



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**May 19, 2020**

The Clark State Community College Board of Trustees met in regular session virtually via LifeSize due to the COVID-19 pandemic on Tuesday, May 19, 2020. Chairman Brad Phillips presided and called the meeting to order at 6:03 p.m.

### **Roll Call**

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

*Others Present:* Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Dr. Nickey Brown, Assistant Professor, Business and Applied Technologies; Cristin Butler, Job Readiness Coordinator, Workforce Development; Cheryl Carter, Computer Lab Assistant, Workforce Development; Melissa Checkie, Transfer Evaluation Specialist; Karen Clark, House/Operations Manager, Performing Arts Center; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Scott Dawson, Associate Professor, Arts and Sciences/SOAR participant; David Farrell, Senior Staff Accountant; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology and Emergency Management; Ron Gordon, Dean of Enrollment Services; Robyn Hennigan, Assistant Professor, Business and Applied Technologies/SOAR participant; Dr. Tiffany Hunter, Vice President of Academic Affairs; Paige Huskey, Associate Professor, Arts and Sciences; Dr. Bridget Ingram, Professor, Health, Human and Public Services/SOAR participant; Crystal Jones, Assistant Dean of Business and Applied Technologies; Tina Jones, Staff Accountant; Theresa Lauricella, Associate Professor, Arts and Sciences; Naomi Louis, Dean of Arts and Sciences; Dee Malcuit, Professor, Arts and Sciences; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Leslie Ray, Manager, Ticket Office Operations, Performing Arts Center; Taylor Roberts, Grants Development Coordinator; Diane Roux, Associate Professor, Business and Applied Technologies; Jennifer Savitscus, Instructor, Arts and Sciences; Doug Schantz, guest/new Associate Vice President of Business Affairs; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Nicholas Sparrow, Student; Gwen Stevenson, Director of Nursing Programs; Amy Sues, Dean of Institutional Effectiveness, Planning, Assessment and Accreditation; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Trish Voisard, Staff Accountant; Larry Wakefield, Vice President for Business Affairs; Toni Yancey, Success Coach/SOAR participant; Mia Yaniko, Education Section Chief, Ohio Attorney General's Office; and Tracy Yates, Director of Conference Services

### **Recognition of Guests**

Chairman Phillips welcomed guests and asked them to introduce themselves. President Blondin introduced Doug Schantz, the new Associate Vice President of Business Affairs who will officially start

work on June 1, and thanked him for attending the meeting.

### **Public Comment**

There were no public comments.

### **Conflicts of Interest**

Vice Chair Ball indicated that he would be recusing himself from the Voluntary Short Term Disability Benefit Policy and Health Insurance “Bridge” Cost to Join Consortium action items.

### **Approval of Minutes**

Chair Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on April 21, 2020. Trustee Bell made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Monday, May 11, at 7:30 a.m. virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Sharon Evans, and Peg Noonan; Brad Phillips, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Matt Franz, Vice President, Information Technology and Emergency Management; Dr. Tiffany Hunter, Vice President, Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder. Agenda items included:

- Call to Order/Roll Call
- Approval of April 13, 2020, Meeting Minutes - ACTION
- April Financial Report
- FY 2020 State Share of Instruction (SSI) Updates and Budget
- FY 2021 Budget/Revenue and Expense Assumptions
- COVID-19 Revenue Losses and Expenses Update
- CARES Act Allocation
- Reopening Plan
- Health Insurance “Bridge” Cost for July/September for the Short Term to Join Consortium - ACTION
- Salary Bands - ACTION
- Telecommuting Policy - ACTION
- Voluntary Short Term Disability Benefit Policy - ACTION
- Open Discussion
- Next Meeting – June 9, 2020, at 7:30 a.m.

### **Financial Statements through April 2020**

A report reflecting Revenues and Expenses through April 30 was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2020 budget is based on course completion (50%), success points

(25%) and completion milestones (25%). Since the annual “true-up” to SSI allocation in December, the State announced cuts to SSI for the FY2020 fiscal year. Clark State’s share of this cut is \$576,735. The variance for this will begin to show on the May financials.

Student Tuition and Fees Revenue represents Fall and Spring Semester through April 30. We are under budget primarily due to a decrease in out-of-state enrollment compared to last year. Other student fees are up due to lab fees and unspent tuition challenge discounts.

Note that management services increased this year due to a new charge to CTTC (\$45,000 per year) in addition to prior charges to the Bookstore (\$75,000 per year).

Workforce Non-Credit Training revenue is currently below budget and not expected to meet year-end budget. Due to the effects of COVID19 and our modified operations, we do not expect revenue to pick up significantly before the end of the fiscal year. Expenses are also down due to our modified operations.

Performing Arts Center (PAC) shows and rentals are below budget and not expected to meet year-end budget. Due to the effects of COVID19 and our modified operations, we do not expect revenue to pick up significantly before the end of the fiscal year. Expenses are also down due to our modified operations.

The expense budgets show overall spending down compared to the budget. There are variations in some categories due to timing. Overall, nothing is of concern at this time. By object code, Communication expenses are trending high due to an increase in marketing spend to encourage Summer enrollment. Some expenses due to our modified operations will be covered by the CARES Act. Travel and miscellaneous categories by object code are trending well below budget. By function, expenses for General and Public Service are also well below budget for this time of the year.

Auxiliaries are also down partly due to the effects of COVID19 and modified operations. Bookstore is showing revenue below budget for the year. Commercial Transportation Training Center shows under budget in revenue, which is also due to a decline in state loans available to students and modified moderations. Parking revenue is down due to the State’s new oversight on fees which prevented us from charging more for Auxiliary fees, but is still showing a surplus. Food service expenses are trending higher than expected this year due to modified operations.

### **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 3/31/20:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,271,121
Commonfund Management Fees (June 2002 to present)	\$(88,278)
Foundation Management Fee (2007 to present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)

Market Gain/(Loss) (June 2002 to present)	\$247,865
Balance 3/31/20	\$2,089,495
Quarterly (January-March) Rate of Return	.17%
Barclays Aggregate Bond Index (January-March)	3.15%
March Return	-3.15%
Barclays Aggregate Bond Index (March)	-.59%

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 a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Marc Bernhardt, from The Commonfund, met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on April 23, 2020, and reviewed fund performance, asset allocation, and answered questions the Committee had.

### **FY2021 Budget/Revenue and Expense Assumptions**

A FY 2021 Draft Sources and Uses document was distributed to Trustees prior to the meeting, with the first column reflecting base changes to the budget. An additional column is included this year to show how a cut to our FY 2021 State Share of Instruction (SSI) could affect our budget. We are presenting a 15% cut scenario. We have not received official notice of our precise SSI cut, but expect a reduction of more than 15%, but less than 20%. We will adjust as needed upon official notice. We continue to review the budget to find ways to reduce costs in the upcoming year, suspend some costs for one year, or identify items that could be funded using the CARES Act or Reserves.

### **Human Resources Update**

The following action is for a non-exempt employee position. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

#### New Hire:

- Laura Siemon, Human Resources Assistant (Grade Level 4), effective 5/18/20

#### Open/Advertised Positions:

- Instructional Faculty – Diagnostic Medical Sonography
- Instructional Faculty – Microbiology
- Instructional Faculty – Medical Lab Tech
- Instructional Faculty – Registered Nursing

### **Financial Student Aid – Emergency Grant**

Clark State certified with the Department of Education to provide \$1,457,314 in Emergency Financial Aid Grants to students. Clark State's COVID-19 Emergency Fund provides assistance to students at risk of dropping out of college due to unexpected financial emergencies related to the COVID-19 pandemic. This

assistance was created to help students stay in college and meet their educational goals, ultimately, securing a better financial future.

Students enrolled as of March 16, 2020, who faced hardships due to the pandemic can apply for this Emergency Grant. They must attest that they are eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965. These types of eligibility requirements are detailed on the application. Students can request up to \$750 in funding for food, housing, childcare, health care, course materials, technology, tuition assistance, or other critical needs. Money is given directly to the student and not held to be applied to their account.

Students were first notified by email of this opportunity on April 16, 2020. Since then, we have awarded 1,077 students a total of \$745,091.

### **FY2020 State Share of Instruction Updates and Budget**

The Ohio Department of Higher Education (ODHE), like all state agencies, was asked to evaluate a variety of budget reduction scenarios to meet the significant challenge of balancing the state operating budget amidst the coronavirus (COVID-19) crisis. The Office of Budget and Management (OBM) specifically required ODHE to submit budget reductions totaling 5% of their original FY20 General Revenue Fund appropriations.

OBM just released details of ODHE's FY20 budget reductions. A letter from the Chancellor explaining the reductions, along with an Excel spreadsheet containing a line item summary of reductions for ODHE, were distributed to Trustees prior to the meeting. By making other cuts of over 5%, the Chancellor was able to keep the cut to SSI to 3.8%.

### **Graduation Planning 2020**

In response to the developments concerning the COVID-19 virus in Ohio and based on guidance from Governor DeWine's office, the commencement ceremony was rescheduled from May 9, 2020, to August 15, 2020. The students who have completed their graduation requirements for the 2019-2020 school year will receive information regarding the ceremony by May 22, 2020. Depending on the guidance from Governor DeWine at that time, the ceremony may be held virtually. Diplomas will be mailed to students as grades are finalized and the successful completion of degree requirements is verified.

Dr. Felder noted that although students in the Licensed Practical Nursing and Registered Nursing programs already had their pinning ceremonies virtually, they are still able to participate in the commencement ceremony in August.

### **ACCT Program Proposal Submission**

Each year the Association of Community College Trustees (ACCT) holds its annual Leadership Congress. The ACCT Leadership Congress is scheduled for 29 September through 2 October 2020, in Chicago, Illinois. Clark State has developed a presentation proposal regarding our college's response to COVID-19. Brad Phillips, Clark State Board Chair, will send a letter of support on behalf of the proposal detailed below.

Title: "A Mission-Driven Response to the Coronavirus Crisis: Finding the Silver Linings," by Brad Phillips, Board of Trustees' Chair; Additional Board Member; Dr. Jo Alice Blondin, President; and Dr. Matt Franz, Vice President of Information Technology and Emergency Management

Description: A college's mission statement defines its key values and goals. During a crisis, it's essential that these values underscore all plans, communication, and actions. Engage in a discussion about how Clark State kept student success centered in all decisions leading to agile responses, transparent communication, and college-wide creativity and innovation.

We are awaiting information regarding whether the Leadership Congress will be held in person or virtually, but either way, we plan to attend and present.

### **Foundation Update**

Toni Overholser thanked everyone for the way they have been working together to serve students during this difficult time and reported the following:

- The Foundation received over 400 scholarship applications for Summer Semester; over \$21,000 will be awarded in summer scholarships.
- The Foundation worked with Student Affairs and the Business Office to administer the application process for CARES Act student funds.
  - From April 15 to May 8, 1,311 applications were received and processed.
  - Thus far, 1,121 applications have been approved totaling \$774,895.00.
  - Students received a follow-up email and a personal phone call regarding application status.
  - If necessary, students were connected to other available resources including counseling and mental health services.
- College for Kids and Teens 2020 has been canceled due to the COVID-19 pandemic. We look forward to expanding the program for Summer 2021.
- Project Jericho and the Scholars programs continue to connect with student individually and through social media, during this time of social distancing.

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

- The Performing Arts Center (PAC) gala featuring Michael Bolton has been rescheduled to Saturday, April 24, 2021. Ticketholders were given the option of rolling the tickets over for next year's performance or receiving refunds; the majority have chosen to roll them over or have allowed the PAC to keep the revenue as a donation. Security Bank has also allowed us to keep the sponsorship money they have already paid and have agreed to sponsor next year at the same level.
- Four Monday Mail (emails) were deployed to the PAC's 14,000 email list of behind the scenes video clips.
- Thursday, April 23, was the first Thursday in a series of the "Light it Blue" campaign. It is a national campaign started in theaters on Broadway and national monuments to honor healthcare workers. Each Thursday was/will be dedicated to a different group. April 30 honored Police, Firefighters and EMT's; May 7 honored all the Clark State graduates; and May 14 honored all Clark County high school graduates.
- PAC backstage crew members went back to work on Tuesday, May 12.
- We announced the Clark State COVID Country Drive-In Concert for Saturday, June 13, at 7:00 p.m. The concert will be held in the parking lots in front of the TLC, and Wyatt McCubbin will be performing and bringing a small band with him from Nashville. The cost is \$25 per vehicle.
- A Close to Home series will be offered weekly (depending on weather) and will feature food trucks, spoken word poetry, DJs, etc. Details will be shared as plans are finalized.

## **Marketing Update**

- The Marketing office continues to advertise for summer semester enrollment with an emphasis on television commercials and digital platforms, which include display (website banner) ads, search engine marketing, OTT (cord-cutters), social media, video streaming, and audio streaming.
- Short videos have been created specifically for social media that target students who are home from residential four-year colleges and people who are looking to retrain for a new career due to the COVID-19 pandemic.
- We are preparing materials on the safety protocols that will be in effect for faculty, staff, and students when they return to campus.

## **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 recommendation for an exempt employee is being presented to the Board of Trustees for formal approval:

#### *New Hire:*

- Doug Schantz, Associate Vice President, Business Affairs, Exempt (Grade Level 12) effective 6/1/20

Impact on students and/or student learning: The Associate Vice President, Business Affairs serves as the principal aid to the Vice President in leading and managing the Business Affairs division and in supporting the President and Executive Council in achieving the goals of the College.

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2019-2020 budget.

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

### ***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:*

- Nicholas Schmall, Physics Instructor, Arts and Sciences, effective 8/14/20
- Michal Moore, Interim American Sign Language Instructor, Arts and Sciences, effective 8/14/20 (Fall semester only)
- Dr. Jessie Slavens, Assistant Professor, Philosophy, Arts and Sciences, effective 8/14/20
- Alexandria Horne, Web Design and Development Instructor, Business and Applied Technologies, effective 8/14/20

- Katherine Cass, Registered Nursing Instructor, Health, Human, and Public Services, effective 8/14/20
- Garrett Fisher, Registered Nursing Instructor, Health, Human, and Public Services, effective 8/14/20
- Michael Cogdill, Emergency Medical Services Instructor, Health, Human, and Public Services, effective 8/14/20

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: All of the above personnel actions are in the 2020-2021 budget.

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

***New Salary Bands***

The College partnered with Findley Compensation to provide a comprehensive review of current salary bands and wages, relative to the market. Findley performed a thorough compensation study comparing the College’s data to institutions with similar operating budgets across three surveys. As a result, new salary bands were created using the market data, and reduced by 10% in order to reflect the cost of living in Springfield, Ohio.

<b>Faculty Salary Bands Effective 7/1/20</b>			
<b>Rank</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Instructor</b>	\$36,360	\$45,450	\$54,540
<b>Assistant Professor</b>	\$40,723	\$50,904	\$61,085
<b>Associate Professor</b>	\$45,610	\$57,012	\$68,415
<b>Professor</b>	\$52,451	\$65,564	\$78,677

<b>Faculty Salary Bands Effective 7/1/18</b>			
<b>Rank</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Instructor	\$36,204	\$45,254	\$54,304.72
Assistant Professor	\$40,137	\$50,170	\$60,204.83
Associate Professor	\$45,162	\$56,452	\$67,741.48
Professor	\$51,138	\$63,921	\$76,704.53

<b>Staff Salary Bands, Effective 7/1/20</b>						
<b>Grade</b>	<b>Minimum</b>	<b>Hourly Min</b>	<b>Midpoint</b>	<b>Hourly Mid</b>	<b>Maximum</b>	<b>Hourly Max</b>
<b>A</b>	\$20,500	\$9.86	\$25,700	\$12.36	\$30,800	\$14.81
<b>B</b>	\$24,200	\$11.63	\$30,300	\$14.57	\$36,300	\$17.45
<b>C</b>	\$28,600	\$13.75	\$35,700	\$17.16	\$42,900	\$20.63
<b>D</b>	\$34,300	\$16.49	\$42,900	\$20.63	\$51,400	\$24.71



E	\$41,100	\$19.76	\$51,400	\$24.71	\$61,700	\$29.66
F	\$49,400	\$23.75	\$61,700	\$29.66	\$74,100	\$35.63
G	\$58,700	\$28.22	\$75,300	\$36.20	\$91,900	\$44.18
H	\$71,600	\$34.42	\$91,900	\$44.18	\$112,100	\$53.89
I	\$88,400	\$42.50	\$114,800	\$55.19	\$141,200	\$67.88
J	\$124,750	\$59.98	\$162,000	\$77.88	\$199,260	\$95.80

<b>Staff Salary Bands, Effective 7/1/18</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	\$23,716	\$11.40	\$31,617	\$15.20	\$39,519	\$19.00
4	\$29,467	\$14.17	\$39,286	\$18.89	\$49,104	\$23.60
5	\$36,249	\$17.43	\$48,331	\$23.24	\$60,414	\$29.05
6	\$42,721	\$20.54	\$56,961	\$27.39	\$71,201	\$34.23
7	\$45,070	\$21.66	\$60,094	\$28.89	\$75,117	\$36.12
8	\$48,279	\$23.22	\$64,371	\$30.95	\$80,463	\$38.69
9	\$53,638	\$25.79	\$71,517	\$34.38	\$89,396	\$42.98
10	\$60,716	\$29.19	\$80,955	\$38.92	\$101,193	\$48.65
11	\$67,455	\$32.43	\$89,940	\$43.24	\$112,426	\$54.05
12	\$74,944	\$36.03	\$99,925	\$48.04	\$124,906	\$60.05
13	\$79,102	\$38.03	\$105,469	\$50.70	\$131,836	\$63.38
14	\$83,262	\$40.02	\$111,016	\$53.38	\$138,771	\$66.72

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

Implications for budget, personnel, or other resources: New salary bands demonstrate the College's commitment to paying employees market-competitive wages. This commitment should have a positive impact on employee morale.

It was requested that the Board of Trustees approves the associated salary bands effective July 1, 2020.

***Telecommuting Policy***

The College recognizes that telecommuting can be both a necessity and a benefit. During the recent quarantine orders issued by the governor, the College worked quickly to move most staff operations online, per the Interruption of College Operations policy. A telecommuting policy stating that the President may grant telecommuting approval formalizes the work operations process during such times. Long-term, telecommuting can be seen as an effective tool for both recruiting and retention. Telecommuting will only be approved for those times and positions that whereby College operations can function effectively.

**3358:5-5-27 Telecommuting Policy**

- (A) The college considers telecommuting for staff employees to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some jobs but not for others. In unusual situations, the President may grant

telecommuting approval for positions that would not normally be considered appropriate for telecommuting. Telecommuting is not a right or benefit that an employee can expect or demand. Telecommuting does not change the terms and conditions of employment.

(B) Definitions

- (1) Telecommuting: Working from a remote site, such as a private home, instead of commuting to a designated headquarters. Emphasis is placed on information or communication exchanged through telephones and remote devices such as computers and fax machines to allow an employee to work at a remote workplace. Telecommuting does not include the provision of online instruction through a learning management system, or online instruction provided by adjunct instructors, or casual, intermittent online instruction provided by employees to supplement the work they regularly perform.
- (2) Telecommuting Application: Approved format documenting agreement between the immediate supervisor and employee for use of telecommunications and computer technologies that allows an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.

(G) This policy shall be administered as set forth in the associated Telecommuting Procedures.

(H) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the telecommuting policy and procedures.

Effective: June 1, 2020

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

Implications for budget, personnel, or other resources: Telecommuting offers employees flexibility and greater work/life balance, which is expected to increase morale and productivity.

It was requested that the Board of Trustees approve the Telecommuting Policy as presented.

***Trustee McDorman made a motion to approve the personnel recommendations for exempt employees and instructional faculty, new salary bands, and the Telecommuting Policy, as presented. Trustee Bell seconded the motion, and it passed unanimously.***

***Voluntary Short Term Disability Benefit Policy***

The College offers voluntary benefits through Principal insurance. Per the assistant attorney general, a policy for the short term disability benefit is needed to clarify benefit coordination. The policy clearly states how College leave benefits (sick, vacation, personal) will coordinate with the short term disability benefit. A policy will ensure that the benefit is administered fairly and consistently.

**3358:5-5-28 Voluntary Short Term Disability Benefit**

(A) Voluntary Short Term Disability Benefit

- (1) Eligible employees may enroll in this benefit:
  - a) As a new hire
  - b) During annual open enrollment for insurance coverage
- (2) Eligible employees include regular employees of the College who work at least 30 hours per week.
- (3) Coverage is voluntary and 100% paid for by the employee through payroll deduction.
- (4) Plan details are found in the College benefit summary.
- (5) Employees requesting the leave who are also eligible for FMLA leave shall have up to 12 weeks of the non-working portion of the approved benefit period, including any waiting period, counted concurrently as FMLA leave.

(B) **Supplementation of Short Term Disability Benefit**

- (1) An employee receiving disability leave benefits may indicate the desire to supplement the disability leave benefits by utilizing accumulated leave balances. Such supplementation will have an effective date as of the date the employee requests the supplementation. The sick leave, personal leave, and vacation leave balances will be paid at a rate equal to the employee's base rate of pay in effect at the time the employee became disabled.
- (2) The total amount received by an employee while receiving disability leave benefits supplemented by sick leave, personal leave, and vacation leave balances will not exceed one hundred percent (100%) of pay for time on disability leave.

Effective: June 1, 2020

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

Implications for budget, personnel, or other resources: This policy clarifies that employees will be able to use their own paid time off to supplement their wages while using this benefit. Relieving the salary concern should positively impact employees who need to use this plan.

It was requested that the Board of Trustees approve the Voluntary Short Term Disability Benefit Policy as presented.

***Health Insurance "Bridge" Cost to Join Consortium***

The College has elected to enter a healthcare consortium as of July 1 through Jefferson Health Plan via our insurance broker, Horan. Each entity that enters the consortium must enter with a renewal rate based upon current enrollment in both the PPO and High Deductible Health Plans. Based on these enrollment numbers, the College's rate will be 10.4% as of July 1, 2020. That date was elected as the open enrollment date for everyone in the consortium. Our employees' insurance rate would normally increase on October 1. We are recommending that the College cover the excess over 6% of the 10.4% rate increase from July 1 to September 30. This would keep the employees rate from increasing earlier than normal. The cost would be \$10,277.

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

Implications for budget, personnel, or other resources: The \$10,277 is in the 2019-2020 budget. Not passing this cost on to employees is expected to positively impact employee morale.

It was requested that the Board of Trustees approve payment for the employees' portion of the excess over 6% of the 10.4% rate increase from July 1 to September 30, in the amount of \$10,277.

***Trustee McDonald made a motion to approve the Voluntary Short Term Disability Benefit Policy and payment for the employees' portion of the excess over 6% of the 10.4% health insurance rate increase from July 1 to September 30, in the amount of \$10,277. Trustee Noonan seconded, and the motion passed 8-0. Vice Chair Bell recused himself.***

### ***ACCT Award Nomination***

Each year the Association of Community College Trustees (ACCT) invites member colleges to nominate individuals for their outstanding energy and leadership on behalf of community colleges. Regional ACCT Awards are presented during general sessions held at the Annual ACCT Leadership Congress, and Association-level Awards are presented at the formal ACCT Awards Gala, in conjunction with the 2020 ACCT Leadership Congress in Chicago, Illinois.

This year, Clark State would like to submit the following nomination:

- Dr. Jo Alice Blondin, President, Marie Y. Martin Chief Executive Officer Award

Action is needed to send this letter of nomination (attached) and application to ACCT for their consideration.

Impact on students and/or student learning: It is important to recognize the support of the President and Trustees for their efforts on behalf of the College and our students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the ACCT nomination as presented.

### ***Student Affairs Policy Revisions***

The Student Affairs policies and procedures are reviewed annually in preparation for updating the student handbook. The following policy revisions have been proposed:

- The Graduation Policy has been revised to reflect the change from "academic divisions" to "academic schools".
- The Student Rights and Responsibilities/Code of Conduct Policy and the Student Grievance/Complaint Policy have been changed to match the language in the Sex Discrimination and Title IX Policy and the Equal Employment Opportunity and Diversity Policy. All policies now have consistent language regarding non-discrimination.

### 3358:5-7-05 Graduation Policy

- (A) Clark State Community College awards the following degrees/certificates:
- (1) Bachelor of Science
  - (2) Associate of Arts
  - (3) Associate of Science
  - (4) Associate of Applied Business
  - (5) Associate of Applied Science
  - (6) Associate of Technical Studies
  - (7) One-Year Certificates
- (B) To qualify for degree or certificate, a student must pass all required courses for the particular major and must have a cumulative transcript grade point average of at least 2.0. Students in certain majors as specified by the appropriate academic ~~division~~ **school** must have a "C" as a minimum grade in specified courses.
- (C) All students are expected to complete the residency requirement of at least 30 credit hours of course work at Clark State for a bachelor degree, 15 credit hours for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit Hour System Procedures (procedure number 3358:5-7-03.1), do not count toward the residency requirement. ~~Credit equivalencies may not exceed one-half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic division dean.~~
- (D) Credits earned through credit equivalencies for an individual student shall not exceed one-half the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the dean of the ~~division~~ **academic school**.
- (E) Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded.
- (F) The transcribed graduation date shall be the last official day of the term during which a student completes the course of study.
- (G) The College will hold commencement in May of each year and as needed.
- (H) The College reserves the right to modify its graduation and other requirements as needed.

Effective: **June 1, 2020**

Prior Effective Dates: 3/13/78, 7/1/98, 6/17/01, 6/8/06, 5/9/08, 8/20/12, 3/15/15, 10/23/15, 2/24/17, 3/24/17, 7/1/18, **10/1/19**

### **3358:5-9-02 Student Rights and Responsibilities/Code of Conduct Policy**

- (A) Clark State Community College is an academic community in which all persons – students, faculty, administration and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights shall be respected by all College offices, programs, employees and organizations.

Clark State Community College further encourages all members of the College community to endorse, support and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

(1) Speech/Expression/Press

Students may express themselves freely on any subject provided they do so in a manner that does not violate this policy. Students, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms.

(2) Non-Discrimination

No agent or organization of Clark State Community College shall discriminate against any student for reasons on the basis of **race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.** ~~race, religion, ethnic or national origin, gender, sex, age, disability, marital status, political or social affiliation, or sexual orientation.~~ In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

(3) Assembly/Protest

Students may assemble in an orderly manner and engage in peaceful protest, demonstrations and picketing which does not disrupt the functions of the College, threaten the health or safety of any person or violate this rule.

(4) Religion/Association

Students may exercise their religious convictions and associate with religious, political or other organizations of their choice in College facilities provided they do so in a manner that respects the rights of other members of the community and complies with this policy. Students have the responsibility to respect the rights of other members of the College

community to free exercise of their religious convictions and to free association with organizations of their choice.

(5) Privacy/Search/Seizure

Students have a reasonable expectation to be free from unreasonable searches or unlawful arrest on College property. Students have the responsibility to respect the privacy of other members of the College community.

(6) Academic Pursuits

Students shall have access to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. Students may expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and to know their appropriate academic requirements.

(7) Quality Environment

Students may expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

(8) Governance/Participation

Students may establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

(9) Due Process

Students shall be afforded due process before formal disciplinary sanctions are imposed by the College for violations of this policy. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant threat to persons or property exists.

(10) Confidentiality

Students may access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties and to limit the routine disclosure of all or some information defined as "directory information" by the act.

- (B) Students at Clark State Community College are expected to conduct themselves in a manner supportive of the educational mission of the institution. As members of the College community, students have the responsibility to behave appropriately. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the College community and represent the Student Code of Conduct.

Clark State Community College considers the following behaviors, or attempts thereof, whether acting alone or with any other persons, in violation of the Student Code of Conduct. Examples include but are not limited to:

- (1) Physical harm or threat of physical harm or general conduct which threatens the mental or emotional health of any person or persons.
- (2) Physical or verbal, oral or written harassment, which is beyond the bounds of protected free speech that creates an intimidating, hostile, or offensive educational environment.
- (3) Disorderly conduct including but not limited to public intoxication, lewd, indecent or obscene behavior or intentional disruption of lawful activities of the College.
- (4) Theft, damage to personal/College property or unauthorized entry, use or occupation of College facilities.
- (5) Forgery, alteration, fabrication or misuse of records, grades, diplomas, College documents, and identification cards.
- (6) Illegal purchase, use, possession or being under the influence of or distribution of alcohol, drugs, or controlled substances on College property or in College vehicles.
- (7) Non-compliance with directives of the College officials on safety and security issues.
- (8) Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
- (9) Interference with or misuse of fire alarms, elevators or other safety and security equipment or programs.
- (10) Violation of any federal, state or local law which has a negative impact on the well-being of the College or its individual members.
- (11) Violation of College policies, rules or regulations that are published in the student handbook or any other official College publications or agreements.
- (12) Academic misconduct including but not limited to plagiarism and cheating. For example, misuse of academic resources or facilities and misuse of computer software, data, equipment or networks.



- (13) Violations of a position of trust or authority at the College including the misuse or unauthorized use of Clark State or organizational names, representatives, and/or images.
- (14) Disruptive classroom behavior and/or the obstruction of teaching, research, administration, or other lawful Clark State activities on or off campus.

Effective: **June 1, 2020**

Prior Effective Dates: 3/13/78, 7/1/98, 6/1/00, 4/12/04, 2/28/05, 4/3/09, 12/14/11, 3/27/15, 10/15/15, **5/15/18**

### **3358:5-9-03 Student Grievance/Complaint Policy**

- (A) Clark State Community College recognizes that in the interest of the students it serves, a procedure is necessary whereby students can be assured a prompt, impartial and fair hearing of their grievances. Students who may have a grievance are provided this system to ensure fairness and due process. This procedure shall be available to all students.
- (B) Definitions
  - (1) A "grievance" is a complaint involving the violation, interpretation or application of:
    - (a) A College policy;
    - (b) An administrative procedure;
    - (c) An administrative regulation;
    - (d) The violation of individual rights by another student;
    - (e) Alleged discrimination on the basis of **race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.**~~race, color, religion, sex, national origin, age, disability, political affiliation, veteran status, or other conditions, preferences or behavior.~~
  - (2) A "student" is someone who is enrolled at Clark State Community College at the time of the grievance.
  - (3) An "advocate" is an informal, neutral and confidential resource who provides assistance to students in exploring options to resolve problems, complaints and conflicts. An "advocate" serves as a resource for students who seek guidance on policies and procedures.

Effective: **June 1, 2020**

Prior Effective Dates: 9/30/78, 2/8/88, 7/1/98, 4/5/99, 12/24/04, 3/27/15, 10/23/15, 2/24/17, **7/1/18**

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to adopt the Graduation Policy, the Student Rights and Responsibilities/Code of Conduct Policy, and the Student Grievance/Complaint Policy as presented, effective June 1, 2020.

***Trustee Evans made a motion to approve the ACCT nomination and to adopt the Graduation Policy, Student Rights and Responsibilities/Code of Conduct Policy, and the Student Grievance/Complaint Policy as presented. Trustee Doyle seconded, and the motion passed unanimously.***

### **Report of the President**

President Blondin recognized next year's Student Senate President Nicholas Sparrow, noting that he was instrumental in getting the student health care fee passed by explaining its benefits to others, and invited him to say a few words.

Mr. Sparrow indicated that after a ten-year career in management at Fazoli's, he decided to step down and focus on furthering his education. While mentoring employees into senior leadership roles on the job, he discovered his passion for coaching and leading others and enrolled in Clark State to pursue a degree in Business Management. As a first-generation college student, Mr. Sparrow expressed his gratefulness to Callie Cary-Devine and Lisa Dunn in the TRIO Program for helping students remove barriers to their success and to Justin McCulla for the opportunity to join Student Senate in 2019. He became a Student Ambassador, joined Phi Theta Kappa with a 3.7 grade point average, and participated in the Propel Ohio Leadership Conference, which promotes civic engagement among students. Mr. Sparrow noted the big impact Nina Wiley made on him by validating that his voice mattered. He has been involved in many meaningful initiatives over the last eighteen months, and he counts this as the most rewarding time in his life. Mr. Sparrow looks forward to serving as Student Senate President next year and takes the responsibility of representing all students very seriously. After graduating from Clark State, he plans to attend Franklin University through the 3+1 program to pursue his bachelor's degree in Management and Leadership.

Staff Senate President Tracy Yates thanked Human Resources for their work on the Telecommuting Policy, noting that Staff Senators have been providing input on its development. She expressed appreciation for the opportunity to serve as Staff Senate President and reported that Paige Kiley will assume the role on July 1. Dr. Blondin thanked her for her service, that she noting that has been very helpful to Student Affairs during this period of modified operations.

President Blondin:

- Reported that Clark State is one of the first colleges in the country to offer contact tracing training; a lot of colleges have been reaching out to request information.
- Thanked Kristin Skiles, Nina Wiley and Dr. Theresa Felder for co-hosting a parent engagement meeting today, noting that they will continue to host them from time to time.

- Indicated that she will write a community commentary on the benefits of community colleges in these uncertain times, which will be published in Community College Daily.
- Noted that she sent several essays to Trustees from Clark State English students regarding their thoughts on COVID-19 and its impact on their lives.

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

Chair Phillips stated that as he looks at articles regarding various colleges around Ohio involving salary cuts, mandatory furloughs, etc., things look pretty bleak, but articles regarding Clark State show its proactive approach to this unprecedented time with the shift to online classes and new offerings such as contract tracing. Even though something bad is happening in our society, the College has been looking for opportunities and ways to adapt to the ever changing environment. He noted that it shows a tremendous amount of dedication, work, and ingenuity as well as a sharp distinction in leadership.

### **Trustees' Open Forum**

Trustee Bell reported that in recent weeks he has attended four different meetings/seminars during which Clark State staff showed their professionalism. He noted that one seminar was regarding Title IX changes, which make the statute 17,206 times larger than it was originally, and the College is to have policy changes made by August 14. Dr. Blondin indicated that she is seeking guidance on this from the Attorney General's Office; she has some concerns about it and thinks it will be challenged due to the timing. She will share more information with the Board as we move through the summer.

### **Adjournment**

Trustee Doyle made a motion to adjourn the meeting, and Trustee Evans seconded. The motion passed unanimously, and the meeting adjourned at 6:55 p.m.