



## BOARD OF TRUSTEES REGULAR MEETING

**Minutes**  
**May 15, 2018**

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, May 15, 2018. Chairperson Sharon Evans presided and called the meeting to order at 6:23 p.m.

### **Roll Call:**

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

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Director of Student Services, Greene Center/Staff Senate President; Dr. Michael Brown, Interim Vice President of Academic Affairs; Clementine Mesa, student; Dr. Sterling Coleman, Director of Library Services; Mike Cuffman, Assistant Dean of Arts and Sciences; Brian Edwards, Dean of Health, Human and Public Services; Dr. Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Amanda Ferryman, Student Senator and Student Ambassador; Dr. Matt Franz, Vice President of Information Technology; Kyle Fuchs, Controller; Ron Gordon, Dean of Enrollment Services; Karen Hunt, Clark State Foundation Alumni Engagement/Annual Fund Coordinator; Natalie Johnson, Director of Academic Affairs, Greene Center; Naomi Louis, Dean of Arts and Sciences; Laurie Means, Executive Director of Marketing; Kathy Nelson, Staff Accountant; Toni Overholser, Director of Workforce and Business Solutions; Cindra Phillips, Director of the Center for Teaching and Learning; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Charles Strecker, Assistant Professor, Arts and Sciences/Staff Senator; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nina Wiley, Dean of Student Engagement and Support Services; and Mia Yaniko, Assistant Attorney General – Education Section, Ohio Attorney General’s Office

### **Recognition of Guests**

Chairperson Evans welcomed guests and asked them to introduce themselves. Chair Evans noted that this is Dr. Singh’s last meeting with us before he leaves to begin his presidency at Edmonds Community College in Lynnwood, Washington. She wished him much success in his new role, noting that he will be missed.

### **Public Comment**

There were no public comments.

## **Student Success Story**

Nina Wiley introduced Clementine Mesa, an international student on an F-1 student visa from the Democratic Republic of Congo who transferred here in Fall 2017. She noted that Ms. Mesa joined the women's basketball team midseason after never having played before and received an award at the recent Athletic Banquet for maintaining a 4.0 grade point average.

Ms. Mesa shared that Clark State has changed her life. She was living in the northwestern United States previously, but her family moved to Springfield, and her father told her that everyone talked about Clark State and encouraged her to apply. After going online and finding that the enrollment deadline had already passed, she was discouraged, but after a heartwarming welcome from Nina Wiley, she found that it was not too late. Soon she happily received her acceptance letter and came back to campus for orientation, placement testing and classes. Ms. Mesa stated that she talked about joining the basketball team to get involved on campus, even though she had never played before, and was surprised to be accepted midseason; she thanked Ms. Wiley and Justin McCulla for their encouragement and support. She also has a job on campus, which she loves, and she loves her professors, who she finds to be flexible, kind and professional. Ms. Mesa was shocked and pleased to receive a letter from Provost Singh and a commendation from Senator Hackett for being on the Dean's list. She also received a basketball scholarship for next academic year, which she was not expecting, and she will serve as a Student Ambassador. She ended her talk by saying that she is happy for so many firsts in her life happening here at Clark State...the career she wants, and the degree she needs...and she hopes that God blesses Clark State.

Chair Evans thanked Ms. Mesa for her very entertaining story and wished her much success.

## **Approval of Minutes**

Chairperson Evans asked for a motion to approve the minutes of the Regular Board Meeting held on April 17, 2018. Trustee Bell made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.

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

The Board Finance and Facilities Committee met on Wednesday, May 9, at 7:30 a.m. in the Sara T. Landess Building, Room 113. Those present included: Andy Bell, Committee Chair; Committee Members Dave Ball, Jim Doyle, Peggy Noonan and Brad Phillips; Sharon Evans, Board Chair; Dr. Blondin, President; Dr. Singh, Provost and Sr. Vice President for Academic Affairs; Dr. Theresa Felder, Vice President for Student Affairs and Greene Center Operations; Dr. Matt Franz, Vice President of Information Technology; Larry Wakefield, Interim Vice President for Business Affairs; Adele Adkins, Executive Director, Performing Arts Center; Laurie Means, Executive Director, Marketing; Karen Hunt, Alumni Engagement & Annual Fund Coordinator/Interim Foundation Supervisor; Susan Kelly, Recorder. Agenda items included:

- e-Campus Presentation
- Alternative Healthcare Presentation (EMS)
- Monthly Financial Report
- Enrollment Discussion
- Projected Year End Surplus Discussion
- Draft FY 2019 Budget Discussion
- Career Services Plan (Career Advantage Fee)
- Healthcare Initiative Update (Student Health Fee)
- Performing Arts Center Dimmer and Carpet Status

- VPBA Search Update
- LED Lighting Retrofit Project Status
- Other Business
- Next Meeting – Wednesday, June 6, 2018, at 7:30 a.m. – LRC Room 320

### **Financial Statements through April 2018**

A report detailing the Revenues and Expenses through April 30<sup>th</sup> was distributed to Trustees prior to the meeting. It was noted that the first column reflected the original FY 2017-2018 Annual Budget.

State Share of Instruction reflects the most recent projection from the Ohio Department of Higher Education. The FY 2018 budget is based on course completion (50%), success points (25%) and completion milestones (25%). We received a slight increase (\$28,431) in our final allocation.

Student Fee Revenue represents Fall and Spring Semester through April 30<sup>th</sup>. We are down around \$519,000 for the fiscal year. This is consistent with how we projected in previous months; however, we are looking toward additional Summer revenue that will decrease this deficit somewhat.

Workforce Non-Credit Training revenue is exceeding budget. At the end of April, the revenue has exceeded the annual budget.

Performing Arts Center revenue is also exceeding the annual budget.

The expense budgets show no significant overages. Total expenditures are under budget by function and object. The expenses are under budget more than enough to offset the revenue deficit. In particular, the General Expenses show actuals significantly under budget, primarily due to budgeted contingencies we don't plan to use.

The Bookstore continues to show a deficit due to the e-Campus initiative. We have initiated a comprehensive review of their operations and interactions with e-Campus to address the deficit over the long term.

Commercial Transportation Training Center shows a surplus. Parking shows a surplus ahead of last year; however, their expenses will pick up in the Summer.

### **Performing Arts Center Endowment Report**

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 03/31/18:

|   |             |
|---|-------------|
| Investment @ Cost (2002 - 2004)                               | \$1,267,243 |
| Interest Earnings (June 2002 to present)                      | \$1,137,500 |
| Commonfund Management Fees (June 2002 to present)             | \$(77,357)  |
| Foundation Management Fee (2007 to present)                   | \$(158,409) |
| Transfer to College for Hollenbeck-Bayley Center (June 2012)  | \$(220,000) |
| Expenditures for Performing Arts Center (Aug 2009 to present) | \$(230,047) |
| Market Gain/(Loss) (June 2002 to present)                     | \$171,074   |

|   |             |
|---|-------------|
| Balance 03/31/18                        | \$1,890,004 |
| Quarterly (Jan-Mar) Rate of Return      | -1.24%      |
| Barclays Aggregate Bond Index (Jan-Mar) | -1.46%      |
| December Return                         | 0.55%       |
| Barclays Aggregate Bond Index (Mar)     | 0.64%       |

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Kelso Morrill from The Commonfund met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on March 21, 2018, and reviewed fund performance, asset allocation, and answered questions the Committee had.

### **Human Resources Update**

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

#### *Filled Positions:*

- Paige Kiley, Financial Aid Specialist (1.0 FTE), effective 5/14/18
- Caleb Coffee, Physical Plant (1.0 FTE), effective 4/27/18
- James Ballard, Physical Plant (1.0 FTE), effective 4/27/18
- Robert Carson, Physical Plant (1.0 FTE), effective 4/27/18
- M. Cathy Tagg, Administrative Assistant to the Dean, Business and Applied Technologies (FTE 1.0), effective 4/16/18

#### *Resignations:*

- Brian Seeger, Success Coach, Student Affairs (.60 FTE), effective 5/30/18
- Jennifer Boyd, Instructional Designer, Academic Affairs (1.0 FTE), effective 5/11/18
- Emily Brentlinger, Admissions Specialist, Student Affairs (1.0 FTE), effective 4/19/18

#### *Open/Advertised Positions:*

- Assistant Dean, Advising Services (1.0 FTE)
- Associate Dean, Greene County Campuses (1.0 FTE)
- Administrative Support, Arts and Sciences and Business and Applied Technologies (1.0 FTE)
- Administrative Assistant, Workforce and Business Solutions (1.0 FTE)
- Admissions Specialist (1.0 FTE)
- Admissions Specialist, College Credit Plus (1.0 FTE)

### **Rhodes Hall Renovation Project Update**

An Information Item was presented to the Board on September 17, 2017, about the award of the Rhodes Hall (RH)/Applied Science Center (ASC) Design/Bid Construction contract to Elford and initial activity. Since that time, bi-weekly meetings have been held with the Project Team to finalize the scope, complete the design, establish the schedule, agree upon the specifications, bid the project and determine the Guaranteed Maximum Price (GMP). Some value engineering and scope deletion occurred to bring the

project within budget. Some items are bid alternatives that might be fundable with savings in contingencies. The GMP for a total of \$4,336,028 was finalized and signed April 12. Construction is scheduled to begin May 16 (after the end of Spring Semester) and be substantially complete August 10 (before the start of Fall Semester). Project meetings will start occurring weekly with the initiation of the construction phase of the project.

In the meantime, the FY 2019 – 2020 Capital Budget has been approved and included an additional \$2,562,895 for RH/ASC. We have begun discussions with the OFCC and Elford about how to make the best use of these funds as soon as possible.

### **ACCT Presentation Proposal Submissions**

Each year the Association of Community College Trustees (ACCT) holds an annual Leadership Congress. The ACCT Leadership Congress is scheduled for 24-27 October 2018 in New York City. Clark State is included in two presentation proposals that are under consideration. Sharon Evans, Clark State Board Chair, has sent a letter of support on behalf of each proposal. The proposals are:

- “One State’s Collective Push Toward Guided Pathways” with Sharon Evans, Clark State Board of Trustees’ Chair; Kevin Boys, Southern State President; Doreen Larson, Edison State President; Jo Alice Blondin, Clark State President; Laura Rittner, Director of the Ohio Association of Community Colleges (OACC) Student Success Center; and Hana Lahr, Community College Research Center at Columbia University

Description: Amidst a competitive performance funding system, Ohio’s 23 community colleges have joined together through the OACC Student Success Center to implement guided pathways to boost college persistence and completion. Hear from college presidents, trustees, and state and national experts on early progress.

- “Concealed Weapons on Campus: Policy, Research, and Implementation” with Peggy Noonan, Clark State Board of Trustees; Dr. Daniel Barwick, Independence (KS) Community College President; Jo Alice Blondin, Clark State President; and Dr. Matt Franz, Vice President for Information Technology and Safety

Description: Over the last several years, there has been an unprecedented push to modify legislation allowing concealed firearms on campuses across the nation. Boards and CEOs have been challenged to research, develop, and implement or revise their concealed carry policy. Join a discussion exploring this ever-evolving, national issue.

### **Graduation Recap 2018**

We received many positive comments regarding this year’s ceremonies. There were 327 students who participated in the graduation ceremonies, which is an 8% increase over last year. Because tickets were no longer required, there was also a significant increase in guests.

The brass quintet was once again excellent, and Tamika Purce, Clark State student, did an outstanding job performing the National Anthem. Students were recognized for their outstanding academic achievements and their participation in student activities and organizations.

We had two student speakers this year. Kelita Evans delivered an inspiring speech during the first ceremony. She graduated with an Associate’s degree in criminal justice and plans to further her education at a four-year institution. Kelita wants to work closely with troubled juveniles and plans to eventually become a lawyer. Katherine Godfrey spoke at the second ceremony. Katherine is a junior at Tecumseh

high school and is currently in the College Credit Plus program. She graduated with an Associate of Arts degree at 16 years old. She plans to attend law school and earn her doctor of law degree.

Johnne Heard and Randy Kapp were recognized as distinguished alumni, which was the first of what will become an annual event at graduation. They also inducted the fifth group of graduates into the alumni association. The Foundation will continue to engage this group throughout the year.

Dr. Blondin ended each ceremony by awarding a graduate with an iPad, which was very exciting and fun for the students.

Dr. Blondin hosted a brunch between the ceremonies, which was attended by faculty, staff, Trustees, and special guests. It was very much appreciated and a great opportunity to celebrate the end of the school year and the success of the graduates.

Chair Evans noted that during the second ceremony, it was fabulous to see that a junior at Tecumseh High School graduated with her associate's degree before graduating high school.

## **Liaison Reports**

### Clark State Foundation

- The Major Gifts Campaign has raised \$11,100,527 million to date.
- Because the Dash grant ends soon, an ad-hoc committee has been established to look into future portfolio rebalancing to support the Emergency Fund.
- Graduation recognition: At the 9:30 a.m. ceremony, Johnne Heard will be recognized as a Rising Alumnus, and at the 12:30 p.m. ceremony, Randy Kapp will be recognized as a Distinguished Alumnus.
- The new date for the Golf Fundraiser is Tuesday, May 22, 2018, at the Urbana Country Club. Proceeds will benefit the Champaign County Scholars.
- The scholarship application cycle closed on April 16<sup>th</sup>, with 372 eligible applications received for review compared with 149 the previous round.
- Champion City Scholars end-of-year activities and tasks are ongoing. Discussions continue with representatives from Clark Shawnee and Tecumseh Local school districts regarding expanding the program in Clark County.
- Karen Hunt has been promoted to Assistant Director of the Foundation.

### Performing Arts Center

- The annual Circle of Friends gala was held on April 21, 2018, and John Landess was given the Founder's Award. The dinner netted \$14,199.77.
- Details regarding the 2018 – 2019 25<sup>th</sup> anniversary season were distributed to Trustees; the season will be announced to the public at the end of June.

## **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 recommendation for exempt employees are being presented to the Board of Trustees for formal approval:

*Resignation:*

- Kyle Fuchs, Controller, Business Affairs (1.0 FTE), effective 6/29/18

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: Funding for all above personnel actions is in 2018-2019 budget.

It was requested that the Board of Trustees approve the personnel recommendation 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:

*Termination:*

- Evelyn Naegele, Associate Professor, Health, Human and Public Services (1.0 FTE), effective 4/13/18

*Retirement:*

- Grace Zartman, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 6/1/18

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: Funding for all above personnel actions is in the 2018-2019 budget.

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

***Trustee Doyle made a motion to approve the Personnel Recommendations for Exempt Employees and Instructional Faculty as presented. Trustee Ball seconded the motion, and it passed unanimously via a roll call vote.***

***Performing Arts Center – Carpet Bid Approval, Advance Funding and Endowment Earnings Expenditure***

The Performing Arts Center (PAC) will celebrate its 25<sup>th</sup> Anniversary next year. Several renewal and replacement issues must be addressed to ensure it remains a first rate venue for citizens in our region. The state's capital budget and PAC endowment earnings funded a roof replacement last year.

The FY 2019-2020 state capital budget includes \$400,000 for additional PAC upgrades. The first priority was to replace the lighting controls (approved in March). The second priority is to replace the carpet. The capital funds will not be available until after July 1 and the work needs to occur this summer. Therefore, we have obtained state approval and are requesting Board approval to use campus reserve funds to initiate the project. We will seek reimbursement from state capital funds as soon as the project is complete.

We also need the Board to approve the awarding of the bid for the carpet vendor. Invitations to bid were issued on April 11 to six vendors. Bids were due back on April 20. Two responses were received, four declining to bid and two with compliant bids, Fazio and Weiffenboch Marble and Tile. We recommend accepting the low bid of \$172,160 from Fazio over the higher bid of \$190,305 from Weiffenboch.

Further, because the state funding is not adequate for both the lighting controls and the carpet, we need to use PAC Endowment earnings for the difference of \$53,532.82.

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

Implications for budget, personnel, or other resources: There should be no long-term impact on the General Fund Budget. We will be reimbursed from the state for \$118,627.18. The remaining \$53,532.82 will be funded by the PAC Endowment earnings.

It was requested that the Board of Trustees authorize the expenditure of \$172,160 (out of Reserves to be reimbursed from state capital funds) for replacement of the PAC carpet, approves the bid award to Fazio, and authorizes the use of PAC Endowment earnings for the balance needed to complete the carpet order.

*Trustee McDorman made a motion to authorize the expenditure of \$172,160 (out of Reserves to be reimbursed from state capital funds) for replacement of the PAC carpet, approve the bid award to Fazio, and authorize the use of PAC Endowment earnings for the balance needed to complete the carpet order. Trustee Bell seconded, and the motion passed unanimously via a roll call vote.*

### *Smoke-Free Environment/Alternative Nicotine Products Policy Revision*

The Board of Trustees previously approved a Smoke-Free Environment/Alternative Nicotine Products Policy. The following revision eliminates the exception for areas away from building entrances, but adds exception for patrons of the Performing Arts Center complex. The update also allows smoking in personal vehicles parked on campus.

### **3358:5-13-03 Smoke-Free Environment/Alternative Nicotine Products**

- (A) Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes.
- (B) Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to, chewing, smoking, absorbing, dissolving, or inhaling; **excluding chewing gum or patch.**
- (C) The Board of Trustees of Clark State Community College, in an effort to protect the health, safety and welfare of students, employees, and visitors to the College, prohibits smoking and the use of alternative nicotine products **on all campuses in all buildings, in the areas immediately adjacent to building entrances and in other enclosed areas owned or leased by the College and in all vehicles owned or leased by the College pursuant to chapter 3794 of the Revised Code. Smoking and use of tobacco products by patrons (not employees) is allowed in designated areas that are within fifty feet of the Performing Arts Center Complex.**
- (C) **Smoking or use of tobacco products is strictly prohibited on campus property except smoking is allowed in personal vehicles parked on campus owned property, but subject to landlord policies on rented space.** ~~The Board of Trustees of Clark State Community College also prohibits the use of alternative nicotine products in all College owned buildings and College owned vehicles.~~
- (D) The implementation and administration of this policy shall be under the direction of the College ~~President~~ **vice president for business affairs.**



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

**Prior Effective Dates:** 10/26/87, 6/21/93, 7/1/98, 10/28/05, 2/1/07, 8/20/12, 11/19/13, 3/27/15, **10/15/15**

Impact on students and/or student learning: A smoke-free environment is in the best interest of our faculty, staff and students, both from a health perspective and for the learning environment.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised Smoke-Free Environment/Alternative Nicotine Products Policy as presented.

***Trustee Hall made a motion to approve the revised Smoke-Free Environment/Alternative Nicotine Products Policy as presented. Trustee Phillips seconded, and the motion passed via a roll call vote (8 yes votes and 1 abstention [Ball]).***

### ***Determining Allowable Cost and Cash Management, Grants and Contracts Policies and Business Affairs Policy Updates***

Due to reorganizations and title changes across the College and in preparation of HLC review, all policies were recently reviewed by each department head to determine if any additions, changes, or deletions were necessary.

Each area developed a spreadsheet detailing the changes made to their respective policies. The Board had previously consented to minor policy changes to update titles and departments without specific Board approval.

The following Business Affairs policies have minor changes, as detailed on a spreadsheet distributed to Trustees prior to the meeting:

- Asset Protection Policy
- Crisis Response Plan
- Equipment Inventory Control Policy
- Financial Reporting Policy
- Food, Beverage and Other Amenities Purchase Policy
- Key Control Policy
- Mobile Emergency Response Plan (MERP)
- Post-Issuance Compliance Policy
- Public Records Policy
- Use and Ownership of Employees' Personal Work Products

The policies that required substantive changes follow for Board review:

- Communicable Disease Policy
- Public Use of College Outdoor Areas Policy

Also, two new policies were developed per recommendation from our audit firm. They include:

- Determining Allowable Cost Policy
- Cash Management, Grants and Contracts Policy

### 3358:5-13-15 Communicable Disease Policy

- (A) Clark State Community College shall make every attempt to allow their employees and students to work or attend classes providing they are physically and mentally capable and, if in doing so, they do not impose an increased risk to their own health or the health of others.
- (B) The College shall not utilize the HIV antibody test in decisions regarding recruitment and/or retention of its students or employees. Any individual known to have a disease classified as communicable and who presents a significant risk of disease transmission through casual contact with other employees and students shall be restricted from attending work or class until they are no longer able to transmit the disease.
- (C) **Any individual known to have a disease classified as communicable and who presents a significant risk of disease transmission through casual contact with other employees and students shall be restricted from attending work or class until they are no longer able to transmit the disease.**
- (D) Employees or students infected with diseases that are transmitted through close contact must properly govern their behavior in light of known disease transmission and based on current medical knowledge. Any individual whose behavior endangers others shall be **counseled**, isolated, or removed from the campus **after consultation with the College Counselor, the Behavioral Intervention Team, and/or law enforcement** by the campus police department. The decision to restrict or exclude any individual will be rendered on a case-by-case basis using medically based judgments to insure the welfare of the **individual, the College**, and the entire campus community.
- (E) The College is committed to maintaining a safe and healthy work environment for all employees and students. The College also recognizes its obligation to maintain the confidentiality of any and all medical information and will only disclose such information where required by state or federal law. The College shall not tolerate harassment or other forms of discrimination against employees or students with communicable or life threatening diseases.

**Effective: June 1, 2018** October 15, 2015

**Prior Effective Dates:** 11/5/04, 3/18/15, **10/15/15**

### 3358:5-11-09 Public Use of College Outdoor Areas Policy

- (A) The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:
  - (1) Fostering free speech, assembly and other expressive activities on College property by all persons, whether or not they are affiliated with the College.
  - (2) Maintaining an appropriate educational and work environment for all persons present on College property, including but not limited to students, faculty, employees, customers and visitors.
  - (3) Maintaining the personal security of all persons present on College property and protecting the property of the College and of persons present on College property.

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and

employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This Policy does not apply to use of College facilities and grounds for official events sponsored by the College.

Expressive activities carried out under this Policy shall not be considered to be speech made by, on behalf of, or endorsed by the College.

This Policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) Outdoor areas of campus generally available for use:

- (1) General Access – Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Leffel Lane, downtown Springfield and Greene Center campuses except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official College event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

**When assessing a request to reserve campus facilities or outdoor areas, the College will not consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's or College employee's expression, the College shall take steps to ensure public safety while allowing the expressive activity to continue.**

- (2) Outreach Centers – The College's Outreach Centers (currently located at Ohio Hi-Point, Miami Valley CTC, Greene County Career Center, South High School, Springfield-Clark CTC, Urbana University, Avetec and ATIC) are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College; therefore, no publicly-accessible outdoor areas are available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.
- (3) Large Groups – Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the College's Vice President for Business Affairs at least ~~two (2) business days~~ **one week (more notice may be required)** before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person

who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. ~~Security and clean-up costs will not be charged to the person or group.~~

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

- (C) Student Use – In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the **Sr. Vice President for Student Success Affairs**. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this Policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

- (D) Bulletin Boards – The College provides indoor bulletin boards for the purpose of posting materials. Because of the limited space available, posted material may be no larger than 8-1/2 x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the Bulletin Boards.

(E) Prohibited Activities

- (1) Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations is prohibited. Examples include but are not limited to excessive noise, impeding vehicle or pedestrian traffic, **an event larger than the venue can handle, a clear threat to public safety**, and conduct otherwise unlawful.
- (2) No activity may damage College property. Prohibited actions include but are not limited to driving stakes or poles into the ground, hammering nails into buildings, and attaching anything to sidewalks, paved areas, or any part of any building, structure or fixture (except the designated bulletin boards).
- (3) **Deadly weapons are prohibited unless otherwise protected by state law.**
- (4) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any areas is prohibited.

- (F) Enforcement – Local law enforcement shall enforce the provisions of this Policy.

Any person who violates Section E of this Policy may be subject to an order to leave College property. Employees in violation of this Policy may be subject to discipline, up to and including termination.

- (G) **Property Damage – During an event, the student, student organization, or College employee requesting the reservation is responsible for preserving and maintaining the facility or reserved area. If the event causes any damage to those facilities or areas, the sponsoring person(s) or organization (and its officers, if applicable) shall assume responsibility.**
- (H) **Speech in violation of law will not be protected under this policy.**
- (I) Dispute Resolution – Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College’s **Sr. Vice President for Student Success Affairs**.
- (J) Procedures – The President may adopt procedures to administer this Policy.

**Effective: June 1, 2018** October 15, 2015

**Prior Effective Dates:** 2/27/88, 7/1/98/, 11/8/02, 3/27/15, **10/15/15**

#### **Determining Allowable Cost Policy** (policy number to be assigned)

The purpose of this policy is to ensure federal funds received by Clark State Community College are spent only on allowable activities in accordance with CFR Part 200 Subpart E – Cost Principles, other special terms or conditions of the grant award, and/or other applicable state and federal guidelines. The College is committed to ensuring that all expenditures are appropriate and are conducted in accordance with sponsor terms and conditions as well as regulations. The Business Office has the authority to approve or reject expenditures based on allow-ability and reasonableness.

The Federal Government is the largest sponsor of externally funded activity at Clark State Community College. The cost principles relating to expenditures on federal awards are contained in the Office of Management of Budget’s (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Final Rule (Uniform Guidance). These cost principles require that any expense charged to a federally sponsored project be reasonable and necessary, allocable, consistently treated, and conform to any limits or exclusions set forth in Uniform Guidance or the terms and conditions of the award. In addition, individual awards may include special terms and conditions, which must be considered before allocating certain costs to the award.

This document outlines the general procedure for determining allowable costs on federally sponsored awards. The goal of this document is to provide clear guidance as to what costs constitute appropriate expenses to sponsored projects as well as to achieve consistency in expensing practices across Clark State Community College.

All employees who are involved with the administration of sponsored agreements should be familiar with this policy. This includes business administrators and departmental sponsored project administrators, deans, chairs, principal investigators and other research personnel who are involved with sponsored awards.

- (A) Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under federal awards and most other grant-sponsored programs:
  - (1) The cost must be necessary and reasonable for the performance of the federal award or sponsored agreement and it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- (2) The cost must be allocable to a particular project when it has a direct benefit and can be directly attributable to the project or activity being performed.
  - (3) The cost must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the College.
  - (4) The cost is consistently treated when used in like circumstances (i.e., as direct or indirect costs).
  - (5) The cost must be allowed by Clark State Community College policy, sponsor policies, and costs conform to any limitations or exclusions set forth by §200.403 principles or are identified in the federal award.
- (B) A cost is reasonable if the nature of the goods or services acquired or applied, and the amount involved, reflect the action that a *prudent person* would have taken under the prevailing circumstances when the decision to incur the cost was made. Important consideration in determining the reasonableness of costs are:
- (1) Is the cost of a type generally recognized as necessary for the operation of the College or the performance of the sponsored project?
  - (2) Have the restraints or requirements imposed by such factors as federal and state laws and regulations, sponsored agreement terms and conditions, and arm's-length bargaining been satisfied?
  - (3) Have the individuals concerned acted with due prudence in the circumstances, considering their responsibilities of the institution, its employees, its students, the government, and the public at large?
  - (4) Is the extent of the actions taken with respect to the incurrence of the costs (i.e., hiring decision, choice of goods or services, determination of salary or price, vendor selection, etc.) consistent with established Clark State Community College policies and practices applicable to the work of the institution generally, including sponsored projects?
- (C) A cost is allocable to a particular cost objective (i.e., a specific function, project, sponsored agreement, department, or the like) if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. Every incurred cost must have a direct benefit to the sponsored project being charged. In general, a cost is allocable to a particular sponsored project if it fulfills one of the following conditions:
- (1) It is incurred solely to advance the work under the sponsored agreement; or
  - (2) it benefits both the sponsored agreement and other work of the College, in proportions that can be approximated through use of reasonable methods; or
  - (3) it is necessary to the overall operation of the College and, in light of the principles provided in OMB Uniform Guidance, is deemed assignable in part to sponsored projects.
- (D) If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost should be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because

of the interrelationship of the work involved, then the costs may be allocated or transferred to benefited college departments/projects on any reasonable basis as established by grant guidelines.

- (E) In the rare instances in which a proper cost allocation cannot ultimately be determined using any reasonable methods, the cost may be charged to a single sponsored project.
- (F) Where the purchase of equipment or other capital items is specifically authorized under a sponsored agreement, the amounts thus authorized for such purchases are assignable to the sponsored agreement regardless of the use that may subsequently be made of the equipment or other capital items involved.
- (G) Any costs allocable to a particular sponsored agreement under the standards provided in OMB Uniform Guidance may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.
- (H) Any costs allocable to activities sponsored by industry, foreign governments, or other sponsors may not be shifted to federally sponsored agreements.
- (I) Applicable Laws, Regulations, and Guidance
  - (1) CFR Part 200 Subpart E

Effective: June 1, 2018

### **Cash Management, Grant and Contracts Policy** (policy number to be assigned)

Clark State Community College receives external funding from various sources for grants and contracts, with the largest source being the Federal Government. The College will comply with Federal regulations including those from the Office of Management and Budget (OMB's 2 CFR 200 Uniform Administrative Requirements), and the Electronic Funds Transfer Act (15 U.S.C. 1693-1693r). Cost Principles and Audit Requirements will be adhered to as specified in any governmental award.

Clark State Community College requires complying with the College's policies and procedures as well as the grant's and contract's terms and conditions, and any regulations regarding the charging and reporting of costs on the award(s).

Clark State Community College will provide accurate, timely, and complete disclosure of the financial results of grants and contracts. Timely recording of transactions required and final reporting of required reporting and closeout requirements.

The purpose of this policy is to provide guidance for the monitoring and collection of cash and accounts receivable on sponsored awards in accordance with federal and other non-federal sponsor requirements. The objective is to ensure consistent and timely processing of grant and contract revenues as well as reducing the College's exposure to delinquent or uncollected funds.

This policy applies to all grants and contracts and must be followed by all individuals involved operationally or in administering grants and contracts on behalf of the College.

- (A) Standards for Cash Advance Payment Method

- (1) The drawdown reimbursement request mechanism is preferred over the payment-in-advance mechanism for receiving grant/contract award payments. Drawdown requests for cash reimbursement of allowable grant expenditures will be as determined by the grant agency or the Business Office monthly, unless an alternative longer interval is specified and permitted under a specific grant award.
- (2) Drawdown reimbursement requests must be substantiated by sufficient support to justify the request, including general ledger reporting that reconciles (1) recorded grant expenditures and (2) recorded grant revenues to (3) the drawdown amount requested.
- (3) Clark State Community College shall make timely payment to contractors in accordance with contract provisions.
- (4) Clark State Community College shall account for all receipts, obligations, and expenditures of grant and contract funds.
- (5) Advance payments will be deposited and maintained in insured accounts whenever possible.
- (6) Advance payments will be interest-bearing accounts unless the following apply:
  - (a) The best reasonable available, interest-bearing account would not meet required guidelines as noted in the grants and contracts;
  - (b) The depository would require an average or minimum balance so high that it would not be feasible within expected federal and non-federal cash resources;
  - (c) The banking system prohibits the type interest-bearing requirement in the grants and contracts.

Pursuant to federal law and regulations, Clark State Community College may retain interest earned for administrative costs as allowed. Any additional interest earned on advance payments deposited in interest-bearing accounts must be remitted according to the government contract as prescribed in the grant and contract and federal law. Remittances shall include pertinent information of the payee and nature of the payment.

(B) Applicable Laws, Regulations, and Guidance

- (1) 2 C.F.R. 200.305

Effective: June 1, 2018

Impact on students and/or student learning: The policy review and update was an important exercise to ensure that all information contained therein is up-to-date and accurate. These policy changes are important for students, as well as faculty and staff, because they need to reflect how the College operates.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the new and revised policies listed above, as presented.

***Trustee Doyle made a motion to approve the new and revised Business Affairs policies listed above as presented. Trustee Hall seconded, and the motion passed unanimously via a roll call vote.***



## ***Review of College Policies Policy***

Below please find a policy detailing the review of Clark State's policies. This policy has been added as a best practice to ensure that Clark State is reviewing its policies comprehensively and transparently with campus stakeholders and the Board of Trustees.

### **Review of College Policies Policy (policy number to be assigned)**

The President's Office is responsible for periodically reviewing college policies with the owners of the policy. When applicable, the shared governance system shall be utilized to ensure campus-wide input on policies that affect faculty and staff. Policies shall be reviewed every three years with any necessary changes presented to the Board of Trustees for action at the June Board meeting, starting in 2020. Updates between review periods may also be necessary to respond to changes in applicable law or business practices.

The following considerations will be made when policies are reviewed:

1. Continued and ongoing need for the policy.
2. Mission fulfillment.
3. Clarity and effectiveness.
4. Alignment with the law and/or best practices.
5. Effective and sustained implementation.

**Effective:** June 1, 2018

Impact on students and/or student learning: Policy review is necessary in order to be responsive to changes in the law, business operations, or academic matters. Policy changes and additions can have a direct impact on student learning.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the Review of College Policies Policy as presented.

### ***Board Operations Policies Revision Recommendations***

In order for the Board Operations policies to align with current practices, minor revisions are being recommended for the following policies:

- Political Candidates and Issues (typo correction only)
- Board of Trustees Regular Meetings and Executive Sessions
- Contracting Authority Resolution
- Annual Board Planning Cycle
- Board Evaluation
- Board Annual Calendar
- Financial Condition

### **3358:5-1-02 Political Candidates and Issues**

- (A) It shall be the policy of Clark State Community College not to endorse political candidates nor to take positions on political issues, except when direct community college interests prevail.

- (B) Clark State Community College will not take a position on any matter of political or public controversy; however, college facilities may be utilized for political forums by individual candidates for the public purpose.
- (C) An individual or group of the College is free to take a position on any matter but expression of that position must be taken in such a way that it is not being carried on by or in the name of the College.
- (D) Personal letters of statements of the staff, faculty, or student body may not use the mantle of the College's name to support or gain wider circulation of their views.

**Effective: June 1, 2018** ~~May 21, 2013~~

**Prior Effective Dates:** 3/13/78, 7/1/98, **5/21/13**

### **3358:5-1-03 Board of Trustees Regular Meetings and Executive Sessions**

- (A) Pursuant to section 121.22 of the Revised Code as amended by Amended Substitute Senate Bill 74 of the 111th General Assembly and by Amended Substitute Senate Bill 150 of the 117th General Assembly, the Board of Trustees of Clark State Community College reaffirms its policy of taking all official action in public meetings and of conducting deliberation of official business in open sessions unless the subject matter is specifically excepted by law.
- (B) A duplicated calendar of regularly scheduled meetings noting the date, time, and place of such meetings is and shall continue to be available to all persons requesting a copy. In addition, the **Regular Board Meeting calendar** ~~announcement of each regular meeting~~ is continuously posted on bulletin boards in the building housing the Office of the Board **and on the College's website**. Tentative agendas are available upon individual request to the Secretary of the Board of Trustees five **business** days prior to the scheduled meeting. Any person may, upon request for notification of all meetings at which specifically identified public business is to be discussed and upon payment of a reasonable fee which the Board may establish, obtain reasonable advance notification of all such meetings provided such person makes the request in writing, ~~and encloses a self-addressed stamped envelope~~.
- (C) The date, time, place, and purpose of special meetings will normally be announced at the preceding regular meeting. With the exception of an emergency requiring official action, no less than 24 hours advanced notice will be given to news media that have requested notification. In emergency situations, requesting news media will be informed immediately by the Secretary of the Board.
- (D) The Board of Trustees reserves to its discretion the holding of executive sessions at regular and/or special meetings only after a majority of a quorum of the Board of Trustees determines, by a roll call vote, to hold such a session and only for the sole purpose of the consideration of any of the following matters:
  - (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, or to investigate charges or complaints against an employee, unless such employee requests a public hearing. The motion and vote by the Board of Trustees to hold an executive session pursuant to this paragraph shall state which one or more of the approved purposes listed in this paragraph are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at such meeting.
  - (2) To consider the purchase of property or the sale of property by competitive bidding.

- (3) To confer with the Board's attorney concerning disputes that are the subject of pending or imminent court action.
  - (4) To prepare for, conduct, or review negotiations ~~or bargaining sessions~~ with employees concerning their compensation or other terms and conditions of their employment.
  - (5) To maintain confidentiality required by federal law, rules, or state statute.
  - (6) To discuss security arrangements where disclosure might reveal information that could be used for the purpose of violating the law, or avoiding prosecution for a violation of the law.
- (E) If the Board of Trustees holds an executive session to consider any of the matters listed in paragraphs (D)(1) to (D)(6) above, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those paragraphs are to be considered at the executive session.

**Effective: June 1, 2018** ~~July 1, 1998~~  
**Prior Effective Dates: 6/29/88, 7/1/98**

### **3358:5-1-07 Contracting Authority Resolution**

- (A) The President of Clark State Community College, or his/her designee appointed in writing, is authorized to execute and deliver, in the name of, on behalf of, and as the act of the College, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing as may be authorized for execution and delivery by the Board of Trustees of the College.
- (B) The President of Clark State Community College, in addition to ~~the Vice President of Advancement~~ ~~and~~ the Vice President of Business Affairs, is authorized to receive and accept (federal and other) grant awards and subsequent amendments on behalf of the College.
- (C) Upon request of a contracting party, the secretary of the Board of Trustees of the College may certify to the requesting party the adoption and existence of these resolutions.
- (D) The authority conferred to the President of the College or his/her designee by these resolutions shall remain in full force and effect until revoked or modified by the Board of Trustees of the College in writing.

**Effective: June 1, 2018** ~~August 26, 2014~~  
**Prior Effective Dates: 5/30/03, 05/21/13, 8/26/14**

### **3358:5-1-17 Annual Board Planning Cycle**

- (A) To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which:
  - (1) Completes a **review of the strategic plan** ~~re-exploration of ends policies~~ annually, and
  - (2) Continually improves its performance through attention to Board education and to enriched input and deliberation.

- (B) Education, input and deliberation will receive the highest priority in structuring the series of meetings and other Board activities during the year.

**Effective: June 1, 2018** ~~October 14, 2002~~

**Prior Effective Dates: 10/14/02** ~~n/a~~

### **3358:5-1-18 Board Evaluation**

The Board will evaluate:

- (A) Board Policies – Board governance policies will be reviewed and updated as necessary.
- (B) Board Governance Process – The Board will evaluate its compliance with the governance process and the Board-President relationship policies.
- (C) Board and Presidential Annual Goals – The Board will review Board, College, and presidential goals annually. Presidential goals are derived from College goals.
- (D) Presidential Performance – The Board will review and evaluate the President’s performance at the May **or June** Board meeting.

**Effective: June 1, 2018** ~~October 14, 2002~~

**Prior Effective Dates: 10/14/02** ~~None~~

### **3358:5-1-19 Board Annual Calendar**

- (A) Each calendar year, a Board annual calendar shall be developed.
- (B) The calendar shall be approved by the Board at the reorganization meeting in January and posted in the **LRC and on the Board of Trustees page on the College’s website** ~~Library Resource Center~~.

**Effective: June 1, 2018** ~~October 14, 2002~~

**Prior Effective Dates: 10/14/02** ~~None~~

### **3358:5-1-29 Financial Condition**

- (A) The President shall administer the Board-approved budget without material deviation and shall strive to strengthen the College's financial condition.
- (B) Accordingly, the President shall not:
  - (1) Expend more funds than the Board-approved budget.
  - (2) Use money from reserve funds not provided for in the current allocation plan.
  - (3) Allow cash-on-hand to fall below that amount necessary to meet payrolls and other financial obligations in a timely manner.
  - (4) Fail to inform the Board if College revenue falls below the amount stated in current budget.
  - (5) Knowingly allow government-mandated payments or filings to be overdue or inaccurately filed.

- (6) Allow the reserve funds to fall below a reasonable level. A target of 15% of the operating budget has been established for reserve funds.
- (7) Permit any purchase of equipment, supplies or services in excess of \$25,000 without receiving proper quotes and/or bids as required by the Ohio Revised Code. The College's internal regulations will be followed for any purchases falling below \$25,000.
- (8) Permit any contract for improvements (renovation/new construction) in excess of **\$100,000** ~~\$25,000~~ without **the solicitation of informal competitive pricing or a more** ~~receiving~~ formal competitive pricing through an Invitation to Bid, **which shall be offered to** ~~Improvements of \$50,000 or less shall require the solicitation of informal competitive pricing from~~ selected providers.
- (9) Allow a composite score of less than 2.50 for two consecutive years using the standard set of measures as determined by the Ohio Board of Regents and contained in Senate Bill 6.
- (10) Permit the expenditure of money or making of any contract unless there is attached thereto a certificate of the fiscal officer in compliance with Chapter 3358.06 of the Revised Code and division (D)(1) of Chapter 5705.41 of the Revised Code.

**Effective: June 1, 2018** ~~May 21, 2013~~

**Prior Effective Dates:** 10/14/02, 5/30/03, 12/31/03, 1/1/04, 10/24/06, 6/19/12, **5/21/13**

Impact on students and/or student learning: The policy review and update was an important exercise to ensure that all information contained therein is up-to-date and accurate. These policy changes are important for students, as well as faculty and staff, because they need to reflect how the College operates.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised policies listed above, as presented.

*Trustee Doyle made a motion to approve the Review of College Policies Policy and the revised Board Operations policies listed above as presented. Vice Chair Phillips seconded the motion, and it passed unanimously via a roll call vote.*

### ***Textbook Purchasing Policy and Academic Affairs Policy Revisions***

The State of Ohio passed the following textbook purchasing policy in 2017:

#### **3345.025 Textbook Selection Policy**

“The Board of Trustees of each state institution of higher education as defined in section 3345.011 of the Revised Code shall adopt a textbook selection policy for faculty to follow in selecting and assigning textbooks and other instructional materials for use in courses offered by the institution. The policy shall include faculty responsibilities and actions faculty may take in selecting and assigning textbooks and other instructional materials.”

As a result, Academic Affairs, in cooperation with the Academic Deans and Faculty Senate, is proposing the Textbook Purchasing Policy, as per the above State policy:

## **Textbook Purchasing Policy** (policy number to be assigned)

### A. Selection Procedure

1. Textbooks will be adopted and ordered via the approved vendor. All textbook adoptions shall be posted in accordance with the approved vendor's timelines.
2. Lead faculty members, in consultation with discipline faculty, will make textbook recommendations to Coordinators for each course.
3. Upon adoption of a textbook, the textbook shall remain in use for not less than two academic years.
4. Faculty shall make every effort to adopt textbooks that provide students with multiple purchasing options to decrease student cost. These options may include, but are not limited to, e-books, rentals, loose leaf editions, and Open Educational Resources (OERs).
5. Faculty members shall make every effort to use all items contained in textbook/resource bundles.
6. Faculty may not directly sell or rent textbooks to students.
7. Textbook adoptions will be made in accordance with Clark State's Teaching and Learning Principles and best practices within each discipline.
8. To utilize a textbook or other material which is authored by faculty and the sale of which results in a royalty being paid to the faculty member, then the textbook/material may only be adopted if a majority of the other discipline faculty consent to the use of the textbook or material. In instances where the faculty author is the only full-time faculty member within a discipline, the Division Dean must approve the use of the textbook or other material authored by the faculty member.

### B. Discontinuance Policy

1. All textbook adoptions shall remain in use for no less than two academic years. If this is not possible due to an urgent or unavoidable issue, permission for a new adoption must be granted by the faculty member's Academic/Division Dean.
2. Faculty members may not require students to purchase additional textbook materials and/or bundles that have not been preapproved for the course.
3. No new textbook adoptions shall be permitted mid-year, without the approval of the faculty member's Academic/Division Dean. Textbook edition changes may be permitted mid-year.
4. Faculty may not sell faculty textbook copies to book buyers.

**Effective:** June 1, 2018

Also a spreadsheet detailing minor revisions to the following Academic Affairs policies was distributed to Trustees prior to the meeting:

- Continuing Education Policy
- Credit Hour System Policy

- Faculty Load and Overload Policy
- Faculty Promotion Policy
- Faculty Salary Administration Policy
- Faculty-Student Relations Policy
- Field Trip Policy
- Food and Drink in the Classroom Policy
- Prior Learning Assessment Policies

Impact on students and/or student learning: This policy will help to reduce textbook costs for students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the new and revised Academic Affairs policies as presented.

### ***Student Affairs Policy Revisions***

During the policy review process, minor revisions were made to the following policies:

- Admissions Policy
- Graduation Policy
- Student Activity Programs Policy
- Student Grievance Policy

Each policy follows, with revisions notated.

### **3358:5-7-07 Admissions Policy**

- (A) Clark State Community College is committed to providing each student with the maximum opportunity to develop and learn. As such, we adhere to an open admissions policy.
- (B) Admission to the College is offered to all applicants who are high school transcribed graduates or possess GED equivalent, to applicants at least 18 years of age who have met the established placement testing score or equivalent ACT or SAT scores, and to applicants eligible to participate in the various special programs offered at the College.
- (C) Admission to the College does not ensure admission to a particular program of study. Some academic programs have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the admissions office for specific information.
- (D) For some students, additional coursework in science, mathematics and English may be needed prior to enrollment in certain courses and programs. Such coursework is determined through a review of a student's past academic record or through the placement test.
- (E) Clark State admits students in the following enrollment categories:
- (1) High school students seeking to enroll in the College Credit Plus program.
  - (2) High school students seeking to enroll at Clark State while in high school but who are not enrolled in the College Credit Plus program.

- (3) High school graduates and adults who possess GED equivalency and have no prior College experience.
  - (4) Non high school graduates without a GED over 18 years of age who have met the established placement testing scores.
  - (5) Students transferring to Clark State who have attended or are attending another College.
  - (6) International student admission.
  - (7) Mature citizens program **for residents of Ohio.**
- (F) Students shall be considered officially admitted when a completed admissions application is entered into the College's data system.

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

**Prior Effective Dates:** 3/13/78, 3/23/90, 6/6/92, 7/1/90, 8/1/99, 5/26/00, 5/4/07, 8/20/12, 3/18/15, **10/10/15**

### **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 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. 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~~ commencement ~~ceremony~~ in May of each year **and as needed**.
- (H) The College reserves the right to modify its graduation and other requirements as needed.

**Effective:** ~~March 24, 2017~~ **June 1, 2018**

**Prior Effective Dates:** 3/13/78, 7/1/98, 6/17/01, 6/8/06, 5/9/08, 8/20/12, 3/15/15, 10/23/15, 2/24/17, 3/24/17

### **3358:5-9-11 Student Activity Programs Policy**

- (A) A student activity program and proper accounting procedures are essential to the effective operation of the College.
- (B) The following policies shall be adopted for the administration of such funds.
  - (1) Administration
    - (a) These policies apply to all on-campus programs involving the receipt and disbursement of monies.
    - (b) The dean of student **engagement and** support services is responsible for the general administration and management of all activities and funds for student activities.
  - (2) Criteria for Approval of Activities
    - (a) The activity contributes directly to the educational, civic, social, or ethical development of the student involved.
    - (b) Student participation does not require special qualifications of race, creed, or national origin.
    - (c) The activity does not involve excessive cost to the individual or the College, nor does it exploit the individual or College for commercial purposes.
    - (d) The activity does not place excessive time demands on the staff or participants.
    - (e) The activity is under College oversight with evidence of proper planning.
    - (f) No activity shall be maintained without a responsible **staff or** faculty advisor.

- (3) Fiscal Management of Funds
  - (a) The dean of student **engagement and** support services is the authorized agent or co-agent in the letting of any contract for the supply of goods or services for the activity/program.
  - (b) The custodian of individual accounts shall be required to maintain records as prescribed by the board-appointed treasurer.
  - (c) Vendors shall be selected solely upon the basis of price, the quality of goods, and the amount of services rendered. Monetary contributions, gifts, or items of value are not to be required, offered, or received.

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

**Prior Effective Dates:** 1/28/78, 7/1/98, 7/6/04, 3/27/15, **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.~~
  - (2) A "student" is someone who is enrolled at Clark State Community College at the time of the grievance.
  - (3) An "advocate" is an informal, neutral and confidential resource who provides assistance to students in exploring options to resolve problems, complaints and conflicts. An "advocate" serves as a resource for students who seek guidance on policies and procedures.

**Effective:** ~~February 24, 2017~~ **June 1, 2018**

**Prior Effective Dates:** 9/30/78, 2/8/88, 7/1/98, 4/5/99, 12/24/04, 3/27/15, 10/23/15, **2/24/17**

Impact on students and/or student learning: The revised policies reflect a change in title and minor verbiage changes.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to adopt the policies as revised, effective June 1, 2018.

### ***Information Technology Policy Revisions***

It is important to continuously update policy to align with current industry and technology needs and regulations. As such, there are minor changes needed to the policies below.

The following information technology policies have minor changes, as detailed in a spreadsheet distributed to Trustees prior to the meeting:

- Information Security Policy
- Responsible Use of Technology Policy

Impact on students and/or student learning: The policy modifications will ensure consistent policy language with current industry regulations and best practices.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised policies listed above as presented.

### ***Branding and Website Policies and Marketing Policy Revisions***

The newly developed Branding Policy authorizes use of the Clark State brand to the Marketing office to generate or increase awareness. Branding is an important element in the overall marketing strategy of the College. The Branding policy will protect the brand from unauthorized use.

#### **Branding Policy** (policy number to be assigned)

- (A) The Clark State Community College branding policy establishes styles for font, color and images as well as logo, word marks and taglines for all College promotional materials.
- (B) All promotional or informational materials that represent Clark State Community College to prospective students, currently enrolled students and the public must be branded and produced by the Marketing Office. Exceptions include academic course material and official correspondence on college stationery.
- (C) The Marketing Office will provide the Clark State Community College logo to external agencies for use in partnership or sponsorship materials. The branding style guide will accompany the artwork.

**Effective:** June 1, 2018

The new Website Policy defines the Clark State website as a primary recruitment tool and authorizes the Marketing office to administer the structure, design, and layout. The Website Policy protects against unauthorized use of the domain name and the use of unlawful or harmful content.

## **Website Policy** (policy number to be assigned)

- (A) The Clark State Community College website serves primarily as a recruitment tool that allows faculty and staff to promote educational opportunities and activities to prospective students, but additionally provides information to faculty, staff, students, alumni and friends.
- (B) Clark State web pages are college publications, as well as sources for campus-wide information. The executive director of marketing oversees the structure and development of Clark State websites and determines guidelines for consistent design and writing style of all Clark State web pages.
- (C) Clark State does not grant unique domain names that are not a variation of the *clarkstate.edu* domain.
- (D) Registering domain names (outside the *clarkstate.edu* domain) that point to Clark State IP (Internet Protocol) addresses is prohibited.
- (E) The College reserves the right to remove from the Clark State web server any page found to be in violation of the law, college policies, interests or that is detrimental to performance of the web server or the network.
- (F) The College will adhere to the web accessibility standards as set by the Architectural and Transportation Barriers Compliance Board as part of Section 508 of the Rehabilitation Act of 1973.

**Effective:** June 1, 2018

The following marketing policies have minor changes, as detailed in a spreadsheet that was distributed to Trustees prior to the meeting:

- Media Communications Policy
- Social Media Policy
- Public Records Policy

Impact on students and/or student learning: The new policies developed will assist the Marketing office to present a consistent and unified image of the College to prospective students, current students, faculty, staff and the community.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the new and revised policies listed above as presented.

## ***Foundation Policy Revisions***

During the policy review process, minor revisions were made to the following policies, as noted on a spreadsheet distributed to Trustees prior to the meeting:

- Foundation-College Board Relationship
- Grant Proposal Development
- Scholarship Program
- Solicitations/Sales Policy

Impact on students and/or student learning: The revised policies reflect a change in title only and do not impact students or student learning.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the revised policies listed above as presented.

*Trustee Noonan made a motion to approve the new and revised Academic Affairs policies, the revised Student Affairs policies, the revised Information Technology policies, the new and revised Marketing policies, and the revised Foundation policies as presented. Trustee Hall seconded, and the motion passed unanimously via a roll call vote.*

## **Report of the President**

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

Staff Senate President Travis Binkley reported that the Senate is working on filling all-college committee membership positions for next year. Staff Senate elections are completed, and a meeting will be held in early June with all outgoing and incoming members to ensure a smooth transition.

Student Senator and Ambassador Amanda Ferryman reported that the Senate is currently planning what they will be doing in the fall to increase student involvement at each campus. They are interviewing for Student Ambassadors and trying to attract and retain new Senators. She thanked the Board and administration for holding two commencement ceremonies, which allowed her extended family to attend, and the group congratulated her on graduating.

Faculty Senator Dr. Charles Strecker commented that the two graduation ceremonies were terrific events, and many around him were pleased with them and the ability to have so many family members attend. He reported that faculty are preparing for either summer school or summer vacation, and Rhodes Hall was closed up last Friday so the remodeling project can begin. Faculty committees met this week and last; plans were made to study new technologies that can be used in the flipped classroom. Dr. Strecker noted that the faculty reading club will read "What Best Professors Do" and discuss it in the fall.

President Blondin reported the following:

- Higher Learning Commission Staff Liaison Dr. Linnea Stinson will be on campus to speak to faculty and staff during Fall Convocation on Monday, August 13. Afterward a special luncheon meeting will be held with her and the Board of Trustees, during which she will discuss what to expect during our accreditation visit.
- President Blondin will be attending the National Association of Workforce Development Professionals conference in Phoenix next week to deliver a presentation with Greater Springfield Chamber Workforce Development Director Amy Donahoe regarding how we collaborate between higher education, K-12, the Chamber of Commerce and business and industry.
- The Greater Springfield Chamber of Commerce is hosting a special meeting with representatives from Marion Technical College, Marion City Schools, Clark State, and Springfield City Schools to discuss how Marion has increased their college going and graduation rates through College Credit Plus. She is looking forward to a very positive meeting and thanked the Chamber for hosting.
- President Blondin and Business and Applied Technologies Dean Aimee Belanger-Haas attended a meeting regarding the Applied Baccalaureate degree at the Ohio Department of Higher Education (ODHE) last week. She shared a letter from Chancellor Carey to Dr. Larry Dosser at Universal Technology Corporation, which indicated that he was impressed with the level of support of Clark State's program in the community and workforce, and that it is incumbent on the ODHE to ensure that

the process is thorough and all criteria is met. Dr. Blondin indicated that she is hoping all criteria is met, and she will keep the Board in the loop on this.

- President Blondin will be receiving a commendation from Springfield City Police Chief Graf for all of the work we have done with the Springfield Police Department. She noted that Dr. Singh should receive the award for all of his efforts.

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

Chairperson Evans commented that graduation was fantastic, and she enjoyed doing Facebook Live with President Blondin. They talked to one student who had twenty guests in attendance.

### **Trustees' Open Forum**

No comments were made.

### **Executive Session ~ Employment and Compensation for a Public Employee**

Trustee Hall made a motion to enter Executive Session to discuss employment and compensation for a public employee. Trustee Phillips seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 6:59 p.m.

Trustee Noonan made a motion to exit Executive Session and return to regular session at 7:55 p.m. Trustee Bell seconded, and the motion passed 9-0.

### **Adjournment**

Trustee McDorman made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 8:00 p.m.