

# CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

## Minutes January 22, 2015

The Clark State Community College Board of Trustees met in regular session in Room 230 of the Greene Center on Thursday, January 22, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:00 p.m.

### Roll Call:

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

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Ed Busher, Dean of Student Support Services; Jane Cape, Dean of Business and Applied Technologies; Scott Cody, Student Senator; Martha Crawmer, Dean of Arts and Sciences; Dixie Depew, Controller; Theresa Felder, Vice President of Student Affairs and Greene Center Operations; Matt Franz, Director of Information Technology; Duane Hodge, Director of Workforce Development, Sales and Outreach; Matt Ison, Academic Advisor/Staff Senate President; Joseph Jackson, Vice President for Business Affairs; Natalie Johnson, Director of Academic Affairs, Greene Center; Darci Jordan, contracted marketing professional; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Jim Miller, Assistant Attorney General, Education Section, State of Ohio; Marvin Nephew, Director of Human Resources; Toni Overholser, Director of Business and Community Development; Dr. Amit Singh, Vice President of Academic Affairs; Amy Sues, Director of Strengthening Student Success and Completion; Mellanie Toles, Assistant to the President; Laura Whetstone, Human Resources Generalist; Kathy Wilcox, Dean of Health, Human and Public Services; and Vinnie Zicoello, Senior IT Executive, CampusWorks

### Recognition of Guests

Chairperson Noonan welcomed Human Resources Director Marvin Nephew back and thanked Laura Whetstone for the excellent job she did as Acting Human Resources Director during his absence. She also welcomed all guests and asked them to introduce themselves.

### Special Recognition for Trustee Doyle

On behalf of the Board and college community, President Blondin presented Trustee Doyle with a token of appreciation for his service as Board Chair for the past two years. She thanked him and noted that she was glad she had the opportunity to begin her career at Clark State with him as Chair.

### Public Comment

There were no public comments.

## **Approval of Minutes**

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on November 18, 2014; the Special Board meeting held on December 16, 2014; and the Reorganization Meeting held on January 12, 2015. Trustee Bell made a motion to approve the minutes as presented; Vice Chair Evans seconded, and the motion passed unanimously.

## **Quarterly Financial Reports**

The quarterly revenue/expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. Vice President Jackson noted the following:

### Revenue

Ohio Board of Regents (OBR) State Share of Instruction (SSI) – The FY 2015 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The final projection from the OBR of \$11,154,000 is \$150,000 above budget.

Student Fees – Enrollment for this fiscal year was budgeted based on an increase of 2.5%. Actual enrollment for Fall Semester is approximately 1% above Fall Semester 2013. Enrollment for Spring Semester (at December 31, 2014) was down 8.4% from Spring Semester 2014, resulting in this negative variance to budget. UPDATE – Enrollment through January 9, 2015 is down 1.0% from Spring Semester 2014.

Total revenue is up \$318,000 (1.6%) from the previous fiscal year. This increase is a result of an increase in student fee revenue, non-credit continuing education and lease receipts.

### Expenditures

General Expense –The negative budget variance is due to expenses related to Marketing, Institutional Dues, IT and Scholarships, most of which are payment timing issues.

These also explain the negative budget variances in Communications (Marketing), Occupancy (IT contracts), Equipment (IT) and Miscellaneous (Scholarships).

Total expenses are up \$1.7 million (14.0%).

### Auxiliary Enterprises

Bookstore – This deficit is due to sales for Spring Semester occurring in January. Through the first week in January sales totaled \$662,000. We fully expect all bookstore operations to operate in the black for this fiscal year.

Commercial Transportation Training Center, Parking and Food Service net surplus/deficits are performing close to budget.

### Balance Sheet

Total current funds have decreased \$2.5 million (10.6%) compared to the second quarter of FY 2014. This decrease is primarily a result of a \$2.0 million (10.8%) decrease in Educational and General Funds (Cash). Allowance for Doubtful Accounts increased \$154,000 (9.1%).

Total Investment in Plant is \$47.0 million compared to \$44.7 million last year at this time. The increase is due to construction in progress for the Student Center Project.

### Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2014 Board Meeting. Since budgets were adopted, the College has received an additional approximately \$1.7 million in grant funding. The increase included:

- a bequest for the Landess TLC project;
- Hard Times Café (Project Jericho);
- programming for at-risk youth (Project Jericho);
- Ohio Bureau of Worker's Compensation rebate;
- Career Readiness (collaboration with Springfield/Clark CTC);
- U.S. Department of Labor TAACCCT grant.

Any grants where the expended/encumbered amount exceeds the received amount is the result of the timing of reimbursement of expenses by the grantor. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly on the 15<sup>th</sup>. A description of all of the programs reflected can be found in the attachment to the Restricted Statement.

### **Greene Center Quarterly Financial Report**

A report reflecting financial information for the Greene Center through December 31, 2014, was distributed to Trustees prior to the meeting. The following items were noted:

- Revenues are tracking close to budget, due to bookstore surplus.
- Fall enrollment was up 4.9%, while Spring enrollment at December 31, 2014, was down 6.6% from last year. Spring enrollments are currently (as of January 12<sup>th</sup>) 2.7% below last year.
- The negative budget variances in expenditure line items are a result of timing of payments. A new expenditure item (Administrative Overhead) has been added based on the discussion at the October Board Meeting. This gives a more accurate picture of the cost to support the Greene Center question.

### **Budget Timeline 2015-2016**

Budget Advisory Council meets	10/15/14, 11/12/14 12/10/14, 1/14/15
Access granted to budget managers for viewing historical data and requesting expenditures	2/2/15
Budget Advisory Council meets	TBD (February)
Budget Forum	TBD (February)
Initial revenue projection	2/13/15
Expenditure requests forwarded by budget managers to Controller	3/6/15
Budget assumptions presented to Board Finance and Facilities Committee	TBD (March)
Budget Advisory Council meets	TBD (March)
First revision to revenue projection	3/13/15
Expenditure requests forwarded by Controller to Executive Council	3/20/15
Budget Advisory Council meets	TBD (April)

Budget issues presented to Board Finance and Facilities Committee	TBD (April)
Second revision to revenue projection	4/17/15
Budget Advisory Council meets	TBD (May)
Balanced budget reviewed with Board Finance and Facilities Committee	TBD (May)
Board of Trustees action on tuition/fees for 2015-2016	5/19/15
Final balanced budget presented to Board of Trustees for action	5/19/15

## **Greene Center Update**

### Enrollment

Enrollment continued to grow by 4% for academic year 2013-2014, with 23,049 credit hours for the year (see attached graph). Student head count continued to be consistent at 1,479 for fall and 1,434 for spring. Spring 2014 data reflects the following demographics:

### Enrollment by County

Montgomery – 48%  
Greene – 34%  
Clark – 9%  
Other – 9%

### Enrollment by Race/Ethnicity

White – 54%  
Black – 32%  
Unknown – 6%  
Non-resident – 4%  
Asian – 2%  
Hispanic – 1%  
Native Hawaiian – 1%

### Enrollment by Gender

Female – 62%  
Male 38%

### Enrollment by Age

25-39 – 43%  
18-24 – 40%  
40-59 – 16%  
60 and over – 1%

### Space Utilization

The average traditional classroom is used 78% of the time during traditional class times. One hundred percent (100%) of the classrooms are occupied from 5:30-7:30 p.m., Monday through Thursday. Classes are currently offered Monday – Thursday, 8:00 a.m. – 10:00 p.m., Friday, 8:00 a.m. – 5:00 p.m. and Saturday, 8:00 a.m. – 4:00 p.m. (A detailed space utilization report was distributed to Trustees prior to the meeting.)

Discussion ensued regarding plans for continued growth at the Greene Center. The Board agreed that we need to look aggressively at growing it and that discussion also needs to occur regarding how to resource it. President Blondin indicated that a plan for moving the Greene Center forward will be presented to the Board during the April or May Work Session.

## **December Graduates**

There are 198 students who have petitioned for December graduation. The Records Office is currently reviewing the petitions and should have the majority of the fall 2014 students graduated by the end of January.

A reception was held for the graduates and their guests on Thursday, January 8, 2015, from 5:30 – 6:30 p.m. at the Hollenbeck Bayley Creative Arts and Conference Center. Graduates were recognized for their accomplishment and were encouraged to utilize all available student services for assistance with job search or transfer opportunities.

## **Liaison Reports**

### Clark State Foundation

- The Foundation fund balance as of September 30, 2014, is \$12.6 million.
- The Foundation Board of Directors did not have a Board meeting in December, but hosted a Holiday in the City opening reception and holiday parties at the Brinkman Center and at the Hilton Garden Inn in Beavercreek. All events were well attended and much appreciated by attendees.
- The Circle of Friends is nearing selection of the artist for the gala in April; Adele Adkins is investigating options while attending a large national arts presenters' conference in New York.

### Council of Governments

- The Early Childhood Education Center's enrollment is currently at 87% of capacity (98 FTE), up from 79% (89 FTE) in September 2014. The Center has been able to secure 4 more ODE slots for children under the half-day preschool program. The original 36 slots have been filled. Once the additional 4 slots are filled, Center revenues will improve by \$16,000. Mailings have gone out to about 480 Clark State student families, and the Center is already receiving requests for tours to fill the additional slots.
- The Center successfully completed its annual State Licensing Review on November 18, 2014, and is preparing for the annual "Step Up to Quality" review. The desk review is in process, and the actual visit is yet to be scheduled.
- In addition to the mailing for the half-day preschool program, a billboard positioned on the Spring Street overpass promoting ECEC as "Much More than Child Care" has been secured for two months. The Center continues to work to fulfill its desire to be "The Most Sought-After Child Care Provider in Clark County".

## **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:

#### *Filled Positions:*

- *Ryan Green*, Custodial Services Supervisor, Physical Plant (1.0 FTE), effective 12/8/2014
- *Mary Benedict*, Project Manager, TAACCCT Grant Program, Business and Applied Technologies

(1.0 FTE), effective 12/8/2014

- *Michael Cuffman*, Assistant Dean, Arts and Sciences (1.0 FTE), effective 1/5/2015

*Promotions/Transfers:*

- *Matt Ison*, promoted from Admissions Specialist, Admissions (1.0 FTE), Grade Level 5 to Academic Advisor, Student Affairs, Grade Level 5, effective 1/5/2015

Information Item:

*Open/Advertised Positions/Searches/Interviews:*

- Executive Director of Marketing and College Relations, Administration (1.0 FTE), Grade Level 11
- Staff Accountant, Business Office (1.0 FTE), Grade Level 4

Impact on students and/or student learning:

- The Custodial Services Supervisor position supervises a three-shift custodial staff to ensure clean and secure campus property.
- The Project Manager, Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program manages the grant which is intended to prepare a skilled workforce for the advanced manufacturing industry.
- The Assistant Dean, Arts and Sciences is a new position which provides leadership in areas of student concerns, transfer initiatives, assessment of learning outcomes, and provides support to the Dean.

Implications for budget, personnel, or other resources: All positions are in the 2014-2015 budget.

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

***Personnel Recommendations ~ Instructional Faculty***

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

*New Hires:*

- *Alendre McGhee*, Assistant Professor Registered Nursing Program, Health, Human, and Public Services (1.0 FTE), effective 1/5/2015
- *Cynthia Maier*, Instructor Registered Nursing Program, Health, Human, and Public Services (1.0 FTE), effective 1/5/2015
- *Stephanie Spahr*, Instructor Registered Nursing Program, Health, Human, and Public Services (1.0 FTE), effective 1/5/2015
- *Elysa Smigielski*, Geospatial Technology Instructor, Business and Applied Technologies (1.0 FTE), effective 1/5/2015

Impact on students and/or student learning: All new hires have a direct, hands-on impact on the students they serve. Each position is critical to their specific program in that they provide the educational skill sets our students require.

- Two Instructional Faculty – Registered Nursing Program positions are replacements.
- The Instructional Faculty, Geospatial Technology is a replacement position which will serve the students in our Geospatial Technology program.

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

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

## ***Compensation Philosophy, Salary Range and Compensation Recommendations***

The following recommendations are being presented to the Board of Trustees for formal approval:

- A. Approve and implement a formal Compensation Philosophy, as follows. (The document was previously reviewed by the Board Finance Committee and presented as a draft to the Board of Trustees at the November meeting.)

Through its mission, Clark State Community College (hereinafter "CSCC" or the "College") seeks to provide access to high-quality education and related services that foster individual and community success. Through its guiding principles of Learning, Community, Partnerships, Innovation, and Diversity, the College seeks to use the power of education to change people's lives.

To that end, the College relies on a team of dedicated employees who contribute to its success, through their knowledge, expertise, and adherence to its mission, vision, and principles. CSCC's compensation and program is designed to help the College achieve these goals, which are consistent with the basic compensation objectives of attracting qualified job candidates, motivating current employees to be more effective, and retaining employees that can contribute to short- and long-term success. To ensure that CSCC's compensation program is consistent with its direction and stated mission, the College has adopted this Compensation Philosophy.

1. CSCC will strive to provide competitive compensation that supports its mission and recognizes the labor markets from which it draws talent, while helping to attract highly qualified individuals necessary to continue to serve the College, its students, and the community. The compensation program shall be sufficiently flexible in response to changing conditions such as market demands, organizational structure, and human capital needs.
2. Total compensation may consist of a variety of components that are designed to provide value in exchange for performing job duties, contributing to organizational success, developing new skills, etc. Each component of total compensation will reflect individual and organizational performance, competitive conditions, and CSCC's overall financial situation.
3. The College will maintain a salary structure that establishes a pay range for base salary for each position that reflects on the value of the position against similar organizations, while accounting for internal equity. This salary structure will be reviewed at a minimum of every five years.
4. Benefits offerings will be targeted at the competitive market, based on the College's ability to maintain such benefits.
5. From time to time, CSCC may implement various recognition awards (either monetary or non-monetary) that are intended to recognize behaviors and/or outcomes that are valued by the College and support the accomplishment of its business and strategic goals.
6. The College strives to provide a quality, flexible, and supportive work environment with challenging career opportunities and the necessary resources to enhance growth in order to attract, retain, and motivate its qualified and experienced employees.
7. The Compensation Program is governed and administered on the basis of merit, qualifications, and competence and is not influenced or in any manner affected by race, religion, national origin, color, sexual orientation, age, disability, marital status, status as covered veterans, or any other characteristics protected by federal, state, or local laws and regulations.

8. CSCC will conduct all business in a moral and ethical fashion, and maintain the highest levels of personal conduct and professional standards.
9. Clark State Community College commits to this Compensation Philosophy. The Board of Trustees will provide the college with vision and goals regarding compensation benchmarks, and the college will be charged with identifying strategies to achieve these goals, based on financial resources available.

B. Increase all salary ranges and faculty levels by 3% to stay competitive within the market, as follows:

<b>Current Staff Salary Bands 2012-2013</b>				<b>Recommended Bands 2014-2015</b>		
Grade Level	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
2	\$17,826	\$23,764	\$29,702	\$18,361	\$24,477	\$30,593
3	\$22,131	\$29,504	\$36,878	\$22,795	\$30,390	\$37,984
4	\$27,498	\$36,660	\$45,822	\$28,323	\$37,760	\$47,197
5	\$33,826	\$45,102	\$56,377	\$34,841	\$46,455	\$58,068
6	\$39,866	\$53,154	\$66,443	\$41,062	\$54,749	\$68,436
7	\$42,058	\$56,078	\$70,097	\$43,320	\$57,760	\$72,200
8	\$45,052	\$60,069	\$75,086	\$46,404	\$61,872	\$77,339
9	\$50,053	\$66,738	\$83,422	\$51,555	\$68,740	\$85,925
10	\$56,658	\$75,545	\$94,431	\$58,358	\$77,811	\$97,264
11	\$62,948	\$83,930	\$104,913	\$64,836	\$86,448	\$108,060
12	\$69,936	\$93,247	\$116,559	\$72,034	\$96,045	\$120,056
13	\$73,816	\$98,421	\$123,026	\$76,030	\$101,374	\$126,717
14	\$77,698	\$103,598	\$129,497	\$80,029	\$106,706	\$133,382

<b>Current Faculty Salary Bands 2012-2013</b>				<b>Recommended Bands 2014-2015</b>		
Grade Level	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
1	\$33,784	\$42,230	\$50,676	\$34,798	\$43,497	\$52,196
2	\$37,454	\$46,820	\$56,182	\$38,578	\$48,222	\$57,867
3	\$42,144	\$52,680	\$63,215	\$43,408	\$54,260	\$65,111
4	\$47,720	\$59,650	\$71,579	\$49,152	\$61,439	\$73,726

- C. As a result of grade level changes, four salaries were found to fall below the minimum salary of the new grade level. These four position titles and the amount needed to bring the incumbent's salary to the minimum of their new grade level are listed below:

<b>Position</b>	<b>Status</b>	<b>Amount needed to bring salary to the minimum</b>
Enrollment Specialist, Greene Center	Exempt	\$3,332.20
Early College Programs/Admissions Specialist	Non-exempt	\$1,625.20
Help Desk Specialist	Non-exempt	\$1,249.00
Computer Specialist	Non-exempt	\$417.00
<b>Total</b>		<b>\$6,623.20</b>

Impact on students and/or student learning: None



Implications for budget, personnel, or other resources: The funds will come from salary savings within the departments.

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

***Trustee Doyle made a motion to approve the above items as presented. Trustee Bell seconded, and the motion passed unanimously.***

### ***College Access Policies***

There have been lawsuits filed against several colleges and universities in Ohio based on the fact that they have policies and procedures that allow them to deny access for public assemblies on campus due to content. We have reviewed each current policy and procedure that speaks to this issue in some fashion. As a result of our review and in concert with the Ohio Attorney General's Office review and suggestions, the following documents were presented to the Trustees prior to the meeting:

- A new policy on "Public Use of College Outdoor Areas"
- A revised "Facility Usage Policy"
- A revised "Public Use of College Facilities Procedures" (for information purposes only)
- A revised "Personal Use of College Facilities Procedures" (for information purposes only)
- A revised "Catering, Concessions and Alcoholic Beverage Procedures" (for information purposes only)
- A revised "Student Sponsored Functions/Events Procedures" (for information purposes only)
- A revised "Solicitations/Sales Policy"
- "Solicitations/Sales Procedures" (no revisions; for information purposes only)

The major changes we are making include:

- Creating the Public Use of College Outdoor Areas policy where none existed previously. (We also plan to delete section III. H. from the Crisis Response Manual titled Campus Disruption and Disorder.) This makes it clear that we will do everything we can to promote the free exchange of ideas on College grounds/public spaces and not prohibit such assemblies based on content (i.e. subject matter of assembly).
- Revising several existing related policies/procedures to reflect changes

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

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

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

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

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

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

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

B. Outdoor areas of campus generally available for use:

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

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

- (2) Outreach Centers – The College's Outreach Centers (currently located at Ohio Hi-Point, Miami Valley CTC, Greene County Career Center, Springfield-Clark CTC, Urbana University, Avetec and ATIC) are leased facilities and not owned by the College. Those facilities generally do not include any outdoor space leased or controlled by the College; therefore, no publicly-accessible outdoor areas are available for use under this Policy. Where any outdoor space is controlled by the College, this Policy applies.
- (3) Large Groups – Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the College's Vice President for Business Affairs at 937-328-6003 at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

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

anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

- C. Student Use – In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Vice President for Student Affairs at 937-429-8922. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

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

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

E. Prohibited Activities

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

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

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

- G. Dispute Resolution – Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College's Vice President for Student Affairs at 937-429-8922.

- H. Procedures – The President may adopt procedures to administer this Policy.

Effective: January 22, 2015

*3358:5-11-08 Facility Usage Policy*

- (A) Clark State Community College is a catalyst for individual, corporate, and community prosperity by providing access to higher education for our diverse community and fostering student success through high quality, learning-centered education and services. The community recognizes the College as a vital community resource and enjoys high utilization of College facilities and staff for civic and cultural purposes.
- (B) One of the College's guiding principles is to act as good stewards of the resources with which it is entrusted.
- (C) The Clark State Community College Board of Trustees shall permit upon application by a responsible organization or individual, the use of College facilities for public, cultural, educational, recreational and civic purposes. ~~Facilities available for such usage shall include those areas as designed for public use as well as other appropriate facilities.~~
- (D) All events shall be conducted in accordance with federal, state, and local laws, regulations and ordinances.
- (E) ~~The President, utilizing the provisions of sections 3313.75 to 3313.79 of the Revised Code as general guidelines,~~ shall develop appropriate procedures and establish reasonable rental and fee rates.

Effective: January 22, 2015

Prior Effective Dates: 4/10/80, 7/1/98, 3/19/99, 7/1/03, 4/7/06, 7/17/09, 6/18/13

*3358:5-13-07 Solicitations/Sales Policy*

- A. Solicitations for support of various activities must be approved by the President or his/her designee. Those that are customarily approved are community-based, non-political campaigns such as the United Way, or campus-based activities such as the Foundation scholarship and Circle of Friends fund drives.
- B. The following activities relating to solicitations/sales are prohibited unless prior approval is given as noted:
  - ~~(1) On campus posting of announcements (i.e., bulletin boards, student/staff vehicles, electronic, etc.) Approved by dean of student affairs for student related announcements or vice president for business affairs for all other announcements.~~
  - (1) Use of college name or letterhead – Approved by the president.
  - (2) Circularizing employees – Approved by the manager of human resources.
  - (3) Providing lists of college employees to outside fund-raising groups – Approved by the manager of human resources.
  - (4) Personal solicitation of employees during working hours (for example, school funding efforts of employee's child) – Approved by the manager of human resources.

Effective: January 22, 2015

Prior Effective Date: 7/6/04

Impact on students and/or student learning: The student learning experience is enhanced by policies that promote freedom of speech, press and assembly.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the Public Use of College Outdoor Areas Policy and revisions to the Facility Usage Policy and Solicitations/Sales Policy, effective immediately.

*Vice Chair Evans made a motion to approve the new and revised policies above as presented. Trustee Strickler seconded, and the motion passed unanimously.*

***Annual Planned Allocation for Use of Reserve Funds (Revised)***

The Board of Trustees approved an Annual Planned Allocation for Use of Reserve Funds at the November 2014 regular meeting. There was a discussion at the December Board Meeting about funding opportunities that sometimes arise unexpectedly, which must be acted on very quickly. These opportunities many times require that the College provide a financial match for the project being requested.

As a result of that Board discussion, it was recommended that the reserve funds include an allocation for this purpose. Following is a revised proposed annual allocation plan for reserve funds:

	<b>PLANNED ALLOCATION</b>
<b>UNAPPROPRIATED RESERVES</b>	1,027,698.31
<b>APPROPRIATED RESERVES</b>	
<b>ADA Modifications</b>	75,000.00
<b>Barn Renovation, 350 South Fountain Avenue</b>	67,000.00
<b>Campus Master Plan</b>	250,000.00
<b>Equipment - Instructional</b>	250,000.00
Precision Agriculture	55,000.00
<b>Equipment - Non-Instructional</b>	150,000.00
<b>Equipment/Technology - Student Success Center</b>	200,000.00
<b>Externally Funded Project Commitments</b>	1,000,000.00
<b>Facilities Planning</b>	100,000.00

<b>Fiscal Contingency Planning</b>	800,000.00
<b>Global Impact STEM Academy</b>	34,000.00
<b>LRC Renovation</b>	235,576.00
<b>Land Acquisition/Demolition</b>	400,000.00
<b>Legal/Audit Contingencies</b>	150,000.00
<b>New Certificate and Degree Programs</b>	250,000.00
<b>Repair/Replacement Projects</b>	
<i>Parking Lot/Sidewalk Improvements</i>	200,000.00
<i>Repair/Replacement Plan Projects</i>	300,000.00
<i>Vehicle Replacement</i>	100,000.00
<i>Water/Sewer Infrastructure Projects</i>	35,000.00
<i>Restroom Renovations</i>	250,000.00
<b>Safety/Security</b>	100,000.00
<b>Self-Funded Dental Benefit</b>	245,218.37
<b>Service District Outreach</b>	264,694.00
<b>Signage</b>	150,000.00
<b>Strategic Plan for Energy Management Implementation</b>	500,000.00
<b>Strategic Plan Projects</b>	500,000.00
<b>Student Assistance</b>	250,000.00
<b>Student Success Center</b>	1,750,000.00
<b>Technology Replacement</b>	500,000.00
<b>Unemployment Compensation</b>	125,000.00
<b>SUBTOTAL APPROPRIATED RESERVES</b>	9,286,488.37
<b>TOTAL RESERVES</b>	10,314,186.68

Impact on students and/or student learning: The projects listed under Appropriated Reserves are initiatives that are not funded in the annual operating budget due to the fact that they are expenditures for capital or nonrecurring items.

Implications for budget, personnel, or other resources: None. Reserve funds are separate and distinct from operating funds.

It was requested that the Board of Trustees approve the revised annual allocation plan for the reserve funds as presented. Actual expenditure of appropriated amounts for these initiatives will require Board action in accordance with the College's Purchasing Policy.

***Trustee Bell made a motion to approve the revised annual allocation plan as presented. Trustee Doyle seconded, and the motion passed unanimously.***

## **Report of the President**

President Blondin expressed appreciation and gave kudos for the diligent efforts of the Executive Council team members. She also reported the following:

- The I-675 pedestrian bridge should be done in May; Vice Presidents Felder and Jackson will attend a meeting with Wright State and the City of Beavercreek to discuss signage and branding on the bridge.
- Of the 17 Ohio community colleges that have reported enrollment, 13 are currently down. Clark State is currently up .2%, with a 60% increase in dual enrollment and a 14% increase in online courses over the previous fall. It was noted that dual enrollment comprises 18% of our enrollment; in the fall, 880 students took courses at their respective high schools, and 850 attended classes on one of our campuses. This contributes significantly to our SSI funding because these students are completers.
- A great meeting was held last week with Greene County and Wright State partners to discuss implementing a program similar to Champion City Scholars in Greene County (Beavercreek, Fairborn and Bellbrook).
- CampusWorks' Vinnie Zicoello will provide a presentation during the March Work Session regarding their progress to date.
- A list of House members appointed to various committees in the Ohio legislature was distributed to Trustees. It was noted that Representatives Koehler and Perales are now members of the Economic and Workforce Development Committee.
- We are still awaiting word regarding Board appointments. Dr. Blondin submitted the names of those who have applied to Sandra Brasington and Senator Widener for assistance.
- The Central State University choir will perform at the Kuss Auditorium on February 6<sup>th</sup>. Free tickets are available for the event.
- We hope to hold a joint welcome back reception in the fall with Central State and Wittenberg University. The presidents will meet in April to discuss the details.

Dr. Blondin then deferred to Staff Senate President Matt Ison, Student Senator Scott Cody, and Faculty Senate President Dee Malcuit for Senate updates.

Mr. Ison reported that representatives from Faculty and Staff Senates are working to develop a collection of resources on shared governance. Staff Senate also has a new working group to help implement a new performance evaluation system for staff; the group is comprised of three Senators and two non-Senators, which will help provide as broad a spectrum as possible across campus.

Mr. Cody shared that Student Senators will man tables in the TLC rotunda on February 11 in an effort to engage students differently; they will investigate new and more effective ways to connect with students and collect feedback regarding how they would like to receive notification about events. Student Senate now

has a faculty and staff advisor, and various active committees, including Publicity, Activities, and Election Committees. Student surveys have been distributed regarding clubs, the Wellness Center, and intramural events they would like to be offered. The Fallen Warrior fundraiser is complete with the goal attained.

Ms. Malcuit reported that in an effort toward further shared governance, a common college calendar for next year is being developed which will include all-college committees. She indicated that Dr. Singh has provided great feedback on the teaching and learning principles faculty developed; they will be taken back to the Faculty Senate for approval, to Faculty Assembly on February 2, and then presented to the Board in March. During the joint luncheon after the Dr. Freeman Hrabowski presentation, a dialogue began between Clark State and Central State University faculty regarding how they can support each other as academic bodies; the groups hope to hold a joint symposium in the fall. Two ad hoc committees are currently operating: one to create a rubric for the teaching and learning principles and another regarding setting clear boundaries in terms of faculty service to the College.

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

Chairperson Noonan:

- reminded Trustees about the Charter Night festivities on February 17<sup>th</sup> and asked them to RSVP if they have not already done so;
- noted that the Martin Luther King, Jr. luncheon was a well-attended, wonderful affair;
- reported that President Blondin is one of four finalists for the American Association of Community College's Emerging Leader Award. The winner will be announced at their annual conference in San Antonio, TX in April; and
- reminded Trustees that the Association of Community College Trustees' National Legislative Summit will take place in Washington, DC, in early February. She asked that attendees brush up on the statistics distributed at the Board retreat so they can share them with legislators.

### **Trustees' Open Forum**

Trustee Doyle expressed concern regarding the number of committees operating, based on strategic planning consultant Dr. Dave McFarland's observation that the College had too many. President Blondin provided an overview of the committees that are currently operating, indicating that the number of all-college committees has been reduced and that all committees seem to be more functional, efficient and strategic. A lot of good feedback and recommendations have been received from faculty and staff, and a lot of short-term working groups are underway right now.

Trustee Strickler expressed appreciation for Vice President Jackson's hard work on all of the contractual issues to assure that the College's interests are protected. She also thanked the faculty and staff for their excellent representation of the College in Greene County and for their support of the Center for Workforce Development at Wright State University. President Blondin agreed, noting that she feels we are making a difference getting out there in the community.

Marvin Nephew thanked everyone for their cards, prayers, emails and visits while he was out on medical leave. He noted that Mary Murphy brought him a packet each week updating him on everything going on in Human Resources, and he expressed appreciation for Laura Whetstone, who did a great job running things in his absence.

### **Adjournment**

Vice Chair Evans made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 7:07 p.m.