

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 18, 2014

The Clark State Community College Board of Trustees met in regular session in the Boardroom of the Sara T. Landess Technology and Learning Center on Tuesday, March 18, 2014. Chairman Jim Doyle presided and called the meeting to order at 6:22 p.m.

Roll Call: Present: Andy Bell, Heather Corbin, Sharon Evans, Mike McDorman, Brad Phillips, Pam Strickler, Vice Chair Peggy Noonan, Chairman Jim Doyle, and President Jo Alice Blondin

Others Present: Jim Anderson, Professor, Arts and Sciences; Aimee Belanger-Haas, Assistant Professor, Business and Applied Technologies; Jane Cape, Dean of Business and Applied Technologies; Scott Cody, Student Senator; Sam Coons, Student Senate Vice President; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Administrative Assistant, Health, Human and Public Services; Dixie Depew, Controller; Jennifer Dietsch, Director of Marketing; Larry Everett, Professor, Business and Applied Technologies; Susan Everett, Professor, Business and Applied Technologies; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Director of Information Technology; Ron Gordon, Director of Student Services, Greene Center/Staff Senate President; Duane Hodge, Director of Workforce Development, Sales and Outreach; Corey Holliday, Director of Community Outreach; Joseph Jackson, Vice President for Business Affairs; Dee Malcuit, Associate Professor, Arts and Sciences; Marvin Nephew, Director of Human Resources; Cindra Phillips, Manager of Online Learning and Instructional Resources/Staff Senator; Aurea Rivera, Precision Agriculture Consultant; Mark Schmidt, Associate Professor, Health, Human and Public Services/Faculty Senate President; Amit Singh, Vice President of Academic Affairs; Mellanie Toles, Assistant to the President; Kathy Wilcox, Dean of Health, Human and Public Services; Nina Wiley, Dean, Enrollment Services; and Mia Yaniko, Assistant Attorney General – Education Section, State of Ohio

Amended Agenda

Trustee Corbin made a motion to amend the agenda to include the swearing in of two new Trustees and the removal of discussing potential Trustees in Executive Session. Trustee Evans seconded the motion, and it passed unanimously.

Oath of Office

President Blondin administered the Oath of Office to newly appointed Trustees Mike McDorman and Pam Strickler and officially welcomed them to the Clark State Board of Trustees.

Recognition of Guests

President Blondin introduced Dr. Amit Singh, our new Vice President of Academic and Student Affairs. Chairman Doyle welcomed Dr. Singh and remaining guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Approval of Minutes

Chairman Doyle asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 21, 2014. Trustee Phillips made a motion to approve the minutes as presented; Vice Chair Noonan seconded, and the motion passed unanimously.

Presentation

Dr. Martha Crawmer, Dean of Arts and Sciences, and Mr. Jim Anderson, Professor of Mathematics, delivered a presentation entitled Developmental Education at Clark State.

Dr. Crawmer began by sharing statistics regarding the importance of accelerating student success in developmental education courses. She then provided an overview of the student admission process, which includes COMPASS testing by appointment. It was noted that students with borderline scores are encouraged to take the test again to ensure the best possible placement into the appropriate level. Students are then placed on the best pathway for their individual success.

Professor Anderson provided an overview of one new path to progress, the Math Lab class. It is a computer-based math course designed to teach each student at his or her own pace. It is taught in a computer lab using interactive software and a variety of learning resources to aid in student success. The course has proven to work best for those who are very committed and drive as well as those who work slowly. It is possible for students to complete all three classes in the developmental math sequence during one semester; in the fall, six students did just that. Although the course was just implemented in the fall, completion statistics are promising; 54% of students completed with this model versus 48% in the traditional course offerings.

Dr. Crawmer shared the process used for placement into developmental reading and writing courses. Although already placed into a class based on their initial COMPASS scores, students are also given another placement test on the first day of class to ensure correct placement; many times, students end up being placed into higher levels as a result. A competency model for second level developmental reading and writing is used, in which students progress at their own level and continue on through the sequence. She noted that proper placement plus best fit for student learning modality and flexibility in determining readiness equals the best likelihood of success.

A brief question-and-answer period followed the presentation. Chairman Doyle thanked Dean Crawmer and Professor Anderson for their insightful presentation.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met Friday, February 21, 2014, at 7:30 a.m. in the TLC Boardroom. Those present included: Committee members Andy Bell, Heather Corbin and Brad Phillips;

Committee Chair Peggy Noonan; Board Chair Jim Doyle; President Blondin; and Vice President Jackson. Agenda items included:

- Financial Reports through January 2014
- 2014 – 2015 Budget
 - Tuition
 - Enrollment Projection
- Space for Global Impact STEM Academy
- Capital Requests Submitted for Next Biennium
- Clark County Property Tax
- Other
- Next Meeting – April 18, 2014, 7:30 a.m., TLC Boardroom

Minutes of the meeting were distributed to all Trustees.

Financial Statements through February 2014

The revenues and expenses for the General Fund and each of the Auxiliary Enterprises through February 28, 2014, were distributed to Trustees prior to the meeting. It was noted that General Fund revenue items mostly show a negative variance to budget while expense items are all tracking favorably with budget. Following are areas where we continue to closely monitor progress versus budget:

- State Share of Instruction (SSI) – The FY 2014 budget is based on enrollment, success points and course completion numbers that were projected for FY 2013 (and were an average of FY 2011, FY 2012 and FY 2013). These numbers were certified by the Ohio Board of Regents in November. The revised projection for SSI for FY 2014 is \$10.8 million.
- Student Fees – Fall enrollment was projected to increase 2%. Actual enrollment shows we are flat, negatively impacting the budget by \$130,000. Spring enrollment was also projected to increase 2% but at February 28 was down 4.1% from last spring, which has a negative budget impact of \$405,000.
- Lease receipts are tracking favorably with budget because the revenue generated by leasing College facilities to the Global Impact STEM Academy and Assurant were unbudgeted.
- Most other revenue line items are lagging budget, including Continuing Education (non-credit) revenue. The budget is comprised of about \$110,000 for STNA, Fire, Phlebotomy and EMS non-credit classes; \$145,000 for Workforce Development initiatives; \$168,000 for water mitigation classes; and \$70,000 for personal interest classes. We are falling far short of the revenue projections for Workforce Development and water mitigation due in part to the fact that the Workforce Investment Act (WIA) funding has dried up.
- Total revenue is down \$901,000 (3.9%) from the previous fiscal year. The decrease in student fee revenue can also be attributed to the change in accounting for Summer Term (last year's figure includes \$1.3 million for Summer 2012 while this year's figure includes zero for Summer 2013). SSI has increased about \$645,000 (9.6%), and will grow to \$673,000 by year end.
- Expenditures for Instruction – Expenses decreased \$860,000 (9.3%). Full-time faculty salaries and adjunct faculty salaries for Summer 2013 are now reflected in the previous fiscal year (\$841,000).
- Student Services – Expenses increased \$379,000 (31.2%) primarily due to reclassifying the Greene Center budget (expenses totaled \$310,000) from General Administration.
- General Administration – Expenses decreased \$308,000 (22.0%). This decrease is primarily the result of reclassifying the Greene Center budget to Student Services.
- Public Service – Expenses increased \$137,000 (13.5%). Adjunct faculty salary/benefits for B&I and Non-Credit Continuing Education have increased. Also, fees paid to PAC performers are up (timing difference) and Hollenbeck Bayley Conference Center building maintenance expenses are up.
- Communication expenses are showing a negative variance to budget which is due to the timing of

expenditures for institutional dues and advertising.

- Total expenses are down \$889,000 (5.3%) primarily due to the change in accounting for Summer 2013 instructional salaries/benefits for full time faculty and adjunct faculty
- Bookstore, Parking and Commercial Transportation Training Center Auxiliary Enterprises are all showing net surpluses.
- The Food Service operation loss has grown 9.3% from last year. This reflects the fact that the Market Fresh Restaurant is closed due to the renovation project, so we are only operating food service out of the Eagle's Nest in the Sara T. Landess Technology and Learning Center.

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 12/31/13:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$894,12
Commonfund Management Fees (June 2002 to present)	\$(55,423)
Foundation Management Fees(2007 - 2013)	\$(110,886)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center(Aug 2009-Present)	\$(169,253)
Market Gain/(Loss) (June 2002 to present)	\$150,494
Balance 12/31/13	\$1,756,304
Quarterly (Oct-Dec) Rate of Return	0.42%
Barclays Aggregate Bond Index (Oct-Dec Quarter)	-0.14%
December Return	-0.45%
Barclays Aggregate Bond Index (December)	-0.57%

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 (\$110,886) represents the 1.25% fee for seven fiscal years (FY 2007 – FY 2013). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on September 23, 2013, to review fund performance, asset allocation, spending policy, and provide a market forecast.

Board Human Resources Committee Report

The Board Human Resources Committee met Monday, February 17, 2014, at 3:30 p.m. via conference call. Those present included Trustee Sharon Evans, Vice Chair Peggy Noonan, and Board Chair Jim Doyle. Agenda items included:

- President Blondin's Mid-Year Evaluation
- 2014 – 2015 Presidential Goals

Human Resources Update

Filled Positions:

- *Sue Bayes*, promoted from Administrative Assistant, Performing Arts Center, Grade Level 4 to Assistant to the Vice President Academic Affairs, Grade Level 5, effective March 3, 2014

Promotions:

- *Christa Bostick*, promoted from Administrative Assistant, Foundation, Grade Level 4 to Assistant to the Vice President, Advancement, Grade Level 5, effective March 3, 2014
- *Stephanie Gaston*, promoted from Administrative Assistant, Vice President, Greene Center, Grade Level 4 to Assistant to the Vice President, Student Affairs and Greene Center Operations, Grade Level 5, effective March 3, 2014

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Administrative Assistant, Performing Arts Center (1.0 FTE)
- Systems Analyst (1.0 FTE)
- Evening/Weekend Library Clerk (.46 FTE)

Exempt:

- Student Services Coordinator – Northern Region (1.0 FTE)
- Systems Technician (1.0 FTE)
- Athletic Director/Evening Administrator (1.0 FTE)

Retirement:

- *Paulette Grodner*, Nursing Faculty, effective 6/1/14

Resignations/Employment Ending:

- *Corazon Britton*, Evening/Weekend Library Clerk, effective 3/4/2014
- *Judith Stickel*, Nursing Faculty, effective 5/14/14

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of December 31, 2013, is \$12.7 million.
- The Finance/Audit/Investment Committee has approved the RFQ to send to investment managers. The Committee meets on March 12th to identify the managers to be included.
- The Annual Campaign kicked off at the February Board meeting. Renewal letters have gone out to donors and Board members will follow up. We are experimenting this year with a consolidated ask to donors who traditionally give to both the scholarship fund and the Circle of Friends.
- The Scholarship Committee will meet on March 19th to review the scholarship awards process. The annual luncheon for scholarship recipients and donors is Thursday, March 27, at Hollenbeck Bayley. Trustees are encouraged to attend since Trustee Scholarship recipients are invited to the event.
- The Champion City Scholars in grades 8-12 recently had an activity day on campus where they met with faculty and learned about various programs/careers.

- The Circle of Friends is currently soliciting sponsors for the gala on Friday, March 2nd. Randy Kapp will be presented with the Founder's Award at the dinner, followed by a concert by Dave Mason from the band Traffic.
- At the February Board meeting, the Board welcomed Peggy Noonan as the new Trustee liaison, and Angel Lewis from Greene County.

Council of Governments

- Center enrollment is at 102 children, including the Ohio Department of Education Expansion Grant students. Thirty-three of the thirty-six half-day slots have been filled; full enrollment of the half-day program is expected within the next couple of weeks.
- Staffing levels are sufficient at this time.
- The Center has begun working with an organization called Strengthening Families Ohio, which is piloting a program in our area focused on improving family engagement to prevent child abuse and neglect. Two parents at the Center are serving on that committee.

Organizational Chart

Copies of the current 2013-2014 organizational chart were distributed to Trustees prior to the meeting.

Action Items

The following item was presented for Board approval:

Personnel Recommendation ~ 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:

Retirement:

- *Paulette Grodner*, Nursing Faculty, effective 6/1/14

Resignation:

- *Judith Stichel*, Nursing Faculty, effective 5/14/14

Impact on students and/or student learning: Both faculty members are key instructors in our Nursing Program. They will be back filled for the 2014-2015 academic year.

Implications for budget, personnel, or other resources: These positions are being included into the 2014-2015 budget.

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

Life Insurance Policy Renewal

The premium cost of the life insurance benefit is fully funded by the Board. The amount of life insurance for eligible (regular/960 hours or more) faculty and staff is 1.5 times annual salary rounded up to the next \$1,000.00. Our life insurance policy with Humana Insurance Company is up for renewal April 1, 2014. Our Insurance rate for the Group Term Life insurance has remained the as the 2013-2014 rate of \$.24/\$1,000.00 of coverage.

	<u>Current: 04/01/13-03/31/14:</u>	<u>Renewal: 04/01/14-03/31/15:</u>
Group Term Life:	\$.22/per \$1,000.00 coverage	\$.22/per \$1,000.00 coverage
Group AD&D:	\$.02/per \$1,000.00 coverage	\$.02/per \$1,000.00 coverage

Supplemental Insurance Rates (payroll deduction) will remain the same. All rates are guaranteed for one year.

Claims Experience and Annual Premiums:

- For the past year, there were no claims.
- Total annual premium for 2013 2014 was approximately \$49,000.
- Total annual premium for 2014-2015 is expected to be approximately \$54,000 (increase based on more employees and higher salaries).

Impact on students and/or student learning: Although this item has no direct impact on students and/or student learning, it is a benefit for faculty and staff who interface directly with students.

Implications for budget, personnel, or other resources: The increased premium cost will be incorporated into the 2014-2015 budget. The total increase is \$5,000.00.

It was requested that the Board of Trustees move to accept the recommendation to renew the life insurance contract with Humana Insurance Company for coverage effective April 1, 2014 through March 31, 2015.

Sexual Discrimination and Title IX Policy

Our Sexual Harassment Policy and Sexual Harassment Procedures currently on the portal are dated March 19, 1999, and January 6, 2003, respectively and do not comply with requirements of recent federal guidelines established by the Department of Education in the form of the Dear Colleague Letter: Sexual Harassment and Sexual Violence, dated April 4, 2011. Institutions receiving federal financial assistance must be in compliance with the provisions of this and other guidance.

In order to ensure compliance, we have completely re-written our Sexual Harassment Policy and Sexual Harassment Procedures including much of our current policy and procedures language, but also incorporating the requirements of the Dear Colleague Letter. Requirements of the Dear Colleague Letter are to comply with the provisions of Title IX of the Education Amendments of the Higher Education Act. To meet immediate requirements of The Letter, we have named a Title IX Coordinator and two Deputy Title IX Coordinators to help administer the provisions of the new policy.

The new, revised documents contain major revisions and updates and are now in compliance with federal guidelines. The changes were so voluminous and far-reaching in some cases that for clarity and simplicity, it is necessary to rescind the current Sexual Harassment Policy and Procedures documents and replace them both with new documents entitled *Sexual Discrimination and Title IX Policy* and *Sexual Discrimination and Title IX Procedures*. The current policy to be rescinded and the new policy were presented to Trustees for review and action. The related procedures were also presented for information only.

The Human Resources department is assigned the responsibility of developing, implementing, and maintaining the Sexual Discrimination and Title IX Policy and Procedures.

3358:5-3-04 Sexual Discrimination and Title IX Policy

- (A) Clark State Community College is committed to providing a safe, collegiate, working and learning environment that promotes personal integrity, civility, and mutual respect and that is free of

discrimination, harassment, or adverse treatment on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Clark State Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

1. Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sex discrimination in all of its forms.
2. Clark State Community College does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, (including pregnancy and gender identity), marital status, child-bearing status, age, disability, veteran status, sexual orientation, family medical history or genetic information in its education programs and activities.

(B) Clark State Community College encourages anyone who has experienced sex discrimination in any form to promptly report the incident, to seek all available assistance, and to pursue corrective action through the College against the offender. The College encourages anyone who has experienced sex discrimination to report the incident to the appropriate Title IX Coordinator listed in the associated procedures. The Title IX Coordinator can assist with all aspects of the reporting procedure and will conduct an investigation into a complaint as appropriate.

For the purposes of this policy, "sexual harassment" is defined as follows:

1. Unwelcome conduct of a sexual nature. It includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made explicitly or implicitly a term or condition of instruction, employment, or participation in any College activity;
 - b. Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in academic or personnel decisions affecting the individual;
 - c. Such conduct is sufficiently serious that it unreasonably interferes with or limits an individual's ability to participate in or benefit from the employment or educational environment or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include but are not limited to unwanted sexual advances; promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request; repeated and unwelcome sexual flirtation, advances; direct propositions of a sexual nature; verbal abuse of a sexual nature; prowess or sexual

deficiencies; leering, whistling, touching, pinching, patting, physical assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; sexually explicit statements, jokes, or anecdotes; and displaying pornographic or sexually oriented materials.

(C) Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability.

Examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

(D) This policy applies to:

1. Non-Exempt and Exempt Staff employees
2. Faculty and Adjunct Faculty
3. Temporary Employees
4. Students
5. Vendors, Visitors, and other Third Parties

(E) The college will not tolerate sexual harassment, whether engaged in by fellow employees, supervisors, students, or by other non-employees who conduct business with the college. The college shall investigate any incident of alleged sexual harassment and shall take any action it deems appropriate after evaluating all of the circumstances. The college encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, in accordance with established administrative procedures.

(F) This policy shall be administered as set forth in the associated procedures.

(G) The office of the director of human resources shall be assigned the responsibility of developing, implementing, and maintaining the sexual discrimination and title IX policy and procedures.

Effective: April 1, 2014

Prior Effective Dates: 12/1/88, 7/1/98, 3/19/99

Current policy to be rescinded:

3358:5-3-04 Sexual Harassment Policy

(A) Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It will not be tolerated at Clark State Community College. It subverts the mission of the College and undermines the educational process. The very possibility of sexual harassment is destructive to individual students, faculty, staff, and the entire College community.

- (B) Clark State Community College is committed to maintaining a professional and collegial work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Clark State Community College, sexual harassment, whether verbal, physical or arising out of work assignments out of the College, at College sponsored social functions, or elsewhere, is unacceptable and shall not be tolerated. It is also illegal.
- (C) Sexual harassment is especially destructive in relationships between teacher and student or supervisor and employee. In such situations, the student or employee can be intimidated by the teacher's or supervisor's power in regard to grades, wage increases, evaluations, promotions, etc. Such an atmosphere of fear is not conducive to learning or productivity. Sexual harassment can also take place between persons of the same status, between students, or between colleagues. Such behavior will not be tolerated since it creates an unacceptable working or educational environment.
- (D) For the purposes of this policy, "sexual harassment" is defined as follows:
- Unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
- (1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's education or employment.
 - (2) Submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion or other aspects of learning or employment.
 - (3) This conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for work or learning.
- (E) Examples of sexual harassment include but are not limited to unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated and unwelcome sexual flirtation, advances; direct propositions of a sexual nature; verbal abuse of a sexual nature; prowess or sexual deficiencies; leering, whistling, touching, pinching, patting, physical assault; coerced sexual acts; suggestive, insulting, obscene comments or gestures; sexually explicit statements, jokes, or anecdotes; and display in the work place of sexually suggestive objects or pictures.
- (F) This behavior is unacceptable in the work place itself and by any supervisor, employee or student in any business or learning related setting outside the College or work place, including but not limited to other work or learning related settings such as business or educational trips and/or business or education related social events.
- (G) This policy covers all employees, supervisors, and students of Clark State Community College. The College will not tolerate sexual harassment, whether engaged in by fellow employees, supervisors, students, or by other non-employees who conduct business with the College. Any employee or student who has been subjected to sexual harassment may complain to their immediate supervisor or advisor or any other supervisor, advisor or manager at the College. The College shall investigate any incident of alleged sexual harassment and shall take any action it deems appropriate after evaluating all the circumstances. The College encourages reporting of all incidents of sexual

harassment, regardless of who the offender may be, in accordance with established administrative procedures.

Impact on students and/or student learning: The goal of the Sexual Discrimination and Title IX Policy and Procedures is two-fold:

- Help eliminate sexual harassment and sexual violence against our employees and students
- If an employee or student feels he/she is a victim of sexual discrimination or sexual violence to provide a means for reporting and resolution

Implications for budget, personnel, or other resources: No impact on the budget. Select employees have been designated to help implement.

It was requested that the Board of Trustees move to rescind the current Sexual Harassment Policy and adopt the new Sexual Discrimination and Title IX Policy as presented effective April 1, 2014.

Overtime and Compensatory Time Policy

Clark State has no policy or procedures for overtime and compensatory time administration and management. Currently, we have to a set of incomplete and ineffective guidelines for overtime pay administration/management, dated April 24, 2006. In order to ensure proper management of this important aspect of pay, and to ensure compliance in accordance with guidance from provisions of the Department of Labor and the Fair Labor Standards Act, it is necessary to establish comprehensive, clear, and effective policy and procedures for all to follow. Therefore, we have established an Overtime and Compensatory Time Policy for the Board's consideration and adoption along with associated implementation procedures.

Due to the volume of new and additional information, it is suggested the current guidelines be rescinded and the new Overtime and Compensation Policy dated March 2014 be adopted. The current policy to be rescinded and the new policy were presented to Trustees for review and action. The related procedures were also presented for information only.

The Human Resources department is assigned the responsibility of developing, implementing, and maintaining the Overtime and Compensatory Time Policy and Procedures.

3358:5-5-15 Overtime and Compensatory Time Policy

- (A) Employees are often required to work above their normal scheduled hours during the 40-hour workweek (otherwise referred to as overtime). Acknowledging that need, Clark State Community College is committed to ensuring all eligible employees are fairly compensated for all overtime hours worked in accordance with the provisions of the Department of Labor and the Fair Labor Standards Act. This policy is designed to ensure fair and consistent application of pay practices across the College.
- (B) Definitions:
1. Workweek – A workweek is defined as Monday-Sunday.
 2. Overtime – Overtime is defined as any hours physically worked and/or approved school closings over forty (40) hours in one workweek. Hours included in the calculation of these forty (40) hours are actual hours worked, holiday time, winter break, and weather hours (times the college is closed).
 3. Overtime Pay – Is defined as money earned by non-exempt employees who earn overtime in one workweek. This is computed at the rate of one and one-half (1 ½) times the employee's regular rate of pay for overtime hours worked.

4. Compensatory (comp) time – Is defined as one and one-half (1 ½) hours off for every hour of overtime worked.
5. Holiday Hours – Is defined as the employee's normal scheduled work hours for that day.
6. Holiday Pay – Is defined as the employee's holiday hours times his/her regular rate of pay.

(C) This policy applies to the following employees:

1. Full-time, non-exempt employees (employees hired to work 1600 – 2080 hours per year).
Full-time, non-exempt employees are eligible for overtime and comp time.
2. Part-time, non-exempt employees (employees hired to work less than 1600 hours per year).
Part-time employees are eligible for overtime only.
3. Full-time and part-time exempt employees (exempt staff, faculty, and adjunct faculty).
Full-time and part-time exempt employees are not eligible for overtime or comp time.

(D) This policy shall be administered as set forth in the associated procedures established by the President or his/her designee.

(E) The office of the director of human resources shall be assigned the responsibility of developing, implementing, and maintaining the Overtime and Compensatory Time Policy.

Effective: April 1, 2014

Prior Effective Dates: 3/13/78, 7/1/98, 4/24/06

Current policy to be rescinded:

3358:5-3-15 Overtime Pay

- (A) Overtime pay is at the rate of one and one-half times the base hourly rate for hours worked over 40 hours a week. A work week is defined as Monday through Sunday. Only non-exempt employees of the College are eligible for overtime pay which requires the prior approval of the immediate supervisor.
- (B) At the request of the supervisor, employees may (at their option) receive compensatory time in lieu of overtime pay. Compensatory time is paid at one and one-half hours off for each hour worked over 40 hours a week. It is preferred that compensatory time is taken within a two-week period in which the compensatory time is earned.
- (C) For work on a holiday, the employee is granted compensatory time off at the regular rate of pay or payment of not less than, the regular rate of pay plus holiday pay at the option of the employee (section 143.12 of the Revised Code). "Holiday pay" is defined as employee's average day rate at that time during the fiscal year.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: No impact on the budget

It was requested that the Board of Trustees move to rescind the current Overtime Pay Policy and adopt the new Overtime and Compensatory Time Policy as presented effective April 1, 2014.

Employee Complaint and Grievance Policy

Our Employee Complaint Policy and Employee Complaint Procedures currently on the portal are dated March 19, 1998, and January 6, 2003, respectively. It is necessary to review and update both the policy

and procedures so that they can work in tandem with the provisions of our new, subject to Board adoption, Sexual Discrimination and Title IX Policy. The updated documents provide a formal means for all employees who believe they are a victim of sexual discrimination or sexual violence or have a formal dispute to seek resolution to their complaint or grievance.

There are numerous changes to the documents. For clarity and simplicity, we feel it best to rescind the current Employee Complaint and Grievance Policy and Procedures documents and replace them both with new Employee Complaint and Grievance Policy and Procedures dated March 2014. The current policy to be rescinded and the new policy were presented to Trustees for review and action. The related procedures were also presented for information only.

The Human Resources department is assigned the responsibility of developing, implementing, and maintaining the Employee Complaint and Grievance Policy and Procedures.

3358:5-5-08 Employee Complaint and Grievance Policy

- (A) The college recognizes disputes may arise in the employment setting. Parties involved in a dispute are encouraged to seek informal resolution as soon as possible. Any employee on campus may orally present and discuss a complaint with his/her supervisor and it shall be entirely informal. In the event informal resolution is not possible, all employees may pursue a formal resolution process. It is management's responsibility to facilitate fair, equitable, and appropriate resolution of disputes.
- (B) Definitions
 - (1) Grievance: A grievance is defined as a dispute or disagreement submitted in writing by an employee involving the interpretation or application of a Clark State Community College policy and/or procedure.
 - (2) Complaint: A complaint is anything that does not satisfy the definition of a grievance.
- (C) This policy applies to all Clark State employees to include, exempt, non-exempt, faculty, adjunct faculty, student workers, substitutes and/or temporary employees.
- (D) No reprisals of any kind shall be taken against an employee for participating in a complaint or grievance.
- (E) The President shall inform the Board of Trustees of all grievances that are appealed to the President and the disposition of those grievances.
- (F) This policy shall be administered as set forth in the associated Employee Complaint and Grievance Procedures.
- (G) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the employee complaint and grievance policy and procedures.

Effective: March 18, 2014

Prior Effective Dates: 3/13/78

Current policy to be rescinded:

3358:5-5-08 Employee Complaint and Grievance Policy

- (A) Employees and supervisors are encouraged to make every effort to resolve their differences at the

point of origin as quickly as possible in keeping the College's reputation as a workplace with an open, harmonious environment.

- (B) If an employee believes that they have a concern regarding alleged improper, unfair, arbitrary or discriminatory treatment, the initial step should be the informal complaint procedure. Any employee on campus may orally present and discuss a complaint with their supervisor and it shall be entirely informal.
- (C) An optional step is available to an employee who, for personal reasons, may not wish to discuss the complaint directly with the first level supervisor. In such an event, the employee may discuss the matter directly with the second level supervisor who, acting as a consultant, shall counsel the employee on the most effective way to resolve the complaint.
- (D) A grievance is defined as a dispute or disagreement raised in writing by an employee involving the interpretation or application of rules or regulations affecting terms and conditions of employment in other than a uniform manner or other than in accord with the provisions of the rules or regulations.
- (E) If a complaint, which has gone through the informal procedure for handling complaints and has not been resolved at that level, falls within the definition of a grievance, it may become a grievance.
- (F) No reprisals of any kind shall be taken against an employee for participating in a grievance.
- (G) A grievance must be filed on the official grievance form supplied by the human resources office. No grievance shall be entertained or processed unless it is submitted within 20 working days after the first occurrence of the event giving rise to the grievance or within 20 working days after the employee became knowledgeable of the first occurrence of the event giving rise to the grievance. If such event occurs during the summer when an employee involved is not on duty, the first day shall be deemed to be the day of duty in the succeeding academic year.
- (H) The President shall inform the Board of Trustees of all grievances filed and the disposition of such.
- (I) The President's decision shall be the final decision.
- (J) The President is charged with developing administrative procedures for this policy.
- (K) This policy was approved by the Board of Trustees on December 9, 1997.

Impact on students and/or student learning: The Employee Complaint and Grievance Policy and Procedures will work in concert with our Sexual Discrimination and Title IX Policy and Procedures, thereby providing a means for employees to report and seek resolution to their concern should they feel that are a victim of sexual discrimination, sexual violence, or any other form of inappropriate behavior or grievance. The overall goal is to help make the College a safer environment for working and learning.

Implications for budget, personnel, or other resources: No impact on the budget

It was requested that the Board of Trustees move to rescind the current Employee Complaint and Grievance Policy and adopt the new Employee Complaint and Grievance Policy as presented effective immediately.

Emeritus Recommendation

The College has a policy on granting of emeritus status to faculty. The process begins when the faculty and administrator of a respective division make a recommendation for Emeritus status to the Vice President of

Academic Affairs. Upon approval, the Vice President forwards recommendations to the President.

Faculty members must have been at the College for ten years and have attained the rank of at least Associate Professor.

We are recommending the following individual this year for Board consideration:

Faculty

Sandra Horn – Sandra joined the College in September 1992. She was promoted to the rank of Professor in June 2010. She served in the Health, Human and Public Services Division as a faculty member and program coordinator for the Medical Laboratory Technology program. Sandra gave 20 years of exemplary and dedicated service to the program, students, and College before retiring in May of 2013.

Impact on students and/or student learning: Professor Horn has touched the lives of literally thousands of students during her career at the College.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees accept the President's recommendation to grant emeritus status to Professor Sandra Horn.

New Program Approval – Precision Agriculture

One of Ohio's key strategies to grow the economy is to focus on developing a trained work force for key 21st century industries. The development and use of Unmanned Aerial Systems (UAS) is a focus of Ohio and especially the Dayton region. Clark State has chosen to target the data collection and analysis as its primary area for work force development since this is where the greatest number of jobs will be developed. Clark State already has programming in the areas of data collection and analysis with the Geospatial Technology and Advanced Technical Intelligence programs.

According to Gretchen West, Executive Vice President of the Association for Unmanned Vehicle Systems International, precision agriculture represents approximately 80 percent of the known potential for commercial markets for UAS. With Clark State's long-standing and extensive offerings in agriculture and our growing expertise in data collection and analysis, Precision Agriculture is our next logical step.

In the fall we hired a consultant, Aurea Rivera, to lead the team of faculty members from Agriculture (Susan Everett, Larry Everett), Geospatial (Aimee Belanger-Haas), and Computer Software Development (Diane Roux) who conducted the research into the need for this program and the development of the curriculum. We used the advisory committees for both Agriculture and Geospatial and a January a stakeholders' meeting consisting of representatives from industry, government, and education to ascertain need and support for the program as well as curriculum design.

This has the potential of setting up Clark State as a Center of Excellence in Precision Agriculture and both a statewide and national leader in the field. It also positions us to be one of the first community colleges to offer a range of programming involving data analytics.

Impact on students and/or student learning: This program will offer a new avenue for students to prepare for 21st Century jobs and careers.

Implications for budget, personnel, or other resources: No new full-time faculty will need to be added at this time. Four new courses have been developed by the faculty that can also be used as required or

elective courses in other majors. We will need to purchase 15 dual screen computers, 15 iPads, specialized software, a guidance system for a tractor, and sensors for a UAS at a cost of approximately \$65,000. In addition we will need a tractor lease in the range of \$40,000. A grant has already been submitted to cover these costs. Funding for the initial year has been submitted in the operating budget for FY '15 should the grant not be successful. Some of the costs will also be requested in the FY '16 operating budget.

It was requested that the Board of Trustees approve the offering of a new Associate of Applied Science degree in Precision Agriculture to be effective as soon as it is also approved by the Ohio Board of Regents.

College Mission, Vision, and Guiding Principles

In Fall 2013 during Convocation with a campus audience of over 250 faculty and staff, the launching of a campus-wide 5-year strategic planning process was announced.

In consultation with Dr. Dave McFarland of Penson Associates, Inc., the Strategic Planning and Resource Council (SPARC) was developed to help lead the strategic planning process. Members of SPARC represent a diverse range of college perspectives from all functional areas of the college along with members of our local community. The Staff and Faculty Senates recommended members for participation in SPARC.

SPARC, consulted by Dr. McFarland, unfolded a Strategic Planning process that involves three phases. The first phase, nearing completion, addressed *Reflection on and revision to our Mission, Vision, Guiding Principles, Strategic Trends, and Distinctiveness*. The second phase calls for us to *create our strategic planning goals*. The third phase *identifies initiatives to meet the goals*. To keep the process and communication open and transparent, a strategic planning link was developed on the portal to include updates and activities for feedback and advice.

To kick-off the planning process, a two-day Stakeholder Conference with the college community facilitated by Dr. McFarland provided the basis of understanding “strategic planning” and the sharing of feedback from the SWOT analysis conducted on the day prior to the Stakeholders Conference.

The overall project has been defined by several key processes where the campus community and external stakeholders use sequential steps to develop the draft statements for phases 1, 2 and 3. More than 300 faculty, staff, students, trustees, alumni, community members, legislators participated in group and one-on-one sessions contributing to the planning process. This is new for Clark State and has been tremendously well received, thanks to our commitment to having an inclusive and open process.

During the months of December to February of 2013, Phase 1 of the process has proved a success as the campus community has agreed to and ratified a new Mission, Vision, Guiding Principles and Strategic Trends for building the framework of a Strategic Plan. The Mission, Vision and Guiding Principles are now being presented for formal Board approval. (The Strategic Trends were shared for informational purposes. The College was unable to bring forth a statement on Distinctiveness at this time.)

Mission: To serve a diverse population of learners by providing access to high-quality, learning-centered education and services while fostering individual and community success.

Vision: Clark State will build a community that empowers individuals to experience intellectual growth by creating opportunities for them to be accepted, challenged, held accountable, rewarded, and transformed.

Guiding Principles: We believe in the power of education to change people’s lives.

1. **Learning** - We value the use of best academic practices and resources to create a learning community that challenges, transforms, and empowers students and employees.

2. Community - We trust, respect, and care for people with whom we work and serve.
3. Partnerships - We foster collaboration to address student and stakeholder needs and to contribute to the economic and social well-being of our region.
4. Innovation - We push the boundaries of creativity.
5. Diversity - We welcome all individuals to create an inclusive environment.

Impact on students and/or student learning: Clarify and gain consensus on strategic priorities for improving education and completion for student success.

Implications for budget, personnel, or other resources: All areas of the College will be impacted. This process involves determining what new initiatives will be funded for the upcoming years.

It was requested that the Board of Trustees approve the College Mission, Vision, and Guiding Principles as presented.

Appointment of Ohio Association of Community Colleges 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 James Doyle be appointed as the college delegate and Peggy Noonan 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 James Doyle as the college delegate and Peggy Noonan as the alternate delegate to the OACC governing board.

Trustee Corbin made a motion to approve all action items as presented. Trustee Bell seconded, and the motion passed unanimously.

Report of the President

Dr. Blondin asked each of the Senate representatives to provide updates on their current initiatives. On behalf of Faculty Senate, Mark Schmidt reported the following:

- Spring Break just ended, and there are eight weeks to go in the semester. B term for Spring semester begins Monday.
- Faculty Senators are working on strategic planning and analyzing the College's governance structure. The focus has been on how our committees could work more effectively and efficiently, resulting in condensing to five all-college committees. A meeting will be held tomorrow to review completed work and examine the reporting structure.

On behalf of Staff Senate, Ron Gordon reported the following:

- Staff Senate's current initiatives are very similar to Faculty Senate's. Work is also being done to realign the bylaws of the Staff Senate Constitution to work with the college governance structure and to align Staff Senate initiatives with a rough draft of goals.

On behalf of Student Senate, Sam Coons reporting the following:

- Student Senators implemented an initiative called Minute Men to ensure that all Clark State clocks are in good working order. After the time change in March, all clock times were updated, and this will occur again in the Fall.
- The \$500 recycling grant has been received and will be used to supply 75 classroom-size recycling bins and 8 office size-bins. The bins will be ordered this week.

Additionally, Student Senator Scott Cody provided an overview of the Fallen Soldier Memorial. A project video has been completed and placed on the student portal. The design of the memorial will be determined by a student competition, with an April 11th submission deadline. Entries will be sent off-site for review by a non-Clark State voting committee; it was noted that the group would like to secure a veteran representative to serve on this committee. Donations are being sought for the \$25,000 project, and t-shirts will be provided for each donation received. Various fundraising ideas are being pursued for this student-led, student-driven project.

President Blondin reported the following:

- It is projected that 477 students will graduate this Spring, with 363 participating in the commencement ceremony. Last year, 348 graduated, and 274 participated in the ceremony.
- The Fire Program was just accredited by Ohio EMS. Special thanks to Kathy Wilcox and Steve Goheen for their leadership. Excellent comments were made by the reviewers about the program, and no negative comments were received. Kudos to all involved.
- A book titled What Excellent Community Colleges Do is recommended for reading and has been purchased for the Board of Trustees and Executive Council. Copies were distributed to all Trustees.
- A reception will be held in Dr. Singh's honor on Thursday, March 20, from 5:00 to 6:30 p.m. at the HBC. All Trustees are welcome and encouraged to attend.
- Today is the anniversary of Dr. Blondin's employment offer from the College; she thanked Trustees again for the opportunity to serve.

Dr. Blondin then deferred to Mia Yaniko, the College's legal counsel, who announced that she is leaving the Attorney General's Office for another position effective March 28 and will no longer be representing Clark State. She expressed appreciation for the opportunity to serve the College the last several years. The Board congratulated her and applauded her efforts on our behalf.

Dr. Blondin also recognized the work of Drs. Larry and Susan Everett, Aimee Belanger-Haas, Dean Jane Cape, and consultant Aurea Rivera for their work on the Precision Agriculture program, noting that without them it would not be possible.

Report of the Board Chair

Chairman Doyle welcomed Trustees McDorman and Strickler to the Board, commenting that they will both offer excellent perspectives as we continue to strive to make Clark State the best place possible. He noted that a new Trustee directory was distributed, and if any corrections are necessary, they should be submitted to Mellanie Toles. An updated Board Committee Appointment Sheet was also distributed, which indicates that Vice Chair Noonan will now serve as a representative to the Council of Governments. Vacancies are also noted on some committees, and Trustees McDorman and Strickler were asked to let Chairman Doyle know within the next week if they have interest in serving on particular committees. Trustee Strickler indicated that she would like to serve on the Government/Community Relations Committee.

Chairman Doyle commented that the Staff, Faculty and Student Senate presentations are a great addition to the Board meetings, as it is great to hear what they are doing. He thanked them for their wonderful efforts.

Trustees' Open Forum

Trustee Bell noted that he really appreciates the enthusiasm around the room. He appreciates hearing about the various initiatives on campus and seeing the positive attitudes and energy surrounding them.

Trustee Strickler expressed appreciation for all of the assistance given to prepare her for her interview with the Governor's Office and the Board meeting.

Executive Session ~ Tax Issues/Real Estate

Vice Chair Noonan made a motion to move into Executive Session to discuss tax issues and real estate. Trustee Corbin seconded the motion, and it passed 8-0 by a roll call vote. Executive Session commenced at 7:18 p.m.

Trustee Bell made a motion to exit Executive Session and return to general session at 7:44 p.m. Vice Chair Noonan seconded, and the motion passed 8-0.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Vice Chair Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:45 p.m.