



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**May 16, 2017**

The Clark State Community College Board of Trustees met regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, May 16, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:10 p.m.

### **Roll Call:**

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

**Others Present:** Adele Adkins, Executive Director of the Performing Arts Center; Lesli Beavers, Program Manager, Workforce and Business Solutions; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; John Devillier, guest; Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Dr. Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Director of the Foundation; Laurie Means, Director of Marketing; Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President Elect; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Workforce and Business Solutions; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Laura Whetstone, Human Resources Manager; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

### **Recognition of Guests**

Chairperson Evans welcomed Colonel John Devillier to the College as the new Vice President of Business Affairs effective June 1, 2017, indicating that he retired from the military just a few weeks ago after a very distinguished career. She also welcomed all guests and asked them to introduce themselves.

### **Public Comment**

There were no public comments.

### **Approval of Minutes**

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on April 18, 2017. Trustee Bell made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously.

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

The Board Finance and Facilities Committee met on Wednesday, May 10, at 11:30 a.m. in the Sara T. Landess Technology and Learning Center Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members Peggy Noonan, Brad Phillips, and Jim Doyle; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Senior Vice President for Academic Affairs; Larry Wakefield, Interim Vice President for Business Affairs; Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Matt Franz, Chief Information Officer; Marvin Nephew, Chief Human Resources Officer; Kyle Fuchs, Controller; and Col. John Devillier, Guest. Agenda items included:

- April Financial Report
- FY 2017-2018 Budget Update
- PAC Roof Status
- RH/ASC Renovation Status
- Safety and Security Upgrades Status
- Collaborative Brain Trust - Campus Master Plan Status
- Military Tuition
- VPBA Search Update
- Other Business
- Next Meeting – Wednesday, June 14, 7:30 a.m.

### **Financial Statements through April 2017**

A report detailing the Revenues and Expenses through April 30<sup>th</sup> was distributed to Trustees prior to the meeting. Interim Vice President for Business Affairs Larry Wakefield noted that the first column reflected the original FY 2016-2017 Annual Budget as well as the following:

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

Student Fee Revenue represents Fall Semester, Spring Semester and Summer Semester through April 30<sup>th</sup>. We continue to be down around \$372,000 for the fiscal year, but the expected deficit is declining.

Workforce Non-Credit Training revenue with summer activity is slightly down but so are the related expenses, which are reflected in the Public Service category. Activity is picking up this spring but will not catch up to the original budget.

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

The expense budgets show no significant overages. Total expenditures are under budget by function and object. The expenses are under budget more than enough to offset the revenue deficit. In particular, the General Expenses show actuals under budget due to budgeted contingencies, and Worker's Compensation expenses less than budgeted.

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

## 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 03/31/17:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,082,236
Commonfund Management Fees (June 2002 to present)	\$(72,063)
Foundation Management Fee (2007 to present)	\$(174,250)
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)	\$184,582
Balance 03/31/17	\$1,853,542
Quarterly (January-March) Rate of Return	1.20%
Barclays Aggregate Bond Index (January-March)	0.82%
March Return	-0.04%
Barclays Aggregate Bond Index (March)	-0.05%

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 (\$174,250) represents the 1.25% management fee of the PAC Endowment. On previous reports, this number originally was stated for ten years, but upon review of the August 2006 Foundation Board minutes, it was discovered that there was not a time restriction for the management fee. Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on April 19, 2017, and reviewed fund performance, asset allocation, and spending policy.

In response to a question regarding whether Barclay's is the appropriate benchmark for the philosophy of the Foundation, Catie Maher indicated that she would have the Foundation Finance Committee take another look at it.

## Board Human Resources Committee Report

The Board Human Resources Committee met on Friday, May 5, 2017, at 11:30 a.m. in LRC 320. Committee Chair Jim Doyle, Trustees Maurice McDonald and Mike McDorman, and Board Chair Sharon Evans attended. The committee discussed the President's evaluation, contract extension and compensation package. Recommendations will be shared with the full Board in Executive Session at the May Board meeting.

## Association of Community College Trustees Awards Nominations

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, on Wednesday, September 27, 2017, in conjunction with the 2017 ACCT Leadership Congress in Las Vegas, Nevada.

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

- Trustee Andy Bell for the Trustee Leadership Award, which recognizes exemplary leadership as a Board of Trustees member.
- Mellanie Toles for Professional Board Staff Member Award, which recognizes exemplary service to a Board.

## **Human Resources Update**

### *New Hires:*

- John Devillier, Vice President, Business Affairs (1.0 FTE), effective 6/1/17
- Dawn Koogler, Custodian (1.0 FTE), effective 5/8/17
- Michael Lander, Instructor, Economics (1.0 FTE) effective 8/11/17

### *Resignation:*

- Sylvia Halladay, Technical Services and Systems Librarian (1.0 FTE), effective 5/12/17

### *Retirement:*

- Barbara Yontz, Tech Prep Consultant (.75 FTE), effective 7/1/17

### *Termination:*

- Glen Marsh, Custodian (1.0 FTE), effective 4/27/17

### *Open/Advertised Positions/Searches/Interviews:*

- Dean, Health, Human and Public Services (1.0 FTE)
- Instructional Faculty, Diesel (1.0 FTE)
- Instructional Faculty, English – 2 positions (1.0 FTE each)
- Instructional Faculty, Psychology (1.0 FTE)
- Instructional Faculty, Sociology (1.0 FTE)
- Instructional Faculty, Nurse Aid Program (1.0 FTE)
- Instructional Faculty, Registered Nursing Program – 3 positions (1.0 FTE each)
- Custodian, 3<sup>rd</sup> shift – 2 positions (1.0 FTE each)
- Directed Learning Lab Assistant (1.0 FTE)

## **Graduation Recap 2017**

We received many positive comments regarding this year's ceremony. There were 302 students who participated in the graduation ceremony, and the auditorium was packed with family and friends.

The brass quintet was once again excellent, and Clark State student Tamika Purce did an outstanding job performing the National Anthem. Students were recognized for their outstanding achievements. We also recognized veterans who were recently inducted into SALUTE, the newly-formed honor society for veterans.

Tammie Wright delivered an inspiring speech. She graduated with an Associate of Applied Business degree in Human Resources Management. Tammie began taking evening classes at the Clark State Beaver Creek and Springfield Campuses while maintaining a full-time position as a Human Resources

Manager at the Army and Air Force Exchange Service. She is using the knowledge obtained at Clark State to enhance her skills and performance in her current Human Resources position at Vana Solutions in Beaver Creek.

Steve Neely inducted the fourth group of graduates into the alumni association. The Foundation will continue to engage this group throughout the year. Dr. Blondin ended the ceremony by awarding a graduate with a Microsoft Surface, which was very exciting and fun for the students.

Dr. Blondin hosted a luncheon following the ceremony, which was attended by faculty, staff, and Trustees. It was very much appreciated and a great opportunity to celebrate the end of the school year and the success of the graduation ceremony.

Chairperson Evans commented that graduation was a great success; it flowed smoothly, and the student singer and speaker both did amazing jobs. She gave kudos to faculty and staff for a terrific team effort.

It was noted that the auditorium was filled with guests and in an effort to allow our students the opportunity to bring as many guests as they wish, we are considering adding a second ceremony next year (either one in December or two in the spring).

### **Implementation of Guided Pathways**

Clark State Community College administrators have presented information to the Board of Trustees previously regarding guided pathways, which are academic programs designed to assist and accelerate student completion.

Clark State is one of six pilot schools working with Community College Research Center (CRCC) at Columbia University regarding implementation of the Guided Pathways project. CRCC is visiting the six schools in Ohio to learn more about how the implementation of Guided Pathways is progressing. The report the CRCC team provided based on their visit to campus March 28-29, 2017, was distributed to Trustees prior to the meeting and is available in the office of the Provost/Senior Vice President of Academic Affairs.

### **Liaison Reports**

#### Clark State Foundation

- The Major Gifts Campaign has raised \$5.5 million to date.
- The Clark State Foundation Board will be holding their annual retreat on Friday, May 12, at the Polo Club. Board members will work to create strategic goals and objectives for the next three years to strengthen its programs, fundraising efforts, and operations.
- During its April Board meeting, the Foundation board voted to approve updates to its Champion City Scholar policies. The changes include additional guidance on how the Champion City scholarships are applied to students' accounts and the criteria students must maintain to remain eligible. These changes are a first step into improving the success of Champion City Scholars once they reach Clark State.
- Champion City Scholars celebrated 25 high school graduates at a small recognition ceremony on May 4<sup>th</sup>. This year, we have 15 graduates from Springfield High School, 7 from CTC, and 3 from the Global Impact STEM Academy. Of those 25, 19 have been submitted an application to enroll at Clark State.
- The expansion of Champion City Scholars into Champaign County is now official; we will be working with Graham over the summer to get the program started.
- The Foundation will be holding its annual Retiree Luncheon on Friday, May 26, in the Sara T. Landess Technology and Learning Center, Room 113.
- We received \$90,000 from the Ohio Department of Higher Education's OhioMeansJobs Workforce

Revolving Loan Program for our CDL Program. This is our second round of funding for this project, and 18 students benefited from the first round in 2015 and 2016.

### Performing Arts Center

- Following are the events for the 2017-2018 Season:
  - Marshal Tucker Band - Date to be announced
  - Martina McBride (PENDING) - Friday, September 22, at 8:00 p.m.
  - Circus 1903 – Sunday, October 8, at 6:00 p.m. The producers of the world’s biggest magic show, *The Illusionists* have teamed up with the award winning puppeteers from *War Horse* to present a thrilling turn of the century circus spectacular.
  - Black Violin - Saturday, October 14, at 8:00 p.m. Returning again! In addition to their performance, they will be giving a workshop with members of the Springfield Symphony Youth Orchestra and Urban Strings from Columbus. The youth will then perform on stage with Black Violin for the encore.
  - Kinky Boots - National Broadway Tour - Thursday, November 2, at 7:30 p.m. KINKY BOOTS is Broadway’s huge-hearted, high-heeled hit! With songs by Grammy® and Tony®-winning pop icon Cyndi Lauper.
  - ELF - Thursday, November 9, at 7:30 p.m. Based on the beloved movie hit, ELF features songs by Tony Award®-nominees Matthew Sklar and Chad Beguelin, with a book by Tony Award®-winners Thomas Meehan (*Annie*, *The Producers*, *Hairspray*) and Bob Martin.
  - Celtic Woman - Circle of Friends gala – Saturday, April 21, at 8:00 p.m.
  - David Sedaris (We are not permitted to announce until November) - Monday, April 16, at 7:30 p.m. With sardonic wit and incisive social critiques, David Sedaris has become one of America’s pre-eminent humor writers. The great skill with which he slices through cultural euphemisms and political correctness proves that Sedaris is a master of satire and one of the most observant writers addressing the human condition today.
- The Club Kuss Series includes the following:
  - Julie Fowlis - Turner Studio Theater - Friday, October 6, at 8:00 p.m. It is little wonder that when Disney was searching for the perfect, authentic singing voice to feature in the Oscar and Golden Globe winning "Brave", their worldwide hit animated film, set in the highlands of Scotland, their research let them to one of the Western Isles' true contemporary treasures - Julie Fowlis.
  - Christina Pato (Turner Studio) - Saturday, January 27, at 8:00 p.m. A pop star of the ‘gaita’ (the Galician bagpipe) in her native Spain, she moved to New York to attain her Doctorate in collaborative piano and push her career in an entirely different direction. Pato daringly skirts the boundaries of jazz, classical and world music, and in her recent album LATINA, she and her band The Cristina Pato Quartet delve into the musical genre of Latin music.
  - Diavolo (Kuss Auditorium) – Friday, February 2, at 8:00 p.m. Diavolo is gravity-defying performance that will stir audiences into a frenzy of excitement. Combining lyrical movement with risk-taking athleticism and large architectural objects.
- Rentals (not including the Symphony and Arts Council) include:
  - The Illusionists - Saturday, December 9, at 8:00 p.m. The group will be back for an entire week of rehearsals and one performance.
  - Cabaret - National Broadway Tour - Wednesday, January 10, at 7:30 p.m.
  - Rogers and Hammerstein's CINDERELLA - Friday, February 23, at 8:00 p.m.

Adele Adkins also reported that we are now just \$3,700 away from this year’s \$50,000 fundraising goal.

### Project Jericho

- The *Paint the Town* (watercolor) group met on April 1, 8, 22, 29, including a trip to Mobile Dogs on Main Street after their session on April 1. The group completed their paintings of Lagonda National Bank, Mobile Dogs, C&N Contractors, the Soup Kitchen and Ambience.

- *The Light On Main* photographers had field trip/photoshoots at United Senior Services and Mobile Dogs on April 11, Ambience and Fresh the Barbershop on April 12, C&N Contractors on April 13, O.I.C. and Ohio Valley Surgical Hospital on April 17, and The Soup Kitchen and Turner Foundation on April 18.
- The *Ink Drops* poetry group will showcase on April 27<sup>th</sup>.
- The youth had their artwork (framed watercolors, printed photographs, and framed poems) displayed at United Senior Services in an impressive display. The poets emceed the night, explaining the theme of the project and the scope of the work to 150 audience members of family, friends, and stakeholders. The artwork will remain on display at United Senior Services through May 23<sup>rd</sup>.
- At the Clark County Juvenile Detention Center, a two-week-long screenwriting and theatre workshop was led by a Wright State professor and artist, Chinonye Chukwu. Youth wrote narratives inspired by real events in their lives, and Chinonye and her college students worked with the incarcerated youth to act out and present their written work in the new auditorium connected to the Juvenile Detention Center. It was a moving and healing experience.
- The mural “Catching Light” at Clark County Solid Waste District began on May 1, 2017, and will be celebrated on May 24, 2017.
- Four young ladies photographed the four honorees of the 2017 Extraordinary Women of Clark County award (Shelley Lopez, Kali Lawrence, Daragh Porter, and Debbie Baker).

### **Action Items**

The following items were presented for Board approval:

#### ***Personnel Recommendations ~ Exempt Employees***

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

##### *Filled Position:*

- John Devillier, Vice President, Business Affairs (1.0 FTE), effective 6/1/17

##### *Retirement:*

- Barbara Yontz, Tech Prep Consultant, (.75 FTE), effective 7/1/17

Impact on students and/or student learning: Both positions provide important support/services to students and/or employees. The Vice President for Business Affairs provides oversight to and helps manage College finances, and the Tech Prep Consultant works with area career centers and high schools in guiding their students to Clark State.

##### Implications for budget, personnel, or other resources:

- Funding for the Vice President for Business Affairs is in 2017-2018 budget.
- The Tech Prep Consultant is partially grant funded (two-thirds) from the State of Ohio and one-third from Clark State. Currently waiting for decision on the State budget to determine if the position will be funded.

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

#### ***Personnel Recommendation ~ Instructional Faculty***

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

*New Hire:*

- Michael Lander, Instructor, Economics (1.0 FTE), effective 8/11/17

Impact on students and/or student learning: This new position was created to ensure a full-time faculty member teaches and oversees the Economics program. This full-time faculty will also help ensure consistency in teaching in all economic classes.

Implications for budget, personnel, or other resources: The position is in the 2017-2018 budget.

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

***Reduced Military Tuition Initiative***

On April 17, 2009, The Ohio Board of Regents (OBR) issued a Directive (2009-011) concerning *Differentiated Tuition for State Institutions of Higher Education*. This Directive empowers Boards of Trustees of University System of Ohio institutions to request tuition waivers for specialized initiatives that will benefit students and the state. By Clark State Board of Trustee Resolution of June 16, 2009, the College requested of the OBR reduced tuition for active duty Air Force personnel that are stationed at Wright Patterson Air Force Base (WPAFB). Reduced tuition for active duty Air Force personnel stationed at WPAFB was approved by the Chancellor. In order to continue the reduced tuition for WPAFB, the College needs to request OBR reduced tuition per Directive 2009-011 again.

WPAFB Initiative

There is a great need to provide the military personnel stationed at WPAFB with convenient educational offerings. All Air Force personnel are supported and encouraged to complete at least an associate's degree from the Community College of the Air Force (CCAF). These degrees combine the technical coursework garnered from the Air Force with general education offerings taken from area higher education institutions to complete the CCAF degree requirements.

Clark State is in a unique position to serve these needs due to both the physical location of the College's Greene Center adjacent to the Base and the extensive online offerings in general education. The military personnel receive an annual allotment for tuition costs and, as with all such programs, they desire to maximize their opportunities with lower costs. To serve this need, we are requesting the Board approve to continue to reduce tuition for the Air Force personnel stationed with WPAFB at a 50% discount rate. This rate will position the College with the lowest rate available to the WPAFB military personnel.

Over the past academic year (2015-2016) the Clark State WPAFB Tuition Reduction Initiative cost the College \$10,000 to cover the approximately 6,000 active duty personnel.

Expansion of Discount to All Active Duty Personnel and Spouses

We are proposing to extend the 50% active duty discount to all active duty personnel on a national level, but we expect that we will mainly serve WPAFB and the Springfield Air National Guard. The Springfield Air National Guard has approximately 200 active duty personnel, so we can expect the discount to cost approximately \$5,000.

There has recently been greater attention on the need to offer tuition assistance to the spouses of our active duty personnel. We are recommending offering a 25% discount to the spouse of any active duty service personnel serving at WPAFB or Springfield Air National Guard. That discount is expected to cost around \$5,000.



Impact on students and/or student learning: By continuing and expanding the military tuition reduction initiative, the Board of Trustees is supporting a process for the College to directly impact students by increasing access to College military personnel.

Implications for budget, personnel, or other resources: The implications for the College's budget related to the continued initiative are both direct and indirect. The discounting of tuition for such an initiative for military personnel and spouses will reduce the College's revenue, but only does so for students who currently attend Clark State. Overall revenue is expected to increase due to new students attracted by the discount. This initiative qualifies for state subsidy (SSI). We would expect a positive impact on our formula from this category of students.

The personnel implications associated in this action are limited to the Student Services staff who will help facilitate these initiatives and the academic administrators and faculty to work through the curriculum pieces. These activities will be carried out as part of the normal duties of staff and with limited enumeration for faculty.

It was requested that the Board of Trustees direct the Administration to continue and expand the reduced military tuition initiative.

### ***OACC Excellence Awards Nominations***

Each year, Ohio Association of Community College (OACC) members have the opportunity to nominate individuals and/or businesses for their support to Ohio's community colleges.

The Terry M. Thomas Friend of Community Colleges Award recognizes those who have had a major positive impact on community colleges. Clark State nominates Tony Kenney. Through his leadership president of Speedway LLC, he has supported the College on many levels. Speedway is the largest employer of Clark State graduates, partners with us for their corporate training, and has given most generously to our programs, scholarships, facilities and cultural events.

The Maureen C. Grady Award is presented to a current or former Trustee who has demonstrated extraordinary leadership throughout the term of their service as a trustee and has made outstanding professional contributions to their college or community colleges as a whole. Clark State nominates Andy Bell, who has served on the Clark State Board of Trustees since 2006. Trustee Bell has served multiple terms as both Chair and Vice Chair and has been instrumental in many initiatives and achievements during his tenure. For example, he served as Chair of the college's major gifts campaign, which far exceeded its goal, resulting in the construction of both the Sara T. Landess Technology and Learning Center and the Hollenbeck Bayley Creative Arts and Conference Center. Trustee Bell has also served on the Clark State Foundation Board of Directors for the maximum nine years, including two terms as Chair; during that time, he also served as Chair of two capital campaigns and was instrumental in developing the Champion City Scholars program. His outstanding support and service to Clark State for nearly two decades earned him the Champion of Clark State Community College Award earlier this year.

Impact on students and/or student learning: It is important to recognize the support of our community members 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 OACC Excellence Award nominations as presented.

*Trustee Bell made a motion to approve the Personnel Recommendations for Exempt Employees and Instructional Faculty, to direct the administration to continue and expand the reduced military tuition initiative, and to approve the OACC Excellence Award nominations as presented. Trustee McDorman seconded, and the motion passed unanimously by a roll call vote.*

### **Faculty Constitution Revisions**

The Faculty Constitution describes the role of the Faculty Assembly of Clark State Community College, including its committee structure and governance through the Faculty Senate. The Constitution was last updated in 2008. In the interim, the College has moved to a semester system from a quarter system, has changed some administrative roles, and changed some aspects of its shared governance structure. The Faculty Constitution has been amended to reflect these changes.

Specifically:

- Throughout the document, language referring to the quarter system has been changed to refer to semesters.
- Throughout the document, the position of Vice President for Student Affairs and Academic Affairs has been changed to Senior Vice President for Academic Affairs/Provost.
- Detailed information on the committee structure for faculty committees has been removed. This has been replaced with a reference to committee by-laws for faculty standing committees.
- Descriptions of Faculty Senate officers have been amended to reflect changes in duties, reflecting changes in the governance structure and other organizational changes.
- The make-up of the Senate was changed to allow better representation across divisions and campuses.
- Other punctuation errors were corrected.

The changes were presented to Faculty Assembly on January 28, 2017, for their approval. Faculty Assembly approved the changes by acclamation. We are presenting the amended Faculty Constitution to the Board of Trustees for their approval:

## **FACULTY CONSTITUTION**

### **Part I**

In order to provide quality education to students, promote the values of higher education, strengthen the Faculty's commitment to their disciplines, and participate in the shared governance of the college, the Faculty of Clark State Community College do establish this Constitution.

### **ARTICLE I**

#### **Preamble**

#### **Name**

Clark State Community College Faculty Assembly

### **ARTICLE II**

#### **Membership**

Voting membership in the Clark State Community College Faculty Assembly shall consist of all ranked faculty **for whom teaching comprises 50% or more of their** ~~whose contractual responsibility. Include~~ ~~50% or more teaching.~~ Full-time ranked faculty who do not meet this criterion and all visiting faculty shall retain non-voting membership in the Faculty Assembly and may participate on committees. The **Provost /Senior Vice President** ~~Vice President of Academic Affairs and Student Affairs~~ is recognized as the administrative leader of the faculty and is an ex-officio member of the Faculty Assembly. Non-voting and non-office-holding membership shall be available to adjunct (not on annual contract) faculty.

## ARTICLE III

### Purpose

The Clark State Community College Faculty Assembly shall constitute the primary channel for faculty/administration participatory governance. It is the duty of this Faculty Assembly to actively study and debate issues of mutual concern to the administration and faculty. The Faculty Assembly shall recommend policy and procedure changes through its committees via the Senate or Faculty Assembly.

## ARTICLE IV

### Organization

The Faculty Assembly is the deliberative body of the faculty.

#### Section 1

The Faculty Assembly shall have an executive council called the Senate.

#### Section 2

The Faculty Assembly shall elect a President, President-elect, Secretary, Assistant Secretary, Treasurer, and such other officers as may be deemed necessary. The above-named officers shall hold corresponding positions as officers of the Senate.

#### Section 3

The Senate may create for itself such other offices as may be deemed necessary. Elections shall be conducted as prescribed in the By-Laws.

## ARTICLE V

### Senate

#### Section 1

Membership in the Senate shall include the five (5) officers of the Faculty Assembly (President, President-elect, Secretary, Assistant Secretary, and Treasurer); **two (2) one (1) members** to be elected at large by the Faculty Assembly; ~~and one (1) member elected from each division, and one (1) member elected to represent outlying campuses. from the Ohio Hi Point/Bellefontaine campus.~~ Members of the Senate are elected as described in the By-Laws, and all are to serve a term of one (1) year.

#### Section 2

Members of the Faculty Assembly become eligible for election to the Senate during their **second semester** ~~third quarter~~ of employment at Clark State Community College.

#### Section 3

The Senate as elected representatives of the Faculty Assembly shall be empowered, except where herein specifically limited, to take action and to act upon recommendations of committees when such action is approved by a majority vote of the total Senate membership. Recommendations from committees failing to achieve the majority vote of the Senate may be referred to the Faculty Assembly by the committee.

#### Section 4

The Senate shall exercise the powers of the Faculty Assembly between assembly meetings. Every action taken on matters affecting the faculty shall be reported by the Senate at the next meeting of the Faculty Assembly or distributed in the minutes of the Senate.

#### Section 5

Terms of office of Senate members shall commence on the day following the last Faculty Assembly meeting of the academic year and shall continue until their successors are elected and take office.

### Section 6

The Senate shall appoint faculty members to all-college committees, charge standing ~~c~~Committees, and establish ad hoc committees to address ~~f~~Faculty concerns.

### Section 7

The Senate may consider three (3) consecutive absences by a Senator tantamount to resignation.

## ARTICLE VI Meetings

The Faculty Assembly shall schedule a meeting at least once each ~~semester~~ ~~quarter~~. The Senate shall meet a minimum of three times a ~~semester~~ ~~quarter~~ and frequently enough to conduct its business.

## ARTICLE VII Committees

### Section 1 – Standing Committees

There shall be the following standing committees of the Faculty-: **Assessment**, Curriculum ~~Review~~, **Faculty Development**, **Faculty Nominations and Renewal**, **Faculty Promotion**, and Personnel. ~~Faculty Promotion, Faculty Nominations and Resource/Renewal, and Faculty Development.~~ Members shall be elected by the faculty for **terms in accordance with committee by-laws.** ~~two year staggered terms, unless otherwise stipulated.~~

### Section 2

Ad hoc committees of the Faculty shall be appointed by the ~~s~~Senate as necessary.

### Section 3

Faculty members shall also serve on all-college committees and other college committees.

### Section 4

Standing committees, faculty ad hoc committees, and faculty representatives from the all-college committees shall report to Senate upon request.

## ARTICLE VIII Amendments

Amendments to the Constitution and/or By-Laws shall be made by a **two-thirds** (2/3) majority of the voting Membership **of the Faculty Assembly.**

## Part II FACULTY ASSEMBLY BY-LAWS

### ARTICLE I Duties of Officers

#### Section 1 – President

- A. Determine voting membership of the Faculty through consultation with the **Faculty Nominations and Resource/Renewal** Committee.
- B. To preside at and prepare an agenda for all meetings of the Faculty Assembly and of the Senate.
- C. To publish and distribute Senate and Faculty Assembly agendas **three** (3) days prior to the meetings of these bodies.
- D. To serve as co-chair, along with the President of the college, of the Faculty Senate

Administrative Governance Council.

E. To appoint ad hoc committee members; to establish ad hoc committees whenever it is impractical to assemble the Senate.

F. To act as official signatory with respect to Faculty and Senate approved documents requiring the signature of the principal officer.

G. To act as spokesperson for the Faculty with the college administration and the Board of Trustees.

H. To attend or appoint a representative to attend all regularly scheduled meetings of the Board of Trustees and all regularly scheduled meetings of the Ohio Faculty Senate.

I. To appoint, in the event of a vacancy on the Senate, a member to serve as permanent alternate until the next annual election and otherwise to fill all vacancies in faculty offices based on the recommendation of the **Faculty Nominations and Resource/Renewal** committee.

J. To meet regularly with the President of the college to discuss issues of concern.

## **Section 2 – President-elect**

A. To assume, in the absence of the President, his/her duties.

B. To assume the office of President for the unexpired term in the event the office is vacated.

C. To assume the office of President the year following his/her selection as President-Elect.

~~D. To serve as co chair, along with the Vice President Provost/Senior Vice President of Academic and Student Affairs, of the Academic Standards Governance Council.~~

**D. To serve as a member of the Faculty Senate/Administrative Governance Council.**

E. To assist the President in administration of the Faculty Assembly and the Senate and to serve as his/her representative upon request.

F. At the discretion of the Senate, to serve as a member of any standing committee *ex officio* non-voting.

G. To maintain the calendars of the Senate.

H. To assume, in the absence of the Treasurer, his/her duties.

I. To assume responsibility for forming an ad hoc committee to award the Faculty Scholarship.

J. To appoint a committee every three years to evaluate the faculty constitution and bylaws and recommend amendments to the faculty as necessary. [Due **2019-20 and every three years thereafter.**] ~~2010-11 academic year~~

K. To facilitate review of the SEI process, through **an ad hoc committee** ~~the Academic Standards Committee~~ every three years, **beginning in 2019-20.**

## **Section 3 – Secretaries**

A. Secretary

- To keep the minutes of the regular and special meetings of the Senate and distribute same within one (1) week to each member.
- To advise the presiding officer and the membership of the issue “on the floor.”
- To obtain and distribute all committee charges **in the Faculty Community Group on Blackboard.**
- To forward all approved Senate recommendations to the **Provost/Senior Vice President** of Academic and Student Affairs or the appropriate administrator or committee.
- To assume, in the absence of the Assistant Secretary, his/her duties.
- ~~To serve on either the Faculty Senate Administrative Governance Council or the Academic Standards Governance Council.~~

B. Assistant Secretary

- To assume, in the absence of the Secretary, his/her duties.
- Attend meetings of the Senate and serve on committees.

- To keep the minutes of the regular and special meetings of the Faculty Assembly and ~~distribute post such minutes to the Faculty Community Group on Blackboard same~~ within one (1) week ~~to each member~~.
- ~~To keep 3 years of files, including copies of reports and minutes received from Committees and Faculty Assembly and Senate meetings and forward files at the end of the academic year to the next assistant secretary. Files older than 3 years are to be archived.~~
- To forward all approved Faculty Assembly recommendations to the **Provost/ Senior** Vice President of Academic ~~and Student~~ Affairs or the appropriate administrator or committee.
- To call the roll as necessary.
- To correspond with members when necessary.
- To correspond with non-members or outside organizations whenever required.
- ~~To serve on either the Faculty Senate Administrative Governance Council or the Academic Standards Governance Council.~~
- To have a copy of the Faculty Constitution & By-Laws and Robert's Rules of Order available at all meetings of the Faculty Assembly.
- **To maintain the Blackboard Community Group page.**

#### **Section 4 – Treasurer**

- A. To receive all funds and to pay out same only upon approval/order of the Senate or approval/order of the Faculty Assembly.
- B. To have an audit made of all funds at the conclusion of his/her term.
- C. To make an annual financial report to the Faculty Assembly.
- D. To make recommendations for disposition of Faculty funds.
- E. ~~To serve on either the Faculty Senate Administrative Governance Council or the Academic Standards Governance Council.~~

#### **Section 5 – Senators**

- A. To attend regular meetings of the Senate.
- B. To serve as Senate advisors to standing and ad hoc committees as designated by the President of the Faculty.
- C. To communicate issues and decisions to and from their respective divisions.
- D. ~~To serve on either the Faculty Senate Administrative Governance Council or the Academic Standards Governance Council.~~

### **ARTICLE II Referendum**

#### **Section 1 – Initiative**

An item of concern may be brought before the Faculty Assembly by petition to the President of the Faculty at least three (3) days before a Faculty Assembly meeting.

#### **Section 2 – Recall**

Any officer or member of the Senate may be recalled by a two-thirds (2/3) vote of the total membership of the Faculty Assembly provided that written notice of the proposed action has been given to the faculty at least two (2) weeks prior to the meeting.

### **ARTICLE III Committees**

#### **Section 1 – Organizational Duties**

- A. Faculty representatives on all committees shall take the responsibility for working with the President and the members of the Senate.

- B. The Senate shall inform each committee in writing of its charge and target date for its report.
- C. Committees may be asked to present progress reports from time to time at the discretion of the Senate or Faculty Assembly. When a progress report is listed on the agenda for a Senate or Faculty Assembly meeting, the chairperson of the committee or a designated representative shall present the report.
- D. Formal reports by committees, both those intended to provide information and those recommending substantive action, shall be included with the minutes for meetings at which they were considered. Formal reports shall consist of (1) the committee's recommendations for substantive action (when applicable), and (2) the rationale for the recommendations.
- E. Committee members who do not support the majority recommendations may submit a minority report, either individually or collectively. Minority reports shall likewise be published and distributed together with the majority report.
- F. Each committee shall elect its own chairperson and secretary and report the results of the election to the chair of the **Faculty Nominations and Renewal Committee**.
- G. At least one week before the final Faculty Assembly meeting of each academic year, each committee shall submit to all faculty members a written summary of the committee's activities and recommendations for future action (Year-End Report).
- H. The Secretary of each committee shall be responsible for:
  - 1. Submitting copies of all minutes and Year-End Reports to the Assistant Secretary of the Senate by the end of the academic year.
  - 2. Providing a copy of the Year-End Report and on-going files to the new committee secretary.

## **Section 2 – Standing Committees**

- A. The Standing Committees of the Faculty Assembly include Assessment, Curriculum Review, Faculty Development, Faculty Nominations and Renewal, Faculty Promotion, and Faculty Personnel.**
- B. The By-Laws of each of the Standing Committees include the details on committee membership and charges.**
- C. By-Laws are archived in the Faculty Community Group on Blackboard.**

### **A) Curriculum Review**

#### **1. Membership**

- ~~1. Five (5) members representing all divisions on campus who are elected from the Faculty serving staggered three year terms.~~
  - ~~2. The Vice President of Academic and Student Affairs shall be a voting member ex-officio and should meet with the Committee to seek input on proposed changes affecting the curriculum.~~
  - ~~3. The Chairperson and Secretary will be elected by the committee.~~
  - ~~d) Non-voting observers may be sent by the Student Senate, with permission of the Curriculum Committee Chairperson.~~
  - ~~a) The committee is empowered to appoint task forces to study special problems.~~
- #### **2. Role and Function:**
- ~~a) To identify and publish processes for the timely and efficient submission of course proposals. The chairperson of the Curriculum Committee shall invite the appropriate divisional administrators and faculty to a Curriculum Committee meeting when syllabi from their respective division are being reviewed.~~
  - ~~b) To review and provide input on the curriculum of all proposed programs and to review extensively revised programs when referred by the division deans.~~
  - ~~c) To review and make recommendations regarding the curriculum of low enrollment programs, as charged.~~
  - ~~d) To recommend adoption or rejection of course proposals to the VPASA.~~
  - ~~e) To review and provide input on goals and learning objectives of proposed courses.~~

- f) To review proposed courses for inclusion of CORE (not required in all courses, but required in degree programs).
- g) To forward committee decisions to Faculty Senate as information.

## B) Personnel

### 1. Membership

- a) Five (5) members elected from the Faculty serving staggered three year terms.

### 2. Duties

- a) To review and recommend to the faculty changes in policy/new policies in areas of: salaries and fringe benefits, conference funding, leaves of absence, faculty workload, sabbatical, academic calendars, and other such personnel matters as may arise. The committee will work with administration to develop an annual proposal on these issues to be submitted to the Board of Trustees.

## C) Promotion

### 1. Membership

- a) Three full professors and/or associate professors, ideally one from each division, not eligible for promotion within their term on the committee. They shall be elected from the Faculty and serve two year staggered terms.

- b) Division deans are ineligible to serve on the committee.

### 2. Duties

- a) Serve as an intermediate step in the faculty promotion process by receiving and reviewing each applicant's data and a recommendation of support or non support from the respective division dean/director.

- b) Seek clarification through verbal and written communication with the applicant (and/or division dean/director).

- c) Forward recommendations to the Vice President of Academic and Student Affairs.

## D) Resource/Renewal

### 1. Membership

- a) Three (3) members from the Faculty serving staggered two year terms.

### 2. Duties

- a) Assist the President of the Faculty Assembly in determining voting membership of the Faculty. Faculty members on official leave of one (1) quarter or more shall not be counted in the quorum.

- b) To provide for the election of all Faculty Officers, Senators, and members of the following committees: Curriculum Review, Personnel, Promotion, and Resource/Renewal:

- To receive and solicit suggestions for candidates from members of the Faculty and to obtain the consent of the nominees before placing names in nomination.

- To prepare and distribute a slate of nominees to all faculty prior to the annual spring election

- To attempt to ensure that the candidates represent all College departments and divisions.

- To prepare a ballot for each annual spring election containing the names of all nominees.

- To conduct and supervise the spring election.

- e) To recommend to the Senate faculty appointments to all college committees.

- d) To keep an up-to-date roster of all members of the Faculty Assembly, designating Senate officers, committee members, and committee chairs, and to publish it before the end of the academic year.

- e) To forward to the President of the Faculty the names of candidates to fill any office or committee position vacated before the end of its term. (Appointees will serve only the remainder of the un-expired term).

- f) To provide refreshments for Faculty Assembly meetings.

## E) Faculty Development Committee

### 1. Membership

- a) Five (5) members elected from the Faculty serving staggered two year terms.

### 2. Duties

- a) To coordinate with staff regarding activities for faculty.

- b) To advise HR regarding training needs for faculty.



- e) ~~To utilize faculty input in planning development opportunities.~~
- d) ~~To plan/budget for annual faculty activities.~~
- e) ~~To coordinate Faculty mentoring program.~~

### **Section 3 – Ad Hoc Committees**

The need for ad hoc committees is determined by Faculty Assembly, Senate, or institutional needs.

## **ARTICLE IV**

### **Elections**

Elections shall be conducted each spring ~~semester~~ ~~quarter~~.

## **ARTICLE V**

### **Ratification and Amendment**

#### **Section 1 - Ratification**

Constitution and By-Laws revisions shall become effective upon two-thirds (2/3) vote of the Faculty Assembly voting membership and supersede preceding documents.

#### **Section 2**

Proposed amendments to the Constitution and/or By-Laws shall be voted upon during the next Faculty Assembly meeting and shall be distributed to the Faculty Assembly members at least two weeks prior to the vote.

#### **Section 3**

The President-elect of the Senate shall appoint a committee every three years to evaluate the ~~f~~Faculty ~~e~~Constitution and by-laws and recommend amendments to the ~~f~~Faculty as necessary.

## **ARTICLE VI**

### **Dues**

Dues shall be established by the Faculty Assembly and used for charitable, educational, or recreational purposes. In the event of the dissolution of the Clark State Community College Faculty Assembly, any monies remaining in the treasury of the Clark State Community College Faculty Assembly shall be distributed equally among the then current dues-paying members.

## **ARTICLE VII**

### **Meetings**

#### **Section 1**

The Faculty Assembly shall meet at least once each ~~semester~~ ~~quarter~~ or when called by the President of the Faculty, the Senate, or on petition by one third (1/3) of the Faculty to the President of the Faculty. A meeting shall be called within ten (10) calendar days of the submission of a valid petition.

#### **Section 2 – Quorum**

The Chair of the **Nominations and Renewal Committee**, at the beginning of each ~~semester~~ ~~quarter~~, in consultation with the President of the Faculty Assembly, will determine the voting membership of the Faculty. Faculty members on official leave of one (1) quarter or more shall not be counted in the quorum. A quorum for the transaction of all business shall consist of more than fifty percent (50%) of the voting membership, exclusive of proxies. A proxy is a written authorization to vote on behalf of another voting Faculty Assembly member and is permitted. Proxies must be presented to the presiding officer at the beginning of the meeting.

#### **Section 3 – Voting**

When issues are voted upon in the Faculty Assembly, they shall be passed by a simple majority of those voting.

## **ARTICLE VIII Rules of Order**

Unless specifically changed by the Faculty Assembly, Robert's Rules of Order, revised edition, shall govern parliamentary procedure except as limited in the Constitution and By-laws.

Ratified by Faculty Assembly Jan. 31, 2005.

Amended by Faculty Assembly 3/13/06.

Ratified by Faculty Assembly March 10, 2008.

Approved by the Clark State Community College Board of Trustees April 15, 2008.

**Amended and approved by Faculty Assembly November 28, 2016.**

Impact on students and/or student learning: The amended Constitution recognizes changes in college operations and governance structure which were made to improve student learning.

Implications for budget, personnel, or other resources: n/a

It was requested that the Board of Trustees approve the revisions to the Faculty Constitution.

### ***Staff Senate Constitution and Bylaws Revisions***

The Staff Senate Constitution describes the role of the Staff Senate and Staff Assembly of Clark State Community College. Staff Senate recently redesigned the Constitution and Bylaws since its last update in June of 2011, and it has successfully passed through the Staff Assembly. These documents give a more in-depth interpretation as to the roles of those who serve on the Senate.

Some modifications include:

- Changing the verbiage from Vice President to President-elect.
- Adding more detail as to the duties that are performed by those serving on Staff Senate.
- Modifying the document to show not only the duties of those on Staff Senate, but those in Staff Assembly.

## **STAFF SENATE CONSTITUTION**

### **PREAMBLE**

The Staff Assembly of Clark State Community College is the name designated to the group comprised of all regular exempt and non-exempt employees, exclusive of Executive Cabinet.

The purpose of the Staff Assembly is to support the College in its mission; support the growth and development of its membership; and act as the collective voice of the staff to the administration regarding issues that affect salary, working conditions, benefits, policies and procedures of the College and other issues of importance that are not addressed in the campus team structure.

**The Assembly shall elect an executive council from amongst its members to support its mission. This executive council, known as Staff Senate, shall be composed of a president, president-elect, and members at large.**

The President of Staff Senate, or in the President's absence, the Vice President of Staff Senate, will serve as liaison to the College administration in matters pertaining to Staff Assembly. The representatives will also

endeavor to be an effective and responsible channel of communication and will promote the general welfare of the College within our community.

## **CONSTITUTION OF THE STAFF ASSEMBLY OF CLARK STATE COMMUNITY COLLEGE**

### **ARTICLE I**

#### **NAME**

The name of the organization shall be Staff Assembly. The principal place of business shall be at Clark State Community College.

**The name of the elected members from amongst the Staff Assembly that serve as the executive council shall be called Staff Senate.**

### **ARTICLE II**

#### **THE ASSEMBLY**

#### **Section 1: Membership**

All regular exempt and non-exempt employees, exclusive of Executive Cabinet, shall be members of the Staff Assembly and shall be eligible to vote. **All regular exempt and non-exempt employees shall become members of Staff Assembly upon hire.**

#### **Section 2: Senate Eligibility**

Staff Assembly members who have completed twelve (12) months of continuous employment as of March 1 and employed by the College at least .75 FTE are eligible to serve as Senators.

Any Staff Assembly member who is not a current Senator, at the option of the member, may be assigned by the Staff Senate President, subject to Senate approval, to an ad hoc committee position for the purposes of representation.

#### **Section 3: Fiscal Year**

**The fiscal year of the assembly shall run from July 1<sup>st</sup> thru June 30<sup>th</sup>. A year-end Treasurer's report is to be filed with the President and the Assembly.**

#### **Section 4: Quorum**

**A quorum of the Assembly shall consist of a two-thirds (2/3) majority of those present during any regular meeting of the Assembly. If it is necessary to call for a vote between regular assembly meetings, a quorum shall be made by a two-thirds (2/3) majority of all properly executed paper of electronic ballots.**

### **ARTICLE III**

#### **The Senate**

#### **Section 1: Senate**

The Assembly shall have an executive council called the Senate. **The Staff Senate shall establish policies and procedures necessary for the accomplishment of its purposes.**

**The Senate shall be comprised of twelve (12) members including the President, President-elect, and ten (10) Members-at-Large representing the Staff Assembly of Clark State Community College. Whenever possible, there shall be representation from any and all branch campuses.**

#### **Section 2: Senator's Terms**

**Members-at-Large shall serve a two (2) year term of office with a maximum of two (2) consecutive terms.**

**A senator's term shall begin on July 1<sup>st</sup>, in conjunction with the Assembly's fiscal year, and run for two years.**

### Section 3: Officers

**The Assembly shall elect a President-elect every year as prescribed in the Bylaws and shall be elected by a plurality of the Staff Assembly. The President-elect shall be selected from the newly elected Members-at-Large and shall assume the office on July 1<sup>st</sup> on the first year of their term.**

**Both the President and President-elect shall serve a 1-year term. The President-elect shall assume the office of the President on July 1<sup>st</sup> on the second year of their term.**

**The offices of Secretary and Treasurer are filled by nomination/election from among the current Members-at-Large. This process shall take place during the Staff Senate organizational meeting in June. The term of office for each position shall one (1) year. This office is served concurrently with his/her term as a Member-at-Large.**

### Section 4: Senate Eligibility

The Senate shall be comprised of twelve (12) members including the President, Vice President, and ten (10) Members-at-Large representing the Staff Assembly of Clark State Community College. Whenever possible, there shall be representation from ~~the Greene Center~~ **branch campuses if possible.**

~~The Senators shall select a Secretary and Treasurer as prescribed in the Bylaws.~~

**Staff Assembly members who have completed twelve (12) months of continuous employment as of March 1, and employed by the college at least .75 FTE are eligible to serve as Senators. Newly elected senators must have supervisor approval before serving.**

Senators shall meet the qualifications, be elected by the Staff Assembly, and perform the duties prescribed in the Bylaws. Failure to perform the prescribed duties as stated in the Bylaws may result in censure by a two-thirds vote of the Staff Assembly.

### Section 5: Quorum

The Senators' quorum shall consist of two-thirds (8 members) of the Senate.

### Section 6: Committees

**The senate shall establish committees deemed necessary for the accomplishment of its purpose in conjunction with the bylaws.**

**Ad hoc committees may be established as necessary by the President subject to Senate approval.**

## **ARTICLE IV AMENDMENTS**

Amendments to the Constitution and/or Bylaws shall be made by a two-thirds (2/3) majority of those present during any regular meeting of the Assembly. If it is necessary to call for a vote between regular assembly meetings, amendments to the Constitution and/or Bylaws shall be made by a two-thirds (2/3) majority of all properly executed paper or electronic ballots.

Paper votes must be submitted in a signed, sealed and dated envelope in order to be considered valid.

Electronic votes are considered valid by virtue of the user's email account.

## ARTICLE V RULES OF ORDER

Any specific rule of procedure not addressed in this Constitution and its Bylaws shall be resolved by Roberts Rules of Order, Newly Revised.

### END OF DOCUMENT

REVISED:  
April 2005  
June 2011

## STAFF SENATE BYLAWS

### ARTICLE I MEETINGS

#### Section 1: Meetings of the Staff Assembly

General meetings of the Staff Assembly shall be held ~~three~~ **two** times per year, **once during the Fall semester and once during the Spring semester**. Special meetings of the Staff Assembly shall be called in the event that issues arise as deemed necessary by the Staff Senate.

#### Section 2: Meetings of the Staff Senate

Regular meetings of the Staff Senate shall be held once per month. **In the event that a Senator's quorum is not met, the present senators will informally meet to discuss issues at hand in preparations for the next month's meeting.**

Special meeting(s) of the Staff Senate shall be called by the President of the Assembly, as deemed necessary to conduct the orderly business of the Staff Senate.

**In the absence of the Secretary, the President of the Assembly shall appoint an alternate from the Staff Senate to take and distribute minutes.**

#### Section 3: Meetings of Staff Senate/Administration Governance Council

The Staff Senate/Administration Governance Council, which is comprised of the Senators and Executive Cabinet, shall meet once per quarter.

## ARTICLE II ELECTION PROCESS

#### Section 1: Elections Committee

The Elections Committee shall be comprised of **all** outgoing senators, **except the President**, who have either served their maximum **number of** terms or who have chosen to not run for an additional term.

**The Elections Committee shall take form on July 1<sup>st</sup> and shall handle all election business conducted by the Senate over the next year.**

**Those Senators who are eligible to run for a second-term and have not made their intentions known shall not be added to the Elections Committee at that time.**

**The committee shall choose amongst itself a chair that will act as the go between the Assembly and Senate.**

#### Section 2: Nomination Process for Staff Senate

In ~~April~~ **March**, the Elections Committee shall email Staff Assembly seeking volunteers (self-nomination) interested in having their name appear on the ballot. Positive responses must include supervisory approval. A timeline of one week shall be designated for this process.

If there are not enough names to appear on the ballot, the Elections Committee shall email Staff Assembly with the list of eligible employees asking for nominations. Those nominated will have the opportunity to accept or decline. Those who choose to accept must include supervisory approval. A timeline of two weeks shall be designated for this process.

Opportunity for equal representation in the Staff Senate shall not be denied for reasons of race, color, religion, sex, national origin, age, disability, political affiliation, sexual preference, veteran status, or other non-job-related factors.

#### Section 3: Regular Election of the Staff Senators

Elections shall be held in April to fill vacant Members-at-Large positions and shall be elected by a plurality of the Staff Assembly in ranking order until all vacancies are filled. Members-at-Large shall serve a two (2) year term of office with a maximum of two (2) consecutive terms. Whenever possible, Senate membership shall include a ~~Greene Center~~ representative **representation from any and all branch campuses.**

The election ballots shall be distributed to Staff Assembly via email. Staff Assembly can return a completed ballot via email or print the ballot and return via interoffice mail. If returned in interoffice mail, each voter is required to sign and date the outside of the envelope to validate the ballot. Ballots not received by the Elections Committee by the specified date are not valid. The Elections Committee shall validate each ballot by the eligibility of each voter's name and the date received. The signed and dated envelopes shall be destroyed. Email votes will be tallied and original emails deleted and emptied.

The ~~Vice President~~ **President-elect** shall abstain from voting in an election. In the event of a tie between two nominees, the ~~Vice President~~ **President-elect** shall cast the deciding vote.

Ballots shall be counted and recorded by the members of the Elections Committee. The ballots shall be retained on file with the President for two weeks from the date of the election.

**Newly elected senators will be notified of their election as soon as possible. They will be eligible to attend the May and June Staff Senate meetings as non-voting members.**

#### Section 4: Regular Election of the President-elect

**Elections will be held in May to fill the vacant President-elect position, and shall be elected by a plurality of the Staff Assembly. Newly elected Members-at-Large will be eligible.**

In May, the Elections Committee shall be distributed to Staff Assembly via email. Staff Assembly can return a completed ballot via email or print the ballot and return via interoffice mail. If returned in interoffice mail, each voter is required to sign and date the outside of the envelop to validate the ballot. Ballots not received by the Elections Committee by the specified date are not valid. The Elections Committee shall validate each ballot by the eligibility of each voter's name and the date received. The

signed and dated envelopes shall be destroyed. Email votes will be tallied and original emails deleted and emptied.

#### **Section 5: Special Elections for Members-at-Large**

**An election for a vacated position shall be ordered by the President within ten (10) working days of that position being vacated. The same procedures shall be used this election that are prescribed in Section 3.**

**The newly elected representative shall serve the remainder of the vacated term. He/she will be eligible to serve for two (2) additional terms if elected at the next regular election following the culmination of the vacated term he/she is currently serving. If the newly elected Members-at-Large has previously served a term on Staff Senate, the member shall be eligible for one addition term once the vacated term is completed. If the newly elected member has previously served two terms on Staff Senate, the newly elected member will not be eligible to run for any additional terms once the vacated term is completed.**

#### **Section 6: Special Elections for the President-Elect**

**In the event that the office of the President is vacated, the President-elect will assume that office, and a new President-elect shall be elected. In the event that the President-elect office is vacated, a new President-elect shall be elected.**

**A special election will first be held to fill the Members-at-Large vacancy. Once that election is finalized, there will be a special election for the President-elect. The same procedures shall be used as prescribed in Section 5.**

***If the newly elected Member-at-Large is filling a vacancy that has occurred during the 1<sup>st</sup> year of a term, that senator shall be included in the President-elect ballot.***

#### **Section 7: Recall Procedure**

Any officer or member of the Staff Senate may be recalled by a two-thirds (2/3) vote of the total membership of the Staff Assembly. The petition must be signed by twenty-five percent (25%) of the membership and must be presented at least three (3) days before a scheduled monthly meeting.

### **ARTICLE III DUTIES OF OFFICERS**

#### **Section 1: President**

- A. Schedule meetings, establish the agenda, and preside at all meetings of the Staff Assembly and Staff Senate
- B. Establish ad hoc committees as necessary
- C. Sign all Senate-approved documents
- D. Monitor the Senate budget
- E. Serve as the Staff Senate representative to the Executive Cabinet
- F. Attend, or appoint a representative to attend, the Board of Trustees meetings and communicate information from the Board of Trustees meetings to the Senate and Staff Assembly
- G. Order a special election to fill a vacated position
- H. Pass compiled Senate documentation to the incoming President at the August meeting
- I. **To serve as a co-chair, along with the President of the college, at the Staff Senate Administrative Governance Council.**
- J. **In the absence of the Secretary at a Staff Senate meeting, appoint an alternate from the Staff Senate to take and distribute minutes**

## Section 2: President-Elect

- A. Assume the duties of the President in the President's absence
- B. Serve as chairperson of the Elections Committee
- C. **To assume the office of the President for the un-expired term should the office be vacated**
- D. **To assume the office of the President the year following his/her selection as President-elect**
- E. **To assist the President in the administration of the Staff Assembly and the Senate, and to serve as his/her representative upon request**
- F. **To appoint a committee every three years to evaluate the staff constitution and bylaws and recommend amendments to the staff as necessary**

## Section 3: Secretary

- A. Record and post on the ~~Intranet~~ **portal** the monthly meetings of the Staff Senate once the minutes have been approved by a majority of Staff Senate
- B. Write, receive, and file all correspondence pertaining to the Staff Assembly and Senate
- C. Obtain an up-to-date roster of all eligible members of the Assembly from the Human Resources Office
- D. Correspond with members when necessary
- E. Correspond with non-members or outside organizations whenever required
- F. **Maintain a 2-year file of fundraiser information and special events (holiday luncheon, spring cookout)**
- G. ~~In the absence of the Secretary, the President of the Assembly shall appoint an alternate from the Staff Senate to take and distribute minutes~~ **Manage the Staff Senate email account and shared drive**
- H. **To have a copy of the staff Constitution and Bylaws available at all meetings of the Staff Assembly**

## Section 4: Treasurer

- A. Maintain an accurate record of Staff Assembly funds, rendering an accounting at all regular meetings of the Staff Senate
- B. Be responsible for procurement and purchase of all supplies needed by the Senators
- C. Have an audit made of all funds at the conclusion of his/her term. For this purpose, an Audit committee shall be formed consisting of the President, Treasurer and two (2) staff members who are not Senate members
- D. File an annual report with the Staff Senate President, the Vice President for Business Affairs, and the Staff Senate members

## Section 5: Members-at-Large

- A. Attend all scheduled and special meetings. Three (3) consecutive absences without prior notice to the President are tantamount to resignation. A Senator may petition Staff Senate for reinstatement. The petition must be passed by a quorum vote
- B. Chair and/or actively serve on committees established by the Staff Senate and on all-college teams
- C. Serve as liaison between the staff and College administration through the channels established in the Constitution and Bylaws of this organization

## **ARTICLE IV COMMITTEES**

### Section 1: Committees (General)

All Committees will be chaired by an elected Staff Senate Representative.



Membership on all established or ad hoc committees is open to all eligible employees after assignment by the President and subject to Senate approval. The Chairperson of each committee shall submit a year-end report to the Secretary to be filed with the June minutes.

## Section 2: All College Committees

All-College ~~teams~~ **committees** shall have representatives from the Staff Senate.

Representatives of each of the teams will give a report on the activities at the monthly Staff Senate meetings.

## **END OF DOCUMENT**

REVISED  
April 2005  
October 2008  
June 2011

Impact on students and/or student learning: The new changes have no impact on students and/or student learning.

Implications for budget, personnel, or other resources: n/a

It was requested that the Board of Trustees approve the revisions to the Staff Senate Constitution and Bylaws.

*Trustee Doyle made a motion to approve the revisions to the Faculty Constitution and the revisions to the Staff Senate Constitution and Bylaws. Trustee Noonan seconded, and the motion passed unanimously by a roll call vote.*

## **Report of the President**

President Blondin asked Faculty Senate President Therese Filicko and Staff Senate President Antoinette Yancey to provide Senate updates.

Ms. Filicko indicated that Faculty Senate is working to finalize committee lists for next year, and many committees have already started on next year's agendas. She noted that a lot of faculty positions are currently open, and although many great people are retiring, filling the new positions is bringing new talent and a new energy to campus. Faculty are working on course revisions and either adding open educational resources (OER) or bringing their online courses into the Quality Matters rubric.

Ms. Yancey reported that six new Staff Senators will take office July 1. They will be meeting with current Senators this month and next to help ensure a smooth transition. Staff Senate is also working to finalize staff membership on college committees for next year.

President Blondin shared the following:

- There have been a lot of events on campus recently focused on student awards, which have created a lot of excitement. A video was shared of some Executive Council members enjoying one of the events.
- A draft of the pro forma that was requested for the Xenia REACH Project was distributed to Trustees, along with a proposed operations budget and capital budget. The project did not make it through the House budget; there is a possibility to get it through the Senate, but it does not appear likely. The project will be discussed in greater detail at the next Board Finance and Facilities Committee meeting.

- Dr. Franz has done a wonderful job educating faculty and staff regarding phishing scams this academic year. Initially, 15% of 3,400 people clicked on links in the phishing emails sent by Dr. Franz, but only 3% clicked on the most recent one. The training provided has helped employees become very astute and more aware.
- There was some confusion on the April Board action item authorizing President Blondin to confer degrees to our students. The Attorney General's Office did some research on it and determined that the Board is able to take such action, and they recommend that once the final numbers are available regarding the number of actual graduates, we present another action item in which the Board ratifies the previous action.
- President Blondin attended the American Association of Community Colleges annual conference in April at which Clark State was honored to be a finalist for the Community College Safety Planning and Leadership Award.
- Two of Clark State's recent graduates were honored at the All-Ohio Academic Team Luncheon in Columbus in April; Michaela Hitchcock and Steven McCann were both assigned to the Third Team.
- An article regarding diversity, which former Central State Dean of Students Dr. Maurice Stinnett shared with Drs. Blondin and Singh in a recent meeting focused on what we can do to hire more diverse faculty, was distributed to Trustees. Dr. Blondin noted that although he is moving on to a new position, we plan to keep in touch with him.
- Dr. Blondin was recently elected to be Chair of the Southwestern Ohio Council for Higher Education (SOCHE) for the next two years. She has served on the Executive Committee for the last two years, and is excited for the future of SOCHE.
- Dr. Blondin will be out of the office and unreachable for the next three days; Dr. Singh is in charge during her absence.
- An article regarding Chancellor Carey's opposition to a proposed tuition increase and handouts from the Ohio Association of Community Colleges regarding top budget issues and testimony before the Senate Finance Higher Education Subcommittee on House Bill 49 were distributed to Trustees.

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

Chairperson Evans reported that she, Dr. Blondin, Foundation Board Chair Steve Neely, and Catie Maher met last week to try to do some bridging between the Clark State Board and Foundation Board. They would like all Foundation Board members to be more educated regarding the work of the College, so Ms. Maher will provide Trustee Ball with information to share at each Foundation meeting. She also noted that the Foundation Retreat was excellent, and they talked about being more strategic with their activities. They would like Foundation Board members to be better trained and prepared to raise funds. They would also like a bigger focus on the alumni, possibly with a position solely dedicated to putting together a very strong alumni list for use in soliciting annual gifts and larger donations.

Chairperson Evans indicated that Clark State Family Day will be held on Friday, June 9, from 4:15 to 5:45 p.m. at the Chiller indoor ice rink in downtown Springfield. Trustees interested in attending and bringing their families were asked to contact Mellanie Toles.

### **Trustees' Open Forum**

Trustee Doyle requested that a presentation be given to the Board regarding the College's computer systems, how they all interact, and how the various components affect students, faculty, staff and various departments. Dr. Franz will pull information together for the June Board meeting.

Trustee McDorman indicated that he thought graduation was amazing, but he felt that the College and our 675 graduates did not receive enough press coverage. He asked if an Op-Ed piece could be written about it. Laurie Means will reach out to Samantha Sommer, and Dr. Blondin will write an Op-Ed piece. It was

noted that the College Credit Plus student who graduated from Kenton Ridge at the same time she graduated from Clark State might be a good person to highlight.

Trustee Bell commented that one of the more meaningful things he has done in his life has been to serve on the Clark State Board of Trustees, and he thanked his fellow Trustees for the award nominations noting that it is truly an honor to be nominated.

### **Executive Session**

Trustee Bell made a motion to enter Executive Session to discuss personnel matters. Trustee Hall seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 6:57 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 8:15 p.m. Trustee Ball seconded, and the motion passed 9-0.

### **Adjournment**

Trustee Bell made a motion to adjourn the meeting, and Trustee Ball seconded. The motion passed unanimously, and the meeting adjourned at 8:16 p.m.