BOARD OF TRUSTEES
REGULAR MEETING

Minutes
January 19, 2021

The Clark State College Board of Trustees met in regular session virtually via LifeSize due to the COVID-19 pandemic on Tuesday, January 19, 2021. Chairman Brad Phillips presided and called the meeting to order at 6:00 p.m.

Roll Call

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

Others Present: Adele Adkins, Director of the Performing Arts Center; Josef Asfoura, Assistant Attorney General, Ohio Attorney General's Office; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Brittany Briggs, Instructional Support Specialist; Kierre Brown, Instructor, Business and Applied Technologies; Katherine Cass, Instructor, Health, Human and Public Services; Dr. Sterling Coleman, Director of Library Services; Julia Cusimano, Instructor, Health, Human and Public Services; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Eric Ebbs, Client Support Technician/Staff Senate President Elect; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Ron Gordon, Dean of Enrollment Services; Robyn Hennigan, Professor, Business and Applied Technologies; Dr. Tiffany Hunter, Provost/Vice President of Academic Affairs; Paige Huskey, Associate Professor/SOAR participant; Natalie Johnson, Associate Dean, Greene County Locations; Nicole Johnson, Success Coach, Enrollment Services/SOAR participant; Crystal Jones, Vice President of Marketing, Diversity, and Community Impact; Paige Kiley, Financial Aid Specialist/Staff Senate President; Dr. Dawayne Kirkman, Vice President of Student Affairs; Senti Longkumer, Assistant Dean of Arts and Sciences; Naomi Louis, Dean of Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Shani Newton, Success Coach, Greene Center/SOAR participant; Patience Olajide, Assistant Professor, Health, Human and Public Services; Toni Overholser, Director of the Foundation; Dr. Adam Parrillo, Interim Assistant Dean of Business and Applied Technologies; Cindra Phillips, Director, Center for Teaching and Learning; J.R. Riechers, Assistant Technical Director, Performing Arts Center/SOAR participant; Doug Schantz, Associate Vice President of Business Affairs; Laura Siemon, Human Resources Assistant; Gerritt Smith, Business Development Manager, Workforce Development; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Nicolas Sparrow, Student Senate President; Dominic Strodes, Project Director, Trauma Informed Practices; Amy Sues, Dean of Institutional Effectiveness, Planning, Assessment and Accreditation; Mary Adelaide Taylor, Interim Director, Nursing Program; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Trish Voisard, Staff Accountant; Larry Wakefield, Vice President for Business Affairs; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

Chairman Phillips welcomed guests and asked members of the media to identify themselves and their organizations. President Blondin introduced and welcomed new hires Dr. Dawayne Kirkman, Vice

President of Student Affairs, and Dominic Strodes, Project Director, Trauma Informed Practices.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Dean Nina Wiley introduced Luke Yuhas, who came to Clark State in the fall of 2020 after graduating from Wittenberg with a Bachelor of Arts in Multilinguistic Engagement: International Business, Spanish, and Japanese. Luke reported that after the pandemic hit he realized he needed to readjust his career aspirations and that he was intrigued by one of our Cybersecurity Program ads. One thing led to another and he found himself enrolled at the College and now works in a workstudy position at the front desk in Admissions. Mr. Yuhas commented that he was a first-generation college student who did not have much family help to rely on, and now he has an opportunity to help other students in need of assistance while being financially funded in his education, and he is very grateful for that.

Chair Phillips thanked Mr. Yuhas for sharing his story noting that he is very happy for him. Dr. Kirkman commented that on his first day of work, Luke was the first person he saw on campus, and he was so appreciative of his welcoming spirit. He noted that students are the heartbeat of the College, and we are very thankful Luke is on our team.

Brief Data Story

Foundation Director Toni Overholser provided a recap of the $1.45 million in CARES Act funding distributed for direct student support, as follows:
- Housing support $410,000
- Food support $308,000
- Tuition $188,000
- Technology needs $133,000
- Course materials $118,000
- Childcare $81,000
- Healthcare $32,000

Approval of Minutes

Chair Phillips asked for a motion to approve the minutes of the Special Board Meeting held on November 17, 2020. Vice Chair Hall made a motion to approve the minutes as written; Trustee McDonald seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Monday, January 11, 2021 at 7:30 a.m. virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Sharon Evans, and Peg Noonan; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice

President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Larry Wakefield, Vice President for Business Affairs; Doug Schantz, Associate Vice President for Business Affairs; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Approval of November 9, 2020, Meeting Minutes - ACTION
- Quarterly Financial Report
- Quarterly Greene Center/REACH/Ohio Hi-Point Financials
- Clery Campus Crime Report for 2019
- Capital Budget
- CARES Funds
- Enrollment to Date
- Upcoming Biennial Budget
- Facilities Assessment
- Rhodes Hall Project – Phase III Update
- Holiday Policy – ACTION
- Recruitment and Selection Policy – ACTION
- Categories of Employment Policy – ACTION
- Leave Policies for Regular Employees - ACTION
- Open Discussion
- Next Meeting – March 8, 2021 – 7:30 a.m. Virtually via Lifesize

Quarterly Financial Report through December 31, 2020

The Revenue/Expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. The following was noted:

Revenue
State Share of Instruction (SSI) – The FY 2021 budget is based on course completion (50%), success points (25%) and completion milestones (25%). We expect a "true up" in January.

Student Tuition and Fees Revenue represents Fall Semester through December 31. Fall Revenue is in line with budget after our Fall budget adjustment. Other student Fees are up due to bad debt expense (revenue offset) which will not be recognized until January.

Workforce Non-Credit Training revenue is currently below budget. COVID-19 has had an impact on their revenue but it is too early to tell how it will impact the full fiscal year. They expect revenue to pick up in the Spring.

Performing Arts Center (PAC) shows and rentals are below budget. Due to the effects of COVID-19 and our modified operations, we do not expect revenue to pick up significantly. Expenses are also down due to our modified operations. We are developing a separate report on the PAC/HBC accounts to present quarterly.

Total revenue is down $748,700 (5.1%) from the previous fiscal year primarily due to the effects of the pandemic on our revenue mix (reduced SSI, lower enrollment, investments, etc.).

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget.

The budget for the General Fund expenses has been updated to reflect the allocation of the CARES act funds. Faculty and Adjunct Salaries and Benefits have been reduced. The offsetting expense was Contingency. We reflected a negative Contingency expense in the budget we presented in June to account for budget relief from the CARES Act.

Total expenses are down $2,193,300 (15.3%) over last year. We decreased our operating budget from FY 2020 to FY 2021, after our Fall budget adjustment, by $1,166,300. Continuing modified operations through the year will decrease spending throughout the campus. Occupancy expenses are higher this time of year due to early spending for maintenance contracts, insurance, and the Greene Center Bond principal payment. By function, these affect Academic, General Expenses, and Operation/Maintenance of Plant. Under General Administration, the listed overage is due to Workers' Compensation expenses, but we received a refund January that will make up for that deficit.

Auxiliary Enterprises

Bookstore – The year-to-date deficit is a result of partnering with the virtual bookstore, eCampus, and basing the budget on expectations of anticipated sales before Fall enrollment decline.

Commercial Transportation Training Center – There is a slight downturn in enrollment, but it is offset with a decrease in expenditures.

Parking revenue is down slightly due to the decline in enrollment.

Food Service has been discontinued through the Fall and Spring semesters.

Balance Sheet

Total current funds have increased by $180,700 (0.8%) compared to the second quarter of FY 2020.

Total Investment in Plant has not changed compared to last year. Rhodes Hall renovations were mainly completed by this time last year, and depreciation in fiscal year 2020 offset any gains in capital we incurred during the year.

Restricted Statement

The restricted budgets, along with the grantor stipulations, were approved by Trustees at the September 2020 Board Meeting.

Any grants where the expended/encumbered amount exceeds the received amount are because funding is on a reimbursement basis. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly on the 15th.

A description of all of these programs can be found in the attachment to the Restricted Statement.

<u>Statement of Reserve Activity</u>
Total ending balance for December 31, 2020 was $9,982,679. The primary activity involved deferred maintenance.

Greene Center Quarterly Financial Report

The Greene Center report was originally created to show the revenue and expenses related to the Greene Center after acquisition of the building and expansion to the new location. Most expenses are tracked separately, but the revenue is not. It is based on a percentage of Greene Center credit hours to total college credit hours.

<u>Revenue</u>:

Budget for State Share of Instruction for the Greene Center has been calculated at 11.1% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the Greene Center for fiscal year 2021.

Budget for Student Tuition is computed using expected enrollment for FY 2020-21. Budget for the Greene Center was set assuming face to face classes.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by $165.33 per credit hour. Classes were largely moved online and actual credit hours reflect only face to face courses.

<u>Expenditures</u>:

Expenditures were rolled-up to match categories currently used for financial reporting.

REACH Center Quarterly Financial Report

The REACH Center report is set up similarly to the Greene Center report. The REACH Center report shows the revenue and expenses related to the REACH Center.   Expenses are tracked separately, but the revenue is not. It is based on a percentage of REACH Center credit hours to total college credit hours.

<u>Revenue</u>:

Budget for State Share of Instruction for the REACH Center has been calculated at 1.2% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the REACH Center for fiscal year 2021.

Budget for Student Tuition is computed using expected enrollment for FY 2020-21.   Budget for REACH was set assuming face to face classes.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by $165.33 per credit hour. Classes were largely moved online and actual credit hours reflect only face to face courses.

<u>Expenditures</u>:

Expenditures were rolled-up to match categories currently used for financial reporting.

Ohio Hi-Point Career Center Quarterly Financial Report

The Ohio Hi-Point Career Center (OHP) report is set up similarly to the REACH and Greene Center reports. The OHP report shows the revenue and expenses related to the OHP location in Logan County. Expenses are tracked separately, but the revenue is not. It is based on a percentage of OHP credit hours to total college credit hours.

Revenue:

Budget for State Share of Instruction for OHP has been calculated at 1.9% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for OHP for fiscal year 2021.

Budget for Student Tuition is computed using expected enrollment for FY 2020-21. Budget for OHP was set assuming face to face classes.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by $165.33 per credit hour. Classes were largely moved online and actual credit hours reflect only face to face courses.

Expenditures:

Expenditures were rolled-up to match categories currently used for financial reporting.

Budget Timeline 2021-2022

New Budget Advisory Council first meeting	1/22/21
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/21
Budget Advisory Council meets	2/25/21
Lab Fees to Controller/ Expenditure requests forwarded by budget managers to Controller	3/8/21
Initial revenue projection	3/15/21
Budget assumptions presented to Board Finance and Facilities Committee	3/16/21
Budget Advisory Council meets	3/25/21
Expenditure requests forwarded by Controller to Executive Council	4/5/21
Brief Finance Committee on Budget Status	4/8/21
Updated revision to revenue projection	4/12/21

Budget Informative Session (not always held)	TBD (April)
Budget Advisory Council meets	4/29/21
Budget issues presented to Board Finance and Facilities Committee	5/10/21
Board of Trustees action on tuition/fees for 2021-2022	5/18/21
Budget Advisory Council meets	5/27/21
Balanced budget reviewed with Board Finance and Facilities Committee	6/9/21
Final balanced budget presented to Board of Trustees for action	6/16/21

Campus Crime Report 2019

Campus security and safety is an important feature of postsecondary education. The U.S. Department of Education is committed to assisting schools in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Department is committed to ensuring that postsecondary institutions are in full compliance with that Act, and enforcement of the Act is a priority of the Department.

Campus Crime Data
The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college's/university's annual security report.

Support for Victims
Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Policies and Procedures
Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, stalking, and campus crime reporting processes.

The College's 2019 annual report was distributed to Trustees prior to the meeting, has been filed with the U.S. Department of Education, and disseminated to the campus community; copies are available in the office of the Vice President for Business Affairs. We had one recordable incident, which involved the theft of a motor vehicle from The DOME parking lot on June 20, 2019. At a location Clark State leases, we are

responsible for reporting recordable incidents that occur in our leased space, shared common spaces (hallways, stairwells, restrooms, etc.), parking lots and surrounding sidewalks. The victim in this incident was not a student or employee of Clark State.

Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Update

The recently enacted COVID-19 federal appropriations legislation provides substantial additional support for community colleges. American Association of Community Colleges (AACC) staff have generated preliminary estimates on the allocations that institutions may receive. These estimates are subject to change by the Department of Education.

Clark State should receive over six million dollars in formula grant funds from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. Again, this is only an estimate. It is also subject to restrictions that are expected to be more favorable than the previous CARES Act.

Dr. Blondin has shared this information with the campus and our priorities for the use of the funds:

1. Help students complete their programs and remove barriers to students who plan to begin their programs;
2. Make additional long-term investments in safety and physical/academic infrastructure that will improve the student experience and our technological capabilities;
3. Focus on innovation within the College, including professional development and programs.

We will keep the Board informed as we plan and spend these additional one-time funds.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hire:
- David Ward, 3rd Shift Custodian, effective 11/30/20

Personnel Moves:
- James Straley, from HBC/PAC Event Assistant to Interactive Media Specialist, Marketing, effective 12/01/2020
- Lori Common, from Assistant to the Executive Director, Performing Arts Center to Assistant to the Vice President, Marketing, Diversity, and Community Impact, effective 12/08/20

Employee Death:
- Dana Kapp, Veterans Services/Records Specialist, effective 10/18/20

Termination:
- Rodney Rhodes, Custodian, effective 12/16/20

Resignation:
- Robert Cooper, Custodian, effective 12/08/20

Open/Advertised Positions:
- Assistant Dean, Health, Human and Public Services
- Director of Nursing

Foundation Update

- In December, the Foundation received a $25,000 endowed gift, which will be used to provide scholarships to students in our Nursing Program. The donor does not wish to be publicly recognized. I would like to thank Trustee Evans for her assistance in securing this generous donation. Our Spring Scholarship Awards were processed during the month of November. We awarded over $16,000 in tuition support for the Spring Semester.
- Project Jericho has received $10,000 in financial support from the Turner Foundation. The Turner Foundation has consistently funded Project Jericho since the program's first year. For the fifth consecutive year, Project Jericho organized and hosted the Clark County Department of Job and Family Services' holiday party for foster families. This year, the party was a drive-thru experience held in the decorated parking lot of the Clark County Department of Job and Family Services campus. Twenty-five foster families drove through and received gifts and books for children, a gift card for dinner at Lee's, a dozen cookies from a local bakery, and a take-home family art project.
- The Scholars Program continues to offer individual support to our college-level students during this challenging time. Additional mentors have been added at the high school level. The program is currently accepting applications for this year's, class of 2025, inductees.
- The Foundation submitted several grant proposals during the last quarter. These include Department of Education and Department of Labor grant proposals. We expect to receive notification for these grants during the first quarter of 2021.

Marketing, Diversity, and Community Impact Update

- Marketing, Diversity, and Community Impact:
  - Lori Common was hired as the Assistant to the VPMDCI.
- Marketing:
  - James Straley was hired as an Interactive Media Specialist.
  - The name change communication strategies and updates are in progress.
- Diversity:
  - Collaborating with the Diversity Committee to finalize the Clark State Diversity, Equity, and Inclusion Plan
- Workforce and Business Solutions:
  - CDL classes have had no disruption since May 2020. Adhering to guidelines by reducing capacity and providing a socially responsible environment has proven successful.
  - Partnered with Warren County Career Center, Rhodes State and Terra State in revenue share models of contact tracing training
  - Enrollment in online programs have increased 44%.
  - The Expanding Community College Apprenticeships (ECCA) grant was written to serve 150 registered apprentices. As of December, we have served 221.
  - Organizational restructuring: Duane Hodge, Director of the Commercial Transportation Training Center (CTTC) now reports directly to the VPMDCI.
- Performing Arts Center and Hollenbeck Bayley Creative Arts and Conference Center:
  - Due to restrictive COVID-19 guidelines and our commitment to the safety of our staff and patrons, we are unable to accommodate any events at this time. All staff, except Executive Director Adele Adkins and Technical Director Dan Hunt, have been temporarily reassigned.

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:

New Hires:
- Cameron Walker, Scholarship and Mentor Coordinator, Foundation, effective 11/2/20
- April Johnson, Financial Aid Specialist, effective 11/30/2020
- Dominic Strodes, Project Director, Trauma Informed Practices, effective 12/21/20
- Dr. Dawayne Kirkman, Vice President, Student Affairs, effective 1/11/21

Personnel Moves:
- Crystal Jones, from Assistant Dean, School of Business and Applied Technologies to Vice President, Marketing, Diversity and Community Impact, effective 12/1/20
- Dr. Adam Parrillo, from Associate Professor, Business and Applied Technologies to Interim Assistant Dean, School of Business and Applied Technologies, effective 1/4/21
- Roseann Terbay, from Success Coach, Student Affairs to Peer Recovery Support Specialist, Student Affairs, effective 2/1/21

Retirement:
- Laurie Means, Executive Director Marketing, effective 1/1/21

Resignation:
- Dr. Theresa Felder, Senior Vice President, Student Success, effective 12/31/20

Promotions:
- Dr. Matt Franz, Senior Vice President for Technology, Safety and Strategic Initiatives, effective 11/2/20
- Dr. Tiffany Hunter, Provost and Vice President of Academic Affairs, effective 11/10/20

Impact on students and/or student learning:
- The Scholarship and Mentor Coordinator, Foundation serves as the primary link for all scholarship and mentor activities for the Foundation and Scholars programs.
- The Financial Aid Specialist has the responsibility of assisting with the implementation and delivery of financial aid to students at all Clark State Community College campuses with specific focus on federal and private student/parent loan processing, reconciliation and student counseling.
- The Project Director, Trauma Informed Practices is responsible for leading all efforts related to the Title III Strengthening Institutions Program Grant.
- The Vice President, Student Affairs position is responsible for program development, financial management, and personnel administration for all student affairs functions.
- The Vice President, Marketing, Diversity and Community Impact provides leadership, strategy, and oversight to the College's efforts in marketing, brand management, diversity efforts, and community outreach through non-credit workforce, legislative relations, events and programming through the Performing Arts Center.
- The Assistant Dean, School of Business and Applied Technologies, assists in marketing the school programs, building partnerships between Clark State Community College and business, industry, government, higher education, and K-12 organizations.

- The Peer Recovery Support Specialist position connects students with College and community resources, developing peer-to-peer relationships and promoting support through advocacy and planning.
- The Senior Vice President for Technology, Safety and Strategic Initiatives serves as the College Chief Information Officer (CIO) and leads the College's commitment to support and promote the strategic use of information technology and to enable faculty, staff, and student success.
- The Provost and Vice President of Academic Affairs is responsible for program development, financial management, and personnel administration for all academic, academic support (including learning resources), Institutional Research, Library, Center for Teaching and Learning and Workforce Development.

Implications for budget, personnel, or other resources: Funding for the above personnel actions are in the 2020-2021 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:
- Alisa Van Overstraeten, Assistant Professor, Business and Applied Technology, effective 1/11/21
- Megan Powell, Instructor and Diagnostic Medical Sonography Program Coordinator, Health, Human and Public Services, effective 2/08/21

Continuation of Position:
- Michal Moore, Interim American Sign Language Instructor, Arts and Sciences, effective 1/08/21 (Position was Fall semester only, and will now continue for Spring 2021 semester.)

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

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

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

Holidays Observed Policy Update

The Holidays Observed Policy was updated to include December 24th in the winter break, to be consistent with the College calendar.

3358:5-5-12 Holidays Observed Policy

(A)   The Board shall adopt a two-year calendar in odd-numbered years to include the following holidays.

(1)   Ten holidays as determined by the Ohio Revised Code.

    (a)   Independence Day

    (b)   Labor Day

    (c)   Columbus Day – Holiday observed the day after Thanksgiving

    (d)   Veterans Day

    (e)   Thanksgiving Day

    (f)   Christmas Day

    (g)   New Years Day

    (h)   Martin Luther King Day

    (i)   Presidents Day – Holiday observed during winter break

    (j)   Memorial Day

(2)   The College shall observe a winter break commencing with December ~~25th~~ **24th** and ending on January 1st, inclusive of the two holidays.

(B)   To be paid for a holiday, exempt and non-exempt staff must accrue earnings on their scheduled work day preceding and their scheduled work day following such holiday. Part-time employees shall not be paid for a holiday that falls on a day of the week that they are not normally scheduled to work. Full-time employees whose normal work schedule is other than Monday through Friday and where the holiday falls on the day of the week that they are not normally scheduled to work shall take their first scheduled work day following the holiday as a holiday.

(C)   Employees are paid for no more hours for a holiday than those hours they normally work each day.

Employees who work on a holiday will receive "double time" pay (their normal rate of pay times two) for the hours worked that day, up to eight hours maximum.

For example: Compensate hours worked on the holiday at twice the employee's regular pay rate. For example, the employee worked five hours on Christmas Day, calculate double-time pay as follows: $12/hour x 2 = $24/hour x 5 hours = $120

(D)   When a legal holiday, as noted on the official College calendar, falls in the midst of an employee's paid leave (i.e., vacation, sick), the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.

Effective: ~~October 1, 2015~~ **February 1, 2020**

Prior Effective Dates: 3/13/78, 7/1/98, 7/1/99, 7/1/00, 6/14/02, 6/7/06, 2/6/13, **10/1/15**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the policy update as presented.

Recruitment and Selection Policy Update
The Recruitment and Selection Policy was revised to include updated language around the Equal Employment statement to be consistent with both the Equal Employment Opportunity and Diversity Policy as well as the Sex Discrimination and Title IX Policy.

3358:5-3-05 Recruitment and Selection Policy

(A)   Clark State Community College seeks to attract, find and select highly talented individuals who align with the mission, goals, vision and values of the College; who possess the required competencies; fit the organization's culture; and who integrate smoothly and productively into the College. The above shall be fulfilled within the context of the following statement of nondiscrimination and commitment to diversity:

~~(1)   Equal Opportunity Statement: The College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, 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.~~

Clark State Community College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

~~Inquiries concerning Title IX and/or 504 compliance should be referred to the human resources office, 100 South Limestone Street, Springfield, Ohio 45502, 937-328-6125. Students seeking information regarding services for students with disabilities should contact the office of accessibility services office at the Leffel Lane campus at 937-328-6098.~~

(2)   Commitment to Diversity: The College is committed to employing administrators, faculty and staff members who are dedicated to student success. The College recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect and provides suitable role models for all students. The College is committed to hiring and staff development processes that support both equal opportunity and diversity, and provide equal consideration for all candidates as required in federal and state law.

(B)   This policy applies to the following groups:

(1)   Faculty

(2)   Exempt Employees

(3)   Non-Exempt Employees

(4)   Other Employees

(5)   Applicants for Employment

(C)   This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.

(D)   Any false statement, misrepresentation or significant omission on the application form or resume submitted by the applicant may be cause for immediate dismissal from the College.

(E)   The human resources office has the responsibility of developing, implementing and maintaining the hiring, recruitment and selection policy and procedures.

Effective: ~~October 15, 2020~~ **February 1, 2021**
Prior Effective Dates: 2/1/91, 7/1/98, 1/6/03, 7/13/12, 1/31/13, 3/18/15, **10/15/20**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the Recruitment and Selection Policy update as presented.

Categories of Employment Policy Update

The Categories of Employment Policy was updated to reflect that exempt and non-exempt staff positions must be *at least* a .50 FTE (or 1040 hours per year). This is consistent with eligibility requirements to participate in College benefits, including insurance.

3358:5-3-01 Categories of Employment Policy

Employees are classified in one of the following groups: exempt staff, non-exempt staff, faculty, adjunct faculty, and other. "Other" employees are classified within one of the following groups: personnel services or substitutes.

(A)   Exempt Staff

    (1)   Exempt staff hold regular operational positions with the following characteristics:

        (a)   Are compensated on a salary basis

        (b)   Are exempt from minimum wage and overtime compensation

        (c)   Customarily exercise discretion and judgment

        (d)   Have required specific knowledge and skills

        (e)   Are engaged in primarily intellectual work

        (f)   May direct the work of one or more people

        (g)   May have the authority to recommend hiring and firing

    (2)   Exempt staff are appointed as either full-time (those who work between 200 days and 260 days) or part-time (those who work ~~less than 200 days~~ **between 199 - 130**).

    (3)   ~~Exempt staff are appointed on an employment at-will basis with the first 90 days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.~~

    (4)   ~~Continuing employment for all exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (procedure number 3358:5-3-03.1).~~ Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.

    (5)   Exempt staff holding faculty rank are governed by certain sections in the faculty handbook.

    (6)   ~~Please refer to paragraph (D)(1)(e) below regarding the ability of exempt employees teaching for the College on an adjunct basis.~~

(B)   Non-Exempt Staff

    (1)   Non-exempt staff are those administrative support, technical, custodial and maintenance personnel holding regular operational positions and who support the College's exempt

staff and faculty.

(2)   Non-exempt staff are covered by the federal wage **and** hour law which provides for minimum wage and overtime/compensatory time for hours worked in excess of 40 per week.

(3)   Non-exempt staff are appointed as either full-time (those who work between 1600 hours and 2080 per year) or part-time (those who work less ~~than 1600~~ **between 1599 hours and 1040** hours per year).

(4)   ~~Non-exempt staff are appointed on an employment at-will basis with the first 90 days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.~~

(5)   ~~Continuing employment for all non-exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (procedure number 3358:5-3-03.1).~~ Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.

(6)   ~~Please refer to paragraph (D)(1)(e) below regarding the ability of non-exempt employees teaching for the College on an adjunct basis.~~

(C)   Faculty

(1)   Faculty are those employees who facilitate student learning. Instructional faculty work 173 days during the academic year (August through May). Instructional faculty may be appointed to work 173 days during the academic year with a teaching load of less than full-time.

(2)   Multiple-Year Contracts

(a)   Upon the completion of four years of service to the College under single-year contracts, faculty members may be nominated by their divisional administrator for a multiple-year contract. Upon the completion of 2 two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the President and approved by the Board of Trustees.

(b)   A multiple-year contract indicates a commitment of service to the College but does not guarantee that all of that service will be in one particular position, such as program coordinator. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.

(c)   Upon approving the divisional administrator's recommendations for a multiple-year contract, the **provost and** vice president of academic ~~and student~~ affairs

forwards his/her recommendations to the President. The President takes the recommendations to the Board of Trustees for formal approval.

(d)   Any eligible faculty member not recommended for a multiple-year contract may request a hearing with the divisional administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.

(3)   Faculty members whose salary is funded by a third party will receive one-year contracts with the employment contingent on the continuance of the funding.

(4)   ~~For details regarding the diversity fellowship program and temporary full-time faculty, please refer to procedure numbers 3358:5-3-01.1 and 3358:5-3-01.2.~~

(D)   Adjunct Faculty

(1)   Adjunct faculty shall be placed in one of the following categories:

(a)   Adjunct faculty with a semester contract

(i)   Ranked adjunct faculty employed to teach one or more credit courses for one semester.

(ii)   Adjunct faculty may teach up to 15 credit hours per semester. Faculty who provide exclusively laboratory and/or clinical instruction may teach up to 14 lab contact hours or 28 clinical contact hours per week. Total credit hours and contact hours taught per academic year may not exceed the equivalency of 30 semester load hours.

(iii)   Adjunct faculty are contracted for individual courses.

(iv)   This section does not pertain to those teaching non-credit continuing education courses and business and industry training.

(v)   Adjunct faculty must meet the regular full-service faculty rank criteria in order to become a ranked adjunct faculty member. The highest initial rank upon employment is that of adjunct instructor II. Initial classification and ranking is determined by the dean of the respective division. Adjunct faculty must meet specific criteria to be eligible for promotion in rank to adjunct instructor III and to adjunct instructor IV.

(b)   Special supplemental staff: persons teaching credit or non-credit courses in the continuing education and business and industry units.

(c)   Substitute: persons substituting on a day-to-day basis.

(d)   Long-term substitute: persons substituting in a long-term situation.

(e)   College staff: exempt and ~~non-exempt~~ staff may teach for the College as long as they teach outside their normal work hours and abide by the teaching limits imposed on adjunct faculty with a semester contract as stated in paragraph (D)(1)(a)(ii) above.

~~(2)   Please refer to procedure number 3358:5-5-01.4 for details regarding the pay rate for adjunct faculty.~~

(E)   Personnel services employees are those employees who provide non-teaching services for the convenience of the College. Personnel services employees are contracted on a semester basis as the need arises.

(F)   Substitute employees are those employees who are hired for a limited period to perform a specific task for the convenience of the College.

Effective: ~~July 1, 2018~~ **February 1, 2020**
Prior Effective Dates: 3/13/78, 1/1/94, 7/12/96, 7/1/98, 10/9/02, 1/6/03, 4/1/03, 2/26/04, 3/7/05, 2/1/07, 8/26/11, 8/20/12**,** 10/15/15, **7/1/18**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revisions to the Categories of Employment Policy as presented.

Leave Policies for Regular Employees

The Leave Policies for Regular Employees section for Jury Duty was updated to remove unnecessary language to be consistent with the other sections.

The Unpaid Leave of Absence section was updated to reflect the College's practice of only granting an unpaid leave of absence when an approved FMLA leave is exhausted, but a health care provider determines additional leave is needed.

3358:5-5-07 Leave Policies for Regular Employees

Efficient operation of the College requires employees to attend work regularly and to be on time daily. When this is impossible, the employee should inform his/her immediate supervisor as soon as possible so that plans can be made to cover his/her duties. During prolonged absence, periodic contact should be made with the employee's immediate supervisor. The College recognizes justifiable causes for absence and follows a policy of granting reasonable requests for time off from work as follows:

(A)   Personal Leave

(1)   Three (3) days personal leave with full pay is granted each fiscal year. The absence must be submitted to the immediate supervisor within five days prior to the leave but no later than three days after the leave (in those situations where prior approval is not possible).

Up to one day of unused personal leave (up to eight hours) may be rolled over at the end of the fiscal year to the next fiscal year. (One personal leave day is determined by an employee's FTE status). Personal leave balances are not paid out upon separation from the College.

(2)   Personal leave must be taken in 30-minute increments. Accurate and timely reporting of leave used is the responsibility of the employee and their immediate supervisor.

(3)   Personal leave for employees hired after the beginning of the fiscal year shall be prorated as follows:

(a)   Employees hired in July, August, or September shall receive three (3) days.

(b)   Employees hired in October, November, or December shall receive (2) days.

(c)   Employees hired in January, February, or March shall receive one (1) day.

(d)   Employees hired in April, May, or June shall not receive a personal day for that fiscal year.

(B)   Bereavement Leave

(1)   Accumulated sick leave may be used for an employee's absence due to a death in the employee's immediate family.

(2)   Immediate family is defined as brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and step-grandchildren.

(3)   Bereavement leave due to a death not in the employee's immediate family shall be taken as personal leave, or vacation leave, or unpaid leave.

(4)   Employees shall document this leave to the immediate supervisor within five days prior to the leave but no later than three days after the leave.

(C)   Jury Duty

(1)   ~~In order to fulfill their civic responsibilities as jurors and/or court witnesses, leaves of absence for this purpose will be granted. Jury duty or duty as a court witness is that service and time spent away from the job as a result of an order or subpoena issued by the court.~~ **Requests for approval of this leave should be directed to the immediate supervisor within five days prior to the leave but no later than three days after the leave.**

(2)   Payment for this leave will be regular pay less the amount received for jury or witness duty. ~~This leave may be taken in addition to any vacation time earned (for those employees who are eligible for vacation leave).~~

(D)   Military Training

   (1)   Members of the reserve branches of the armed forces' national or state guard or reserve units who are required to attend two weeks active duty training will be granted a military leave for such training.

   (2)   These military leaves of absence will be granted with pay based on the schedule used to compute the regular pay less any compensation received from the government for such training. This leave may be taken in addition to any vacation time earned (for those employees who are eligible for vacation leave).

   (3)   Requests for military leaves of absence should be directed to the immediate supervisor within five days prior to the leave but no later than three days after the leave. Employee is required to provide a copy of his/her military orders to human resources for military training/absence before the leave begins.

(E)   Professional Leave

Professional leave to attend meetings or conferences may, at the discretion of the immediate supervisor, be granted whenever attendance would directly contribute to the professional development of the employee, or as otherwise considered to be in the best interest of the institution.

(F)   Rest Periods (applies to non-exempt employees only)

   (1)   The College does not designate a formal rest period for its employees. Rest periods depend on the department/division involved and whether or not the work of the department is of such a nature that it can be interrupted at some time during the day for employees to have a rest period.

   (2)   When rest periods are allowed, they are limited to two 15-minute breaks per day -- one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day.

(G)   Unpaid Leave of Absence

   (1)   **Up to 30 days of unpaid leave may only be requested in the event 12 weeks of approved Family Medical Leave Act (FMLA) leave has been exhausted, and additional time off is needed per the health care provider. Before the unpaid leave of absence is considered, the employee must have also exhausted all of their sick, personal, and vacation time.**

   (2)   Requests for approval for an unpaid leave of absence shall be sent to the immediate supervisor, executive council officer, and the human resources office no later than 30 days prior to the first day of the requested leave. **Documentation from the health care provider is required.** Requests will be acted upon by the Board of Trustees or the College President. Employees whose positions are contracted and/or funded by outside sources

are not eligible for unpaid leaves of absence. The College assumes no financial obligation for unpaid leaves of absence.

(3)   For unpaid leaves that fall under ~~the Family Medical Leave Act (FMLA),~~ **FMLA,** the employee shall be responsible for continuing to pay, on a bi-weekly basis, the employee share of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll deduction. For unpaid leaves ~~not eligible for~~ **as an extension of approved** FMLA, the employee shall pay, on a bi-weekly basis, the full amount of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll deduction. While on an unpaid leave of absence, other than FMLA, neither sick leave nor vacation leave shall be accrued.

(4)   ~~Unpaid leave requests shall be approved for a maximum of 30 days.~~ If, after three ~~consecutively approved unpaid leaves of absence (or the expiration of the 12-week period under FMLA for those leaves which are FMLA eligible),~~ the employee does not return to work, the College may choose to terminate employment and re-fill the employee's position.

(H)   Voting Leave

Since employees can usually vote without inconvenience before or after their regular working hours, the College does not make provisions for time off taken to vote.

(I)   Sick Leave

Please refer to policy number 3358:5-5-06 for the details of the sick leave policy.

(J)   Family and Medical Leave

Please refer to policy number 3358:5-5-20 for the details of the family and medical leave policy.

(K)   Vacation Leave

Please refer to policy number 3358:5-5-09 for the details of the vacation leave policy.

Effective: ~~October 15, 2015~~ **February 1, 2021**
Prior Effective Dates: 3/13/78, 6/15/82, 7/1/94, 7/1/98, 12/18/00, 10/8/01, 6/14/02, 2/14/03, 4/24/06, 6/7/06, 7/7/08, 6/1/11, 6/18/13, **10/15/15**

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the Leave Policies for Regular Employees Policy update as presented.

Trustee Ball made a motion to approve the personnel recommendations for exempt employees and instructional faculty and approve the revised Holidays Observed Policy, Recruitment and Selection

Policy, Categories of Employment Policy, and Leave Policies for Regular Employees Policy as presented. Trustee Doyle seconded the motion, and it passed unanimously.

Completion Plan

House Bill 59 called for each public college and university to submit a campus completion plan that was approved by their board of trustees to the Chancellor by June 30, 2014. The legislation further states that these plans are to be updated every two years. Completion plans provide a continuous improvement framework that can allow campuses to identify and implement strategies to increase the number and percentage of students earning meaningful postsecondary credentials.

(Copies of the Completion Plan were distributed to Trustees prior to the meeting and are available in the office of the Provost/Vice President of Academic Affairs.)

Impact on students and/or student learning: As noted in Dr. Blondin's address to Chancellor Gardner, *Clark State's 2020-2022 Completion Plan is evidence of the College's strong commitment to ensuring the best possible achievement outcomes for students.*

The Clark State Board of Trustees, administrators, faculty, staff, and students have been invested in creating a culture of evidence through examinations of data, including completion, persistence, and retention as disaggregated by race, gender, age, and Pell-eligibility. In order to further embed this culture of evidence into our work at the college, Clark State joined Achieving the Dream (ATD) in summer 2020 to accelerate our data literacy across the college and close achievement gaps in these specific student populations.

This Completion Plan is another manifestation of our commitment to build a data-informed culture that results in student success.

Implications for budget, personnel, or other resources: The Community and Technical College funding model for FYs 2020 and 2021 consists of three components: (1) a course completion (or completed FTE (full-time equivalent)) component, (2) a success points component, and (3) a completion milestones component. The following provides a summary of the SSI funding components for the community college sector:

• 50% of the SSI funding shall be allocated based on subsidy eligible student success as measured by course completions (aka completed FTE) as detailed below. This component is cost based and does include access weights.
• 25% of the SSI funding shall be allocated based on student success as measured by the success points as detailed below. Beginning with the FY21 SSI, only students that are subsidy eligible will be included in this calculation.
• 25% of the SSI funding shall be allocated based on student success as measured by the completion metrics as detailed below. This component is cost based and does include access weights. Beginning with the FY21 SSI, only students that are subsidy eligible will be included in this calculation.

Students are considered access students for course completions if they have any of the following characteristics:
• Age: The student was 25 or over when they began at this college. This calculation uses the difference between the year first enrolled and year of birth as full birth dates are not available for all students;

- Financial: The student was Pell eligible at any time during their enrollment at a USO college or university. This information is based on FAFSA data. If a student received Pell according to the Unit Record Financial Aid (UF) file, they are also included in this category.
- Race: If the student was reported as African American, American Indian, or Hispanic from the Student Entrance (SE) table;
- Academic Preparation: The student was enrolled for the first time in a community college in Fall 2013 or after and was reported as underprepared for Mathematics, as defined by the remediation free standards.

It was requested that the Board of Trustees accept the Completion Plan for submission, as presented.

Revised 2021-2022 Academic Year Calendar

One of the strategic initiatives the College is pursuing is to provide effective and efficient class schedules that facilitate students' timely progression and completion. To this end, the calendar proposal for academic year 2021-2022 was provided for review by the entire campus community via email, and virtual meetings were held for additional revisions. The new "J" term that was added in the 2020-2021 academic year has been added for Fall 2021 (August 23 – November 12) and Spring 2022 (January 18 – April 15).

(Copies of the revised calendar were distributed to Trustees prior to the meeting and are available in the office of the Provost/Vice President of Academic Affairs as well as on the portal.)

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 approve the revisions to the 2021-2022 academic year calendar.

Trustee Noonan made a motion to accept the Completion Plan for submission and approve the revisions to the 2021-2022 academic year calendar as presented. Vice Chair Hall seconded the motion, and it passed unanimously.

Faculty and Staff Emeriti Nominations

The College is committed to recognizing individuals for their distinguished level of service to the College and the community while employed with or in its service. This recognition goes beyond promotions, individual achievements, commendations, and years-of-service awards. This recognition is the bestowal of Emeritus status to the deserving individual.

Emeritus status is an honorary title awarded for distinguished service to the academic community. At Clark State College, the Emeritus title may be bestowed on a faculty member, an exempt or non-exempt staff member, President, or a College Trustee who has served the College with distinction. The bestowal of Emeritus status is recognition of the value the College places on the experience, knowledge, ability, performance, and service of these individuals. Receiving the emeritus status is a distinctive honor, and not a right.

The nominations of the following three individuals for Emeritus Status were presented to the Board prior to the meeting:

- Mr. Dan Heighton, Professor of Cybersecurity and Information Technology
- Mr. Marvin Nephew, Chief Human Resources Officer
- Dr. Robert Sweet, Professor of Philosophy

Impact on students and/or student learning: These individuals continue to work closely with the College, and their status will only enhance the fact that they are true role models for all.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees grant emeritus status to Dan Heighton, Marvin Nephew, and Dr. Robert Sweet.

Emergency Executive Succession Plan

As stated in Policy 3358:5-1-31 Emergency Executive Succession, in order to protect the College and its Board from sudden loss of presidential services, the President will have no fewer than two other executive staff members familiar with Board and presidential issues and procedures. The policy also calls for the President to present to the Board each year at its reorganizational meeting in January, a recommended line of interim leadership.

To that end, the recommended line of interim leadership is as follows:
- Dr. Tiffany Hunter, Provost and Vice President of Academic Affairs
- Dr. Matt Franz, Senior Vice President for Technology, Safety, and Strategic Initiatives
- Mr. Larry Wakefield, Vice President for Business Affairs
- Ms. Crystal Jones, Vice President for Marketing, Diversity, and Community Impact

Impact on students and/or student learning: No direct impact to students or student learning, but having a succession plan in place will ensure that college operations proceed as normal in the event of an emergency.

Implications for budget, personnel, or other resources: Personnel and resources would be shifted as necessary based upon the circumstances.

It was requested that the Board of Trustees approve the President's recommended line of interim leadership, as presented.

Trustee Doyle made a motion to grant emeritus status to Dan Heighton, Marvin Nephew and Dr. Robert Sweet and to approve the President's recommended line of interim leadership, as presented. Trustee Noonan seconded the motion, and it passed unanimously.

Report of the President

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

Student Senate President Nicolas Sparrow reported that Senators are working with Career Services on a leadership training session that will include writing etiquette, online etiquette and networking.   Various online offerings for students will include a fitness challenge, art contest, COVID resource page, and resources to help navigate online learning and finals week.

Staff Senate President Paige Kiley reported that Senators are heavily focused on making communication strategies more existent with the Senate's first newsletter for staff. They have also opened up additional leadership opportunities for Senators by adding the Immediate Past President and Assistant Secretary positions, which will be presented to Staff Assembly for voting. An employee training survey will be administered to determine what type of training staff wants and needs; if possible, they would like to tap into internal expertise on campus to deliver the training.

Faculty Senate President Robyn Hennigan reported that this is the first day back for students, with the majority of them attending class online. Faculty have been busy over Winter Break perfecting their online teaching strategies and utilizing new tools in Blackboard. At the end of fall semester, Faculty Assembly also approved the addition of the Immediate Past Chair position in Faculty Senate, and a new faculty evaluation procedure is being developed.

President Blondin reported the following:
- Our annual Charter Night event to celebrate the founding of the College will be held virtually on Tuesday, February 16. In addition to recognizing the accomplishments of faculty and staff, keynote speaker Dr. Karen Townsend will emphasize the importance of diversity, equity and inclusion, and Achieving the Dream (ATD) data will be presented.
- We are in the process of revisiting the strategic plan, and Dr. Matt Franz will be joining the ATD Team.
- Our revised application for a Bachelor of Applied Science in Addiction and Integrated Treatment Studies degree was submitted on Thursday and was to be reviewed on Friday.
- This year's annual Martin Luther King, Jr. Day Celebration was a great success; Vice President Jones did a terrific job representing the College and leading the event.
- A legislative session will be held in February, and the Governor will submit his budget. He has talked about not adding new taxes, not using the rainy day fund, and making early childhood education a priority. He is trying to do everything possible not to cut funding from higher education, so we are hopeful that our funding will remain flat.
- National trends are focused on consumer rebound, innovation and entrepreneurship, and digitally enabled productivity. In order to continue to grow in an online environment, training students for work-from-home environments and changes in healthcare and how to deliver healthcare education must be considered.

Report of the Board Chair

Chair Phillips commented that it was great to see everyone online, and he looks forward to the time we can all get together again face to face. He also noted that Clark State has done an incredible job with online learning, grants, etc., and our good financial situation is a tribute to everyone showing up and getting the job done.

Trustees' Open Forum

Trustee Doyle welcomed Vice Chair Hall to the Board management role noting that he will do a great job.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Vice Chair Hall seconded. The motion passed unanimously, and the meeting adjourned at 6:46 p.m.