



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 21, 2017

The Clark State Community College Board of Trustees met in regular session in room 220 of the Greene Center on Tuesday, March 21, 2017. Chairperson Sharon Evans presided and called the meeting to order at 6:25 p.m.

Oath of Office

Chairperson Evans administered the Oath of Office to re-appointed Trustee Jim Doyle.

Roll Call:

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

Excused: David Ball

Others Present: Aimee Belanger-Haas, Dean of Business and Applied Technologies; Mary Benedict, Project Manager of the TAACCCT Grant; Therese Filicko, Assistant Professor, Arts and Sciences/Faculty Senate President; Matt Franz, Chief Information Officer; Kyle Fuchs, Controller; Ron Gordon, Dean of Student Support Services; Duane Hodge, Director of the Commercial Transportation Training Center; Lesley Johnson, Student; Natalie Johnson, Director of Academic Affairs, Greene Center; Darci Jordan, Writer; Catie Maher, Director of the Foundation; Laurie Means, Director of Marketing; Marvin Nephew, Chief Human Resources Officer; Toni Overholser, Director of Workforce and Business Solutions; Tori Peters, Student Senate President; Anna Seidensticker, Assistant Chief, Education Section, Ohio Attorney General's Office; Dr. Amit Singh, Provost/Senior Vice President of Academic Affairs; Amy Sues, Associate Dean of Academic Affairs; Richard Sykes, Assistant Dean, Business and Applied Technologies; Mellanie Toles, Assistant to the President; Larry Wakefield, Interim Vice President for Business Affairs; Laura Whetstone, Human Resources Manager; Kathy Wilcox, Dean of Health, Human and Public Services; and Nina Wiley, Dean of Enrollment Services

Recognition of Guests

Chairperson Evans welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairperson Evans asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 17, 2017. Trustee Hall made a motion to approve the minutes as written; Trustee Noonan seconded, and the motion passed 7-0. (Trustee Doyle abstained since he did not attend the January meetings.)

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Wednesday, February 8, at 3:30 p.m. in the TLC Boardroom. Those present included: Andy Bell, Committee Chair; Committee Members Peg Noonan, Brad Phillips, Jim Doyle and David Ball; Sharon Evans, Board Chair; Dr. Blondin, President; Larry Wakefield, Interim Vice President for Business Affairs; Theresa Felder, Vice President for Student Affairs/Greene Center Operations; Marvin Nephew, Chief Human Resources Officer; and Kyle Fuchs, Controller.

Agenda items included:

- January Financial Report
- FY 2017-2018 Budget Update
- Strategic Plan Cost
- PAC Roof Status
- RH/ASC Renovation Status
- CBT - Campus Master Plan Status
- Greene Center – Type of report needed (space/utilization/classes/enrollment/financial)?
- e-Campus.com Implementation Status (Average Cost Savings)
- Safety and Security Upgrades Status
- Property Option in Beavercreek
- Other Business
- Next Meeting – TBD

Financial Statements through February 2017

The financial statement detailing Revenues and Expenses through February 28th was distributed to Trustees prior to the meeting. The following was noted:

- The first column reflects the original FY 2016-2017 Annual Budget.
- State Share of Instruction reflects the most recent projection from the Ohio Department of Higher Education. The annual decrease based upon updated numbers is \$14,828.
- Student Fee Revenue represents Fall Semester and Spring Semester through February 28th. We continue to be down around \$500,000 for the fiscal year.
- Workforce Non-Credit Training revenue continues to be down but so are the related expenses, which are reflected in the Public Service category. Activity is picking up this Spring but will not catch up to original budget.
- Performing Arts Center revenue is running ahead of last year.
- The expense budgets show no significant variances. Total expenditures are under budget by function and object. The expenses are under budget more than enough to offset the revenue decline.
- The Bookstore shows a surplus, although behind last year. Commercial Transportation Training Center shows a slight surplus, although behind last year. Parking shows a surplus ahead of last year.

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 12/31/16:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,066,692
Commonfund Management Fees (June 2002 to present)	\$(70,784)
Foundation Management Fees (2007 - 2016)	\$(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)	\$176,944
Balance 12/31/16	\$1,831,639
Quarterly (October - December) Rate of Return	-2.69%
Barclays Aggregate Bond Index (October - December Quarter)	-2.98%
December Return	0.04%
Barclays Aggregate Bond Index (December)	0.14%

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 management fees to endowment accounts it manages. This figure (\$158,409) represents the 1.25% fee for ten fiscal years (FY 2007 – FY 2016). Kelso Morrill from The Commonfund met with the Foundation Finance/Audit/Investment Committee on September 21, 2016, and reviewed fund performance, asset allocation, and spending policy.

Human Resources Update

Promotions:

- Antoinette Yancey, Student Records Specialist, promoted to Success Navigator (1.0 FTE), effective 2/6/17
- Roseann Terbay, Records Clerk, promoted to Student Records Specialist (1.0 FTE), effective 2/6/17
- Kristin Skiles, Early College Coordinator, promoted to Director, Enrollment Management (1.0 FTE), effective 3/13/17
- Caroline Cary-Devine, Retention Student Advisor, promoted to Success Coach/Advising Coordinator (1.0 FTE), effective 3/13/17

Transfers:

- Corey Holliday, Director, Student Services, transferred to Success Coach (1.0 FTE), effective 2/6/17
- Teresa Kelble, Business Affairs Office, transferred to Human Resources (1.0 FTE), effective 2/6/17
- Henrietta Jones, Human Resources Office, transferred to Workforce and Business Solutions Office (1.0 FTE), effective 3/6/17
- Lisa Dunn, Program Manager, Workforce and Business Solutions, transferred to Academic Counselor, Student Support Services (1.0 FTE), effective 3/13/17

Resignations:

- Melissa Turco, Academic Counselor, Student Support Services (1.0 FTE), effective 2/17/17
- Wendy Neumann, Custodian (1.0 FTE), effective 2/24/17
- Emily, Burnett, Campaign Assistant, Advancement (1.0 FTE), effective 3/10/17
- Alendre McGhee, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 5/11/17

Retirements:

- William Brown, Custodian (1.0 FTE), effective 3/1/17
- Kandyce Meo, Professor, Arts and Sciences (1.0 FTE), effective 6/1/17
- Kathy Wilcox, Dean, Health, Human and Public Services (1.0 FTE), effective 7/1/17
- Marvin Nephew, Chief Human Resources Officer (1.0 FTE), effective 7/1/17
- Cynthia Hill, Bookstore Buyer (1.0 FTE), effective 7/1/17
- Roberta Richards, Health Clinic Nurse, (.58 FTE), effective 8/1/17
- Carrie Weinstiger, Accounts Payable/Purchasing Technician, (1.0 FTE), effective 8/1/17

Open/Advertised Positions/Searches/Interviews:

- Custodian, 3rd shift (1.0 FTE)
- Lead, Custodian, 3rd shift (1.0 FTE)
- Directed Learning Lab Assistant (1.0 FTE)
- Academic Counselor, Student Support Services (1.0 FTE)
- Vice President, Business Affairs (1.0 FTE)
- Dean, Health, Human and Public Services (1.0 FTE)
- Instructional Faculty, Diesel (1.0 FTE)
- Instructional Faculty, Economics (1.0 FTE)
- Instructional Faculty, English – 2 positions (1.0 FTE)
- Instructional Faculty, Psychology (1.0 FTE)
- Instructional Faculty, Sociology (1.0 FTE)
- Instructional Faculty, Nurse Aid Program (1.0 FTE)
- Instructional Faculty, Registered Nursing Program – 3 positions (1.0 FTE each)

Liaison Reports

Clark State Foundation

- The Major Gifts Campaign has raised \$5.2 million to date. In February, the first cultivation event was held in Champaign County to expand the Champion City Scholar program into Graham and Urbana City Schools. Potential donor follow-ups continue, and have raised \$100,000 toward a \$750,000 goal for the expansion.
- The Foundation has contracted with Academic Works to bring its scholarship application online for students beginning July 1st. The software connects to the College's Colleague System, and will simplify the application process for students – as well as streamline the administration side for staff.
- Save the Date! Circle of Friends Founder's Award Gala will take place on Saturday, April 15, in conjunction with the Dick and Barbara Kuss Memorial Concert. Michael and Pauline Chakeres will be receiving the Founder's Award for their generous support of the Performing Arts Center.
- Matthew Ison has been working with Institutional Research to measure the success rate to date of the Champion City Scholar program. Initial findings have been positive, but there is also room to improve. The following points summarize some of our major findings so far:
 - In the first five years of the program, 254 students were selected. Of those selected, 162 (63.8%) finished the high school phase of the program in good status. The top reason for students not finishing the high school phase is because they moved out of the district.
 - Forty students (25%) who completed the high school phase of the program have earned a college

credential. This represents 16% of the total number of students who were selected to the program.

- Only 2 students who were not accepted to the program went on to earn a college credential. Of the students who were not accepted to the program. Only one student who was dismissed from the program during the high school phase went on to earn a degree or credential.
- The percentage of scholars who have earned a degree or credential in 2007 and 2008 is significantly lower, and we believe this is because it is taking students longer to finish their programs. Scholarship Committee is working on policy to address this trend.
- The following chart summarizes the success rate of the first five years of the program:

Success Measure	2004	2005	2006	2007	2008	Total
Applications Received	62	77	67	Unknown	66	272
Scholars Selected	47	52	54	50	51	254
Graduated High School in Good Standing	34	29	32	32	35	162
Completed a Degree at Clark State	7	5	2	3	2	19
Completed a Degree at another college	3	7	8	2	1	21
Percent of Scholars who were accepted into the program and earned a degree or certificate	21%	23%	19%	10%	6%	16%
Percent of Scholars who graduated from high school in good standing and went on to earn a degree or certificate	29%	41%	31%	16%	9%	25%

Performing Arts Center (PAC)

- Beginning February 12th, we started allowing food and beverages into the Kuss. We have seen a large increase in sales already from this. The Rick Springfield show did \$2,910 in bar sales alone. Equally as important, our patrons are very happy with this change.
- The PAC had 11 events from January 20 through March 13.
- The show STOMP! had 87.3% of the audience as first timers to the PAC.
- On March 11 we held our first "friend" raiser in the PAC lobby.
- Our first annual appeal to ticket buyers went out in February and to date has brought in \$15,219, of which \$2,844 is from first time donors.
- Project Jericho took six girls along with a few others from the STEM programming to see Hidden Figures.
- Project Jericho hosted a Winter Family Arts Camp for 40 individuals in the LRC. The theme was "wilderness adventure" and all the artwork was centered on that theme. Two collaborative pieces created that week are now permanently hung at the Clark County Family Visitation Center. National Trail Parks and Recreation District and Clark County Park District attended nights of camp to share their offerings and knowledge with our participants.
- Project Jericho hosted PROJECT ZONTA, for mothers and daughters in the Brinkman Educational Center. Fifteen mothers, grandmothers, daughters, and granddaughters participated in this week long program creating glass mosaics and creative writing together. Zonta Club of Springfield women attended the final dinner on Friday, catered by the Simon Kenton Inn and each participant shared their finished mosaic and a piece of writing with the group. The writing portion of this program was also offered and emulated inside the Clark County Juvenile Detention Center.
- Dinolight Theater performed for 1,200 students from the local schools.

Hollenbeck Bayley Creative Arts and Conference Center (HBC)

- We hosted our first Bridal Show which netted \$3,725.
- The HBC held 29 events from January 20 through March 13.

Beavercreek Land Option

*Trustee Noonan exited the room at 6:36 p.m. before conversation commenced due to a conflict of interest.

A five year old purchase option between Clark State Community College and Beavercreek Store N Lock Inc. to buy for \$1,250,000 the 2.75 acres at 3789 Pentagon Boulevard adjoining our Greene Campus building is scheduled to expire on April 12, 2017. At the February 8, 2017, meeting of the Finance and Facilities Committee action taken named a sub-committee of Larry Wakefield, Brad Phillips and David Ball to work with Anna Seidensticker from the Attorney General's office, research options and report back.

Ms. Seidensticker was consulted and the results of her research were shared with the sub-committee. She asserted that "assignment" of the option was our only recourse. But, she recommended against it due to potential remaining liability and appearances.

The sub-committee held a conference call on March 16, 2017, to discuss the research and options. Dr. Blondin recommended against extending the option due to a slowdown in growth of Greene Center students, under capacity of the current facility and other options to serve the area. David Ball expressed a slight technical disagreement with Anna, but agreed with her recommendation to let the option expire. He does not think the land is worth \$1,250,000 nor that our potential assignee (Clark State Community College Foundation) would have time to take needed action. Board Chair Sharon Evans asked about the original plan for the property, and Dr. Blondin provided some history (though not here at the time).

The sub-committee asked Larry Wakefield to report as an information item at the March 21, 2017 Board of Trustees meeting.

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:

Promotions:

- Kristin Skiles, Early College Coordinator, promoted to Director, Enrollment Management (1.0 FTE), effective 3/13/17
- Caroline Cary-Devine, Retention Student Advisor, promoted to Success Coach/Advising Coordinator (1.0 FTE), effective 3/13/17

Retirements:

- Kathy Wilcox, Dean, Health, Human and Public Services (1.0 FTE), effective 7/1/17
- Marvin Nephew, Chief Human Resources Officer (1.0 FTE), effective 7/1/17
- Roberta Richards, Health Clinic Nurse, (1.0 FTE), 8/1/17

Impact on students and/or student learning:

- The Director, Enrollment Management and Success Coach/Advising Coordinator play crucial roles in students' success from admissions through graduation.
- The Dean HHPS leads an important division of the College and is responsible for a large number of graduates annually.
- The Health Clinic Nurse provides first aid, flu shots, and many more first line medical services to our students and employees on a daily basis.

- The Chief Human Resources Officer assists in hiring qualified faculty and staff to serve our students. He is also responsible for employee relations, compliance, training and various other functions.
- Vacant positions will be filled.

Implications for budget, personnel, or other resources:

- Funding for the above promotions are included in the 2016-2017 budget and will be in the 2017-2018 budget.
- Funding for the soon to be vacant positions will be in the 2017-2018 budget.

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

Personnel Recommendations ~ Instructional Faculty

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

Resignation:

- Alendre McGhee, Assistant Professor, Health, Human and Public Services (1.0 FTE), effective 5/11/17

Retirement:

- Kandyce Meo, Professor, Arts and Sciences (1.0 FTE), effective 6/1/17

Impact on students and/or student learning:

- No immediate impact on students and student learning. These vacancies will occur at the end of this academic term.
- Both positions will be posted and filled with full-time instructors for fall semester 2017.

Implications for budget, personnel, or other resources:

- Both positions are in the 2016-2017 budget and will be included in the 2017-2018 budget.

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

Trustee Bell made a motion to approve the personnel recommendations for exempt employees and instructional faculty as presented. Vice Chair Phillips seconded the motion, and it passed unanimously (although Trustee Noonan was still out of the room and did not vote).

*Trustee Noonan re-entered the meeting at 6:39 p.m.

Prior Learning Assessment Policy and Related Policy Revisions

The purpose of developing this policy was to enhance the opportunities for students with prior learning (life experience) to earn college credit. Consultants for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant assisted a core task force in developing the Prior Learning Assessment (PLA) Policy and Procedure documents. In addition, the Ohio Department of Higher Education hosted a series of meetings to promote prior learning assessment at the college level. Staff from Academic Affairs and Student Affairs developed the draft document. This policy includes recommendations and an endorsement from Faculty Assembly.

Prior Learning Assessment Policy

- (A) Prior Learning Assessment (PLA) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. PLA validates knowledge acquired through

life experience, work experience, military experience, civic engagement, individual study and reading, and participation in classes or training sponsored by business and industry, professional organizations, and/or government agencies. Credit is awarded for college-level knowledge gained from experience and not for the experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study offered by the college.

- (B) There are a variety of third-party vendors that allow students to receive college credits in certain courses. Requisite advanced placement criteria are determined by the Provost and Senior Vice President of Academic Affairs in partnership with department faculty, division dean, or designee. The types of prior learning examinations accepted by the college are the following:
- (1) **Advanced Placement (AP):**
AP exams are a series of examinations developed by the College Board for AP High School classes in various subject areas. Students who have taken a College Board AP Credit Examination must have scored at least a 3 to receive appropriate course credit.
 - (2) **College Level Examination Program (CLEP):**
CLEP assesses proficiency in general education through 33 tests in five subject areas.
 - (3) **DANTES Subject Standardized Test (DSST):**
DSST examinations test knowledge in both lower- and upper-level college course content through 38 tests in six subject areas.
 - (4) **International Baccalaureate (IB):**
Clark State recognizes the IB Diploma as an advanced standing program for college credit.
- (C) Military Training and Experience Credit
Students who have achieved military education and training credit may apply for acceptance of these credits toward the appropriate degree.
- (D) Professional Certification/Industry Credentials Credit
For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certification.
- (E) Proficiency Examinations
Any student who believes he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a proficiency exam at the appropriate division office. When a proficiency examination is an appropriate measure, the examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the possibility of a practical skills component. Both written and practical skills testing may be required to ensure course rigor is maintained and achieved.
- (F) Portfolio Assessment
A PLA portfolio is a detailed documentation illustrating college-level learning. The documentation varies by course and may include: examples of documents developed or materials made (like a machined part) at work or during some civic engagement, a self-assessment, an essay or oral interview explaining knowledge and experience, awards and honors, and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies.

(G) Credit for Prior Learning Assessment

- (1) All students are expected to complete the residency requirement of at least 15 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies such as transfer and PLA credit do not count toward the residency requirement.
- (2) A student is limited to receiving 50% total credits for a degree or certificate from PLA. Additionally, credit equivalencies may not exceed one half of the required technical course credits for the degree, the one-year certificate, or the departmental certificate program being pursued unless recommended by the faculty and approved by the division dean or designee.
- (3) All PLA credit is subject to time limitations for certain courses and/or majors. Limitations are determined by the profession/industry standards and the discretion of faculty, division dean or designee.
- (4) To apply for PLA credit the student must be admitted to Clark State with an eligible declared major.
- (5) Students may only apply for PLA credit for courses directly applicable to curriculum requirements in the student's declared certificate or degree program.
- (6) A student who wishes to apply for PLA for a course in their major must complete the process prior to the term the student intends to receive the PLA credit for the course.
- (7) Approved PLA credit does not guarantee credit or waiver for that course's prerequisites.
- (8) Approved PLA credits serve as prerequisites in the same manner as their course equivalencies.
- (9) All PLA must be awarded before the semester prior to graduation.
- (10) A student *may not* apply for PLA for a course that the student:
 - (a) is enrolled in after the 15th day.
 - (b) has previously taken with a failing grade (F or UW; D grade if student's major requires a grade of C or better in the course for progression and graduation requirements).
 - (c) has audited.
- (11) Clark State accepts credit for prior learning that has been awarded by other regionally accredited institutions as per the College's Transfer Policy. These credits have the same limitations in their use in meeting graduation requirements as do PLA credits earned at Clark State and will be used in computing the total hours of PLA for which a student is eligible.
- (12) A student who intends to use credit for PLA in a course to meet Clark State degree requirements and intends to transfer to another institution should check the requirements of the receiving institution.
- (13) Course credit hours earned by third party vendors, Military Training Experience Credit, or Professional Certification are awarded and recorded by Records and Registration.

Proficiency Examinations and Portfolios are assessed and awarded by faculty and recorded by Records and Registration.

- (14) The Records and Registration office will maintain a copy of the student's PLA form which indicates the assessment process and final grade.

(H) Prior Learning Assessment Appeals Procedure

Clark State has established a process for Prior Learning Assessment appeals as listed in the PLA Procedures document.

Effective: 4/15/17

Prior Effective Dates: n/a

The following policies were reviewed due to their relevance to the newly developed Prior Learning Assessment policy, and slight changes were made as indicated below:

- Credit Hour System Policy – corrected Chapter designation and Owner title; removed the NCA reference

3358:5-7-03 Credit Hour System Policy

- (A) Clark State Community College is committed to the establishment of a credit hour system that is consistent with the requirements of the Ohio Department of Higher Education and the guidelines of the Higher Learning Commission ~~of the North Central Association of Colleges and Schools.~~
- (B) Credit can be achieved through the scheduled classes offered by the College in any of the College-approved locations or course delivery formats.
- (C) Credit can also be awarded by one of the four processes for credit equivalencies:
- (1) Transfer credit from other regionally accredited post-secondary institutions;
 - (2) Articulated credit as defined in a formal agreement with another agency, institution, or business or as defined in a procedure established by the College. These agreements and procedures may allow credit for corporate training, adult education training, high school programs determined to be of college-level rigor or other forms of learning;
 - (3) Proficiency credit granted through the student's successful completion of a proficiency examination or other approved assessment process developed by the College or a College-approved agency, institution, or business;
 - (4) Portfolio credit for prior life and/or work experience.

Each of these forms of equivalent credit must be validated through the appropriate campus processes.

Effective: April 15, 2017

Prior Effective Dates: 3/13/78, 7/1/98, 9/1/99, 10/9/02, 6/8/06, 3/18/15, 10/15/15

- Prior Learning Credit Compensation Policy (renamed from Proficiency Examination Compensation Policy) – changed title of this policy to include multiple types of prior learning offerings and updated payment information for faculty compensation

3358:5-5-11 Prior Learning Assessment ~~Proficiency Examination~~ Compensation Policy

(A) Clark State Community College Students

- (1) Faculty members/division deans need to assure that students have obtained the proper receipt from the cashier's office for **challenge/proficiency exam or portfolio** fee payment prior to scheduling the proficiency examination **or portfolio development**.
- (2) After the faculty member has administered or developed the proficiency examination, he/she shall complete an additional pay form indicating the course name, course number, and date of examination and shall indicate the following rate(s):
 - (a) Payment for administering **and grading a skills based proficiency exam - \$50.** a ~~proficiency examination—\$20.~~
 - (b) **Payment for grading a written proficiency exam. - \$25**
 - (c) Payment for developing a new **challenge/proficiency** examination - \$50.
 - (d) **Payment for modifying an existing challenge/proficiency exam - \$25**
- (3) **In the event of a portfolio, once a student completes the portfolio, the faculty member shall complete an additional pay form indicating the course name, course number, and date of portfolio review and shall indicate the following rates:**
 - (a) **Payment for portfolio support for each 3 credit hour course - \$100.**
 - (b) **Payment for portfolio support for courses 1 or 2 credit hours - \$75.**
 - (c) **Payment is to cover costs for the faculty to consult with the student prior to portfolio development as well as portfolio assessment.**
- (4) The additional pay form shall be signed by the faculty member and division dean and forwarded to the payroll office for processing.

(B) Students at CTC and Other Tech Prep Sites

- (1) Payment for administering a proficiency examination off campus – \$60 plus mileage.
- (2) The additional pay form shall be signed by the faculty member and division dean and forwarded to the College's tech prep department so this expense can be tracked. The College's tech prep department will then forward the additional pay form to the payroll office for processing.

Effective: April 15, 2017

Prior Effective Dates: 7/1/98, 5/30/03, 3/27/15, 10/15/15

The newly created Prior Learning Assessment Procedures were also distributed for information only and are available for review on the portal.

Impact on students and/or student learning: This comprehensive policy establishes guidelines on offering prior learning credit opportunities and benefits students by changing the residency limits for

graduation. Research has shown that students who receive PLA credit tend to persist and complete their programs of study at a higher rate than those who do not receive PLA credit.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to approve the new Prior Learning Assessment Policy and the revised Credit Hour System and Prior Learning Assessment Compensation Policy as presented.

Vice Chair Phillips made a motion to approve the policies as presented. Trustee Hall seconded, and the motion passed unanimously.

Foundation Operating Agreement Revisions

The Operating Agreement between the Foundation and the College was last updated in 2008. The agreement defines the Foundation's relationship to the College and each party's roles in that relationship. Apart from title changes, Larry Wakefield and Catie Maher made the following updates:

- Added Item **1.7** Accounting records of Foundation funds shall be maintained by the College, but separate from College funds.
- Added Item **1.8** College shall periodically report on the state of Foundation funds to the Foundation Finance Audit and Investment Committee and to the full Foundation Board.
- Changed Item **4.0** that this agreement shall be reviewed and affirmed every three years as opposed to annually.

Items 1.7 and 1.8 are both actions that the College has been doing, but that should be formalized in this agreement. Item 4.0 will coincide with the change in leadership on the Foundation Board, so that each new chair will have an opportunity to review and approve.

OPERATING AGREEMENT Between Clark State Community College and the Clark State Community College Foundation, Inc.

This agreement is made by and between Clark State Community College and the Clark State Community College Foundation, Inc.

Recitals

Whereas, Clark State Community College is an institution of higher education created pursuant to Ohio Revised Code Chapter 3358; and

Whereas, Clark State Community College Foundation, Inc., is an independent 501 (c)(3) nonprofit corporation established pursuant to Ohio Revised Code Chapter 1702; and

Whereas, Clark State Community College has the authority to enter into contracts as are necessary for the efficient management of the College; and

Whereas, the Clark State Community College Foundation is organized and operated exclusively to generate, receive, hold, invest, manage, and allocate funds and property for the advancement, achievement, and support of the educational and cultural programs and services of the College; and

Whereas, the parties desire to formalize their relationship to achieve an efficient coordination between them to foster the educational and cultural programs and services of the College;

Now, therefore, in consideration of the mutual covenants, promises and conditions herein contained, Clark State Community College (College) and the Clark State Community College Foundation, Inc. (Foundation) agree as follows:

1.0 Responsibilities of the College

1.1 The College shall share annually with the Foundation its strategic plan, institutional priorities and projects, and resource requirements, so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns consistent with the strategic objectives of the College.

1.2 The College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is fully utilized.

1.3 The College agrees to cooperate with the Foundation in making available office space and equipment and in making available certain of its employees to engage in administrative and support activities for the Foundation. These employees shall remain for all purposes employees of the College and subject to all rights and responsibilities of other College employees.

1.4 The College shall cooperate with the Foundation in the development of the Foundation's fundraising programs and campaigns as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.

1.5 The College Board of Trustees shall appoint a Trustee to faithfully attend the meetings of the Foundation, and to regularly report the actions of those meetings to the Board of Trustees.

1.6 The College's authorized agent for purposes of administration of this agreement is the Director of ~~College Relations/Executive Director~~ of the Foundation.

1.7 Accounting records of Foundation funds shall be maintained by the College, but separate from College funds.

1.8 College staff shall periodically report on the state of Foundation funds to the Foundation Finance Audit and Investment Committee and to the full Foundation Board.

2.0 Responsibilities of the Foundation

2.1 The Foundation shall raise, invest, and endow funds for specific College purposes in accordance with the laws of the State of Ohio and any applicable federal laws. Such funds collected shall be used to support the mission, vision and priorities of the College and agreed upon by the Foundation Board of Directors and the College Board of Trustees. The College shall receive the benefit of all funds directly or indirectly raised or generated by the Foundation, including the Circle of Friends.

2.2 The Foundation shall solicit gifts, where appropriate, in the name of the Foundation, on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.

2.2 The Foundation shall conduct its activities in such a manner to maintain its status as a tax exempt, charitable organization under state and federal tax laws.

2.3 The Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission, vision, purpose and priorities of the College and in close cooperation with the College.

2.4 The Foundation shall provide the legal authority for the Circle of Friends committee to raise funds in support of the Performing Arts Center, upon approval of the fundraising activities by the Foundation. Funds raised will be allocated in keeping with the funding needs of the College. All funds raised by the Circle of Friends are considered to be Foundation funds.

2.5 The Foundation will assume responsibility for the cost of its variable expenses, including the cost of the audit and the costs of fundraising campaigns and projects. The costs assumed by the Foundation will be at least 20%, but not more than 25% of the total operating expenses of the Foundation unless jointly approved otherwise by the Foundation and College boards.

2.6 The Foundation agrees to notify, coordinate with, and solicit the comments of the College regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College. The Foundation shall notify the College, at the earliest possible date, of any proposed purchase of real estate and any significant debt to be incurred for permanent or working capital, and coordinate its efforts with the College.

2.7 The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate. The Foundation will advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.

2.8 The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation, and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf and for its benefit, according to their terms. Such endowments shall be separately accounted for and segregated from other funds.

2.9 The Foundation Board of Directors ~~will~~ retains their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standard.

2.10 The Foundation shall have an accounting system in place to ensure financial activities are carried out and reported in accordance with generally accepted business and accounting practices.

2.11 The Foundation shall have an annual audit of its financial activities by a certified public accountant in conjunction with the annual College audit.

2.12 The books, records, documents, and procedures and practices of the Foundation relevant to or affecting this agreement shall be subject to inspection by the College at reasonable times.

2.13 The Foundation shall provide an annual report to the College, including but not limited to, the activities, programs, holdings, investments, income, and fiscal operations of the Foundation.

2.14 The Foundation will consult with the College before any changes in the nature, scope or purpose of the Foundation are made. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

2.15 The Foundation shall seek its own independent legal counsel in all matters in which it seeks the advice of counsel and in all matters requiring legal advice between the Foundation and the College.

3.0 Relationship Between the College and the Foundation

3.1 The College acknowledges and accepts the separate and independent nature of the Foundation, and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement, and support of the educational and cultural programs and services of the College.

3.2 The Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments. The Foundation shall not use funds belonging to the College, and managed by the Foundation on its behalf, for the satisfaction of any such obligation, debt, liability or judgment.

3.3 Each party agrees to be responsible for any personal injury or property damage caused by the negligent acts or negligent omissions by or through itself or its agents, employees and contracted servants and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

3.4 The College shall maintain, at all times, all necessary policies of insurance for the benefit of the Foundation Board of Directors. This paragraph (3.4) shall survive the termination of this Agreement.

3.5 The College shall establish and enforce policies and procedures that support the Foundation's ability to protect the confidentiality of donor records. All information about donors, prospective donors, gift data, campaign assignments and notes, donor correspondence and related information is the confidential property of the Foundation, whether maintained in paper or electronic form, or maintained on servers and equipment owned by the College, in accordance with the laws of the State of Ohio.

4.0 Term

This agreement shall remain in effect until canceled, in writing, by either party. In the event that either party desires to terminate this agreement, written notice shall be given to the other parties no less than six months before the desired termination date. This agreement shall be reviewed and affirmed ~~annually~~ **every three years** by June 30.

5.0 Governing Law

This agreement shall be construed under and governed by the laws of the State of Ohio.

6.0 Miscellaneous Provisions

This Agreement constitutes the entire agreement between the parties. Modifications, amendments or additions to this Agreement, in order to be effective, must be in writing and signed by both parties. Inaction or failure to demand strict performance of the terms hereof shall not be deemed a waiver of any provision of this Agreement. The contracting parties represent that each has the authority to execute this Agreement, to enter into the transactions contemplated by this Agreement and to perform its obligations under this Agreement.

IN WITNESS WHEREOF, the undersigned parties through their authorized representative have executed this agreement.

Clark State Community College
Dr. ~~Karen Rafinski~~ **Jo Alice Blondin**
President
~~August 29, 2008~~ **March 2017**

Clark State Community College Foundation
~~Randy Kapp~~ **Steve Neely**
Chairman, Board of Directors
~~August 29, 2008~~ **March 2017**

Impact on students and/or student learning: This agreement formalizes the relationship between the College and Foundation so that we are able to coordinate efficiently in our service to students.

Implications for budget, personnel, or other resources: n/a

It was requested that the Board of Trustees approve the revised Foundation Operating Agreement as presented.

Trustee Bell made a motion to approve the revised Foundation Operating Agreement as presented. Trustee Noonan seconded, and the motion passed unanimously.

Appointment of Foundation Board Liaison

According to the Operating Agreement between Clark State Community College and the Clark State Community College Foundation, “the College Board of Trustees shall appoint a Trustee to faithfully attend the meetings of the Foundation and to regularly report the actions of those meetings to the Board of Trustees.” Additionally, the agreement states that “College staff shall periodically report on the state of Foundation funds to the Foundation Finance Audit and Investment Committee to the full Foundation Board.”

It is recommended that Trustee David Ball be appointed as the liaison to the Clark State Foundation Board. In order to keep the Board apprised regarding the state of Foundation funds, it is also recommended that Trustee Ball serve on the Foundation Finance Audit and Investment Committee.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of David Ball as the liaison to the Clark State Foundation Board and his service on the Foundation Finance Audit and Investment Committee.

Appointment of OACC Delegate and Alternate

Clark State Community College is a member of the Ohio Association of Community Colleges (OACC). OACC is governed by a governing board made up of the president and one trustee from each member college.

According to OACC bylaws, each college Board of Trustees shall designate one trustee to serve as the college delegate as well as one trustee to serve as an alternate member of the governing board. Both the trustee delegate and the alternate shall have the right to attend and fully participate in meetings of the governing board. However, only the delegate and the president from each college shall be counted for purposes of determining the quorum, and only the delegate and the president have the right to vote at a meeting. If the delegate Trustee is not present at the meeting, the alternate shall be counted for quorum purposes and shall have the right to vote. Presidents may not designate an alternate for voting purposes.

Each college district shall have a maximum of two votes on any matter which comes before the governing board. The college delegate trustee and president shall have one vote each. In the absence of a delegate trustee, the appropriate alternate trustee shall have one vote.

In accordance with OACC bylaws, trustee delegates and alternates are to be appointed annually, on or before March 31, by resolution of the respective member boards.

It is recommended that Sharon Evans be appointed as the college delegate and Brad Phillips be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Sharon Evans as the college delegate and Brad Phillips as the alternate delegate to the OACC governing board.

Trustee McDorman made a motion to affirm the appointment of David Ball as the liaison to the Clark State Foundation Board and his service on the Foundation Finance Audit and Investment Committee and the appointment of Sharon Evans as the college delegate and Brad Phillips as the alternate delegate to the OACC governing board. Trustee Doyle seconded, and the motion passed unanimously.

Updated Weapons Policy

The intent of this policy is to provide a safe environment for the faculty, staff, students and visitors of the Clark State Community College campus while complying with the legal rights of all citizens.

Senate Bill 199 goes into effect on March 20, 2017. It expands the legal right of concealed handgun license holders to carry firearms and ammunition. It authorizes, but does not require, the College's Board of Trustees to adopt written policies authorizing specific individuals or classes of individuals to carry a concealed handgun on the premises.

3358:5-13-16 ~~Concealed Carry~~ Weapons Policy

(A) Pursuant to Chapter 2923 of the Ohio Revised Code **and consistent with College policy, except as set forth herein and otherwise by applicable law, concealed handguns, deadly weapons, firearms, handguns, explosive devices, incendiary devices, dangerous ordinance, fireworks, weapons or hazardous materials are not permitted**, ~~it is a criminal offense to carry on their person a firearm, explosive device, firework, deadly weapon, dangerous or illegal weapon, or hazardous material, concealed or otherwise, on College-owned or controlled property. If an individual observes another with any of the above, they shall notify the campus police department and provide the following information:~~

(1) ~~Name~~

(2) ~~Location (be specific)~~

(3) ~~Nature of problem (be specific)~~

(4) ~~Description of victim and/or assailant (be specific)~~

- (B) **Carrying a concealed handgun is not permitted on College-owned or controlled property. Carrying a concealed handgun, deadly weapons, firearms, handguns, explosive devices, incendiary devices, dangerous ordinance, fireworks, weapons or hazardous materials may constitute a crime.** ~~Individuals are permitted to transport a loaded, concealed handgun in a motor vehicle only if it is carried in one of the three following ways:~~
- ~~(1) In a holster on your person that is in plain sight. Plain sight means clearly visible or unobstructed.~~
 - ~~(2) In a closed, locked glove compartment.~~
 - ~~(3) In a case that is in plain sight and that is locked.~~
- (C) **If an individual observes another with any of the above-identified weapons, devices or dangerous ordinances, they shall notify the campus police department and provide the following information:** ~~Anyone found in violation shall be subject to arrest, criminal prosecution and disciplinary action by the College.~~
- (1) Name
 - (2) Location (be specific)
 - (3) Nature of problem (be specific)
 - (4) Description of person(s) involved (be specific)
- (D) **Pursuant to and consistent with Ohio law, firearms transported in lawfully parked vehicles by holders of concealed carry permits may not be removed from the vehicle. Firearms kept in lawfully parked vehicles while the licensee is not present must be locked within the trunk, glove box or other enclosed compartment or container within the vehicle. Additional information regarding the state's concealed carry law can be found at the website of the Ohio Attorney General at <http://www.ag.state.oh.us>.**
- (E) **Anyone found in violation of this policy may be subject to arrest, criminal prosecution and/or disciplinary action by the College, as appropriate.**
- (F) **Additional information regarding the state's concealed carry law can be found at the website of the Ohio Attorney General at www.ohioattorneygeneral.gov.**

Effective: April 1, 2017

Prior Effective Dates: 2/28/05, 3/18/15, **10/15/15**

Impact on students and/or student learning: Student learning may be facilitated if faculty and staff are not concerned about the possible presence of firearms.

Implications for budget, personnel, or other resources: There is no budget implication.

It was requested that the Board of Trustees adopt the Weapons Policy as presented, effective April 1, 2017.

Vice Chair Phillips made a motion to adopt the Weapons Policy as presented, effective April 1, 2017. Trustee Bell seconded it, and the motion passed unanimously.

Report of the President

President Blondin deferred to Student Senate President Tori Peters, Faculty Senate President Therese Filicko, and Ron Gordon (filling in for Staff Senate President Antoinette Yancey) to provide Senate updates.

Ms. Peters reported that Student Senate is focusing on gearing up for events later in the semester, such as RegFest, Spring Fling, and activities around exam times that will help students de-stress (e.g., petting puppies, yoga, meditation).

Ms. Filicko reported that faculty are working on their year-end reports using the new report forms created last year. They are also working with Amy Sues and Brendan Greaney on further implementation of Prior Learning Assessment, such as updating exams. Faculty and Student Affairs staff are building stronger relationships by working together on new initiatives such as student planning software and RegFest. Faculty members are also making a more concerted effort to determine ways to bring more Open Educational Resources (OER) into their classes, and our librarians have been very helpful.

Mr. Gordon indicated that Staff Senate will hold its Spring Assembly in April, and will be co-hosting the college-wide potluck on March 29 with Faculty Senate and the President's Office. Staff is also leading a year-round scheduling initiative in which students enroll in classes for fall, spring and summer at the same time (instead of semester by semester); we are one of very few colleges implementing this.

President Blondin shared the following:

- We are hoping to receive \$13.1 million for FY18 State Share of Instruction, which is the same amount we received in FY17, but we will not know until the numbers are released from the State.
- She will testify tomorrow before the House Finance Higher Education Subcommittee, which Representative Rick Perales chairs. He visited campus last week for a meeting and tour, and Trustee Hall was able to attend also; it went very well.
- In an effort to strengthen the relationship between the College and the Foundation, we are providing more information to the Foundation Board and continue to work on developing a stronger connection.
- This fall we changed our loan awarding process to move from offering the maximum unsubsidized loans to packaging a reduced amount and requiring that students request the additional loan funds by completing a form. As a result, to date we have reduced the amount of student loan debt by almost \$6 million (35%). In addition to the obvious benefit of lowering student debt, we will be notifying students that they may have available financial aid that can be used for the summer term, which can lead to faster degree completion. Student Affairs continues to look for ways to help students make better choices that will lead to increased retention and completion. A huge thank-you was given to Vice President Felder's staff for their efforts.
- We have solidified two new partnerships – with Dayton STEM and Dayton Defense – thanks to the efforts of Toni Overholser and Provost Singh; both partnerships will result in additional scholarship opportunities for our students.
- Nineteen applications from excellent, qualified candidates have been received for our new SOAR mentoring program. Three faculty and three staff members will be selected for the program, which will begin in August. All applicants will be notified of the outcome very soon.

Report of the Board Chair

Chairperson Evans provided a brief overview of the Association of Community College Trustees National Legislative Summit, which she; President Blondin; Trustees Bell, Doyle, Evans, McDonald, McDorman and Noonan; and Vice Chair Phillips attended in Washington, DC, in February. She noted that they offered continued support of year-round Pell grant funding and heard new Secretary of Education Betsy DeVos

Speak at the closing breakfast.

Trustees' Open Forum

Trustee McDorman reported that the Greater Springfield Chamber of Commerce brought five young professionals onto their board as non-voting but participating members. He thanked President Blondin for suggesting Clark State employee Kaneshia Hall, who has been an excellent addition to the board. Dr. Blondin noted that as a result of her service on the Chamber Board, Kaneshia is now serving on the Springfield Art Museum Board also.

Executive Session

Vice Chair Phillips made a motion to enter Executive Session to discuss the President's compensation. Trustee McDorman seconded, and the motion passed 8-0 by a roll call vote. Executive Session commenced at 7:00 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 8:00 p.m. Trustee Noonan seconded, and the motion passed 8-0.

Presidential Merit Pay and Incentive Plan

Trustee Hall made a motion to accept the Board Human Resources Committee's recommendations for President Blondin's merit pay for SSI year 2016. Trustee Noonan seconded the motion, and it passed unanimously.

Trustee Noonan made a motion to accept the Board Human Resources Committee's draft President's Incentive Plan for SSI years 2017 and 2018 with the changes specified to Goals 1, 3 and 5. The motion was seconded by Trustee Hall, and it passed unanimously.

Adjournment

Trustee Bell made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 8:02 p.m.