



BOARD OF TRUSTEES REGULAR MEETING

Minutes
May 21, 2019

The Clark State Community College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom on Tuesday, May 21, 2019. Chairman Brad Phillips presided and called the meeting to order at 6:13 p.m.

Roll Call

Present: Jim Doyle, Sharon Evans, Maurice McDonald, Mike McDorman, Peggy Noonan, Vice Chair David Ball, Chairman Brad Phillips, and President Jo Alice Blondin

Excused: Andy Bell and Kyle Hall

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Dan Ayars, Director of Facilities, Operations and Maintenance; Lesli Beavers, Director of Workforce and Business Solutions; Aimee Belanger-Haas, Dean of Business and Applied Technologies; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Dr. Sterling Coleman, Director of Library Services; Dr. Theresa Felder, Senior Vice President of Student Success; Dr. Tiffany Hunter, Vice President of Academic Affairs; Natalie Johnson, Associate Dean, Greene County Campuses; Crystal Jones, Assistant Dean of Business and Applied Technologies; Joseph Leikert*, student; Naomi Louis, Dean of Arts and Sciences; Dr. Victoria Marling, Professor, Business and Applied Technologies/Faculty Senate President; Laurie Means, Executive Director of Marketing; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Toni Overholser, Director of the Foundation; Cindra Phillips, Director, Center for Teaching and Learning; Gwen Stevenson, Interim Dean of Health, Human and Public Services; Mellanie Toles, Assistant to the President; Larry Wakefield, Vice President for Business Affairs; Nathan Walters, Network and Systems Administrator/Staff Senate President; Tammy Watt*, Professor, Health, Human and Public Services; and Nina Wiley, Dean of Student Engagement and Support Services

Recognition of Guests

Chairperson Phillips welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Student Success Story

Professor Tammy Watt introduced Joseph Weikert, a former student of hers who graduated this month with his associate's degree in Social Services Technology, noting that she is very proud of him.

Mr. Weikert indicated that he suffered from the disease of addiction; he began using at age 8, and by 16, drugs were more important to him than school, so he dropped out of 9th grade. In 2016 he got clean with the help of Clark State alumnus Eric Mata. He had received his GED while incarcerated, and built up the nerve to apply for college – something he always wanted to do but thought he would fail at – with Eric's

support and encouragement. Enrolling was an easy process, and everyone in Admissions and Financial Aid was very helpful to him. Mr. Weikert started school in Spring 2017 with the goal of giving back to the community by doing what Dr. Mata was doing – helping others in addiction find their way out. Courses outside Social Services were difficult for Mr. Weikert, but he was able to maintain a 3.5 GPA; all through school he had received F's but ended up on the dean's list and graduated college with honors. He shared that right before he got clean, he tried to end his life. He went from not wanting to live to being a married college graduate with a child.

He commented that his interaction with staff here has been tremendous, and he is not sure if his success would have been possible without Clark State. Faculty and staff kept him here; a few times when he felt like taking a break, they encouraged him to stay and motivated him to finish. This semester he felt that he was being talked down to by an instructor and was able to go in the hallway and talk to him about it; the faculty member talked to him like a real human being, and they were able to work through it. He felt that the interaction was beautiful.

Mr. Weikert started working as a peer supporter, and although he got his CDCA and will move up to another position, he is very passionate about peer supporting and will always do some portion of that because he wants to make sure people in active addiction know that recovery is possible. He is working on a few more courses to transfer to Capital University for his bachelor's degree and would eventually like to get his master's degree from Ohio State. His goal is to help at-risk youth in Clark County.

Chairman Phillips thanked Mr. Weikert for sharing his very moving story, noting that he knows he will do great things.

*Mr. Weikert and Professor Watt exited the meeting at 6:25 p.m.

Approval of Minutes

Chairman Phillips asked for a motion to approve the minutes of the Regular Board Meeting held on April 16, 2019. Vice Chair Ball made a motion to approve the minutes as written; Trustee Doyle seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

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

- Approval of April 9, 2019, Meeting Minutes - ACTION
- April Financial Report (Attachment)
- Enrollment Discussion (Attachment)
- Projected Year-end Surplus Discussion
- FY 2020 State Budget Discussion
- State Share of Instruction Update (Attachment)

- FY 2020 Budget Discussion (Attachments)
- Tuition and Fees Schedule FY 2020 - ACTION
- Rhodes Hall Phase I and II Update
- Mercy Primary Care Clinic Update
- Tuition Assistance Program Policy Update – ACTION
- Tuition Assistance Program Procedures Update (Attachment)
- Other Business
- Next Meeting – June 11, 2019, at 7:30 a.m. – TLC Room 113

Financial Statements through April 2019

A report detailing the Revenues and Expenses through April 30th was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2019 budget is based on course completion (50%), success points (25%) and completion milestones (25%). State Share of Instruction (SSI) reflects the original projection from the Ohio Department of Higher Education at July 1, 2018. The final version is \$44,646 below the original budget.

Student Tuition and Fees Revenue represents Fall Semester and Spring Semester through April 30. Summer revenue has been deferred. The deficit has increased from March due to Spring B-Term deregistration. Credit hours for Spring are down around 4% compared to FY 2018.

As a reminder, we added a separate line for Other Student Fees and restated prior months. This is to help us better track the Student Credit Hour (SCH) based revenue projected by Dr. Felder and the other primarily headcount related fees. Other Student Fees for Fall and Spring are up compared to the budget due to a projected reduction to Student Bad Debt Expense, which is an offset to revenue.

Workforce Non-Credit Training revenue continues to be below budget. They expect revenue to pick up somewhat before the end of the fiscal year. As a reminder, they have brought in restricted revenue of \$186,000 through grants, which we used to show as E&G revenue. Even though revenue is down, Workforce spending is less than Revenue.

Performing Arts Center (PAC) shows and rentals are up.

Expenditures by object code and by function are tracking favorably with budget. Total expenses are up \$1.16M over last year, but we are still showing a surplus of revenue over expenses. As a reminder, we increased the overall budget for FY 2019 by \$2.35M.

We continue to monitor Bookstore revenue decline, due to the virtual bookstore partnership with eCampus. The Commercial Transportation Training Center and Parking continue to do well. Food Service is performing slightly better than budget.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The

Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 3/31/19:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,206,429
Commonfund Management Fees (June 2002 to present)	\$(82,658)
Foundation Management Fee (2007 to present)	\$(158,409)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$194,218
Balance 3/30/19	\$1,976,776
Quarterly (Jan-Mar) Rate of Return	3.19%
Barclays Aggregate Bond Index (Jan-Mar)	2.94%
March Return	1.75%
Barclays Aggregate Bond Index (Mar)	1.92%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Kelso Morrill and Marc Bernhardt, who will be taking over for Kelso, from The Commonfund met with the Foundation’s Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on March 27, 2019, and reviewed fund performance, asset allocation, and answered questions the Committee had.

FY2020 Budget Materials

The May Board meeting is when we generally present draft materials about the new year’s budget. We then present the official budget for approval at the June Board meeting.

Vice President Wakefield presented the following materials for review and discussion:

- Enrollment Data – Prepared by Dr. Felder projecting how we will end this year, with observations and FY2019-20 focus points.
- Draft Potential FY2020 Changes to Base FY2019 Budget (E&G) – This is the summary prepared by Business Affairs of the anticipated changes in revenue and/or other sources and related new expense needs.
- Planned Tuition Increase FY2020 – This is the result of a survey we conducted of OACC Chief Financial Officers.
- Clark State General Academic Fee History – This is the comparison of our fees to some of our fellow OACC members.
- Draft Potential FY2020 Changes to Tuition and Fees – This identifies potential fee increases, quantifies the financial impact, and shows the type of expenditures supported.
- Revenue Comparisons – This shows every revenue account history, projection for FY2020 and any relevant notes.

Human Resources Update

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

New Hire:

- Asiah Jeffries, Client Support Technician, Information Technology, effective 4/29/19

Departure:

- Brian White, Evening/Weekend Library Assistant, Library Services, effective 4/10/19

Open/Advertised Positions:

- Agriculture Instructional Faculty (1.0 FTE)
- Dean, Health, Human and Public Services (1.0 FTE)
- Diagnostic Medical Sonography Instructional Faculty (1.0 FTE)
- Director, Client Support (1.0 FTE)
- Early Childhood Education Instructional Faculty (1.0 FTE)
- English Instructional Faculty (2), Springfield and Greene Center (1.0 FTE)
- Medical Lab Technician Instructional Faculty (1.0 FTE)
- Registered Nursing Instructional Faculty (4) (1.0 FTE)
- Institutional Research Analyst (1.0 FTE)

Rhodes Hall Renovation Project Update

Rhodes Hall Phase I, primarily a major upgrade of the building's infrastructure and technology, was completed Fall Semester 2018. We have continued to work with the contractors to resolve punch list items. There has also been a dispute over who should pay for some unexpected items, primarily new fire rated wiring needed above the ceiling. We have submitted compromise proposals but they have not agreed. We are awaiting a recommendation by the Ohio Facilities Construction Committee (OFCC) mediator.

In the meantime, we have begun Phase II. An architect has been hired and contractor bids reviewed and decided upon. Empire Building Co. has been selected as the contractor, and Friends Office has been selected as the furniture vendor. The Controlling Board has approved our \$1.9M request. A kick-off meeting has occurred, and the 3rd floor has been cleared for renovation.

Phase II will include renovation of existing restrooms on all three floors and one new ADA restroom on each floor. The current large math lab in the center of the 3rd floor will be converted into faculty offices and flex space for ad-hoc interactions with students and faculty. Third floor hallways and classrooms will receive new flooring, painting and furniture. The 2nd floor remains to be addressed, although we are planning some office moves with internal funds.

Board Human Resources Committee Report

The Board Human Resources Committee met on Monday, April 22, 2019, in room 320 of the LRC Building with Committee Chair Jim Doyle; Committee Members Sharon Evans, Mike McDorman, and Maurice McDonald; and Board Chair Brad Phillips in attendance.

The following items were discussed:

- President Blondin's 2019-2020 Incentive Plan Goals
- Format of Annual Presidential Review
- Format of Board/Trustee Evaluation Instruments

Graduation Recap 2019

We received many positive comments regarding this year's ceremonies. Three hundred forty-one graduates attended our 2019 Commencement Ceremony. Because tickets are no longer required, there was a significant number of guests in attendance as well.

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

We had two student speakers this year. Christopher Sineno delivered an inspiring speech during the first ceremony. He graduated with an associate's degree in applied business management. He intends to provide affordable housing for families throughout Ohio, Indiana and the surrounding region by growing a sustainable network of property owners and management organizations. Stephanie Carter Olán spoke at the second ceremony. She completed her associates of science degree in Fall 2018. In January 2019, she transferred to Wright State University to pursue her bachelor's degree. Both Christopher and Stephanie were actively involved on campus as student leaders.

Dr. Blondin ended each ceremony by awarding a graduate with a laptop, which is always very exciting and fun for the students. Don Lynam, Foundation Board Chair, inducted the graduates into the Alumni Association and encouraged them to stay involved and connected to Clark State.

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

State Share of Instruction

A chart reflecting the state share of instruction (SSI) formula allocation for fiscal year 2018 for the twenty-three Ohio community colleges was distributed to Trustees prior to the meeting. Drs. Felder and Hunter provided a deeper dive into the FY2020 SSI projections and reminded the group that the funding formula components are 50% course completion; 25% success points; and 25% completion milestones.

President Blondin reported that a \$1.5 million programming error was discovered in the funding formula, which may result in funding being pulled back from Ohio colleges; this would mean \$150,000 being taken back from Clark State. It has not yet been decided how this will be handled. Discussion also ensued about Eastern Gateway Community College receiving SSI for out of state students and the current effort to disallow that in the future. It was noted that if the out of state students are excluded from SSI funding, Clark State is projected to receive a 3.3% increase in SSI over last fiscal year; if they are left in, Clark State increase would be reduced to 2.68%.

Dr. Felder indicated that we are improving in all areas except for a slight decrease in course completion. Dr. Hunter reported that the joint effort between academic and student services to develop new strategies to increase course completion and student retention, including wrap around services for students, will continue.

OACC Award Nomination

Each year, Ohio Association of Community College (OACC) members have the opportunity to nominate individuals and/or businesses for their support to Ohio's community colleges.

The Maureen C. Grady Award is presented to a current or former Trustee who has demonstrated extraordinary leadership throughout the term of their service as a trustee and has made outstanding professional contributions to their college or community colleges as a whole. Clark State nominates Trustee Sharon Evans, past-Board Chair, who has served on the Board for thirteen years. Accomplishments during her time on the Board include:

- Construction of the Sara T. Landess Technology and Learning Center
- 2005-2006 Major Gifts Campaign
- Dedication of the Sara T. Landess Technology and Learning Center
- Establishment of Greene Center location in Beavercreek
- Construction of the Hollenbeck Bayley Creative Arts and Conference Center
- Construction of the Fire Tower for the Firefighting program and the Flood House for Insurance Management program
- Hiring of President Jo Alice Blondin, Ph.D.
- Construction of the Rafinski Student Success Center
- Comprehensive Strategic Plan 2013/14 and 2018
- Partnership with the Global Impact STEM Academy (GISA) high school in Springfield
- Location of Mercy Clinic at Clark State
- Opening of Xenia REACH Center location
- Winner of AACC Board/CEO Relations Award
- Champion of Clark State Award and the Clark State Diversity Award

Foundation Update

- The Foundation will be developing our 2019-2020 budget in May. The budget will be presented to the Foundation Board of Directors for approval in June. Our main focus in the coming year will be to increase our unrestricted funds so that we can quickly assist students with their various needs.
- Applications for summer semester scholarships were received April 15 – 30, 2019, with a total of 127 received. We plan to award over \$22,000 in scholarships.
- We have received 105 enrollments for our College for Kids and Teens program. Two of our classes, Pre-Med 2.0 and Sports Science, are at maximum capacity.
- We are accepting nominations for our Distinguished and Emerging Alumni Awards. Nominations forms are available at <https://www.clarkstate.edu/about-clark-state/alumni/> and will be accepted until June 15, 2019. Awardees will be honored at event which will be held September 20, 2019. Please nominate a worthy alumnus.
- Our newly inducted 8th grade Scholars visited Clark State on May 2nd and May 9th.

Performing Arts Center Update

Performing Arts Center

- The Performing Arts Center (PAC) completed its 25th Anniversary Season on May 8 with Melissa Etheridge. All but 52 tickets were sold, and we had patrons travel from in Michigan down to Kentucky and from Connecticut over to Illinois. Out of the 1,449 people who bought tickets, 88% were first-time ticket buyers; a map showing where these patrons live was shared with Trustees.
- The Friends of the Performing Arts and Conference Center annual appeal was mailed at the beginning

of April. To date the appeal has raised \$19,675 with 127 new donors.

- Starting on June 9, C&N Contractors will be working around the Fly Tower. They will re-caulk the expansion joints and weatherize all the brinks to prevent decay and leakage onto the stage.

Hollenbeck Bayley Conference Center

- The 32 theater lights are being replaced by 18 new LED lights. The power sources for the old lights have burned out and are not replaceable. The new lights (with updated cabling) are able to power down when not in use, and since they are LED lights, there will be a cost savings for electricity.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt Employees

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

New Hires:

- Elicia Spain, Director, Access and Retention, Academic Affairs (1.0 FTE) effective 5/13/19
- Je'Michael Blanton, Admissions Specialist, Enrollment Services (1.0 FTE) effective 6/3/19

Termination:

- Max McConnell, Coordinator, Greene County Outreach, Greene Center (1.0 FTE) effective 5/15/19

Impact on students and/or student learning:

- The Director, Access and Retention manages and coordinates the operation of the Accessibility Office, testing, and tutoring.
- The Admissions Specialist is responsible for building relationships with prospective students while generating and collecting prospective student information through recruitment events to positively impact enrollment.
- The Coordinator, Greene County Outreach duties will be absorbed by other members within the department.

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

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

Personnel Recommendation – Instructional Faculty

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

Termination:

- Dr. Collins Amankwaah, Assistant Professor, Business and Applied Technologies, effective 5/15/19

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: The above personnel action is in the 2018-2019 budget.

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

Tuition Assistance Program Policy Revision

The current Tuition Assistance Policy does not require any re-payment of tuition, should an employee leave employment with the College after receiving reimbursement. After polling colleges in the OACC, it was found that most of them require an employment commitment from the employee, following tuition reimbursement or else that employee must pay back some portion of the reimbursement. As a matter of best practice, it is recommended that we add the following statement to our policy:

- Tuition reimbursement is subject to repayment to the College under certain conditions as identified in the associated procedures.

3358:5-5-17 Tuition Assistance 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.
- (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.

- (D) Eligibility requirements for this policy are outlined in the tuition assistance program procedures.
- (E) **Tuition reimbursement is subject to repayment to the College under certain conditions as identified in the associated procedures.**
- (F) This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.
- (G) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the tuition assistance program.

Effective: June 1, 2019 ~~October 15, 2015~~

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, 7/13/12, 3/27/15, **10/15/15**

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

Implications for budget, personnel, or other resources: This will be a potential savings in that a portion of tuition funds may be repaid to the College that might otherwise have been forfeited.

It was requested that the Board of Trustees approve the revision to the Tuition Assistance Program Policy as presented.

Tuition and Fees Schedule 2019-2020

There are many factors that contribute to tuition increases including technology upgrades, service improvements, program expansion, the growing cost of health care, competition for faculty, and instability of state funding. Discussions on setting tuition and fee rates take all of this into consideration along with the availability of federal, state and institutional grants, loans and scholarships.

Legislative leaders are in the process of adopting the FY 2020/FY 2021 State Biennial Budget. We expect the state to authorize an increase of \$5.00 per credit hour in FY 2020. We propose increasing tuition 2% (\$2.62 per credit hour), General fee from \$9.00 to \$12.00, Technology fee from \$9.00 to \$12.00, and Auxiliary fee from \$7.50 to \$10.00.

	CURRENT	RECOMMENDED
Instructional/per credit hour	\$131.33	\$133.95
General/per credit hour	\$9.00	\$12.00
Technology/per credit hour	\$9.00	\$12.00
Auxiliary/per credit hour	\$7.50	\$10.00
Total Annual Amount*	\$4,704.90	\$5,038.50

*30 credit hours per academic year

The above recommendation was discussed by the Board Finance and Facilities Committee at the May 14th meeting. The Board Finance Committee recommended approval to the full Board.

Impact on students and/or student learning: The combination of additional tuition and fees should result in more degree and certificate completion, producing a more educated workforce.

Implications for budget, personnel, or other resources: The 2% tuition increase will support new faculty and student support positions, new and/or upgraded student support software, faculty and staff raises and insurance increases. The other fee increases will support athletics, equipment replacement and improved technology.

It was requested that the Board of Trustees accept the recommendation to increase the in-state instructional fee by 2% and increase the General and Technology fees from \$9.00 to \$12.00 per credit hour and the Auxiliary fee from \$7.50 to \$10.00 per credit hour.

Technical Faculty Promotion Policy Revision

In January, the Board of Trustees approved the new Technical Faculty Promotion policy. However, Faculty Senate, on behalf of all faculty, submitted some changes to the Vice President of Academic Affairs which better clarified the policy.

To reiterate, the College has a faculty rank and promotion policy for faculty members who teach in traditional academic areas whose required credentials include a master's degree. Many technical program faculty, however, are not eligible for promotion under the existing policy. A technical faculty member is a full-time faculty member who teaches in a technical/vocational program leading to a certificate and/or degree and whose required credentials include a terminal degree less than a master's degree and/or professional licensure or certification in the technical/vocational area in which the faculty member teaches.

3358:5-3-26.1 Technical Faculty Promotion Policy

- (A) Clark State Community College supports a promotion system for technical faculty that is designed to reward individual performance that contributes to the College's mission.
- (B) Technical Faculty is defined as a full-time faculty member teaching in a technical/vocational program leading to a certificate and/or degree whose credentials contain a terminal degree option less than a master's degree and includes professional licensure(s) and/or certification(s) in the technical/vocational area of the program of the faculty member.**
- (C) The ranks that have been established as part of the system.—These include Instructor, Principal Technical Instructor, Master Technical Instructor, and Senior Technical Instructor.
- (D) A progression in leadership responsibilities is critical to the advancement of faculty from one rank to the next.
- (E) Eligibility requirements, established by the college, include educational attainment and work experience as appropriate to the rank to which the person is applying.
- (F) Technical Faculty seeking promotion submit evidence of their achievements according to set criteria, including effective teaching/learning, professional growth, and service to the College and community.

- (G) Peer review by colleagues is an essential component of the system.
- (H) Promotion must be earned and is not automatic.
- (I) The College President is the final authority for all decisions related to promotion.
- (J) The Vice President of Academic Affairs (VPAA) shall ensure that a promotion calendar is established for timely process completion.
- (K) General guidelines for candidates for promotion shall be as follows:
 - (1) The promotion committee shall review the materials submitted for consideration. The promotion committee shall verify whether or not the technical faculty member has met the minimum requirements for promotion. If the minimum requirements are not met, the committee shall take no further action and shall not review the submitted materials.
 - (2) Meeting minimum requirements does not mean that a recommendation for promotion is automatic. Submitted materials shall be organized in a manner that facilitates review; simply listing accomplishments may not be adequate. Explanations of the exact nature of the contributions may be necessary. Promotion materials shall be reviewed and evaluated by the committee against the promotion requirements for the rank sought in order to determine whether or not the candidate will be recommended for promotion.
 - (3) A pattern of contributions over the years is more meaningful than a flurry of activity just prior to promotion eligibility.

Effective: July 1, 2019 ~~February 1, 2019~~

Prior Effective Dates: 02/01/19

Impact on students and/or student learning: Promotion of technical faculty would aid in retaining competent faculty in the technical/vocational areas and will help promote student success in those areas.

Implications for budget, personnel, or other resources: There will be periodic budget impact resulting from promotion increases as individual faculty members become eligible for promotion in rank.

It was requested that the Board of Trustees approve the changes to the Technical Faculty Promotion Policy as presented.

Faculty Contract Recommendation Update

The College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-, or three-year contracts. Below is a change to the previously submitted recommendations for faculty contract renewals:

RECOMMENDATION FOR INSTRUCTIONAL FACULTY CONTRACT RENEWAL 8-12-2019			
Name	Year Employed	Contract Eligibility	Contract Recommendation
Amankwaah, Dr. Collins	2016	1 year	No contract recommended

Impact on students and/or student learning: Due to the low enrollment numbers in the Food Science program, it is not fiscally responsible to continue to employ a full-time faculty member in this program.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the personnel action presented on the above Contract Renewal Recommendation for Instructional Faculty.

ACCT Board Leadership Nomination

Each year the Association of Community College Trustees (ACCT) invites member colleges to nominate individuals for their outstanding energy and leadership on behalf of community colleges. Regional ACCT Awards are presented during general sessions held at the Annual ACCT Leadership Congress, and Association-level Awards are presented at the formal ACCT Awards Gala, in conjunction with the 2019 ACCT Leadership Congress in San Francisco, California.

This year, Clark State would like to submit the following nomination:

- Trustee Sharon Evans for the Trustee Leadership Award, which recognizes exemplary leadership as a Board of Trustees member.

A nomination letter was distributed to the Board prior to the meeting as their approval is needed to submit the application to ACCT for consideration.

Impact on students and/or student learning: It is important to recognize the support of our community members and Trustees for their efforts on behalf of the College and our students.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the ACCT Trustee Leadership Award nomination as presented.

Vice Chair Ball made a motion to approve all of the action items above as presented. Trustee McDonald seconded the motion, and it passed unanimously.

Report of the President

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

Staff Senate President Nathan Walters reported that the search is on to fill the Staff Senate President Elect, Secretary, and Treasurer positions. Graduation went very well, and staff is very happy with how the academic year went.

Faculty Senate President Dr. Victoria Marling reported that Faculty Senate is working with Dr. Hunter and the Promotion Committee on tweaking the policy/procedures for the promotion of technical faculty.

President Blondin reported the following:

- She was pleased to see a national article on the SOAR program in AACC's Community College Daily; Dr. Franz was instrumental in getting it published.
- She delivered the keynote address at the May 5th Community College of the Air Force graduation ceremony held at the Springfield Air National Guard Base.
- She is excited about a new program for next fiscal year in which a card and free beverage voucher from Sodexo will be sent to each full-time faculty and staff member on their birthday.
- She appreciated Chancellor Gardner visiting today and attending the Work Session; he did not mention that the capital levy language was in the House budget, and it is expected to stay in the Senate version unless the Governor vetoes it.
- We have already started enrolling students into the Manufacturing Technology Management Applied Baccalaureate Degree program.
- An Ohio Hi-Point Open House will be held on Wednesday, May 29, from 5:30 to 7:00 p.m. to showcase our offerings there.

Report of the Board Chair

Chairman Phillips thanked everyone who worked on graduation noting that he thought it went well, and the speaker for the first ceremony was very riveting. It made him think about all of the good that goes on here, which is very meaningful for a lot of people.

Trustees' Open Forum

Trustee Doyle commented that Mr. Leikert's ability to complete his degree in two years was phenomenal. Dr. Blondin noted that since he completed his GED in prison, he came well prepared to start college, and the Social Work program is a cohort group, which provides a lot of support. The group agreed that he had a lot to overcome, and his story is one of the most compelling they have heard.

Executive Session ~ Performance of President

Vice Chair Ball made a motion to enter Executive Session to discuss the performance of the President. Trustee McDorman seconded, and the motion passed 7-0 by a roll call vote. Executive Session commenced at 6:58 p.m.

Trustee McDonald made a motion to exit Executive Session and return to Regular Session at 7:21 p.m. Trustee Noonan seconded, and the motion passed unanimously.

President's Compensation

Trustee Noonan made a motion to approve the Board Human Resources Committee's recommendation to approve the funding of the President's 457(f) plan in the amount of \$12,500 for FY2018-2019 subject to the fiscal year ending with no major incidents taking place. Trustee Evans seconded, and the motion passed unanimously.

Adjournment

Vice Chair Ball made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:23 p.m.