



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 16, 2018

The Clark State Community College Board of Trustees met regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, January 16, 2018. Chairperson Sharon Evans presided and called the meeting to order at 6:03 p.m.

Roll Call:

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

Others Present: Aimee Belanger-Haas, Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Brian Edwards, Dean of Health, Human and Public Services; Dr. Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/SOAR Program Participant; Dr. Matt Franz, Vice President of Information Technology; Ron Gordon, Dean of Enrollment Services; Karen Hunt, Clark State Foundation Alumni Engagement/Annual Fund Coordinator; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Executive Director of Marketing; Charmaine Misick, Administrative Assistant to the Dean of Business and Applied Technologies/SOAR Program Participant; Dr. Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President; Lemohang Mokhalinyane, Student Ambassador; Toni Overholser, Director of Workforce and Business Solutions; Cindra Phillips, Director of the Center for Teaching and Learning; Gerald Shields, Interim Controller; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Gwen Stevenson, Registered Nursing Program Director; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean of Business and Applied Technologies; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Nathan Walters, Information Technology Client Support Manager/Staff Senate President Elect/SOAR Program Participant; Laura Whetstone, Human Resources Manager; Anna Wildman, Student; and Nina Wiley, Dean of Student Engagement and Support Services

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Student Success Story

Dean Ron Gordon introduced Anna Wildman, a student who started at the Greene Center in the Registered Nursing (RN) program. Ms. Wildman indicated that she chose Clark State due to the flexibility of classes (i.e., evenings, weekends and online) since she has a very demanding job as a narcotics detective. She started the program this semester and will graduate in 1.5 years. She plans to work part-time as an RN after graduation, retire in eight years from her current job, and then work full-time as a nurse. She thanked Dean Gordon for all of his help and encouragement.

Chairperson Evans expressed appreciation to Ms. Wildman for taking the time to speak to the Board, noting that they want to make sure they stay focused on student success as they make decisions.

*Ms. Wildman exited the meeting at 6:09 p.m.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on November 21, 2017. Trustee Doyle made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Thursday, January 11, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center (TLC), Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Dave Ball, Jim Doyle, Peggy Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Senior Vice President for Academic Affairs; Dr. Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Dr. Matt Franz, Vice President of Information Technology; Larry Wakefield, Interim Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; and Gerald Shields, Interim Controller. Agenda items included:

- Monthly Financial Report (Attachment)
- Multi-year Budget/Financial Projections Discussion
- New Greene Center Report Discussion
- Healthcare Initiative (Request For Proposal and Rating Sheet Attachments)
- Rhodes Hall Renovation Update
- Safety and Security Update
- Purchasing Policy Update
- VPBA Search Update
- Other Business
- Next Meeting – TBD

Quarterly Financial Report through December 31, 2017

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

State Share of Instruction (SSI) reflects the most recent projection from the Ohio Department of Higher Education. This number changed slightly based on FY 2017 course completion data for Spring Semester.

Student Fee Revenue deficit increased slightly from October due to deregistration for Fall enrollment. Overall, the revenue is down less than 3% in comparison to budget.

Workforce Non-Credit Training continues to surpass budget. Their revenue performance has increased 300% in comparison to the same period last year.

Total Revenue is negative \$182,319 (1.28%), due primarily to deregistration of Fall enrollment (\$124,000). The final calculation of deregistering students was not available for the October report. Workforce Non-Credit Training, PAC and Investment Income partially offset the deficit of Student Fees.

Total Expenses continue to be less than Revenue by \$540,000 (3.8%).

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 slight deficit.

Parking continues to exceed budget.

Food Service continues to need subsidizing.

Balance Sheet

Total current funds have increased by \$1.97 million (11%) compared to second quarter of FY 2017. The increase is primarily due to Account Receivable from early registration for Spring and Summer 2018.

Statement of Reserve Activity

Total ending balance for December 31, 2017 was \$9,149,967.95. The primary activity involved deferred maintenance in Applied Science Center and Brinkman buildings and Technology Projects – consulting services for Student Finance Module for \$27,000.

Budget Timeline 2018-2019

New Budget Advisory Council first meeting	11/30/17
Budget Advisory Council meets	1/24/18
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/18
Initial revenue projection	2/12/18
Budget Advisory Council meets	2/21/18
Expenditure requests forwarded by budget managers to Controller	3/5/18
First revision to revenue projection	3/12/18
Expenditure requests forwarded by Controller to Executive Council	3/19/18
Budget Advisory Council meets	3/28/18
Budget assumptions presented to Board Finance and Facilities Committee	3/30/18
Second revision to revenue projection	4/16/18
Budget Informative Session	TBD (April)
Budget Advisory Council meets	5/2/18
Budget issues presented to Board Finance and Facilities Committee	5/10/18
Board of Trustees action on tuition/fees for 2018-2019	5/15/18

Budget Advisory Council meets	5/23/18
Balanced budget reviewed with Board Finance and Facilities Committee	6/14/18
Final balanced budget presented to Board of Trustees for action	6/26/18

Human Resources Update

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

Filled Positions:

- *Deltoria Crockran*, Student Records Specialist, Student Affairs (1.0 FTE), effective 11/27/17
- *Scott Ryon*, Computer Lab Assistant, Workforce Development (1.0 FTE), effective 12/11/2017
- *Cristin Butler*, Job Readiness Coordinator, Workforce Development (1.0 FTE), effective 12/11/2017

Open/Advertised Positions:

- House/Operations Assistant (.24 FTE)
- Health Clinic Nurse (1.0 FTE)
- Digital Media Specialist (1.0 FTE)

Various charts depicting the demographics of Clark State faculty and staff were distributed to Trustees prior to the meeting. It was requested that the College's diversity goals be added as a goal line to the charts in the future.

Community College Survey of Student Engagement Report

The Community College Survey of Student Engagement (CCSEE) is an assessment tool that provides information on student engagement and is a key indicator of student learning and retention. CCSSE was established in 2001 as a project of the Community College Leadership Program at The University of Texas at Austin.

A handout detailing the CCSSE question breakdown by the five benchmarks (groups of conceptually related survey items that address key areas of student engagement) was distributed to Trustees prior to the meeting. The five benchmarks (Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction, and Support for Learners) denote areas that educational research has shown to be important to students' college experiences and educational outcomes. Therefore, they provide colleges with a useful starting point for looking at institutional results and allow colleges to gauge and monitor their performance in areas that are central to their work.

The survey results compare scores of Clark State with that of medium-size colleges and the national average 2017 cohort. These breakdowns will help to identify areas that are doing well and those that that need improvement.

Drs. Blondin and Singh provided a brief PowerPoint presentation regarding the CCSSE tool, its history, and Clark State's results. It was noted that the survey had a high rate of return and that we will use the results to improve student services; low scoring areas will be addressed in the new strategic plan.

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$7 million to date.
- Project Jericho received \$10,000 in grant funding from the Turner Foundation for calendar year 2018.

- Project Jericho staff is working with Admissions Specialist Raphael Allen to host a Game Night for the Department of Job and Family Services' Independent Living Program for foster care youth ages 14-21 on January 18 in the Brinkman Educational Center 4th Floor Community Room, and a Winter Family Arts Camp will be held February 5-9 in LRC 207-209.
- An Alumni Engagement eNewsletter will be sent out in January, and Karen Hunt is working with Melody Gast in Career Services to establish an alumni committee. An alumni networking event is being considered for May 2018.
- The Foundation holiday parties were filled with awesome alumni and student speakers, delicious food and the opportunity to celebrate a great year!
- Champion City Scholars accepted 45 scholars from Springfield City School District during the induction ceremony in late October. In addition, the inaugural class of Champaign County Scholars was inducted on November 1, and included seven students from Urbana City Schools and ten students from Graham Local Schools.

Performing Arts Center

- The month of December the PAC hosted a wide variety of events that drew 5,244 people to the venue. The events/shows in December were the following: The Midtown Men, two performances of The Illusionists, the Shawnee High school Choir concert, the Clark State RN Pinning, a College Credit Plus evening, and two Nutcracker performances.
- The Illusionists rehearsed in the venue for 103 hours over a six-day period.
- The Circle of Friends retreat with Mel Marsh will be held on February 15th.

Action Items

The following items were presented for Board approval:

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:

Filled Position:

- Michal Moore, Contract Renewal, Interim Instructor, Arts and Sciences (1.0 FTE), effective 1/8/18

Resignations:

- Jan Bruns, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 1/3/18
- Randall Green, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/17
- Cherish Lesko, Interim Instructor, Arts and Sciences (1.0 FTE), effective 12/14/17

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 2017-2018 budget.

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

Purchasing Policy Update

The intent of this policy is to establish best practice business standards for the expenditure of College funds.

The current policy needs to be updated to reflect a change in state rules and for other clarification.

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) ~~less~~ **more** than ~~\$50,000~~ **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 ~~\$50,000~~**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, ~~effective July 1, 2012,~~ shall be established by the College administration.

Effective date: ~~October 15, 2015~~ **February 1, 2018**

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: Efficient use of College funds can make additional funds available to serve students.

Implications for budget, personnel, or other resources: The use of best business practices can result in better use of existing resources. Transparency is also improved.

It was requested that the Board of Trustees adopt the Purchasing Policy as reflected above, effective February 1, 2018.

Trustee Bell made a motion to approve the personnel recommendations for Instructional Faculty and to adopt the Purchasing Policy as presented. Trustee Ball seconded the motion, and it passed unanimously via a roll call vote.

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. Amit Singh, Provost and Senior Vice President of Academic Affairs
- Dr. Theresa Felder, Vice President of Student Affairs and Greene Center Operations
- Dr. Matt Franz, Vice President of Information Technology and Safety

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.

Board of Trustees Bylaws Revisions

Clark State Community College is reviewing policies, procedures, and bylaws in advance of the upcoming Higher Learning Commission accreditation visit. Attached, please find the updated Board of Trustees' bylaws, including the following changes:

- 4a. Regular Board Meetings—Location of meetings updated.
- 4e6. Clarification of language pertaining to security of the College.
- 5b. Clarification that select committees shall be formed by a motion approved by a majority of the Board of Trustees.
- 7. Records—Language updated to reflect electronic copies of minutes/records.
- 11. Amendments—Clarification that advance notice of bylaw amendments must be submitted to the Board of Trustees 48 hours prior to the meeting.
- 12. Addition of Severability clause.

BOARD OF TRUSTEES BYLAWS

1. Officers of the Board of Trustees

- a) The organizational meeting for election of Board Officers (the Chair and Vice Chair) shall be held during the first regular meeting scheduled after the beginning of the calendar year.
- b) Each officer shall be elected by a majority of the members of the Board **of Trustees**. The term of office for the Chair and Vice Chair of the Board of Trustees shall be for a period of one year, and neither shall serve in his/her office for more than three consecutive years. Each officer shall perform the legal duties of the office and such other functions as are designated **and assigned** by the Board of Trustees.
- c) The Board **of Trustees** shall also appoint a Secretary. The Secretary can be a member of the Board **of Trustees**, the President of the College, or the President's designee.
- d) The Treasurer of the Board **of Trustees** shall be the College's Chief Fiscal Officer.

2. Duties of Officers

- a) The Board Chair shall adhere to Board Policy ~~2-6~~ **3358:5-1-16** (~~The~~ Chairperson's Role) in fulfilling his/her role. He/she shall appoint all committees unless otherwise ordered by the Board **of Trustees**.

- b) The Vice Chair shall perform the duties of the Chair in the absence of the Chair. He/she shall perform other functions as designated by the Board **of Trustees**.
- c) The Secretary shall sign all legal documents as authorized by the Board **of Trustees**. He/she shall prepare and maintain the official minutes of Board meetings and expedite such communication as the Board **of Trustees** may direct.
- d) The Treasurer shall be empowered to authorize expenditure of funds and to perform other functions as designated by the Board **of Trustees**.

3. **Removal of Officers**

Any officer of the Board **of Trustees** may be removed for cause by resolution ~~of~~ **approved by** a majority of the **members of the** Board.

4. **Meetings**

a) Regular Board Meetings

The Board of Trustees shall hold regular meetings on such dates and at such times as a simple majority of the Board determines. The Board of Trustees may perform all such duties and functions and take all such actions as authorized by Ohio law and administrative code provisions. The Board²s of Trustees' regular place of meeting is ~~Room 320 in the Library Resource Center~~ **Room 113 of the Sara T. Landess Technology and Learning Center** on the college campus at 570 East Leffel Lane, Springfield, Ohio, **however, periodically, the Board will conduct its regular meeting at other locations.** The agenda of **each** regular meetings will be established one week in advance **of each such meeting** and will be available in the office of the **President/Board of Trustees, Room 322 304, Library Resource Center LRC Building, Leffel Lane Campus.**

All meetings are conducted in an orderly and democratic manner. Robert's Rules of Order, **most recent edition**, prevail in formal actions of the Board. The length of a formal meeting is a matter of Board discretion.

b) Special Meetings

Special meetings of the Board of Trustees may be called by the Board Chair, or any three members ~~thereof~~ **of the Board**, by serving on the other members **of the Board of Trustees** a written notice of the time and place of such meetings at least **twenty-four (24)** hours before such meeting is to take place.

e) ~~Place of Meetings~~

~~All regular meetings of the Board will be held within the College District unless the full Board determines otherwise.~~

dc) Adjourned Meetings

Any legal meetings of the Board may be adjourned to a specific time and place. Only items on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

ed) Meeting Schedule

A schedule of meetings for the calendar year will be presented at the January meeting.

~~*POLICY ON REGULAR MEETINGS AND EXECUTIVE SESSIONS*~~

e) **Policy Regarding Open Public Session and Executive Session**

Pursuant to the Ohio Revised Code, the Clark State Community College Board of Trustees has reaffirmed its policy of taking all official action in public meetings and of conducting the deliberation of official business in open sessions unless the subject matter is specifically excepted by law. In keeping with the latter, the Board reserves to its discretion the holding of executive sessions at regular and/or special meetings only after a majority of a quorum of the Board determines, by a roll call vote, to hold such a session and only for the purpose of the consideration of the following matters, **and otherwise as permitted by Ohio law:**

- ~~1.~~ **i.** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, or to investigate charges or complaints against an employee, unless such employee requests a public hearing. The motion and vote to hold an executive session pursuant to this paragraph shall state ~~which are~~ the purposes for which the executive session is to be held.
- ~~2.~~ **ii.** To consider the purchase of property or the sale of property by competitive bidding.
- ~~3.~~ **iii.** To confer with the Board's attorney concerning disputes that are the subject of pending or imminent court action.
- ~~4.~~ **iv.** To prepare for or review negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment.
- ~~5.~~ **v.** To maintain confidentiality required by federal law, rules, or state statute.
- ~~6.~~ **vi.** To discuss security arrangements **or emergency response protocols for the College** where disclosures **of the matter(s) discussed could reasonably be expected to jeopardize the security of the College.** ~~might reveal information that could be used for the purpose of violating the law, or avoid prosecution for a violation of law.~~

5. **Committees of the Board**

The Board of Trustees is committed to the principle that the Board acts as a whole and not as individuals or groups within the Board. All committees of the Board **of Trustees**, therefore, are advisory to the Board, and their function is to study, analyze, and report on matters assigned to them by the Board, preparatory to action by the Board.

- a) Committees of the Board may be appointed by the Chair at any time, subject to the approval of the Board of Trustees. Each committee shall consist of not less than two members, with the Board Chair ex officio member of all committees. The Board Chair

shall name the Chair of each committee. Said committees shall exist until such time as they have completed their assigned task or the next annual reorganizational meeting of the Board, at which time the Board Chair and the Board will decide on committee structure for the coming year.

- b) Select Committees consisting of Board and lay members and/or College Officers, employees, or students may be appointed by the Board Chair. A Board member shall be Chair of each such committee, and the committee shall be advisory in nature. Upon completion of the assigned tasks, the service of such committee shall be terminated. Formation of such committees shall be **conducted by a motion** approved by **a majority of the Board of Trustees**.

6. **Minutes of Proceedings**

- a) Minutes of the proceedings of the Board **of Trustees** of the previous meetings shall be prepared by the Secretary and mailed, **emailed** or **otherwise** delivered, to the members at least **forty-eight** (48) hours prior to the time of the next regular meeting.
- b) The minutes of the preceding meeting(s) shall be approved by **a majority of the Board of Trustees**, and signed by the Board Chair and the Secretary.
- a) ~~The official minutes shall be bound and kept in the office of the Board of Trustees of the College.~~

7. **Records Available**

Minutes shall be kept for all meetings of the Board of Trustees and its committees. Minutes will be retained and available to the public consistent with Ohio Revised Code 121.22. Minutes may be maintained in digital format or in hard copy, whatever means is most efficient and practicable. Minutes may also be posted online. All minutes of the Board of Trustees shall be available to citizens for inspection at the office of the **President/Board of Trustees** during regular **College** office hours.

8. **Quorum**

A majority of the **members of the** Board of Trustees ~~is~~ **constitutes** a quorum. Less than a quorum may adjourn to a future date.

9. **Compensation and Expenses**

No member of the Board of Trustees may receive any compensation for any services rendered ~~the District to the College~~. Expenses of Board members will be reimbursed in accordance with the College's reimbursement procedures.

10. **Transaction of Business**

The Board of Trustees shall transact all business at a legal meeting of the Board. No member or committee of the Board of Trustees shall have power to act in the name of the Board **of Trustees** outside of Board meetings unless specifically authorized by a **duly-approved** resolution of the Board **of Trustees**.

11. Amendments

These bylaws may be amended at a meeting of the Board of Trustees ~~by~~ **through a motion approved by a majority of the Board of** ~~vote~~ **provided, however, that** advance notice of the proposed ~~change~~ **amendment** has been submitted in writing to **the members of the Board of Trustees** ~~members~~ **at least forty-eight (48) hours** prior to the meeting.

12. Severability

In the event that any part of these bylaws is found to be in conflict with the Ohio Revised code or any other applicable law or code provision, only the portion in conflict shall be stricken from these bylaws.

Adopted November 19, 1985

First Revision November 17, 1987

Second Revision December 20, 1988

Third Revision June 19, 1990

Fourth Revision November 21, 2000

Fifth Revision January 16, 2018

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept these revisions to the bylaws and adopts the new bylaws.

A motion was made by Trustee Doyle and seconded by Trustee Ball to approve the President's recommended line of interim leadership, as presented; to accept the revisions to the Board of Trustees Bylaws; and to adopt the new bylaws. The motion passed unanimously via a roll call vote.

Report of the President

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

Student Ambassador Lemohang Mokhalinyane reported that Student Senate is focusing on enhanced student engagement and student life on campus. Coffee and mini muffins were distributed to students this morning, and will continue throughout the week. Tomorrow afternoon, 25 different groups will have booths in the Eagles Nest to provide information for students regarding resources available on and off campus. On January 25, Sodexo will meet with the Senate regarding campus food service, including pricing and food options. A fundraiser will be held on January 21 from 4:00 to 8:00 p.m. at Chipotle; when the fundraiser is mentioned, 50% of that sale will go to Clark State students. Senate is also focusing on wellness. They are encouraging students to work out in the Wellness Center, which was renovated over winter break, and have requested that Sodexo offer healthier food options.

Staff Senate President Elect Nathan Walters reported that at their February 2nd meeting, Staff Senate will hold a smoke-free campus discussion and then sent it out to Staff Assembly for a vote. A survey was recently conducted with some great feedback received; suggestions included enhanced communication via monthly updates to be sent out from Senate and self-defense classes for personal enrichment. Mr. Walters thanked Trustees for supporting the cookie dough sale, which allowed ten student families to be fed over the holidays.

Faculty Senate President Dr. Melinda Mohler reported that on January 10, the Senate made a motion to forward the resolution from the Employee Relations Committee to the Faculty Assembly for a ballot vote on January 29: “The Employee Relations Committee recommends the College become a tobacco-free campus by August 2018. This tobacco ban shall affect all campuses’ students and employees with the exception of the Performing Arts Center’s and the Hollenbeck-Bayley Creative Arts and Conference Center’s patrons and/or performers.” She noted that the Flipped Classroom Group (Strategic Plan Goal 3, Initiative 3) has met twice since the last Board meeting and is currently working with Dr. Singh to find resources for this initiative. Faculty members will work on new initiatives such as flexibly arranged classrooms and new active learning apps for spring. Faculty Senate has also approved, with minor revisions, Technology Committee and Completion Committee Bylaws.

President Blondin reported the following:

- Foundation Executive Director Catie Maher and her baby are doing well after their surgery in early January. She is expected to remain at the Ronald McDonald House until sometime in May. The cards and flowers she has received are greatly appreciated.
- A Strategic Planning Group meeting will be held tomorrow to start working on revisions to the mission, vision, guiding principles, strategic trends, etc.
- SOAR Program participants will visit the Ohio Association of Community Colleges and the legislature on February 21.
- Priority Development and Advocacy Committee (PDAC) projects have been prioritized, and Dr. Blondin is very pleased that the Brinkman Educational Center and Performing Arts Center projects made the top 10 list. No funding is attached, but the region’s support is appreciated.
- She will do a virtual presentation for students about the Higher Learning Commission visit.
- Charter Night will be held on Tuesday, February 20. Alumnus Eric Mata will emcee the event, community partners will be invited, and opportunities to donate to the Clark State Career Closet, Food Pantry, and Coat Closet will be available.
- A handout detailing current Clark State statistics was distributed to Trustees.

Report of the Board Chair

Chairperson Evans had nothing to report.

Trustees’ Open Forum

No comments were made.

Executive Session

Trustee McDorman made a motion to enter Executive Session to discuss personnel. Vice Chair Phillips seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 6:50 p.m.

Trustee Hall made a motion to exit Executive Session and return to general session at 7:13 p.m. Trustee McDonald seconded, and the motion passed 9-0.

Adjournment

Vice Chair Phillips made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:14 p.m.