



BOARD OF TRUSTEES REGULAR MEETING

Minutes
September 18, 2018

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, September 18, 2018. Chairperson Sharon Evans presided and called the meeting to order at 6:06 p.m.

Roll Call:

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

Excused: Mo McDonald

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Nathan Bails, Lead Custodian, Third Shift/SOAR Program Participant; 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; Anthony Bishop*, Student; Dr. Michael Brown, Interim Vice President of Academic Affairs; Mike Cuffman, Assistant Dean of Arts and Sciences; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology; Ron Gordon, Dean of Enrollment Services; Nora Hatem, Associate Professor and Program Coordinator, Engineering and Manufacturing/SOAR Program Participant; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Theresa Lauricella, Associate Professor, Theatre Arts/SOAR Program Participant; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Marling, Professor, Business and Applied Technologies/Faculty Senate President; Laurie Means, Executive Director of Marketing; Bobbi Mills, Administrative Assistant, Workforce and Business Solutions/SOAR Program Participant; Dustin Myers, Student Ambassador; Kathy Nelson, Interim Controller; Toni Overholser, Director of the Foundation; Cindra Phillips, Director of the Center for Teaching and Learning; Kanasha Scott, Director of Scholars Programs; Gwen Stevenson, Interim Dean of Health, Human and Public Services; Amy Sues, Associate Dean of Academic Affairs; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nathan Walters, Director of Client Support/Staff Senate President; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office; and Tracy Yates, HBC and Conference Services Manager/SOAR Program Participant

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves. President Blondin recognized the second class of Serving Our Own through Advancement and Retention (SOAR) mentoring program participants.

Public Comment

There were no public comments.

Student Success Story

Dean of Enrollment Services Ron Gordon introduced Anthony Bishop, a student in the Teacher Transfer program, noting that he desires to be involved on campus and has amazing thoughts and insights.

Mr. Bishop indicated that he is in the second year of his program, is extremely passionate about attending Clark State, is a full-time employee and is a proud father of four amazing daughters, who serve as his support system, motivation and biggest fans. Mr. Bishop was a military child, originally from Alaska, who grew up here in Springfield. He attended five elementary schools, one middle school, South High School and Springfield-Clark CTC for Software Programming, but did not meet the academic requirements and was not able to earn his diploma. In 2008, he received his GED. He was unsure what he wanted to do and jumped from job to job. Attracted to the flexibility and low cost of classes, he enrolled in Clark State in 2015. Financial issues in 2016-2107 left him unable to attend, but he got back on track in Fall 2017 and enrolled in Early Childhood Education courses. He was nervous about stepping into a classroom at that stage in his life, having doubts about his ability to learn, thinking he would have to compete with younger students, and pondering whether he would fail. After walking into a classroom filled with all Caucasian females, he was filled with anxiety and walked out of the class. At that point Professor Bridget Ingram walked up and asked if he was supposed to be in the class, encouraging him to go in so they could get started. Seeing an African American in that role provided the encouragement he needed to proceed with the course, and he indicated that it was a life-changing moment for him. Professor Ingram showed him what it means to impact people's lives, and he would like to inspire others to be their best selves. He stressed the importance of diversity among faculty, staff and students to aid in the success of students.

Mr. Bishop noted that after doing some observation at Hayward Middle School for his courses, he began to assist students during their lunch period and after school, which has increased his social network and the possibility for him to work for the school when he graduates. This has motivated him even more to reach for the stars and to appreciate every step of the way.

The Board gave him a round of applause and wished him well in his future endeavors. Chair Evans thanked him for taking the time to share his story with the group and encouraged him to share the opportunity so speak to the Board with other students. She noted that he is a real role model and his story will inspire others to succeed.

*Mr. Bishop exited the meeting at 6:18 p.m.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on June 19, 2018. Vice Chair Phillips made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met September 11, at 7:30 a.m. in the Sara T. Landess Technology and Learning Center (TLC) Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Peg Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President for Student Success; Dr. Matt Franz, Vice President, Information Technology; Larry Wakefield, Vice President for Business Affairs; Dr.

Brown, Interim Vice President for Academic Affairs; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Interim Controller; Susan Kelly, Recorder.

Agenda items included:

- Monthly Financial Report (Attachment)
- Enrollment Discussion
- Projected Year End Surplus Discussion
- Reserve (Year-end Surplus) Allocation for REACH Start-up - ACTION
- Restricted Budget Adoption - ACTION
- Performing Arts Center Endowment Report (Attachment)
- Healthcare Initiative Update (Mercy Agreements)
- Rhodes Hall Renovation Project Update (Attachment)
- Employee Benefits Renewal - ACTION
- National Guard Military Discount - ACTION
- Equal Employment Opportunity and Diversity Policy Revision Discussion
- Sexual Discrimination and Title IX Policy Revision - ACTION
- Other Business
- Next Meeting – Tuesday, October 9, 2018, at 7:30 a.m. in TLC Room 113

Financial Statements through August 31, 2018

A report detailing the Revenues and Expenses through August 31st was distributed to Trustees prior to the meeting. It was noted that the first column reflects the original FY 2018-2019 Annual Budget.

State Share of Instruction reflects the projection from the Ohio Department of Higher Education. The annual increase this year is \$871,763.

Student Fee Revenue represents Fall Semester through August 31st. Fall revenue is currently behind but we will have a better sense after deregistration and B Term in the month of September.

Workforce Non-Credit Training revenue is currently running below budget. Last year, they carried over substantial activity from June to July. Interest on Investments is running above budget.

The expense budgets show overall spending down compared to budget. Variations in some categories are primarily due to timing. Overall nothing is of concern so far. Operation/Maintenance of Plant is running high due to high electric bills for the hot summer and the Greene Center Nursing renovations. General Expenses are high due to early spending in Marketing at the Greene Center, an increase in Institutional Scholarships for Fall and early spending in Strategic Planning. By object, expenses are high in Communications due to the early spending in Marketing at the Greene Center. Expenses are high in Occupancy Expenses due to high electric bills, repairs, maintenance contracts and early spending for insurance. Moveable equipment is high due to equipment purchased for Nursing at the Greene Center.

Bookstore is showing net revenue for the year even though they are showing under budgeted revenue for this time of the year. Commercial Transportation Training Center shows slightly under budget in revenue but is also showing a net profit. Parking shows a surplus. However, their expenses will not pick up until next Summer.

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 06/30/18:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,154,065
Commonfund Management Fees (June 2002 to present)	\$(78,686)
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)	\$154,858
Balance 06/30/18	\$1,889,024
Quarterly (April-June) Rate of Return	-0.05%
Barclays Aggregate Bond Index (April-June)	-0.16%
June Return	-0.08%
Barclays Aggregate Bond Index (June)	-0.12%

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. Kelso Morrill from The Commonfund met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on March 21, 2018, and reviewed fund performance, asset allocation, and answered questions the Committee had.

Rhodes Hall Renovation Project Update

Information was shared with the Board in September 2017 and in May 2018 about the initiation, award and plan to renovate Rhodes Hall with state capital funds of approximately \$5,000,000. The scope was limited to a "warm, safe, dry" approach that basically replaced the building's old infrastructure. The heating (boiler), cooling (chiller) and ventilation systems (air ducts and controls) HVAC were replaced. The roof was replaced. Sprinklers were installed. The second and third floors received new LED lighting and dimmer controls and new ceilings. The stairwells were renovated to meet ADA standard. Classrooms received new technology, lecterns, projectors, speakers, marker boards, etc.

The Rhodes Hall space was made available by the contracted date for the opening of the Fall semester. However, the contractor remains on campus addressing punch list items. We continue to meet weekly to monitor their progress and hold them accountable.

We have initiated the next phase of the project, which will utilize FY 2019-2020 capital funds of approximately \$2,500,000. We have begun design for all the restrooms and three new Family/ADA restrooms. Upon State Controlling Board approval, we will renovate the restrooms this fall and determine the scope available to use next summer with the remaining funds.

Human Resources Update

The following filled positions and resignations are for non-exempt employee positions only. The

open/advertised positions cover all faculty and staff, both exempt and non-exempt.

Filled Positions:

- Sheila Corbin, Accounts Payable/Purchasing Technician, Business Affairs (1.0 FTE), effective 8/20/18
- Amy Kelly, Administrative Assistant, Enrollment Services (1.0 FTE), effective 7/26/18
- Darci Jordan, Writer, Marketing (1.0 FTE), effective 7/2/18
- Patricia Voisard, Staff Accountant (1.0 FTE), effective 7/1/18

Promotions:

- Lori Common, from Administrative Assistant, Performing Arts Center, to Assistant to the Executive Director, Performing Arts Center, effective 7/1/18
- Donna Hill, from Jericho Outreach Assistant to Project Jericho Outreach Specialist, effective 7/1/18

Open/Advertised Positions:

- Dean, Health, Human and Public Services (1.0 FTE)
- Program Manager, Workforce Development (1.0 FTE)
- Network Administrator (1.0 FTE)
- Coordinator, Adult Basic Education Programs (1.0 FTE)
- Instructor, Applied Manufacturing, Business and Applied Technologies (1.0 FTE)

Board Human Resources Committee Report

The Board Human Resources Committee met on Wednesday, August 8, 2018, at 7:30 a.m. in LRC Room 320. Committee Chair Jim Doyle, Committee Member Mike McDorman, and Board Chair Sharon Evans attended.

The committee reviewed and discussed Presidential Compensation Analysis proposals and the President's Incentive Plan for Academic Year 2018-2019. Both items will be discussed with the full Board at the September Board Meeting.

Foundation Update

- The Major Gifts Campaign has raised \$12,507,597 to date.
- Scholarship applications are being accepted for spring semester 2019. Applications will be accepted electronically from 9/6/18 to 10/14/18.
- Project Jericho has several upcoming events
 - Project Scare-a-Crow is kicking off on 9/13/18; Scare-a-Crows will be on display 10/4/18.
 - CHALKTOBERFEST will be 10/6/2018 at National Road Commons Park.
 - During the last week of September, Project Jericho's programming inside the Juvenile Detention Center will include a project with artist Kat Moya. She is a tattoo artist and illustrator who will work with youth and court staff/probation officers to illustrate a design on a pair of white sneakers. This project is called "A Mile in My Shoes" and works to grow trust and empathy in relationships between adults and youth.
- Recent grant awards:
 - Department of Defense: United States Reserve Forces and National Guard Cyber Soldier Development \$147,686
 - Ohio Department of Higher Education / Ohio Means Jobs: Workforce Revolving Loan Fund (CDL). \$250,000
 - Ohio Department of Higher Education: Short-Term Certificate Grant. \$179,000

- Ohio Department of Higher Education: Aspire Adult Workforce Readiness Education. \$136,500
 - The Ohio Program for Campus Safety and Mental Health: Collaborative Program Development Grant. \$5,000
 - Department of the Air Force Springfield Air National Guard, 178th Wing: Contract to offer college courses on base. (No set amount)
 - United Way of Clark, Champaign, and Madison Counties: Clark County Education Grant for College for Kids and Teens. \$4,000
 - Clark County Department of Job and Family Services: Children's Services for Project Jericho. \$462,372
- Scholars' program applications are currently being accepted. The Champion City Scholars induction ceremony will be held 10/30/18. Clark County and Champaign County inductions will be held in November. Our program has grown this year, and we are in need of additional program mentors.
 - The Foundation Board retreat was held 8/17/18. The Board focused on strategic planning and committee development.
 - The June 2018 Foundation report stated that Marcia Ward would be joining the board. Unfortunately, she had to decline the position. We added three new members in August: Paul Newman, Jr., Kirk Koennecke, and Joe Kennedy.
 - Catie Maher tendered her resignation, effective 7/31/18. Toni Overholser filled the position of Foundation Director on 7/30/18.
 - Kanessa Scott filled the position of Director of Scholars Programs on 8/13/18.

Performing Arts Center Update

On September 14, 2018, the Performing Arts Center celebrates the 25th Anniversary of the building. Since the building opened in 1993, there have been over 3,000 events in the venue. After 25 years of use there have been some major capital upgrades including a new roof that was put on in 2017. The roof and the following upgrades made to the building over the summer totaled just over \$1,000,000 paid for from State capital monies raised:

- The entire building, including the Kuss Auditorium, was re-carpeted.
- The original dimmer racks, which contain all of the circuits to run the theater lights, have been replaced in the Kuss and Turner Studio Theater.
- Updates to the lobby bars were made in an effort to increase efficiency.
- All theatrical curtains were fireproofed.

The Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center (HBC) exceeded projected revenue by 22%.

The Performing Arts Center received a bequest of \$78,856.25.

The last Founder's Award will be given at the Circle of Friends Gala on September 29th. Patrick Field will be the recipient. The Clark State Circle of Friends created the Founder's Award in 2004 to recognize and honor those individuals and organizations who have contributed significantly to the success and sustainability of the Performing Arts Center. Since then, Clark State has awarded 18 Founder's Awards to individuals, families, and organizations who have contributed to the formation and preservation of center and its neighboring conference center.

Also at the Gala on September 29th the College will introduce a new award in honor of the College's Presidential Founder. The Richard O. Brinkman award will recognize those individuals and organizations who have given their time, resources, and leadership to improve the lives of Clark State students through education. The inaugural Brinkman Award will be given to Dr. Warren G. "Spud" Elliott. Dr. Elliott's

estate donated funds to help establish the Champion City Scholars program that bears Dr. Elliott's name.

Organizational Chart

Copies of the 2018-2019 Organizational Chart as of September 1, 2018, were distributed to Trustees prior to the meeting.

Action Items

The following items were presented for Board approval:

Personnel Recommendation ~ Exempt Employees

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

New Hires:

- Max McConnell, Coordinator, Greene County Outreach, Student Affairs (1.0 FTE) effective 8/27/18
- Clarissa Beavers, Admissions Specialist, College Credit Plus Outreach, Student Affairs (1.0 FTE) effective 7/9/18

Filled Positions:

- Mary Bower, Coordinator, ABLE Program, Student Affairs (1.0 FTE) to Coordinator, Academic Support Services, Greene Center (1.0 FTE) effective 8/14/18
- Kaneshia Scott, Manager, STEM Programming, Student Affairs (1.0 FTE) to Director, Scholars Programs, Students Affairs (1.0 FTE) effective 8/13/18
- Nicole Johnson, Success Coach, Student Affairs (1.0 FTE) effective 8/6/18
- Toni Overholser, Director, Foundation (1.0 FTE) effective 7/30/18

Promotion:

- Lesli Beavers, from Program Manager, Workforce Development, Academic Affairs (1.0 FTE) to Director, Workforce and Business Solutions, Academic Affairs effective 8/6/18

Resignations:

- Brian Edwards, Dean, Health, Human and Public Services (1.0 FTE) effective 8/28/18
- Catie Maher, Executive Director, Foundation (1.0 FTE) effective 7/31/18
- Matt Ison, Program Manager, Champion City Scholars, Student Affairs (1.0 FTE) effective 7/31/18
- Alexandria Hawley, Coordinator, Academic Support Services, Greene Center (1.0 FTE) effective 7/13/18

Impact on students and/or student learning:

- The Coordinator, Greene County Outreach engages with Greene County employers, high schools and community organizations to develop training programs jointly between the College and local organizations.
- The Admissions Specialist, College Credit Plus Outreach is responsible for building and supporting relationships with prospective students, parents and high school administrators in the College's service district.
- The Coordinator, Academic Support Services, Greene Center helps students to achieve academically by coordinating and ensuring the delivery of academic support services that include testing, tutoring services and supplemental learning activities.

- The Director, Scholars Programs develops and manages the Champion City Scholars and Champaign County Scholars Programs to enable young people to become the first in their families to earn a college degree.
- The Success Coach is responsible for advising new and returning students and assisting them in achieving their educational goals in accordance with the mission, vision and core values of the College.
- The Director, Foundation manages and administers the operation of the Foundation and resource development and fund-raising efforts on behalf of the College.
- The Director, Workforce and Business Solutions is responsible for creating partnerships with employers and community organizations placing a high priority on workforce development and specialized contract training.

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

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

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:

- Karen Benton, Assistant Professor, Health, Human and Public Services (1.0 FTE) effective 8/10/18
- Debra Kimble, Interim Instructor, Health, Human and Public Services (1.0 FTE) effective 8/10/18
- Blake Parrett, Welding Instructor, Business and Applied Technologies (1.0 FTE) effective 8/10/18
- Katherine Keller-Sykes, Interim Instructor, Arts and Sciences (1.0 FTE) effective 8/10/18
- Kathy Harris, Interim Instructor, Health, Human and Public Services (1.0 FTE) effective 8/10/18

Rescissions:

- Robin Rude, Instructor to Assistant Professor (1.0 FTE), effective 8/10/18
- Mary Cornell, Associate Professor to Professor (1.0 FTE), effective 8/10/18

Retirements:

- Tom Drerup, Professor, Health, Human and Public Services (1.0 FTE) effective 9/1/18
- Pam Healy, Associate Professor, Health, Human and Public Services (1.0 FTE) effective 9/1/18

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

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

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

Employee Benefits Renewal

The College provides four (4) employer-sponsored, and three (3) voluntary/employee-paid, insurance plans as benefits for all eligible (.50 Full-Time Equivalent and above) exempt, non-exempt, and instructional faculty members. The College also provides a flexible spending account through FlexBank. Employer-sponsored plans include Medical Insurance by Medical Mutual of Ohio, Dental Insurance by CoreSource, Vision Insurance by VSP, and Term Life and Accidental Death and Dismemberment (AD&D) Insurance by

Anthem Blue Cross & Blue Shield. The voluntary/employee-paid insurance plans include Optional Life Insurance by Anthem 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. The medical insurance renewal rate through Medical Mutual of Ohio is 9% for the upcoming plan year. Clark State will bear 6% of that cost, with total employee costs increasing by 3%.

	2017-2018 Budgeted Costs	2018-2019 Budgeted Costs
Medical Insurance	\$2,258,026.00	\$2,466,171.00
Dental Insurance	\$187,508.00	\$212,246.00
Vision Insurance	\$16,645.00	\$30,688.00
Life and AD&D	\$53,326.00	\$56,398.00

Open enrollment for all of our employee insurance benefits is September 10 – September 14, 2018, with a renewal date of October 1, 2018. There is a premium discount for non-tobacco/nicotine users of \$25.00 per pay period.

PPO – DISCOUNT RATES FOR NON- TOBACCO & NICOTINE USERS						
Coverage	% of FT Hours	Total Monthly premium	CSCC Cost/Month	EE Cost Month	EE cost per pay	2017 to 2018 Cost Increase to Employee per pay
Single	100%	\$ 583.00	\$ 488.94	\$ 94.06	\$ 47.03	\$ 8.02
EE+SP	100%	\$ 1,224.31	\$ 1,026.79	\$ 197.52	\$ 98.76	\$ 16.85
EE+CH	100%	\$ 991.10	\$ 831.21	\$ 159.89	\$ 79.95	\$ 13.64
FA	100%	\$ 1,719.85	\$ 1,442.39	\$ 277.46	\$ 138.73	\$ 23.67
HDHP - DISCOUNT RATES FOR NON- TOBACCO & NICOTINE USERS						
Coverage	% of FT Hours	Total Monthly premium	CSCC Cost/Month	EE Cost Month	EE cost per pay	2017 to 2018 Cost Increase to Employee per pay
Single	100%	\$ 598.22	\$ 505.45	\$ 92.77	\$ 46.38	\$ 8.16
EE+SP	100%	\$ 1,244.37	\$ 1,050.56	\$ 193.81	\$ 96.91	\$ 17.06
EE+CH	100%	\$ 1,009.40	\$ 852.34	\$ 157.06	\$ 78.53	\$ 13.82
FA	100%	\$ 1,743.66	\$ 1,471.78	\$ 271.88	\$ 135.94	\$ 23.92

HIGH DEDUCTIBLE HEALTH PLAN HSA FUNDING LEVELS			
Coverage	% of FT Hours	2017 Funding Levels	2018 Funding Levels
Single	100%	\$ 750.00	\$ 1,000.00
EE+SP	100%	\$ 2,000.00	\$ 2,000.00
EE+CH	100%	\$ 2,000.00	\$ 2,000.00
FA	100%	\$ 2,250.00	\$ 2,000.00

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: During the June 19, 2018, Board of Trustee’s meeting, the Board approved a 6% increase to the previous year’s budgeted amount to support the 2018-

2019 medical insurance benefits renewal. The 2018-2019 renewal premium for medical came in at 9%, with the College bearing 6% of that cost.

It was requested that the Board of Trustees authorize President Blondin or her designee to renew the medical, dental, vision, life (including optional life), flexible spending account, and benefits at a cost that is within the 2018-2019 budget.

Trustee Bell made a motion to approve the personnel recommendations for Exempt Employees and Instructional Faculty and to authorize President Blondin or her designee to renew the medical, dental, vision, life and flexible spending account benefits at a cost that is within the 2018-2019 budget. Trustee Bell seconded the motion, and it passed unanimously via a roll call vote.

Restricted Budget Adoption

Following are the restricted budgets for fiscal year 2018-2019. (Descriptions of each of the projects funded by these various restricted sources were distributed to Trustees prior to the meeting.)

GRANT NAME	DATES	GRANTOR'S BUDGET
Clark County - Board of Elections	7/18-10/18	\$30,000.00
Clark County - Holiday Party	11/18 - 12/18	\$7,825.00
Clark County - Juvenile Court	7/18 - 6/19	\$25,306.51
Clark County - Mental Health Court	7/18 - 6/19	\$6,187.71
Clark State Foundation - Major Gifts/TLC	7/18 - 6/19	\$275,000.00
Davidson Endowment Earnings	7/18 - 6/19	\$72,216.27
DJFS - Job Readiness	11/17 - 6/18	\$62,000.00
DJFS - Project Jericho	7/17 - 6/18	\$231,186.00
DJFS - Project Jericho - Miami Valley	7/18 - 6/19	\$304.03
Kennedy Center - Arts Alive	7/18 - 6/19	\$1,230.06
Logan County Electric Cooperative - ABLE Program	7/18 - 6/19	\$750.00
Logan County Jail - ABLE Program	7/18 - 6/19	\$8,052.37
NSA DoD Cyber P3	7/18 - 6/19	\$129,806.82
National Science Foundation - Cyber Pro DREAMs	7/18 - 9/18	\$294,629.96
National Science Foundation - Mentorlinks	7/18 - 6/19	\$381.85
National Science Foundation - Precision Technologies	7/18 - 6/19	\$115,376.00
OAC - Arts Alive	7/18 - 6/19	\$726.17
OAC - Project Jericho	7/18 - 6/19	\$11,984.00
Ohio Bureau of Workers' Compensation	7/18 - 6/19	\$63,552.95
Ohio Department of Education - GED Testing	7/18 - 6/19	\$6,138.37
Ohio Department of Education - Momentum - We Are IT	7/18 - 6/19	\$332.01
Ohio Department of Education - Ohio Board of Nursing	7/18 - 6/19	\$14,546.42
Ohio Department of Education - State Fire Marshal Grant	7/18 - 6/19	\$60,098.36
ODHE - Articulation and Transfer Travel	7/18 - 6/19	\$1,710.32
ODHE - Capital Component	7/18 - 6/19	\$2,571,718.70
ODHE - Ohio Means Internships	7/18 - 6/19	\$2,748.00
ODHE - Precision Agriculture UAS Research Project	8/17 - 6/18	\$7,922.79
ODHE - STEM Public-Private Pilot Program	6/18 - 5/19	\$92,520.50
ODHE - Student Support Services/Interpreters	7/18 - 6/19	\$17,519.50

GRANT NAME	DATES	GRANTOR'S BUDGET
ODHE - Success Initiative/Sinclair	7/18 - 6/19	\$2,480.00
ODHE - Tackling Transfer Regional Award	1/18 - 6/18	\$725.57
ODHE - Tech Prep/Gearup	7/18 - 6/19	\$1,613.23
ODHE - Workforce Alignment Short Term Certificate	7/18 - 6/19	\$179,000.00
Ohio Department of Public Safety	7/18 - 6/19	\$4,050.00
Ohio Manufacturing Education Collaborative	7/18 - 6/19	\$11,192.02
Ohio Mental Health	7/18 - 6/19	\$291.15
Private - ABLE and GED Preparation New Carlisle	7/18 - 6/19	\$4,172.53
Private - Arts Alive	7/18 - 6/19	\$10,251.33
Private - Arts Midwest	7/18 - 6/19	\$2,520.00
Private - Cengage Learning Royalties	7/18 - 6/19	\$9,030.00
Private - College Completion	7/18 - 6/19	\$29,175.70
Private - EASE Initiative	7/18 - 6/19	\$25,000.00
Private - International Management Association	7/18 - 6/19	\$3,930.78
Private - Johns Hopkins Partnership	7/18 - 6/19	\$47,227.84
Private - Ohio Action Coalition	7/18 - 6/19	\$5.62
Private - Ohio Sports Turf Association	7/18 - 6/19	\$3,500.00
Private - PAC Sponsorships	7/18 - 6/19	\$54,500.00
Private - Project Jericho Donations	7/18 - 6/19	\$10,684.14
Private - Project Jericho Wilson Sheehan Foundation	7/18 - 6/19	\$2,500.00
Private - Project Jericho Zonta	7/18 - 6/19	\$2,509.26
Private - Restorative Justice Initiative	7/18 - 6/19	\$1,361.24
Private - Rothschilds for Safety City	7/18 - 6/19	\$200.00
Private - Tech Prep Fees	7/18 - 6/19	\$7,084.22
Private - Think Tank	7/18 - 6/19	\$150.00
SDE - Adult Diploma Program	7/18 - 6/19	\$8,379.76
SDE - Aspire (ABLE) GED Program	7/18 - 6/19	\$189,959.62
SDE - Perkins	7/18 - 6/19	\$136,499.00
Springfield City Schools/Perrin Woods and Little Libraries	7/18 - 6/19	\$3,101.75
Springfield-Clark Career Technology Center - Career Readiness	7/18 - 6/19	\$10,000.00
Springfield Foundation - Glass Art Education	7/18 - 6/19	\$2,096.32
Springfield Foundation - Grant Writing	7/18 - 6/19	\$2,500.00
Springfield Foundation - Performing Arts Center	7/18 - 6/19	\$15,500.00
Turner Foundation - Explorations	7/18 - 6/19	\$12,042.72
Turner Foundation - Project Jericho Support	7/18 - 6/19	\$16,885.84
US Department of Defense - Cybersecurity Workforce Education-CNAP	7/18 - 9/18	\$16,686.72
US Department of Education - Federal Workstudy	7/18 - 6/19	\$173,600.00
US Department of Education - Pell	7/18 - 6/19	\$10,000,000.00
US Department of Education - Pell Administrative Allowance	7/18 - 6/19	\$7,222.17
US Department of Education - SEOG	7/18 - 6/19	\$201,260.00
US Department of Education - TRIO	7/18 - 6/19	\$85,135.74
US Department of Labor - TAACCCT	7/18 - 9/18	\$269,789.41
US Department of Veterans Affairs	7/18 - 6/19	\$7,812.26
TOTAL		<u>\$15,653,396.61</u>

The total represents a \$68,173 (0.43%) decrease from the restricted budget adopted in Fall 2017.

The following are new grants and contracts from budgets adopted this year:

- NSA DoD Cyber P3
- ODHE – Workforce Alignment Short Term Certificate
- Clark County – Board of Elections

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

- Clark County – Child Advocacy Center for Project Jericho
- Clark County – Drug Court
- Della Selsor – Project Jericho
- DJFS – Project Jericho – Incentive Money
- National Endowment for the Arts – Coming Up Taller Award
- ODHE – Changing Campus Culture
- ODHE – Credit Where It's Due
- ODHE – SCTAI Initiative
- Ohio Department of Youth Services – Project Jericho/StART
- Private Circle of Friends – Project Jericho
- Private – Quinlan Foundation for Project Jericho
- U.S. Department of Agriculture – C2A3 Conference Subaward
- Turner Foundation - Outreach

The amount for the Clark State Foundation Major Gifts is for the Sara T. Landess Technology and Learning Center and represents donors' multiple year pledges.

Most other projects listed represent either carry-forward balances from 2017-2018 or continuing projects with new funding.

Impact on students and/or student learning: These projects impact various initiatives in the College's Strategic Plan.

Implications for budget, personnel, or other resources: Up to \$15,683,397 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.

Revised Military Tuition Discount – National Guard Spouses

In June 2017, the Board of Trustees approved a fifty percent (50%) military tuition discount for active duty military to now include active reservists and Ohio National Guardsmen, and a corresponding twenty-five percent (25%) reduction for spouses.

Subsequently we submitted a proposal to the 178th Wing Ohio Air National Guard in response to their "College Courses on Base" request for proposals. Our response was accepted, and a Memorandum of Understanding (MOU) has been executed. As part of that process, we proposed to increase the discount to fifty percent (50%) for spouses of 178th Wing members. Therefore, we need the Board of Trustees to approve an update.

Impact on students and/or student learning: By expanding the full military discount to spouses of the 178th Wing members, we increase the educational opportunities for more students.

Implications for budget, personnel, or other resources: The implications for the College's budget are both direct and indirect. The discounting of tuition will reduce revenue, but could increase tuition from students who might not otherwise attend. They will qualify for state supplemental instruction (SSI) funding.

It was requested that the Board of Trustees approve the extension of a 50% tuition discount to spouses of the members of the 178th Wing Ohio Air National Guard.

Expenditure Request from College Reserves – REACH Center

Clark State Community College has been cooperating in the development of the REACH Center in Xenia to better serve Greene County. Clark State's education space will consist of 4,500 square feet of space, which will include four classrooms, lab space, and office space, as well as a small testing and advising center. At full capacity, the classrooms will allow Clark State to serve approximately 300-400 students during the day and evening hours for various degree and training options for workforce needs in the region. Clark State also plans to partner with Kettering Health Network to create the workforce needed to support in-demand healthcare positions.

The Board approved the project, the estimated budget and one-time expenses in November 2017. The construction is proceeding on schedule with an anticipated opening in late December or early January. We must now provide the startup capital funds for office and classroom furniture, lab equipment and technology. The estimated cost was \$268,000, but we recommend budgeting \$300,000 to allow for contingencies and possible cost overruns.

Impact on students and/or student learning: These expenditures will directly serve students. Classroom furniture, lab equipment and technology are all needed to make the space functional for learning.

Implications for budget, personnel, or other resources: Through strong oversight of the Board of Trustees and fiscally conservative actions by the College, Clark State expects to place over \$1,000,000 into general reserves at the close of FY 2018. With this request, the College will place \$700,000 into reserves.

It was requested that the Board of Trustees hereby approve the designation and use of up to \$300,000 of Reserves for the REACH Center startup costs.

Trustee Hall made a motion to accept the restricted funds as presented (thereby accepting the restrictions imposed by grantors), to approve the extension of a 50% tuition discount to spouses of the members of the 178th Wing Ohio Air National Guard and to approve the designation and use of up to \$300,000 of Reserves for the REACH Center startup costs. Trustee Ball seconded, and the motion passed unanimously via a roll call vote.

Sex Discrimination and Title IX Policy Revision

The Sex Discrimination and Title IX Policy title was updated to reflect the most up-to-date terminology used by the Association of Title IX Administrators (ATIXA). It also now mirrors the protected class language as updated in the College's Equal Employment Opportunity and Diversity Policy. Per ATIXA guidelines, the policy now contains definitions related to sex discrimination and Title IX that make interpretation clear and consistent. Lastly, language was added to include minors in the protected categories.

3358:5-3-04 Sexual Discrimination and Title IX Policy

(A) Clark State Community College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of discrimination, harassment, or adverse treatment on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Clark State Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

1. Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.
2. Clark State Community College does not discriminate on the basis of race, color, ~~creed,~~ religion, national origin, ancestry, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, gender expression, gender identity, pregnancy or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. ~~(including pregnancy and gender identity), marital status, child-bearing status, age, disability, veteran status, sexual orientation, family medical history or genetic information in its education programs and activities.~~

(B) Clark State Community College encourages anyone who has experienced sex discrimination in any form, whether or not that person is a minor, to promptly report the incident, to seek all available assistance, and to pursue corrective action through the College against the offender, regardless of whether or not that person is a minor. The College encourages anyone who has experienced sex discrimination, whether or not he or she is a minor, to report the incident to the appropriate Title IX Coordinator listed in the associated procedures. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint as appropriate.

(C) Definitions

1. **Coercion:** The use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. An individual's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or

gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

2. **Complainant:** The individual who initiates a complaint or report regarding conduct which falls under this policy.
3. **Consent:** Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent even in the context of an ongoing relationship. Consent must be sought and freely given for each instance of sexual contact.
4. **Dating Violence:** Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such a relationship will be determined based on the complainant's statement and with consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
5. **Domestic Violence:** Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, an individual with whom the complainant shares a child in common, an individual who is or has cohabitated with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred.
6. **Gender Expression:** How an individual presents themselves (female, male, androgynous, or as another gender) as evidenced by their manner of dress, speech or other physical expression.
7. **Gender Identity:** Individual's internal knowledge of their own gender. An individual may identify as a gender that does or does not appear to correspond to the sex (male or female) assigned to that individual at birth, or the individual may identify as neither female nor male.
8. **Gender-Based Harassment:** Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
9. **Incapacitation:** Physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts an individual's decision-making capacity, awareness of consequences, and ability to make informed judgments.
10. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these

body parts or objects, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

11. **Non-Consensual Sexual Intercourse:** Any sexual penetration, however slight, with any body part or object, by any individual upon another that is without consent and/or by force or coercion. Sexual penetration includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact); no matter how slight the penetration or contact.
12. **Respondent:** The individual who is alleged to have engaged in behavior in violation of this policy.
13. **Retaliation:** An adverse action taken against an individual because of that individual's participation in a protected activity. The College strictly prohibits retaliation against any individual for making any good faith report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination in violation of this policy.
14. **Sexual Assault:** Non-consensual sexual contact and non-consensual sexual intercourse.
15. **Sex Discrimination:** Occurs when an individual has been treated inequitably based on sex, sexual orientation, gender, gender identity, or gender expression. Sex discrimination can be committed by anyone regardless of sex, gender, gender identity, gender expression and/or sexual orientation.
16. **Sexual Exploitation:** Occurs when an individual takes non-consensual or abusive sexual advantage or benefit, or to benefit or advantage anyone other than the individual being exploited, and that behavior does not otherwise constitute one of the other sexual violence offenses.

Examples of sexual exploitation include, but are not limited to:

- a. Voyeurism;
 - b. Exposing one's genitals to another individual without consent;
 - c. Prostituting another individual;
 - d. Non-consensual video- or audio-recording or photographing of sexual activity;
 - e. Going beyond the boundaries of consent (such as permitting others to observe you having consensual sex with an individual who is not aware of the observation);
 - f. Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge and consent.
17. **Sexual Misconduct:** Broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature.
 18. **Sexual Harassment:** Unwelcome conduct of a sexual nature. It includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- a. **Quid pro quo:** Submission to such conduct is made explicitly or implicitly a term or condition of instruction, employment, or participation in any College activity; Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in academic or personnel decisions affecting the individual;
- b. **Hostile environment:** Such conduct is sufficiently serious that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the employment or educational environment or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include but are not limited to unwanted sexual advances; promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request; repeated and unwelcome sexual flirtation, advances; direct propositions of a sexual nature; verbal abuse of a sexual nature; prowess or sexual deficiencies; leering, whistling, touching, pinching, patting, physical assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; sexually explicit statements, jokes, or anecdotes; and displaying pornographic or sexually oriented materials.

- 19. **Sexual Violence:** Physical sexual acts perpetrated against an individual's will or when an individual is incapable of giving consent.
- 20. **Stalking:** A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property.

For the purposes of this policy, "sexual harassment" is defined as follows:

- ~~21. Unwelcome conduct of a sexual nature. It includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:~~
 - ~~a. Submission to such conduct is made explicitly or implicitly a term or condition of instruction, employment, or participation in any College activity;~~
 - ~~b. Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in academic or personnel decisions affecting the individual;~~
 - ~~c. Such conduct is sufficiently serious that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the employment or educational environment or creates an intimidating, hostile, or offensive working or educational environment.~~

~~Examples of sexual harassment include but are not limited to unwanted sexual advances; promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request; repeated and unwelcome sexual flirtation, advances; direct propositions of a sexual nature; verbal abuse of a sexual nature; prowess or sexual deficiencies; leering, whistling, touching, pinching, patting, physical assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; sexually explicit statements, jokes, or anecdotes; and displaying pornographic or sexually oriented materials.~~

~~(D) Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability.~~

~~Examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion.~~

~~Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.~~

(D) This policy applies to all the following individuals, **including those who may be minors**:

1. Non-Exempt and Exempt Staff employees
2. Faculty and Adjunct Faculty
3. Temporary Employees
4. Students
5. Vendors, Visitors, and other Third Parties

(E) The college will not tolerate ~~sexual harassment~~ **discrimination**, whether engaged in by fellow employees, supervisors, students, or by other non-employees who conduct business with the college. The college shall investigate any incident of alleged ~~sexual harassment~~ **discrimination** and shall take any action it deems appropriate after evaluating all of the circumstances. The college encourages reporting of all incidents of ~~sexual harassment~~ **discrimination**, regardless of the age of the complainant or respondent, or who the offender may be, in accordance with established administrative procedures.

(F) This policy shall be administered as set forth in the associated procedures.

(G) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the ~~sexual~~ discrimination and title IX policy and procedures.

Effective: ~~January 1, 2018~~ **October 1, 2018**

Prior Effective Dates: 12/1/88, 7/1/98, 3/19/99, 4/1/14, 10/15/15, **1/1/18**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised Sex Discrimination and Title IX Policy, as presented.

Trustee Doyle made a motion to approve the revised Sex Discrimination and Title IX Policy, as presented. Trustee Ball seconded, and the motion passed unanimously.

Service Animals on Campus Policy

The policy detailing the provision for service animals on campus has been created to address the growing presence of service animals. As stated in the policy, Clark State supports the use of service animals as a reasonable accommodation for a disability in accordance with the ADA, Section 504, and the Ohio Revised Code §955.43.

Service Animals on Campus Policy (Policy Number to be determined)

- (A) In accordance with the requirements of Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), Clark State Community College will not discriminate against qualified individuals with disabilities on the basis of disability; including employment, admission, treatment, or access to its programs or activities.

Clark State Community College supports the use of service animals as a reasonable accommodation for a disability in accordance with the ADA, Section 504, and the Ohio Revised Code §955.43.

- (B) The presence of trained service animals to assist people with disabilities is welcome on campus in areas consistent with the Service Animals on Campus procedures and applicable law.
- (C) Students, employees, and visitors who require the assistance of a service animal on campus must adhere to the Service Animals on Campus procedures.

Effective: October 1, 2018

Impact on students and/or student learning: Individuals who have a service animal receive additional emotional support by the presence of their service animal on campus, which creates a healthy learning environment.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the new Service Animals on Campus Policy, as presented.

Trustee Hall made a motion to approve the Service Animals on Campus Policy, as presented. Trustee McDorman seconded the motion, and it passed unanimously via a roll call vote.

2019-2020 College Calendar Adoption and 2018-2019 Calendar Revision

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar proposal for 2019-2020 was provided by Dr. Singh for review by the entire campus community in the spring and was discussed by appropriate groups including Faculty and Staff Senates as well as the Academic and Executive Councils. Dr. Brown held a number of discussions this Fall with faculty about the 12-week term, including email discussions and an open forum. Dr. Blondin also addressed questions about the 12-week term in her Town Hall meeting.

The calendar includes a new 12-week D term, which will begin four weeks after the start of sessions A and C to capture students who are unable to register during those times due to financial aid or other personal issues. This will reduce the number of students who start the 16-week term late and have trouble catching up. The D term will include a handful of College Preparatory and General Education courses and will not include a finals week. The College will monitor student performance in the 12-week term.

The previously approved 2018-2019 calendar reflected the incorrect date for the observance of Veterans Day; the revised version reflects the correct national day of observance as Monday November 12th (instead of Friday November 9th as previously listed).

President Blondin requested that the 2018-2019 calendar be amended to indicate that the College will be closed on Monday, December 24; staff will be asked to take vacation or personal leave that day. She indicated that approximately 80% of staff typically take that day off, and it does not make sense for the College to be closed over the weekend and reopen for one day prior to Christmas and the Winter Break. She noted that supervisors will work with individuals if they do not have enough leave time to cover it.

Impact on students and/or student learning: The calendar provides a planning tool for students to ensure successful retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2019-2020 academic calendar and approve the revised 2018-2019 calendar.

Trustee Ball made a motion to adopt the 2019-2020 academic calendar and to approve the amended revised 2018-2019 calendar. Trustee Bell seconded, and the motion passed unanimously by a roll call vote.

Appointment of Association of Community College Trustees Delegate and Alternate

Clark State Community College is a member of the Association of Community College Trustees (ACCT). ACCT is governed by a Senate, which has the full authority of the membership, and is composed of the voting delegates of the Voting Members of the Association.

Governing and advisory boards of accredited not-for-profit community-based postsecondary educational institutions that primarily offer programs other than baccalaureate, graduate and professional degrees, including boards of state systems that include such institutions, are eligible to become Voting Members of the Association.

According to ACCT bylaws, Voting Members shall be represented at Senate meetings only by voting delegates, and each institution receives one voting delegate for each 20,000 of headcount enrollment. Voting Members may designate for each voting delegate an alternate who may serve as the voting delegate in the absence of any voting delegate from the same Voting Member.

The Senate shall hold at least one meeting annually. Such annual meeting of the Senate shall be the Annual Meeting of the Association (i.e., the annual Leadership Congress).

In accordance with ACCT bylaws, Voting Members shall certify to the president of the Association the names of their voting delegates and alternates before the designated deadline for such certification.

It is recommended that Sharon Evans be appointed as the college delegate and Andy Bell be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Sharon Evans as the college delegate and Andy Bell as the alternate delegate to the Association of Community College Trustees Senate.

Vice Chair Phillips made a motion to affirm the appointment of Sharon Evans as the college delegate and Andy Bell as the alternate delegate to the Association of Community College Trustees Senate. Trustee McDorman seconded the motion, and it passed unanimously by roll call vote.

Report of the President

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

Faculty Senate President Dr. Victoria Marling reported that faculty are very actively participating with SPARC; faculty and staff members are co-chairing the majority of the initiatives, while some will be worked on in various committees. She indicated that the names of academic areas will be changed from divisions to schools and faculty have asked the deans to be involved in the name changes; all faculty will be involved in the decisions as well. Dr. Marling noted that shared governance has been a big topic at the College for a few years, and there has been a lot of misunderstanding surrounding it; Interim Vice President Brown will be working with faculty to develop a definition. Once developed, it will be shared with Staff Senate for feedback.

Staff Senate President Nathan Walters reported that staff members are also actively involved in the working groups that are responsible for various SPARC initiatives. They are also offering assistance to the Presidential Fellows and the Office of Student Support and are investigating the possibility of adding a statement regarding their services to all syllabi. A staff assembly will be held in November and will include presentations by the Office of Student Support and the Foundation regarding ways they can help students; small professional development opportunities will also be included. Staff Senate will be selling pies from the Pie Peddler for its fundraiser this year; information regarding this will be shared in the coming weeks. Proceeds will benefit the Office of Student Support.

Student Ambassador Dustin Myers reported that Student Senate is working with the Ambassadors to enhance student life on campus in an effort to get more students involved. They participated in welcoming students and distributing maps to them during the First Week Back activities, and an arcade game area has been added near the cafeteria to help relieve stress; a foosball table will be added soon. Focus is also being placed on increasing participation in Phi Theta Kappa and Student Senate. Tomorrow a Welcome Back Party will be held near the cafeteria, and Ambassadors will provide games for people to play. An art contest and co-ed flag football will be offered in the near future.

President Blondin reported the following:

- Data regarding the percentages of increase in State Share of Instruction the College has experienced over the last six years and course completion and graduation performance numbers over the last five years was distributed to Trustees. Trustee Bell noted that the numbers are very impressive.
- Amy Sues has worked diligently this summer to organize materials and ready the campus for the Higher Learning Commission's reaffirmation of accreditation visit in December. She noted that Ms. Sues has done a fabulous job and thanked her for her tremendous efforts.

- A revised Board of Trustees meeting calendar, which includes the removal of the November 20th Board Meeting and the addition of the November 6th Board Retreat, was distributed to Trustees in their blue folders. An upcoming events list was also distributed.
- An Equity in Action Agenda provided by the Association of Community College Trustees (ACCT), which was also distributed to Trustees, might be helpful to review prior to the ACCT Leadership Congress and as we look at operationalizing some of the work here.
- Talks continue with Mercy Health Partners, our legal counsel and their legal counsel to reach an agreement regarding the new health clinic on campus. She provided an overview of the current status, noting that she is still cautiously optimistic and will keep Trustees updated. Trustees indicated concern over the delay in the project and may opt to communicate a cut-off date for this process in the near future if forward movement continues to be stalled.
- The following information was also distributed to Trustees: a document detailing the exciting savings available to students via the eCampus Virtual Bookstore, a message regarding new indoor walking trails throughout campus, and the 2017-2018 Springfield Promise Neighborhood Community Report.
- She was honored as one of the Dayton region's Power 50 influential women by the Dayton Business Journal last week.
- Clark State provided testimony during an August 30th stakeholder meeting at the Ohio Department of Higher Education regarding our Applied Baccalaureate Degree applications in Web Design and Development and Addiction and Integrated Treatment Services. We should receive word about the status of each soon.
- Ohio Association of Community Colleges CEO Jack Hershey recently delivered a presentation on planning for the new governor and chancellor.

Report of the Board Chair

Chair Evans did not have anything to report.

Trustees' Open Forum

No comments were made.

Executive Session ~ President's Contract

Trustee Ball made a motion to enter Executive Session to discuss the President's contract, and Trustee McDorman seconded. The motion passed 8-0 via roll call vote. Executive Session commenced at 6:56 p.m.

Trustee Bell made a motion to exit Executive Session and return to regular session at 7:44 p.m. Trustee Ball seconded, and the motion passed 8-0.

Presidential Compensation Analysis Contract

Trustee Bell made a motion to approve the contract with Findley for a Presidential Compensation Analysis. Trustee Ball seconded, and the motion passed unanimously.

President's Incentive Plan

Trustee Ball made a motion to approve President Blondin's incentive plan, and Trustee Hall seconded. The motion passed unanimously.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee Doyle seconded. The motion passed unanimously, and the meeting adjourned at 7:47 p.m.