



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 17, 2017

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 17, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:15 p.m.

Roll Call:

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

Excused: Jim Doyle

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Michael Cuffman, Assistant Dean of Arts and Sciences; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; Dixie Depew, Controller; David Farrell, Senior Staff Accountant; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Ron Gordon, Dean of Student Support Services; Naomi Louis, Dean of Arts and Sciences; Catie Maher, Director of the Foundation; Laurie Means, Director of Marketing; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Workforce and Business Solutions; Cindra Phillips, Director of Center for Teaching and Learning; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Diana Seaman, Registrar; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean of Enrollment Services; and Antoinette Yancey, Student Records Specialist/Staff Senate President

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves. She also welcomed Anna Seidensticker, who will be the College's new legal counsel, and thanked Jim Miller for all of the support he has given us.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on November 15, 2016. Trustee McDorman made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed unanimously. Trustee Hall made a motion to approve the minutes of the Special Board Meeting held on November 21, 2016, as presented. Trustee Bell seconded the motion, and it passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Thursday, December 8, 2016, at 7:30 a.m. in TLC Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Sharon Evans, Jim Doyle and David Ball; Peg Noonan, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Senior Vice President of Academic Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; Joseph R. Jackson, Vice President for Business Affairs; Larry Wakefield, Interim Vice President for Business Affairs; Matt Franz, Chief Information Officer; and Marvin Nephew, Chief Human Resources Officer.

Agenda items included:

- Introduction of Larry Wakefield, Interim VP for Business Affairs
- November Financial Report
- Campus Master Plan – Consultant Team
- Action Plan for Report on Operational Review of Business Affairs
- Compliance with Department of Labor Overtime Rule
- Update on Capital Projects
- Other Business
- Next Meeting – TBD

Quarterly Financial Reports

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

Revenue

State Share of Instruction (SSI) – The FY 2017 budget is based on course completion (50%), success points (25%) and completion milestones (25%). We are expecting a slight reduction (\$14,828) in our final allocation.

Student Fees – Enrollment for this fiscal year was budgeted based on a 1.4% enrollment increase from FY 2016. Enrollment for Fall Semester is down 1% compared to last Fall Semester.

Workforce Non-Credit Training – Business and Industry training and non-credit continuing education revenues are lagging budget. A large contract ended, but other new contracts are expected to make up part of the difference.

Total revenue is down \$392,551 or less than 1.3%.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget. Public Service is underspent due to a decline in Non-Credit Training.

Total expenses are down \$42,472 or less than 1%.

Auxiliary Enterprises

Bookstore – The year-to-date deficit is expected to become a surplus after all Spring Semester financial aid funds are drawn down.

Commercial Transportation Training Center – The deficit is due to a downturn in enrollment.

Parking and Food Service net surplus/deficits are performing better than budget.

Balance Sheet

Cash is up over \$1.0 million from this time last year. Accounts Receivable are high awaiting payment of Spring fees. Unrestricted Fund balances are up around half a million dollars.

Auxiliaries are also showing an increase in cash and fund balance of around \$275,000.

There is very little change in the other fund.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2016 Board Meeting.

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

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

Statement of Reserve Activity

The beginning balance includes the \$837,000 surplus from FY 2016 operations. Recommendations for Reserve Appropriations were brought to the November Board Finance and Facilities Committee meeting.

Greene Center Quarterly Financial Report

The report, reflecting financial information for the Greene Center through December 31, 2016, was distributed to Trustees prior to the meeting. Revenues are reflecting negative variances to budget as a result of Fall Semester enrollment falling short of budget by 7%. Spring is down by 10% compared to last year. Most expenses are reflecting positive budget variances. The Expenditure variances more than offset the Revenue shortfall.

The Bookstore is showing a deficit of \$187,393, but once student financial aid is applied to students' accounts in January, this will become a surplus.

Budget Timeline 2017-2018

FY 2018 Budget Development Expectations meeting	1/24/17
Budget Advisory Council meets	1/25/17
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/17

Initial revenue projection	2/10/17
Budget Advisory Council meets	2/22/17
Expenditure requests forwarded by budget managers to Controller	3/3/17
Budget assumptions presented to Board Finance and Facilities Committee	TBD (March)
First revision to revenue projection	3/10/17
Expenditure requests forwarded by Controller to Executive Council	3/17/17
Budget Advisory Council meets	3/21/17
Budget Advisory Council meets	TBD (April)
Budget issues presented to Board Finance and Facilities Committee	TBD (April/May)
Second revision to revenue projection	4/14/17
Budget Informative Session	TBD (April)
Budget Advisory Council meets	TBD (May)
Balanced budget reviewed with Board Finance and Facilities Committee	TBD (May)
Board of Trustees action on tuition/fees for 2017-2018	5/16/17
Final balanced budget presented to Board of Trustees for action	6/20/17

Hurley Report Response for Business Affairs

Consultant Rick Hurley visited campus and met with 30-40 faculty, staff and students October 24 – 26. The purpose of this assessment was to provide direction as to how we can better align resources for student success, to be sure that the Business Affairs units are working together with the Academic and Student Affairs units related to promoting student success and that all decisions and interaction with customers are based on what is best for the students/student success. He presented his initial findings/recommendations at the November 15th Board Work Session. This report is a summary of the Business Affairs response.

Opportunities for Improvement in Efficiency:

Observation – A new process should be developed to address students showing up at the Bookstore without financial aid to cover book expenses.

Response – This is being addressed in the long-term (Fall 2017) by implementation of e-Campus Virtual Bookstore. In the mid-term (during Spring 2017), we are implementing Colleague’s Student Finance module, which will make it easier for students to understand their available funds. In the short term, we are screening and assisting students before they enter the Bookstore.

Observation – The purchase order system, check request process and employee mileage reports should be automated.

Response – The purchase order system and check request process are top priorities for the Colleague consultants being hired. The mileage report will be one of the “other automation” choices.

Observation – Consider automating the spreadsheet that compares payrolls person by person.

Response – This will be a top priority for the Colleague consultants “other automation” assignments.

Observation – Consider interface between Colleague and Nebraska Book system.

Response – In the long-term, this is resolved by the implementation of e-Campus Virtual Bookstore. The department supplies interface can be considered as a Colleague consultants “other automation” assignment.

Opportunities for Improvement in Customer Service:

Observation – Consider dropping the bill from student schedule.

Response – Done. The implementation of Colleague’s Student Finance module this Spring should also help improve students’ understanding of their bills.

Observation – Consider solutions to lack of privacy at Cashier’s counter.

Response – We plan to replace the open seating next to the Cashier’s side entrance with a more private furniture/wall arrangement.

Opportunities for Improvement in Administrative Operations:

Observation – Address the in balance in adjunct budget among academic departments.

Response – Academic Affairs has done a better job of monitoring and controlling the adjunct budget this fiscal year. Budget shifts occur throughout the year, and more permanent shifts can occur with the development of the FY 2018 budget.

Observation – Review multiple years of actual expenditures to identify possible sources of re-allocable funds.

Response – A report for the last three fiscal years has been prepared and is under review by Business Affairs and Academic Affairs to identify funds to reallocate in the FY 2018 budget.

Observation – Develop a plan to train the backup to the Payroll Specialist on all payroll functions, not just the regular payroll-by-payroll functions.

Response – Additional training is underway for December 2016 and January 2017.

Observation – Eliminate separate Greene Center financial report.

Response – We agree, but will provide any other financial information the Board of Trustees requests as needed.

Observation – Consider Executive Council presentation of annual budget request to campus Budget Advisory Council.

Response – Changes in the budget process are under discussion. This idea will be considered.

Observation – Add year-to-date actual and percentage data to Board of Trustees financial report.

Response – Done. We will continue to provide the financial information requested by the Board of Trustees.

IT Recommendations:

Observation – Consider review by Ellucian of Colleague functionality.

Response – CampusWorks and more recently Rick Hurley have conducted reviews and made recommendations. Business Affairs staff will be fully involved and committed to working with the Ferrilli consultants in the process of being contracted.

Succession Planning:

Observation – Plan for the retirement of the CFO.

Response – An Interim CFO is in place and the search process has been initiated for a permanent replacement.

Human Resources Update

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

Filled Positions:

- Brian Guthrie, Maintenance Technician (1.0 FTE), effective 11/21/16
- Amy Russell, Academic Support Specialist, Greene Center (1.0 FTE), effective 11/21/16
- Barry Brown, Client Support and Student Services Specialist (1.0 FTE), effective 12/19/16
- Jessica Adams, Interim Instructor, Arts and Sciences (1.0 FTE), effective 1/03/17
- Meghann Guthrie, Night Custodian (1.0 FTE), effective 1/03/17
- Rodney Rhodes, Night Custodian (1.0 FTE), effective 1/03/17
- Kyle Fuchs, Controller (1.0 FTE), effective 1/17/17

Promotions:

- Ronald Gordon, Director, Student Services, promoted to Dean, Student Support Services (1.0 FTE), effective 1/03/17
- Colleen Murphy, Assistant Bookstore Manager, promoted to Director, Bookstore, Dining and Office Services (1.0 FTE), effective 1/03/17
- Travis Binkley, Enrollment Specialist, promoted to Director, Student Services (1.0 FTE), effective 1/03/17

Resignations:

- Carla Boomershine, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Amanda Jones, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Stephanie Spahr, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Jacob Whitt, Instructor, Business and Applied Technologies (1.0 FTE), effective 12/23/16
- Michaela Highmiller, Systems Analyst (1.0 FTE), effective 12/23/16
- Carrie Inmon, Academic Advisor (1.0 FTE), effective 1/12/17

Open/Advertised Positions/Searches/Interviews:

- Success Navigator (1.0 FTE)
- Directed Learning Lab Assistant (1.0 FTE)
- Academic Advisor (1.0 FTE)
- Instructional Faculty, Nurse Aid Program (1.0 FTE)
- Instructional Faculty, Registered Nursing Program – 3 positions (1.0 FTE each)
- Assistant Technical Director (1.0 FTE)
- Enrollment Specialist, Greene Center (1.0 FTE)

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$4.7 million to date. Past Board members and retirees were solicited in December as part of the Family Campaign. The Steering Committee met in November to identify the next set of prospects, and the Foundation staff has been working with potential solicitors over the past month to prepare for the next round.

- The Foundation awarded an additional \$18,480 in scholarships for spring semester. So far this year, we've added three additional scholarship endowments to the Foundation.
- Champion City Scholars (CCS) held a retreat day at Clark State in November, where they participated in an interactive tour of the campus. A short survey was conducted following the activities; of the 100 students who participated, 96% reported that they found the retreat day informative, and 79% responded that they were more interested in attending Clark State after high school.
- As of Thursday, January 5th, 68% of our CCS seniors have submitted a Clark State application for the Fall of 2017. Matthew Ison is working to create an incentive program for them to complete their application along with their FAFSA by March 15th, to ensure that they are prepared for the transition to college.
- Clark State is serving as the lead applicant in partnership with eight other Ohio community colleges for the Ohio Department of Higher Education's Innovation Grant. Our application will focus on developing and implementing a benefit advising system that will connect students with resources to help them fill monetary gaps beyond financial aid through benefits screenings and financial coaching.

Performing Arts Center

- *Ticketing* - We are in our second year with Ticketmaster (TM), and this season we are starting to see its true benefits. TM is a true innovator in the art of selling tickets and two of the biggest benefits are their analytics and marketing tools. Following are some highlights and examples of how we have benefited by using TM:
 - *Customer Relationship Management*: When a person purchases their ticket, they are automatically added to our database, allowing us to engage them with marketing campaigns and view their purchasing trends. We now have an email database of over 8,000 ACTIVE addresses.
 - *Marketing*: One of the most powerful tools TM has is the ability for us to reach over 1,000,000 people in our region, free of charge.
 - *Analytics*: We are able to gather data research in a number of different ways: by event, zip code, personal data and buying-trend. There has been a substantial increase in our online ticket purchasing to 49%, up from around 18%. Four of our events this fall drew ticket sales from purchasers in other states which is a direct result of Ticketmaster. We are now selling tickets to many more people outside of a 40-mile radius. We can drill this down even further.
 - *Best Practices*: Being part of the TM "family", we are on the cutting edge of how tickets are sold and marketed nationally.
- *Added Shows*
 - Vince Gill and the Time Jumpers have been confirmed for Sunday, April 30, 2017. The announcement of the show will be at the end of January with an on-sale date in mid-February.
 - Rick Springfield, February 14, 2017, is already on sale.
- *Project Jericho*
 - The City Commission approved a proposal and contract with Clark County Solid Waste District for a mural on their South facing wall to be executed in May of 2017! Solid Waste District will be providing up to \$5,000 for supplies and all costs associated with equipment needed to reach the top half of the wall.
 - Project Jericho received a grant in the amount of \$12,500 from the Turner Foundation that will contribute to this mural and our 2017 Summer Arts Camp.
 - Project Jericho is continuing work with a local poet and a group of teenagers to form a creative writing group called "Ink Drops." The group meets monthly and is working toward a public poetry performance in the spring of 2017.
 - The 2017 Annual Winter Family Arts Camp, "Wilderness Adventure," is taking place February 7-10 in the LRC. Ten families will work with multiple artists to create artwork for both their homes and a public space inside the Clark County Family Visitation Center.
 - Dayton Contemporary Dance Company (DCDC) is coming for a week-long dance module at both

Hayward Middle School and the Clark County Juvenile Detention Center. We are currently nailing down a week and contract with DCDC.

- During the week of February 27 – March 3, Project Jericho is collaborating with the Springfield Chapter of ZONTA to bring a week-long visual and creative writing program where daughters and mothers will work side-by-side. The focus is about strengthening the relationship between mother and daughter and empowering every female participant. We have a poet, singer/songwriter, Tasha Golden, and glass artist, Gail Christofferson, who will be joining us as the lead artists for this program.
- *Circle of Friends*
 - Save the Date! Circle of Friends will be awarding the Founder's Award this year at a St. Patty's celebration in conjunction with a performance by Danu at the Performing Arts Center on March 11th.
 - The annual appeal letter will be mailed around February 1 and will be sent to all ticket buyers from the past two years, around 2,300 addresses.
 - We will be adding online giving through the Foundation office.
 - At the end of February, an email blast will be sent to roughly 7,000 addresses with a link to our online giving.
- *Exploration and Arts Alive*
 - October 18, 2016: Kennedy Center teaching artist and poet, Glenis Redmond, gave a master class at Clark State with 32 educators from Clark and Champaign Counties.
 - December 16, 2016: Art & Math in the Classroom at the Museum. This was a lecture to help show educators how art can be used to teach math. Fifty-eight educators attended.
 - December 8, 2016: Exploration Series school day show of LION, WITCH AND THE WARDROBE with 1,108 students in attendance.
- *HBC (July 1, 2016 - December 31, 2016)*
 - We are hosting a bridal show on March 4, 2017, to generate additional revenue.
 - Completed a thorough cost-analysis and adjusted rates for next fiscal year as well as implementing competitive alcohol pricing for new events.

Action Items

The following items were presented for Board approval:

Personnel Recommendations ~ Exempt Employees

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

Filled Position:

- Kyle Fuchs, Controller (1.0 FTE), effective 1/17/17

Promotions:

- Ronald Gordon, Director, Student Services, promoted to Dean, Student Support Services (1.0 FTE), effective 1/3/17
- Colleen Murphy, Assistant Bookstore Manager, promoted to Director, Bookstore, Dining and Office Services (1.0 FTE), effective 1/3/17
- Travis Binkley, Enrollment Specialist, promoted to Director, Student Services, Greene Center (1.0 FTE), effective 1/3/17

Resignation:

- Michaela Highmiller, Systems Analyst (1.0 FTE), effective 12/23/16

Impact on students and/or student learning: All of the above positions provide important services to students and/or employees. Vacant positions will be filled.

Implications for budget, personnel, or other resources: Funding for all above personnel actions is included in the 2016-2017 budget.

It was requested that the Board of Trustees move to 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:

Filled Position:

- Jessica Adams, Interim Instructor, Arts and Sciences (1.0 FTE), effective 1/3/17 – 5/11/17

Resignations:

- Carla Boomershine, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Amanda Jones, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Stephanie Spahr, Instructor, Health, Human and Public Services (1.0 FTE), effective 12/14/16
- Jacob Whitt, Instructor, Business and Applied Technologies (1.0 FTE), effective 12/23/16

Impact on students and/or student learning:

- All vacancies occurred at the end of fall semester 2016. All teaching duties are being performed by adjunct instructor or an interim instructor during spring semester 2017.
- All positions will be posted and filled with full-time instructors for fall semester 2017.

Implications for budget, personnel, or other resources:

- All positions are budgeted in the 2016-2017 budget and will be included in the 2017-2018 budget.
- There is a slight savings in the budget for these positions, since four of the five positions are being filled by adjunct faculty for the spring term.

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

Trustee Ball made a motion to approve the personnel recommendations for exempt employees and instructional faculty as presented. Vice Chair Phillips seconded the motion, and it passed unanimously.

Johnny Lytle Statue Memorandum of Understanding

Johnny Dillard Lytle (1932-1995) was a world-famous musician from Springfield, Ohio. Lytle was the son of a trumpeter father and an organist mother, and began playing the drums and piano at an early age. During the late '50s, Lytle played drums for artists such as Ray Charles and Jimmy Witherspoon. He switched to the vibraphone, and formed his first group in 1957 with saxophonist Boots Johnson, organist Milton Harris and drummer William "Peppy" Hinnant. Lytle toured internationally with his band, and recorded many albums. His music has had a profound impact on many musicians, including the vibraphonist Lionel Hampton, who called him "the greatest vibes player in the world."

Clark State Community College was approached by Mike Morris from the Springfield Sculpture Committee, who asked if a sculpture of the famous musician could be sited on the Performing Arts

Center's grounds. This location is an ideal place to recognize Lytle's musical gifts and legacy. As the purpose of the Springfield Sculpture Committee is to provide opportunities for local citizens and visitors to learn about historic community figures and increase community pride, President Blondin strongly recommends this project and its attendant Memorandum of Understanding (MOU) to the Board of Trustees.

(A copy of the MOU is available in the office of the Vice President for Business Affairs.)

Impact on students and/or student learning: The sculpture placement will allow for students and the community to learn about Johnny Lytle's significance and impact on music.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the Johnny Lytle Statue Memorandum of Understanding, as presented.

Trustee McDorman made a motion to approve the Johnny Lytle Statue Memorandum of Understanding, as presented. Trustee Hall seconded, and the motion passed unanimously.

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. Amit Singh, Provost and Senior Vice President of Academic Affairs
- Theresa Felder, Vice President of Student Affairs and Greene Center Operations
- Marvin Nephew, Chief Human Resources Officer

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

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

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

Trustee Bell made a motion to approve the President's recommended line of interim leadership, and Trustee Ball seconded. The motion passed unanimously.

2017-2018 and 2018-2019 College Calendars

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar proposal for 2017-2018 and 2018-2019 was provided for review by the entire campus community and was discussed by appropriate groups including Faculty and Staff Senates as well as the Academic and Executive Councils.

Copies of the proposed calendars were distributed to Trustees prior to the meeting and are available on the portal and in the office of the Provost/Senior Vice President of Academic Affairs.

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the 2017-2018 and 2018-2019 academic calendars as presented.

Trustee Ball made a motion to adopt the 2017-2018 and 2018-2019 college calendars as presented. Trustee Hall seconded the motion, and it passed unanimously.

Performing Arts Center Roof Bid Award

Bids were advertised beginning December 14, 2016, for the Performing Arts Center (PAC) Roof Replacement Project. The bid for this project was for the general contractor. The Engineer's estimate was \$775,000. The bid opening was held January 5, 2017.

The bid tabulations sheet reflecting the bids received was distributed to Trustees prior to the meeting. (A copy of the document is available in the office of the Vice President for Business Affairs.)

We are recommending that the Board accept the low bid of \$674,908 from Kerkan Roofing Inc., of Cincinnati, Ohio.

Impact on students and/or student learning: The College acts as good stewards of public funds by maintaining College facilities to ensure a safe, clean and comfortable learning environment.

Implications for budget, personnel, or other resources: There will be no impact on the General Fund Budget. The project will be funded by a state capital appropriation (Cultural Arts Commission) of \$275,000, a state capital appropriation (2017-2018 Biennial) of \$275,000 and PAC Endowment earnings of up to \$225,000.

It was requested that the Board of Trustees approves the bid award for the Performing Arts Center Roof Replacement to Kerkan Roofing Inc. in the amount of \$674,908.

Trustee McDorman made a motion to approve the bid award for the Performing Arts Center Roof Replacement project to Kerkan Roofing, Inc. in the amount of \$674,908. Trustee Ball seconded, and the motion passed unanimously.

Student Affairs Policy Revisions

In an effort to streamline processes for students and support student success, the following policies are recommended for revision: Graduation Policy, Student Grievance Policy, and Residency Policy.

The Graduation Policy has been amended to reflect the recognition of One-Year Certificates and to reduce the residency requirement from 20 credit hours to 15 credit hours for an associate's degree. The amended policy also reflects the use of auto-graduation to identify and award embedded certificates automatically.

The Student Grievance Policy has been amended to remove the "Process for Disputed Grades." The

process is more appropriately covered in the Student Grievance Procedure.

The Residency Policy revision reflects a change in ownership to align the function with the Student Affairs division.

3358:5-7-05 Graduation Policy

- (A) Clark State Community College awards the following degrees/**certificates**:
- (1) Associate of Arts
 - (2) Associate of Science
 - (3) Associate of Applied Business
 - (4) Associate of Applied Science
 - (5) Associate of Technical Studies
 - (6) **One-Year Certificates**
- (B) To qualify for an associate degree or certificate, a student must pass all required courses for the particular major and must have a cumulative transcript grade point average of at least 2.0. Students in certain majors as specified by the appropriate academic division must have a “C” as a minimum grade in specified courses.
- (C) All students are expected to complete the residency requirement of at least ~~20~~ **15** credit hours of course work at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit Hour System Procedures (procedure number 3358:5-7-03.1), do not count toward the residency requirement.—~~For departmental certificates, a minimum of 50% of the credit hours in the certificate must be earned at Clark State. The 50% may not include any credit equivalencies.~~ **Credit equivalencies may not exceed one half of the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic division dean.**
- (D) Credits earned through credit equivalencies for an individual student shall not exceed one-half the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the dean of the division.
- (E) **Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates he/she does not wish to have the certificate credential awarded.**
- (F) The transcribed graduation date shall be the last official day of the term during which a student completes the course of study.
- (G) The College will hold one ~~or more~~ commencement ~~ceremonies~~ **ceremony in May** of each year.
- (H) The College reserves the right to modify its graduation and other requirements as needed.

Effective: February 1, 2017

Prior Effective Dates: 3/13/78, 7/1/98, 6/17/01, 6/8/06, 5/9/08, 8/20/12, 3/15/15, 10/15/15

3358:5-9-03 Student Grievance Policy

- (A) Clark State Community College recognizes that in the interest of the students it serves, a procedure is necessary whereby students can be assured a prompt, impartial and fair hearing of their grievances. Students who may have a grievance are provided this system to ensure fairness and due process. This procedure shall be available to all students.
- (B) Definitions
- (1) A "grievance" is a complaint involving the violation, interpretation or application of:
 - (a) A College policy;
 - (b) An administrative procedure;
 - (c) An administrative regulation;
 - (d) The violation of individual rights by another student;
 - (e) Alleged discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, veteran status, or other conditions, preferences or behavior.
 - (2) "Working days" are any days from Monday through Friday that the campus is open.
 - (3) A "student" is someone who is enrolled at Clark State Community College at the time of the grievance.

~~(C) — Process for Disputed Grades~~

~~Grades are not grievable. In cases concerning disputes regarding grades, the student should discuss the situation with the faculty member first, then the dean of the division, and then, if still unresolved, appear before the provost and vice president of academic affairs. The decision of the provost and vice president of academic shall be considered final in the cases involving grades.~~

Effective Date: February 1, 2017

Prior Effective Dates: 9/30/78, 2/8/88, 7/1/98, 4/5/99, 12/24/04, 3/27/15, 10/15/15

3358:5-7-06 Residency Policy

It is the intent of the College to be consistent with the state of Ohio Administrative Code in definitions of residency status for students.

- (A) As applied here, the purpose of the Ohio Administrative Code is to exclude from treatment as residents those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
- (B) As an institution of higher education charged with reporting student enrollment to the Ohio Department of Higher Education for state subsidy purposes and assessing the tuition surcharge, Clark State Community College provides individual students with a fair and adequate opportunity to present proof of their Ohio residency for purposes of these rules. The College may require the

submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under these rules.

- (C) A petition for reclassification of residency must be approved by the records office. Such approval must occur prior to the first day of the term for which it is to be effective.

Effective Date: February 1, 2017

Prior Effective Dates: 3/13/78, 7/1/98, 8/20/12, 3/27/15, 10/15/15

(Note: The only change was in ownership from the Provost and Vice President of Academic Affairs to the Vice President of Student Affairs and Greene Center Operations.)

Impact on students and/or student learning: The revised Graduation Policy reduces the number of required Clark State credit hours for graduation and is more in line with the standard for higher education. It also eliminates the paperwork necessary for students to request an earned One-Year Certificate.

Implications for budget, personnel, or other resources: The revised Graduation Policy can potentially lead to higher graduation rates, which positively impacts State Share of Instruction.

It was requested that the Board of Trustees move to adopt the Graduation Policy, the Student Grievance Policy, and the Residency Policy as amended, effective February 1, 2017.

Trustee Hall made a motion to adopt the Graduation Policy, Student Grievance Policy and Residency Policy as amended, effective February 1, 2017. Trustee Bell seconded it, and the motion passed unanimously.

Report of the President

President Blondin indicated that Student Senate President Victoria Peters was unable to stay for the meeting, so she provided a brief update for her. Student Senate is in the process of discussing a tobacco-free campus policy and will conduct a survey about it soon. They are also working on setting up an open forum regarding House Bill 48/Senate Bill 199.

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

Ms. Filicko reported that since the semester just began, Faculty Senate is still working on the items mentioned at the last meeting: revision of Senate and committee bylaws, research on open source materials, training on a new version of our TK20 assessment system, and developing a rubric for portfolio review.

Ms. Yancey indicated that Staff Senate is also just getting started for the semester, so she had nothing new to report.

President Blondin shared the following:

- Clark State has been chosen as one of the six pilot colleges for a study regarding how colleges are doing in terms of the Guided Pathways initiative. Being selected is a nice feather in our cap. Dr. Davis Jenkins will be back on campus March 28 and 29 to meet with a number of individuals.
- Dr. Blondin, Larry Wakefield and Dan Ayars recently met with the Ohio Facilities Commission regarding the design build process for the renovation of Rhodes Hall (RH) and the Applied Science Center (ASC). The first priority of the project is the renovation of the third floor of RH and the first floor of the ASC; second priority is the second floor of RH and the second floor of the ASC. Since we

teach 70% of our credit hours in those buildings, we will be working diligently to update the facilities, which are currently not up to our expectations. The Board will be updated on the selection of the criteria architect soon.

- Franklin University has a number of programs in collaboration with its partners overseas, including a BSN in Nursing offered in Urbana that attracts students from South Korea. In collaboration with Clark State, this would now become a five-year program with the first year devoted to learning English; the second and third years of RN instruction will be provided by Clark State, and then the students would transfer to Franklin to complete their BSN. We will work with a group of 25 students housed at Urbana University. Our Nursing program will be expanded to accommodate this cohort as well as for a few of our local students who do qualify but do not get admitted.
- It is Dr. Blondin's personal goal to do everything possible to mentor faculty and staff on campus, so she has developed the SOAR (Serving Our Own through Advancement and Retention) Leadership Mentoring Program. A handout detailing the program was distributed to Trustees. It was noted that she hopes to select three faculty and three staff members for the program each year.
- The book *Generation X Presidents Leading Community Colleges* containing a chapter on mentoring written by Dr. Blondin will be published and available at the American Association of Community Colleges conference this spring.
- Since we are Bellwether Award finalists, a delegation from the College will attend the Community College Futures Assembly in Orlando at the end of January to deliver a presentation on our manufacturing program. Trustee Doyle will represent the Board of Trustees.
- The Kuss Memorial Concert on April 15th will feature Jim Witter, and our Circle of Friends gala, called a Tribute to Dick and Barbara Kuss, will be held that evening prior to the show. The Founder's Award recipient will be selected this week. Although we are still planning to hold the St. Patty's celebration in conjunction with the Danu performance on March 11th, we received a lot of feedback that people really want a formal gala.
- Copies of the 2016 Efficiency Advisory Committee Report, a white paper regarding the REACH Center project, OACC Budget/Policy Proposals, an overview by OACC regarding the higher education-related provisions in Senate Bill 199/Expansion of Concealed Carry, and a copy of Senate Bill 199 were distributed to Trustees.

Report of the Board Chair

In lieu of a report, Chairperson Evans welcomed comments from Trustees in the Open Forum.

Trustees' Open Forum

Trustee Noonan inquired about the Foundation Liaison report indicating that 68% of our Champion City Scholars seniors have submitted a Clark State application for the fall. Catie Maher noted that Matthew Ison is working to have 100% of the seniors' applications and FAFSAs completed by March 15, so the group is well on its way to reach that goal sooner than March 15.

Executive Session

Vice Chair Phillips made a motion to enter Executive Session to discuss personnel recommendations. Trustee Bell seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:13 p.m.

Trustee Noonan made a motion to exit Executive Session and return to general session at 7:32 p.m. Trustee Hall seconded, and the motion passed 8-0.

Adjournment

Trustee Bell made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:33 p.m.