  - (2) Professional design and design-build services with a fee of less than \$50,000 must follow the requirements of section 153.71 of the Revised Code.

- (3) Printed materials must follow the requirements of Chapter 3345.10 of the Revised Code. Vendors must produce the printed materials at manufacturing facilities within the state of Ohio or in accordance with the criteria and procedures established pursuant to division (C)(4) or (C)(5) of section 125.09 of the Revised Code in order to be determined qualified.
  - (4) Independent public accountants must follow the requirements of Chapter 117 of the Revised Code. The process is led by the Auditor of State.
  - (5) Improvements (renovation/new construction) in excess of \$200,000 must follow the competitive bid limits requirements of section 3354.16 of the Revised Code.
  - (6) Legal counsel is assigned by the office of the Ohio Attorney General.
- (F) Any necessary administrative guidelines needed to implement this policy, shall be established by the College administration.
- (G) As goods and services are procured using funds from Federal, State, Local or private awards and contracts, the following shall be applied as an addendum to the College's general procurement procedures.**
- (1) The College's procedures for procurement and purchasing should be followed unless the award or contract stipulates otherwise. When the award or contract is different from the College's policy & procedure, the purchasers shall follow whichever policy and procedure is more stringent.**
  - (2) All records of expenditure for Federal awards must be maintained on the accrual basis of accounting, which is consistent with the College's basis of accounting. Goods and services will be expensed in the year they are received, not the year they are paid.**

Effective: **February 1, 2019** ~~October 15, 2015~~

Prior Effective Dates: 3/13/78, 2/27/88, 12/1/94, 7/1/98, 10/8/01, 5/12/06, 7/13/12, 3/27/15, **10/15/15**

Impact on students and/or student learning: There is no direct impact on students or student learning.

Implications for budget, personnel, or other resources: There is no impact on budget, personnel, or other resources.

It was requested that the Board of Trustees approve the revision to the Purchasing Policy, effective February 1, 2019.

***Trustee Doyle made a motion to approve the revised Purchasing Policy, effective February 1, 2019. Trustee Bell seconded, and the motion passed unanimously.***

#### ***Use of College Reserve Funds for Dump Truck Purchase***

Our twenty year old heavy duty dump truck broke down for good in December. It had been repaired numerous times over the years. It was used for plowing snow and salting roads and parking lots during the winter and for hauling throughout the year. Considerable research was conducted looking for a

replacement, including used. The best option is to purchase a new International truck body from the state's Department of Transportation (DOT) contract and related steel dump body. The total cost will be \$123,056.34 with \$48,750.00 funded from Parking fund balance and \$74,306.34 from Reserves.

Impact on students and/or student learning: The safety of our students will be improved by better maintenance of the parking lots and walkways during the winter.

Implications for budget, personnel, or other resources: Funds have previously been set aside for Vehicle Replacement in Reserves. We plan to replenish this fund.

It was requested that the Board of Trustees approve the use of \$74,306.34 of the Vehicle Replacement allocation in Reserves for purchase of a new dump truck.

***Trustee McDorman moved to approve the use of \$74,306.34 of the Vehicle Replacement allocation in College Reserves for the purchase of a new dump truck. Trustee Bell seconded the motion, and it was unanimously approved.***

### ***Diagnostic Medical Sonography Program Approval***

Approximately four years ago the Xenia YMCA approached Clark State about partnering with Kettering Health Network in a new educational center in Xenia, the REACH Center. As Kettering Health Network was a partner, and healthcare careers continue to be in strong demand, the College's programming at the center emphasizes healthcare programs. A new program, Diagnostic Medical Sonography (DMS), was selected to be established. The job outlook for graduates is good, it is an Ohio in-demand career, and the pay for graduates is comparable to that of a registered nurse. The Dean of Health, Human and Public Services worked with a consultant to develop a curriculum that has been approved by the Curriculum Committee and Faculty Senate.

Following approval from the Board of Trustees, the College must submit an application to the Higher Learning Commission and the Ohio Department of Higher for approval to offer this program.

Impact on students and/or student learning: The DMS program will offer students an in-demand career that earns a salary comparable to that of a Registered Nurse. Kettering Health Network has agreed to grant interviews to our graduates from this program.

Implications for budget, personnel, or other resources: Startup costs for equipment and supplies was included in the initial REACH Center budget. A full-time faculty member will be necessary to operate the program.

It was requested that the Board of Trustees approve the request to offer the Diagnostic Medical Sonography program.

***Trustee Evans made a motion to approve the request to offer the Diagnostic Medical Sonography program, and Trustee Hall seconded. The motion passed unanimously.***

### ***Technical Faculty Promotion Policy***

The College has a faculty rank and promotion policy for faculty members who teach in traditional academic areas whose required credentials include a master's degree. Many technical program

faculty, however, are not eligible for promotion under the existing policy. A technical faculty member is a full-time faculty member who teaches in a technical/vocational program leading to a certificate and/or degree and whose required credentials include a terminal degree less than a master's degree and/or professional licensure or certification in the technical/vocational area in which the faculty member teaches. Faculty Senate approved the policy for the promotion of technical faculty on September 17, 2018, and Faculty Assembly voted to approve the policy on October 8, 2018.

Faculty Senate, on behalf of all faculty, submitted a proposal to offer technical faculty promotion in rank. Attached is a Technical Faculty Promotion Policy, which outlines the eligibility requirements for a technical faculty member to be promoted.

**Technical Faculty Promotion Policy** (Policy number to be assigned)

- (A) Clark State Community College supports a promotion system for technical faculty that is designed to reward individual performance that contributes to the College's mission.
- (B) The ranks that have been established as part of the system. These include Instructor, Principal Technical Instructor, Master Technical Instructor, and Senior Technical Instructor.
- (C) A progression in leadership responsibilities is critical to the advancement of faculty from one rank to the next.
- (D) Eligibility requirements, established by the college, include educational attainment and work experience as appropriate to the rank to which the person is applying.
- (E) Technical Faculty seeking promotion submit evidence of their achievements according to set criteria, including effective teaching/learning, professional growth, and service to the College and community.
- (F) Peer review by colleagues is an essential component of the system.
- (G) Promotion must be earned and is not automatic.
- (H) The College President is the final authority for all decisions related to promotion.
- (I) The Vice President of Academic Affairs (VPAA) shall ensure that a promotion calendar is established for timely process completion.
- (J) General guidelines for candidates for promotion shall be as follows:
  - (1) The promotion committee shall review the materials submitted for consideration. The promotion committee shall verify whether or not the technical faculty member has met the minimum requirements for promotion. If the minimum requirements are not met, the committee shall take no further action and shall not review the submitted materials.
  - (2) Meeting minimum requirements does not mean that a recommendation for promotion is automatic. Submitted materials shall be organized in a manner that facilitates review; simply listing accomplishments may not be adequate. Explanations of the exact nature of the contributions may be necessary. Promotion materials shall be reviewed and evaluated

by the committee against the promotion requirements for the rank sought in order to determine whether or not the candidate will be recommended for promotion.

- (3) A pattern of contributions over the years is more meaningful than a flurry of activity just prior to promotion eligibility.

Effective: February 1, 2019

Impact on students and/or student learning: Promotion of technical faculty would aid in retaining competent faculty in the technical/vocational areas and will help promote student success in those areas.

Implications for budget, personnel, or other resources: There will be periodic budget impact resulting from promotion increases as individual faculty members become eligible for promotion in rank.

It was requested that the Board of Trustees approve the Technical Faculty Promotion Policy, as presented.

***Vice Chair Ball made a motion to approve the Technical Faculty Promotion Policy as presented. Trustee Hall seconded the motion, and it passed unanimously.***

#### ***Emergency Executive Succession Plan***

As stated in Policy 3358:5-1-31 Emergency Executive Succession, in order to protect the College and its Board from sudden loss of presidential services, the President will have no fewer than two other executive staff members familiar with Board and presidential issues and procedures. The policy also calls for the President to present to the Board each year at its reorganizational meeting in January, a recommended line of interim leadership.

To that end, the recommended line of interim leadership is as follows:

- Dr. Theresa Felder, Senior Vice President of Student Success
- Dr. Tiffany Hunter, Vice President of Academic Affairs
- Mr. Larry Wakefield, Vice President of Business Affairs
- Dr. Matt Franz, Vice President of Information Technology and Emergency Management

Impact on students and/or student learning: No direct impact to students or student learning, but having a succession plan in place will ensure that college operations proceed as normal in the event of an emergency.

Implications for budget, personnel, or other resources: Personnel and resources would be shifted as necessary based upon the circumstances.

It was requested that the Board of Trustees approve the President's recommended line of interim leadership, as presented.

***Trustee McDorman made a motion to approve the President's recommended line of interim leadership as presented, and Vice Chair Ball seconded. The motion was unanimously approved.***



## Report of the President

President Blondin welcomed Dr. Hunter to Clark State, noting that we are excited to have her here. She then deferred to the Student, Faculty, and Staff Senates for updates.

Student Senate Vice President Anara Williams reported that the Senate kicked off spring semester by walking new students to their classes and providing food for all students at various locations. Student Senate has been working hard to enhance Student Life on campus. In February, they plan to provide food for students again; March Madness bracket play and an art show will take place in March; for finals week in April, a variety of food and relaxation techniques will be provided for students; and in May, graduation will be the featured event.

\*\*Ms. Williams exited the meeting at 6:48 p.m.

Faculty Senate President Dr. Victoria Marling reported that Faculty Senate has been extremely busy this year. She thanked President Blondin and the Board for approving the promotion policy for technical faculty, and indicated that Senate will be working with administration to consider the pay and release time of program and scheduling coordinators as well as a possible increase in faculty overload. They are also working on developing the definition of shared governance.

Staff Senate President Nathan Walters reported that Senators are looking forward to collaborating with Faculty Senate on the shared governance definition. They had a successful fundraiser, and the money raised will be given to the Office of Student Support to help students in need. Mr. Walters noted that Staff Senate is committed to serving students and supporting our faculty.

President Blondin reported the following:

- The Board will hear a presentation regarding the Office of Student Support at the March Board Work Session.
- Staff Senate President Nathan Walters will serve as the emcee for Charter Night this year. It will be a casual event, and casual dress for the event, such as a Clark State (or other sports team) t-shirt or sweatshirt is encouraged.
- In March Trustee Noonan, Dr. Matt Franz and Dr. Blondin will deliver a presentation regarding our Conceal and Carry Policy at the Association of Community College Trustees' (ACCT) 2019 Governance Leadership Institute - Safeguarding Your College at Portland Community College in Oregon. Dr. Franz is coordinating the presentation as his dissertation was on campus safety. ACCT is covering their participation and travel costs.
- Dr. Blondin was asked to present at the January 2019 Future Leadership Institute at the American Association of Community Colleges' Workforce Development Institute regarding building an effective team through support strategies and to serve as a panelist on embracing the mission, vision and values of the community college.
- Trustee Scholarship recipient Tanner White wrote the Board a thank you letter, which Dr. Blondin shared with the group.
- An email from a student who was able to access Clark State's Career Closet prior to starting her first job was also shared; the student expressed appreciation for Melody Gast and the help she provided.
- A draft of the Higher Learning Commission (HLC) visit report has been received, but is not available to be made public yet. Amy Sues was given a round of applause for her leadership, patience and hard work throughout the process. Dr. Blondin also reported that Ms. Sues has earned a promotion to Dean of Institutional Effectiveness, Planning, Assessment and Accreditation since she is such an asset to this campus.

- A smaller HLC visit will take place with Ohio Department of Higher Education representatives on March 3 and 4 regarding the applied baccalaureate degree in Manufacturing Technology Management. Dr. Blondin will be in contact with Trustees regarding participation during that visit.

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

Chairman Phillips:

- Personally thanked Trustee Evans for the outstanding job she did as Board Chair the past two years, noting that her time commitment and dedication was very commendable. The group gave Trustee Evans a round of applause.
- Reported that he attended the recent Xenia REACH Center After Hours event, which was very impressive. The facility was beautiful, and there were many people in attendance. The community seems to really be embracing it and is very excited to have our great new location in Greene County.

### **Trustees' Open Forum**

Trustee McDorman inquired as to whether a Board meeting could be held at the REACH Center. Dr. Blondin indicated that we can reconfigure a classroom for a future meeting, and it may be a good place for the next Board retreat.

Trustee McDorman also indicated that the accreditation process is a very strenuous one, and our report was very thoroughly done. He expressed appreciation for all of the hard work that went into the report and visit and congratulated the staff again on a job well done.

### **Executive Session ~ Personnel**

Trustee Doyle made a motion to enter Executive Session to discuss personnel. Vice Chair Ball seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:03 p.m.

Vice Chair Ball made a motion to exit Executive Session and return to regular session at 8:21 p.m. Trustee McDorman seconded, and the motion passed 8-0.

### **Adjournment**

Trustee Hall made a motion to adjourn the meeting, and Trustee Bell seconded. The motion passed unanimously, and the meeting adjourned at 8:23 p.m.