



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 21, 2020

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, January 21, 2020. Chairman Brad Phillips presided and called the meeting to order at 6:12 p.m.

Roll Call

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

Excused: Jim Doyle and Peggy Noonan

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Scott Dawson, Associate Professor, Arts and Sciences/SOAR participant; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Matt Franz, Vice President of Information Technology and Emergency Management; Ron Gordon, Dean of Enrollment Services; Suzanne Harmon, Director of Financial Aid; Dr. Tiffany Hunter, Vice President of Academic Affairs; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Destini Jones, Student Senate President; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Marling, Professor, Business and Applied Technologies/Faculty Senate President; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Taylor Roberts, Grants Development Coordinator; Hayven Rose, student; Dr. Rhoda Sommers, Dean of Health, Human and Public Services; Gwen Stevenson, Director of Nursing Programs; Amy Sues, Dean of Institutional Effectiveness, Planning, and Assessment; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Larry Wakefield, Vice President for Business Affairs; Laura Whetstone, Director of Human Resources; Nina Wiley, Dean of Student Engagement and Support Services; Toni Yancey, Success Coach/SOAR participant; Mia Yaniko, Education Section Chief, Ohio Attorney General's Office (via phone); and Tracy Yates, Director of Conference Services/Staff Senate President

Recognition of Guests

Chairman Phillips welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Assistant Dean Travis Binkley introduced student Hayven Rose. Ms. Rose indicated that she began taking courses as an online College Credit Plus student in 2017; her home school was Northeastern High School. Ms. Rose was the recipient of a Trustee Scholarship, which she really appreciated since it swayed her to choose Clark State, and she is really glad she did. Until last October, Ms. Rose was not very involved in student life on campus; then she obtained a work-study position in the Success Center, and it changed everything. She is now able to assist other students on a daily basis; she encourages them to make the most of their education and helps alleviate their fears. Ms. Rose indicated that she loves all of the faculty members she has worked with both online and in the classroom, and she is glad she is able to see her future developing every day. She is focused on Social Sciences and will graduate in May.

Chair Phillips thanked Ms. Rose for sharing her story and wished her continued success.

*Ms. Rose exited the meeting at 6:17 p.m.

Approval of Minutes

Chair Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on October 22, 2019. Trustee McDorman made a motion to approve the minutes as written; Vice Chair Ball seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on January 14, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, and Sharon Evans; Dr. Blondin, President; Dr. Theresa Felder, Senior Vice President, Student Success; Dr. Matt Franz, Vice President, Information Technology; Dr. Tiffany Hunter, Vice President, Academic Affairs; Larry Wakefield, Vice President for Business Affairs; Laurie Means, Executive Director, Marketing; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; Susan Kelly, Recorder. Agenda items included:

- Approval of November 19, 2019 Meeting Minutes - ACTION
- Quarterly Financial Report
- Spring Semester Enrollment
- Greene Center/REACH/Ohio Hi-Point Quarterly Financials
- Multi-Year Budget - ACTION
- Sabbatical Policy - ACTION
- Categories of Employment Policy – ACTION
- Reserves Use for Purchase of Copiers and Printers - ACTION
- eCampus Update
- Performing Arts Center Incident Update
- Energy Project Update
- Momentum 22 Update
- Horan Contract Update

- Insurance Consortium Update
- Compensation Philosophy
- Other Business
- Next Meeting – To Be Determined

Quarterly Financial Reports through December 31, 2019

A 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 2020 budget is based on course completion (50%), success points (25%) and completion milestones (25%). State Share of Instruction (SSI) reflects the adjusted projection from the Ohio Department of Higher Education (ODHE). The annual increase this year is \$570,688. It has since been adjusted by ODHE and our increase is now \$533,462, pending their annual “true up.”

Student Tuition and Fees Revenue represents Fall Semester through December 31. Fall Revenue is currently slightly behind. The budget has been updated to reflect the change in the tuition rates due to the \$5.00 per credit hour state cap, and the adjustment to reflect expected enrollment. We are under budget primarily due to a decrease in out-of-state enrollment compared to last year.

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

We are tracking very close to this time last year with total revenue down slightly \$14,000 (0.1%) from the previous fiscal year.

Expenditures

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

Total expenses are down \$85,656 (0.6%) over last year. As usual, we are using budget dollars early in several categories for expenses, such as the bond payment for the Greene Center and maintenance contracts.

Auxiliary Enterprises

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

Commercial Transportation Training Center – There is a downturn in enrollment. Expenses are tracking slightly down from prior year, but not enough to offset the revenue decline.

Parking revenue is up slightly due to Spring enrollment.

Food Service is performing above budget.

Balance Sheet

Total current funds have decreased by \$854,000 (3.8%) compared to the second quarter of FY 2019. This

decrease is a result of an \$884,000 decrease in Student Accounts Receivable, due to a change in the accrual process for the Spring College Credit Plus discount.

Total Investment in Plant is \$51.1 million compared to \$49.3 million last year at this time. Rhodes Hall renovations have increased this amount.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2019 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.

Descriptions of all of these programs were distributed with the Restricted Statement.

Statement of Reserve Activity

The total ending balance for December 31, 2019 was \$9,426,196. The primary activity involved deferred maintenance, dump truck replacement, Academic Dean search, and funding the refund of the Summer Health Clinic Fee for students, which was mandated by the State of Ohio, due to their new oversight over college fees.

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 credit hours.

Revenue

The budget for State Share of Instruction for the Greene Center has been calculated at 12.2% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the Greene Center for fiscal year 2020.

The budget for Student Tuition is computed using expected enrollment for FY 2019-20.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

Expenditures

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

REACH Center Quarterly Financial Report

The REACH Center report is set up similar 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 REACH Center credit hours.

Revenue

The budget for State Share of Instruction for the REACH Center has been calculated at 1.3% of the overall disbursement for Clark State Community College. This is based on budgeted credit hours for the REACH Center for fiscal year 2020.

The budget for Student Tuition is computed using expected enrollment for FY 2019-20.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

Expenditures

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 similar 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 OHP credit hours.

Revenue

The 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 2020.

The budget for Student Tuition is computed using expected enrollment for FY 2019-20.

Actual Student Tuition is based on actual credit hours reported from Institutional Research and multiplied by \$160.33 per credit hour.

Expenditures

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

Budget Timeline 2020-2021

New Budget Advisory Council first meeting	12/12/19
Budget Advisory Council meets	1/29/20
Lab Fee Increases to Controller	1/31/20
Access granted to budget managers for viewing historical data and requesting expenditures	2/3/20
Budget Advisory Council meets	2/19/20
Expenditure requests forwarded by budget managers to Controller	3/6/20
Initial revenue projection	3/13/20
Budget assumptions presented to Board Finance and Facilities Committee	3/13/20

Budget Advisory Council meets	3/25/20
First revision to revenue projection	3/27/20
Expenditure requests forwarded by Controller to Executive Council	4/10/20
Second revision to revenue projection	4/17/20
Budget Informative Session	TBD (April)
Budget Advisory Council meets	4/29/20
Budget issues presented to Board Finance and Facilities Committee	5/11/20
Board of Trustees action on tuition/fees for 2020-2021	5/19/20
Budget Advisory Council meets	5/20/20
Balanced budget reviewed with Board Finance and Facilities Committee	6/9/20
Final balanced budget presented to Board of Trustees for action	6/23/20

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 Hires:

- Michael Mills, Custodian, Physical Plant, effective 1/6/20
- Anthony Dunn, Social and Multimedia Specialist, Marketing, effective 12/16/19
- Anastasia Ervin, Student Accounts Receivable Technician, effective 10/14/19
- Devonna McGraw, Administrative Support, Health, Human, and Public Services, effective 10/14/19
- Darrion Pettiford, Custodian, Physical Plant, effective 10/25/19

Resignations/Departures:

- Mary Murphy, Human Resources Assistant, Human Resources, effective 1/3/19
- Darrion Pettiford, Custodian, Physical Plant, effective 12/10/19
- Devonna McGraw, Administrative Support, Health, Human, and Public Services, effective 11/13/19
- Challen Brown, Digital Media Specialist, Marketing, effective 10/25/19
- Jacob Brooks, Custodian, Physical Plant, effective 10/9/19

Open/Advertised Positions:

- Administrative Support, Health, Human, and Public Services (.50 FTE)
- Business Development Manager, Workforce and Business Solutions
- Computer Lab Assistant, Workforce and Business Solutions
- Instructional Faculty – Bachelors in Web Design and Development
- Program Coordinator, Emergency Medical Services
- Tech Prep Consultant (.75 FTE)

Program Review Update

The purpose of Program Review is to evaluate the status, effectiveness, and progress of academic programs and initiate improvements as a result of the review. The review process will also help in deciding which programs should be continued, put on a monitoring list, or discontinued after a certain time. All programs will be reviewed on a five-year cycle. When the College establishes a new program, the program will generally be reviewed the year following the end of its third year.

The Program Review process consists of the following components:

- Data provided by Institutional Research and from Assessment data base/reports
- Assessing of data by the program faculty and Dean
- Preparation of report – Program Review Summary based on directions that follow.
- Recommendations for the implementation of improvements via an Action Plan
- Review of program report with the Program Review Committee

Faculty receive a stipend of \$400 per program. One faculty member (or can be divided among a team) should receive a stipend during the year of assessment for gathering information and writing the report(s). Stipends will be paid after the program review briefing has occurred and the action plan is submitted to the Vice President of Academic Affairs.

The review schedule through 2024-2025 was distributed to Trustees prior to the meeting and is available in the office of the Vice President of Academic Affairs.

Foundation Update

- The Foundation hosted three holiday parties in the month of December:
 - Springfield, December 4 (85 Reservations/95 attendees)
 - Holiday in the City, December 7 (157 Reservations/115 attendees)
 - Xenia, December 9 (53 Reservations/42 Attendees)
 - Thank you to all Trustees who attended. We will be evaluating our holiday parties as we consider the most effective way to share our message with the communities we serve.
- Our Spring Scholarship award period is complete. We awarded a total of \$32,141.00 to 25 students. We received 198 applications for Spring 2020, compared to 143 applications for Spring Semester 2019. (Ms. Overholser stated that the award number has increased since the time of this report to over \$33,000 and may continue to increase.)
- Project Jericho's Winter Family Arts Camp will be held the last week in January. This year's camp will include up to 10 families who will work with MadCap Puppets (Cincinnati, OH) and two local Project Jericho teaching artists to create life size "monster" puppets, as well as complementary art projects. The theme for camp is inspired by the children's book "The Color Monster," which focuses on utilizing kindness to navigate challenging situations while identifying and processing unique emotions. Families (including children and adults/caregivers of all ages) will show off their creations in a short theater style performance on Friday, January 31, from 5:30 - 6:30 p.m. at the Brinkman Education Center.
- The Scholars Program has received 112 applications for the class of 2024. Interviews will be conducted beginning January 22, 2020. Eighty students will be selected, and our induction ceremony will be held March 3, 2020, at 6:30 p.m. at the Performing Arts Center. We are still in need of additional mentors for the high school phase of the program.

- Faculty are now reaching out to the Foundation to try to get assistance for needy students; everyone is really working together to meet student needs.
- Grants Update
 - The Springfield Foundation awarded our Scholars Program a grant of \$5,000 and the Performing Arts Center \$4,675.
 - The Turner Foundation has awarded Project Jericho a \$10,000 grant.
 - Clark State received \$1,500 from the Nuts, Bolts, and Thingamajigs Foundation for a second year in a row to host a Summer Manufacturing Camp. We are eligible to apply for the grant for only three years, with the amount decreasing each year.

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

November and December were very busy months in both buildings.

Performing Arts Center (PAC)

- The Illusionists rehearsed in the Kuss Auditorium for 10 days in November and netted \$42,202 in rental. Their performance was on Tuesday, November 26, and sold 1,244 tickets.
- There were twenty (20) events in months of November and December.
- The box seats were closed in December and will remain closed during January and February for the installation of railings. The railings will bring the existing height of 26-inches to the appropriate 42-inch height. The new rails will have minimum sight restrictions to the stage. Patrons who had purchased box seats for performances during this time period have been contacted and relocated to equal or better seats.
- On Thursday, December 5, around 7:10 p.m. there was an accident backstage, and two employees were injured. One of the injured employees returned to work part-time on Monday, December 16, and returned to work full-time on January 9, 2020. The other employee is healing well and should be back part-time on February 4, 2020. Immediate remediation was taken and continues at the Performing Arts Center. An update was given at the January 14, 2020, Board Finance and Facilities Committee meeting. The Bureau of Worker's Compensation (BWC) has completed its investigation, and the group will meet again in 2-6 weeks to discuss the findings. We may receive a couple of citations, but no fines are expected to be attached to them.

Ms. Adkins noted that Clark State Community College is a public employment workplace, and we are subject to the Ohio BWC and not the department of Occupational Safety and Health Administration (OSHA). Specifically, we fall under the auspices of the Public Employment Risk Reduction Program (PERRP). Our employer classification as a political subdivision of the state of Ohio exempts us from direct OSHA oversight, and BWC/PERRP handles all workplace safety, training, assessment, and compliance.

Hollenbeck Bayley Conference Center (HBC)

- The HBC had 27 events between November 1 and December 18.
- The Springfield Rotary Club meets in the HBC every Monday, and starting July 1, 2020, their rent will increase from \$300 per Monday to \$330. Their rent has not increased since they began renting here in 2012.

Marketing Update

- The quarterly Marketing report is attached for your review. The report provides an overview of website and social media activity as well as media coverage for the period October 1 – December 31, 2019. Highlights from the report are below.
 - New visitors represent about 70 percent of the visitors to our website.
 - Ninety-four (94) percent of press releases resulted in some form of media coverage.
 - Videos are being developed to help market Clark State's Commercial Transportation Training Center and Career Services. We are working with the Logan County Chamber of Commerce to create videos for the 3E's Project in which Clark State's content will appear on televisions in twelve Logan County schools. The 3E's Project is a Logan County Chamber initiative targeting graduating seniors with information about enrollment, enlistment, and employment opportunities. We are also creating a general information video for the closed circuit televisions in the Clark County Jail.

Momentum '22 Project

Vice President Wakefield reported that he, Dr. Blondin and Adele Adkins have been participating in an ad hoc committee interested in a downtown Springfield project focused on expansion of the YMCA and increased conference space. Trustee McDorman indicated that the project would include a 100,000 square foot, indoor sports center next to the YMCA and potentially connected to the Performing Arts Center/Hollenbeck Bayley Creative Arts and Conference Center. The hope is to draw people from a 240-mile radius for conventions and athletic events and help revitalize downtown Springfield. A three-month study, which would take us from plan to pro forma and cost \$20,000 per month, is under consideration; after its completion, a better idea of the operating costs and cost benefits would be known. Many details are still unknown including how it would be managed, operated and maintained.

Action Items

The following items were presented for Board approval:

Personnel Recommendation – Exempt Employees

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

New Hire:

- Nicole Rice, Success Coach/Career Navigator (Grade Level 5) effective 11/18/19.

Promotions:

- Bobbi Mills, Administrative Assistant, Workforce and Business Solutions (Grade Level 4) to Program Coordinator, Workforce and Business Solutions (Grade Level 5) effective 11/18/19
- Taylor Roberts, Grants Writer, Advancement (Grade Level 5) to Grants Development Coordinator (Grade Level 6) effective 10/22/19

Termination:

- Tracy Kohl, Program Manager, Workforce and Business Solutions effective 12/16/19

Impact on students and/or student learning:

- The Success Coach/Career Navigator is responsible for providing select Clark State students who are near completion with support and guidance.
- The Program Coordinator, Workforce and Business Solutions coordinates the scheduling, enrollment and logistics of the workforce noncredit open enrollment trainings, classes, and workshops.
- The Grants Development Coordinator secures external funding for College priorities by identifying grant opportunities, and then researching, writing, organizing and submitting grant proposals to appropriate funding organizations.
- The Program Manager, Workforce and Business Solutions has been restructured to a Business Development Manager, Workforce and Business Solutions responsible for building and managing the contract sales function of the College.

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

Retirements:

- Tom Duffee, Assistant Professor, Health, Human, and Public Services, effective 7/1/20
- Dr. Robert Sweet, Professor, Arts and Sciences, effective 6/1/20

Resignations:

- Ayman Idrees, Associate Professor, Health, Human, and Public Services, effective 1/6/19
- Rebecca Scott, Assistant Professor, Health, Human, and Public Services, effective 12/31/19

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 funded in the 2019-2020 budget.

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

Sabbatical Leave Policy

The Sabbatical Leave Policy, formerly named The Professional Improvement Leave Policy, was updated to provide a seamless and clearer process for full-time faculty and full-time exempt staff who have completed 7-years of continuous service to the College to apply for approval to take leave. The policy is for those individuals who are interested in taking time away from their full-time employment to conduct studies, conduct research, and/or to write. The procedures have been updated (attached), an application has been developed and the language has been updated to be more consistent with other higher

education institutions with a Sabbatical Leave Policy. The last time this policy was approved for a full-time faculty member was over 10 years ago.

3358:5-5-03 Professional Improvement ~~Sabbatical~~ Leave Program Policy

- (A) The Board of Trustees in accordance with the provisions of section 3345.28 of the Revised Code may grant ~~professional improvement~~ sabbatical leave.
- (B) ~~Professional~~ **Sabbatical** leave is granted to provide an opportunity for improved service at ~~Clark State Community College~~ **the College**. Full time exempt staff and instructional faculty may use ~~professional~~ **sabbatical** leave for study, research, professional writing, travel, or other activities recommended by the President of the College and approved by the Board of Trustees.
- (C) The President is directed to establish administrative procedures for the implementation of this policy.

Effective: ~~October 15, 2015~~ **February 1, 2020**

Prior Effective Dates: 12/15/86, 7/1/98, 1/6/03, 3/27/15, **10/15/15**

Impact on students and/or student learning: No impact

Implications for budget, personnel, or other resources: There are no implications for the budget.

It was requested that the Board of Trustees approve the revisions to the Sabbatical Leave Policy (formerly the Professional Improvement Leave Policy) as presented.

Reserves Use for Purchase of Copiers and Printers

For the past six years, we have participated in a consortium with regional colleges and universities to obtain managed print and centralized print services from Xerox. We have been working with Comdoc (Xerox) for the past few months as our agreements expire in February. Comdoc has proposed 72 new devices at a cost of \$249,042 with a monthly maintenance fee of \$5,962 for the next sixty-five months. The cost and service agreement terms were previously negotiated by the state universities.

We will incur a substantial savings by purchasing rather than leasing, by taking advantage of the lower university negotiated costs, and by reducing our number of devices. We will also improve operational efficiencies through the use of newer, standard devices.

Impact on students and/or student learning: Newer, better-featured (color), more efficient and more standard devices will be available to all faculty and students.

Implications for budget, personnel, or other resources: This use of our reserves to invest in new equipment will provide significant financial savings over the past practice of leasing.

It was requested that the Board of Trustees approve the use of \$249,042 of the Equipment allocation in Reserves for the purchase of Xerox printers and copiers.

Multi-Year Budget Planning

A list of revenue and expense changes we expect over the next three years was presented to Trustees prior to the meeting. (Copies are available in the office of the Vice President for Business Affairs.) The approach is to take this year's base budget and add revenue and expenses to that base. Then each year, add the changes from the prior year to the new year's base budget. Therefore, only new obligations will show in the Changes column for each year. The purpose is to help insure our resource base supports our current educational programs and our plans for maintaining and strengthening their quality in the future.

For revenue, enrollment and State Share of Instruction (SSI) projections are increased each year. Enrollment is projected to grow 1% a year. SSI is projected to increase \$200,000, then \$100,000, then stabilize. Tuition is projected to increase next year as authorized in the state biennial budget.

For expense, new obligations are listed each year. New obligations include increases to salary and benefits, strategic initiatives, investment in IT renewal and replacement (R&R), and investment in facilities R&R.

Impact on students and/or student learning: Strategic Planning and budgeting should have a positive impact on students.

Implications for budget, personnel, or other resources: The multi-year financial plan has significant positive implications for budget, personnel and other resources.

It was requested that the Board of Trustees approve a multi-year financial plan to guide the College in setting longer term financial goals.

Vice Chair Ball made a motion to approve the Personnel Recommendations for Exempt Employees and Instructional Faculty; approve the revisions to the Sabbatical Leave Policy (formerly the Professional Improvement Leave Policy) as presented; approve the use of \$249,042 of the Equipment allocation in Reserves for the purchase of Xerox printers and copiers; and approve a multi-year financial plan to guide the college in setting longer-term financial goals. Trustee McDonald seconded, and the motion passed unanimously.

Categories of Employment Policy Revision

The current Categories of Employment policy, specifically, Section C, item 2a concerning multiple-year contracts, states that upon completion of 2 two-year contracts, faculty may be offered a three-year contract. It is being recommended that faculty who hold the rank of Professor have an opportunity to be granted a five-year contract upon meeting specific criteria. The faculty members under consideration for a five-year contract must receive a recommendation from their academic dean, review of previous end of year reports, as well as review of student evaluation of instruction (SEIs), and administrative evaluations.

The move in rank from Instructor to Professor currently takes 14 years, so rewarding those faculty who have achieved this level with a five-year contract will show our appreciation as well as thank them for their dedication and commitment to Clark State.

The proposed changes were approved by Faculty Senate on October 28, 2019, and by Dr. Blondin on January 7, 2020.

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).
- (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 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 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~~ **school** 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. **Faculty that hold the rank of Professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations. All contracts must be approved and 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~~ **school** administrator's recommendations for a multiple-year contract, the 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~~ **school** 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~~ **school**. 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: Students should benefit if the longer contract helps us retain faculty.

Implications for budget, personnel, or other resources: The longer contract should help us retain faculty.

It was requested that the Board of Trustees approve the revision to the Categories of Employment Policy granting faculty that hold the rank of professor the possibility of a five-year contract.

Associate of Applied Science, Addiction and Recovery Services Degree Approval

The Associate of Applied Science in Addiction and Recovery Services (AAS-A & RS) degree is being proposed as a pathway for students who are earning the Peer Recovery Support Specialist certificate (10 hours) and/or the Peer Support/Addiction and Recovery Certificate (26 hours within the degree) who want to increase their knowledge as well as earn additional credit hours in the field. The proposed degree will prepare students to work in the area of Addiction and Recovery with individuals who are overcoming challenges. This proposed degree is another pathway for students who want to work in the field of recovery services where they themselves may have had a “lived experience” recovering from addiction and mental health challenges.

The Associate of Applied Science in Addiction and Recovery Services program was developed by college faculty and has been approved by the appropriate faculty committees. The Ohio Department of Higher Education (ODHE) has established a new process for program approval, therefore the next step in the process is approval of the Board of Trustees. Once approved by the Board of Trustees, our application will be submitted through the new ODHE online portal and notification will be made to the Higher Learning Commission. The online application required for submission in the portal includes course offerings, program sequence, program outcomes, course descriptions, and faculty credentialing.

The AAS-A & RS is anticipated to be available to students beginning in fall 2020 pending final approval from ODHE.

Impact on students and/or student learning: The AAS Addiction and Recovery Services will prepare students for employment as Peer Recovery Supporters and Licensed Addiction Treatment Providers with a variety of agencies in the community, region, and state.

Implications for budget, personnel, or other resources: There will be no salary needed to fund a position, but resources to support this program will be budgeted in the 2020-2021 College budget.

It was requested that the Board of Trustees approve the Associate of Applied Science, Addiction and Recovery Services degree.

Associate of Applied Science, Health Sciences Degree Approval

In an effort to help students interested in health care programs move through their chosen academic program in a timely manner, the Associate of Applied Science in Health Sciences (AAS-HS) degree is being proposed. This proposed degree will be another option for students who are wanting to gain admission into many of our health care programs, and the foundational course work they complete in this degree will be transferable into the limited access programs. The proposed degree also has built-in certificates and suggested courses for students intending to apply to the Registered Nursing program to take. Students who decide to complete this proposed degree will have a variety of career options, including Diagnostic Procedures, Direct Patient Care, Emergency Care, Chemical Dependency, Medical Coding, and Healthcare Management.

The Associate of Applied Science in Health Sciences program was developed by college faculty and has been approved by the appropriate faculty committees. The Ohio Department of Higher Education (ODHE) has established a new process for program approval, therefore the next step in the process is approval of the Board of Trustees. Once approved by the Board of Trustees, our application will be submitted through the new ODHE online portal and notification will be made to the Higher Learning Commission. The online application required for submission in the portal includes course offerings, program sequence, program outcomes, course descriptions, and faculty credentialing.

The AAS-HS is anticipated to be available to students beginning in fall 2020 pending final approval from ODHE.

Impact on students and/or student learning: The AAS in Health Sciences will prepare students for employment in the Diagnostic Procedures (Phlebotomy), Direct Patient Care, Emergency Care, Chemical Dependency, Medical Coding, and Healthcare Management fields. The students will also have an opportunity to earn certificates and be eligible for industry credentials and employment.

Implications for budget, personnel, or other resources: There will be no salary needed to fund a position, but resources to support this program will be budgeted in the 2020-2021 College budget.

It was requested that the Board of Trustees approve the Associate of Applied Science Health Sciences degree.

Trustee Hall made a motion to approve the revision to the Categories of Employment Policy granting faculty that hold the rank of professor the possibility of a five-year contract; approve the Associate of Applied Science, Addiction and Recovery Services degree; and approve the Associate of Applied Science Health Sciences degree. Vice Chair Ball seconded the motion, and it passed unanimously.

Gifts, Prizes and Awards Policy Adoption

The proposed new policy defines when a gift, prize or award is considered financial assistance according to U.S. Department of Education regulations. When gifts, prizes and awards are given to currently enrolled students for the purpose of assisting with the student's educational expenses, it is considered financial aid and must be reported to the Financial Aid office. The proposed policy provides guidance for staff, faculty and students when considering the giving and receiving of gifts, prizes and awards.

Gifts, Prizes and Awards Policy (number to be assigned)

The U.S. Department of Education considers gifts, prizes and awards given to students because of enrollment at a postsecondary institution or for the purpose of aiding a student's study or training as estimated financial assistance.

A gift, prize or award is considered estimated financial assistance if either applies:

- (1) The recipient is required to use the disbursement for education expenses.
For example, a free course is awarded as a prize at an event.
- (2) The recipient must be a current student to receive the gift, prize or award.
For example, a disbursement is made from the Dreamkeepers Emergency Fund to pay for rent or utilities for a student.

Such gifts, prizes or awards in these categories must be reported to the Financial Aid Office within five (5) business days of the distribution. The awarded student must be notified that if accepted, the award may affect their financial aid package.

A gift, prize or award given to a student is not considered financial assistance when the following occurs:

- (1) The recipient is not required to be a student and the contest is open to the community.
For example, a prize is given as a result of a random drawing at a sporting event.
- (2) The prize or award is related to employment. In this case, the prize may be considered compensation.

Effective: February 1, 2020

Impact on students and/or student learning: The award, gift, or prize may affect the student's financial aid package.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to adopt the Gifts, Prizes and Awards Policy as presented, effective February 1, 2020.

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. Theresa Felder, Senior Vice President of Student Success
- Dr. Tiffany Hunter, Vice President of Academic Affairs
- Mr. Larry Wakefield, Vice President of Business Affairs
- Dr. Matt Franz, Vice President of Information Technology and Emergency Management

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.

Resolution for Diversity, Equity and Inclusion

The Board of Trustees has focused on diversity, equity, and inclusion during the past six years. During that timeframe, the Board has developed high-level diversity goals for the President as well as the college as a whole. During the Board's November retreat, Dr. Merrill Irving, Jr., President of Hennepin Technical College in Minnesota, presented on how the College could further commit to equity in student outcomes on campus in a number of ways. The Board discussed and recommended a resolution at the January Board meeting that demonstrates their public commitment to diversity, equity, and inclusion for students.

Resolution of the Clark State Community College Board of Trustees

Whereas, Clark State Community College was established in 1962 to provide higher education access to students; and

Whereas, Clark State's mission is "to engage and empower diverse learners by providing high-quality educational programs and services that emphasize student and community success;" and

Whereas, Clark State's Board of Trustees, administration, faculty, and staff have worked collaboratively to remove barriers to success for all students; and

Whereas, Clark State's Board of Trustees has focused on diversity, equity, and inclusion on campus, including the establishment of college-wide diversity goals; and

Whereas, Clark State created a Diversity Committee to carry out this focus on diversity, equity, and inclusion at the College, including activities and policy recommendations that create a welcoming and inclusive environment that supports and enhances student learning and services; and

Whereas, the Clark State Board of Trustees supports the college-wide Strategic Plan, which states as one of its goals that the College will "facilitate a culture that recognizes, embraces, and reflects the diversity of the communities we serve;" and

Whereas, at the Board of Trustees' retreat in November 2019, the Board called for a resolution in support of diversity, equity, and inclusion efforts at the College; and

Therefore, be it resolved that Clark State Community College, under the leadership of the President, will work with all constituents to develop a diversity, equity, and inclusion plan for the College that includes development of a definition of diversity, equity, and inclusion, implementation of strategies that close the achievement gap for all students and emphasize equity in student outcomes, and identification of best practices for diversity, equity, and inclusion in academic and student affairs programming.

By action of the Board of Trustees on January 21, 2020.

Impact on students and/or student learning: Continued focus on Strategic Planning Goals 3, 4, and 5 to increase student learning outcomes for all students

Implications for budget, personnel, or other resources: The College has funds available for the Diversity Plan in both reserves and the President's Office.

It was requested that the Board of Trustees approve the resolution for diversity/inclusion, as presented.

Trustee McDorman made a motion to adopt the Gifts, Prizes and Awards Policy as presented, effective February 1, 2020; approve the President's recommended line of interim leadership, as presented; and approve the resolution for diversity/inclusion, as presented. Trustee Bell seconded, and the motion passed unanimously.

Report of the President

President Blondin thanked the Board for approving the diversity and inclusion resolution, which was discussed in detail during the Board retreat, noting that it provides the direction the College needs to move forward as a campus. She then deferred to the Faculty, Staff, and Student Senates for updates.

Faculty Senate President Dr. Victoria Marling reported that the faculty are currently reviewing an adjunct faculty online observation form from Dr. Hunter. They recently approved changes made to the all-college committees' bylaws to stagger members' terms and begin election of committee chairs at the end of the current academic year to be effective with the next academic year so they can meet with Dr. Blondin at the beginning of Fall and begin their work sooner. All revised bylaws have been posted to the portal.

Staff Senate President Tracy Yates thanked Board members for their support of the Staff Senate fundraiser, which enabled them to award \$50 gift cards to five students at our various campus locations and to donate \$250 to the Sunshine Fund.

Student Senate President Destini Jones reported that ten different events are being planned for the Spring, and Student Senators and Student Ambassadors are joining forces to work on them and other initiatives. They were able to raise \$80 and a variety of donated items for the Office of Student Support.

President Blondin reported the following:

- She and Board Chair Phillips are presenting at the New Trustee Orientation during the Association of Community Colleges National Legislative Summit in February.
- Toni Overholser and Taylor Roberts are leading the effort to write a \$3 million Department of Defense grant that, among other things, would allow the expansion of College for Kids and Teens into Greene County. Ohio University and SOCHE are partnering with us on this initiative.
- Taylor Roberts is also working to renew the TRIO Program grant.
- Charter Night will be held on Tuesday, February 18, and everyone is encouraged to attend. The young daughter of a staff member will co-host with Dr. Blondin as a “kid president,” and the event will have an academy awards theme. It is black tie optional and should be great fun.
- John Fimiani is working on identifying the value of the Clark State brand across stakeholder groups and may be calling on Trustees to participate in one-on-one interviews. Surveys will be distributed to full-time faculty and staff across campus. Laurie Means and Mellanie Toles are leading this initiative.
- This year’s Serving Our Own through Advancement and Retention (SOAR) participants will travel to Columbus on February 5 to meet with staff from the Ohio Association of Community College and Sean P. Dunn Associates, have lunch with legislators, and visit the legislature.
- Drs. Hunter and Blondin were very pleased to be a part of the Fire Science/EMS Charter Renewal visit on January 17. The program has a 100% pass rate and is the best in the state. The team could not quit singing our praises. She gave kudos to Jeremy Linn, Tom Duffee, and Nikki Smith for all of their excellent efforts.
- Copies of pending legislation that would allow Trustees the ability to call in to Board meeting were distributed to Trustees.

Report of the Board Chair

Chair Phillips commented that he cannot imagine what the Board of Eastern Gateway Community College is going through right now. He noted that he is so thankful we have such great leaders at Clark State who are doing what they are supposed to do and thanked the administrators for their efforts.

Trustees’ Open Forum

There were no comments.

Adjournment

Vice Chair Ball made a motion to adjourn the meeting, and Trustee Evans seconded. The motion passed unanimously, and the meeting adjourned at 6:52 p.m.