



BOARD OF TRUSTEES REGULAR MEETING

Minutes
November 21, 2017

The Clark State Community College Board of Trustees met regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, November 21, 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, Vice Chair Brad Phillips, Chairperson Sharon Evans and President Jo Alice Blondin

Excused: Peggy Noonan and Mike McDorman

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Travis Binkley, Director of Student Services, Greene Center/Staff Senate President; Carin Burr*, Associate Professor, Health, Human and Public Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Administrative Assistant to the Dean of Health, Human and Public Services; Brian Edwards, Dean of Health, Human and Public Services; Dr. Theresa Felder, Vice President of Student Affairs/Greene Center Operations; Amanda Ferryman, Student Senator; Dr. Matt Franz, Chief Information Officer; Ron Gordon, Dean of Enrollment Services; Masha Logan, Institutional Research Analysis Specialist; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Executive Director of the Foundation; Laurie Means, Executive Director of Marketing; Melinda Mohler, Assistant Professor, Arts and Sciences/Faculty Senate President; Toni Overholser, Director of Workforce and Business Solutions; Bernard Pettigrew*, Clark State Student; Cindra Phillips, Director of the Center for Teaching and Learning; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Gerald Shields, Interim Controller; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean of Business and Applied Technologies; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Tammy Watt*, Professor, Health, Human and Public Services; Laura Whetstone, Human Resources Manager; and Nina Wiley, Dean of Student Engagement and Support Services

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Student Success Story

Dr. Theresa Felder introduced Bernard Pettigrew, an excellent Social Work student who attends classes at the Greene Center, serves as an ambassador for African American male initiatives, and is very excited about what he is doing now and what he will do on campus as well as in the community after graduation.

Mr. Pettigrew reported that he is 43 years old and began his college career out of high school after receiving a basketball scholarship from East Arizona College. However, there was no support, so he came back home and started having children – six daughters and one son. He noted that he became the thing he resented, a father not in the home with his children. With three of his children enrolled in college, one daughter asked when he was going to enroll; she also informed him that she had completed his FAFSA form for him so all he had to do was take the placement test.

He commented that after he began taking classes, Associate Professor Carin Burr saw through his façade and broke him down. He started applying himself in his classes, and he knows he is going to finish now. He credits himself, Ms. Burr, Professor Tammy Watt, and adjunct faculty member Greg Meriwether with his success.

Mr. Pettigrew went on to say that his mother was an addict who got clean for five years before she passed away, and he never believed that she was clean. He explained that he never understood what it was to be an addict and never got to tell her he understood and express his pride in her. He is pursuing the Social Work profession because he does not want any other child to go through what he did, and he wants to do all he can to be a part of the solution.

Mr. Pettigrew took up a grade point average challenge with his daughter and won; she has a 3.7 GPA, and his is 4.0. He looks forward to graduating next December.

The group gave him a round of applause, and Chair Evans thanked him for taking the time to be here and being so transparent in the telling of his story. She noted that she is confident we will see him walk across the stage at commencement.

*Carin Burr, Bernard Pettigrew, and Tammy Watt exited the meeting at 6:20 p.m.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on October 17, 2017. Trustee Hall made a motion to approve the minutes as written; Vice Chair Phillips seconded, and the motion passed unanimously by a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, November 7, at 11:30 a.m. in the Sara T. Landess Technology and Learning Center (TLC) Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Peggy Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Sr. Vice President for Academic Affairs; Dr. Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Dr. Matt Franz, Vice President of Information Technology; Larry Wakefield, Interim Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Kyle Fuchs, Controller; and Gerald Shields, Interim Controller. Agenda items included:

- FY 2017 Audit Exit Conference with Clark Schaefer Hackett & Co.
 - Larry Weeks and Brad Billet

- Monthly Financial Report
- Proposed Reserve Appropriations
- Capital Projects Status
- Capital Budget Request (Fiscal Year 2019 – 2024)
- REACH Project Update
- Other Business
- Next Meeting – Thursday, January 11, 2018, at 7:30 a.m. in the TLC Boardroom

Financial Report through October 31, 2017

A report detailing revenues and expenses through October 31, 2017, was distributed to Trustees prior to the meeting, with the first column reflecting the FY 2017-2018 Annual Budget. The following was noted:

State Share of Instruction (SSI) reflects the most recent projection from the Ohio Department of Higher Education. This number will change based on FY 2017 course completion data for Spring Semester.

Student Fee Revenue represents Fall Semester through October 31st. Spring Semester and Summer revenue have been deferred, which is a change from last year.

Fall revenue is down 4.6% compared to FY 2017. Credit hours are down 3.3% compared to FY 2017. B Term enrollment is up over last year.

Workforce Non-Credit Training revenue is performing well against the budget, and so is the Performing Arts Center.

Most expenditures by object code categories are tracking favorably with budget. The negative budget variance in Occupancy Expenses is due to the renovation of the Brinkman Educational Center fourth floor and deferred maintenance expenses.

We continue to monitor Bookstore revenue closely, due to the new virtual bookstore partnership with eCampus, as well as the revenue for the Commercial Transportation Training Center.

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 09/30/17:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,112,302
Commonfund Management Fees (June 2002 to present)	\$(74,718)
Foundation Management Fee (2007 to present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)

Market Gain/(Loss) (June 2002 to present)	\$206,680
Balance 09/30/17	\$1,903,051
Quarterly (July-September) Rate of Return	0.92%
Barclays Aggregate Bond Index (July-September)	0.85%
September Return	-0.34%
Barclays Aggregate Bond Index (September)	-0.48%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Kelso Morrill from The Commonfund met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on September 20, 2017, and reviewed fund performance, asset allocation, and spending policy. He also addressed concerns the sub-committee had regarding staff turnover at The Commonfund. The Foundation's fiduciary responsibility to donors was re-emphasized as the reason for the committee's concerns.

Human Resources Update

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

Filled Position:

- Roseann Terbay, Success Coach, Student Affairs (1.0 FTE), effective 11/6/17

Resignation:

- Melonie Mottice, Marketing and Communications Coordinator (1.0 FTE), effective 10/16/17

Open/Advertised Positions:

- Student Records Specialist (1.0 FTE)
- Computer Lab Assistant (1.0 FTE)
- Job Readiness Coordinator (1.0 FTE)
- House/Operations Assistant (.24 FTE)
- Health Clinic Nurse (1.0 FTE)

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$6.7 million to date.
- Champion City Scholars accepted 45 scholars from Springfield City School District during the induction ceremony in late October. In addition, the inaugural class of Champaign County Scholars was inducted on November 1, and included 7 students from Urbana City Schools and 10 students from Graham Local Schools. A \$30,000 gift was made to Champion City Scholars this week.
- Project Jericho's recent mural project on the side of the Clark County Solid Waste District was recognized with a state community award from Keep Ohio Beautiful. Keep Clark County Beautiful accepted the award in a ceremony on Wednesday, November 1, at the Franklin Park Conservatory in Columbus.

- Upcoming Foundation Events:
 - Holiday in the City – Saturday, November 25, from 6:30 – 8:00 p.m. at BEC Fourth Floor
 - Greene County Holiday Party – Thursday, November 30, from 5:00 – 7:00 p.m. at the Wandering Griffin, Beaver Creek.
 - Springfield Holiday Party – Wednesday, December 6, from 5:00 – 7:00 p.m. at BEC Fourth Floor
 - Champaign County Holiday Party – Wednesday, December 13, from 5:00 – 7:00 p.m. at Coppertop Restaurant, Urbana

Performing Arts Center

- The Broadway tour of Kinky Boots played the Performing Arts Center on November 2nd. To date, this was the largest physical production that has played the venue. The Tour Manager said playing here was a “breath of fresh air, a wonderful venue with a terrific, highly experienced technical staff.” Two of the actors from the show met with 22 youth from the community for a 90-minute question-and-answer period.
- The production of ELF the Musical was here for two days rehearsing and then opened the show on November 9th to an almost sold out crowd. The tour will make a few stops on the road before it opens at The Theater at Madison Square Garden in December. Three of the actors volunteered at the Second Harvest Food Bank. An image from Ticket Master Analytics depicting the locations of ELF ticket purchasers was distributed; a large number of them were from Indiana, Kentucky, Southeast and Northeast Ohio.

Hollenbeck Bayley Creative Arts and Conference Center

- The Conference Center was rented 14 out of the first 20 days in November. A record high for November.

Action Items

The following items were presented for Board approval:

2016-2017 Audited Annual Financial Report

The audit report for the College was submitted to the Auditor of State for review on October 14, 2017. The report is still under review by the Auditor of State; therefore, the report is not yet considered to be public information.

An exit interview was held with the Board Finance and Facilities Committee on November 7, 2017. Following are items that were highlighted at that meeting:

- Unmodified (clean) opinion that the financial statements are presented fairly
- No uncorrected misstatements
- Excellent staff preparations for and cooperation during audit
- Impact of GASB 68 (pensions)
- Five-year trend of tuition and fees, federal and state revenue, operating expenses, change in net position and Senate Bill 6 Ratios
- Schedule of expenditures of federal awards totaling \$24.5 million
- Report on internal control – No deficiencies in internal control considered to be material weaknesses in financial reporting were identified.
- Report on compliance and other matters – The results of tests disclosed no instances of noncompliance or other matters required to be reported under government auditing standards.
- Management Letter identified one small over award and inconsistency in reporting to National Student Loan Data System (NSLDS)

A bar chart showing the composite score over the past seven years was distributed to the Committee. For FY 2017 the composite score without considering the impact of GASB 68 is 3.8 (on a scale of 5.0). This represents a slight decrease from the FY 2016 composite score of 4.0. This decrease was the result of a decline in capital assets (more depreciation than new additions). The Ohio Department of Higher Education (ODHE) excludes the impact of GASB 68 when determining if institutions should be placed on fiscal watch (Senate Bill 6) and requires a score of 1.75.

The Board Finance and Facilities Committee recommends that the Board of Trustees accept the FY 2016 – 2017 audit report.

Impact on students and/or student learning:

There is no direct impact as a result of this audit engagement. However, the prudent and efficient use of assets does have a resulting positive effect on student success by way of providing adequate state-of-the-art equipment and facilities as well as retaining qualified professional faculty and staff. Clean audits also reflect positively on the reputation of the College, are beneficial during fundraising campaigns, Moody's ratings reviews, accreditation reviews and bond ratings (for issuing debt).

Implications for budget, personnel, or other resources:

The cost of the audit will be around \$50,000, but has not yet been fully invoiced. Funds are included in the current year operating budget.

It was requested that the Board of Trustees accept the FY 2016-2017 audit report.

A motion was made by Trustee Phillips and seconded by Trustee Noonan during the Board Finance and Facilities Committee meeting to approve the FY 2016-2017 audit report. The motion was passed unanimously via a roll call vote.

REACH Project Lease

Clark State's education space will consist of 4500 square feet of space, which will include four classrooms, lab space, and office space, as well as a small testing and advising center. At full capacity, the classrooms would allow Clark State to serve approximately 300-400 students during the day and evening hours for various degree and training options for workforce needs in the region. Clark State also plans to partner with Kettering Health Network to create the workforce needed to support in-demand healthcare positions. Program offerings in partnership with Kettering will include Certified Nursing Assistant, Nursing, Physical Therapist Assistant, Addiction Studies/Social Work, and Medical Assisting, along with a variety of other healthcare certificates.

Many of the services and facilities at the REACH Center will be shared or used for collaborative purposes. A common child play and nursery area will allow all visitors access to a much-needed service so that they can complete other tasks at the Center. The YMCA will also work with Clark State Community College and Central State University to provide student activities and membership options. The contract between the City of Xenia and the YMCA will help keep the region healthy by providing programs and activities for area residents and children. Other shared spaces, such as classrooms, multi-purpose space, locker rooms, and shared wellness and fitness facilities will allow each organization to get the most out of the Center in a cost-effective way.

The REACH Center will also retain and add new jobs to Xenia. The YMCA is expected to include a total of 42 jobs, including 5-6 full-time positions. The Xenia Adult Recreation and Services Center will include 37 jobs and may increase by 3-5 jobs within the next few years. Clark State expects to have 2-3

full-time staff members and 18 part-time faculty, and Central State University will have a similar staffing level. Kettering Health Network will partner with health-related programs to offer clinical experience onsite.

Lease Negotiation Points

- Inside Versus Outside Maintenance – They originally expected us to share expense but agreed to cover all outside and most inside maintenance (infrastructure).
- Periodic Review of the Lease and Partnership – They disagreed with a review of the partnership and its benefits every five years.
- 20-Year Lease Versus Periodic Increases for Inflation – They agreed to hold base lease rate for 20 years.
- Security System – They originally expected us to fund, but agreed to install and maintain.
- Common Space – Clarified that lessor maintains the exterior space and lessee splits expense of share interior space with co-lessee.
- Capital Reserve – No separate rate for YMCA’s buildup of capital reserve.

Estimated Annual Budget

REVENUE

Fall Tuition (300 students @ 6 credit hours)	\$250,794
Spring Tuition (300 students @ 6 credit hours)	250,794
Summer Tuition (70 students @6 credit hours)	58,518
Total Revenue	\$560,106

EXPENSES

Fixed Costs (Lease @ \$21.20 per square foot)	\$104,940
Variable Costs (Utilities, Telephone, Cable/ISP)	12,000
Adjunct costs (18 Fall/Spring – 6 summer @ \$1,500)	120,000
Staff Costs (2.5 staff) – 1/2 receptionist shared with CSU	150,000
Material/Supplies	10,000
Total Expense	396,940
Net Income	\$163,166

One Time Expenses

INITIAL CAPITAL/START UP BUDGET

2 offices (357 square feet @ \$50)	\$17,850
1 reception area (221 square feet @ \$50)	11,050
2 classrooms (1,209 square feet @ \$30)	36,150
1 computer lab (599 square feet @ \$60)	35,940
1 nursing lab (578 square feet @ \$85)	49,130
1 testing and advising area (297 square feet @ \$60)	17,820
Clark State Branding/Marketing	15,000
Contingency	17,060
Total Expected Capital/Start Up Costs	\$200,000

(Copies of the REACH lease were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: At full capacity, the classrooms would allow Clark State to serve approximately 300-400 students during the day and evening hours for various degree and training options for workforce needs in the region.

Implications for budget, personnel, or other resources: See above budget.

It was requested that the Board of Trustees approve the Xenia Reach Project and authorize the President to sign the Lease.

Trustee Bell made a motion to approve the Xenia Reach Project and authorize the President to sign the lease. Trustee Ball seconded the motion, and it passed 6-0 by a roll call vote. (Vice Chair Phillips recused himself.)

Annual Planned Allocation for Use of Reserve Funds

The Financial Condition policy of the Policies and Governance document establishes a target for reserve funds of 15% of the current operating budget. As of June 30, 2017, College Reserves are 28% of the 2017-2018 Educational and General Budget. Attached is the proposed annual allocation plan for reserve funds in compliance with the Financial Planning/Budgeting section of the Policies and Governance document. Please note that taking action on this plan does not authorize these expenditures.

The Campus Master Plan that was included in last year's Plan has been completed and removed.

This plan was presented to the Board Finance and Facilities Committee at its November 7, 2017, meeting. The Committee recommends that the Board of Trustees approve the following annual allocation plan for Reserve Funds:

	PLANNED ALLOCATION
UNAPPROPRIATED RESERVES	821,758.34
APPROPRIATED RESERVES	
ADA Modifications	200,000.00
Deferred Maintenance	276,000.00
Demographic/Market Study	25,000.00
Diversity Plan	100,000.00
Equipment - Instructional	250,000.00
Equipment - Non-Instructional	150,000.00
Executive Search	50,000.00
Externally Funded Projects Match	1,000,000.00
Facilities Planning	500,000.00

Facility Assessment	75,000.00
Fiscal Contingency Planning	800,000.00
Indoor Wireless	343,000.00
Land Acquisition/Demolition	100,000.00
Legal/Audit Contingencies	150,000.00
New Certificate and Degree Programs	370,000.00
Repair/Replacement Projects	
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00
<i>Vehicle Replacement</i>	100,000.00
<i>Restroom Renovations</i>	250,000.00
Safety/Security	100,000.00
Self-Funded Dental Benefit	212,478.64
Service District Outreach	250,000.00
Signage	150,000.00
Strategic Plan for Energy Management Implementation	500,000.00
Strategic Plan Projects	672,822.00
Student Assistance	300,000.00
Technology Projects	324,000.00
Technology Replacement	500,000.00
Unemployment Compensation	150,000.00
SUBTOTAL APPROPRIATED RESERVES	8,398,300.64
TOTAL RESERVES	9,220,058.98

Additions to the Reserve request include:

- Deferred Maintenance - \$276,000
- Executive Search - \$50,000
- Indoor Wireless - \$343,000
- New Certificate and Degree Programs - \$120,000 (added to existing Reserve allocation)
- Strategic Plan Projects - \$172,827 (added to existing Reserve allocation)
- Technology Projects - \$324,000

Impact on students and/or student learning: The projects listed under Appropriated Reserves are initiatives that are not funded in the annual operating budget due to the fact that they are expenditures for capital or nonrecurring items.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the annual allocation plan for the reserve funds, as presented. Actual expenditure of appropriated amounts for these initiatives will require Board action in accordance with the College's Purchasing Policy.

A motion was made by Trustee Ball and seconded by Trustee Doyle during the Board Finance and Facilities Committee meeting to approve the annual allocation plan for the reserve funds, as presented. The motion was passed unanimously via a roll call vote.

Program Duplication Report

Section 3345.35 of the Ohio Revised Code requires that the Boards of Trustees of each state institution of higher education evaluate all courses and programs based on enrollment and student performance. It also required that, for courses with low enrollment, boards evaluate the benefits of delivering the course through regional collaboration. To comply with that legislation, the Chancellor provided a definition of low enrollment courses and the boards of each state college and university submitted reports that described the process and data used to identify courses that met the chancellor's definition of low enrollments and then provided a summary of recommended actions for each identified course (e.g., no action, course elimination, reduction in the number of sections or the timing of sections, change in course delivery modality; targeted as a candidate for course sharing).

More recently, the Governor's Task Force on Affordability and Efficiency noted that the legislation required reporting for low enrollment courses but did not address reporting requirements for duplicative programs. Consequently, the task force recommended that: "Institutions should consider consolidating programs that are duplicated at other colleges and universities in their geographic area." The report went on to say, "The Department of Higher Education should identify duplicative programs within each region of the state, with particular attention to co-located campuses. Institutions should then review any programs not covered by the current low-enrollment review ordered by the legislation to identify opportunities to consolidate." Going forward, House Bill 49 requires that low enrollment and duplicative program reports will be submitted every five years as part of the College's Affordability and Efficiency Report.

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

Impact on students and/or student learning: This will help faculty, administrators, and trustees to see programs that are duplicated in their region and will help them as they evaluate duplicate program fit within the institution, (e.g. reasonable duplication or unreasonable duplication that should be targeted for action, such as elimination or regional collaboration).

Implications for budget, personnel, or other resources: This will make the programs more efficient.

It was requested that the Board of Trustees approve the Program Duplication Report, as presented, to be submitted to the Chancellor by December 31, 2017.

A motion was made by Trustee Doyle and seconded by Trustee Hall to approve the Program Duplication Report, as presented. The motion passed unanimously via a roll call vote.

Sexual Discrimination and Title IX Policy Revision

Clark State participated in the Changing Campus Culture initiative that was introduced as part of a statewide effort to end sexual violence on all of Ohio's campuses. We implemented all of the associated recommendations made by the Ohio Department of Higher Education, with the exception of one pending policy change. The following proposed Sexual Discrimination and Title IX policy revision fulfills the final recommendation, which is to include minors as possible complainants or respondents.

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

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

1. Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.
2. Clark State Community College does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, (including pregnancy and gender identity), marital status, child-bearing status, age, disability, veteran status, sexual orientation, family medical history or genetic information in its education programs and activities.

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

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

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

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

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

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

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

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

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

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

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

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

Effective: ~~October 15, 2015~~ **January 1, 2018**

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

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revised Sexual Discrimination and Title IX Policy as presented.

A motion was made by Trustee Bell and seconded by Trustee McDonald to approve the revised Sexual Discrimination and Title IX Policy as presented. The motion passed unanimously via a roll call vote.

Report of the President

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

Student Senator Amanda Ferryman reported that the Student Senate's recent meeting with Executive Council was very productive; many new ideas were shared including a campus-wide notification system via the televisions located throughout campus, a new rec room for students, and the possibility of using LifeSize equipment for meetings between campuses for increased convenience. In honor of Veterans Day, students read 5,000 names of soldiers who lost their lives in wars. In preparation for final exams, a variety of Success Week activities were offered, including relaxation therapy, classes on how to study using your learning style, yoga stretches, time maximization classes, free snacks, and the opportunity to pet therapy dogs. Ms. Ferryman indicated that students like to see that the College cares about them and loved the Success Week activities. She also reported that committees are working on next semester's WOW and Spring Fling events and are looking for new ways to get students engaged.

Staff Senate President Travis Binkley reported that \$500 was raised with the cookie dough sale to feed ten needy students' families. He also noted that in early December, Senators participated in a teamwork training led by Associate Professor John Hale, and "ugly sweater" invitations created by a graphic design student have been sent out for the College's annual holiday luncheon. A food drive for needy students will take place at the luncheon.

Faculty Senate President Melinda Mohler reported that Dr. Singh and several faculty attended a consortium regarding Open Education Resources (OER), and we will have a part in the development of some of the resources used statewide. A process for development and managing online courses to maintain best practices was presented to Faculty Senate yesterday and was well received. Faculty are focusing more and more on student completion this year. They are advancing to a new, expanded phase of their flipped classroom project by bringing new faculty on board and utilizing new technology.

President Blondin reported the following:

- Ryan Burgess, Director of the Governor's Office of Workforce Transformation, visited the College in early November and heard a series of great presentations from faculty and staff. During Toni

Overholser's presentation, she indicated that our ISO9000 training allowed 26 businesses to keep their certification and increase jobs.

- As a result of follow-up meetings from the Cost of Poverty Experience (COPE) training, several priorities have emerged for exploration/implementation, including having a Department of Job and Family Services representative located on campus full-time, expanding the Dreamkeepers program, and offering COPE training to adjuncts. More will be shared regarding this in the future.
- The search for a new Vice President of Business Affairs recently kicked off with Theresa Felder as the chair and six faculty and staff committee members. We hope to have someone named in May to allow overlap with Larry Wakefield.
- Clark State received a \$2.7 million capital bill allocation; she recommends that the bulk of it be used to renovate Rhodes Hall and the Applied Science Center.
- A copy of SOCHE's Economic and Fiscal Impacts of Clark State report was distributed to Trustees; it estimates a \$98 million impact in our region, up from \$95 million several years ago. The report is embargoed right now, but more information will follow.
- An application for the American Association of Community Colleges' (AACC's) Exemplary CEO/Board Award focused on governance was distributed to Trustees. She believes we are a model and should be highlighted on a national level. Letters of support will be sought for our application.
- Chair Evans and President Blondin have been selected to deliver a presentation on our SOAR Mentoring Program at the League for Innovation in the Community College conference in March; they will present along with some of the SOAR participants.
- Controller Kyle Fuchs had a baby boy.
- A document detailing the AACC's position on the tax reform package was distributed to Trustees.

Report of the Board Chair

Chairperson Evans reported that she attended the two events focused on completion and retention for African American male students here in Springfield and at the Greene Center, and a nice group showed up at both. Attendees were challenged to let us know exactly what barriers they encounter, and they were informed about services available. She looks forward to future events like this.

Trustees' Open Forum

The Trustees agreed that having a student speak at meetings is very heartwarming.

Executive Session

Trustee Hall made a motion to enter Executive Session to discuss personnel. Trustee Ball seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 6:47 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:17 p.m. Trustee Ball seconded, and the motion passed 7-0.

President's Bonus Payout for 2016-2017

Trustee Hall made a motion to approve the 2016-2017 bonus payout for President Blondin, which was reviewed and discussed in Executive Session. Trustee McDonald seconded, and the motion passed unanimously.

Adjournment

Trustee Doyle made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:19 p.m.