



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**June 20, 2017**

The Clark State Community College Board of Trustees met regular session in Shull Hall Room 102C on Tuesday, June 20, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:27 p.m.

### **Roll Call:**

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

**Excused:** Maurice McDonald

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Program Manager, Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Mary Benedict, TAACCCT Grant Project Manager; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Administrative Assistant to the Dean of Health, Human and Public Services; John Devillier, Vice President for Business Affairs; Brian Edwards, Dean of Health, Human and Public Services; Dr. Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Dr. Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Ron Gordon, Dean of Enrollment Services; Laurie Means, Director of Marketing; Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President Elect; Marvin Nephew, Chief Human Resources Officer; Cindra Phillips, Director of the Center for Teaching and Learning; Chris Senino, Student Senate Acting President; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; 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; Laura Whetstone, Human Resources Manager; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Student Engagement and Support Services; and Antoinette Yancey, Success Navigator/Staff Senate President

### **Recognition of Guests**

Chairperson Evans welcomed guests and asked them to introduce themselves. She noted that this would be the last meeting for Interim Vice President for Business Affairs Larry Wakefield; retiring Chief Human Resources Officer Marvin Nephew; and retiring Dean of Health, Human and Public Services Kathy Wilcox. The group thanked them for all they have done on behalf of the College, wished them well, and gave them all a round of applause.

## **Public Comment**

There were no public comments.

## **Approval of Minutes**

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on May 16, 2017. Trustee Doyle made a motion to approve the minutes as written; Trustee Bell seconded, and the motion passed unanimously by a roll call vote.

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

The Board Finance and Facilities Committee met on Wednesday, June 14, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center Room 113. Those present included Andy Bell, Committee Chair; Committee Members Peg Noonan, Brad Phillips, and David Ball; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Senior Vice President for Academic Affairs; John Devillier, Vice President for Business Affairs; Larry Wakefield, Interim Vice President for Business Affairs; Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Matt Franz, Chief Information Officer; and Kyle Fuchs, Controller. Agenda items included:

- May Financial Report
- FY 2017-2018 Budget Update
- FY 2017-2018 Tuition and Fees Update
- Performing Arts Center Roof and Other Renovations
- Rhodes Hall/Applied Science Center Renovation Status
- Safety and Security Upgrades Status
- Collaborative Brain Trust - Campus Master Plan Status
- Reserves Discussion
- Military Tuition
- REACH Update
- Revenue/Expenditure/Enrollment Detail Reporting Discussion
- Personnel Updates
- IT Presentation
- Strategic Plan Cost
- Other Business
- Next Meeting – to be determined

## **Financial Statements through May 31, 2017**

A report detailing revenues and expenses through May 31, 2017, was distributed to Trustees prior to the meeting. It was noted that the first column reflects the original FY 2016-2017 Annual Budget. The following was also noted:

State Share of Instruction reflects the most recent projection from the Ohio Department of Higher Education. The annual decrease based upon updated numbers is \$14,828.

Student Fee Revenue represents Fall Semester, Spring Semester and Summer Semester through May 31st. We continue to be down around \$221,000 for the fiscal year, but the expected deficit is declining.

Workforce Non-Credit Training revenue with summer activity is slightly down but so are the related expenses, which are reflected in the Public Service category. Activity is picking up this spring and summer

but will probably not catch up to the original budget.

Performing Arts Center revenue is running well ahead of last year as well as Miscellaneous and Lease Receipts.

The expense budgets show no significant overages. Total expenditures are under budget by function and object. The expenses are under budget more than enough to offset the revenue deficit. In particular, the General Expenses (departments) and Miscellaneous (object) show actuals under budget due to budgeted contingencies.

The Bookstore shows a surplus although behind last year, and the Commercial Transportation Training Center shows a deficit behind last year. Parking shows a surplus ahead of last year.

### **Board Human Resources Committee Report**

The Board Human Resources Committee met on Tuesday, June 6, 2017, at 8:30 a.m. in the Sara T. Landess Technology and Learning Center Room 113. Committee Chair Jim Doyle, Trustees David Ball, Kyle Hall, Mike McDorman, and Board Chair Sharon Evans attended.

The committee discussed the President's compensation for 2017-2018 and the President's Merit Plan for Academic Year 2017-2018.

### **Human Resources Update**

#### *Filled Positions:*

- Constance Damewood, Custodian (1.0 FTE), effective 5/15/17
- Brandon Weippert, Custodian (1.0 FTE), effective 5/22/17
- Jerame Lawson, Custodian (1.0 FTE), effective 6/5/17
- Brian Edwards, Dean, Health, Human and Public Services (1.0 FTE), effective 6/19/17
- Olga Boberg, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Katrina Cochran, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Miranda Knapp, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Mary Rismiller, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Jessica Adams, Instructor, English (1.0 FTE), effective 8/11/17
- Kelly Battles, Assistant Professor, English (1.0 FTE), effective 8/11/17
- Cherish Lesko, Interim Instructor, Chemistry (1.0 FTE), effective 8/11/17
- Nicholas Jordan, Instructor, Sociology (1.0 FTE), effective 8/11/17
- Carol Miller, Instructor, Psychology (1.0 FTE), effective 8/11/17
- Jason Chilman, Instructor, Engineering Technology (1.0 FTE), effective 8/11/17
- David Bertelson, Instructor, Diesel Technology (1.0 FTE), effective 8/11/17

#### *Promotions:*

- Dr. Matt Franz, Chief Information Technology Officer to Vice President, Information Technology (1.0 FTE), effective 7/1/17
- Laura Whetstone, Human Resources Manager to Director, Human Resources (1.0 FTE), effective 7/1/17
- Laurie Means, Director, Marketing to Executive Director, Marketing (1.0 FTE), effective 7/1/17
- Catie Maher, Director, Foundation to Executive Director, Foundation (1.0 FTE), effective 7/1/17
- Camille Akey, Financial Aid Specialist to Admissions and Financial Aid Specialist (1.0 FTE), effective 7/1/17
- Ryan Green, Custodial Services Supervisor to Maintenance and Custodial Supervisor (1.0 FTE),

effective 7/1/17

- Angela Reese, Nurse Aide/Phlebotomy Coordinator (.80 FTE) staff to Nurse Aid Faculty (1.0 FTE), effective 8/11/17
- Daniela Craioveanu, Instructor to Assistant Professor (1.0 FTE), effective 8/11/17
- Pamela Ball, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Kathleen DeLong, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Jan Didich, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Therese Filicko, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Kara Jackson Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Dr. Adam Parrillo, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17

*Resignations:*

- Henrietta Jones, Receptionist (1.0 FTE), effective 6/2/17
- Christie Walton, Administrative Support (1.0 FTE), effective 6/6/17
- Dr. Cort Schneider, Director, Access and Student Retention (1.0 FTE), effective 6/28/17

*Paid Leave of Absence:*

- Dr. David Miller, Professor (1.0 FTE), effective 6/22/17 – unknown

*Transfers:*

- Lauren Houser, Manager, Project Jericho (1.0 FTE), from Performing Arts Center to Foundation effective 6/1/17
- Kristi Limes, Project Jericho Success Coordinator (1.0 FTE) from Performing Arts Center to Foundation effective 6/1/17
- Donna Hill, Project Jericho Outreach Assistant (.65 FTE), from Performing Arts Center to Foundation effective 6/1/17
- Melody Gast, Career Services Coordinator (1.0 FTE), from Academic Affairs to Student Affairs effective 6/1/17

*FTE Changes:*

- Dana Kapp, Veteran Services Specialist, from .50 FTE to 1.0 FTE effective 6/1/17
- Katherine Stute, Nursing Skills Lab Assistant, from .65 FTE to .80 FTE effective 8/1/17

*Open/Advertised Positions/Searches/Interviews:*

- Senior Human Resources Generalist (1.0 FTE)
- Success Coaches (1.0 FTE), 2 positions
- Administrative Support (1.0 FTE)
- Student Services Specialist (1.0 FTE)
- Enrollment Specialist (1.0 FTE)
- Receptionist (1.0 FTE)
- Directed Learning Lab Instructor (1.0 FTE)

**Liaison Reports**

Clark State Foundation

- The Major Gifts Campaign has raised \$5.6 million to date.
- The Foundation Board conducted a strategic planning session at their retreat in May 2017. A draft of the plan is detailed below and will be presented for approval at the June Foundation Board meeting:

## **Clark State Community College Foundation DRAFT 2017-2020 Strategic Plan**

Mission: The Clark State Foundation supports individual and community enrichment by engaging donors to remove financial barriers and increase college success through educational and cultural programs.

Vision: By increasing the educational level of our communities, we change lives and build a stronger workforce and community.

Guiding Principle: We believe in the power of education to change people's lives.

*Goal 1: Strengthen the programs supported by the Foundation.*

Objective 1A: Increase the number of scholarship applicants, and number of scholarships awarded in Greene, Logan, Champaign, and Clark Counties.

Objective 1B: Strengthen Champion City Scholar success outcomes and the prestige associated with being a scholar.

Objective 1C: Expand Champion City Scholars in Champaign and Clark County school districts.

Objective 1D: Clarify the purpose and programs of Project Jericho in relation to the college's mission.

Objective 1E: Provide ongoing assistance to Circle of Friends' fundraising efforts and support the development of their own strategic plan.

*Goal 2: Increase the number of donors and the amount raised each year to increase our ability to support students and the College.*

Objective 2A: Strengthen the Foundation Annual Campaign to add consistency and increase the number of donors and amount raised in all four counties.

Objective 2B: Develop a sustainable funding plan for Project Jericho.

Objective 2C: Involve students in a campaign to sustain funding for emergency needs.

Objective 2D: Complete the major gifts campaign for Champaign and Clark Champion City Scholars.

Objective 2E: Strengthen engagement with alumni, including online outreach.

Objective 2F: Launch a planned giving program by educating attorneys, accountants, and financial planners about the compelling reasons to support the Clark State Foundation through a bequest.

*Goal 3: Continuously improve the operations of the Foundation.*

Objective 3A: Establish a Governance Committee to focus on strengthening board member diversity and engagement through strategic recruitment from all four counties, orientation, and ongoing board training.

Objective 3B: Expand staff to include alumni relations/marketing support.

Objective 3C: Strengthen ability of board members to be ambassadors by increasing communication channels between the College and Foundation board.

Objective 3D: Provide regular outcome reports to board members, donors, and stakeholders.

Objective 3E: Continue to strengthen the investments.

Chairperson Evans noted that she and President Blondin recently met with Catie Maher and Steve Neely and discussed sharing more information between the Board of Trustees and Foundation Board. We will begin sharing the Board of Trustees meeting agendas with them as well as information/presentations regarding various programs at the College. The group agreed that this is a good idea and suggested that a presentation on College for Kids would be beneficial for the Foundation Board.

### **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:

*Filled Position:*

- Brian Edwards, Dean, Health, Human and Public Services (1.0 FTE), effective 6/19/17

*Promotions:*

- Dr. Matt Franz, Chief Information Technology Officer to Vice President, Information Technology (1.0 FTE), effective 7/1/17
- Laura Whetstone, Human Resources Manager to Director, Human Resources (1.0 FTE), effective 7/1/17
- Laurie Means, Director, Marketing to Executive Director, Marketing (1.0 FTE), effective 7/1/17
- Catie Maher, Director, Foundation to Executive Director, Foundation (1.0 FTE), effective 7/1/17
- Camille Akey, Financial Aid Specialist to Admissions and Financial Aid Specialist (1.0 FTE), effective 7/1/17
- Ryan Green, Custodial Services Supervisor to Maintenance and Custodial Services Supervisor (1.0 FTE), effective 7/1/17
- Angela Reese, Nurse Aide/Phlebotomy Coordinator (.80 FTE) staff to Nurse Aid Faculty (1.0 FTE), effective 8/11/17

*Resignation:*

- Dr. Cort Schneider, Director, Access and Student Retention (1.0 FTE), effective 6/28/17

Impact on students and/or student learning:

- The Dean, Health, Human and Public Services leads all of the College's Health/Nursing, Emergency Management Services, Fire and Police programs, popular to a large number of students.
- The functions of the Director, Access and Student Retention are currently under review for possible service enhancements to students.
- All promotions were earned by evidence of exemplary service to the College and our students, and the ability to handle more and higher level duties.

Implications for budget, personnel, or other resources:

Funding for all above personnel actions is in 2017-2018 budget

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

***Salary Increase Recommendation ~ Exempt and Non-Exempt Employees***

The administration recommends the establishment of a pool of money in the amount of \$175,000 for the purpose of staff salary increases for 2017, which would be set aside and allocated as follows: \$151,000 for staff salary increases and \$24,000 for the School Employees Retirement System as well as FICA. This \$175,000 increase for staff would be at a cost that is within the 2017-2018 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2016-2017 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals needed to continue to serve our students at a high level.

Implications for budget, personnel, or other resources: The staff salary increase pool equates to an annual amount of \$175,000. This amount is incorporated into the proposed 2017-2018 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$175,000 for salary increases for eligible exempt and non-exempt staff effective July 1, 2017. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, where possible, to uphold their commitment to external economic and pay equity issues.

***Salary Band Adjustments***

Comprehensive reviews of market data are conducted periodically and adjustments of our salary bands are made accordingly. The recommended salary band adjustments for our full-time faculty and staff positions reflect our acknowledgement of the need to remain competitive in the market. Our salary bands were last adjusted in October 2015 upon the recommendation from Compensation Resources, the consultant who conducted a comprehensive review of faculty and staff salary, position descriptions, etc.

For FY 2017-2018, a salary band adjustment of 2% is recommended for all full-time faculty and staff positions. Lists of the current and proposed new bands follow:

<b>Current Faculty Salary Bands Effective 2014</b>			
<b>Rank</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Instructor	\$34,798	\$43,497	\$52,196
Asst. Prof.	\$38,578	\$48,222	\$57,867
Assoc. Prof.	\$43,408	\$54,260	\$65,111
Professor	\$49,152	\$61,439	\$73,726

<b>Proposed Faculty Salary Bands Effective 7/1/17</b>			
<b>Rank</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Instructor	\$35,494	\$44,367	\$53,240
Asst. Prof.	\$39,350	\$49,186	\$59,024
Assoc. Prof.	\$44,276	\$55,345	\$66,413
Professor	\$50,135	\$62,668	\$75,201

<b>Current Staff Salary Bands Effective 2014</b>						
<b>Grade Level</b>	<b>Minimum</b>	<b>Hourly Min.</b>	<b>Midpoint</b>	<b>Hourly Mid.</b>	<b>Maximum</b>	<b>Hourly Max.</b>
3	\$22,795	\$10.96	\$30,390	\$14.61	\$37,984	\$18.26
4	\$28,323	\$13.62	\$37,760	\$18.15	\$47,197	\$22.69
5	\$34,841	\$16.75	\$46,455	\$22.33	\$58,068	\$27.92
6	\$41,062	\$19.74	\$54,749	\$26.32	\$68,436	\$32.90
7	\$43,320	\$20.83	\$57,760	\$27.77	\$72,200	\$34.71
8	\$46,404	\$22.31	\$61,872	\$29.75	\$77,339	\$37.18
9	\$51,555	\$24.79	\$68,740	\$33.05	\$85,925	\$41.31
10	\$58,358	\$28.06	\$77,811	\$37.41	\$97,264	\$46.76
11	\$64,836	\$31.17	\$86,448	\$41.56	\$108,060	\$51.95
12	\$72,034	\$34.63	\$96,045	\$46.18	\$120,056	\$57.72
13	\$76,030	\$36.55	\$101,374	\$48.74	\$126,717	\$60.92
14	\$80,029	\$38.48	\$106,706	\$51.30	\$133,382	\$64.13

<b>Proposed Staff Salary Bands Effective 7/1/17</b>						
<b>Grade Level</b>	<b>Minimum</b>	<b>Hourly Min.</b>	<b>Midpoint</b>	<b>Hourly Mid.</b>	<b>Maximum</b>	<b>Hourly Max.</b>
3	\$23,251	\$11.18	\$30,997	\$14.90	\$38,744	\$18.63
4	\$28,889	\$13.89	\$38,515	\$18.52	\$48,141	\$23.14
5	\$35,538	\$17.09	\$47,384	\$22.78	\$59,229	\$28.48
6	\$41,883	\$20.14	\$55,844	\$26.85	\$69,805	\$33.56
7	\$44,186	\$21.24	\$58,915	\$28.32	\$73,644	\$35.41
8	\$47,332	\$22.76	\$63,109	\$30.34	\$78,886	\$37.93
9	\$52,586	\$25.28	\$70,115	\$33.71	\$87,644	\$42.14
10	\$59,525	\$28.62	\$79,367	\$38.16	\$99,209	\$47.70
11	\$66,133	\$31.79	\$88,177	\$42.39	\$110,221	\$52.99
12	\$73,475	\$35.32	\$97,966	\$47.10	\$122,457	\$58.87
13	\$77,551	\$37.28	\$103,401	\$49.71	\$129,251	\$62.14
14	\$81,630	\$39.24	\$108,840	\$52.33	\$136,050	\$65.41

Impact on students and/or student learning: Competitive salaries are critical to securing and retaining qualified faculty and staff to serve our students. This adjustment in salary bands is important to accomplishing that task.

Implications for budget, personnel, or other resources: None. With this salary bands adjustment, all employees remain in their respective salary band based on grade-level or rank.

It was requested that the Board of Trustees accept the recommendation to adjust salary bands 2% upward for all full-time faculty and staff positions effective July 1, 2017.

***Employee Sick Leave Bank Program Policy***

The Employee Sick Leave Bank Program assists employees who find themselves with a hardship (serious illness, injury, or some other qualifying event) and have no paid time off available to use. This can be because the employee has not yet earned the benefit or they have depleted the paid time off they had earned. This policy was proposed by the Employee Relations Committee, comprised of faculty and staff, in a desire to support fellow employees by offering assistance in times of need.

The policy allows all eligible instructional faculty and staff (exempt/non-exempt) to voluntarily donate “sick leave” time to the sick leave bank. Eligible employees may request a withdrawal from this sick leave bank to help them through their hardship by having paid time off at this time of need. Applications are reviewed and approved/disapproved by the Chief Human Resources Officer and the employee’s Executive Council member according to the provisions of the accompanying procedures.

The proposed Employee Sick Leave Bank Program Policy follows:

**3358:5-5-26 Employee Sick Leave Bank Program Policy**

(A) The college recognizes that employees who properly manage their paid time off, or have not yet earned enough paid time off, (sick leave, vacation leave, and personal time off), may deplete these benefits and find themselves with a hardship and an additional need for paid time off. To address these needs, the college has established an employee sick leave bank program. The purpose of the voluntary employee



sick leave bank program is to help alleviate the financial hardship caused when employees have depleted their paid time off leave balances and are faced with needing more paid leave due to serious illness, injury, or some other qualifying event.

The employee sick leave bank serves as a depository into which eligible employees may voluntarily donate sick leave for allocation to other eligible employees. Eligible employees may request a withdrawal of a limited number of sick leave hours to help them through their hardship.

(B) Employees eligible to participate in the employee sick leave bank program are:

- 1) All regular employees of Clark State Community College with an FTE of .50 and above, in the following employment categories:
  - a. Exempt staff
  - b. Non-exempt staff
  - c. Instructional faculty
- 2) Employees donating to the bank must have at least forty-eight (48) hours of unused sick leave in his/her sick leave account.

(C) This policy shall be administered as set forth in the associated employee sick leave bank program procedures.

(D) The college office of human resources is responsible for developing, implementing, and maintaining the employee sick leave bank policy, procedures and associated donation and withdrawal forms.

(The Employee Sick Leave Bank Program Procedures, including the associated donation and request for withdrawal forms, were distributed for information only and are available in the Human Resources Office.)

Impact on students and/or student learning: This could have a direct or indirect impact on students and student learning. The availability and use of paid “sick leave” in a time of need will lessen the stress and burden on employees. When they return to work they will be better prepared to continue their work serving our students.

Implications for budget, personnel, or other resources: No immediate impact on the budget. Only accrued sick leave can be donated. This benefit is already accounted for in the budget. Expected minor future impact on budget due to costs associated with the payout of sick leave hours to participating employee(s) upon retirement.

It was requested that the Board of Trustees accept the recommendation to approve the Employee Sick Leave Bank Program Policy effective July 1, 2017.

### ***Family and Medical Leave Act Policy Revision***

The Family and Medical Leave Act (FMLA) is a federal law established in 1993 that provides eligible employees with job protection during a qualified absence from work for up to 12 workweeks in a 12-month period. Eligible employees that care for covered military service members are eligible for up to 26 workweeks of leave in a single 12-month period on a per-covered-service member, per-injury basis. This time is unpaid to the employee, but he/she may use accrued and unused paid sick leave, vacation leave, or personal days and be paid during the absence.

The current Clark State Community College Family and Medical Leave Policy was adopted in October 1996 and last updated in October 2015. That document combines both our FMLA Policy and Procedures

in the single document. That “combined guidance structure” does not align with the current convention Clark State is using which calls for a separate document for the subject policy and a second document containing the procedures, where applicable. That document is also missing a number of required updates, including employees’ rights for absence to care for military members in specified situations, and requires clarity on a number of points.

The revised and updated version of the Clark State Family and Medical Leave Act Policy explains the provisions of the act and the protections it provides eligible employees. In a separate document, the Clark State Family and Medical Leave Act Procedures with associated supporting documents describe how the policy is to be implemented. Also, under the current convention, once the policy is approved by the Board of Trustees, the associated procedures may be updated as necessary to remain current without going back to the Board for review/approval.

Therefore, the administration is recommending two separate actions concerning FMLA:

1. **Rescind** the current Clark State Community College Family and Medical Leave Policy, adopted in October 1996 and last updated in October 2015 effective July 1, 2017:

(A) It is the policy of Clark State Community College to grant up to 12 weeks of family and medical leave during any 12 month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of both, depending on the circumstances and as specified in this policy.

(B) Eligibility

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

- (1) The employee must have worked for the College at least 12 months, or 52 weeks, which need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- (2) The employee must have worked at least 1,250 hours during the 12 month period immediately before the date when the leave would begin.
- (3) The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

(C) Type of Leave Covered

- (1) In order to qualify under this policy, the employee must take the leave for one of the following reasons:
  - (a) The birth of a child and in order to care for that child.
  - (b) The placement of the child for adoption or foster care.
  - (c) To care for a spouse, child, or parent with a serious medical condition.

(d) The serious health condition of the employee as described in paragraph (D) below. An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

(2) An eligible employee can take up to 12 weeks of leave under this policy in any 12 month period. The College will measure the 12 month period on a 12-month rolling basis.

(3) If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent-in-law) with a serious health condition, the husband and wife may only take a total of 12 weeks of combined leave.

#### (D) Definition of Serious Health Condition

(1) A serious health condition is defined as a condition which requires in-patient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. A health care provider is defined as a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and christian science practitioner.

(2) This policy covers illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Examples of a serious health condition include heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care. Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

(3) Employees with questions regarding the types of illnesses covered under this policy or under the College's sick leave policy are encouraged to contact the College's personnel office.

(4) The College may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in paragraph (I) below.

(5) If an employee takes sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the College may designate all of some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

#### (E) Employee Status and Benefits during Leave

(1) While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

(2) If the employee chooses not to return to work for reasons other than a continued serious health condition, the College will require reimbursement by the employee for the amount it paid for the employee's health insurance premium during the leave period.

- (3) If the employee does not return at the end of the leave period, the employee's notification of his/her intent not to return will be the COBRA qualifying event. The employee should consult the College's COBRA policy.
- (4) Under current policy, the employee pays a portion of the health care premium. While on paid leave, the College will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the personnel office by the 25<sup>th</sup> day of each month preceding coverage. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.
- (5) If the employee contributes to a life insurance, disability, or other health-related plan, the College will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue these payments in order to maintain coverage. The payment should be received in the personnel office by the 25<sup>th</sup> day of each month preceding coverage. The College may discontinue coverage during the leave period if the payment is more than 30 days late.

(F) Employee Status after Leave

- (1) An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.
- (2) The College may choose to except certain highly compensated employees from this requirement and not return them to same or similar position.

(G) Use of Paid and Unpaid Leave

- (1) If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the 12 weeks as unpaid leave.
- (2) An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation and sick leave prior to being eligible for unpaid leave. For example, if an employee has earned one week of vacation leave and one week of sick leave, the employee would be required to take two weeks paid and ten weeks unpaid leave under this policy.
- (3) An employee taking leave for the birth of a child must use paid sick leave for physical recovery following childbirth. Pregnancy disability or other leave taken under the College's temporary disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation or family leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
- (4) An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and family leave prior to being eligible for unpaid leave.

(H) Intermittent Leave or a Reduced Work Schedule

- (1) The employee may take FMLA leave in 12 consecutive weeks, may use it intermittently (take a day periodically when needed over the year), or under certain circumstances may

use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12 month period.

- (2) The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.
- (3) For the birth, adoption, or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.
- (4) If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of this leave is medically necessary. The College may require certification of the medical necessity as described in paragraph (I) below.

(I) Certification of the Serious Health Condition

- (1) The College may ask for certification of the serious health condition. The employee should try to respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
- (2) Certification of the serious health condition shall include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For medical leave for the employee's medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
- (3) If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- (4) The College has the right to ask for a second opinion if it has reason to doubt the certification. The College will pay for the employee to obtain a certification from a second doctor, which the College will select. Under this policy, the doctor cannot be a College employee.
- (5) If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will jointly select the third doctor and the College will pay for the opinion. This third option will be considered final.

(J) Procedure for Requesting Leave

- (1) Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor who will forward the request to their cabinet officer for approval.
- (2) When an employee plans to take leave under this policy, the employee must give the College 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the College's operations.
- (3) If the employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the College receives notice.
- (4) While on leave, employees are requested to report periodically to the College regarding the status of the medical condition and their intent to return to work.

Effective: October 15, 2015

Prior Effective Dates: 10/12/96, 07/01/98, 3/18/15

2. **Adopt** the updated version of the Clark State Community College Family and Medical Leave Act Policy, attached, effective July 1, 2017:

3358:5-5-20 Family and Medical Leave Act Policy

(A) Clark State Community College will grant eligible employees leaves of absence under qualifying circumstances as provided for in the family and medical leave act (fmla) of 1993, as amended. The college provides job-protected family and medical leave to eligible employees for up to 12 workweeks (480 hours) of leave during a 12-month period based on qualifying events.

All periods of absence from work due to, or necessitated by the uniformed services employment and reemployment rights act (userra) covered service is counted in determining an employee's eligibility for leave pursuant to this policy. Eligible employees that care for covered military service members are eligible for up to 26 workweeks (1040 hours) of leave in a single 12-month period on a per-covered-service member, per-injury basis. An employee who is entitled to take leave due to a different fmla-qualifying reason may take leave during the same single 12-month period in which leave is taken to care for a covered service member, but the total leave taken for any purpose during the single 12-month period may not exceed 26 workweeks overall. To the extent this policy is silent on a matter, federal law will prevail.

(B) Eligibility for leave under this policy requires an employee to be in one of the following categories: instructional faculty, exempt staff, or non-exempt staff; and

- (1) have worked for clark state community college for at least twelve (12) months; and
- (2) have worked at least 1,250 hours during the 12 months immediately prior to the start of the leave; and

- (3) have an fte of 60.1 or higher.

(C) Qualifying events for leave

- (1) The birth of the employee's child, and/or incapacity due to pregnancy or prenatal medical care;
- (2) The placement with the employee of a child for adoption or foster care;
- (3) Care for a child during the first year following birth, adoption, or foster care placement;
- (4) To care for an immediate family member with a serious health condition. (Immediate family is defined as brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and step-grandchildren);
- (5) A serious health condition of the employee that renders the employee incapable of performing the functions of the employee's job position as certified by a health care provider; or
- (6) A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty in a foreign country or has been notified of an impending call to active duty in a foreign country.

(D) Definition of a serious health condition

- (1) A serious health condition is defined as a condition which requires in-patient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.
- (2) Illnesses and injuries of a serious and long-term nature resulting in recurring or lengthy absences. Examples of a serious health condition include heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care.
- (3) Generally, a chronic or long-term health condition which results in a period of incapacity (defined as the inability to work, attend school, or perform other regular daily activities) for five (5) or more consecutive days.
- (4) A period of incapacity due to pregnancy, parental care, or placement with the employee of a child for adoption or foster care.
- (5) The college may require an employee to provide a health care provider's certification of the serious health condition or illness. This medical certification process is outlined in the college's family and medical leave procedures.
- (6) Employees with questions regarding the types of health conditions or illnesses covered under this policy or under the college's sick leave policy are encouraged to contact the college's human resources office.

(E) This policy shall be administered in accordance with the associated family and medical leave act policy procedures, and consistent with the FMLA and related federal regulations in effect on the date that leave is being taken.

(F) The office of human resources is responsible for developing, implementing, and maintaining the family and medical leave act policy, procedures, and related forms.

Effective: July 1, 2017

Prior Effective Dates: 10/12/96, 07/01/98, 3/18/15, 10/15/15

Impact on students and/or student learning: No direct impact on students

Implications for budget, personnel, or other resources: No impact on budget. FMLA provides unpaid leave to eligible employees. This could serve as a morale booster for affected employees, knowing their job is protected while they are on a qualified absence.

It was requested that the Board of Trustees accept the administration's recommendations to rescind the current Clark State Family Medical Leave Policy adopted in October 1996 effective July 1, 2017, and adopt the revised and updated version of the Clark State Community College Family and Medical Leave Act Policy, effective July 1, 2017.

***Trustee Noonan made a motion to approve the personnel recommendations for exempt employees; adopt the recommendation to set aside a \$175,000 pool for salary increases for eligible exempt and non-exempt staff effective July 1, 2017, and direct the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues; accept the recommendation to adjust salary bands 2% upward for all full-time faculty and staff positions effective July 1, 2017; accept the recommendation to approve the Employee Sick Leave Bank Program Policy effective July 1, 2017; and accept the administration's recommendations to rescind the current Clark State Family Medical Leave Policy adopted in October 1996 and adopt the revised updated version of it effective July 1, 2017. Trustee Bell seconded the motion, and it passed unanimously via roll call vote.***

### ***Personnel Recommendation ~ 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 Positions:*

- Olga Boberg, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Katrina Cochran, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Miranda Knapp, Instructor, Nursing (1.0 FTE), effective 8/11/17
- Mary Rismiller, Instructor, Nursing (1.0 FTE) effective 8/11/17
- Jessica Adams, Instructor, English (1.0 FTE), effective 8/11/17
- Kelly Battles, Assistant Professor, English (1.0 FTE), effective 8/11/17
- Cherish Lesko, Interim Instructor, Chemistry (1.0 FTE), effective 8/11/17
- Nicholas Jordan, Instructor, Sociology (1.0 FTE), effective 8/11/17
- Carol Miller, Instructor, Psychology (1.0 FTE), effective 8/11/17
- Jason Chilman, Instructor, Engineering Technology (1.0 FTE), effective 8/11/17
- David Bertelson, Instructor, Diesel Technology (1.0 FTE), effective 8/11/17



*Promotions:*

- Angela Reese, Nurse Aide/Phlebotomy Coordinator (.80 FTE) staff to Nurse Aid Faculty (1.0 FTE), effective 8/11/17
- Daniela Craioveanu, Instructor to Assistant Professor (1.0 FTE), effective 8/11/17
- Pamela Ball, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Kathleen Delong, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Jan Didich, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Therese Filicko, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Kara Jackson Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17
- Dr. Adam Parrillo, Assistant Professor to Associate Professor (1.0 FTE), effective 8/11/17

*Paid Leave of Absence:*

- Dr. David Miller, Professor (1.0 FTE), effective 6/22/17 – unknown

Impact on students and/or student learning:

- All of the above newly hired faculty, with other faculty, staff and administrators are critical to the completion and success of our students.
- All of the faculty members recommended for promotion have demonstrated their dedication to our students and mastery of their craft by their continued high-quality classroom performance.

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 recommendations as presented.

***Salary Increase Recommendation ~ Instructional Faculty***

The administration recommends the establishment of a pool of money in the amount of \$90,000 for the purpose of faculty salary increases for 2017, which would be set aside and allocated as follows: \$78,000 for faculty salary increases and \$12,000 for the State Teachers Retirement System as well as FICA. This \$90,000 increase for faculty would be at a cost that is within the 2017-2018 budget.

If this recommendation is approved by the Board, it would result in a 2.00% pay increase for eligible faculty members.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2016-2017 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals needed to continue to serve our students at a high level.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$90,000. This amount is incorporated into the proposed 2017-2018 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$90,000 for salary increases for eligible faculty members effective August 11, 2017. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, where possible, to uphold their

commitment to external economic and pay equity issues.

***Trustee Noonan made a motion to approve the personnel recommendations for instructional faculty; to adopt the recommendation to set aside a \$90,000 pool for salary increases for eligible faculty members effective July 1, 2017; and to direct the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues. Trustee Hall seconded, and the motion passed 7-0 via a roll call vote. Trustee Ball recused himself.***

### ***Laboratory and Special Fees Schedule***

The setting of the Laboratory and Special Fees Schedule for each year is part of the planning process for all academic divisions. Adjustments are made each year to reflect the rising costs of supplies and fees as well as costs deleted for those courses that have either been discontinued or had changes of delivery that no longer require lab or special fees. In all cases, great care was taken to establish fees that are as conservative as possible yet covering the true costs for the assorted fees.

The proposed 2017/2018 fees were outlined on the Lab and Special Fees schedule, which was distributed to Trustees prior to the meeting; however, it only reflects fees for new courses as lab fees are frozen this year by the State for existing courses. For one existing course, the State exam fee increased by \$10, and the schedule reflects that. (A copy of the schedule is available in the office of the Provost/Vice President of Academic Affairs.)

Impact on students and/or student learning: Student lab fees cover costs for consumable supplies used as part of lab experiences or cover other costs such as liability insurance that the college's tuition and state subsidy are not designed to reimburse, and in some cases, to cover specialized high cost instruction such as flight training. The academic departments make every effort to keep such costs at a minimum, while still providing a sound learning experience for our students.

Implications for budget, personnel, or other resources: The 2017-2018 budget was built based on the Laboratory and Special Fees Schedule as presented.

It was requested that the Board of Trustees approve the 2017-2018 Laboratory and Special Fees Schedule, as presented, effective the Fall 2017 semester.

***Trustee McDorman made a motion to approve the 2017-2018 Laboratory and Special Fees Schedule, as presented, effective Fall semester 2017. Trustee Bell seconded the motion, and it passed unanimously via roll call vote.***

### ***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 was distributed to Trustees prior to the meeting and is available in the office of the Provost/Senior Vice President of Academic Affairs.)

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 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 Provost and Senior 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:

**Associate Professor:** Pam Ball, Therese Filicko, Kathleen DeLong, Jan Didich, Kara Jackson, and Adam Parrillo

**Assistant Professor:** Daniela Craioveanu

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 2017-2018 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 August 2017.

### ***Faculty Contract Renewal***

The College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-, or three-year contracts. Present Board policy states: *Faculty must serve four years on a one-year contract before becoming eligible for a two-year contract. Upon successful completion of two two-year contracts, faculty may be offered a three-year contract.*

Contract terms are recommended by the appropriate Division Deans based on the College evaluation system, instructional needs, and other performance measures to the Provost and Senior Vice President of Academic Affairs who recommends as appropriate to the President.

At this time, the following instructional faculty is recommended for contract renewal effective August 11, 2017:

<b>Name</b>	<b>Year Employed</b>	<b>Contract Eligibility</b>	<b>Contract Recommendation</b>
Naegele, Evelyn	2009	3 year	3 year

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

Implications for budget, personnel, or other resources: The proposed 2017-2018 budget will include funds for the re-employment of faculty, as well as faculty already under contract.

It was requested that the Board of Trustees approve the contract renewal recommendation for Evelyn Naegele as presented.

***Trustee Hall made a motion to approve the faculty promotions in rank, as presented, effective August 2017 and to approve the contract renewal recommendation for Evelyn Naegele, as presented. Trustee Noonan seconded, and the motion passed 7-0 via roll call vote. Trustee Ball recused himself.***

### ***Appointment of Clark State Community College Treasurer***

Col. John Devillier was hired, effective June 1, 2017, as the Vice President for Business Affairs of Clark State Community College. As per Clark State policy, the Board of Trustees appoints the Vice President of Business Affairs as the Treasurer of the Board. Additionally, Ohio Revised Code states:

#### **3354.09 Powers and duties of board of trustees.**

The board of trustees of a community college district may appoint the administrative officers, faculty, and staff, necessary and proper for such community college, and fix their compensation except in instances in which the board of trustees has delegated such powers to a college or university operating such community college pursuant to a contract entered into by the board of trustees of the district.

#### **3358.06 Treasurer to be fiscal officer - duties, bond.**

(A) The treasurer of each state community college district shall be its fiscal officer, and the treasurer shall receive and disburse all funds under the direction of the college president. No contract of the college's board of trustees involving the expenditure of money shall become effective until the treasurer certifies that there are funds of the board otherwise uncommitted and sufficient to provide therefor. When the treasurer ceases to hold the office, the treasurer or the treasurer's legal representative shall deliver to the treasurer's successor or the president all moneys, books, papers, and other property of the college. Before entering upon the discharge of official duties, the treasurer shall give bond to the state or be insured for the faithful performance of official duties and the proper accounting for all moneys coming into the treasurer's care. The amount of the bond or insurance shall be determined by the board but shall not be for a sum less than the estimated amount that may come into the treasurer's control at any time, less any reasonable deductible.

Larry Wakefield, Interim Vice President for Business Affairs, has served as Treasurer for the Board since January 2017 and will assist in the transition with Col. Devillier.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Col. John Devillier as Treasurer of Clark State Community College.

### ***Amended Appointment of OACC Delegate and Alternate***

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a

meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards. After Clark State's Board of Trustees voted at the March Board meeting, Jim Doyle was appointed to OACC's Executive Committee. In order to participate in the Executive Committee, he must be the appointed delegate by the Board.

It is recommended that the Board amend its appointment and select Jim Doyle as the college delegate and that Sharon Evans be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Jim Doyle as the college delegate and Sharon Evans as the alternate delegate to the OACC governing board.

***Trustee Noonan made a motion to affirm the appointment of Col. John Devillier as Treasurer of Clark State Community College and the appointment of Jim Doyle as the college delegate and Sharon Evans as the alternate delegate to the OACC governing board. Trustee Ball seconded, and the motion unanimously via roll call vote.***

### ***Revised Military Tuition Discount***

On April 17, 2009, The Ohio Board of Regents (OBR) issued a Directive (2009-011) concerning *Differentiated Tuition for State Institutions of Higher Education*. This Directive empowers Boards of Trustees of University System of Ohio institutions to request tuition waivers for specialized initiatives that will benefit students and the state. By CSCC Board of Trustee Resolution of June 16, 2009, the College requested of the OBR reduced tuition for special initiatives, including active duty Air Force personnel that are stationed at Wright Patterson Air Force Base (WPAFB). The reduced tuition for active duty Air Force personnel stationed at WPAFB was approved by the Chancellor. The College needs to request the Ohio Department of Higher Education reduced tuition per Directive (2009-011) once again to continue the reduced tuition to include all active duty, active duty reservists, and Ohio National Guardsmen in the state of Ohio as well as a reduction for military spouses.

### Military Discount Initiative

Our military personnel are supported and encouraged to complete higher education and as such, there is a continued need to provide our nation's military personnel with convenient educational opportunities. Through a previous initiative, Clark State partnered with the Community College of the Air Force (CCAF) to provide additional educational avenues for active duty Air Force personnel. These degrees combine the technical coursework garnered from the Air Force with general education offerings taken from area higher education institutions to complete the CCAF degree requirements.

Given Clark State's unique position located near Ohio's single site largest employer at WPAFB and Springfield Air National Guard Base (SANGB) coupled with the success of our earlier military discount endeavors launched and our partnership with CCAF, we request an expansion of our initial military tuition discount of fifty percent (50%) for active duty military to now include active reservists and Ohio National

Guardsmen and a corresponding twenty five percent (25%) reduction for spouses. This request will provide additional opportunities for the nearly 3,000 reserve personnel stationed at WPAFB and 1,500 Ohio National Guardsmen stationed at SANGB alone.

Impact on students and/or student learning: By continuing the military tuition reduction initiative, the Board of Trustees is supporting a process for the College to directly impact students by increasing access to College active duty, active duty reservists, and Ohio National Guardsmen in the state of Ohio and potentially beyond the state's borders.

Implications for budget, personnel, or other resources: The implications for the College's budget related to the continued initiative are both direct and indirect. The reducing of tuition for such an initiative for all active duty, active duty reservists, and Ohio National Guardsmen in the state of Ohio will, in fact, reduce the College's revenue, but does so for students who would otherwise not attend Clark State. This initiative qualifies for state share of instruction (SSI). The personnel implications associated in this action are limited to the Student Services staff who will help facilitate these initiatives and the academic administrators and faculty to work through the curriculum pieces. These activities will be carried out as part of the normal duties of staff and with limited enumeration for faculty.

It was requested that the Board of Trustees approve expansion of the reduced military tuition initiative, which equals a fifty percent (50%) tuition reduction, to include all active duty, active duty reservists, and Ohio National Guardsmen in the state of Ohio and a corresponding twenty-five percent (25%) reduction for military spouses. It was requested that the Board further authorize the administration to request approval of the program from the Ohio Department of Higher Education.

***Vice Chair Phillips made a motion to approve expansion of the reduced military tuition initiative, as presented, and to authorize the administration to request approval of the program from the Ohio Department of Higher Education. Trustee Ball seconded the motion, and it passed unanimously by roll call vote.***

### ***Adoption of 2017-2018 General Fund Budget***

#### Revenue Assumptions:

- State Share of Instruction (SSI)
  - SSI based on 50% access, 25% course completion, 25% success points
  - Draft figure received from Ohio Department of Higher Education May 31, 2017, file version 1.1
  - SSI is an increase of \$615,013 (4.67%)
  - Only one other community college received a higher percentage increase
  - SSI represents 44.8% of total general fund budget
- Student Fee Revenue
  - Headcount and credit hours are projected flat with little movement among categories.
  - Tuition is budgeted to increase \$10.00 per credit hour.
  - Other fees do not change except new course fees.
  - Workforce non-credit is projected down slightly.
  - Total Student Fees are 52% of total budget.

#### Expenditure Adjustments:

- Salary increase for faculty and staff of 2%
- Salary increase for adjunct faculty of 2%
- Increase in the health insurance benefit of 6%
- Faculty and staff promotions are funded
- Contingency is budgeted at \$550,000 or 1.7%

- Various budgets remain reduced reflecting cuts in FY17 to offset decline in tuition revenue mix
- Some budgets were increased to reflect actual expenses
- Salary and benefits represent 68.6% of total budget

This Budget was presented to the Board Finance and Facilities Committee at its June 14, 2017, meeting. The Committee recommends that the Board of Trustees approve the General Fund Budget, which was distributed to Trustees prior to the meeting. (Copies of the budget are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The General Fund budget supports all instruction, academic and student support services with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2018 General Fund budget was developed in conjunction with the Budget Advisory Council. The Council developed various assumptions related to revenue and prioritized initiatives to fund using any new funds. The expenditures provide support for student success initiatives, direct services to students, training programs for employers, cultural activities for the community, leased facilities and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2018 General Fund budget, as presented, in the amount of \$30,745,744.

***Tuition and Fees Schedule 2017-2018***

Rising tuition rates and the affordability of higher education are the subject of scrutiny from policymakers, college presidents, advocacy organizations, the media, parents and students. Rapidly increasing tuition is putting a strain on student budgets and is making higher education, especially at four-year institutions, seem out of reach for more and more students. There are many factors that contribute to tuition increases including technology upgrades, service improvements, the growing cost of health care, competition for faculty, and instability of state funding. Discussions on setting tuition and fee rates take all of this into consideration along with the availability of federal, state and institutional grants, loans and scholarships.

Legislative leaders adopted House Bill 49 the FY 2018/FY 2019 State Biennial Budget. After three years of tuition freezes, the Legislature is authorizing an increase of \$10.00 per credit hour. This would result in only a \$300 annual increase for a full load student, which still maintains our position as a low cost, value education.

	<b>CURRENT</b>	<b>RECOMMENDED</b>
Instructional/per credit hour	\$121.33	\$131.33
General/per credit hour	\$9.00	\$9.00
Technology/per credit hour	\$9.00	\$9.00
Total Annual Amount*	\$4,179.90	\$4,479.90

\*30 credit hours per academic year

Impact on students and/or student learning: Continued tuition restraint will put a college degree within reach of more citizens. This will result in more degree and certificate completion, producing an educated workforce.

Implications for budget, personnel, or other resources: The \$10.00 per credit hour tuition increase will support new faculty and student support positions, new and/or upgraded student support software, improved cell phone coverage and open educational resources.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee, general fee and technology fee effective Fall semester 2017 by \$10.00 per credit hour.

***Trustee Ball made a motion to adopt the FY 2018 General Fund Budget, as presented, in the amount of \$30,745,744 and to accept the recommendation to increase the in-state instructional fee, general fee and technology fee effective Fall semester 2017 by \$10.00 per credit hour contingent upon passage by the legislature and signature by the Governor. If the tuition increase is not allowable by law, Clark State will default to the budget that proposes the tuition increase as designated by the law. Trustee McDorman seconded the motion, and it passed unanimously via roll call vote.***

### ***Adoption of 2017-2018 Auxiliary Fund Budgets***

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises.

The expectation is that the Bookstore will have a surplus. Parking and the Commercial Transportation Training Center will have a balanced budget. The Food Service will operate at a deficit and will be subsidized from Bookstore profits.

The Bookstore budget will drastically be reduced because of implementing the online bookstore, eCampus. eCampus will provide more textbook purchasing options for students (new, used, rentals, eBooks) and the students will be able to use financial aid for all of the options. The Bookstore will receive a commission from all textbook sales. The Dining Service will begin its third full year of operation in the Rafinski Student Center. The Dining Service is increasing their options for walk-up customers and offering more catering options.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student each semester. Fifty percent (50%) of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

This Budget was presented to the Board Finance and Facilities Committee at its June 14, 2017, meeting. The Committee recommends that the Board of Trustees approve the Auxiliary Fund Budgets, which were distributed to Trustees prior to the meeting. (Copies of the budgets are available in the office of the Vice President for Business Affairs.)



Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff, provide excellent service to students, as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Implications for budget, personnel, or other resources are reflected on the budget document.

It was requested that the Board of Trustees move to adopt the fiscal year 2017-2018 auxiliary fund budgets, as presented, effective July 1, 2017.

*Vice Chair Phillips made a motion to adopt the fiscal year 2017-2018 auxiliary fund budgets, as presented, effective July 1, 2017. Trustee Noonan seconded, and the motion passed unanimously by a roll call vote.*

## **Report of the President**

President Blondin:

- Reported that she is very excited to implement the new SOAR (Serving Our Own through Advancement and Retention) mentoring program, which will kick off in August. Copies of the schedule were distributed to Trustees. Participants will have various assignments, along with the opportunity to attend various community meetings with Dr. Blondin.
- Indicated that we are investigating options to transition our board packets to an electronic format in the near future.
- Thanked Trustee Phillips and his wife, Patti, for their generosity in hosting a Foundation party this week; it was an excellent event.
- Asked the Faculty, Staff and Student Senates to look at a tobacco-free policy on campus.
- Provided testimony today on the Western Governors University Panel Presentation “Advancing the Culture of Continuous Learning” to the Governor’s Executive Workforce Board. Discussion centered around providing tuition assistance for our staff and faculty for four-year degrees.
- Noted that Clark State has hosted several different safety workshops on campus recently, including one for FEMA.

President Blondin asked Faculty Senate President Elect Melinda Mohler, Staff Senate President Antoinette Yancey, and Acting Student Senate President Chris Senino to provide Senate updates.

Ms. Mohler indicated that faculty members have been working on HLC criterion for the upcoming accreditation visit and developing open educational resources (OER) to provide free textbooks to students. Faculty have been invited to work with Dr. Franz in increasing communication in the area of technology. They are also working on guided pathways projects and preparing for fall semester.

Ms. Yancey reported that the six new Staff Senators who will take office July 1 met with current Senators last month and this week to help ensure a smooth transition. Elections for Staff Senate President Elect, Treasurer and Secretary will be held soon.

Mr. Senino indicated that Student Senate is trying to get more students involved, and they hope to begin new clubs such as the Military Veterans Club and College Help Initiative Club. They plan to partner with faculty and staff on a weight loss/fitness challenge and with Project Jericho on some events next year. They plan to host a Halloween Trunk or Treat, participate in Volley for the Cure, and hold several skiing events at Mad River Mountain. Students have requested a LGBTQA Committee, so Student Senate is investigating how other colleges have started one.

## **Report of the Board Chair**

Chairperson Evans:

- Reported that she, Dr. Blondin, Foundation Board Chair Steve Neely, and Catie Maher met last week to try to do some bridging between the Clark State Board and Foundation Board. They would like all Foundation Board members to be more educated regarding the work of the College, so Ms. Maher will provide Trustee Ball with information to share at each Foundation meeting. She also noted that the Foundation Retreat was excellent, and they talked about being more strategic with their activities. They would like Foundation Board members to be better trained and prepared to raise funds. They would also like a bigger focus on the alumni, possibly with a position solely dedicated to putting together a very strong alumni list for use in soliciting annual gifts and larger donations.
- Indicated that Clark State Family Day will be held on Friday, June 9, from 4:15 to 5:45 p.m. at the Chiller indoor ice rink in downtown Springfield. Trustees interested in attending and bringing their families were asked to contact Mellanie Toles.
- Reported that she attended the OACC Annual Meeting with President Blondin and Vice President Devillier. Trustee Bell joined them for the Excellence Awards Luncheon, during which he was presented with the Maureen C. Grady Award for extraordinary leadership and outstanding professional contributions to the College. Chair Evans noted that there was a big presentation on guided pathways, and it seemed that Clark State's efforts are way ahead of the pack in this area.
- Congratulated all faculty and staff who were promoted and retiring.

## **Trustees' Open Forum**

Trustee McDorman acknowledged Performing Arts Center (PAC) Executive Director Adele Adkins for the work she and the PAC staff has done to bring about a big turnaround financially, noting that he realizes it is not easy to make this work.

## **Executive Session**

Trustee Hall made a motion to enter Executive Session to discuss real estate and the President's compensation. Trustee Ball seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:12 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 8:20 p.m. Trustee Ball seconded, and the motion passed 8-0.

### ***President's Salary and Benefit Package***

*Vice Chair Phillips made a motion to accept the Board Human Resources Committee's recommendations for the President's salary and benefit package. Trustee Hall seconded, and the motion passed unanimously.*

### ***President's Incentive Plan***

*Trustee McDorman made a motion to accept the Board Human Resources Committee's recommendations on the President's incentive plan, as modified during Executive Session. Trustee Bell seconded the motion, and it passed unanimously.*

## **Adjournment**

Trustee Doyle made a motion to adjourn the meeting, and Trustee Ball seconded. The motion passed unanimously, and the meeting adjourned at 8:24 p.m.