

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes September 15, 2015

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, September 15, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:13 p.m.

### Roll Call:

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

Excused: David Ball, Maurice McDonald, and Pam Strickler

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Martha Crawmer, Dean of Arts and Sciences; Michael Cuffman, Assistant Dean of Arts and Sciences; Kris Culp, Vice President of External Affairs; Dixie Depew, Controller; David Farrell, Senior Staff Accountant; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Chief Information Officer; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Tina Jones, Financial Aid Specialist; Darci Jordan\*, contracted marketing professional; Dana Matt, Assistant Professor, Health, Human and Public Services/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Chief Human Resources Officer; Kelly Neriani, Institutional Research Specialist; Toni Overholser, Director of Business and Community Development; Cecil Pratt, Student Senate President; Dr. Amit Singh, Vice President of Academic Affairs; Holly Snyder, Director of the Bookstore and Office Services; Mellanie Toles, Assistant to the President; Laura Whetstone, Human Resources Manager; Kathy Wilcox, Dean of Health, Human and Public Services; and Nina Wiley, Dean of Enrollment Services

### Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

### Public Comment

There were no public comments.

## **Approval of Minutes**

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on June 16, 2015. Trustee Bell made a motion to approve the minutes as presented; Trustee Phillips seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Thursday, September 10, at 7:30 a.m. in the Boardroom of the Sara T. Landess Technology and Learning Center with the following people in attendance: Committee Chair Andy Bell; Committee Members Dave Ball, Jim Doyle, and Brad Phillips; Board Chair Peggy Noonan; President Blondin; Provost and Vice President of Academic Affairs Amit Singh; Vice President of Student Affairs/Greene Center Operations Theresa Felder; and Vice President for Business Affairs Joe Jackson.

The following agenda items were discussed:

- FY 2015 Unaudited Annual Financial Report
- FY 2015 Greene Center Financial Report
- FY 2016 Financial Report through August
- Restricted Budget Adoption
- Performing Arts Center Endowment Report
- Other

Minutes of the meeting were distributed to all Trustees prior to the Board meeting.

## **Financial Report through August 31, 2015**

The Revenues and Expenses through August 31<sup>st</sup> were distributed to Trustees prior to the meeting. Vice President Jackson indicated that the first column reflects the FY 2015-2016 Annual Budget and noted the following:

- Historically the first couple of months of the fiscal year have had wide swings in numbers (both increases and decreases) in revenue and expense items due to the timing of payments of invoices/receipt of payments.
- State Share of Instruction reflects the projected figure in the State Budget Bill, which is approximately \$285,000 above our budget. However, this number will change based on FY 2015 course completion data and based on the student success at other community colleges.
- Student Fee Revenue represents Fall semester registrations at August 31<sup>st</sup>.
- Operation/Maintenance of Plant expenditures have increased due to facility renovations in Shull Hall to accommodate the new welding lab and the relocated Amatrol lab. Additionally, expenses have been incurred to renovate vacated areas in the Landess TLC for the departments that moved to the new Rafinski Student Center and Student Academic Support Center.
- General Expenses have increased due to the purchase of a new SANS server.
- FYI – The scholarship expensed for the Tuition Challenge Program through August is \$30,400.

The Statement of Reserve Activity at August 31<sup>st</sup> was also distributed. The beginning balance includes FY 2015 results of operations and FY 2015 expenses from reserves.

Recommendations will be brought to the Board at the November meeting for reserve appropriations for FY 2016.

## **Unaudited Annual Financial Report**

The FY 2015 audit report for the College and the Foundation is due to the Auditor of State by October 15, 2015. The audit team from Clark Schaefer Hackett performed their field work the week of September 8<sup>th</sup> and are now reviewing and completing the audit report.

Part of the final process in preparing for the audit is converting the College's internal financial statements into the GASB format. This is when the new GASB 68 Standard will be reflected, which will show Clark State's portion of the State Retirement Systems' future liabilities. These are also the statements used to calculate the College's composite score for the Senate Bill 6 financial ratios.

The internal financial statements were distributed to Trustees prior to the meeting in the same format they are presented to Trustees at each Board meeting. The report shows revenues and expenses for both the General Fund and the Auxiliary Enterprises compared to the FY 2015 budget and compared to recent previous fiscal years. Even though total General Fund Income exceeded budget, a net deficit is reflected for the year because expenses exceeded the General Fund Expense budget. This is primarily due to dual enrollment scholarship expenses. The FY 2015 budget of \$600,000 was established based on the FY 2014 experience. As was reported throughout the year, two things changed resulting in these scholarship expenses totaling \$1,622,000. Dual enrollment increased by 75.7% and the student/school district was no longer charged \$40.00 per credit hour. Other contributing factors included:

- The State not fully funding dual enrollments (\$68,000)
- Bad debt write off (\$70,000)
- Our consulting contract at Honda ending (\$97,000)

The Statement of Reserve Activity through June 30<sup>th</sup> was also distributed and reflects \$2,255,000 of expenses; most of which were related to the Student Success Center project.

FY 2015 was a year of planned investments that will serve to benefit students for years to come. The result will provide enhanced academic and student support services to give students a better chance of success. Also, students now can take advantage of amenities including a state-of-the-art dining service as well as soft spaces in which to relax and interact with other students and faculty. They deserve this.

The Bookstore experienced a surplus from operations of \$557,000, and the Parking fund had a surplus of \$13,000. The Commercial Transportation Training Center showed its first deficit in five years as a result of fewer students enrolling in training. The Food Service operation experienced increased losses as expected due to only being able to offer a limited menu while the new dining area was being built. Food Service losses are subsidized from Bookstore profits.

Discussion ensued regarding how dual enrollment works and is funded, average course completions among this group, and the impact of GASB 68.

### **Greene Center Year-End Expenses**

The report, which was distributed to Trustees prior to the meeting, reflects financial information for the Greene Center for the FY 2014-2015 fiscal year. State Share of Instruction and Student Tuition revenue both fell short of budget due to a slight (1.6%) enrollment decline from FY 2014. The FY 2015 budget was based on a 4% increase in enrollment. Bookstore revenues and revenues generated by Business and Industry Training both show positive budget variances.

Total expenditures ended the year about 2% under budget. The Federal Workstudy variance will be zeroed out by an allocation from the Federal Government. Beginning last fiscal year, a new expenditure item

(Administrative Overhead) was added based on the discussion by the Board. This gives a more accurate picture of the cost to support the Greene Center. Greene Center operations ended the year with a surplus of \$862,000.

### **Performing Arts Center Endowment Report**

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 6/30/15:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$985,392
Commonfund Management Fees (June 2002 to present)	\$(63,077)
Foundation Management Fees (2007 - 2015)	\$(142,568)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009-Present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$182,457
Balance 6/30/15	\$1,779,400
Quarterly (April-June) Rate of Return	-1.37%
Barclays Aggregate Bond Index (April-June Quarter)	-1.68%
June Return	-1.03%
Barclays Aggregate Bond Index (June)	-1.09%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing management fees to endowment accounts it manages. This figure (\$142,568) represents the 1.25% fee for nine fiscal years (FY 2007 – FY 2015). Marc Bernhardt from The Commonfund will meet with the Foundation Finance/Audit/Investment Committee on September 30, 2015, to review fund performance, asset allocation, spending policy, and provide a market forecast.

### **Human Resources Update**

#### *Filled Positions:*

- Brian White, Evening and Weekend Library Assistant, Library, Non-Exempt (.46 FTE), effective 7/14/15
- Patricia Higgins, Grants Writer, External Affairs, Non-Exempt (.50 FTE), effective 8/3/15
- Tracy Reed, Interim HBC Manager, Performing Arts Center, Exempt (1.0 FTE), effective 8/3/2015
- Elisa Ratliff, Instructor, Health, Human and Public Services (1.0 FTE), effective 8/17/15
- Adam John Parrillo, Ph.D., Assistant Professor (Geospatial Technology), Business and Applied Technologies (1.0 FTE), effective 8/17/15
- Stephanie Thompson, Instructor (Developmental Reading/Writing), Arts and Sciences (1.0 FTE), effective 8/17/15
- Robin Rude, Instructor (Registered Nursing Program), Health, Human and Public Services (1.0 FTE), effective 8/17/15
- Pamela Vaughn, Instructor (Registered Nursing Program), Health, Human and Public Services

(1.0 FTE), effective 8/17/15

- Gloria A. Garzon, Ph.D., Assistant Professor (Food Science), Business and Applied Technologies (1.0 FTE), effective 8/17/15
- Veronica Haynes, Financial Aid Specialist, Non-Exempt (1.0 FTE), effective 8/17/15
- Brian Seeger, Ph.D., Part-Time Academic Advisor, Non-Exempt (.60 FTE), effective 8/17/15

*Promotions:*

- Lauren Houser, Project Jericho Manager, Performing Arts Center, Exempt (1.0 FTE), effective 7/1/15
- Kristi Limes, Project Jericho Success Coordinator, Performing Arts Center, Non-Exempt (1.0 FTE), effective 7/1/15
- Leslie Ray, Manager, Ticket Office Operations, Performing Arts Center, Exempt (1.0 FTE), effective 8/3/15

*Resignations:*

- Jamie Wiggins, Part-Time Academic Advisor, Academic Support Services, Non-Exempt, effective 6/26/15
- Linda Warren, Administrative Support, Business and Applied Technologies, Non-Exempt, effective 7/17/15
- Ronda Black, Assistant Professor, Business and Applied Technologies, effective 7/31/15
- Karlos Marshall, Outreach and Education Specialist, Performing Arts Center, Non-Exempt, effective 7/31/15

*Retirement:*

- Marylu Shobe, Ticket Office Manager, Performing Arts Center, Exempt (1.0 FTE), effective 1/1/16

*Terminations:*

- Gary Kuhn, Program Manager, Contract Sales, Workforce Development, Sales and Outreach, Exempt (1.0 FTE), effective 6/30/15
- David Freeman, Helpdesk Specialist, Information Technology, Non-Exempt (1.0 FTE), effective 7/17/15

*Open/Advertised Positions/Searches/Interviews:*

- Administrative Support, Business and Applied Technologies, Non-Exempt (.50 FTE)
- Assistant Dean, Business and Applied Technologies, Exempt (1.0 FTE)
- Manager, Contract Sales, Exempt (1.0 FTE)

## **Liaison Reports**

### Clark State Foundation

- The feasibility study for a major gifts campaign was completed in August with very positive results; the overall impression of Clark State was 100%. Our consultant, Pendleton Armistead, presented the findings to a joint meeting of the boards on September 3. It was noted that the Trustees are very pleased with the community feedback regarding the College and felt that it reflected all of our public relations efforts. On a side note, Dr. Blondin reported that according to a recent presentation by Cox Media, Clark State has the same name recognition as Sinclair and Wright State in the region; approximately 60% of their survey respondents were from Montgomery County. It was also noted that when the same study was conducted almost ten years ago, Clark State's name recognition was very low, so the increase is phenomenal.
- The annual Board social will be hosted at Mark Elliott's home on September 10 from 5:00 to 7:00 p.m. All Board members and their guests are welcome.
- There was no regular Foundation Board meeting in August. The next meeting is October 21.

- The Circle of Friends will meet on September 17 to begin planning the next gala.

### Council of Governments

- The Early Childhood Education Center's (ECEC) enrollment is currently at 84 children. The infant, waddler, and toddler rooms are at full enrollment, but approximately 20 vacancies were created in preschool rooms over the summer due to children graduating to kindergarten; ten of the slots have been filled to date.
- The ODE Expansion Grant was renewed for 2015-2016 for 40 children at a value of \$160,000.
- The ECEC was awarded 8 slots for infant children and 30 slots for preschool children by the Miami Valley Child Development Centers (MVCDC); the Center will be reimbursed for eligible enrolled infants at \$600 per child per month (\$57,600 annualized) and \$300 per month for eligible preschool children enrolled (\$108,000 annualized). Meetings have been initiated to orient ECEC staff to the MVCDC system requirements, and a general recruitment event for families will be held on Wednesday, September 9.

### **Organizational Chart**

Copies of the current organizational chart were distributed to Trustees prior to the meeting.

### **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:*

- Tracy Reed, Interim HBC Manager (1.0 FTE), effective 8/3/15

#### *Promotions:*

- Lauren Houser, Project Jericho Manager (1.0 FTE), effective 7/1/15
- Leslie Ray, Manager, Ticket Office Operations (1.0 FTE), effective 8/3/15

#### *Termination:*

- Gary Kuhn, Program Manager, Workforce Development, Sales and Outreach (1.0 FTE), effective 6/30/15

#### *Retirement:*

- Marylu Shobe, Ticket Office Manager, Performing Arts Center (1.0 FTE), effective 1/1/16

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

- The Interim HBC Manager promotes the Hollenbeck Bayley Creative Arts and Conference Center as a rental facility and ensures an exceptional hospitality and customer service experience for all guests. The position also plays a key role in the College's relationship with the communities we serve.
- The Project Jericho Manager oversees a wide variety of Project Jericho programs delivered to youth for educational, cultural and personal growth.
- The Manager, Ticket Office Operations is responsible for all box office operations supporting a two-theatre, multi-purpose facility and community creative arts and conference center.
- The Program Manager position has minimal impact on students and is being back-filled at this time.

Implications for budget, personnel, or other resources: These positions are built into the 2015-2016 budget.

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

### ***Personnel Recommendations ~ Instructional Faculty***

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

#### *New Hires:*

- Elisa Ratliff, Instructor (Registered Nursing Program), Health, Human and Public Services (1.0 FTE), effective 8/17/15
- Robin Rude, Instructor (Registered Nursing Program), Health, Human and Public Services (1.0 FTE), effective 8/17/15
- Pamela Vaughn, Instructor (Registered Nursing Program), Health, Human and Public Services (1.0 FTE), effective 8/17/15
- Adam John Parrillo, Ph.D., Assistant Professor (Geospatial Technology), Business and Applied Technologies (1.0 FTE), effective 8/17/15
- Stephanie Thompson, Instructor (Development Reading/Writing), Arts and Sciences (1.0 FTE), effective 8/17/15
- Gloria A. Garzon, Ph.D., Assistant Professor (Food Science), Business and Applied Technologies (1.0 FTE), effective 8/17/15

#### *Resignation:*

- Ronda Black, Assistant Professor, Business and Applied Technologies (1.0 FTE), effective 7/31/15

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

- The three (3) Instructional Faculty, RN Program positions are replacements and critical to student success within the Nursing Program.
- The Instructional Faculty, Geospatial Technology is a replacement position which will serve the students in our Geospatial Technology program.
- The Instructional Faculty, Developmental Reading/Writing is a replacement position which is critical in helping to prepare many student for college-level reading and writing requirements.
- The Instructional Faculty, Food Science is a new program. This program provides basic preparation for careers in the Food Science Industry.

Implications for budget, personnel, or other resources: These positions are built into the 2015-2016 budget.

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

### ***Employee Benefits Renewal***

This recommendation is to renew the below employee insurance benefit plans as indicated. First, a brief history of how we got to where we are today:

The College provides four employer-sponsored, and three voluntary/employee-paid, insurance plans as benefits for all eligible/.50FTE and above exempt, non-exempt, and instructional faculty members. The College also provides a Flexible Spending Account through FlexBank. Employer-sponsored plans include

Health Insurance by Anthem Blue Cross & Blue Shield, Dental Insurance by CoreSource, Vision Insurance by VSP, and Term Life and AD&D Insurance by Humana. The voluntary/employee-paid insurance plans include Optional Life Insurance by Humana for the employee and his/her eligible family members, Accident and Specific Illness Insurance by AFLAC, and Optional Life, Accident, and Specific Illness Insurance by Colonial Life.

From the time Clark State began offering employee insurance benefits, it appears that they were all offered through an individual broker for each policy and managed solely by Human Resources and/or the Business Office. That worked well for many years when the College had fewer employees and governmental compliance requirements were minimal to non-existent. Now, with over 236 employees eligible for college-sponsored insurance benefits and growing compliance requirements imposed by federal laws such as HIPAA, ADA, COBRA, PPACA, and others, it became necessary to seek assistance to help manage our employee insurance benefits plans with one broker. In late June 2015, the College sent out a Request for Proposal to thirteen area insurance companies/ consultants/brokers seeking a company to serve as our broker to consolidate and assist with the oversight and management of the above employee insurance plans.

In August 2015, Clark State contracted with HORAN Associates led by Erik Freudenberg and Julie Tople, to serve as our Employee Insurance Broker and Consultant. HORAN got to work immediately to save the College money and increase service to our employees during plans' open enrollment and at renewal. Since their hire, we are very pleased with HORAN's professionalism, knowledge of the employee benefits field, customer service, and willingness to help. Their first major task has been to lead our employees through open enrollment and the October 1, 2015, renewal of the above eight (8) insurance plans.

Summary of HORAN's accomplishments and savings for the College to date:

- Negotiated health insurance renewal rate to 4.25% increase (trend is 13% to 14% increase)
- Consolidated all eight employee benefit plans under single management
- Retained all current insurance providers but one, minimizing impact on employees and their families
- Bundled life insurance provided by Humana with Anthem Health, saving the College approximately \$39,000 immediately. (Includes 1% reduction--approximately \$22,000--in health insurance renewal cost and a 33% reduction--approximately \$17,000--in life insurance renewal premium for the College. The College provides free basic life insurance coverage for eligible employees at an amount 1.5 times the employee's base pay.)
- Negotiated with Anthem for an additional \$7,500 credit to be used for our Wellness Program for 2015-2016, making it a total of \$10,000
- We saved approximately \$10,000 in annual brokerage fees with HORAN
- Total immediate saving by going with HORAN: Approximately \$56,500

Renewal cost for each plan:

- Health Insurance: 4.25%/\$90,321.79 increase  
2014-2015 cost: \$2,125,779.28                      2015-2016 renewal costs: \$2,216,101.07
- Dental Insurance: No rate change \$60.22 per employee (EE) per month  
2014-2015 cost: \$166,000 for 229 EEs              2015-2016 renewal costs: \$170,500 for 236 EEs
- Vision Insurance: No rate change  
2014-2015 cost: \$29,500 for 230 EEs              2015-2016 renewal costs: \$30,300 for 236 EEs
- Life and AD&D: 33%/\$16,982.40 reduction  
2014-2015 cost: \$50,947.20                      2015-2016 renewal cost: \$33,964.80



Open enrollment for all of our employee insurance benefits is September 15-18, 2015, with a renewal date of October 1, 2015.

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

Implications for budget, personnel, or other resources: The proposed 2015-2016 budget includes funds (\$128,000), 6% increase from 2014-2015 health insurance costs, which will absorb the 4.25% increase in this year's health insurance costs.

It was requested that the Board of Trustees authorizes President Blondin or her designee to renew the health, dental, vision, life (including optional life), flexible spending account, AFLAC, and Colonial Life insurance benefits at a cost that is within the 2015-2016 budget.

*Trustee Doyle made a motion to approve the Personnel Recommendations and Employee Benefits Renewal as presented. Trustee Bell seconded, and the motion passed unanimously.*

### ***Salary Administration Policy***

The Salary Administration Program Policy, #3358:5-5-25, provides an overview of employee salary administration to ensure consistency across the College. The policy provides the framework for all aspects of employee compensation, including the structure for new hires, promotions and job transfers. The policy also contains a non-discrimination statement reflecting the College's commitment to fair administration of the program in accordance with all laws and regulations.

This policy also brings previous versions of several policies under one umbrella for efficiency and ease-of-use to both staff and faculty.

The complete Salary Administration Policy and Procedures Manual was distributed to Trustees as an informational item only.

### **3358:5-5-25 Salary Administration Program Policy**

- (A) It is the policy of Clark State Community College to develop and implement a fair, consistent, and competitive Salary Administration Program so as to attract, motivate, and retain qualified employees. The Program is specifically designed to compensate employees on the basis of their level of responsibility and performance, consistent with the College's business needs and financial capabilities. The College's Performance Management Program, which is based on the individual's performance, is administered to include a performance evaluation for each employee at least once during any 12-month cycle.
- (B) The College will administer its compensation programs without regard to gender, age, race, color, religion, creed, national origin, disability, or any other protected group or status. The College will adhere to all applicable laws and regulations regarding job classification, amount of pay, and equitable compensatory treatment of employees.
- (C) This Program applies to all regular full- and part-time employees (exempt, non-exempt, and instructional faculty), of Clark State and its departments. This Program takes the place of prior policies and procedures on salaries and compensation. This Program does not apply to on-call employees, substitutes, independent contractors, contract employees, consultants/special assignments, or employees with a temporary status.

**Effective:** October 15, 2015

**Prior Effective Dates:** n/a

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the Salary Administration Program Policy as presented.

### ***Social Media Policy***

The Social Media Policy, # 3358:5-11-23, addresses all social media use on behalf of the College. The purpose is to protect the reputation and image of Clark State by providing guidance on appropriate use of social media by employees and student groups representing the College.

The policy requires any faculty, staff, or student organization who wishes to have a Clark State social media account to obtain prior approval of the College Relations/Marketing Office. It further clarifies what is considered appropriate content to preserve the College's brand.

### **3358:5-11-23 Social Media Policy**

1. Social media is a communication tool that provides opportunities for members of Clark State Community College to share information and knowledge to the public. This initiative fosters learning, innovation, and collaboration between faculty, staff, and students. This policy applies to all social media use on behalf of the College.
  - a. Social media takes a number of forms including, but not limited to, social networking websites (e.g., LinkedIn, Facebook), microblogging websites (e.g., Twitter), blogs (college as well as personal), online encyclopedias (e.g., Wikipedia), and video and photo sharing websites (e.g., YouTube, Flickr, and Instagram). This policy provides information for members of the College community using social media.
2. The College recognizes that social media content has the potential to affect the reputation of Clark State Community College and members of its community. This policy serves to protect the College's reputation, image, and identity as well as guide the official use of social media by employees representing Clark State Community College.
3. Clark State Community College is committed to promoting, regulating, and protecting the integrity of its identity. Clark State Community College's social media channels are an official representation of the College, therefore must meet marketing and branding standards established by the College. The College may pursue all available recourse to block, remove, or delete inappropriate social media communication and/or accounts.
4. The College relies on a team of employees who contribute to the success of social media by providing appropriate content and timely interaction with users. Employees who manage social media channels are expected to understand and respect the importance and obligations when representing the College on a public forum.

- a. Content posted by employees on Clark State Community College's social media accounts should follow established procedures. Social media content posted on behalf of the College must:
  - i. Comply with all applicable laws, regulations, and college policies, including, but not limited to, those addressing harassment, privacy of student and health records, confidentiality, copyright, computer usage, and information security.
  - ii. Comply with the terms of use for the social media platform used.
5. All data and files, including social media content, on computers owned or operated by Clark State or transmitted using the College network are subject to applicable policies. Social media content posted using computers not owned or operated by the College or transmitted using the College's network may nonetheless be subject to appropriate action by Clark State Community College under applicable laws and/or policies.
6. Faculty, staff, and recognized student organizations who wish to have a Clark State Community College social media account must get prior approval from the College Relations/Marketing Office. A Clark State Community College employee must be identified for each registered social media account used on behalf of the College.
  - a. The College Relations/Marketing Office will review and evaluate all social media accounts created on behalf of Clark State Community College on a regular basis and will serve as a resource for content managers.

**Effective:** October 15, 2015

**Prior Effective Dates:** n/a

Impact on students and/or student learning: The social media policy is important to ensure accurate and consistent information is being disseminated, with respect to Clark State. Positive brand management is essential when attracting students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the Social Media Policy as presented.

### ***Policy Updates***

Due to reorganizations and title changes across the College, all policies were recently reviewed by each department head to determine if any additions, changes, or deletions were necessary.

Each area developed a spreadsheet detailing the changes made to their respective policies, and they were all distributed to Trustees prior to the meeting. (Copies of these spreadsheets are available in the Human Resources office.) The Board had previously consented to minor policy changes to update titles and departments without specific Board approval.

As noted on the spreadsheets, the majority of the necessary policy changes were minor in nature; however, the policies that need to be rescinded or that required substantive changes are presented below for Board action:

## **3358:5-1-01 Foundation-College Board Relationship**

### **A. Responsibilities of the College**

1. The College shall share annually with the Foundation its strategic plan, institutional priorities and projects, and resource requirements, so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns consistent with the strategic objectives of the College.
2. The College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is fully utilized.
3. The College agrees to cooperate with the Foundation in making available office space and equipment and in making available certain of its employees to engage in administrative and support activities for the Foundation. These employees shall remain for all purposes employees of the College and subject to all rights and responsibilities of other College employees.
4. The College shall cooperate with the Foundation in the development of the Foundation's fundraising programs and campaigns as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.
5. The College Board of Trustees shall appoint a Trustee to faithfully attend the meetings of the Foundation, and to regularly report the actions of those meetings to the Board of Trustees.
6. The College shall ensure that the Foundation Board of Directors is covered by Directors and Officers Liability Insurance and other liability coverages as appropriate for the operations of the Foundation.

### **B. Responsibilities of the Foundation**

1. The Foundation shall raise, invest, and endow funds for specific College purposes in accordance with the laws of the State of Ohio and any applicable federal laws. Such funds collected shall be used to support the mission, vision and priorities of the College and agreed upon by the Foundation Board of Directors and the College Board of Trustees. The College shall receive the benefit of all funds directly or indirectly raised or generated by the Foundation, including the Circle of Friends.
2. The Foundation shall solicit gifts, where appropriate, in the name of the Foundation, on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.
3. The Foundation shall conduct its activities in such a manner to maintain its status as a tax exempt, charitable organization under state and federal tax laws.
4. The Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission, vision, purpose and priorities of the College and in close cooperation with the College.
5. The Foundation shall provide the legal authority for the Circle of Friends committee to raise funds in support of the Performing Arts Center, upon approval of the fundraising activities

by the Foundation. Funds raised will be allocated in keeping with the funding needs of the College. All funds raised by the Circle of Friends are considered to be Foundation funds.

6. The Foundation will assume responsibility for the cost of its variable expenses, including the cost of the audit and the costs of fundraising campaigns and projects. The costs assumed by the Foundation will be ~~at least 20%, but not more than 25% of the total operating expenses of the Foundation unless jointly approved otherwise by the Foundation and College boards.~~ **reflected in the Foundation's annual operating budget, which must be approved by the College President and the Foundation Board of Directors.**
7. The Foundation agrees to notify, coordinate with, and solicit the comments of the College regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College. The Foundation shall notify the College, at the earliest possible date, of any proposed purchase of real estate and any significant debt to be incurred for permanent or working capital, and coordinate its efforts with the College.
8. The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate. The Foundation will advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.
9. The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation, and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf and for its benefit, according to their terms. Such endowments shall be separately accounted for and segregated from other funds.
10. The Foundation Board of Directors will retain their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standard.
11. The Foundation shall have an accounting system in place to ensure financial activities are carried out and reported in accordance with generally accepted business and accounting practices.
12. The Foundation shall have an annual audit of its financial activities by a certified public accountant in conjunction with the annual College audit.
13. The books, records, documents, and procedures and practices of the Foundation relevant to or affecting this agreement shall be subject to inspection by the College at reasonable times.
14. The Foundation shall provide an annual report to the College, including but not limited to, the activities, programs, holdings, investments, income, and fiscal operations of the Foundation.
15. The Foundation will consult with the College before any changes in the nature, scope or purpose of the Foundation are made. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

### **C. Relationship between the College and the Foundation**

1. The College acknowledges and accepts the separate and independent nature of the Foundation, and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement, and support of the educational and cultural programs and services of the College.
2. The Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments. The Foundation shall not use funds belonging to the College, and managed by the Foundation on its behalf, for the satisfaction of any such obligation, debt, liability or judgment.
3. The College shall maintain, at all times, all necessary policies of insurance for the benefit of the Foundation Board of Directors.
4. The College shall establish and enforce policies and procedures that support the Foundation's ability to protect the confidentiality of donor records. All information about donors, prospective donors, gift data, campaign assignments and notes, donor correspondence and related information is the confidential property of the Foundation, whether maintained in paper or electronic form, or maintained on servers and equipment owned by the College, in accordance with the laws of the State of Ohio.

**Effective:** October 15, 2015

**Prior Effective Dates:** 5/21/13

#### **3358:5-5-17 Professional Development Tuition Assistance Program Policy**

- (A) The College is committed to recruiting and retaining a competent and diverse workforce. To that end, emphasis is placed on the education and competencies an employee brings to the College as well as identifying, growing, and developing those skills through a formal process of training and continuing education. The College encourages employees to pursue professional development in order to obtain competencies that support the growth and enrichment of the College and their personal needs and interests. In order to enhance and promote such skill development, the College provides a professional development program to eligible employees.
- (B) This policy includes but is not limited to:
- (1) Tuition Reimbursement Program – The College provides financial assistance to eligible employees who seek to further their education through coursework at an accredited educational institution. (All educational institutions must be properly accredited by the Higher Learning Commission of North Central Association or other regional accrediting associations having jurisdiction).
  - (2) Institutional Fee Benefit Program – The College provides a tuition scholarship (instructional and general fees) for employees and eligible family members who seek to further their education through coursework taken at Clark State Community College.
  - ~~(3) Professional Improvement/Sabbatical Leave Program – The College grants professional leave for eligible employees to enhance their professional development through research projects, study, or other professional activity.~~

- (C) This policy applies to the following employees as indicated:
- (1) Tuition Reimbursement Program – All regular full-time and eligible regular part-time employees (staff and faculty) may participate.
  - (2) Institutional Fee Benefit Program – All regular full and part-time employees (staff and instructional faculty) and adjunct faculty are eligible to participate. ~~This program also extends to presidential and trustee emeriti and special nominees of the President.~~
  - ~~(3) Professional Improvement/Sabbatical Leave Program – The College grants professional leave for eligible employees to enhance their professional development through research projects, study, or other professional activity.~~
- (D) Eligibility requirements for this policy are outlined in the ~~professional development tuition assistance~~ program procedures.
- (E) This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.
- (F) The ~~director~~**office** of human resources shall be assigned the responsibility of developing, implementing, and maintaining the ~~professional development tuition assistance~~ program.

**Effective:** October 15, 2015

**Prior Effective Dates:** 10/4/82, 10/14/84, 1/1/88, 1/1/97, 7/1/98, 6/1/99, 6/17/01, 9/27/02, 1/1/04, 7/13/12

### **3358:5-5-16 Employee Insurance Benefits (RESCIND)**

~~Regular employees in the exempt, non exempt and instructional faculty categories whose annual work schedule regularly exceeds 960 hours are eligible for the following insurance benefits:~~

- ~~(A) Group health insurance (optional)~~
- ~~(B) Group dental insurance (mandatory)~~
- ~~(C) Group term life insurance (mandatory) – Employees are covered at 1.5 times their annual salary rounded to the next \$1,000. Adjustments of an employee’s coverage shall be made annually at September 1.~~
- ~~(D) Supplemental term life insurance (optional)~~
- ~~(E) Disability insurance (optional)~~
- ~~(F) Cancer insurance (optional)~~
- ~~(G) Vision care insurance (optional)~~
- ~~(H) Universal whole life insurance (optional)~~
- ~~(I) Hospital confinement indemnity insurance (optional)~~

~~(J) — Accident insurance (optional)~~

~~(K) — Level term life insurance (optional)~~

### **3358:5-5-01.3 Employee Pay Rates for Part-Time Commercial Transportation Training Center Trainers (RESCIND)**

~~Pay rates for part time commercial transportation training center trainers shall be adjusted effective January 29, 2007, according to the following schedule:~~

~~(A) — Licensed:~~

~~Licensed for one year or more — \$17.50 per hour. “Licensed” shall mean a valid commercial instructors license issued by the state of Ohio.~~

~~(B) — Unlicensed:~~

~~(1) — Tier I — \$7.50 per hour for the first 86 hours of training.~~

~~(2) — Tier II — After the completion of 86 hours of training and six months of employment, the pay rate shall be increased to \$14.00 per hour.~~

~~(3) — Tier III — After six months in Tier II, the pay rate shall be increased to \$15.50 per hour.~~

~~(4) — Tier IV — After six months in Tier III, the pay rate shall be increased to \$17.50 per hour.~~

### **3358:5-3-11 Employee Performance Management System Policy (RESCIND)**

~~(A) Clark State Community College hires employees with the specific knowledge, skills, and competencies necessary to achieve organizational goals. To help employees maintain and enhance these individual attributes and experience personal success, Clark State employs a robust, comprehensive Employee Performance Management System in which all regular employees participate. This system is employed throughout the performance cycle in order to align the employee’s performance goals/objectives with the College’s mission, vision, and strategic plan. It provides each employee with clear performance objectives, ongoing coaching and feedback, professional development, recognition for outstanding work, and serves as data for human resources decisions. The Employee Performance Management System also serves as a means to measure employees’ effectiveness on the job; identify areas where employees need training, growth, improvement and/or additional resources; and as a means to encourage supervisors to motivate and communicate with employees.~~

~~(B) This policy and associated procedures address separate performance management processes for all regular employees including staff and instructional faculty.~~

~~(C) The Employee Performance Management System is composed of the following four major components. These components are implemented throughout the year in order to provide a continuous process of effective, two-way communication between the supervisor and the employee.~~

~~(1) Planning and goal setting~~

~~(2) Managing/coaching~~



- (3) ~~Mid-year reviews (staff only)~~
- (4) ~~Annual reviews (bi-annual for specific instructional faculty)~~
- (D) ~~This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.~~
- (E) ~~The office of the director of human resources shall be assigned the responsibility of developing, implementing, and maintaining the Employee Performance Management System.~~

### **3358:5-5-01 Employee Salary Adjustment Policy (RESCIND)**

- (A) ~~The President shall present salary recommendations to the Board of Trustees at the June Board meeting for all employees.~~
- (B) ~~Salary increases shall be subject to an adjustment in accordance with length of employment during the current academic year.~~
- (C) ~~The Board of Trustees shall make the 14% contribution which is required by the appropriate retirement systems and the 1.45% contribution which is required by the Social Security Administration for certain employees.~~
- (D) ~~Employees who will or have reached the top of their salary range shall receive any amount over their range in a one-time lump sum not added to their base salary.~~
- (E) ~~The Board has empowered the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.~~

### **3358:5-3-23 Faculty Promotion Policy (RESCIND)**

- (A) ~~Clark State Community College supports a promotion system for faculty that is designed to reward individual performance that contributes to the College's mission.~~
- (B) ~~The ranks that have been established as part of the system are those that are reflective of higher education institutions across the nation. These include Instructor, Assistant Professor, Associate Professor, and Professor.~~
- (C) ~~A progression in leadership responsibilities is critical to the advancement of faculty from one rank to the next.~~
- (D) ~~Eligibility requirements, established by the college, include educational attainment and work experience as appropriate to the rank to which the person is applying.~~
- (E) ~~Faculty seeking promotion submit evidence of their achievements according to set criteria, including effective teaching/learning, professional growth, and service to the College and community.~~
- (F) ~~Peer review by colleagues is an essential component of the system.~~
- (G) ~~Promotion must be earned and is not automatic.~~

- ~~(H) — The College President is the final authority for all decisions related to promotion.~~
- ~~(I) — The President shall ensure that a promotion calendar is established for timely process completion.~~
- ~~(J) — General guidelines for candidates for promotion shall be as follows:~~
- ~~(1) — Guidelines for submission of applications in response to the promotion criteria are sent to all eligible faculty by the promotion committee by the end of the third full week of October.~~
  - ~~(2) — The promotion committee shall review the materials submitted for consideration. The promotion committee shall verify whether or not the faculty member has met the minimum requirements for promotion. If the minimum requirements are not met, the committee shall take no further action and shall not review the submitted materials.~~
  - ~~(3) — Meeting minimum requirements does not mean that a recommendation for promotion is automatic. Submitted materials shall be organized in a manner that facilitates review; simply listing accomplishments may not be adequate. Explanations of the exact nature of the contributions may be necessary. Promotion materials shall be reviewed and evaluated by the committee against the promotion requirements for the rank sought in order to determine whether or not the candidate will be recommended for promotion.~~
  - ~~(4) — A pattern of contributions over the years is more meaningful than a flurry of activity just prior to promotion eligibility.~~

#### **3358:5-3-10 Faculty Salary Administration Policy (RESCIND)**

- ~~(A) — Clark State Community College supports a salary administration process that is based on internal equity and market competitiveness.~~
- ~~(B) — Fair market value is also a critical component of salary administration.~~
- ~~(C) — The College shall use benchmarks of other colleges against which the salaries will be compared.~~

#### **3358:5-3-17 Payroll Deductions (RESCIND)**

~~Employees shall have available to them the following payroll deductions:~~

- ~~(A) — Federal Tax — starts upon employment and is deducted from each bi-weekly paycheck.~~
- ~~(B) — State Tax — starts upon employment and is deducted from each bi-weekly paycheck.~~
- ~~(C) — City tax (if required) — starts upon employment and is deducted from each bi-weekly paycheck.~~
- ~~(D) — Flexible Spending Account — starts upon employment or beginning of plan year and is deducted from each bi-weekly paycheck. The plan year shall begin October 1.~~
- ~~(E) — Group Health Insurance — starts upon authorization by employee and is deducted from first and second paycheck in each month.~~
- ~~(F) — Medicare Tax — starts upon employment (for employees hired after April 1986) and is deducted from each bi-weekly paycheck.~~

- ~~(G) Retirement (SERS/STRS/ARP) starts upon employment and is deducted from each bi-weekly paycheck and are subject to the provisions of these respective retirement systems; the employee's contribution is supplemented by the Board of Trustees' contribution, which is in addition to the employee's annual salary.~~
- ~~(H) Tax Sheltered Annuity (403(b)) starts upon authorization by employee and is deducted from first and second paycheck in each month.~~
- ~~(I) Vision Insurance starts upon authorization by employee and is deducted from the first and second paycheck in each month.~~
- ~~(J) Ohio Public Employee Deferred Compensation, 457, and other approved deferred compensation programs.~~
- ~~(K) Clark State Foundation Scholarship Fund starts upon authorization by employee and is deducted from each bi-weekly paycheck (maximum of 26 pays beginning May).~~
- ~~(L) United Way Contribution starts upon authorization by employee and is deducted from each bi-weekly paycheck (maximum of 26 pay deductions).~~
- ~~(M) Health Savings Account (if applicable)~~
- ~~(N) Supplemental Insurance Programs (optional)~~
  - ~~(1) Cancer Insurances starts upon authorization by employee and is deducted from the first and second paycheck in each month~~
  - ~~(2) Disability Insurance starts upon authorization by employee and is deducted from the first and second paycheck in each month~~
  - ~~(3) Group Term Life Insurance Supplement starts upon authorization by employee and is deducted from first and second paycheck in each month~~
  - ~~(4) Universal Whole Life Insurance starts upon authorization by employee and is deducted from the first and second paycheck in each month~~
  - ~~(5) Accident Insurance~~
  - ~~(6) Hospital Confinement Indemnity Insurance~~
  - ~~(7) Others as may become available~~

### **3358:5-5-22 Salary Range Adjustments (RESCIND)**

- ~~(A) A system of salary ranges based on grade levels were established using job content evaluations for the exempt and non-exempt personnel groups. Salary ranges for instructional faculty have been established for each faculty rank. Comprehensive reviews of market data are conducted periodically and adjustments of salary ranges are made accordingly.~~
- ~~(B) When it is evident, based on the current marketplace, that certain positions require a premium to attract qualified personnel, the salary ranges for these positions may need to be adjusted to reflect~~

~~these current market conditions. The President is authorized to make these additional adjustments in consultation with the Human Resources Committee of the Board of Trustees.~~

~~(C) The minimum, midpoint, and maximum salary ranges for instructional faculty and exempt and non-exempt positions shall be increased as follows:~~

~~(1) Exempt and Non-Exempt Positions~~

~~(a) Midpoint adjustment—4% from 2011-2012 midpoint.~~

~~(b) Minimum adjustment—75% of the new midpoint.~~

~~(c) Maximum adjustment—125% of the new midpoint.~~

~~(2) Instructional Faculty~~

~~(a) Minimum adjustment—1.5% increase from the 2011-2012 minimum.~~

~~(b) Midpoint adjustment—1.5% increase from the 2011-2012 midpoint.~~

~~(c) Maximum adjustment—1.5% increase from the 2011-2012 maximum.~~

~~(D) These adjustments reflect a change to remain competitive in the market.~~

### **3358:5-5-15 Severance Pay for Unused Sick Leave (RESCIND)**

~~(A) Any employee with the equivalent of five or more years of full-time service at Clark State Community College who indicates the intention to retire by either service and/or disability qualification and for whom the Board has received an application for processing from a retirement system for benefits to such employee shall be eligible to be paid severance pay for accrued but unused sick leave pursuant to the following formula:~~

~~One fourth of accrued, unused sick leave not exceeding 120 days (i.e., maximum payment is for 30 days)~~

~~Such payment shall be based on the employee's rate of pay at the time of retirement and shall be disbursed following the employee's last regular payment of salary.~~

~~(B) Payment for unused sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time of retirement and such payment shall be made only once to any employee.~~

### **3358:5-11-12 Responsible Use of Technology**

(A) Clark State Community College provides students, faculty and staff with access to technology resources as an integral part of the educational environment. This includes but is not limited to computers, telephones, pagers, printers, fax machines, PDAs, digital cameras, copiers, TV/VCRs, DVD/CD-Rom, video and audio cassettes, scanners, as well as access to information via the Internet and the College network. These technologies are intended for instructional, research, and administrative activities of the institution and are designed to facilitate communication and learning.

- (B) Members of the Clark State community, i.e., all College employees, students and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the College and other official College documents such as the policy and procedures of the College, the College catalog, and student handbook, etc.
- (C) Users of the College technology resources agree to:
- (1) Comply with all federal, state, other applicable laws, and College policies and procedures.
  - (2) Use resources responsibly.
  - (3) **Protect the licensed software of the College and copyrighted material.**
  - (4) Protect the integrity of the physical and software facilities.
  - (5) Respect the rights and privacy of other users.
  - (6) Respect data belonging to others.
  - (7) Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized.
  - (8) Protect the integrity of their own user accounts.
- (D) Illegal activities of any kind shall not be tolerated. Such activities include but are not limited to:
- (1) **Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.**
  - (2) Acquiring, uploading, downloading or possessing any material that is considered child pornography.
  - (3) **Using computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.**
  - (4) Libel.
  - (5) Any act that violates copyright laws. **Personal software cannot be installed on Clark State Community College Computers. Clark State Community College software cannot be installed on personal computers without approval from IT.**
  - (6) Unauthorized access to the network (“hacking”).
  - (7) Impersonating other individuals.
  - (8) Creating, using or distributing virus programs or programs that attempt to scan or exploit network security and/or other vulnerabilities.
  - (9) **Security breaches or disruptions of network communication.**

- (10) **Providing information about, or lists of, Clark State Community College employees or students to parties outside of the College.**
  - (11) **Sending unsolicited emails messages including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material.**
  - (12) **Storage of Personally Identifiable Information (PII) on a workstation, USB drive, CD/DVD, or media other than a network drive.**
- (E) Failure to Comply
- (1) Violation of any of the Clark State responsible use of technology policies and procedures may result in disciplinary action.
  - (2) Violators of these regulations may be ejected from Clark State owned or controlled property and subject to criminal prosecution and/or College discipline.

**Effective:** October 15, 2015

**Prior Effective Dates:** 10/7/96, 7/1/98, 4/12/04, **7/17/09**

### **3358:5-1-16 Chairperson’s Role**

- (A) The Chairperson is elected at the first regularly scheduled meeting of the calendar year by fellow Board members. The Chairperson may only serve in three consecutive years.
- (B) As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board’s process and represent the Board to outside parties. The Chairperson, or the Chairperson’s designee, is the only Board member authorized to officially speak for the Board. The Chairperson shall ensure that the Board and individual Board members act consistently with the Board’s own rules and policies and those legitimately imposed upon the commission from outside the College. The Chairperson shall:
  - (1) Preside at Board meetings in an efficient and effective manner and set the general tone for each meeting through positive leadership.
  - (2) Ensure that discussion at Board meetings is limited to those issues which, according to Board policy, belong to the Board to decide.
  - (3) Ensure that deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
  - (4) Strive to achieve consensus among members on Board decisions by stimulating a thorough discussion of the issues.
  - (5) **Appoint a Governance Committee of the Board to monitor such issues.**
- (C) The Chairperson shall have the following additional responsibilities:
  - (1) Ensure that other Board members are informed of current and pending Board issues and processes.

- (2) Appoint members of committees established by the Board.
- (3) Ensure compliance with all required duties imposed by law, including, but not limited to:
  - (a) Signing all official documents and contracts on behalf of the College as required by applicable law or regulation or as authorized by the Board.
  - (b) Executing all necessary legal documents in the name of the Board for the recovery of damages, money, penalty, forfeiture, or for other legal action.
- (D) The Chairperson is authorized to use any reasonable interpretation of the provisions in governance process and Board-President relationship policies in carrying out his/her role. The Chairperson is responsible for the Board-President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.

Effective: October 15, 2015

Prior Effective Dates: 10/14/02, **3/18/15**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve or rescind the policies listed above, as presented.

***Trustee Bell made a motion to approve the Salary Administration Policy, Social Media Policy, and Policy Updates as presented. Trustee McDorman seconded the motion, and it passed unanimously.***

***Restricted Budget Adoption***

A document detailing the restricted budgets for fiscal year 2015-2016 was distributed to Trustees prior to the meeting. Descriptions of each of the projects funded by these various restricted sources were included. The total represents a \$1,853,000 (10.1%) increase from the restricted budget adopted in fall 2014.

	<u>DATES</u>	<u>GRANTOR'S BUDGET</u>
Clark County - Child Advocacy Center for Project Jericho	7/15 - 6/16	\$173.62
Clark County - Drug Court	7/15 - 6/16	\$54.20
Clark County - Juvenile Court	7/15 - 6/16	\$60,993.14
Clark County - Mental Health Court	7/15 - 6/16	\$6,367.71
Clark County - Probate Court for Mural	7/15 - 6/16	\$5,000.00
Clark State Foundation - Major Gifts/TLC	7/15 - 6/16	\$420,264.14
Davidson Endowment Earnings	7/15 - 6/16	\$59,058.80
Della Selsor - Project Jericho	7/15 - 6/16	\$2,568.05
DJFS - Project Jericho	7/15 - 6/16	\$207,486.52

DJFS - Project Jericho/Miami Valley	7/15 - 6/16	\$304.03
Kennedy Center - Arts Alive	7/15 - 6/16	\$1,230.06
Logan County Jail - ABLE Program	7/15 - 6/16	\$605.00
National Endowment for the Arts - Coming Up Taller Award	7/15 - 6/16	\$10,000.00
National Science Foundation - CyberPro/CyberSecurity	7/15 - 6/16	\$533,835.82
National Science Foundation - Mentorlinks	7/15 - 6/16	\$381.85
OAC - Arts Alive	7/15 - 6/16	\$726.17
OAC - Project Jericho	7/15 - 6/16	\$16,580.00
Ohio Bureau of Worker's Compensation	7/15 - 6/16	\$63,552.95
Ohio Department of Education/GED Testing	7/15 - 6/16	\$6,138.37
Ohio Department of Education - Momentum - We Are IT	7/15 - 6/16	\$332.01
Ohio Department of Education - State Fire Marshal Grant	7/15 - 6/16	\$108,000.00
ODHE - Articulation and Transfer Travel	7/15 - 6/16	\$1,710.32
ODHE - Capital Component	7/15 - 6/16	\$3,252,845.89
ODHE - Credit Where It's Due	7/15 - 6/16	\$5,603.00
ODHE - Ohio Means Internships	7/15 - 6/16	\$126,078.98
ODHE - Success Initiative - Sinclair	7/15 - 6/16	\$2,500.00
ODHE - Tech Prep/Gearup	7/15 - 6/16	\$7,658.24
Ohio Department of Public Safety	7/15 - 6/16	\$4,050.00
Ohio Department of Youth Services - Project Jericho/StART	7/15 - 9/15	\$23,172.72
Ohio Manufacturing Education Collaborative	7/15 - 6/16	\$11,192.02
Ohio Mental Health	7/15 - 6/16	\$291.15
Private - AACCC/Plus 50 Encore	7/15 - 10/15	\$11,482.24
Private - Arts Alive	7/15 - 6/16	\$16,582.21
Private - Cengage Learning Royalties	7/15 - 6/16	\$9,030.00
Private - Circle of Friends - Project Jericho	7/15 - 6/16	\$19,601.34
Private - Convention and Visitor's Bureau	7/15 - 6/16	\$586.10
Private - Harry W and Margaret Moore Foundation	7/15 - 6/16	\$1,450.81
Private - International Management Association	7/15 - 6/16	\$3,930.78
Private - Johns Hopkins Partnership	7/15 - 12/15	\$25,903.20
Private - Martha Holden Jennings Foundation	7/15 - 6/16	\$4,865.61
Private - Ohio Sports Turf Association	7/15 - 6/16	\$2,000.00
Private - PAC Sponsorships	7/15 - 6/16	\$50,000.00
Private - Project Jericho Donations	7/15 - 6/16	\$45,563.83
Private - Quinlan Foundation for Project Jericho	7/15 - 6/16	\$1,969.55
Private - Restorative Justice Initiative	7/15 - 6/16	\$1,361.24
Private - Rothschilds for Safety City	7/15 - 6/16	\$200.00
Private - Tech Prep Fees	7/15 - 6/16	\$7,084.22
Private - Think Tank	7/15 - 6/16	\$150.00
SDE - ABLE GED program	7/15 - 6/16	\$192,521.00
SDE - Perkins	7/15 - 6/16	\$138,674.45
Springfield City Schools/Perrin Woods and Little Libraries	7/15 - 6/16	\$5,626.75
Springfield Foundation/Glass Art Education	7/15 - 6/16	\$2,096.32



Springfield Foundation - Grant Writing	7/15 - 6/16	\$2,500.00
Springfield Foundation/Performing Arts Center	7/15 - 6/16	\$12,500.00
Turner Foundation - Arts Alive	7/15 - 6/16	\$49,778.51
Turner Foundation - Outreach	7/15 - 6/16	\$6,352.14
Turner Foundation - Project Jericho Support	7/15 - 6/16	\$5,525.96
USDE - Federal Workstudy	7/15 - 6/16	\$200,000.00
USDE - PELL	7/15 - 6/16	\$12,000,000.00
USDE - SEOG	7/15 - 6/16	\$244,274.00
USDE - Title III	7/15 - 9/15	\$64,762.97
USDE - TRIO	7/15 - 6/16	\$400,947.60
US Department of Labor - TAACCCT	10/14 - 6/16	\$1,793,840.80
US Department of Veterans Affairs	7/15 - 6/16	\$5,355.92
<b>TOTAL</b>		<b><u>\$20,265,272.31</u></b>

The increase from budgets adopted a year ago was the result of new funding including:

- Clark County – Probate Court (mural)
- Logan County Jail – ABLE program
- Ohio Bureau of Worker’s Compensation (rebate)
- Private – Cengage Learning royalties
- Private – Johns Hopkins partnership
- US Department of Labor - TAACCCT

The following budgets adopted a year ago were spent down during the year:

- DJFS – Project Jericho/Community Outreach
- Ohio College Access Network
- Ohio Arts Council Operating Support
- Avetec Gear Up
- Circle of Friends (transferred to the Clark State Foundation)
- Gateway Honor Trust

The amount for the Clark State Foundation Major Gifts is for the Landess TLC and represents donors’ multiple years’ pledges.

Most other projects listed represent either carry-forward balances from 2014-2015 or continuing projects with new funding.

Impact on students and/or student learning: These projects impact each one of the Initiatives in the Strategic Plan.

Implications for budget, personnel, or other resources: Up to \$20,265,272 will be received by the College and disbursed for the projects listed in accordance with stipulations of the grantors.

It was requested that the Board of Trustees move to accept the restricted funds as presented. By accepting these restricted funds, Trustees also accept the restrictions imposed by grantors.

***Trustee Doyle made a motion to accept the restricted funds as presented and to accept the restrictions imposed by grantors. Trustee Phillips seconded, and the motion passed unanimously.***

### ***American Association of Community Colleges Pathways Grant Application***

The American Association of Community Colleges (AACC) recently launched a national project focused on building capacity for community colleges to develop structured academic and career pathways for all students. The project will include the selection of 30 institutions for participation in intensive pathways work over three years. The project is designed to help colleges already progressing on a student success agenda to move that work to the next level.

As part of the project, Clark State has identified a team of five individuals who will work over the course of the project period to design and implement clear, structured academic and career pathways: Dr. Amit Singh, Provost and Vice President of Academic Affairs; Kristin Skiles, Dual Enrollment Coordinator; Michael Cuffman, Assistant Dean of Arts and Sciences; Amy Sues, Director of Student Success and Completion; and Crystal Jones, Assistant Professor, Business and Applied Technologies.

The designed pathways will include action plans and assessment of needs for technical assistance. The Project Team will also travel to six institutes over the course of the project period. Each institute will focus on one aspect of institutional change and pathway design and implementation.

The Faculty Senate endorses the administration's plan to apply to participate in The Pathways Project.

Impact on students and/or student learning: Throughout the project period, Clark State will advance its own work on academic and career pathways as well as gain invaluable knowledge and resources from partner institutions. Furthermore, the goal of the Pathways Project is to design and test approaches that can be replicated with additional groups of institutions. By the end of the project period, the institutions involved will develop open-source resource materials for broad use for community colleges across the country.

Implications for budget, personnel, or other resources: Clark State will be responsible for travel expenses for the five project team members to attend six institutes. Most on-site costs of the institutes, including materials, hotel rooms, and most meals will be covered by AACC.

It was requested that the Board of Trustees grant authorization for the President or her designee to move forward in submitting the AACC Pathways grant application.

***Trustee McDorman made a motion to grant authorization for Dr. Blondin or her designee to move forward in submitting the AACC Pathways grant application. Trustee Doyle seconded, and the motion passed unanimously.***

### ***Affordability Report to Ohio Department of Higher Education***

Dr. Blondin shared the report template with the Board and indicated that a draft document will be presented to the Board at the November meeting.

***Trustee Bell made a motion to table this item. Vice Chair Evans seconded the motion, and it passed unanimously.***

### **Report of the President**

President Blondin asked new Student Senate President Cecil Pratt, new Faculty Senate President Dana Matt, and Staff Senate President Matt Ison for Senate updates.

Mr. Pratt reported that Student Senate is excited to move into the new student lounge area and is working on recruiting new Senators and building new clubs and organizations on campus. Chairperson Noonan noted that Mr. Pratt did a wonderful job speaking at the recent Veterans Lounge Dedication Ceremony.

Ms. Matt indicated that Faculty Senate is working with Dr. Singh to update the faculty handbook to reflect new policies and organizational changes; they are also working with Staff Senate on a shared governance handbook. She also noted that faculty are working through some issues with Blackboard, as the transition has not been as smooth as they would have liked.

Mr. Ison reported that Staff Senate has completed its appointments to all-college committees; four of the five co-chairs have remained the same, and approximately 40-50% of the appointments are new. The Senate held a housekeeping meeting in July, and its next meeting will be held this week. One issue they are investigating is the best method for delivering mandatory training college-wide; they intend to work with Human Resources on implementing the chosen method.

President Blondin briefly reviewed the following items she distributed to Trustees:

- Information regarding the Heads Up (free community college) campaign, which we are being urged to support;
- A PowerPoint presentation delivered during the White House Meeting with Ohio Leaders she attended in July, during which she acted as spokesperson for the group discussing Ohio's performance-based funding model;
- The agenda from a Roundtable Discussion on College Affordability she spoke at, alongside Senator Keith Faber and Dr. Michael Drake from Ohio State University;
- The new Advanced Manufacturing (TAACCCT grant) Certificates brochure; thirty-eight students are enrolled so far, and the equipment arrived today;
- The Fall 2015 Champion City Scholars newsletter featuring a new layout;
- CampusWorks' final report, which includes a summary of their work and recommendations for the future. Matt Franz continues to prioritize the remaining items.

Dr. Blondin indicated that this is the time of year that we start planning for potential Capital Bill projects, which include higher education projects, cultural arts projects, and community projects. She noted that the Ohio Association of Community Colleges should be sending information out regarding this in the next few weeks. She also reported that PDAC proposals for the region will begin being discussed soon, and several may be submitted prior to the November Board meeting. A list of potential projects was distributed.

\*Darci Jordan exited the meeting at 7:20 p.m.

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

Chairperson Noonan indicated that the Board needed to appoint a voting delegate for the upcoming Association of Community College Trustees (ACCT) conference.

***Trustee Doyle made a motion to appoint Chairperson Noonan as the ACCT voting delegate. Trustee Bell seconded, and the motion passed unanimously.***

Chairperson Noonan commented that the Trustees and staff were very busy the past month with very nice, well-organized events and that the grounds of the campus are just gorgeous. She also noted that she was very impressed that Clark State has been approved by the Community College of the Air Force as a General Education Mobile (GEM) partner and is the first community college in Ohio to receive this approval. She gave kudos to the staff.

## **Trustees' Open Forum**

No comments were made.

## **Executive Session ~ Personnel**

Trustee Doyle made a motion to move into Executive Session to discuss personnel. Trustee Bell seconded the motion, and it passed 6-0 by a roll call vote. Executive Session commenced at 7:23 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 8:10 p.m. Trustee McDorman seconded, and the motion passed 6-0.

## **Adjournment**

Trustee Bell made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 8:11 p.m.