

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
June 19, 2012

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, June 19, 2012. Chairman Andy Bell presided and called the meeting to order at 6:36 p.m.

Roll Call: Present: Sharon Evans, Bill Mercurio, Peggy Noonan, Brad Phillips, Élise Spriggs, Chairman Andy Bell, and President Rafinski

Excused: Heather Corbin, Jim Doyle, and Heather Tiefenthaler

Others Present: Cynthia Applin, Director of Institutional Research and Planning; Jane Cape, Dean of Business and Applied Technologies; Dixie Depew, Controller; Barb Deschappelles, Executive Director of Information Technology; David Devier, Vice President of Academic and Student Affairs; Jim Franks, Executive Director/Dean of Corporate and Public Services; Joe Jackson, Vice President for Business Affairs; Marvin Nephew, Director of Human Resources; Sheila Ross, Academic Counselor, Student Support Services/Staff Senator; Mellanie Toles, Assistant to the President; and Kathy Wilcox, Dean of Health and Human Services

Recognition of Guests

Chairman Bell welcomed the guests, and President Rafinski introduced them.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Bell asked for a motion to approve the minutes of the Regular Meeting held on May 15, 2012. Trustee Evans made a motion to approve the minutes as presented. Trustee Mercurio seconded, and the motion passed unanimously.

Presentation

Dr. Karen Rafinski, President, delivered a presentation regarding Trustee Orientation. She reported that Lakeland Community College received a grant to develop a trustee orientation manual for the nation; this document has been altered for Ohio and is now available on the Ohio Association of Community Colleges' website.

President Rafinski provided a brief overview of the document, which was distributed to all Trustees. She noted that when Clark State welcomes new Trustees to the Board, one-on-one orientation sessions are held with them. She also noted that this new manual will be used as a tool during those sessions in the future.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, June 5, 2012, at 4:00 p.m. in the TLC Boardroom. Present were Committee Chair Heather Corbin; Committee members Jim Doyle (via phone), Peggy Noonan and Brad Phillips; Board Chair Andy Bell; President Karen Rafinski; and Vice President Joe Jackson.

Agenda items included:

- Architect/Engineer Recommendation for Student Success Center Project
- FY 2012-2013 General Fund and Auxiliary Fund Budget Recommendation
- Reserve Spending Recommendation for Equipment for New Academic Programs
- Real Estate
- Purchasing Policy Revision
- Equipment Inventory Control Policy Revision
- Next Meeting Date

Minutes of the meeting have been distributed to all Trustees. The next meeting date is to be determined.

Board Human Resources Committee Report

The Board Human Resources Committee met on Monday, May 21, at 7:30 a.m. in the TLC Boardroom. Present were Committee Chair Peggy Noonan; Committee members Heather Corbin, Sharon Evans, and Élise Spriggs; Trustee Jim Doyle; and President Karen Rafinski.

The meeting was called to order by Chair Peg Noonan at 7:30 a.m. A motion was made to enter into Executive Session to discuss personnel matters by Heather Corbin; it was seconded by Sharon Evans, and passed unanimously.

A motion was made by Sharon Evans to exit Executive Session at 8:34 a.m. It was seconded by Heather Corbin, and passed unanimously.

No action was taken, and the meeting adjourned at 8:35 a.m.

Human Resources Update

Filled Positions:

Non-Exempt:

- *Charmaine Misick*, Administrative Assistant to the Dean, Business and Applied Technologies, (1.0 FTE), effective June 4, 2012
- *Christel Borden*, Customer Service Specialist, Student Support Services, (.50 FTE), effective May 29, 2012
- *Henrietta Jones*, Administrative Assistant to the Dean, Arts and Sciences, (1.0 FTE), effective May 29, 2012
- *Jennifer Slone*, Office Services Clerk, (1.0 FTE), effective June 4, 2012
- *Kathleen Day*, Bookstore Specialist, (1.0 FTE), effective June 4, 2012
- *Linda Warren*, Administrative Support to the Dean, Business and Applied Technologies, (.50 FTE), effective June 11, 2012

Exempt:

- *Carrie Inmon*, Academic Advisor, Student Support Services, (1.0FTE), effective June 11, 2012

Instructional Faculty:

- *Paula Rice*, Full-time Instructor, State Tested Nursing Program, effective August 13, 2012
- *Lisa Crispin*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Grace Zartman*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Violet Clayton*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Judith Stickel*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Melissa Holmes*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Janice Bruns*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012

Promotions:

Exempt:

- *Brendan Greaney*, from Disability Specialist, (.75 FTE) to Success Center Specialist, Greene Center, (1.0 FTE), effective July 1, 2012

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Admissions Specialist (1.0 FTE)
- Bookstore Clerk, Greene Center (1.0 FTE)
- Technical Services and Systems Librarian (1.0 FTE)
- Project Jericho and Education Specialist (1.0 FTE)
- Administrative Assistant, WIB, Area 7 (1.0 FTE)
- Maintenance Technician (1.0 FTE)
- Institutional Research Specialist (1.0 FTE)
- Disability Specialist (.75 FTE)

Exempt:

- Application Developer, System Administrator (1.0 FTE)
- Head Custodian (1.0 FTE)
- Director, Library Services (1.0 FTE)
- Manager, Online Learning and Instructional Resources (1.0 FTE)
- Academic Coordinator (.75 FTE)

Instructional Faculty:

- Instructional Faculty, Political Science/Geography/Economics (1.0 FTE)
- Instructional Faculty, Register Nursing, Mental Health (1.0 FTE)

Graduation Recap 2012

After graduation each year, we attempt to do a “recap” of our graduation ceremony and to make suggestions of things that we might do to improve or change the ceremony for the next year. We received many positive comments regarding this year’s ceremony. The brass quintet was once again excellent, and Scott Dawson and KickVocal provided a wonderful rendition of the National Anthem as well as a song written especially for this year’s graduating class.

Bruce Matthews, Freelance Court Reporter, gave a sincere message to the graduates about future pursuits of the goals in their lives and always taking the time to stop and help others. Our student speakers, both Donald Wheeler and Nickolous Black, made excellent presentations and clearly touched the heart of the audience and their fellow classmates.

This year's graduation was different in that we held two graduation ceremonies (one at 8:30 and one at 10:30 a.m.) on June 9th. The only complaint that was heard was that it took longer than expected to disburse the 8:30 audience and graduates after the ceremony, and the 10:30 ceremony then had to be moved to 10:45.

Just as a point of interest, we have collected the following data in regard to students who chose to attend or not attend the graduation. Of those students who indicated on their Petition to Graduate form that they would attend graduation, 106 did not pick up tickets. This was a 23% no show rate, which is less than previous years.

We would appreciate any input the Board may wish to present at this time to assist us in our evaluation and planning for next year.

Liaison Reports

Clark State Foundation/Circle of Friends

- The Foundation fund balance as of February 29, 2012, is \$12.8 million.
- Our first Champion City Scholars have graduated from Clark State! Three of them walked across the stage, including Richard Brewton, who was the young man on our poster during the major gifts campaign.
- Foundation scholarships for the 2012-13 academic year are now being awarded. We are using a separate awards process for nursing scholarships because we have more than \$100,000 to award in that major. Randy Kapp, Larry Landess, Lynn McLaughlin, and Hans Wagner are retiring from the Foundation Board in June due to term limits. We are in the process of identifying new board members, including representation from outside Clark County.
- Plans continue for the Circle of Friends gala on Saturday, October 13, honoring Dr. and Mrs. Pavlatos and featuring The Four Babes. The entire event will be held, appropriately, in the Pavlatos Grand Hall.

Council of Governments

- Director Kimble is working on a new vision statement for the Center. She is also working on marketing the Center and branding its name with an informative recruiting brochure slated to be completed in July.
- Center enrollment is at 87% of capacity, and staffing levels are adequate at this time.
- The FY13 budget is \$410,000, significantly reduced since the funding of Early Learning Initiative (ELI) revenue was not realized three years ago.
- A cost-sharing plan was devised to share some expenses between Clark State and Springfield-Clark CTC.
- Board members completed a Conflict of Interest form to meet auditing standards.

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 Rafinski, the following recommendations for exempt employees are being presented to the Board of Trustees for formal approval:

New Hires: (1)

- *Carrie Inmon*, Academic Advisor, Student Support Services, (1.0 FTE), effective June 11, 2012

Promotions: (1)

- *Brendan Greaney*, from non-exempt, Disability Specialist (.75 FTE) to exempt, Success Center Specialist, Greene Center, (1.0 FTE), effective July 1, 2012

Impact on students and/or student learning:

- Academic Advisor, Student Support Services has a direct impact on select students receiving services from our Student Support Services unit.
- Success Center Specialist, Greene Center has a direct interface with students and will assist students to achieve academically.

Implications for budget, personnel, or other resources: Funding for both positions is in the 2012-2013 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

Personnel Recommendations ~ Instructional Faculty

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

New Hires:

- *Paula Rice*, Full-time Instructor, State Tested Nursing Program, effective August 13, 2012
- *Lisa Crispin*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Grace Zartman*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Violet Clayton*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Judith Stickel*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Melissa Holmes*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012
- *Janice Bruns*, Full-time Instructor, Registered Nursing Program, effective August 13, 2012

Impact on students and/or student learning: These instructors will interface directly with students in the Nursing Department.

Implications for budget, personnel, or other resources: These positions are built into the 2012-2013 budget.

It was requested that the Board of Trustees move to accept the personnel recommendations as indicated.

Vision Insurance Renewal

Our current vision insurance coverage is provided by Vision Service Plan (VSP). This plan, which was approved by the Board effective July 1, 2008, for a period of four years, expires June 30, 2012. We have negotiated a new, two-year plan renewal effective July 1, 2012 – June 30, 2014, with a 5.29% price reduction guaranteed for the period. The plan insures 212 employees with selected coverage (*employee only, employee plus one, and family*) for an annual premium of \$26,865.

Impact on students and/or student learning: The cost of this benefit shall not adversely impact funding allocated to instruction, academic support, and student service departments.

Implications for budget, personnel, or other resources: The cost of this benefit is built into the 2012-2013 budget.

It was requested that the Board of Trustees authorize renewal of the vision insurance plan with an annual premium of \$26,865.

Tuition Reimbursement Adjustment

The College's Professional Development Program includes tuition reimbursement for eligible employees.

Reimbursement rates for the tuition reimbursement plan are evaluated every two years for possible adjustments to be effective summer term and have been evaluated this year. The rates are usually tied to the tuition and fee schedule from Wright State University. The following adjustments are being recommended to the undergraduate and graduate tuition reimbursement rates:

	Current Rates:	Proposed Rates:
Undergraduate Studies	\$234/quarter credit hour \$351/semester credit hour	\$253/quarter credit hour \$378/semester credit hour
Graduate Studies (Includes Doctoral Studies)	\$345/quarter credit hour \$468/semester credit hour	\$378/quarter credit hour \$518/semester credit hour

The maximum reimbursement for each participant is capped at 12 quarter credit hours/9 semester credit hours per academic year beginning summer term.

Impact on students and/or student learning: Continuing education for faculty and staff to stay abreast/learn new techniques in their field of expertise directly benefits students and student learning.

Implications for budget, personnel, or other resources: The budget impact is expected to be approximately \$15,000 and is built into the 2012-2013 budget.

It was requested that the Board of Trustees adopt a recommendation to adjust the tuition reimbursement rates as specified above to be effective with classes taken beginning summer term 2012.

Salary Increase Recommendation ~ Exempt and Non-Exempt Employees

A small group consisting of representatives from Staff Senate and administration has met to discuss issues identified by staff related to salaries, benefits, and hiring practices. The meeting provided an opportunity for an exchange of information and data.

The administration recommends the establishment of a pool of money in the amount of \$191,000 for the purpose of staff salary increases for 2013. \$191,000 would be set aside and allocated as follows: \$165,000 for staff salary increases and \$26,000 for the School Employees Retirement System plus FICA. This \$191,000 increase for staff falls within the 2012-2013 budget.

If this recommendation is approved by the Board, it would result in a 2.50% pay increase for eligible exempt and non-exempt staff.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2011-2012 academic year, proration for part-time employees, and salary range minimums/maximms.

Impact on students and/or student learning: Providing market competitive salaries for staff improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The staff salary increase pool equates to an annual amount of \$191,000. This amount is incorporated into the proposed 2012-2013 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$191,000 for salary increases for eligible exempt and non-exempt staff effective August 13, 2012. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Salary Increase Recommendation ~ Instructional Faculty

A small group consisting of representatives from the faculty personnel committee and administration has been meeting to discuss issues identified by faculty related to salaries, benefits, personal leave, and working conditions. Issues addressed included salary range movement, salary increase, overload pay, tuition reimbursement, and health insurance coverage issues. This committee operated efficiently and effectively by bringing issues solicited from their respective constituencies and then communicating back the results of these discussions.

The administration recommends the establishment of a pool of money in the amount of \$136,000 for the purpose of faculty salary increases for 2013. \$136,000 would be set aside and allocated as follows: \$118,000 for faculty salary increases and \$18,000 for the State Teachers Retirement System plus FICA. This \$136,000 increase for faculty falls within the 2012-2013 budget.

If this recommendation is approved by the Board, it would result in a 3.50% pay increase for eligible faculty.

The salary increase shall be subject to adjustments in accordance with adopted procedures including length of employment during the 2011-2012 academic year, proration for part-time employees, and salary range minimums/maximums.

Impact on students and/or student learning: Providing market competitive salaries for faculty improves retention and recruitment of qualified professionals.

Implications for budget, personnel, or other resources: The salary increase equates to an annual amount of \$136,000. This amount is incorporated into the proposed 2012-2013 budget.

It was requested that the Board of Trustees adopt a recommendation to set aside a pool of money in the amount of \$136,000 for salary increases for eligible faculty members effective August 13, 2012. This increase shall be paid on a bi-weekly basis in accordance with College policies and procedures. The Board will continue to make the required percentage contribution to the appropriate retirement plans. The Board directs the President, through implementation of salary increases, to uphold their commitment to external economic and pay equity issues.

Strategic Plan CY2012, 2013, 2014

The previous Clark State Community College Strategic Plan titled "Clark State's Commitment: Empowering Lives and Changing the Future," completed in early 2010, spanned the years 2010-2012. The College has realized success in most of the projects and is suggesting a new three-year plan that overlaps the timeframes.

The new strategic plan, titled “Finish What You Start,” focuses on student success initiatives and covers the remainder of 2012, and calendar years 2013 and 2014. It identifies eighteen (18) projects focused on the five components of the College’s mission, and represents the critical areas to advance the College for the future.

While some projects are prescribed, others merely provide a framework for the future with details to be developed as internal and external college constituents gather for discussion and action.

Impact on students and/or student learning: Most projects are focused on student success.

Implications for budget, personnel, or other resources: Projects have some budget implications that have or will be identified for inclusion in this budget and future budgets.

It was requested that the Board of Trustees affirm the 2012-2014 strategic plan and directs the College to focus on the identified projects.

College Mission and Ends Revisions

During the June 1, 2012, Board of Trustees Retreat, time was devoted to the review of the mission statement, vision statement, the College’s goals flowing from the mission statement, and the values or guiding principles of the organization. The mission statement was revised slightly to include diversity and student success and adds the term “corporate prosperity.”

Student success has been defined in the new Ends statement and speaks to students reaching key milestones that match their educational goals. Operations has been redefined as “sound management practices,” capturing the accountability of the College to its constituencies. The guiding principle of “promoting the completion agenda with students” has also been added.

The Policy 1.1 deals with the Ends and Sub-Ends of the College, which flow from the mission statement. The new definition of student success opens the document, and other key statements define the 5-prong Ends statements. Under each statement the measurement of key performance indicators direct the College to its research/accountability functions as a public institution. The Ends/Sub-Ends statements have been slightly revised to align the document and clarify its contents for the College.

Impact on students and/or student learning: Directly impacts student learning and sets key performance indicators for accountability to the individual, businesses, and the general public

Implications for budget, personnel, or other resources: No direct budgetary impact, but assists in positioning the College for the future

It was requested that the Board of Trustees approve the newly stated mission, goals, vision, guiding principles, Ends, and Sub-Ends of the College as indicated in the attached documents.

Faculty Promotions in Rank

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank. (A copy of the promotion criteria was distributed to Trustees prior to the meeting.) To be considered for promotion in rank, eligible faculty members must submit an application letter summarizing how they meet the criteria and a curriculum vitae. This letter initiates the promotion review process.

The supervisor adds his/her recommendation and forwards the promotion packet to the Promotion Committee, a peer review team. The Promotion Committee considers each application based on the materials submitted and the criteria.

By submitting an application, the applicant authorizes the office of the Human Resources Office to release the following information: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations. After consideration by the Faculty Promotion Committee, the Vice President of Academic and Student Affairs reviews the materials submitted by each candidate and subsequently recommends faculty members to President Rafinski as having met all of the criteria required for promotion to the varying ranks.

The following faculty are recommended for promotion this year:

Professor: Dr. Larry Everett

Associate Professor: Terri Dinsmore, John Hale, Ayman Idrees, Victoria Mahan, Dee Malcuit, Naureen Qasim, Mark Schmidt, and Donna Smith

Assistant Professor: Nora Hatem, Charlie Hoyman, Paige Huskey, Dana Matt, Evelyn Naegele, and Adelaide Taylor

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Implications for budget, personnel, or other resources: The budget for 2012/2013 already takes into consideration promotions in rank.

It was requested that the Board of Trustees moves to approve the recommendations for promotion in rank, effective June 2012.

Policy Recommendations

A number of policies have been revised due to either semester conversion, recommendations by the Human Resources department, or changes in state policy in the facilities and business areas. These changes have been reviewed with the Administrative Council, Faculty Senate, and Staff Senate.

The Board technically acts on policy, and procedures are changed as necessary by the College. Over some time, the College has developed a separation between policy and procedures, but this process has not been fully completed. Therefore, some procedures are still included in this approval process. Following are the updated policies for Board review and approval in alphabetical order:

Academic Standing Procedures

3358:5-7-04 Academic standing procedures.

- A. Good Standing – A student is considered to be in good academic standing when his/her Progress Grade Point Average (GPA) meets the criteria for good standing in the following table. The Progress GPA is cumulative and includes all courses completed at Clark State with a grade of “A”, “B”, “C”, “D”, “F”, “UW” or “Z”.

Hours Attempted	Good Standing	Academic Probation	Academic Dismissal
	Progress GPA	Progress GPA	Progress GPA
1-15 1-10	1.50 or better	below 1.50	below .80
16-30 11-20	1.60 or better	below 1.60	below .90
31-45 21-30	1.70 or better	below 1.70	below 1.20
46-60 31-40	1.80 or better	below 1.80	below 1.40
Over 60 Over 40	2.00 or better	below 2.00	below 1.60

- B. Probation – Probation means that the student is in jeopardy of being dismissed from the College for academic reasons. These students need to make every effort to raise their GPA.
1. Students are considered to be on academic probation when their Progress GPA falls into the ranges noted in the table in paragraph (A).
 2. Students are notified by the records office about their status and of the need to meet with their faculty advisor before they can register again.
 3. Students on academic probation must confer with their faculty advisor to carefully select a course schedule. Students on probation will not be permitted to register without the permission of their faculty advisor.
 4. Students on academic probation may carry a maximum load of 12 credits while on probation. Exceptions may be approved by the faculty advisor.
 5. Academic Support Services such as tutoring and the writing lab are strongly recommended for students on probation.
 6. It is strongly recommended that students repeat any failed courses the next ~~quarter~~ semester those courses are offered.
- C. Dismissal – Dismissal means that a student must sit out a ~~quarter~~ semester before being allowed to continue taking credit classes.
1. Students must be on academic probation one ~~quarter~~ full semester before they are dismissed.
 2. Students are dismissed from the College when their Progress GPA falls below the dismissal levels listed in the table in paragraph (A). However, students who have not been on academic probation at least one ~~quarter~~ semester shall be granted one ~~quarter~~ semester of probation status before being dismissed.
 3. During that probation term, students shall receive a letter from the records office stating that failure to improve the GPA by the end of the ~~quarter~~ semester shall result in dismissal. Probation rules identified above are implemented during this ~~quarter~~ semester.
 4. Dismissed students may be readmitted on probation after sitting out one ~~quarter~~ semester only after their case is reviewed by the academic dean or coordinator of advising. Students

must follow the procedure outlined below in order to be readmitted following academic dismissal:

a. Degree-seeking students, after securing a petition for readmission form from the records office, must contact their academic dean to set up an appointment. Prior to meeting with the academic dean, the student must fill out his/her portion of the form reflecting upon the reasons for not finding academic success.

b. Non degree-seeking students must contact the coordinator of advising and follow the steps outlined in Paragraph (C)(4)(a).

c. With the academic dean or the coordinator of advising, students discuss the reasons for non-academic success that they indicated on the petition as well as other possible reasons. Together they develop a plan for the student to use in improving his/her academic work upon readmission, which will include meeting with his/her faculty advisor prior to registering for subsequent ~~quarters~~ semesters until the student is no longer on probation.

d. Students must submit the readmission form signed by their academic dean or the coordinator of advising at the time they register.

5. Readmitted students shall remain on probation until they move above the probation range defined in the table in paragraph (A). However, they shall not be dismissed again even if they remain within the dismissal range provided that they improve their GPA each ~~quarter~~ semester. Students who fail to improve their GPA each ~~quarter~~ semester shall be dismissed again if they remain in the dismissal range.

6. Students dismissed a second time must sit out at least one ~~quarter~~ semester before returning. They must follow the steps for readmittance as outlined in Paragraph (C)(4).

D. Suspension – Suspension means that a student must sit out a full calendar year before being allowed to continue taking credit classes.

1. Students receiving a third dismissal shall be placed on suspension for one calendar year.

2. After the one-year suspension, they must follow the steps for readmittance after a dismissal as outlined in Paragraph (C)(4).

3. Any future academic dismissals shall also result in additional one-year suspensions.

E. Grade reports – Students should check their grades each ~~quarter~~ semester through Web Advisor. Grades shall not be released over the telephone or to non-college email addresses.

Effective: May 14, 2010

Prior effective dates: 3/13/78, 7/1/82, 7/1/98, 4/24/06

Adjunct Faculty Pay Rate Procedure

3358:5-5-01.4 Adjunct faculty pay rate procedures. (New)

A. Adjunct faculty shall be paid according to the following table for classroom instruction.

<u>Adjunct Category</u>	<u>Number of Credit and/or Semester Hours Taught</u>		<u>Credit Hour Rate</u>	<u>Contact Hour Rate</u>
	<u>Credit</u>	<u>Semester</u>		
<u>Adjunct Faculty II</u>	<u>0-50</u>	<u>0-33</u>	<u>\$475.00</u>	<u>\$24.00</u>
<u>Adjunct Faculty III</u>	<u>51-150</u>	<u>34-100</u>	<u>\$500.00</u>	<u>\$25.50</u>
<u>Adjunct Faculty IV</u>	<u>151 or more</u>	<u>101 or more</u>	<u>\$530.00</u>	<u>\$27.00</u>

B. Adjunct faculty shall be paid according to the following table for laboratory instruction.

<u>Adjunct Category</u>	<u>Number of Credit and/or Semester Hours Taught</u>		<u>Credit Hour Rate</u>	<u>Contact Hour Rate</u>
	<u>Credit</u>	<u>Semester</u>		
<u>Adjunct Faculty II</u>	<u>0-50</u>	<u>0-33</u>	<u>\$360.00</u>	<u>\$24.00</u>
<u>Adjunct Faculty III</u>	<u>51-150</u>	<u>34-100</u>	<u>\$380.00</u>	<u>\$25.50</u>
<u>Adjunct Faculty IV</u>	<u>151 or more</u>	<u>101 or more</u>	<u>\$405.00</u>	<u>\$27.00</u>

C. Specialized instruction - Specialized instruction may be based on industry standards and set by divisions.

D. Substitute: Compensation is at the contact hour defined in (A) of this policy. Regular faculty members serving as substitutes shall be compensated at the Adjunct IV contact hour rate.

E. Long-term Substitute: Compensation is prorated according to the number of credit or contact hours taught defined in (A) of this policy.

F. Clinical faculty in the RN, LPN, and STNA courses shall be compensated at the following rates.

<u>Adjunct Category</u>	<u>Day Clinical</u>	<u>Evening Clinical</u>	<u>Weekend Clinical</u>
<u>Adjunct Faculty II</u>	<u>\$28.00</u>	<u>\$29.00</u>	<u>\$30.00</u>
<u>Adjunct Faculty III</u>	<u>\$30.00</u>	<u>\$31.00</u>	<u>\$32.00</u>
<u>Adjunct Faculty IV</u>	<u>\$32.00</u>	<u>\$33.00</u>	<u>\$34.00</u>

G. Clinical faculty in the RN and LPN courses shall be compensated for the following in addition to their time spent directly supervising students.

a. Up to two hours/week per clinical group to select patients on nursing unit, complete appropriate forms and post/fax at/to the College (assignment time).

b. The hours required for clinical orientation prior to the beginning of the semester. Orientation includes addressing college and clinical agency forms, selected policies and procedures, and any mandatory onsite clinical agency training.

c. One-half hour per student for clinical evaluation. The maximum number of clinical evaluation hours is five and is payable at the end of the semester.

d. One-half hour prior to clinical start time to assess patients and make last minute assignments for students and staff.

H. The vice president of academic and student affairs is charged to develop administrative procedures to effectively carry out this rate schedule.

Admissions Policy

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 graduates or possess GED equivalency equivalent, to applicants ~~over~~ at least eighteen (18) years of age who have the ~~ability to benefit from the college's programs or courses~~ met the established placement testing score, and to applicants eligible to participate in the various special programs offered at the College.
- C. Admission to the College does not assure admission to a particular program of study. Many technologies have established additional requirements that must be fulfilled prior to acceptance. All prospective applicants are encouraged to contact the Addmissions Office for specific information.
- D. For some students, additional coursework in science, mathematics, reading and English writing 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 college's placement test. ~~While all degree programs can be completed in two years of full-time study, it may take longer for some students. This is particularly true if the student is attending on a part-time basis, if the student needs to take developmental courses, or if the student is also working.~~
- E. Clark State admits students in the following enrollment categories:
1. High school students seeking to enroll in the Post Secondary Enrollment Options (PSEO) ~~program~~ or College in the Classroom (CITC) Pprograms.
 2. High school students seeking to enroll at Clark State while in high school but who are not enrolled in the PSEO ~~program~~ or CITC programs.
 3. ~~High school aged students seeking to enroll at Clark State who have not graduated from high school and who are not currently attending high school.~~
 3. High school graduates and adults who possess GED equivalency and have no prior college experience.
 4. ~~High school graduates, applicants~~ Non-high-school graduates without a GED over 18 years of age who have met the established placement testing scores. ~~the ability to benefit from the college's programs or courses, or adults with no prior college experience.~~
 5. Students transferring to Clark State who have attended or are attending another college.
 6. International student admission.
 7. Senior Mature citizens program.
- F. Students shall be considered officially admitted when a completed admissions application is entered into the College's data system. Applications shall be considered complete when the correct

residency status has been determined for applicants.

Effective: August 20, 2012

Prior effective dates: 3/13/78, 3/23/90, 6/6/92, 6/6/94, 7/1/98, 8/1/99, 5/26/00, 5/4/07

Catalog Preface Policy – for deletion

~~**3358:5-7-11**~~ **Catalog preface.**

~~The following language shall appear as the preface of the college catalog:~~

~~This catalog was prepared prior to the current academic year for informational purposes only. The educational programs are changed whenever it is necessary to stay abreast of rapid changes in technology and our world. Clark State reserves the right to alter or amend any item contained herein without notice. We encourage you to consult with your advisors or the appropriate college official for confirmation of matters that are essential to your programs of study.~~

~~No person is excluded from participation in, or denied the benefits of, programs and opportunities at Clark State Community College for reasons of race, color, creed, religion, national origin, sex, age, disability, political affiliation or other differentiating factors.~~

~~In accordance with the Americans with Disabilities Act, it is the policy of Clark State Community College to provide reasonable accommodations to persons with disabilities.~~

Categories of Employment

3358:5-3-01 Categories of employment.

Regular employees are classified in one of the following groups: exempt staff, non-exempt staff, and instructional faculty. Non-regular employees are classified in one of the following groups: adjunct faculty, ~~campus police,~~ personnel services, and substitutes.

(A) Exempt staff

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

- (a) Are compensated on a salary basis
- (b) Are exempt from minimum wage and overtime compensation
- (c) Customarily exercise discretion and judgment
- (d) Have required specific knowledge and skills
- (e) Are engaged in primarily intellectual work
- (f) May direct the work of one or more people
- (g) May have the authority to recommend hiring and firing

- (2) Exempt staff holding faculty rank are governed by certain sections in the faculty handbook.
- (3) Exempt staff are appointed as either full-time (those who work between two hundred days and two hundred sixty days) or part-time (those who work less than two hundred days).
- (4) Exempt staff are appointed on an employment at-will basis with the first ninety days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.
- (5) Continuing employment for all exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (rule 3358:5-3-03.1 of the administrative code). Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.
- (6) Please refer to paragraph (D)(1)(e) of this rule regarding the ability of exempt employees teaching for the college on an adjunct basis.

(B) Non-exempt staff

- (1) Non-exempt staff are those administrative support, technical, custodial and maintenance personnel who support the college's exempt staff and instructional faculty.
- (2) Non-exempt staff are covered by the federal wage hour law which provides for minimum wage and overtime/compensatory time for hours worked in excess of forty per week.
- (3) Non-exempt staff are appointed as either full-time (those who work between ~~one thousand six~~ sixteen hundred hours and two thousand eighty hours per year) or part-time (those who work less than ~~one thousand six~~ sixteen hundred hours per year).
- (4) Non-exempt staff are appointed on an employment at-will basis with the first ninety days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.
- (5) Continuing employment for all non-exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (rule 3358:5-3-03.1 of the administrative code). Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.
- (6) Please refer to paragraph (D)(1)(e) of this rule regarding the ability of non-exempt employees teaching for the college on an adjunct basis.

(C) Instructional faculty

- (1) Instructional faculty are those employees who facilitate student learning. Instructional

faculty work one hundred ~~seventy-six~~ seventy-four days during the academic year (~~September through June~~ August through May). Instructional faculty may be appointed to work one hundred ~~seventy-six~~ seventy-four days during the academic year with a teaching load of less than full-time.

(2) Multiple year contracts

- (a) Upon the completion of four years of service to the college under single-year contracts, instructional faculty members may be nominated by their divisional administrator for a multiple-year contract. Upon the completion of two two-year contracts, instructional faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the president and approved by the board of trustees.
- (b) A multiple year contract indicates a commitment of service to the college but does not guarantee that all of that service will be in one particular position, such as program coordinator. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.
- (c) Upon approving the divisional administrator's recommendations for a multiple year contract, the vice president of academic and student affairs forwards his/her recommendations to the president. The president takes the recommendations to the board of trustees for formal approval.
- (d) Any eligible instructional faculty member not recommended for a multiple year contract may request a hearing with the divisional administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.

~~(2)~~(3) Instructional faculty members whose salary is funded by a third party will receive one-year contracts with the employment contingent on the continuance of the funding.

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

(D) Adjunct faculty

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

- (a) Adjunct faculty with a ~~quarterly~~ semester contract
 - (i) Ranked adjunct faculty employed to teach one or more credit courses for one ~~quarter~~ semester.
 - (ii) Adjunct faculty may teach up to ~~ten credit hours per quarter or thirteen contact hours per week~~, twenty-one credit hours per academic year. Faculty who provide exclusively laboratory and/or clinical instruction may teach up to fourteen lab contact hours or twenty-eight clinical contract hours per week.
 - (iii) Adjunct faculty are contracted for individual courses ~~and are not subject to~~

~~the instructional faculty load formula.~~

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

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

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

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

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

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

(2) Please refer to rule ~~3358:5-3-14~~ 3358:5-5-01.4 of the Administrative Code for details regarding the pay rate for adjunct faculty.

~~(E)~~ ~~Campus police cadets are students in the criminal justice program at the college who are employed on a part-time basis.~~

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

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

Effective: August 20, 2012

Prior effective dates: 3/13/78, 1/1/94, 7/12/96, 7/1/98, 10/9/02, 1/6/03, 4/1/03, 2/26/04, 3/7/05, 2/1/07, 8/26/11

Class Attendance Policy

3358:5-7-01 Class attendance.

(A) The curricula of all technologies at Clark state community college have defined academic and technical skill performance levels. Providing the learning environment is the responsibility of ~~the Clark state community~~ college instructional staff. Achievement of the performance levels is the responsibility of the student.

- (B) The enforcement of any attendance system is primarily a matter between the instructor and the student. Ground rules should be promulgated on the first day of class to enable students to understand specific regulations. In their own interest and that of the student, instructors are urged to keep ~~daily~~ class attendance records.
- (C) Steady and gradual progress toward achievement of academic goals is best accomplished through regular class participation. Therefore, students are expected to attend all class and laboratory sessions. When unavoidable absences do occur, students shall take the responsibility to contact the instructor to make arrangements for work that has been missed. Students should be aware that depending on the nature of the assignment and class policies, not all work can be made up.
- (D) Excessive absences and work that cannot or has not been made up may adversely affect the student's grade in a class. Instructors have the right to issue a lower grade, which may be a failing grade, to students who incur excessive absences and who have not officially withdrawn from the course. When a student has been absent to such an extent to cause inefficient performance, the student shall be reported to counseling through the early alert system. If absence is so excessive that it precludes satisfactory progress toward successful completion of the course, the records office may notify and drop the student from the course with a grade of "F" with the authorization of the academic dean of the division from which the course is offered.
- (E) ~~When a student has been absent to such an extent to cause unsatisfactory performance, the student shall be reported to counseling through the early alert system. If absence is so excessive that it precludes satisfactory progress toward successful completion of the course, the records office may notify and drop the student from the course with a grade of "F" with the authorization of the dean of the division from which the course is offered.~~ If a student has never attended class through the fourteenth day of the semester, faculty are required to submit notification to the records office. The records office shall notify and drop the student from the course. All tuition and fees for the course shall be removed from the student's financial record. When a student stops attending class but never officially drops the course, faculty shall assign a final grade of "UW" (unofficial withdraw).
- (F) The college is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in a student having to repay part or all of an allowance from the Veterans Administration and/or from other sources of financial aid.

Effective: August 20, 2012

Prior effective dates: 3/13/78, 7/1/82, 7/1/98, 5/14/10

Computer Purchase Loan Fund Policy

3358:5-5-19 Computer purchase loan fund policy.

- (A) The board of trustees has established funds for a revolving loan fund program in an effort to allow eligible trustees, faculty and staff to stay current with the latest academically relevant computer technology ("academically relevant computer technology" is to be understood as technology that enables or enhances academic activities). The amount of the loan fund shall be reviewed from time to time to determine sufficiency.
- (B) The basic tenets of the program are as follows:
 - (1) Instructional faculty, exempt and non-exempt employees, who are paid on a regular bi-weekly basis, and current members of the board of trustees are eligible.

- (2) ~~Computer~~ Academically relevant computer equipment (CPU, monitor, keyboard, software, warranties, computer accessories, ~~PDA's~~ tablets, ipads, and other capable technologies, etc.) can be purchased through the college bookstore or directly from a nationally recognized retail establishment. Purchasing computer equipment from individuals or via auctions (including auction web sites) is not permitted. The borrower shall be responsible for paying any applicable sales tax.
 - (3) The maximum loan amount is ~~twenty-five~~ fifteen hundred dollars. Each person may only have one loan outstanding at any time. Loans cannot be used to purchase two or more computers at the same time. Ten business days must be given to process computer purchase loan fund paperwork.
 - (4) Faculty and staff must repay the loan via payroll deduction. Trustees must repay the loan via monthly payments. Loans can be made for six months up to twenty four months in length.
 - (5) The loans shall be interest free.
 - (6) The college shall not be responsible for maintenance or repair of such equipment (warranties are with the manufacturer).
 - (7) Computer equipment shall not be purchased without prior authorization from the controller. Questions concerning what is academically relevant must be directed to the manager of online learning and instructional resources.
 - (8) Borrowers must sign a promissory note in order to procure funds.
 - (9) Faculty and staff leaving employment either voluntarily or involuntarily shall pay the balance of their loan from their final paycheck via automatic deduction. If the final paycheck is not sufficient to repay the loan in full, the remaining balance owed shall become due and payable within ten days after separation of employment from the college. Trustees separating from service to the college shall pay the balance of their loan in full within ten days after separation from the college. Any uncollected balances shall be turned over to the Ohio attorney general for collection.
 - (10) Loans shall be made on a first-come/first-serve basis until the fund is depleted. As the fund is replenished via repayment of loans, pending applications will be considered.
- (C) Faculty, staff, or trustees interested in this program should contact the controller's office to obtain the necessary forms.

Effective: July 13, 2012

Expires: January 1, 2014

Prior Effective Dates: 11/ 7/96, 7/1/98, 1/6/03, 4/3/09

Continuing Education Policy

3358:5-7-09 Continuing education policy.

- (A) Admissions and courses:

The department of continuing education offers a variety of credit and non-credit courses of a technical and vocational nature. Admission to the program is open to all residents of the area served by the college. Students desiring to pursue credit toward an associate degree must comply with college admissions requirements. Non-credit or special interest courses carry no prerequisites.

(B) Services:

- (1) Service to local business, industry, the professions, and government is one of the most important functions of ~~Clark state community~~ the college. Every effort will be made, wherever sufficient interest is shown, to offer instruction which will allow employees to upgrade or retrain themselves through continuing education. A wide range of courses from basic fundamentals to those requiring considerable preparation and background is offered.
- (2) The department also can develop and administer, both on and off campus, programs specially tailored to meet the needs of private and public organizations, agencies, and groups. Programs can be single-session meetings or those requiring numerous hours for completion.

(C) The continuing education unit (CEU):

Various occupational standards, organizations, and professional groups are requiring members to update and upgrade their knowledge through continuing education activities. To facilitate this growing interest in life-long learning, the college awards the continuing education unit (CEU). The CEU is generally equated to be ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and a qualified instructor. The awarding of CEU's provides individuals, groups, and institutions with a standard of measurement for the recording, reporting, accumulation, and transfer of adult participation in approved continuing education activities. Decimal units may also be awarded for participation of less than ten hours.

(D) The mature citizens' educational program:

- (1) Citizens sixty years of age or older who desire to be exempt from tuition and general fees may enroll in most college credit and non-credit classes on a space available basis. Classes which are excluded from this policy include but are not limited to non-credit STNA, phlebotomy, medical office specialist, welding, truck driver training, home inspection, specialized fire training, and high-skill specialized classes developed in the future. Continuing education third-party vendor courses including but not limited to Ed2Go on-line courses, home study activity director, and dental radiography courses are also excluded from this policy. Eligible persons desiring to participate in the program shall be exempt from normal admission requirements, as well as instructional and general fees, however, a materials fee shall be charged when applicable. In addition to course enrollment, participating citizens will have the opportunity to utilize college facilities, educational services, and take part in student activities.
- (2) Space available means classroom seats unoccupied by regularly enrolled students approximately ~~seven days~~ one day before the beginning of ~~each quarter~~ the class.

Effective: August 20, 2012

Prior effective dates: 3/13/78, 7/1/98, 5/9/08

Employee Recruitment, Selection, and Hiring Policy

3358:5-3-05 Employee recruitment, selection, and hiring policy.

- (A) Within the context and framework of the published mission, the college continues to seek to employ the best-qualified personnel and expand the multicultural presence of our campus in all areas of our operations. This policy/philosophy is currently adhered to and shall continue to serve as the basic guideline for all hiring practices. Initial employment, employee compensation, training/development and subsequent promotion opportunities are extended to all persons regardless of race, color, sex, gender, ethnicity, religion, national origin, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.
- (B) Presidential hiring resolution
- (1) Division (D) of section 3358:08 of the Revised Code gives the board of trustees the authority to delegate the appointment of operating staff and part-time faculty members to the college president.
 - (2) Operating staff is defined as all employees of the college with the exception of exempt staff and instructional faculty.
 - (3) Only personnel actions relating to the college's instructional faculty and/or exempt staff shall be brought to the board for formal board action.
 - (4) Personnel action for all other personnel categories at the college shall be communicated to the board human resources committee in a timely fashion.
- (C) This policy applies to the following groups as indicated:
- (1) Regular employees – Exempt employees, non-exempt employees, and instructional faculty.
 - (2) Non-regular employees – Adjunct faculty, coaches, student employees, substitutes, tutors, lab assistants, part-time library positions, and any other non-regular positions specified by the college.
 - (3) Applicants for employment
- (D) This policy, including conducting appropriate background checks, shall be administered as set forth in the associated procedures established by the president or his/her designee.
- (E) The director of human resources shall be assigned the responsibility of developing, implementing, and maintaining administrative procedures to support this policy.

Replaces: 3358:5-3-05

Effective: July 13, 2012

Prior Effective Dates: 2/1/91, 7/1/98, 1/6/03

Equipment Inventory Control Policy

3358:5-11-15 Equipment inventory control policy.

- (A) To maintain the control and the identification, recording, and accountability of all moveable equipment, accurate and timely records must be on file.
- (B) Records of equipment costing five thousand dollars or more and having an estimated useful life of five years or more shall be maintained by the office services center. These records shall contain an inventory barcode tag number, dollar cost, and location.
- (C) Records of equipment costing less than five thousand dollars shall be maintained by the appropriate departmental administrator responsible for the equipment.
- (D) Records of all technology equipment (above or below five thousand dollars) shall be maintained by the Information Technology department.
- (E) Equipment inventories are audited periodically. Therefore, it is of great importance that all transactions affecting equipment be reported in a timely fashion in accordance with established procedures.

Replaces: 3358:5-11-15

Effective: July 13, 2012

Prior Effective Dates: 3/19/99, 10/8/01

Faculty Load and Overload Policy and Procedures

3358:5-3-12 Faculty load and overload policy.

- (A) Clark state community college's load for instructional faculty is designed to be competitive with other colleges of similar size and geographic location.
- (B) Faculty responsibilities lie in the areas of teaching/learning, professional growth, and service to the college and community.
- (C) The teaching load for full-time instructional faculty is fifteen load hours per term or thirty per academic year.
- (D) The number of days faculty are on contract is one hundred ~~seventy-six~~ seventy-four.
- (E) Full-time instructional faculty and exempt employees holding faculty rank teaching summers and overload will be paid according to the following schedule effective ~~September 1, 2010~~ August 13, 2012:
 - (1) Instructor – ~~three hundred fifty five~~ five hundred thirty dollars
 - (2) Assistant professor – ~~three hundred seventy five~~ five hundred sixty dollars

- (3) Associate professor – ~~four hundred five~~ six hundred five dollars
 - (4) Professor – ~~four hundred thirty five~~ six hundred fifty dollars
- (F) Appropriate administrative procedures have been developed to implement the policy and have been approved by the president.

Effective: August 20, 2012

Prior Effective Dates: 3/13/78, 4/24/78, 6/15/82, 2/7/83, 9/16/91, 1/1/94, 7/1/98, 9/1/01, 4/18/03, 9/1/04, 9/1/06, 11/15/10

Faculty-Student Relations Policy

3358:5-7-08 Faculty-student relations.

- (A) Classroom procedures
 - (1) It is expected that a healthy atmosphere, conducive to the learning process, shall be maintained at all times in classroom and laboratories. The faculty-student relationship should be one of mutual respect and acceptance of the rights and privileges of each individual.
 - (2) At the beginning of each ~~quarter~~ semester, faculty members are expected to ~~use an early~~ provide students with a syllabus and use the first class period to orient the student to the course goals and objectives and the expected classroom routine.
 - (3) Student regulations concerning class attendance, testing, grading, and make-up policy should be spelled out in detail in the syllabus and explained during the first class meeting. Instructors should ~~attempt to~~ be specific concerning the educational objectives of the course as students have a right to understand what will be expected of them and the instructor.
 - (4) Instructors are expected to give tests, ~~and~~ quizzes and/or other graded assignments. These should be viewed as a part of the student's educational experience. As such, they should be presented in a variety of styles requiring the student to draw on his or her ability to organize data, compare, make distinctions, and arrive at warrantable conclusions. Final examinations are to be given according to the ~~schedule prepared by the vice president of academic & student affairs~~ published final exam schedule. ~~The~~ Final examinations should cover the work of the entire course and should be sufficiently comprehensive to challenge the student's efforts during the entire time period assigned.
- (B) Academic advisors
 - (1) Basic to all educational effort is the function of ~~counseling~~ advising. ~~Clark-state community~~ The college accepts this principle in all its implications. Accordingly, a primary function of its faculty and staff is to provide competent ~~counsel~~ educational, vocational and personal educational and career advising.
 - (2) Recognizing that growth and acceptance of responsibility occur only to the degree that the student personally assumes self-direction for them, the role of the academic advisor is necessarily one of assistance, guidance and advisement. Helping the student realize and

accept the fact that he or she is primarily responsible for his or her own actions, his or her decisions, and ultimately his or her own education is a vital element of the ~~counselor and~~ advisor's role.

- (3) ~~Clark state community~~ The college and its faculty (in both their instructional and advisor roles) consider each student an adult and responsible agent and thus perceives itself as functioning in its own integrity as an institution and not "in loco parentis."
- (4) All students shall be assigned ~~by the advising center to a dean who shall in turn assign students to the members of the division on an equitable a basis as possible. All advisors should attempt to arrange for at least one counseling session per quarter beyond that in which scheduling and registration are planned. Normally, for the advantage of continuity, a student shall be expected to continue with the same advisor throughout his or her two year program. Concerns (by the student or advisor) about the effectiveness of their relationship may be made to the respective dean for possible reassignment~~ a faculty advisor based on their program area and on an equitable basis.
- (5) The following guidelines are offered to help faculty in the definition of their role as academic advisors:
 - (a) Academic advisors shall keep a current file on each of their advisees. In addition to documents describing the student's history at Clark state and other colleges/universities, advisors can access computer screens to gain current registration information about a student. This information should be used to advise students determining their abilities to succeed in the attempt of various credit hour loads. The advisor shall be expected to follow established college policy on the sharing of student record information with anyone except the student. No information should be released from a student's personal file (even to employers) without prior permission from the student. Any information release shall be in compliance with federal regulations (FERPA) and with college regulations dealing with the privacy of student information.
 - (b) Graduation requirements for the faculty member's ~~technical~~ program area should be firm in his or her mind as he or she attempts to guide students toward that end. The advisor should also be familiar with the Ohio board of regents/state department of education standards for technical, basic, and general education credit. Naturally, the advisor should be cognizant of all institutional regulations (catalog and student handbook) regarding graduation requirements.
 - (c) ~~Students, even those who are responsible and mature, need some help~~ may need some assistance in deciding upon and working toward their occupational career and life goals. Advisors might want to plot wish to plan, along with the student, an entire sequence of courses to be taken during the student's tenure at the college. While most students follow prescribed curriculum, some, because of academic or personal reasons, might not. Therefore, an advisor ~~might want to~~ should prepare this kind of schedule instrument ~~no later than the second quarter the student is on campus~~ taking into consideration frequency of course offerings and prerequisites.
 - (d) ~~Academic advisors, especially those advising in another division's area, should make it a point to understand and convey to students particular divisional regulations. This information can be readily garnered from college publications and the respective dean. Advisors should discuss reasons for drop/adds with their advisees prior to any action. Students should be referred to the financial aid office for financial aid implications.~~

Drop/adds should be processed through the records office as soon as possible after decisions have been reached.

- (e) The records office publishes guides for the issuance of drop/add cards for use by students and advisors. Advisors should discuss reasons for drop/adds with their advisees prior to any action. Cards should be processed when school is in session. Cards should be processed through the records office as soon as possible after decisions have been reached. Many advisees will seek to have a channel for individual guidance and personal problem solving. Advisors should be aware that it may be necessary for them to consult with or refer students to counseling services.
- (f) Many advisees, in their relationships with academic advisors, will seek to have a channel for individual guidance and problem solving. Advisors are encouraged to respond to this need within their own time structure. Serious personal problems or referral to community agencies should be handled by the counseling office. Advisors should be aware that it may be necessary for them to refer students to the counseling office. This can generally be done by phone, but more appropriately might be done by formal confidential memo. Advisors, who may wish to handle personal problems for their advisees, should be aware that counseling personnel are available for consultation with the faculty member. Advice may be sought at any time from college professional counseling staff. Advisors must practice appropriate confidentiality with regard to student information.
- (g) In all of the relationships that an advisor and advisee may have, such as graduation requirements, individual counsel, deciding on goals, or personal problems, it is important to practice confidentiality. Information passed in these sometimes delicate advisor-client relationships should always be guarded. The individual's importance and his or her right of privacy is essential.

(C) Consensual relationships

- (1) The college's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power.
- (2) Faculty members exercise power over students and this faculty-student power is manifested primarily in the instructional context, which includes coursework, advisorships, student evaluation, recommendations and similar processes.
- (3) Amorous relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

- (4) Therefore, the college shall view it as unethical if faculty members engage in amorous relations (consensual or otherwise) with students enrolled in their classes or subject to their supervision even when both parties appear to have consented to the relationship. Amorous relationships outside the instructional context, while not specifically prohibited, should be discouraged and are very unwise.

(C)(D) Referral Procedures

- (1) Academic reasons

When a student needs assistance in his or her courses, the student should be directed to the ~~counseling office~~ success center for tutoring or other ~~remedial instruction~~ assistance. If the student has a disability and needs accommodations, the student should be directed to disability services.

- (2) ~~Disciplinary reasons~~

~~(a) When a student's attitude or conduct is deemed detrimental both to his or her own best interests and those of the college, a written referral should be made to the office of the dean of student affairs. In most instances, a personal conference can resolve the problem.~~

~~(b) In all cases, the student will be clearly informed as to his or her rights. Where circumstances warrant, the student will be reminded of the following documents:~~

~~(i) Student rights and responsibilities."~~

~~(ii) "Campus disruption and disorder".~~

~~(c) Every effort must be made to guarantee the student his or her rights of due process including a written notice of the charges against him or her, the right to a hearing with opportunity to face accusers, and the right to appeal decisions of the hearing body.~~

- (2) Behavioral support services (BSS)

(a) Behavior intervention team (BIT) consists of a team of faculty and staff that are trained to pro-actively assess threat or risk and provide faculty resources or interventions as appropriate. Current BIT members include the dean of student affairs, director of student life, director of evening services, college counselor, campus police representative, and one faculty member.

(b) Counseling/mental health referral: The college has a licensed professional counselor available to assist students in addressing problems and concerns that may impede academic performance. Meetings with counseling services are confidential (except in cases in which disclosure of information is necessary to protect the student or others from physical or life-threatening danger), and no information shall be released without written permission. Referrals to community agencies may be made when appropriate.

- (c) Peer listeners are also available to meet with students on a walk-in basis. The peer listeners are trained in a variety of areas including listening skills, crisis management, and problem solving. The counselor maintains oversight of the peer listener program.

Effective: August 20, 2012

Prior effective dates: 3/13/78, 7/1/82, 7/1/98, 6/26/00, 5/17/04

Graduation Policy and Procedures

3358:5-7-05 Graduation policy.

- (A) Clark state community college awards the following degrees:
- (1) Associate of arts
 - (2) Associate of science
 - (3) Associate of applied business
 - (4) Associate of applied science
 - (5) Associate of technical studies
- (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 all required major~~ specified courses.
- (C) All students are expected to complete the residency requirement of at least ~~thirty~~ twenty credit hours of course work at Clark state for an associate degree or ~~eighteen~~ twelve credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit hour system procedures (rule 3358:5-7-03.1 of the Administrative Code), do not count toward the residency requirement. For departmental certificates, a minimum of fifty per cent of the credit hours in the certificate must be earned at Clark state. The fifty per cent may not include any credit equivalencies.
- (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 ~~divisional administrator~~ dean of the division.
- (E) The transcribed graduation date shall be the last official day of the term during which a student completes the course of study.
- ~~(E)~~(F) The college ~~holds~~ will hold one or more graduation ~~ceremony in June of~~ ceremonies each year.
- ~~(F)~~(G) The college reserves the right to modify its graduation and other requirements as ~~may seem~~ necessary from time to time needed.

Effective: August 20, 2012

Prior effective dates: 3/13/78, 7/1/98, 6/17/01, 6/8/06, 5/9/08

Independent Study Guidelines Policy

3358:5-3-12.4 Independent study guidelines.

(A) Independent study – An independent or directed study course is characterized by the following:

- (1) The student learns the course content for the most part on his or her own under the tutelage or direction of a member of the Clark state faculty.
- (2) The course goals and learning objectives closely or exactly emulate those of the traditionally taught course.
- (3) The faculty member guides and assesses the student's learning.
- (4) The faculty member determines, with student agreement, the configuration of the following:
 - (a) Student/faculty meetings
 - (b) Readings
 - (c) Projects, papers
 - (d) Experiences
 - (e) Presentations
 - (f) Examinations
- (5) A learning agreement between the student(s) and teacher spells out in detail the expectations of each. This agreement closely resembles the section-specific information found on a syllabus.

(B) Guidelines and limitations

- (1) The division dean authorizes the independent study. The division dean is responsible for determining if the student meets the qualifying criteria as noted in paragraph (B)(6)(a) through paragraph (B)(6)(d) of this rule.
- (2) Free electives and English composition courses are not available for independent study.
- (3) Most laboratory courses are not available for independent study.
- (4) Division deans should consider overloading an existing course section before authorizing an independent study option.
- (5) Independent study is not designed to be used as a solution to lack of advising or poor student planning.
- (6) The following criteria shall be used in qualifying students for independent study:

- (a) The student should have already completed at least the equivalent of eight semester hours of study at Clark state.
- (b) A student can take no more than one independent study per semester and four semester-equivalent independent study courses total in an associate degree program (prorated for certificates).
- (c) Priority shall be given to students who need a course in order to graduate.
- (d) A student cannot use an independent study to complete a course that he or she has already failed.
- (7) Adjunct faculty may be asked to guide an independent study provided they have taught the course before and there are no full-time faculty members qualified and available to teach the course.
- (8) Student evaluation of instruction (SEI) shall not be used in independent study classes.
- (9) The instructor shall prepare a teaching timeline and documentation of how the course goals and learning objectives shall be met (the learning agreement/section-specific syllabus).
- (10) Full-time faculty shall be compensated at the adjunct IV contact-hour rate for no more than the maximum number of hours as shown below. Adjunct faculty shall be compensated at their contact-hour rate using the same formula shown below. The maximum number of hours includes two hours for grading tests and assignments.
 - (a) One credit hour course = three hours
 - (b) Two credit hour course = eight hours
 - (c) Three credit hour course = twelve hours
 - (d) Four credit hour course = fifteen hours
 - (e) Five credit hour course = twenty hours
- (11) The total amount paid to a faculty member for a group of students in an independent study for the same course cannot exceed the normal overload or adjunct compensation for that course.
- (12) Compensation shall be charged to the adjunct faculty line item within departmental budgets and shall be paid via semester salary contract rather than on timesheets.
- (13) Exceptions to the guidelines may be made with the approval of the vice president of academic and student affairs.

(C) Process

- (1) The student contacts the faculty member or the division dean to request an independent study and provides the rationale. The top part of the application for independent study is to be completed at this time.

- (2) The division dean and the faculty member determine if an independent study is warranted and viable.
- (3) If an independent study is denied, the faculty member or the division dean notifies the student and works with him or her to determine alternative options.
- (4) If the independent study is approved, the division dean has the course added to the semester schedule using the “N” section code and restricting registration to the designated student(s). Independent study courses should not be added to the online schedule.
- (5) The student is notified that the independent study has been approved and that he or she must register for the course, paying all usual tuition and fees. All refund and withdrawal dates follow college guidelines for the given semester.
- (6) The division administrative assistant notifies the bookstore if any textbooks need to be ordered for the independent study.
- (7) The student is responsible for contacting the instructor to set up a meeting to plan the independent study. This meeting should occur no later than the end of the first week of the semester.
- (8) At this meeting, the student and the instructor finalize the details of the learning agreement and complete the remaining parts of the application for independent study form:
 - (a) The instructor and the student agree to the components of the course and to the series of scheduled meetings (the learning agreement).
 - (b) The instructor prints his/her name and enters the meeting dates on the application.
 - (c) The instructor and student sign the application.
 - (d) The instructor attaches the course syllabus and the learning agreement that has been reached and forwards the materials to the division dean.
- (9) The division dean approves the completed application and learning agreement and prepares a request for services form to pay the instructor according to the guidelines above.
- (10) A copy of the application showing the agreed-to meeting dates is forwarded by the division dean to the payroll technician for purposes of assigning days toward retirement.
- (11) The original application and attached materials are forwarded to the registrar.
- (12) Two copies of the application and attached materials are given to the instructor who gives one set to the student.
- (13) A copy of the application and attached materials is filed in the division office.

Replaces: 3358:5-3-12.4

Effective: August 20, 2012

Prior Effective Dates: 12/23/05, 4/21/06, 6/1/07, 2/25/08

Professional Development Program Policy

3358:5-5-17 Professional development program policy.

- (A) The college is committed to recruiting and retaining a competent and diverse workforce. To that end, emphasis is placed on the education and competencies an employee brings to the college as well as identifying, growing, and developing those skills through a formal process of training and continuing education. The college encourages employees to pursue professional development in order to obtain competencies that support the growth and enrichment of the college and their personal needs and interests. In order to enhance and promote such skill development, the college provides a professional development program to eligible employees.
- (B) This policy includes but is not limited to:
- (1) Tuition reimbursement program – The college provides financial assistance to eligible employees who seek to further their education through coursework at an accredited educational institution. (All educational institutions must be properly accredited by the Higher learning commission of north central association or other regional accrediting associations having jurisdiction).
 - (2) Institutional fee benefit program – The college provides a tuition scholarship (instructional and general fees) for employees and eligible family members who seek to further their education through coursework taken at Clark state community college.
 - (3) Professional improvement/sabbatical leave program – The college grants professional leave for eligible employees to enhance their professional development through research projects, study, or other professional activity.
- (C) This policy applies to the following employees as indicated:
- (1) Tuition reimbursement program – all regular full-time and eligible regular part-time employees (staff and faculty) may participate.
 - (2) Institutional fee benefit program – All regular full and part-time employees (staff and instructional faculty) and adjunct faculty are eligible to participate. This program also extends to presidential and trustee emeriti and special nominees of the president.
 - (3) Professional improvement/sabbatical leave program – All regular full-time exempt staff and instructional faculty who have completed seven years of service are eligible to apply for this program.
- (D) Eligibility requirements for this policy are outlined in the professional development program procedures.
- (E) This policy shall be administered as set forth in the associated procedures established by the president or his/her designee.
- (F) The director of human resources shall be assigned the responsibility of developing, implementing, and maintaining the professional development program.

Replaces: 3358:5-5-17

Effective: July 13, 2012

Prior effective dates: 10/4/82, 10/14/84, 1/1/88, 1/1/97, 7/1/98, 6/1/99, 6/17/01, 9/27/02, 1/1/04

Purchasing Policy

3358:5-11-10 Purchasing policy.

- (A) Clark state community college shall endeavor to purchase materials and services in the proper quantity and quality, have them available at the time they are needed, and secure them at the lowest or best price from a responsible source.
- (B) The purchase of all equipment, supplies, and services for use within the college shall be the responsibility of the vice president for business affairs/treasurer. The authority to obligate the college for any expenditure of funds shall be limited to the approval of either the president, vice president for business affairs/treasurer, or to an employee who has been delegated that responsibility by the president or vice president for business affairs/treasurer. ~~Employees are not authorized to make purchases of supplies, equipment, or services chargeable to the college.~~ Employees making unauthorized purchases may be held personally liable for the purchase.
- (C) In order to ensure the adequate internal accounting controls, the following bidding guidelines ~~are have been established for use by the college administration:~~
 - (1) In the absence of a purchasing department, it is recommended that college personnel involved in the purchasing process exercise good purchasing judgment and secure informal competitive pricing for items requisitioned.
 - (2) All purchases of equipment, supplies and services of twenty-five thousand dollars or more shall require a formal "invitation to bid" which shall be offered to selected providers. The vice president for business affairs/treasurer may also require this procedure on selected purchases under twenty-five thousand dollars.
 - (3) All contracts for improvements (renovation/new construction) less than fifty thousand dollars shall require either the solicitation of informal competitive pricing or a more formal "invitation to bid" which shall be offered to selected providers.
- (D) The following items may be exempt from the above guidelines:
 - (1) Emergency purchases (i.e., maintenance, equipment repair, etc.).
 - (2) Items pre-bid (i.e., by the state of Ohio, the inter-university council purchasing group, etc).
 - (3) Items purchased from a "sole source provider."
 - (4) Professional service providers (i.e., consultants, physicians, brokers, etc.).
- (E) Requirements for contracting for the following services are established in the Revised Code:

- (1) Professional design and design-build services ~~(architect/engineer)~~ with a fee in excess of twenty five thousand fifty thousand dollars must follow the requirements of chapter 153.65 of the Revised Code.
 - (2) Professional design and design-build services with a fee of less than fifty thousand dollars must follow the requirements of chapter 153.71 of the Revised Code.
 - ~~(2)~~(3) Printed materials must follow the requirements of Chapter 3345.10 of the Revised Code. Vendors must produce the printed materials at manufacturing facilities within the state of Ohio or in accordance with the criteria and procedures established pursuant to division (C)(4) or (5) of section 125.09 of the Revised Code in order to be determined qualified. ~~have manufacturing facilities in the State of Ohio or in a state bordering Ohio to be eligible to bid on these services. Criteria and procedures used to qualify vendors located in border states who might otherwise be excluded from being awarded a contract by Section 125.11 of the Revised Code include:~~
 - ~~(a) — The level and regularity of interstate commerce between Ohio and the border state.~~
 - ~~(b) — The border state imposes no greater restrictions upon persons located in Ohio selling products or services to agencies of that state than are contained in Section 125.11 of the Revised Code.~~
 - ~~(c) — Non Ohio businesses shall not be eligible to bid on contracts for printing in Ohio if the business is located in a state that excludes Ohio businesses from bidding on printing contracts in that state.~~
 - ~~(3)~~(4) Independent public accountants must follow the requirements of Chapter 117.44 of the Revised Code. The process is lead by the auditor of state.
 - ~~(4)~~(5) ~~Construction services~~ Improvements (renovation/new construction) in excess of fifty thousand dollars must follow the competitive bid limits requirements of Chapter 3354.16 of the Revised Code.
 - ~~(5)~~(6) Legal counsel is assigned by the office of the Ohio attorney general.
- (F) Any necessary administrative guidelines needed to implement this policy, effective July 1, 2012, shall be established by the college administration.

Effective: July 13, 2012

Prior effective dates: 3/13/78, 2/27/88, 12/1/94, 7/1/98, 10/8/01, 5/12/06

Residency Policy and Procedures

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 board of regents 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.

Replaces: 3358:5-7-06

Effective: August 20, 2012

Prior effective dates: 3/13/78, 7/1/89

Smoke-Free Environment/Smokeless Tobacco Products Policy and Procedures

3358:5-13-03 Smoke-Free Environment/Smokeless Tobacco Products.

- (A) Because medical studies have conclusively shown that exposure to secondhand smoke from tobacco causes illness and disease, including lung cancer, heart disease, and respiratory illness, smoking in the workplace is a statewide concern and, therefore, it is in the best interests of public health that smoking of any tobacco or other plant products be prohibited in public places and places of employment and that there be a uniform statewide minimum standard to protect workers and the public from the health hazards associated with exposure to secondhand smoke from tobacco.
- (B) 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 smokeless tobacco products in all buildings, in the areas immediately adjacent to building entrances and in other enclosed areas owned or leased by the College and ~~prohibits smoking~~ in all vehicles owned or leased by the College pursuant to ~~sections 3794.01 through 3794.09~~ Chapter 3794 of the Revised Code. ~~The implementation and administration of this policy shall be under the direction of the president of the College.~~
- (C) The board of trustees of Clark State Community College also prohibits the use of smokeless tobacco 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.

Effective: August 20, 2012

Prior effective dates: 10/26/87, 6/21/93, 7/1/98, 10/28/05, 2/1/07

Impact on students and/or student learning: The policy revisions support the College mission and focus on student success, addressing semester conversion, business office and human resource operations.

Implications for budget, personnel, or other resources: There are some financial implications in some of the policies proposed. Those changes have been incorporated into the FY13 budget. Others have no financial implications and relate to semester conversion, and clarity in stated policies.

It was requested that the Board of Trustees adopt the policies and procedures as presented.

Adoption of 2012-2013 General Fund Budget

Revenue Assumptions:

- State Share of Instruction utilizing formula in state biennial budget bill
- State Share of Instruction represents 37.2% of total budget
- Tuition increase of 3.5% (\$3.00 per credit hour) effective Fall Semester
- Student fees (credit) revenue assumes a 5.6% enrollment decrease from FY 2012 (55.5% of total budget).
- Projections for new academic programs
- Revenue projected for non-credit Continuing Education and Business & Industry training includes new offerings in workforce development training programs.

Expenditure Adjustments:

- 4.0 FTE new faculty positions
- 9.4 FTE new/expanded administrative and staff positions
- Semester conversion, student success initiatives, new academic programs, IT security assessment, and risk management
- The technology repair and replacement schedule is funded at \$420,000.
- A pool of 2.5% for salary increases for eligible staff; 3.5% for eligible faculty
- Funding for a 6% increase in the health insurance premium
- Contingency budget of 2.6%
- Debt service payments on the Greene Center now accounted for in Plant Operation and Maintenance (versus General Administration)
- Salary and benefits represent 70.3% of total budget.
- Total expenditure budget is \$1,527,900 (6.0%) over the FY 2012 budget.
- Compliance with Board Governance policies – financial planning/budgeting and financial condition

The Board Finance and Facilities Committee recommends approval of the General Fund budgets, which were distributed to Trustees prior to the meeting and are available in the office of the Vice President for Business Affairs.

Impact on students and/or student learning: The General Fund budget supports all instruction and student support activities with the exception of those funded by restricted grants and contracts, capital budgets and auxiliary fund activities.

Implications for budget, personnel, or other resources: The FY 2013 General Fund budget was developed using various assumptions which resulted in the revenue projection. The expenditures support the College's strategic plan by funding student success initiatives, direct services to students, training programs for employers, cultural activities for the community and a sufficient compensation package to attract and retain qualified faculty and staff.

It was requested that the Board of Trustees move to adopt the FY 2013 General Fund budget, as presented, in the amount of \$26,901,450.

Adoption of 2012-2013 Auxiliary Fund Budgets

An auxiliary enterprise, as defined by the National Association of College and University Business Officers (NACUBO) in the College and University Business Administration manual, is "an entity that exists to furnish a service to students, faculty, or staff, and that charges at a rate directly related, but not necessarily equal, to the cost of the service." Auxiliary enterprises are self-supporting activities that provide non-

instructional support in the form of goods and services to students, faculty, and staff upon payment of a specific user charge or fee that is at least equal to the full direct and indirect cost of providing the goods and services. Although the operation of an auxiliary enterprise is supplemental to the primary educational functions of the College, such enterprises are important to the overall operation of the College.

The proposed auxiliary fund budgets have been developed with the assistance of the managers of the auxiliary enterprises:

	ADOPTED BUDGET 2011-2012	PROJECTED @ 6/30/12	PROPOSED BUDGET 2012-2013	BUDGET PERCENTAGE INCREASE/ DECREASE
Bookstore				
Revenue	3,955,387	3,661,500	3,831,595	-3.13%
Expenditure	<u>3,370,727</u>	<u>2,972,000</u>	<u>3,412,365</u>	1.24%
Surplus/Deficit	584,660	689,500	419,230	
Parking				
Revenue	48,200	57,000	47,700	-1.04%
Expenditure	<u>48,200</u>	<u>48,200</u>	<u>47,700</u>	-1.04%
Surplus/Deficit	0	8,800	0	
Commercial Transportation Training Center				
Revenue	626,964	532,000	630,266	0.53%
Expenditure	<u>626,964</u>	<u>550,000</u>	<u>627,181</u>	0.03%
Surplus/Deficit	0	(18,000)	3,085	
Food Service				
Revenue	0	0	0	0.00%
Expenditure	<u>85,000</u>	<u>65,000</u>	<u>92,000</u>	8.24%
Surplus/Deficit	(85,000)	(65,000)	(92,000)	

The expectation is that the Bookstore and the Commercial Transportation Training Center will realize a surplus. The Food Service will operate at a deficit and will be subsidized from Bookstore profits.

Parking revenue is generated from a portion of the \$7.50 auxiliary services fee charged to each student. Approximately 50% of the auxiliary services fee is allocated to this budget to pay for the operation and maintenance of our parking lots and roadways. The remaining 50% of the auxiliary services fee is allocated to the general fund to provide financial support to our campus police operation, building security, emergency services, etc.

The Board Finance and Facilities Committee recommends approval of the Auxiliary fund budgets.

Impact on students and/or student learning: Each of these auxiliaries provides support services or direct services to students. Budgets must be sufficient to recruit and retain qualified staff as well as to procure and maintain state-of-the-art equipment, vehicles, and technology.

Implications for budget, personnel, or other resources: Reflected in the budgets above

It was requested that the Board of Trustees move to adopt the fiscal year 2012-2013 auxiliary fund budgets, as presented, effective July 1, 2012.

Architect Selection ~ Student Success Center Project

At the January 2012 Board meeting, Trustees agreed with moving forward to secure an architect for this project, and the recommendation was to be brought back to the Board for approval.

A Request for Qualifications (RFQ) for an architect was posted on the State Architect's Office website. Twenty-six firms responded to the RFQ. An Architect Selection Interview Team was formed consisting of the Vice President for Business Affairs, the Vice President of Academic/Student Affairs, Director of Facilities Operations and Maintenance, President of Faculty Senate, and President of Staff Senate. A short-list of five firms was developed based on the following criteria:

- Location and size of firm
- Current contracts
- Primary qualifications of those involved in the project (project manager, lead designer, technical staff, construction administration)
- Consultant qualifications (MEP engineering, hazardous materials assessment, landscape architect, technology, FF&E, food service)
- Project team qualifications (previous team collaboration, LEED experience, team organization)
- Overall project team experience (budget and schedule management, similar projects, past performance)

Interviews were held May 22 and 24, 2012, after which the top three firms were ranked as follows:

- The Collaborative, Inc., Toledo
- SHP Leading Design, Cincinnati
- Levin-Porter Associates, Dayton

A fee will be negotiated with the top-ranked firm. If agreement on a fee cannot be reached, then the fee negotiation process will be repeated with the second-ranked firm and so on until an agreement is reached.

The Board Finance and Facilities Committee recommends approval to negotiate a fee with The Collaborative, Inc., in an amount not to exceed the published fee estimate in the RFQ.

Impact on students and/or student learning: New construction will be dedicated to success center functions including retention, student services, student life, testing, developmental/language labs, and career management all of which are critical to the success of students. Renovation will involve creating an upscale bookstore and dining service in an effort to encourage students to remain on campus and collaborate with each other and with faculty. Renovation will also involve converting the space which formerly housed the library into classrooms/labs and faculty offices for the Business and Applied Technologies academic division. The synergy created by bringing faculty and students together at the Leffel Lane location will result in additional opportunities for learning and collaboration.

Implications for budget, personnel, or other resources: The architect fees will be funded from an allocation (\$300,000) in the capital reappropriations bill (SB 312).

It was requested that the Board of Trustees approve the recommendation to contract with The Collaborative, Inc., to provide architectural/engineering and consulting services for the Student Success Center project contingent upon successful negotiation of a fee and appropriate approvals at the state level.

Reserve Spending Recommendation

The New Certificate and Degree Programs reserve allocation in the amount of \$250,000 was approved by the Board of Trustees at their November 2011 meeting.

The College intends to form a partnership with Miami Valley Career Technology Center (MVCTC) to offer a diesel technology associate degree program at MVCTC. MVCTC has a state-of-the-art Power Laboratory utilized only for their daytime high school program. This partnership will increase the use and impact of their facility's investment. The location of MVCTC (close to the intersection of I-70 and I-75) makes it very effective for this offering, as numerous trucking-related enterprises are located along both corridors. This program would begin to be offered fall 2012 and is projected to enroll 15 full-time students. The pro-forma financials show total projected revenue (not including State Share of Instruction) of \$75,500 and total projected expenses of \$55,500. It is projected that \$90,000 of tools and equipment, components and parts will need to be purchased for the start-up of this program. This equipment and tooling will augment the existing equipment and tooling associated with the MVCTC program.

The academic spaces in the Hollenbeck Bayley Creative Arts and Conference Center were designed to accommodate the New Media program as well as the current Graphic Art Design program. Equipment needed for New Media program start up fall semester 2012 totals \$6,000. This equipment will augment the current Graphic Design laboratory.

We are seeking Board approval for the expenditure of up to \$96,000 for equipment needed for these new academic programs. The Board Finance and Facilities Committee recommends approval of this request.

Impact on students and/or student learning: Expanding the breadth of academic programs results in a more educated community and provides a skilled workforce for local business and industry.

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

It was requested that the Board of Trustees approve the expenditure of up to \$96,000 from College Reserves.

Trustee Spriggs made a motion to approve the action items listed above. Trustee Mercurio seconded, and the motion passed unanimously.

Report of the President

President Rafinski:

- Reported that local officials have been asked to commit \$1.5 million for a new agricultural bioscience STEM school that might potentially be located in the old South High School building;
- Noted that Ohio State University's summer enrollment is reportedly down 30%, and Clark State is down 20%, primarily due to semester conversion;
- Shared a variety of recent newspaper articles related to higher education topics with the group; and
- Shared an article featuring one of this year's graduates, Charles Clark. Along with his academic accomplishments, he is also celebrating his wife's master's degree from Wittenberg and his son's bachelor's degree from DePauw University – all received this spring.

Report of the Board Chair

Chairman Bell:

- Indicated that he had the pleasure of attending Clark State's EMT graduation ceremony and found it very rewarding;

- Expressed appreciation to Vice President Devier for coordinating the recent Student Success meeting with faculty and staff; and
- Thanked President Rafinski, Cynthia Applin, and other staff responsible for developing the new Strategic Plan.

Trustees' Open Forum

No comments were made.

Executive Session – Personnel Matters and Presidential Evaluation

Trustee Mercurio made a motion to move into Executive Session to discuss personnel matters and the President's performance evaluation. Trustee Phillips seconded, and the motion passed 6-0 by a roll call vote. Executive Session commenced at 6:50 p.m.

Trustee Mercurio made a motion to exit Executive Session and return to general session at 7:23 p.m. Trustee Phillips seconded, and the motion passed 6-0.

Presidential Compensation Recommendation

The employment agreement states that the compensation of the President will be reviewed annually by the Board for possible increase at the discretion of the Board. This annual compensation review is to be performed in conjunction with a review by the Board of the performance of the President as set forth in the employment agreement.

The term of the current employment agreement, including amendments, between the Board of Trustees of the College and President Karen Rafinski is for the period of 7/1/11 – 6/30/13.

The President's performance has been reviewed by the Board Human Resources Committee led by Trustee Margaret Noonan and has been discussed by the full Board.

The employment agreement, including amendments, outlines the President's responsibilities, duties and relationship to the Board.

Impact on students and/or student learning: The President is directly responsible for the development, operation, evaluation, and administration of the affairs of the College in support of the mission, goals, vision and guiding principles of the College.

Implications for budget, personnel, or other resources: The President's compensation will be incorporated into the FY 2012-2013 General Fund budget.

It was requested that the Board of Trustees adjust the President's compensation as specified in the amendment to the employment agreement effective July 1, 2012.

Trustee Phillips made a motion to adjust the President's compensation as specified in the amendment to the employment agreement effective July 1, 2012. Trustee Noonan seconded the motion, and it passed unanimously.

Adjournment

Trustee Mercurio made a motion to adjourn the meeting, and Trustee Evans seconded. The motion passed unanimously, and the meeting adjourned at 7:24 p.m.