



DIRECTIVE 2016-029

August 30, 2016

Re: CONSIDERATION OF A REQUEST BY CLARK STATE COMMUNITY COLLEGE TO CONTINUE TO WAIVE STANDARD TUITION RATES TO STUDENTS WHO COMPLETE TWELVE OR MORE CREDIT HOURS IN A SEMESTER, ACHIEVE A C OR BETTER IN EACH COURSE, AND ENROLL IN THE SUCCESSIVE SEMESTER FOR TWELVE OR MORE CREDIT HOURS

§375.30.30 of Am. Sub. H.B. 119 of the 127th General Assembly required any waiver of tuition for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education (the "Chancellor"). On April 17, 2009, the Chancellor signed Directive 2009-011 establishing procedures for institutions to follow when requesting to waive standard tuition rates. §369.180 of Am. Sub. H.B. 64 of the 131st General Assembly continues the authority of the Chancellor until June 30, 2017.

Pursuant to the continued authority in §369.180 of Am. Sub. H.B. 64 as well as Directive 2009-011, Clark State Community College ("CSCC") has requested that for academic year 2016-2017, standard tuition rates continue to be waived for certain students who complete more than twelve credit hours in a semester, achieve a C or better in each course, and enroll in the successive semester for twelve or more credit hours. CSCC has demonstrated the following:

- CSCC's Board of Trustees approved a resolution authorizing the tuition waiver at its meeting on March 17, 2015. A copy of the resolution is attached. Additionally, CSCC submitted a letter from the Chair of the Board of Trustees that the trustees support the continuation of the program.
- CSCC has submitted a specific request to waive standard tuition rates as detailed below.
 - If a student takes twelve or more credit hours in one semester, receives a C or better in each course and enrolls in **twelve to fourteen credit hours** the successive semester, that student would receive a reduction of **five percent (5%)** for instructional, general and technology fees in that successive semester. Currently, this amounts to a reduction of \$6.97 per credit hour, but this dollar amount is subject to change with any increases in the instructional, general and technology fees if such increase is permitted by law.

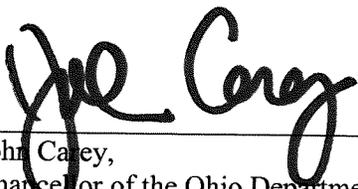
- If a student takes twelve or more credit hours in one semester, receives a C or better in each course and enrolls in **fifteen or more credit hours** in the successive semester, that student would receive a reduction of **ten percent (10%)** for instructional, general and technology fees in that successive semester. Currently, this amounts to a reduction of \$13.94 per credit hour, but this dollar amount is subject to change with any increases in the instructional, general and technology fees if such increase is permitted by law.
- Additionally, the out-of-state tuition surcharge would continue to be assessed to out-of-state students. There is no discount on the out-of-state surcharge.
- CSCC proposes that the tuition waiver be effective for academic year 2016-2017.
- The proposed waiver will affect approximately 705 students throughout the academic year the waiver is in effect. The previous waiver projected to affect 323 students, but the actual number was 705.
- CSCC's initial goals related to this tuition waiver request included the following:
 - Reduce the cost to students
 - Reward the successful completion of courses
 - Reward full time enrollment and quicker completion
- CSCC presented evidence that the percentage of students who are taking at least 12 credit hours increased by 3% over the previous academic year. Students saved \$95,822 through this program. CSCC will have a better indication next academic year based on the data if this program is leading to quicker completion. The goals for this program remain the same for the 2016-2017 academic year.

CSCC will use a comparison of full time enrollment, course completion and completion milestones for the 2014-2015, 2015-2016 and 2016-2017 academic years to determine if CSCC has accomplished its goals.

Agency staff reviewed the request and posted its recommendations to the ODHE web site for purposes of providing a period of public comment before final approval by the Chancellor. No public comments were received.

Based upon my review of staff recommendations, I hereby approve the tuition waiver request from Clark State Community College for academic year 2016-2017 for students who complete at least twelve credit hours in a semester, receive a C or better in each course and enroll in the successive semester for twelve or more credit hours.

This Directive will take immediate effect.

A handwritten signature in black ink, appearing to read "John Caley". The signature is written in a cursive style with a large initial "J" and "C".

John Caley,
Chancellor of the Ohio Department of Higher Education

CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 17, 2015

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 17, 2015. Chairperson Peggy Noonan presided and called the meeting to order at 6:37 p.m.

Oath of Office

Chairperson Noonan congratulated Trustee Andy Bell on his reappointment to the Board of Trustees for another six-year term and welcomed new Trustee David Ball to the Board. She indicated that Maurice McDonald has also been appointed but was unable to attend tonight's meeting. Chairperson Noonan reported that Trustee Ball will serve on the Board Finance and Facilities Committee, and Trustee McDonald will served on the Board Government/Community Relations Committee.

President Blondin administered the Oath of Office to Trustees Ball and Bell.

Roll Call:

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

Excused: Maurice McDonald

Others Present: Adele Adkins, Executive Director of the Performing Arts Center; Aimee Belanger-Haas, Interim Dean of Business and Applied Technologies; Mary Benedict, TAACCCT Grant Project Manager; Ed Busher, Dean of Student Support Services; Scott Cody, Student Senator; Martha Crawmer, Dean of Arts and Sciences; Kris Culp, Vice President of Advancement; Julia Daniels, Assistant to the Dean of Health, Human and Public Services; 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; Darci Jordan, contracted marketing professional; Tonja Kunzler, Food Science program consultant; Dee Malcuit, Associate Professor, Arts and Sciences/Faculty Senate President; Daniel Malone, Student 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; Nina Wiley, Dean of Enrollment Services; and Vinnie Zicoello, Senior IT Executive, CampusWorks

Recognition of Guests

Chairperson Noonan welcomed guests and asked them to introduce themselves.

Public Comment

There were no public comments.

Amended Agenda

Trustee McDorman made a motion to amend agenda item 6M, Appointment of Ohio Association of Community Colleges Delegate and Alternate, to include the appointment of Global Impact STEM Academy advisory board members. Trustee Doyle seconded, and the motion passed unanimously.

Approval of Minutes

Chairperson Noonan asked for a motion to approve the minutes of the Regular Board Meeting held on January 22, 2015. Trustee Bell made a motion to approve the minutes as presented; Trustee Phillips seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Thursday, March 12, 2015, at 11:30 a.m. in the Sara T. Landess Technology and Learning Center, Room 111. Those present included Andy Bell, Committee Chair; Trustee David Ball; Committee Member Brad Phillips; Peggy Noonan, Board Chair; Dr. Blondin, President; Kris Culp, Vice President for Advancement; and Joe Jackson, Vice President for Business Affairs. Agenda items included:

- Financial Reports through February 2015
- Real Estate Acquisitions
 - 2112 Huron Avenue
 - 502 East Auburn Avenue
- Capital Campaign
- FY 2016 Budget
 - State Budget
 - Tuition – 5% Challenge
- Other
- Next Meeting - TBD

Minutes of the meeting have been distributed to all Trustees.

Financial Statements through February 2015

The Income and Expense Statement for the General Fund and each Auxiliary Fund through February 28 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, including bridge funding, of \$11,164,635 is \$160,410 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 February 28, 2015) was down 3.1% from Spring Semester 2014, resulting in this negative variance to budget.

Business and Industry Training – There was very little revenue generated during the month of February, which has increased the negative variance to just under \$147,000.

Continuing Education – February was a productive month resulting in \$78,000 of additional revenue and bringing the positive variance year-to-date to \$150,000.

Management Services – This line item will fall approximately \$80,000 short of budget by year end due to no longer leasing a faculty member to do training at Honda.

Total revenue is up \$626,000 (2.8%) from the previous fiscal year. This increase is a result of an increase in SSI, student fee revenue, non-credit continuing education and lease receipts.

Expenditures

Instruction – The negative budget variance is primarily due to payment timing issues to be sure there are adequate supplies, equipment, etc. purchased and in place for Spring Semester.

General Expense – The negative budget variance is due to expenses related to Marketing, Institutional Dues and IT, most of which are payment timing issues. It is also due to Scholarships, which are projected to be over-expended by year end.

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

Total expenses are up \$2.5 million (16.2%).

Auxiliary Enterprises

Bookstore – The surplus year-to-date is better than the budgeted surplus through eight months of the fiscal year.

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

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/14:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$956,816
Commonfund Management Fees (June 2002 to present)	\$(60,515)
Foundation Management Fees (2007 - 2014)	\$(126,727)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(225,408)

Market Gain/(Loss) (June 2002 to present)	\$204,237
Balance 12/31/14	\$1,795,646
Quarterly (October-December) Rate of Return	1.40%
Barclays Aggregate Bond Index (October-December Quarter)	1.79%
December Return	0.08%
Barclays Aggregate Bond Index (December)	0.09%

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 (\$126,727) represents the 1.25% fee for eight fiscal years (FY 2007 – FY 2014). Marc Bernhardt from The Commonfund met with the Foundation Finance/Investment Committee on October 15, 2014, to review fund performance, asset allocation, spending policy, and provide a market forecast.

Human Resources Update

Filled Positions:

- Kaneshia Hall, Manager, Youth STEM Program (0.33 FTE), effective 1/21/2015
- John Allen, Custodian (1.0 FTE), effective 2/2/2015
- Gwendolyn Owen, Project Director, Student Support Services (1.0 FTE), effective 2/16/2015
- Kathleen Graves, Staff Accountant (1.0 FTE), effective 3/23/2015

Promotions:

- Laurie Means, promoted from Online Media Marketing Coordinator (1.0 FTE), Grade Level 5, Non-Exempt to Marketing Manager, Grade Level 7, Exempt, effective 2/25/2015

Open/Advertised Positions/Searches/Interviews:

Non-Exempt:

- Accounts Receivable Technician I (1.0 FTE)
- Bookstore Clerk (1.0 FTE)
- Custodian, Night Shift (1.0 FTE)
- Mail Services Clerk (1.0 FTE)

Exempt:

- Academic Counselor, Student Support Services (1.0 FTE)
- Admissions Specialist (1.0 FTE)
- Dean, Business and Applied Technologies (1.0 FTE)
- Peace Officer Academy Commander (1.0 FTE)

Faculty:

- Food Science Technology, (1.0 FTE)
- Geospatial Technology, (1.0 FTE)
- Welding, (1.0 FTE)

Resignations:

- Elysa Smigielski, Faculty – Geospatial Technology, effective 2/19/2015
- Sean Markley, Mail Clerk, effective 2/20/2015
- Wesley Armstrong, Police Academy Commander, effective 2/27/2015
- Mark Common, Computer Technician, effective 3/11/2015
- Brandon Sipes, Project Jericho Outreach and Education Specialist, effective 4/15/2015
- Ryan Ketner, Faculty - CPE Reading/Writing, effective 5/13/2015

Retirement:

- Lawrence Killian, Professor, Anatomy and Physiology, effective 8/1/2015

Position-in-Range Analysis

As a result of the Compensation Resources study, all job positions were either recommended to stay at their current grade level, or to move to a higher grade level as appropriate. All grade levels have corresponding salary ranges, which were then analyzed against the salary of the individual in that particular range.

As communicated earlier, the next step in our compensation review process is to determine how various factors will affect one’s pay. Education, experience, performance and years of service are some of the factors that have been discussed.

In conjunction with this, we have analyzed the 45 individuals whose salary is within 0% - 30% of their assigned salary range (considered “low” in the range). The purpose of which was to gain a better understanding of why these employees are in the lower bracket within their salary range and if any changes need to be made as a result. Within those 45 employees, 17 of their positions were recommended to move up at least one grade, which has an impact on where their salary falls within the new range. Further breakdown results are as follows:

0% - 10% into the range

9 total employees
(2 grade changes)
7 EEs with < 2yrs at CS
2 EEs with 5+yrs at CS

10.1% - 20% in the range

17 total employees
(7 grade changes)
5 EEs with < 2yrs at CS
8 EEs with 2-5yrs at CS
4 EEs with 5+yrs at CS

20.1% - 30% into the range

19 total employees
(8 grade changes)
5 EEs with < 2yrs at CS
7 EEs with 2-5yrs at CS
7 EEs with 5+yrs at CS

Liaison Reports

Clark State Foundation

- The Foundation fund balance as of December 31, 2014, is \$12.6 million.
- JoAnn Rigano has joined the Foundation Board of Directors. She is a member of the Beavercreek Board of Education. She, Patty Phillips and Angel Lewis form the core of a new Greene County Committee within the Foundation. Additional committee members will be recruited but will not be members of the Foundation Board.
- The Foundation’s Annual Campaign kicked off at the February meeting. Foundation Board members will be making follow up calls.
- The Foundation approved a request from Nina Wiley, Dean of Enrollment Services, to fund five \$1,000 scholarships to students who were identified as alternates for Trustee Scholarships.
- The new cohort of Champion City Scholars have visited the Clark State campus and received their College IDs. Kanisha Hall, the College’s new manager of Youth STEM Programs, has met with all Champion City Scholars at Springfield High School to inform them about the Johns Hopkins Engineering Innovation program this summer.

- The Circle of Friends will honor Plato and Tina Pavlatos as the recipients of the Founder's Award at this year's gala. The Gatlin Brothers will perform at the concert after the dinner. This year, the award will be presented at the concert, in order to create more awareness and recognition.

Council of Governments

- The Early Childhood Education Center's enrollment is currently at 88% of capacity (99 FTE), a 7% increase over this time last year.
- In June 2015, the Center plans to re-initiate the school-age child care program, which will bring additional revenues for fiscal year 2015-2016.
- The Center is actively preparing for the on-site review for the top "Five-Star Step Up to Quality" status. After completion of the desk review, the review committee granted approval of a site visit. The auditors are expected to visit within the new few weeks for final determination of this year's star rating.
- Staff training focused on child-care licensing compliance is being provided to all staff. Approximately 92% have completed all four required training sessions so far, with 100% compliance anticipated by the end of the fiscal year.

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 Position:

- Gwendolyn Owen, Project Director, Student Support Services, Student Affairs (1.0 FTE), effective 2/16/2015

Promotion/Transfer:

- Laurie Means, promoted from Online Media Marketing Coordinator (1.0 FTE), Grade Level 5, Non-Exempt to Marketing Manager, Grade Level 7, Exempt, effective 2/25/2015

Resignation:

- Wesley Armstrong, Police Academy Commander (1.0 FTE), effective 2/27/2015

Impact on students and/or student learning:

- The Project Director, Student Support Services provides administrative supervision and management of the Student Support Services project (TRIO Grant) that provides academic, financial, and career advising to approximately 170 selected, first generation, and low-income students.
- The Marketing Manager leads collaborative efforts to enhance the College's image in the communities we serve, providing marketing to support enrollment growth and sustainability. The position also markets the Performing Arts Center.
- Availability of the Police Academy Commander is a necessity for the operation of a Police Academy in the State of Ohio. The position is now advertised and currently filled by an interim commander until a permanent commander is hired.

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:

Resignation:

- Ryan Ketner, Instructor, CPE Reading and Writing, effective 5/13/2015

Retirement:

- Lawrence Killian, Professor, Anatomy and Physiology, effective 8/1/2015

Impact on students and/or student learning:

- CPE Reading and Writing is critical in helping to prepare many students for college-level reading and writing courses. Success in these classes frequently translates to assisting students with success in the overall college/education experience.
- Anatomy and Physiology is a required course for all medical students including medical coding students.
- These positions will be filled for the 2015-2016 school year.

Implications for budget, personnel, or other resources: These positions will be included in the 2015-2016 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 faculty and staff (regular employees/1040 hours or more) is 1.5 times annual salary rounded up to the next \$1,000. Our life insurance policy with Humana Insurance Company is up for renewal April 1, 2015. Our insurance rate for the Group Term Life insurance remains the same as the 2014 - 2015 rate of \$.24 per \$1,000 of coverage.

	<u>Current: 04/01/14 - 03/31/15:</u>	<u>Renewal: 04/01/15 - 03/31/16:</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 (various – via 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.
- The total annual premium for 2014 - 2015 was approximately \$50,000.
- The total annual premium for 2015 - 2016 is expected to be approximately \$55,000. (Increase based on more employees and higher salaries.)

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: The increased premium cost will be incorporated into the 2015 - 2016 budget. The total increase is \$5,000.

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, 2015, through March 31, 2016

Personnel Action Recommendations

The following recommendations for title and grade level changes were presented to the Board of Trustees for formal approval:

Current Title	Recommended Title	Current Grade	Recommended Grade	FLSA Change
Director of Human Resources	Chief Human Resources Officer	10	13	
Director of Information Technology	Chief Information Officer	10	13	
Director of Marketing/College Relations	Executive Director of Marketing/College Relations	7	8	
Manager, Center for Teaching and Learning	Director, Center for Teaching and Learning	6	7	
Human Resources Generalist	Human Resources Manager	5	7	Exempt
Online Media and Marketing Coordinator	Marketing Manager	5	7	Exempt
Manager, Bookstore and Office Services	Director, Bookstore, Dining and Office Services	7	7	
Human Resources Specialist II	Human Resources Generalist	4	5	
Transcript Evaluation Specialist	Transfer Evaluation Specialist	4	5	
Bookstore Clerk	Bookstore Office Services Buyer	3	no change	
Vice President for Academic Affairs	Provost and Vice President for Academic Affairs	14	no change	
Accounts Receivable Technician II	Senior Accounts Receivable Technician	4	no change	
Accounts Receivable Technician I	Student Accounts Receivable Technician	4	no change	
Police Academy Commander	Peace Officer Academy Commander	8	no change	
Vice President of Student Affairs and Greene Center Operations		13	14	
Controller		9	11	
Director, Facilities, Operations and Maintenance		10	11	
Director, Student Success and Completion		7	9	
Director, Institutional Research and Planning		8	9	
Director, Library Services		7	8	
Director, Financial Aid		7	8	
Manager, Grounds & Fleet		7	8	
Registrar		7	8	
Fire Training Coordinator		6	8	
Application Developer, System Administrator		6	7	

Current Title	Recommended Title	Current Grade	Recommended Grade	FLSA Change
Early College Programs/ Admissions Specialist		5	6	
Enrollment Specialist, Greene Center		5	6	
Institutional Research Specialist		5	6	
Senior Staff Accountant		5	6	
Success Center Coordinator, Greene Center		5	6	
Systems Analyst		5	6	
Bookstore Textbook Buyer		4	5	
Computer Technician		4	5	
Computer Technician - Evenings and Weekends		4	5	
Help Desk Specialist		4	5	
Maintenance Technician		4	5	
Staff Accountant		4	5	
Receptionist		2	3	

Impact on students and/or student learning: There is no direct impact on students and/or student learning. The above actions better align employees' titles and grades with their current duties and responsibilities. This process is part of the overall Compensation Philosophy as adopted by the Board of Trustees.

Implications for budget, personnel, or other resources: There is no impact on the 2014-2015 budget.

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

Emeritus Recommendation

The College has a policy on granting of emeritus status to individuals for their distinguished level of service to the College and the community while employed with or in its service. The process for faculty 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:

Paulette Grodner – Paulette joined the College in January 1991. 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 in both the LPN and RN programs. Professor Grodner gave over 23 years of exemplary and dedicated service and leadership to the program, students, and the College before retiring in the spring of 2014.

Impact on students and/or student learning: Professor Grodner 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 Paulette Grodner.

New Program Approval – Food Science

The Food Science and Technology Program has been created by Clark State Community College and will be offered under the Agriculture department in response to requests from local industry. The anticipated start date for the program is fall 2015 pending approval from both the Board of Trustees as well as the Ohio Board of Regents.

Employment of agricultural and food science technicians is projected to grow from 2012 to 2022. More technology and scientific knowledge related to food production will allow greater control of the production and processing activities and in turn increase demand for these workers. Continued population growth will drive the need to increase efficiency of production and processing methods.

The Bureau of Labor Statistics reports data for students that will be graduating from this program under the Agriculture and Food Science Technician category. In Ohio, the current wage range is as follows:

Location	Pay Period	2013				
		10%	25%	Median	75%	90%
Ohio	Hourly	\$12.17	\$15.42	\$18.91	\$22.30	\$32.22
	Yearly	\$25,320	\$32,060	\$39,340	\$46,390	\$67,020

Some of the reported job titles for perspective graduates are Central Lab Technician, Food Science Technician, Laboratory Technician, Laboratory Assistant, Operations Technician, Quality Analyst, Quality Assurance Analyst, Quality Control Technician, Quality Technician, and Technical Services Analyst.

The proposed program was developed with information provided by various community stakeholders during two industry panels held in September and January, respectively. The final information included in the program is a collaborative analysis of the information received from the Global Impact Stem Academy and the feedback from industry professionals.

Impact on students and/or student learning: More awareness and enforcement of food safety regulations will increase inspection requirements, which, in turn, will increase the need for agricultural and food science technicians.

Implications for budget, personnel, or other resources: Clark State received \$1 million in funding last spring appropriated from the state capital budget to renovate a portion of the second floor of South High School to house the Food Science program. Of that amount, \$325,000 is available to purchase equipment and furniture for the program. Outside of routine science laboratory supplies, the program will be using a portion of the grant fund to purchase specialized pieces of equipment. For replenishable laboratory resources, the program has a budget of \$2,000 per year. Clark State has recently posted a Food Science faculty position to begin in the Fall of 2015. This position will also teach in Biology or Chemistry classes for Arts and Sciences. This position will cost the college approximately \$75,000 in salary and benefits.

It was requested that the Board of Trustees grant approval of the Food Science and Technology program.

Parking Policy

The intent of this policy is to allow for the environmentally sound and safe parking/maneuvering of all vehicles in and around all Clark State Community College parking facilities. The Campus Police are responsible for monitoring parking facilities. Compliance with the policy is the responsibility of all employees, students and visitors. The Grounds Department is responsible for maintaining the parking lots and the Vice President for Business Affairs is responsible to resolve parking related issues.

Beginning with the 2014-2015 academic year, students are no longer required to register their vehicles and display a current registration tag. This administrative procedure was implemented in order to reduce inefficient use of staff time and eliminate nuisance issues experienced by students. Since the College contracts with the City of Springfield Police Department, the ability to identify the owner of any vehicle on campus at any time is readily available. All parking facilities, with the exception of a few that are designated for faculty and staff, are open and available for students on a first come, first served basis. The majority of time spent enforcing parking regulations is in relation to visitor parking, ADA accessible parking, parking in a fire lane, loading zones, etc. The Parking Policy, along with the Parking Regulations and the Towing/Impounding Motor Vehicle Procedures, have been revised to reflect this new procedure.

3358:5-13-04 Parking Policy

- (A) Like most commuter colleges, Clark State Community College places a high priority on providing sufficient, affordable, and convenient parking for students, faculty, staff and visitors.
- (B) Parking regulations have been developed to maximize the use of parking spaces and to assist in maintaining lots. ~~Clark State permit holders~~ **Faculty, staff and students** are responsible for understanding and complying with parking regulations.
- (C) The College reserves the right to ticket, immobilize and/or tow, at the owner's expense, any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied.
- (D) The College assumes no responsibility for the care of, damage to and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.
- (E) Parking regulations are **posted** ~~communicated to faculty, staff and students~~ on the College's web page.

Effective: April 1, 2015

Prior Effective Dates: 3/13/78, 2/3/92, 7/1/98, 4/12/01, 2/9/07, 7/1/08

Impact on students and/or student learning: There is no direct financial impact on students as the College does not charge for parking. However, this change results in reduced time spent by students registering their vehicle, picking up the parking tag, and making sure it is visibly displayed in their vehicle at all times.

Implications for budget, personnel, or other resources: The College will realize an annual savings of \$1,700 by not having to purchase student parking tags. This change will also increase the efficiency of certain employees who were involved in the time consuming process previously in place.

It was requested that the Board of Trustees adopt the revised Parking Policy as presented, effective April 1, 2015.

Real Estate Acquisition – 502 East Auburn Avenue

The Campus Master Plan identified property that, if it would become available for purchase, would be advantageous for the College to acquire. We have been working on an opportunity to acquire three parcels of property adjacent to the west edge of the Leffel Lane campus (502 East Auburn Avenue). This opportunity was presented to and concurred with by the Board Finance and Facilities Committee both at their November 2012 and April 2014 meetings.

We have entered into a Purchase Agreement for this property, which is located on the corner of Auburn and Huron Avenues. This offer is contingent on Board of Trustees and State of Ohio approvals. One side of the property abuts existing College property west of the flood house. The parcels are appraised at \$27,000, which is the amount offered to and accepted by the seller. A Phase I Environmental Site Assessment is in process.

Impact on students and/or student learning: Acquisition of this property will allow for future development of training/instructional facilities at the Leffel Lane campus.

Implications for budget, personnel, or other resources: There are no implications for the Operating budget. The funds for the purchase of this property and the subsequent demolition of structures on the property will come from College Reserves.

It was requested that the Board of Trustees approve the expenditure of \$27,000 from College Reserves for the purchase of three parcels of property totaling 2.50 acres at 502 East Auburn Avenue, contingent upon State of Ohio approvals. The Board also approves of additional expenditures from Reserves for other necessary expenses related to this purchase including appraisal, title insurance, survey, environmental assessment and demolition. The Board of Trustees further appoint the Vice President for Business Affairs/Treasurer to execute the closing documents.

Real Estate Acquisition – 2112 Huron Avenue

The Campus Master Plan identified property that, if it would become available for purchase, would be advantageous for the College to acquire such property. We have been working on an opportunity to acquire a parcel of property adjacent to the west edge of the Leffel Lane campus (2112 Huron Avenue). This opportunity was presented to and concurred with by the Board Finance and Facilities Committee at their April 2014 meeting.

We have entered into a Purchase Agreement for this property, which is located on Huron Avenue. This offer is contingent on Board of Trustees and State of Ohio approvals. Two sides of the property abut existing College property west of the fire tower. The parcel is appraised at \$6,500, which is the amount offered to and accepted by the seller. A Phase I Environmental Site Assessment is in process.

Impact on students and/or student learning: Acquisition of this property will allow for future development of training/instructional facilities at the Leffel Lane campus.

Implications for budget, personnel, or other resources: There are no implications for the Operating budget. The funds for the purchase of this property and the subsequent demolition of structures on the property will come from College Reserves.

It was requested that the Board of Trustees approve the expenditure of \$6,500 from College Reserves for the purchase of a 0.75 acre parcel of property at 2112 Huron Avenue, contingent upon State of Ohio approvals. The Board also approves of additional expenditures from Reserves for other necessary expenses related to this purchase including appraisal, title insurance, survey, environmental assessment and

demolition. The Board of Trustees further appoint the Vice President for Business Affairs/Treasurer to execute the closing documents.

Joint Use Agreement – Springfield City School District

Previously Trustees approved a Development and Use Agreement with the Springfield City School District to renovate space at South High School for a Food and Bioscience Training Center. The College subsequently entered into a twenty-year lease agreement for this space. We had thought that these documents were sufficient for the State Controlling Board to release capital funding for the project. However, due to the fact that the College does not own the facility to be renovated and even though there is a lease for the space for twenty years, the Ohio Board of Regents require a Joint Use Agreement be entered into by the parties in order to release funding.

The format of the Joint Use Agreement is prescribed by the Ohio Board of Regents. Many of the items included in the Joint Use Agreement are already included in the Development and Use Agreement. The Joint Use Agreement that is currently under review by the Ohio Board of Regents was distributed to Trustees prior to the meeting; copies are available in the office of the Vice President for Business Affairs.

Impact on students and/or student learning: The curriculum being developed in partnership with the Ohio State University will provide additional academic opportunities for students. The location of the Training Center will also serve as a catalyst for collaborations with the Springfield City Schools, several Clark County schools and the Global Impact STEM Academy.

Implications for budget, personnel, or other resources: There is no impact on the College's budget. Funds for design, construction, furnishings and equipment will come from the State Capital Appropriations Bill.

It was requested that the Board of Trustees approve the Joint Use Agreement subject to approval by the Springfield City School Board, the Ohio Board of Regents and the Controlling Board and authorizes the President or her designee to execute the Agreement.

Purple Heart Campus Resolution

Clark State Community College is one of only a handful of colleges and universities to receive the designation as a "Purple Heart" campus. Colleges and universities that have received this designation include Texas A&M University, University of Tennessee, Southern Crescent Technical College (TX), Excelsior College (TX), and Gardner-Webb University (NC).

The administration at Clark State was approached by several members of the local Military Order of the Purple Heart Chapter 620 to consider asking our board to pass a resolution designating Clark State Community College a "Purple Heart" campus. This designation is symbolic, and is intended to support, honor, and welcome veterans and active military members to Clark State's campus.

If approved and resolved by the Board of Trustees, the Military Order of the Purple Heart Chapter 620 will officially present, in a ceremony tentatively set for 1:00 p.m. on the 29th of April, Clark State with this designation.

RESOLUTION OF THE CLARK STATE COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICIALLY DESIGNATING CLARK STATE COMMUNITY COLLEGE A "PURPLE HEART CAMPUS"

WHEREAS, Chartered by an Act of Congress in 1958 for combat wounded veterans, the Military Order of the Purple Heart is composed of military men and women who received the Purple Heart Medal, which is

awarded in the name of the President of the United States to members of the Armed Forces wounded in combat with an enemy force and posthumously to the next of kin of members of the Armed Forces killed in combat; and

WHEREAS, The "Military Order of the Purple Heart" organization was formed in 1932 for the protection and mutual interest of all who have received the combat decoration, is composed exclusively of Purple Heart recipients, and is the only congressionally chartered veterans service organization comprised strictly of "combat" veterans; and

WHEREAS, The Order of the Purple Heart for Military Merit, established by General George Washington during the Revolutionary War at Newburgh, New York, on August 7, 1782, is the oldest military decoration in the world in present use; and

WHEREAS, In recognition of the estimated 1.7 million veterans since World War I who have been awarded this medal of honor, Clark State Community College desires to be among the first of many to become a "Purple Heart Campus" as a tribute to the service and sacrifices of our veterans, and especially the valor of the extraordinary men and women who have earned the Purple Heart;

NOW, THEREFORE, we, the Clark State Community College Board of Trustees, on behalf of Clark State Community College do hereby proudly accept the official designation of

"PURPLE HEART CAMPUS"

and confirm our commitment to honor those who serve and have served so faithfully in defense of our freedoms as Americans and gratefully acknowledge their sacrifice, bravery and unwavering commitment as patriots.

By action of the Board of Trustees on March 17, 2015.

Impact on students and/or student learning: Creation of a more inclusive and welcoming environment for all students

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the resolution designating Clark State Community College a Purple Heart Campus effective March 17, 2015.

Emergency Executive Succession Policy Revision

Below please find Clark State's policy regarding Emergency Executive Succession. It is recommended that this policy be updated, as follows, to establish a line of emergency succession at this time and then notify the Board should there be any personnel changes rather than approving this plan yearly.

3358:5-1-31 Emergency Executive Succession

In order to protect the College and its Board from sudden loss of presidential services, the President will have no fewer than two other executive staff members familiar with Board and presidential issues and procedures. The President will present to the Board ~~each year at its reorganizational meeting in January~~, a recommended line of interim leadership. **Should there be a personnel change among leadership, the President will notify the Board and update the recommended line of interim leadership.**

The recommended Emergency Executive Succession is as follows:

1. Dr. Amit Singh, Vice President for Academic Affairs
2. Mr. Joseph Jackson, Vice President for Business Affairs
3. Mrs. Theresa Felder, Vice President for Student Affairs and Greene Center Operations
4. Mrs. Kristin Culp, Vice President for Advancement
5. Mr. Marvin Nephew, Director of Human Resources

Effective: April 1, 2015

Prior Effective Date: 10/14/02

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revised Emergency Executive Success Policy as presented, effective April 1, 2015.

Appointment of OACC Delegate/Alternate and Global Impact STEM Academy Advisory Board Representatives

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 Peggy Noonan be appointed as the college delegate and Sharon Evans be appointed as the alternate delegate.

Clark State Community College is also a member of the Global Impact STEM Academy Advisory Board. It has been requested that each member officially appoint representatives to the board. It is recommended that President Blondin and Board Chair Peggy Noonan be appointed as representatives retroactive to January 1, 2015.

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 Peggy Noonan as the college delegate and Sharon Evans as the alternate delegate to the OACC governing board. It was also requested that the Board appoint President Blondin and Chairperson Noonan as the representatives to the Global Impact STEM Academy Advisory Board retroactive to January 1, 2015.

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

Proposal for Full-Time Tuition Rebate

Senator Faber introduced Senate Bill 4, which has now had two hearings before the Senate Finance Committee. This legislation would require each State Institution of Higher Education to develop a plan to reduce in-state student cost of attendance by 5% for the 2016 – 2017 academic year.

The Ohio Association of Community Colleges has made a commitment to reduce credit hours required for all Associate Degrees to between 60 and 65 to meet the Senate challenge to reduce the overall cost to students by more than 5%. Currently the state-wide average for credit hours required for Associate Degrees is 65 to 68, with programs at some institutions requiring 70 to 75 credit hours.

In addition to what the OACC is committing, Clark State is recommending to go even further by implementing a Tuition Challenge Program. This concept was discussed with the Board Finance and Facilities Committee at their March 12th meeting, and they recommended that this program be placed on the March Board Meeting Agenda for action. The concept of the program is to encourage students to enroll for 12 or more credit hours so that they complete their education at Clark State quicker (i.e. student success). The basic concept of the program is, if a student enrolls for 12 or more credit hours, achieves a C or better in each class and subsequently enrolls in 12 or more credit hours in the following semester, that semester's tuition bill will be reduced by 5%.

Vice President Jackson distributed a chart containing two years' worth of data showing the cost of this 5% "scholarship" for the Tuition Challenge Program. If this program would have been in place, it would have resulted in scholarships totaling \$25,000 - \$30,000 per year. In order to break even, we would need to generate an additional 179 credit hours through this incentive program. Looked at another way, if 40 students took an additional 3 credit hours in order to reap the benefits of this program, the additional tuition generated and the SSI for course completion would cover the cost of the scholarships awarded.

Vice President Jackson also distributed a list of questions raised by the Board Finance Committee, along with responses.

Discussion ensued. Trustees agreed that they would like to offer an incentive for completion but debated about the best way to do so. Options discussed included offering a 5% rebate for 12 credit hours and a 10% rebate for 15 credit hours; 50% off one of the student's next classes; and providing rebate checks instead of tuition credit. The group agreed that how the program is marketed will be key to its success and that publicizing the actual dollar amount instead of a percentage would be important.

Impact on students and/or student learning: This program should improve student success by encouraging course completions and full time enrollment (i.e. quicker completion). It also reduces the in-state student cost of attendance by 5% beginning Fall 2015.

Implications for budget, personnel, or other resources: The scholarship budget would need to be increased by \$25,000 - \$30,000. This additional expense will be offset by the additional student fee revenue and State Share of Instruction funding.

It was requested that the Board of Trustees approve the Tuition Challenge Program to be effective Fall 2015, subject to the approval by the Chancellor of the Ohio Board of Regents.

Trustee Bell made a motion to approve the Tuition Challenge Program, with a 5% tuition rebate for students achieving a C or better in 12 credit hours or more and a 10% tuition rebate for students achieving a C or better in 15 credit hours or more. Trustee Doyle seconded, and the motion passed unanimously.

Report of the President

President Blondin deferred to Student Senate President Daniel Malone, Faculty Senate President Dee Malcuit, and Staff Senate President Matt Ison for Senate updates.

Mr. Malone reported that Student Senate is now working on its goal of establishing continuity. A new election procedure is being implemented to make the body more representative by including five representatives from the Springfield campus, three from the Greene Center, and one from the Logan County campus. In future years, it may be done by academic division as well. The Senators are writing an executive summary to pass on to next year's Senate members so they can get a feel for how Senate operates and what to expect.

Ms. Malcuit indicated that in addition to working on strategic plan implementation and shared governance, nine faculty members met with Central State University faculty members and came up three collective items to work on: bringing discipline faculty together; sharing intellectual content/lecture time in each other's classrooms (a mutual exchange); and building support for our students. She also noted that Dana Matt will be Faculty Senate President next academic year.

Mr. Ison shared that Staff Senate is working on shared governance documents to provide a framework that will help create continuity, and they have ratified a revised constitution to include a President Elect role instead of a Vice President to help continue the momentum of shared governance. Representatives are also working with Human Resources on a new performance management system; they will present their findings to President Blondin on March 30th. A Staff Assembly will be held on April 9th, during which staff will be updated on these initiatives in addition to Campus Works initiatives and the revised Emeritus policy as it relates to staff. On Friday, April 3, from 11:30 a.m. to 1:00 p.m., a college-wide potluck will be held in LRC 207-209; all are welcome to attend.

President Blondin:

- Reported that Mellanie Toles and Mary Murphy have been working to upload all policies to the state. Since some titles and responsibilities have changed at the College, owners of policies and titles throughout the documents may need to be changed. She requested permission to make those kinds of changes, noting that they would not be substantive; Trustees granted that permission.
- Thanked all faculty and staff for their efforts toward enrollment, especially Nina Wiley and her staff.
- Indicated that she is honored that Senator Sherrod Brown asked her to co-chair the Ohio College Presidents Conference in Washington, DC, on April 22.
- Noted that Vice President Culp presented to the Board Finance and Facilities Committee a feasibility student for a capital gifts campaign, and the Committee approved going forward with it. Trustees will receive more information about this at the April Board meeting.

Report of the Board Chair

Chairperson Noonan reminded Trustees that their Financial Disclosure Statements are due by April 15th and encouraged them to look over the upcoming events list in their packets. She then shared highlights of the

Association of Community College Trustees National Legislative Summit that she, several other Trustees and President Blondin attended in Washington, DC, noting that it was one of the best she has ever attended.

Trustees' Open Forum

Trustee Bell provided an overview of the Ohio Association of Community Colleges Legislative Day in Columbus, Ohio, that he, Trustees McDorman and Strickler, and President Blondin recently attended. The focus was on affordability, OCOG grants for community colleges, College Credit Plus, and community colleges offering four-year degrees. He encouraged Trustees to attend next year if possible.

Trustee Strickler congratulated Clark State for being the first campus in Ohio to be declared a Purple Heart Campus. Student Senator Scott Cody indicated that it is a huge opportunity for all of us; with this designation, the Springfield Order of the Purple Heart will support and advocate for any faculty, staff or student who is a veteran, regardless of whether they themselves have been awarded a Purple Heart. President Blondin commented that more than anything, the designation is symbolic of Clark State's support of our veterans.

Trustee Evans noted that she saw Adele Adkins in our television ad, and she thought it was very well done.

Adjournment

Vice Chair Evans made a motion to adjourn the meeting, and Trustee Phillips seconded. The motion passed unanimously, and the meeting adjourned at 8:00 p.m.



August 3, 2016

Mr. John Carey
Chancellor
Ohio Department of Higher Education
25 South Front Street
Columbus, OH 43215

Dear Chancellor Carey:

It is my pleasure as Chair of the Clark State Community College Board of Trustees to support the continuation of the Tuition Waiver program.

President Blondin presented the following statistics to the Board of Trustees at the March 15, 2016, meeting, which indicates that we have increased the percentage of students who are taking at least 12 credit hours by 3% since the program's inception:

Academic Year	Duplicated Undergrad Enrollments	Percentage of students with 12 credit hours or more
Fall 2013 - Spring 2014	9,935	31%
Fall 2014 - Spring 2015	9,821	30%
Fall 2015 - Spring 2016	8,912	33%

The following data details the program's goals and outcomes:

Goals of the Original Waiver	Outcomes
Projected to affect 323 students	705 students took advantage of the program
Reduced cost to students projected to be \$30,000	Students actually saved \$95,822
Reward successful completion of courses (with success defined as attaining a "C" or better)	Met as evidenced by above data
Reward (encourage) full-time enrollment	Met as evidenced by above data
Quicker completion	Data will not be available until after 2 years of the program

Students have obviously embraced this Tuition Challenge program, and the number of those taking advantage of the program to both reduce costs and complete quicker is triple that of what we had projected based on past data. Trustees were very pleased with the results of the program and have the expectation that the program will continue to grow as it moves into year two.

Thank you for your consideration of this request to allow us to continue the Tuition Waiver program. Please do not hesitate to contact me at 937-390-0892 if you have any questions or if there is anything further I can do to support this request.

Sincerely,

Peggy S. Noonan, Chair
Board of Trustees



TUITION WAIVER REQUEST FOR APPROVAL

The following request has been posted for a 2-week public comment period and is recommended for approval. No public comments were received.

Recommender: *Amy Shaffer* August 30, 2016

- **Clark State Community College**
 - CSCC has submitted a specific request to continue to waive standard tuition rates as detailed below.
 - If a student takes twelve or more credit hours in one semester, receives a C or better in each course and enrolls in **twelve to fourteen credit hours** the successive semester, that student would receive a reduction of **five percent (5%)** for instructional, general and technology fees in that successive semester. Currently, this amounts to a reduction of \$6.97 per credit hour, but this dollar amount is subject to change with any increases in the instructional, general and technology fees if such increase is permitted by law.
 - If a student takes twelve or more credit hours in one semester, receives a C or better in each course and enrolls in **fifteen or more credit hours** in the successive semester, that student would receive a reduction of **ten percent (10%)** for instructional, general and technology fees in that successive semester. Currently, this amounts to a reduction of \$13.94 per credit hour, but this dollar amount is subject to change with any increases in the instructional, general and technology fees if such increase is permitted by law.
 - Additionally, the out-of-state tuition surcharge would continue to be assessed to out-of-state students. There is no discount on the out-of-state surcharge.

Summary of public comments:

None