

Record of Proceedings

Board of Trustees
Stark State College

Page 2785
North Canton, Ohio
January 8, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on January 8, 2020 at Stark State College, 6200 Frank Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:04 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Merle Griff, Karen Lefton, Christopher Maurer, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters and Fonda Williams. Trustee Rashid was running late because of traffic. He arrived at 8:20 a.m.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Don Mullen, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Rene Eneix, Mike Ihrig, Jeff Lash, Teri Ross and Robyn Steinmetz

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

New Business was moved to after the President's Report.

CONSENT AGENDA

Vice Chair Walters moved to consider and approve the Consent Agenda. Trustee Williams provided the second for the motion.

Tom Chiappini reported the following on the Treasurer's Report:

- Revenues were higher compared to last year due to the increases in tuition and summer enrollment.
- We are awaiting the results of the FY2019 audit.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 11/13/19 meeting; Personnel Actions; Treasurer's Report; and the following Policies: Class Attendance; Registration in Excess of 21 Credit Hours; Length of Programs; Semester and Credit Hours; and Whistleblower.*

OLD BUSINESS

We received the draft Higher Learning Commission (HLC) report from the November site visit, and it is very positive. We will review and respond to it before it goes to the HLC's board. We are confident that the accreditation process went very well and that we will receive the maximum ten-year HLC reaccreditation. Dr. Jones thanked the Board of Trustees for their involvement in the process. The HLC team noted that our Trustees have a strong presence on our campus. There were no recommendations because the College is in compliance with HLC criteria. The HLC criteria aligns with the AQIP process we have been following for 13 years. The Board will be updated in March, when we receive the formal re-accreditation.

PRESIDENT'S REPORT

In addition to the President's written report, the following topics were highlighted.

Access with Success

- Dr. Jones thanked all Trustees, faculty and staff who attended graduation on Sunday. Close to 400 associate degrees were conferred. Trustee Maurer said he was pleasantly surprised at the diverse ages of the graduates and gave them kudos for taking the time and effort to get their degree. Trustee Reolfi said it was a very touching ceremony; the mood was uplifting. She said that you don't hear "That's my mom!" at most college graduations. She said the event was very organized and efficient.
- Dr. Jones reported on our Guided Pathways 2.0 project, which is focused on student success and involves the work of 94 college faculty and staff leaders. We will be redesigning our student experiences in key areas to improve student success. The Board will be updated on the process at future meetings.
- Dr. Jones reported on her participation in the Greater Akron Chamber's community capital project meetings with the Summit County Legislative Delegation. Vice Chair Walters said the process has resulted in the community receiving good state funding in the past.
- Dr. Jones facilitated Greater Akron Chamber's University Presidents' Panel with new presidents of Kent, NEOMED and University of Akron. Chamber members heard from the new presidents, all of whom talked about collaboration with Stark State and each other.
- Dr. Jones and Dr. Gibson-Shreve were busy at the end of Fall semester attending pinning ceremonies for associate degree nursing, LPN, paramedic, and occupational therapy assistant.
- Dr. Jones thanked faculty and staff for their amazing generosity in the Stark State College Foundation faculty and staff campaign. She reported that our employees' philanthropic gifts broke a record, with over 75% of faculty and staff participating. She thanked our grants team, which has raised over two million dollars to date for FY20.
- Dr. Jones said to watch for news of upcoming events throughout 2020 to celebrate our 60th anniversary. We will be identifying and highlighting 60 outstanding graduates. Trustee Maurer asked how many graduates we have had over the 60 years. He said it is something to be very proud of and should be promoted in our marketing. He suggested having a celebration dinner and bringing back past presidents.
- Dr. Jones congratulated faculty, staff and students in our massage therapy program. We are celebrating the 20th year of the program.

Valuing People

- Dr. Jones thanked faculty and staff for organizing the Holiday Gathering and auction that raised almost \$3,700 for student scholarships. The holiday baskets that were auctioned were amazing. The event gets better every year.

Business, Industry, Education and Community Partnerships/Workforce/Legislative

- Dr. Jones reported that Opportunities for Ohioans with Disabilities (OOD) came to campus for the College2Careers filming followed by a roundtable discussion. Stark State is fortunate to be one of only 15 college campuses in Ohio to have our own full-time OOD vocational counselor, Shannon Thomas, who is housed in the SSC disability services office. She assists students with disabilities, provides career counseling and helps to secure assistive technology and additional services to help students succeed in college, complete their degrees and successfully begin their careers. Dr. Jones thanked the disability support office for all that they do.
- Chancellor Gardner was on campus with our partners from other universities in the region to talk about the RAPIDS grant. RAPIDS grants are dollars given for technology and instructional equipment for our campuses. There was a roundtable discussion about how the funds are used to provide education and training to support workforce needs.
- Dr. Jones reported that 43 students are enrolled as a result of the Akron Workforce Development Program with the City of Akron. Trustee Lefton asked that the board be updated on how many of these students get degrees, get promoted or move on for better opportunities.

NEW BUSINESS

- Vice President Chiappini gave a presentation of the two external audits of our Business IT department. Orange Star Consulting and the Ada Center performed the audits. They focused on overall operational activities and the student experience. Both audits found Stark State College to be in good shape, and past performance has shown that our IT systems are reliable. Recommendations will be reviewed and implemented, as needed. A project approval system is in place to prioritize IT projects, based on how they align with the strategic plan and operational priorities.
- Vice President Chiappini reported that the Gramm-Leach-Bliley Act (GLBA) requires an annual report to the Board on the College's Information Security Program and Business Continuity Plans. Each year, the Board will review and approve this report. The College is required to comply with GLBA due to Title IV financial aid-related activities. The report was included in the board packet and covered the following topics:
 1. Risk assessment process, including threat identification and assessment.
 2. Risk management and control decisions, including risk acceptance and avoidance.
 3. Third-party service provider arrangements.
 4. Results of testing.
 5. Security breaches or violations of law or regulation and management's responses to such incidents.
 6. Recommendations for updates to the information security program.

Trustee Maurer moved to approve the GLBA report and Cyber Security Policy. Vice Chair Walters provided the second for the motion. The motion passed and the policy was approved as follows:

CYBERSECURITY POLICY
Policy No. 3357:15-16-15

Effective: 1/08/2020
Revised:

POLICY:

- (A) Purpose: To meet each requirement for the Minimal Risk Profile in the Cybersecurity Assessment Tool (CAT) of the Federal Financial Institutions Examination Council (FFIEC), to comply with the Information Technology

Examination Handbook (IT Handbook) and the National Institute of Standards and Technology (NIST) Cybersecurity Framework, and to continue to increase cybersecurity maturity from baseline to evolving and beyond, as those terms are described in the instructions of the CAT.

- (B) Authority: CFR Title 16 Chapter I Subchapter C Part 314, which implements sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act, sets forth standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of customer information.
- (C) Scope: The College shall develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to our size and complexity, the nature and scope of its activities, and the sensitivity of any customer information at issue. The information security program shall include the administrative, technical, or physical safeguards the College uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. Such safeguards shall include the elements set forth in subsection D and shall be reasonably designed to achieve the following objectives:
- (1) Insure the security and confidentiality of customer information;
 - (2) Protect against any anticipated threats or hazards to the security or integrity of such information; and
 - (3) Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.
- (D) Program: The College shall develop, implement, and maintain its information security program in the following manner:
- (a) Designations: The College designates its Vice President for Business, Finance and Information Technology or his or her qualified designee to lead the Cybersecurity Coordinating Committee including the Director of Information Technology and the Director of Financial Aid to coordinate the College's information security program.
 - (b) Assessments: The Cybersecurity Coordinating Committee will identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of your operations, including:
 - (1) Employee training and management;
 - (2) Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and
 - (3) Detecting, preventing and responding to attacks, intrusions, or other systems failures.
 - (c) The Cybersecurity Coordinating Committee will ensure that the College designs and implements information safeguards to control the risks it has identified through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.
 - (d) The Cybersecurity Coordinating Committee will oversee service providers, by:
 - (1) Taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue; and
 - (2) Requiring the College's service providers by contract to implement and maintain such safeguards.
 - (e) The Cybersecurity Coordinating Committee will evaluate and adjust the College's information security program in light of the results of the testing and monitoring required by paragraph (c) of this section; any material changes to College operations or business arrangements; or any other circumstances that the College knows or has reason to know may have a material impact on its information security program.
- (E) Public Records: Procedures shall be documented and utilized by the College. To the extent such documentation meets the definition of "security record" or "infrastructure record" as identified by ORC 149.433(B)(1), those records shall not be public records and shall not be subject to release or inspection by the public.

- Trustee Rashid recommended documenting how we address data loss prevention beyond the current tools we use. The strategy should outline what our plan is in the event of an attack, i.e. how we will react to the situation beyond just having backups.
- Trustee Rashid said that he tested our Help Desk services by calling them and asking questions. He was impressed with the service, professionalism and knowledge of the person who answered.
- Provost Dr. Lada Gibson-Shreve provided a presentation on academic IT programs. She described our IT programs, majors and certificates, including software, hardware, databases and operating systems. She discussed the many employer and community partnerships related to our IT programs, including internships, customized training and more. According to the latest TeamNEO *Aligning Opportunities* report, Stark State is a leader among colleges and universities in producing IT software graduates. We produce more software graduates than any community college in TeamNEO's region and rank just behind University of Akron in numbers of IT graduates. In the IT area, we offer 15 online degrees, ten online certificates and 15 online less-than-one-year certificates.

CHAIR'S REPORT

- Chair Stephens asked trustees to review the proposed meeting dates for 2020 and let Cathy know if there are any conflicts.
- Chair Stephens announced that she and Vice Chair Walters will represent the Board on the employee compensation committee.
- Chair Stephens announced that Trustees Lefton and Griff will represent the Board on the strategic excellence awards committee.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

ADJOURNMENT

At 9:39 a.m., Trustee Williams moved to adjourn. Vice Chair Walters provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
January 8, 2020

Para M. Jones, Ph.D.
President
January 8, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2790
North Canton, Ohio
February 12, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on February 12, 2020 at Stark State College, 6200 Frank Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:02 a.m.

ROLL CALL

The following board members were present: Karen Lefton, Christopher Maurer, Harun Rashid, Alice Stephens, Jeffery Walters and Fonda Williams.

The following board members were absent: Jerry Gilin, Merle Griff and Elaine Russell Reolfi.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Scott Andreani, Justin Barber, Mike Ihrig, Teri Ross, Robyn Steinmetz and Bruce Wyder

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

Trustee Williams moved to consider and approve the Consent Agenda. Trustee Maurer provided the second for the motion.

Tom Chiappini reported the following on the Treasurer's Report:

- Revenues were higher compared to last year due to increases in tuition and summer enrollment.
- Expenses are about the same as last year due to lower maintenance and repairs costs. Other categories are slightly higher.

Tom Chiappini and Bruce Wyder presented the second budget revision of the 2020 fiscal year.

- The budget was adjusted to reflect the final amount of State Share of Instruction (SSI), increased clinic receipts and rental activity, and additional expenses.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 1/8/2020 meeting; Personnel Actions; Treasurer's Report; FY20 Budget Revision #2 and the following Policies: Travel and Business Entertainment Expense; Affirmative Action; Corrective Action and Discipline; Family and Medical Leave; Academic Advising; and E-Learning.*

NEW BUSINESS

- Review of FY19 Audited Financials
 - Tom Chiappini explained that Stark State is audited annually by the Auditor of State through a public auditing firm. This year that firm was Charles E. Harris & Associates, Inc.
 - Scott Andreani summarized results of the audit, which was a clean, unqualified audit.
 - The Governmental Account Standards Board (GASB) requires the College to report unfunded liability for public pension plans on the balance sheet. The state requires us to disclose it, but it is not the College's liability; it is the state pension fund's liability.
 - Senate Bill 6 measures the financial viability of state colleges and universities. Our rating is 4.5 out of 5.0.

PRESIDENT'S REPORT

In addition to the President's written report, the following topics were highlighted.

Access with Success

- Dr. Jones reported that feedback from the Higher Learning Commission (HLC) was excellent, and we expect a favorable final report and reaccreditation. Official notice will go out after the HLC meeting in March.
- Dr. Jones reported that college budget presentations for faculty and staff were held on main campus and the Akron location. More meetings are planned to update faculty and staff on topics of interest and to offer opportunities to ask and answer questions.
- We are continuing on our Guided Pathways 2.0 work to improve student success. All of the initiatives we are working on at the College are aligned with our strategic plan and goals.

Valuing People

- Dr. Jones highlighted the successful program re-accreditations during Fall semester, including engineering technology (ABET), automotive technology (NATEF), medical assisting (AAMA), and nursing (OBN).
- Dr. Jones said she is hosting Pizza with the President to give students an opportunity to meet her and other members of administration and to ask questions. Executive Council members will facilitate table discussions to gain input on what services are most beneficial to students, how the College can best communicate with them, etc.

Business, Industry, Education and Community Partnerships/Workforce/Legislative

- Dr. Jones congratulated Marisa Rohn for being asked to serve on the Chancellor's Ohio Physician and Allied Health Care Workforce Preparation Task Force. The Task Force is charged with addressing health care occupations and needs.
- Dr. Jones reported continued enrollment growth in our University of Akron Direct Connect program. One of the areas of interest for our students is the pre-engineering path to the University of Akron's Engineering College.
- Dr. Jones discussed ongoing meetings at main campus and Akron regarding wraparound services. A statewide survey of community college students showed that Stark State student financial needs exceed those of students at other Ohio community colleges. Our own student surveys show that we often lose students for nonacademic reasons, such as lack of transportation, childcare and/or other issues and needs. We are meeting with community social service providers to request wraparound services for our students provided on our campus for more convenient and immediate access, when needed. We are also seeking an endowment to provide emergency funding to help students with immediate financial needs that otherwise could impede their academic progress. Vice President Rohn described a successful pilot emergency funding grant, which provided up to \$500 to pay for students'

emergency needs, including car repair, utilities, rent and other basic needs. One of the best outcomes of the emergency fund pilot was that students met with College counselors who were connected students to community social services for ongoing assistance. Marisa reported a 99% retention rate of students in the emergency fund pilot; 199 of the 200 students served stayed in college. Our goal is to sustain this effective program through an endowment.

- Trustee Rashid asked how students find out about emergency funds and other supports. Dr. Jones said classroom faculty and academic advisors are first points of contact to communicate these services to our students, along with the Gateway Center, financial aid, admissions and all other College offices. She said our Guided Pathways 2.0 work focuses on the issues of student finances, communication, teaching and learning and other aspects of the student experience. The goal is to increase student success in and out of the classroom, through ever possible means, including community social services.
- Trustee Maurer asked if there was any stigma attached to using the service. Vice President Rohn said that the process is personal, private and anonymous; thus no stigma is associated with seeking help.
- Based on trustee suggestions, Dr. Jones said we will invite alumni, past trustees and donors to culinary events to celebrate our 60th Anniversary and showcase the College.

CHAIR'S REPORT

- Chair Stephens congratulated Dr. Jones for being selected the National Sales & Marketing Executives' (NSME's) Executive of the Year.
- Chair Stephens reminded the trustees to complete and submit their financial disclosure forms.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 9:05 a.m., Trustee Lefton moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1) and to consider the compensation of a public employee according to R.C. 121.22G (1). Vice Chair Walters provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 9:47 a.m., Trustee Lefton moved to return to open session. Trustee Rashid provided the second for the motion. The motion carried.

ADJOURNMENT

At 9:48 a.m., Vice Chair Walters moved to adjourn. Trustee Williams provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
February 12, 2020

Para M. Jones, Ph.D.
President
February 12, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2793
North Canton, Ohio
March 11, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on March 11, 2020 at the Stark State College Advanced Technology Center, 6057 Strip Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:02 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters.

The following board members were absent: Christopher Maurer, Harun Rashid, and Fonda Williams.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Justin Barber, Joe Chaddock, Mike Ihrig, and Robyn Steinmetz.

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

Coronavirus update in the President's Report will be moved to New Business.
HB166 was removed from New Business.

CONSENT AGENDA

Trustee Lefton moved to consider and approve the Consent Agenda. Trustee Gilin provided the second for the motion.

Tom Chiappini reported the following on the Treasurer's Report:

- The report reflects a January payroll timing difference that will correct itself in March.
- Everything else is tracking in accordance with the budget.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 2/12/2020 meeting; Personnel Actions; and Treasurer's Report.*

NEW BUSINESS

- Coronavirus
 - Dr. Jones said that we are planning and responding to the evolving coronavirus situation. Our mission is teaching and learning and our priority is to protect the safety of our faculty staff and students.

- Dr. Jones said when students return from spring break they will be returning to online courses. We will offer help and resources for the students who have never learned online.
- Dr. Jones asked the Board how and how much they would like to be informed. It was the consensus of the Board that they would like to receive the public information we send.
- Dr. Jones said we would postpone large events or consider holding them outdoors.

Trustee Reolfi moved to approve the Resolution Pertaining to the Amendment and Restatement of Stark State College 403(B) Plan. Trustee Lefton provided the second for the motion.

- The Ohio State University (OSU) is no longer the plan volume submitter. Stark State will be adopting an IRS pre-approved plan that meets the legal requirements.

The motion passed and the resolution was approved as follows:

**RESOLUTION
Pertaining to the Amendment and Restatement of
Stark State College 403(B) Plan**

WHEREAS, Stark State College (“College”) sponsors the Stark State College 403(b) Plan (“Plan”); and

WHEREAS, the College through its Board of Trustees (“Board”) has the ability to amend, from time to time, the Plan; and

WHEREAS, the College desires to amend and restate the Plan on to a pre-approved plan document approved by the Internal Revenue Service (“IRS”) and amend the Plan to revise certain provisions pertaining to hardship withdrawals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Stark State College that:

Section 1. Amendment and Restatement. The provisions of the amendment and restatement of the Plan are hereby adopted effective January 1, 2020, unless otherwise specified in the Plan.

Section 2. Execution. The Administration, in carrying out this Resolution, is hereby authorized to execute the amendment and restatement of the Plan and any other instruments, documents, or conveyances necessary to effectuate the amendment and restatement of the Plan.

Section 3. Open Meetings. The Board finds and determines that all formal actions of the Board relating to the enactment of this Resolution were taken in an open meeting of the Board, and that all deliberations of the Board and any of its committees that resulted in those formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

This resolution is enacted on this 11th day of March, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Vice Chair Walters moved to approve the Resolution to Modify Course Fees for the Culinary Arts Major. Trustee Reolfi provided the second for the motion.

- Vice President Chiappini said that the cost of food has inflated by over 10% according to the Bureau of Labor Statistics. The culinary fees are now more in line to cover the cost of the specialty food needed for the program.

The motion passed and the resolution was approved as follows:

**RESOLUTION
To Modify Course Fees for the Culinary Arts Major**

WHEREAS, Stark State College has course fees which were approved by the Board of Trustees in October 2012; and

WHEREAS, the College has studied the costs of consumables required for the courses in order to modify such fees, and has found that the costs have risen over 10% since the fees were established; and

WHEREAS, the College wishes to modify these fees to cover consumables in culinary courses in order to maintain a high quality program. The recommended food fees are as follows beginning with the Summer 2020 semester:

CUL122 Food Fundamentals	from \$125.00 per student to \$137.50
CUL123 Fundamental Cooking – Prep I	from \$150.00 per student to \$165.00
CUL124 Butchery & Fish – Prep II	from \$200.00 per student to \$220.00
CUL221 Bakery & Pastry – Prep III	from \$175.00 per student to \$192.50
CUL222 Advanced Cookery – Prep IV	from \$200.00 per student to \$220.00
CUL224 Servsafe - Alcohol	from \$150.00 per student to \$165.00 and change course to CUL223 – Catering, Beverage and Food Services
CUL225 Advanced Portfolio Management	from \$200.00 per student to \$220.00
CUL226 Pantry & Garde Manger	new course \$220.00 per student

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College authorizes the modification and creation of the fee per course to be amended, as needed, based on changes in market prices.

This resolution is enacted on this 11th day of March, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Trustee Gilin moved to approve the Resolution to Request Approval of Tuition waivers for Summer 2020 Take3|Get3 Program. Trustee Reolfi provided the second for the motion.

- Dr. Jones said that the waivers will provide an opportunity to increase summer enrollment. This is the second pilot year. We will continue to look at the data and determine whether to adopt the program permanently.

The motion passed and the resolution was approved as follows:

**RESOLUTION
TO REQUEST APPROVAL OF TUITION WAIVERS FOR
SUMMER 2020 TAKE 3|GET 3 PROGRAM**

WHEREAS, §381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly requires that any waiver of tuition for a student or class of students at a state-assisted institution of higher education be approved by the institution's board of trustees and the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Stark State College requests that the Chancellor approve tuition waivers for students participating in the proposed Take3|Get 3 Summer program for graduating high school seniors including in-state rates of instructional and general fees for up to 240 credit hours for the 2020 summer semester; and

WHEREAS, the College will provide three credit hours of waived tuition to each participating student who pays for at least three credit hours, using the standard tuition rate, currently \$174.60 per credit hour, to calculate the amount of tuition to be waived. Tuition to be waived is the sum of the Instructional Fee and the General Fee. At the current tuition rate of \$174.60, and estimating 80 students receiving the waiver, the total tuition for 240 credit hours would be \$41,904;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College authorizes the College President to request that the Chancellor of the Ohio Department of Higher Education approve the tuition waivers for students participating in the proposed Take 3|Get 3 Program for the time frame of the program, June 1, 2020 through August 15, 2020.

This resolution is enacted on this 11th day of March, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

PRESIDENT'S REPORT

- Dr. Jones provided a brief history of Stark State's Advanced Technology Center (ATC), which was built in the early 1990s with funding from Diebold Inc. and the State of Ohio to house Diebold's worldwide training headquarters and Stark State's noncredit, continuing education classes and business contract training programs. After 25 years, both the College's and Diebold's needs changed, and the Stark County Education Service Center (ESC) moved in. Dr. Jones introduced superintendent of the ESC, Joe Chaddock who provided a tour of both the ATC and the LG Fuel Cell Center (now the College's Partnership Center), now home to the Jackson Local Schools Preschool and various offices and facilities for the ESC. Supt. Chaddock explained that the ESC's 400 staff members provide high-quality, cost-effective services to 22 local and city schools districts. Some of these shared services include purchasing, curriculum, educational opportunities for special-needs students, professional development and information technology to control costs and to offer enhanced opportunities for students and staff.
 - Trustee Reolfi asked if there was duplication between the ESC and Stark Education Partnership. Mr. Chaddock said that the two are very aligned with no duplication.
 - Trustee Gilin said it was amazing how all the resources required in the school district were housed in one area.
 - Trustee Lefton was impressed at all the times she heard the words "collaboration" and "partnership" during the tour and gave kudos to Supt. Chaddock.
- Dr. Jones advised the board that she recommends deferring the hiring an executive director of IT. In the meantime, contracted resources will be utilized as needed.
- Dr. Jones shared details of the College's collaboration with Kenmore Garfield and The University of Cincinnati to provide a seamless education pathway for students pursuing IT degrees and careers. The program gives students the opportunity to complete up to 43 hours of college credit with Stark State while in high school, complete an associate degree in IT at Stark State and continue on for a bachelor's degree in various IT programs at The University of Cincinnati without leaving Summit County. We will pursue the same program with Canton City and Stark County Schools.

CHAIR'S REPORT

- Chair Stephens said that Trustee Griff regretfully had to resign from the board because she changed her residency to another state. Chair Stephens shared Dr. Griff's letter, publicly thanked Dr. Griff for her valued service, and said Dr. Griff will be truly missed.
- Chair Stephens reminded the trustees to complete and submit their financial disclosure forms.
- Chair Stephens suggested that trustees watch the *Careers to Communities* video to better understand how career communities help students identify, select and begin academic coursework in career fields. She said it was very well-done and informative.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

ADJOURNMENT

At 10:33 a.m., Trustee Reolfi moved to adjourn. Vice Chair Walters provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
March 11, 2020

Para M. Jones, Ph.D.
President
March 11, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2798
North Canton, Ohio
April 8, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on April 8, 2020 virtually via ZOOM. Legislation was passed modifying Open Meetings Act as part of COVID-19 response, which temporarily allows members of public bodies to hold and attend meetings using electronic technology.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:08 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Christopher Maurer, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters and Fonda Williams.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Don Mullen, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: John David, Melissa Glanz, Teri Ross and Robyn Steinmetz.

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

- HB166 was removed from New Business.
- Resolution thanking Stark State faculty and staff was added to Chair's report.

CONSENT AGENDA

Trustee Williams moved to consider and approve the Consent Agenda. Trustee Gilin provided the second for the motion.

- Tom Chiappini reported that the financial report did not reflect any of the proposed state budget cuts we are facing right now. We are working on updates and will share with the board at the next meeting.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 3/11/2020 meeting; Personnel Actions; and Treasurer's Report.*

NEW BUSINESS

Trustee Maurer moved to approve the Resolution Honoring the Service of Dr. Merle Griff. Trustee Reolfi provided the second for the motion.

- Chair Stephens said it was a very nice and well-written resolution, and was pleased that a brick in her honor would be placed in the W.R. Timken Center courtyard.

The motion passed and the resolution was approved as follows:

**RESOLUTION HONORING
THE SERVICE OF
TRUSTEE MERLE GRIFF**

WHEREAS, Dr. Merle Griff was appointed by the Canton City School District Board of Education to the Stark State College Board of Trustees, effective March 7, 2016; and

WHEREAS, Dr. Merle Griff has effectively represented the community in ensuring that Stark State College provides high-value associate degrees, certificates, and professional development in a diverse, student-centered learning environment; and

WHEREAS, during Dr. Griff's term of service the College achieved significant accomplishments:

- Opening the Gateway Center on main campus
- Opening the state-of-the-art WR Timken Advanced Manufacturing Laboratory
- Adding Summit County to the Stark State College service district, and expanding board of trustees from seven to nine trustees
- Appointing Summit County trustees to represent the community
- Opening the CDL training facility
- Opening new student recreation/activities center
- Increasing educational partnerships, including expanded College Credit Plus; 3+1 Articulations; Learn to Earn; innovative guided pathways; Direct Connect with UA
- Increasing business partnerships
- Increasing community partnerships

WHEREAS, Dr. Griff retired from the Board of Trustees, effective March 10, 2020, due to a change in state residency;

WHEREAS, Dr. Griff's wisdom, dedication to students and the College mission and knowledge of small business and health care have contributed to better board deliberation and decision-making;

THEREFORE, BE IT RESOLVED THAT the Stark State College Board of Trustees, administration, faculty, staff and students thank Dr. Griff for her dedicated service to the College, wish her well in future endeavors and commemorate her contribution to the Board of Trustees with an engraved brick placed in her honor in the W.R. Timken Center courtyard.

Signed this 8th day of April 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Vice Chair Walters moved to approve the Resolution to Approve Hiring Boak and Sons, Inc. as the Contractor to Replace Roof of Buildings G and Dental Hygiene. Trustee Williams provided the second for the motion.

- Vice President Chiappini reported that the project will be paid with State Capital Funds. The roof is the original roof installed when the building was built in the '80s.

The motion passed and the resolution was approved as follows:

**RESOLUTION
TO APPROVE HIRING BOAK AND SONS, INC.
AS THE CONTRACTOR TO REPLACE ROOF OF BUILDINGS G AND DENTAL HYGIENE
PROJECT #SSC 20-003 AND 004**

WHEREAS, Stark State College is responding to the deterioration of the roofs on Buildings G and Dental Hygiene;

WHEREAS, the College has been awarded Capital funds to replace existing roofs;

WHEREAS, all advertising and bidding requirements as detailed in the Ohio Revised Code pertaining to such construction projects have been followed.

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the Vice President of Business, Finance and IT to contract with Boak and Sons, Inc., to serve as the general contractor for the replacement of the roofs on Buildings G and Dental Hygiene.

General Contractor Boak and Sons, Inc. (Project #SSC 20-003) Dental Hygiene Building	
Base Bid	155,463.00
Boak and Sons, Inc. (Project #SSC 20-004) G Building Hallway	
Base Bid	59,187.00
TOTAL	<u>214,650.00</u>

This resolution is being enacted on the 8th day of April, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

PRESIDENT'S REPORT

Coronavirus update for trustees:

- Dr. Jones gave an overview of what the College has been doing from the time Governor DeWine announced that all the state's colleges and universities would move from in-person to online classes.
 - The Coronavirus crisis has been a test our College's systems and leadership, and all College leaders have been highly efficient and effective in responding to the ever-changing requirements to keep students, faculty and staff safe while continuing to teach and serve students.
 - An emergency management team met daily to develop our plan of action. Dr. Jones shared with the board how each leader and their direct reports executed plans successfully and effectively, making it possible for Stark State students to resume classes, as scheduled, immediately after Spring Break.
 - Dr. Jones stays in touch with students, faculty and staff by sending weekly emails and video updates. She shared an email from a student expressing that the online classes were working out better than he thought they would.
 - Our traditional commencement exercises on May 17 have been cancelled. Spring 2020 graduates who wish to participate in the formal ceremony can do so at Fall Commencement, January 10, 2021. All Spring 2020 graduates will receive their diplomas, covers, tassels, graduation program, etc. by mail. We will run full-page ads in the *Canton Repository* and *Akron Beacon Journal* listing our graduates' names, and are creating some other special video recognition and celebration to commemorate our deserving graduates. Trustee Reolfi thanked Dr. Jones for all the attention given to graduation.
 - Ohio Department of Education Chancellor Randy Gardner approved our request to relax rules on about \$220,00 in short-term certificate funding to enable the College to work with Strengthening Stark and Elevate Greater Akron to provide free or very low-cost education and training to unemployed, underemployed and Coronavirus-impacted working adults in our community. The Chancellor is now reaching out to other community colleges across the state to follow our lead.

- The Chancellor has advised all public higher education institutions to plan for a 20% reduction in remaining SSI for FY2020 (about \$1.5 million) and a minimum 20% cut to total SSI for FY2021 (about \$7.5 million).
- Almost all employees are now working from home. Only essential personnel are on campus daily, and that number will be reduced further in the next two weeks.

Trustee Rashid commented that everyone has done a great job and that he is impressed at the ability to transition so quickly and efficiently. He asked how students doing hands-on classes would make up their time. Dr. Gibson-Shreve said that the courses that were not able to go fully online will be back in the classroom as soon as permitted by state health authorities. We are doing boot camps, and videotapes were produced of labs and classes that could not totally be online, and lectures were front-loaded with lecture. Ohio Board of Nursing gave permission to allow clinical hours via simulation. She thanked e-Stark State and the Helpdesk for getting the courses online as quickly as they did.

Dr. Gibson-Shreve provided a summary of the College's generous Personal Protective Equipment (PPE) donations to Stark and Summit hospitals and health departments. CDL tractors and an adjunct instructor/driver will deliver refrigerated trailers to hospitals for use as mobile morgues. Trustee Gilin thanked everyone for the hard work and innovation to overcome the many challenges and suggested that we document best practices that should be continued beyond the virus.

CHAIR'S REPORT

- Chair Stephens said that the Trustees are very proud of what faculty and staff have done, and in turn, are very proud to be part of Stark State.

Trustee Reolfi moved to approve the Resolution Recognizing and Thanking Stark State Faculty and Staff for Serving Students with Extraordinary Effort during Coronavirus Pandemic. Trustee Rashid provided the second for the motion.

- Trustee Maurer asked how this would be disseminated to faculty and staff. Dr. Jones said she would address it in her weekly video and also in an email. She said it will be very well received by College faculty and staff.
- Chair Stephens complimented faculty and staff for the inspirational videos they created for students.

The motion passed and the resolution was approved as follows:

RESOLUTION

Recognizing and Thanking Stark State Faculty and Staff for Serving Students with Extraordinary Effort during Coronavirus Pandemic

WHEREAS, the Board of Trustees of Stark State College wishes to acknowledge the diligent efforts of faculty and staff to foster student success during the unprecedented challenges of the coronavirus pandemic; and

WHEREAS, faculty worked together to adopt new technologies and find innovative ways to advance teaching and learning in a remote environment; and

WHEREAS, faculty and staff have reached out to all students to ensure that they have computers, internet service, software and other technology needed for online and remote learning; and

WHEREAS, faculty and staff have demonstrated extraordinary professionalism, excellence and continued focus on the College mission of student access with success through virtual advising sessions, meetings and personal calls, with a focus on supporting holistic student needs;

WHEREAS, faculty and staff are accomplishing their work remotely to protect our students, each other and the greater community during the coronavirus pandemic;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College pauses from the emergencies and stress of the current circumstances to officially and sincerely express deep appreciation to faculty and staff for serving our students with excellence and dedication.

This resolution is enacted on the 8th day of April, 2020, in the College's 60th year of educating students.

Alice Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

- Chair Stephens announced that the faculty and staff recognition dinner has been rescheduled for September 18 and congratulated Cathy Spino on being honored with one of the Trustee Excellence awards.
- Chair Stephens reported that no new date has been announced for the OACC Trustees Conference.
- Chair Stephens reminded the trustees to complete and submit their financial disclosure forms.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 8:50 a.m., Trustee Maurer moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1), and to consider the compensation of a public employee according to R.C. 121.22G (1). Trustee Williams provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 9:38 a.m., Vice Chair Walters moved to return to open session. Trustee Williams provided the second for the motion. The motion carried.

ADJOURNMENT

At 9:40 a.m., Trustee Williams moved to adjourn. Trustee Reolfi provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
April 8, 2020

Para M. Jones, Ph.D.
President
April 8, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2803
North Canton, Ohio
May 13, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on May 13, 2020 virtually via ZOOM. Legislation was passed modifying Open Meetings Act as part of COVID-19 response, which temporarily allows members of public bodies to hold and attend meetings using electronic technology.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:04 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Christopher Maurer, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters and Fonda Williams.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Don Mullen, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: John David, Mike Ihrig, Teri Ross and Robyn Steinmetz.

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

There were no agenda changes.

PRESIDENT'S REPORT

Student Access with Success:

- Dr. Jones reported that our students have adapted well to the online teaching mode. We are seeing very good retention. Dr. Sutton said we are waiting for the final report for Spring enrollment. Summer is looking better than we expected, and we are being cautiously optimistic in this fluid environment.
 - Trustee Gilin asked if we could tell if summer enrollment has been influenced by the Coronavirus. Dr. Sutton said that our Gateway representatives are hearing that the continuing students like the affordability and the course selection. Dr. Jones said that the majority of our summer enrollment thus far has been returning students who realize the importance of continuing on their career path. Dr. Gibson-Shreve said that if we can keep the students enrolled during the summer, they are more likely to complete. The outreach of our faculty and staff to our students has been outstanding. Students are realizing that Stark State is a good place to learn online.
 - Trustee Maurer asked about enrollment at our peer institutions. Dr. Sutton said that most institutions are not seeing numbers as good as we're seeing.
 - Dr. Jones said that we have awarded CARES Act emergency funds to our Spring students and are using funds from grants and other sources to assist with technology and other needs, as well. V.P. Rohn reported that Sisters of Charity

granted emergency funding for our Lamplighter Fund to assist students with emergency needs. We are directly paying the cost of rent, utilities and other emergency costs for these students.

Graduation and Certificate Completion

- Dr. Gibson-Shreve reported that total number of associate degrees and certificates awarded for academic year 2019-20 exceeds the previous year.
- V.P. Rohn reported that Marketing has been working hard to make virtual commencement special for graduates, including personal congratulations from individual faculty and staff members. Graduate names will scroll across the screen during the virtual ceremony. Full-page ads congratulating and listing names of graduates will appear in the *Akron Beacon Journal* and *Canton Repository*.

Virus-Response Protocol

- Dr. Jones reported that the College has developed a comprehensive virus-response protocol, which will be continuously updated as situations, information and guidance from health authorities change.
 - Trustee Maurer asked if the State had to approve the plan. Dr. Jones said we shared the working document with Ohio Association of Community Colleges (OACC) and ODHE, which will share all college plans with the Governor.
 - Trustee Williams asked if we found it difficult to supply students with personal protective equipment (PPE). Dr. Jones said that, right now, there are limited students on campus completing their hands-on coursework, and PPE is not a problem. We are taking temperatures with no-touch thermometers. Students, faculty and staff are asked to wear their own masks. If they don't have one, we will provide. V.P. Chiappini said maintenance is doing deep-cleaning and hard surfaces and high-touch areas, such as door knobs, are constantly cleaned. Plexiglass has been installed in offices where social distancing could be a problem. We rely on the Stark County Health Department for guidance.
 - Trustee Rashid offered to send information about companies that have temperature-taking systems.
 - Trustee Reolfi will send some N95 masks. Trustee Rashid offered to send information on where to send N95 masks to be cleaned.

CARES Act Emergency Funding

- Dr. Sutton reported that the student portion of CARES funding is \$2.5 million, and we have a year to spend it. We will award approximately 30% in Spring semester, and the remainder in summer and fall. Our IT division developed an online application for the convenience of students. Students were sent an email explaining how CARES funding can assist them with technology and transportation, among other needs. The amount students could apply for was capped at \$500. We received over 1,300 applications and awarded 1,125 students almost \$500,000. The students were very appreciative. The students who did not receive CARES funding aren't eligible according to the federal guidelines, but in many cases we were able to award them other emergency funding. Dr. Jones said that we received an additional \$224,000 in CARES funds because we are a Title III institution.
- V.P. Chiappini said we are not spending any of the institutional portion of the CARES Act funding during fiscal year 2020, but we plan to use it to assist in fiscal year 2021..

- Chair Stephens asked what kind of reporting or tracking is required. Dr. Jones replied that reporting requirements are vague at the moment, and that we will report back when more information is available. V.P.s Chiappini and Sutton are monitoring and waiting for guidance.
- Trustee Williams said that on a call with other Ohio mayors, the Columbus mayor reported that there has not been any contact with one-third of the high school student population since the COVID-19 pandemic hit. Canton City is slightly higher. Stark State will partner with Canton City to engage this underserved population and address other community needs. We awarded students laptops through our Lamplighter funds and worked with a local vendor to install needed software.
- Dr. Jones reported that we asked and received permission from Ohio Department of Higher Education to redeploy \$255,000 in certificate funding to Upskill Stark and Summit County residents in collaboration with Strengthening Stark and Elevate Greater Akron. We can combine the funding with Pell. Our focus is on upskilling unemployed, underemployed and Covid-impacted adults.
- Dr. Jones said that our SSI cut to this fiscal year's budget was slightly less than we anticipated, and that we expect to finish the FY20 budget in a healthy way. The FY 21 budget will be a much bigger challenge due to deep state cuts anticipated to be 25% of our SSI funding. We will keep the Board updated as new information is received.

CONSENT AGENDA

Trustee Williams moved to consider and approve the Consent Agenda. Trustee Maurer provided the second for the motion.

- Tom Chiappini reported that we absorbed the FY20 SSI cut and made reductions on some line item expenses.
- Trustee Maurer asked if the reductions for the FY21 budget will come out of reserves. V.P. Chiappini said we are looking at several strategies. The CARES Act money is helping.
- Chair Stephens said the FY20 budget looks to be in good shape, and we will hopefully be able to meet our contractual obligations. V.P. Chiappini said we are closely monitoring the budget and making adjustments as needed. If nothing unexpected occurs, we might be able to pay a portion up to two percent of the lump-sum payment that is part of the current Salary Resolution.
- Dr. Jones said we are looking at a difficult budget year coming up in FY21, and each year must be managed separately. V.P. Chiappini added that everything begins and ends with enrollment.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 4/8/2020 meeting; Personnel Actions; and Treasurer's Report.*

CHAIR'S REPORT

- Chair Stephens said that the Ohio Association of Community Colleges' (OACC) yearly conference has been postponed and will let everyone know when it gets rescheduled.
- Chair Stephens reminded trustees to complete and submit their financial disclosure forms.
- Chair Stephens congratulated and commended everyone, especially Dr. Gibson-Shreve, for the Higher Learning reaccreditation with no reports required. Dr. Gibson-Shreve has been asked to speak to other colleges on how to prepare for an accreditation visit. Dr. Jones

emphasized that HLC accreditation is clear evidence of the quality of Stark State's educational programs.

- Chair Stephens noted that Trustees will be notified as to whether the June meeting will be via ZOOM or in person.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 8:59 a.m., Trustee Gilin moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1), and to consider the compensation of a public employee according to R.C. 121.22G (1). Trustee Rashid provided the second for the motion. A roll call vote was taken, and all members voted aye.

Trustee Maurer removed himself from the discussion to consider the compensation of a public employee.

At 10:12 a.m., Vice Chair Walters moved to return to open session. Trustee Williams provided the second for the motion. The motion carried.

After returning to open session, **Trustee Reolfi moved to approve the Resolution to Establish the Salary Administration Program for FY21. Trustee Gilin provided the second for the motion.**

The motion was approved; Trustee Maurer abstained. The resolution passed as follows:

RESOLUTION

To Establish the Salary Administration Program for FY2021

WHEREAS, it is the intent of the Board of Trustees of Stark State College to provide compensation that aligns with the College's mission, vision and values for employees working for the College after June 30, 2020; and

WHEREAS, the College is not in a favorable financial situation to increase employee wages or wage ranges, due to COVID-19 impacts that include a steep reduction in state funding and uncertain enrollments;

WHEREAS, it is the intention of the Board of Trustees to responsibly manage the fluid funding and enrollment environments and uncertain budget of FY2021;

THEREFORE, BE IT RESOLVED that the Salary Administration Program, effective July 1, 2020 through June 30, 2021, shall include the following provisions:

1. Salary ranges will not be reviewed this year for changes in the market.
2. Salary increases for full-time employees will not be offered at this time.
3. Salary increases for part-time employees will not be offered at this time.
4. Graduated pay scale increases will not be offered at this time.
5. Miscellaneous hourly rate schedule increases will not be offered at this time.
6. Pay scale increases for club advising and program coordination will not be offered at this time.
7. Graduated raises for full-time employees will not be offered at this time.
8. Grant-funded employees will not receive an adjusted base increase at this time.
9. Faculty Promotions in Rank shall be maintained at current levels:
 - a. Assistant Professor, \$1500
 - b. Associate Professor, \$1600
 - c. Professor, \$1800
10. Degree and Certificate achievement shall be maintained at current levels:
 - a. Certificate, \$275

- b. Associate, \$425
 - c. Bachelor, \$575
 - d. Major Certification, \$675
 - e. Master, \$675
 - f. Doctorate, \$875
11. Health and dental insurance premiums will continue to be shared by employees through pre-tax payroll deduction in the amount of 15% per plan participant. The College will continue to share the premiums for children of employees, in accordance with the Stark County Schools Health Plan.
 12. The College will continue to pay the full premium for group life insurance.
 13. Employee retirement (STRS, OPERS) contributions will continue as determined by the applicable retirement system.
 14. The Tuition Assistance Program will continue to reimburse the tuition cost for up to 16 credit hours per academic year to the extent funding is available. The maximum tuition reimbursement will equal the number of credit hours taken times the undergraduate credit hour rate at Kent State University main campus in effect for the term in which classes were completed.
 15. The recitals above are hereby incorporated by reference.

BE IT FURTHER RESOLVED

- Employees who have notified the College that they will be severing their employment with the College are not eligible for the above-outlined benefits.
 - that encourages students to remain enrolled over summer. Over 600 students filled out the application to receive the funding.
- All full-time faculty and professional staff required to attend Commencement shall count attendance at Commencement as a day worked for contract purposes. Contract lengths will not be extended.
- Nothing in this Resolution shall be interpreted as a guarantee of continuing employment to any current or future employee while this resolution is in effect.
- Management shall make adjustments to individual contracts and pay rates within each payroll year as necessary to correct errors.
- Nothing in this Resolution shall apply to positions of student employment.

This Resolution is being enacted on the 13th day of May, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

ADJOURNMENT

At 10:15 a.m., Trustee Reolfi moved to adjourn. Trustee Williams provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
May 13, 2020

Para M. Jones, Ph.D.
President
May 13, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2808
North Canton, Ohio
June 10, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on June 10, 2020 virtually via ZOOM. Legislation was passed modifying Open Meetings Act as part of COVID-19 response, which temporarily allows members of public bodies to hold and attend meetings using electronic technology.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:04 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters and Fonda Williams.

The following board members were absent: Christopher Maurer.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Don Mullen, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Mary Louise Allen, Leslie Bolgrin, Mike Ihrig, Teri Ross, Robyn Steinmetz, Kelli Weir and Bruce Wyder.

PUBLIC REQUESTS

Mary Louise Allen requested to speak concerning Domestic Terrorism Concerns/Affiliations with SSC Employees.

AGENDA CHANGES

There were no agenda changes.

CONSENT AGENDA

Trustee Williams moved to consider and approve the Consent Agenda. Trustee Lefton provided the second for the motion.

- Tom Chiappini reported that the FY20 budget was reassessed following the disruption of campus operations due to Covid-19 and SSI cuts from the State and adjustments were made.
- Tom Chiappini reported that Administration has determined that the FY20 budget can support a payout of a two percent lump sum to faculty and staff, in keeping with the Salary Resolution previously passed by the Board for fiscal years 2019 and 20. The President and Executive Council have chosen not to receive the two percent lump sum payment.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the 5/13/2020 meeting; Personnel Actions; and Treasurer's Report.*

NEW BUSINESS

- Recognition of Board of Trustees Strategic Excellence Award Winners
 - Chair Stephens said that the Trustee Strategic Excellence Awards were established to acknowledge employees who consistently exceed expectations and performance in advancing the mission of the College. She said it was very difficult to choose the winners among so many nominations of people with wonderful qualities. She thanked them all for their dedication.
 - Trustee Lefton congratulated award recipients and also commented that it was a difficult choice thanks to many excellent nominees. Board of Trustees Strategic Excellence Award Winners include:
 - Non-student Facing – Bill Cook, Beth Klein
 - Management/Leadership – Claudia Barr, Melanie Carr
 - Satellite – Natashia Willmott, Rick Babcock
 - Lifetime Achievement – Tom O’Brien, Caryl Tickner
 - Full-time Student Facing – Jim Belcher & Brad Palmer (Team), Heather Gasaway, Cathy Spino
 - President Jones reported that she spoke with all the winners, and all were grateful and honored to receive the awards.

Trustee Reolfi moved to approve the Resolution to Authorize the Use of Stark State College Funds to Cover the Board of Trustee Strategic Excellence Awards Expenses for 2020. Trustee Rashid provided the second for the motion.

The motion passed and the Resolution was approved as follows:

RESOLUTION

To Authorize the Use of Stark State College Funds to Cover the Board of Trustee Strategic Excellence Awards Expenses for 2020

WHEREAS, Stark State College Board of Trustees has established the Board of Trustees Strategic Excellence Awards to acknowledge employees who consistently exceed expectations in performance and advancing the mission of the College; and

WHEREAS, Recipients receive a cash award of \$1,000 (funded from the College Discretionary Fund), customized crystal award, recognition on a Pathway to the Future brick in the WR Timken Courtyard, expenses paid to a professional conference or seminar (within the continental United States up to \$1,500), as well as a special name plate designation; and

WHEREAS, the Coronavirus pandemic has reduced Discretionary Fund revenues from auxiliary services; and

WHEREAS, the Board of Trustees wishes to continue recognizing and rewarding faculty and staff with the Strategic Excellence Awards;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College authorizes the use of college funds to fund Board of Trustee Strategic Excellence Awards expenses for 2020.

This resolution is being enacted on the 10th day of June, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

- **FY21 Budget**
 - Tom Chiappini said that due to uncertainties of State revenues and Fall enrollment, the budget being presented is highly speculative and will be a challenge throughout the fiscal year.
 - Director Wyder provided budget item details and stated the budget will be monitored and adjustments made as needed.
 - Dr. Jones said in keeping with HB166 that gave all colleges and universities the authority to lift tuition caps two years ago, we are asking the board to approve a \$5 general fee increase to assist the college in weathering the economic storm of Covid-19. Other Ohio public universities have raised their tuition almost twice as much. Stark State's tuition continues to be the lowest in the area for the highest quality education.

Trustee Gilin moved to approve the Resolution to Approve an Increase in the General Fee, Effective Fall, 2020. Trustee Reolfi provided the second for the motion. The motion passed and the Resolution was approved as follows:

**RESOLUTION
TO APPROVE AN INCREASE IN THE GENERAL FEE,
EFFECTIVE FALL, 2020**

WHEREAS, Stark State College provides students with excellent education and the lowest tuition in the region; and

WHEREAS, Stark State College relies on tuition for operating revenue to continue providing excellent academic programs to students; and

WHEREAS, §381.160 of Am. Sub. H.B. 166 of the 133rd General Assembly allows technical colleges to increase the tuition rate to the maximum amount allowed by this section effective with the Fall 2020 semester; and

WHEREAS, Stark State College, like other community colleges and universities in Ohio, will comply with the tuition caps/limited tuition increases in Am. Sub. H.B. 166/State Operating Bill;

THEREFORE, BE IT RESOLVED that the Stark State College Board of Trustees authorizes an increase in tuition to the maximum allowed by law as detailed in the final version of the H.B. 166/State Operating Bill as enrolled by the Ohio General Assembly. The tuition increase will be effective for the Fall semester 2020.

This resolution is enacted on this 10th day of June, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Trustee Williams moved to approve the FY21 Budget. Trustee Reolfi provided the second for the motion. The motion passed.

PRESIDENT'S REPORT

In addition to the written President's Report, the following topics were highlighted:

STUDENT ACCESS WITH SUCCESS

- 15-year-old Thomas Jordan attracted national media attention as Stark State's youngest-ever graduate.

- Stark State's Virtual Commencement and Certificate ceremonies went very well. Chair Stephens commented that the events were very well done and the personalized congratulatory messages from faculty and staff were very inspirational.
- Our *Virus Response Protocol* details plans for our return to in-person classes in Fall 2020. The plan will be updated based on current conditions of the virus and health authorities' guidance.
- CARES Act Emergency Funding is being disbursed to students.
- Faculty and staff did a fabulous job transitioning from in-person to online classes during Spring Semester. Spring 2020 end-of-term enrollment was up from last year, as a result of higher student retention, despite the pandemic. Summer enrollment is up nearly 10% from last year.
- Dr. Jones congratulated Department Chair Deb Haslar and her team. Our Respiratory Care Technician program had an outstanding 100% pass rate for Spring 2020 for the second year in a row.

OUR PEOPLE

- Dr. Jones congratulated the 2019-20 Outstanding Faculty and Staff award winners:
 - Distinguished Teaching Award: Bryan S. Gerber
 - Adjunct Excellence in Teaching Award: Beth A. Liggett
 - Distinguished Staff Award: Jacqueline L. Hostetler
- Dr. Jones congratulated Dan Minder, SSC computer network technician, who earned the coveted distinction of Distinguished Toastmaster as a member of the Stark State College Toastmasters Club.

WORKFORCE

- Dr. Jones reported that our request to ODHE to relax the rules on short-term certificate funding was granted. We are using certificate funding to "Upskill Summit and Stark County residents," as part of Strengthening Stark and Elevate Greater Akron economic development efforts. Our goal is to provide free or low-cost access to short-term certificates that lead to immediate employment.
- The CDL Program has reopened and 32 students are completing the driving portion of the program.

CHAIR'S REPORT

Chair Stephens said that the October 14 meeting and retreat will be rescheduled and asked the trustees to let Cathy Spino know their availability for Oct. 7th or 21st.

Chair Stephens said Trustees will be notified if there will be a July meeting.

Chair Stephens announced that Trustee Lefton has agreed to be nominated to replace Jeff Walters as Vice Chair.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 8:42 a.m., Trustee Reolfi moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1). Trustee Rashid provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 9:17 a.m., Vice Chair Williams moved to return to open session. Trustee Gilin provided the second for the motion. The motion carried.

ADJOURNMENT

At 9:19 a.m., Trustee Williams moved to adjourn. Trustee Reolfi provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
June 10, 2020

Para M. Jones, Ph.D.
President
June 10, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2813
North Canton, Ohio
August 12, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on August 12, 2020 at Stark State College, 6200 Frank Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:02 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters, Fonda Williams and Patricia Wackerly.

The following administrators were present: Para Jones, Tom Chiappini, Lada Gibson-Shreve, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Christopher J. Maurer and Teri Ross.

PUBLIC REQUESTS

There were no public requests.

AGENDA CHANGES

Chair Alice Stephens moved the Resolution honoring Christopher J. Maurer after Oath of Office.

ELECTION OF OFFICERS

Vice Chair Walters made the motion to nominate Alice Stephens for Chair of the Board of Trustees. Trustee Williams provided the second. The motion passed.

Vice Chair Walters made the motion to nominate Karen Lefton for Vice Chair of the Board of Trustees. Trustee Williams provided the second. The motion passed.

OATH OF OFFICE

President Jones administered the oath of office to Alice Stephens and Patricia Wackerly. Chair Stephens's term begins August 2, 2020 and concludes August 1, 2023. Patricia Wackerly's term begins August 2, 2020 and concludes August 1, 2021.

Trustee Williams moved to approve the Resolution Honoring Christopher J. Maurer for Leadership and Service as a Stark State College Trustee. Vice Chair Walters provided the second for the motion.

- Mr. Maurer said he was proud to serve on the Board of Trustees and of the work the College has done. He said he enjoyed attending graduation and experiencing, with a sense of pride, what the students experienced. He said the success of the College was highly recognized at public events.
- Trustee Williams said the entire board appreciates Mr. Maurer's time as a trustee and that his footprint is part of the history of the College.

The motion passed and the Resolution was approved as follows:

RESOLUTION

***HONORING CHRISTOPHER J. MAURER
FOR LEADERSHIP AND SERVICE AS A STARK STATE COLLEGE TRUSTEE***

Whereas, Trustee Christopher J. Maurer has been a dedicated member of the Stark State College Board since August, 1993, serving the College for 27 years and earning the distinction of being the longest-serving trustee in College history; and

Whereas, Trustee Maurer served in leadership roles on the Board of Trustees, including Vice Chair for two terms and Chair for two terms; and

Whereas, Trustee Maurer served on the Board during the terms of three presidents and led the Board and screening committees in hiring the College's third and fourth presidents;

Whereas, during Trustee Maurer's service, the College achieved significant accomplishments: enrolling record numbers of students and becoming one of the fastest-growing colleges in the nation; expanding the main campus footprint through land acquisition; opening new academic buildings, including the Dental Clinic, W.R. Timken Center, Fuel Cell Prototyping Center, North Academic Building, Business and Entrepreneurial Studies Center and Gateway Center; opening satellite centers, including two Automotive Technology Centers, Stark State College and Timken Technology and Test Center, Hoover District Facility, Downtown Canton Satellite Center and Well-Site Training Center, Alliance Satellite Center, Barberton Satellite Center and Carrollton Satellite Center; expanding service district to include Summit County and expanding Board from seven to nine trustees; developing new academic programs in partnership with business, industry and the community, including dental assisting and EFDA, oil and gas and culinary programs; opening the CDL training facility, expanding university partnership opportunities for students, including a partnership with The Ohio State University; expanding partnerships with employers such as Timken, FirstEnergy, Ariel, Akron Children's Hospital and many more; expanding educational partnerships, including expanded College Credit Plus; 3+1 Articulations; Learn to Earn; innovative guided pathways; Direct Connect with UA; and ensuring that diverse students in the region experience "access with success" at Stark State College; and

Whereas, Trustee Maurer retired from the Board of Trustees, effective August 1, 2020;

Therefore, Be It Resolved that the Board of Trustees and Stark State College community express sincere gratitude to Trustee Christopher J. Maurer for his leadership, steadfast commitment to students and mission, and legacy of loyal trusteeship. This Resolution and an engraved brick placed in his honor in the W.R. Timken Center courtyard commemorate Trustee Maurer's longstanding board service.

Signed this 12th day of August, 2020

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

CONSENT AGENDA

Vice Chair Walters moved to consider and approve the Consent Agenda. Trustee Russell Reolfi provided the second for the motion.

- Tom Chiappini reported there were no financial statements in the Treasurer's report because the year-end adjustments have not been posted.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the June 10, 2020 meeting; Personnel Actions; and Treasurer's Report.*

NEW BUSINESS

Trustee Gilin moved to approve the Resolution to Authorize the Use of Stark State College Funds to Cover the Board of Trustee Strategic Excellence Awards Expenses for 2020. Trustee Williams provided the second for the motion.

- Tom Chiappini said the entire project will be paid for with state capital funds and appropriations.

The motion passed and the Resolution was approved as follows:

Resolution

**TO APPROVE HIRING BOAK AND SONS INC.
AS THE CONTRACTOR TO REPLACE ROOFS OF THE ADVANCED
TECHNOLOGY CENTER AND DENTAL HYGIENE BUILDINGS
PROJECT #SSC 20-003**

WHEREAS, Stark State College is responding to the deterioration of the roofs on the Advanced Technology Center and Dental Hygiene Buildings; and

WHEREAS, the College has been awarded Capital funds to replace existing roofs; and

WHEREAS, all advertising and bidding requirements as detailed in the Ohio Revised Code pertaining to such construction projects have been followed;

THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the Vice President of Business, Finance, and IT to contract Boak and Sons Inc., to serve as the general contractor for the replacement of the roofs on the Advanced Technology Center and Dental Hygiene Buildings.

General Trades Contract

Base Bid Combine: Dental Hygiene Roof, Advanced Technology Center West Wing, & East Wing	\$481,329
Alternative Bid #1 Advanced Technology Center Roof Area B (South End of Main Roof)	\$337,946
Alternative Bid #2 Advanced Technology Center Roof Area A (North End of Main Roof) Plus 4 Entrance Canopies	<u>\$239,855</u>
Total Base Bid and Alternates	\$1,059,130

This resolution is being enacted on the 12th day of August, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Trustee Williams moved to approve the Resolution to Authorize Tuition Rates for College Credit Plus for the 2020-2021 Academic Year. Trustee Rashid provided the second for the motion.

- Trustee Williams expressed concern that 40% of Canton City School students do not have computers or access to wifi. Dr. Jones said that we are working with Strengthening Stark, which is working on this issue We are looking at a variety of resources to help and hope the state will help.
- Trustee Reolfi asked if anything could be done right now. Dr. Jones said that we used most of our resources to help our students with their technology needs. Many of our students are the parents of K-12 students, so we are already helping in indirect ways. Dr. Jones will reach out to Strengthening Stark and Canton City Schools to offer assistance.

The motion passed and the Resolution was approved as follows:

RESOLUTION
To Authorize Tuition Rates for College Credit Plus
for the 2020-2021 Academic Year

WHEREAS, Stark State College participates in the College Credit Plus program authorized by Ohio Revised Code Section 3365.02; and

WHEREAS, secondary institutions and postsecondary institutions may enter into an agreement to establish a payment structure for tuition, textbooks, and fees in accordance with Ohio Revised Code Section 3365.07(A)(2); and

WHEREAS, it is the desire of the Board of Trustees of Stark State College to establish uniform rates for all secondary institutions participating in the program through the Memorandum of Understanding for the 2020-2021 academic year; and

WHEREAS, such agreements must be negotiated annually and approved by the postsecondary institution Board of Trustees, and participating secondary school's Board of Education, in accordance with Ohio Administrative Code 3333-1-65.6; now

THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College agrees to the following terms enumerated in the Memorandum of Understanding for the 2020-2021 academic year. These rates are unchanged from the 2019-2020 academic year.

Signed this 12th day of August, 2020.

 Alice C. Stephens
 Chair, Board of Trustees

 Para M. Jones, Ph.D.
 President

Trustee Russell Reolfi moved to approve the Resolution to Request Out-of-State Fee Waivers for Sailors, Marines, and Coast Guardsmen Taking Courses at Stark State College through the US Navy Community College. Trustee Rashid provided the second for the motion.

- President Jones said that we were one of 119 higher educational institutions selected to partner with the US Navy to establish the US Navy Community College (USNCC). They are looking for innovative partners who can be flexible.

The motion passed and the resolution was approved as follows:

RESOLUTION
TO REQUEST OUT-OF-STATE FEE WAIVERS FOR SAILORS, MARINES AND
COAST GUARDSMEN TAKING COURSES AT STARK STATE COLLEGE
THROUGH THE US NAVY COMMUNITY COLLEGE

WHEREAS, §381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly requires that any waiver of tuition for a student or class of students at a state-assisted institution of higher education be approved by the institution's board of trustees and the Chancellor of the Ohio Department of Higher Education; and

WHEREAS, Stark State College is one of 119 American higher education institutions selected to partner with the United States Navy in establishing the US Navy Community College (USNCC); and

WHEREAS, Stark State College seeks to provide high-quality educational programs and services to Sailors, Marines and Coast Guardsmen from all 50 states; and

WHEREAS, the College would like to waive up to \$128 of the \$129 per credit hour of the out-of-state fee to make the College competitive with community colleges and universities across the nation; and

WHEREAS, the College's current out-of-state fee is \$129 per credit hour and the College expects to serve approximately 200 students who take approximately two courses per semester (six credit hours per semester; 12 credit hours total) for the two semesters, up to \$307,200 in out-of-state fees would be waived in the current biennium (Spring 2020 through Spring 2021, and all summer terms beginning before June 30, 2021);

THEREFORE, BE IT RESOLVED that the Board of Trustees of Stark State College authorizes the College President to request that the Chancellor of the Ohio Department of Higher Education approve the out-of-state fee waivers for Sailors, Marines and Coast Guardsmen taking courses at Stark State through the USNCC for the time frame of October 1st 2020 through June 30, 2021.

This resolution is enacted on this 12th day of August, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

PRESIDENT'S REPORT

In addition to the written President's Report, the following topics were highlighted:

- A COVID update was provided by Provost Dr. Gibson Shreve, VP's Chiappini, Sutton and Rohn covering protocols and procedures being followed in each area. Dr. Jones said the College is complying with all state health and safety mandates and will continue to do so.
- Vice Chair Walters commended Stark State's Institute of Management Accountants (IMA) student chapter for winning the national award for two- and four-year accounting students two years in a row. He said it is a great honor for the College.
- Trustee Gilin said we are a game-changer and praised the quality of our online learning capability. Dr. Jones said we've been teaching online for 20 years. She has heard from many students who were forced to take online classes because of COVID and were quite apprehensive. Thanks to the help of faculty and staff, it was a good experience. Provost Shreve said that online instructors helped those without online teaching experience.

CHAIR'S REPORT

- Chair Stephens said the ACCT leadership conference will be a virtual event, October 5-8, 2020. Trustees should let us know if they are interested in attending. Trustee Lefton asked whether trustees would be able to register and watch the sessions later. We will get that information from ACCT.
- Chair Stephens said the retreat will be October 7. The agenda will be sent soon.
- Chair Stephens announced that Trustee Wackerly will replace Trustee Gilin as liaison to the Foundation.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 9:46 a.m., Vice Chair Walters moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1). Trustee Gilin provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 10:30 a.m., Trustee Russell Reolfi moved to return to open session. Trustee Rashid provided the second for the motion. The motion carried.

ADJOURNMENT

At 10:32 a.m., Trustee Gilin moved to adjourn. Trustee Williams provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
August 12, 2020

Para M. Jones, Ph.D.
President
August 12, 2020

Record of Proceedings

Board of Trustees
Stark State College

Page 2819
North Canton, Ohio
October 7, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on October 7, 2020 at Stark State College, 6200 Frank Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:02 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters, Fonda Williams and Patricia Wackerly.

The following administrators were present: Para Jones, Tom Chiappini, Marisa Rohn and Stephanie Sutton.

RECOGNITION OF VISITORS

The following visitors were present: Teri Ross and John David.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

Trustee Fonda Williams moved to consider and approve the Consent Agenda. Trustee Gilin provided the second for the motion.

- President Jones stated the Sexual Misconduct Policy 15-14-15 was administratively approved with the required changes from the U.S. Department of Education. Modifications were made to the Title IX regulations as required for compliance purposes. The policy is as follows:

SEXUAL MISCONDUCT
Policy No. 3357:15-14-15
Page 1 of 5

Effective: 10/15/2009
Revised: 02/22/2015
Revised: 05/29/2020
Revised: 08/13/2020

POLICY:

Stark State College desires to establish and maintain a safe and secure environment for our employees and students, free of sexual misconduct and sex discrimination based on gender, gender identity, or sexual orientation. The College will not tolerate sexual misconduct of any kind. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Sexual misconduct has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological, and total well-being and is prohibited by this policy. This policy is also applicable to all third parties affiliated with the College. Third parties are neither employees nor students and can include, but are not limited to, consultants, vendors, contractors, etc. Sexual misconduct is a serious offense which could lead to dismissal and/or termination from the College and criminal charges being filed with the local law enforcement authority having jurisdiction.

(A) Definitions

- (1) Sexual Misconduct – Any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex.
- (2) Non-Consensual Sexual Contact – Any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent.
- (3) Incapacitation – A state in which a person cannot make rational decisions because they lack the capacity to give consent. Incapacitation may result from a mental or physical disability, unconsciousness, or from the taking of alcohol or other drugs. Sexual misconduct occurs when a person

- (4) engages in sexual activity when they knew, or should have known, that the other person was incapacitated.
- (5) Consent – A freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person’s consent to engage in sexual activity, throughout the entire sexual activity, by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator’s use of alcohol or drugs does not diminish his/her responsibility to obtain consent.
- (6) Force – The use of physical violence, threat of physical violence, and/or imposing on someone physically to gain sexual access.
- (7) Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- (8) Coercion – Unreasonable, intimidating, or forcible pressure for sexual activity.
- (9) Sexual Assault – Includes non-consensual vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- (10) Sexual Exploitation – Occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.
- (11) Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- (12) Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (13) Intimate Partner Violence/Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved in the relationship.
- (14) Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following:
 - (a) An employee of the College conditioning the provision of aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct;
 - (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
 - (c) “Sexual assault,” “dating violence,” “domestic violence,” or “stalking” as those terms are defined under other federal laws called the Clery Act and the Violence Against Women Act.

Forms of sexual harassment include:

- (a) Quid Pro Quo (aka – “this for that”) – The abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal, or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, or economic injury to the victim.
- (b) Hostile Work Environment – Includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(B) Reporting Responsibilities for Sexual Misconduct

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the
- (2) behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the College may administer this policy.
- (3) In cases of alleged sexual misconduct where the victim or alleged perpetrator is a student, a potential student, an employee, or a campus visitor the complaint may be made to any of the following:
 - (a) Title IX Coordinator
 - (b) Campus Security
 - (c) Any College employee
 - (d) Student Support Counselor – Confidential Source
 - (e) Interfaith Campus Ministry – Confidential Source
 - (f) A Law Enforcement Officer from the local jurisdiction
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior is a mandatory reporter and must take immediate appropriate action to report the behavior to the Title IX Coordinator. Failure to do so shall result in disciplinary action, up to and including termination of employment.

(C) Reporting to an outside agency

Persons who believe that they have been subject to sexual misconduct may also file a complaint with the local law enforcement agency, the Ohio Civil Rights Commission, the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Education's Office for Civil Rights. Information and assistance regarding filing charges with any of the agencies may be obtained from the agency directly or from the College's Title IX Coordinator.

(D) Confidentiality

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint, or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(E) Retaliation

College policy and federal, state, and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

PROCEDURE:

A complete copy of the investigation procedures involving sexual misconduct can be obtained from the Title IX Office in S104 or on the college's Title IX website page.

- Tom Chiappini reported the beginning balances in the financial statements are preliminary, as the books are still being closed for FY2020. Expenses are higher compared to the prior year due to large costs of COVID-19-required facility modifications, for which we expect to receive federal funds. A budget revision will be brought to the board in November.

The vote was called. The Consent Agenda was approved and included the following: *Minutes of the August 12, 2020 meeting; Personnel Actions; and Treasurer's Report.*

NEW BUSINESS

Trustee Walters moved to approve the Resolution to Establish Fees for the Judicial Court Reporting Program Summer Semester of 2021. Trustee Wackerly provided the second for the motion.

- Tom Chiappini said once approved by the Board, the Resolution will then go to the Ohio Department of Higher Education for approval.

The motion passed and the Resolution was approved as follows:

RESOLUTION
To Establish Fees for the Judicial Court Reporting Program
Summer Semester of 2021

WHEREAS, Stark State College wishes to expand the delivery of credit courses in the Judicial Court Reporting Program within the Digital Media and Administrative Technologies Department;

WHEREAS, the College has studied the costs of software required for the courses; and

WHEREAS, the College wishes to establish a fee to cover software costs for the judicial court reporting courses in order to expand and maintain a high-quality program. The recommended fees are as follows:

JCR2400	JCR Internship	\$100.00 per student
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THEREFORE, BE IT RESOLVED, effective summer 2021, the Board of Trustees of Stark State College authorizes the creation of a course fee of \$100 per student as described above. This fee will be amended, as needed, as based on changes in program delivery costs.

Signed this 7th day of October, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para Jones, Ph.D.
President

- Employer-Led Partnerships (credit) - In addition to the written report of the Business/Employer-Led Partnerships as 7.2 in the packet, President Jones shared highlights. The course completion rate is 89% for employer-led partnership students compared to 72% for typical core (non CCP) students. This rate is even higher for FirstEnergy at 99%. The College is connecting through one contact person using a high touch model. Retention from Spring to Fall 2020 is at 69% for employer-led partnership students compared to 59% for typical core (non CCP) students; and minority students were retained at 68% compared to 55% for typical core (non CCP) minority students.
- Non-credit Employer-Led Partnerships – the College provide non-credit education and training to 347 students through partnerships with GM, Ford, Subaru, Toyota and Honda.

PRESIDENT’S REPORT

In addition to the written President’s Report, the following topics were highlighted:

- COVID update -- there are five positive cases and three recovered cases. There have been no outbreak cases. Cases are reported on our public dashboard. A “case” constitutes an individual who has tested positive. The Stark State Response Team continues to meet weekly to address COVID-19 concerns and updates. Visit our coronavirus webpage at www.starkstate.edu/coronavirus for up-to-date information.
- Fall enrollment is down 7.2% and is comparable with other community colleges in the state and nationally. Community colleges are down anywhere from zero at Columbus State to over 12% at Tri-C Community College. Most community colleges are down around 6-8% for fall enrollment. The reason given throughout the state and nation is COVID-19.
- The Fall 2020 Student Survey results were shared. One-third of our students who work have lost their jobs, and two-thirds have reported family loss of income.
- Stark State’s CDL program was featured in a news story with Channel 5. This story featured the partnership with the Summit County Think Tank Coalition and the Oriana House.
- Stark State is partnering with The Urban League and other community organizations through a state grant awarded to Ohio Means Jobs. The program strives to promote self-efficiency and to help bring people out of poverty. The grant will pay for navigators to work with Stark State directly in these efforts.

CHAIR'S REPORT

- Chair Stephens mentioned the letter of appreciation by former Board of the Trustee Christopher Maurer, which is included in the packet as 9.1.
- Chair Stephens thanked the other trustees for their participation in the trustee survey and appreciated the feedback provided.
- Chair Stephens said information will be emailed to trustees regarding the Ohio Ethics Commission training due by November 30.
- Chair Stephens videotaped a message regarding the Board of Trustees Strategic Excellence Awards for an upcoming virtual employee recognition event. Once the date is set, the information will be shared with trustees.

COMMUNICATIONS

Board members were asked to review the calendar and notify the President's Office of events they plan to attend.

EXECUTIVE SESSION

At 9:00 a.m., Trustee Russell Reolfi moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1). Trustee Rashid provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 9:19 a.m., Trustee Russell Reolfi moved to return to open session. Trustee Gilin provided the second for the motion. The motion carried.

ADJOURNMENT

At 9:20 a.m., Trustee Rashid moved to adjourn. Trustee Williams provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
October 7, 2020

Para M. Jones, Ph.D.
President
October 7, 2020

Record of Proceedings

Board of Trustees
Stark State College

North Canton, Ohio
November 11, 2020

REGULAR MEETING

The Board of Trustees of Stark State College held its regular monthly meeting on November 11, 2020 at Stark State College, 6200 Frank Ave. NW, North Canton, OH 44720.

CALL TO ORDER

Chair Alice Stephens called the meeting to order at 8:02 a.m.

ROLL CALL

The following board members were present: Jerry Gilin, Karen Lefton, Harun Rashid, Elaine Russell Reolfi, Alice Stephens, Jeffery Walters, Fonda Williams and Patricia Wackerly.

The following administrators were present: Para Jones, Tom Chiappini, and Marisa Rohn.

RECOGNITION OF VISITORS

The following visitors were present: Teri Ross and John David.

PUBLIC REQUESTS

There were no public requests.

CONSENT AGENDA

Vice Chair Lefton moved to consider and approve the Consent Agenda. Trustee Walters provided the second for the motion.

The vote was called. The Consent Agenda was approved unanimously and included the following: *Minutes of the October 7, 2020 meeting; Personnel Actions; and Policies: Instructional Programs, Academic Probation and Dismissal, Electronic Recording of Classroom Activities, Financial Reports, College Food Policy, and Admission Policy.*

TREASURER'S REPORT

Trustee Walters moved to approve the Treasurer's Report. Vice Chair Lefton provided the second for the motion.

- Tom Chiappini reported beginning balances are preliminary, as we are still closing books for FY2020. The CARES Act federal funds must be accounted for in Restricted Funds rather than General Fund, thus the anticipated Covid expenses in the budget will be transferred to Restricted Funds, lowering the budgeted expenses. The CARES Act funds will be used primarily for Covid-related personnel, supplies, equipment, services and student aid in FY2021.

The motion was approved unanimously.

BUDGET REVISION

Trustee Williams moved to approve the Budget Revision. Trustee Wackerly provided the second for the motion.

Tom Chiappini requested the budget revision to adjust revenues and expenses to reflect: higher-than-budgeted Fall enrollment revenue; additional CARES Act funding; adjusted expenditures due to additional course sections (Covid physical distancing) and the removal of other projected expenses.

The motion was approved unanimously.

NEW BUSINESS

Trustee Rashid moved to approve the Resolution to Approve the 2020 Efficiency Report.

Trustee Williams provided the second for the motion.

Tom Chiappini explained that the report, mandated by the Governor's Task Force on Affordability and Efficiency in Higher Education, requires annual Board approval and then is sent to the Ohio Department of Higher Education for approval.

The Resolution was approved unanimously as follows:

8.1

**Resolution
To Approve the 2020 Efficiency Report
November 11, 2020**

WHEREAS, the State's biennial budget established in Am. Sub. H.B. 64 of the 131st General Assembly required a report in response to the Governor's Task Force on Affordability and Efficiency in Higher Education which was created pursuant to Executive Order 2015-01K; and

WHEREAS, the subsequent State Budget bill, Am. Sub. H. B. 49 of the 132nd General Assembly, requires that the board of trustees of each public institution of higher education approve the institution's efficiency report submitted to the Chancellor; and

WHEREAS, various other provisions related to textbook affordability require reporting, and the Chancellor has determined that it is most efficient to include these new requirements in the annual efficiency report; and

WHEREAS, The College has prepared the required report using the template format provided by the Chancellor, and has included additional narrative as it has determined will best explain the completeness of the report and how it meets all requirements of the law;

THEREFORE BE IT RESOLVED, that the Board of Trustees of Stark State College does hereby accept and approve the 2020 Efficiency Report to the Chancellor of Higher Education as presented on this the 11th day of November, 2020.

Alice C. Stephens
Chair, Board of Trustees

Para M. Jones, Ph.D.
President

Vice Chair Lefton moved to approve the College Completion Plan 2020-2022. Trustee Williams provided the second for the motion.

President Jones shared highlights of the College Completion Plan Executive Summary and explained this is a state mandate. The Completion Plan is aligned with the College's strategic plan, enrollment

management plan, Board dashboard, Executive Council dashboard and goals. It includes input from faculty and staff across the College, and the purpose is to develop a systemic improvement plan for institution-wide policy and practice that reaches the departmental and classroom levels for direct impact on student persistence and completion.

The College Completion Plan 2020-2022 was approved unanimously.

PRESIDENT'S REPORT

In addition to the written President's Report, Dr. Jones highlighted the following:

- The home page of the College website provides a coronavirus link that shares current information and protocols. Thank you to all faculty and staff who are working hard to keep students safe while continuing quality teaching and learning during this difficult time.
- The Upskill Stark and Summit report shows that 143 unemployed, underemployed and Covid-impact citizens received free or very low-cost education and training leading to in-demand credentials and certificates in CDL (Commercial Driver's License), STNA (State-Tested Nurse Assistant) and other fields. The College also provided non-credit education and training in high-demand fields to 1,086 students in FY20. Along with the Employer-Led Partnership outcomes shared with the Board in October, the College has provided 1,500 adults in Stark and Summit with courses, credentials and certificates in high-demand fields. This is in addition to the 15,000 students who attend the College each year and in spite of Covid.
- Congratulations to the Stark State Toastmaster's Club, which received the President's Distinguished Award, the highest possible award, and to Dan Minder and Judy Edwards, who received individual awards. Special thanks to Professor John David, who started the College's Toastmaster chapter.

President Jones shared that in the past, the President's Discretionary account, funded by AVI proceeds, helped pay for the Faculty and Staff Associations' Holiday Gathering and a summer event. Faculty and Staff Associations have requested funds for a virtual Holiday Gathering, but the President's Discretionary account is depleted due to AVI shutdown during COVID. Thus, board action is needed to approve the transfer of \$6,416.22 (amount covered by College last year) from the General Fund to be used by Faculty and Staff Associations in their shared governance role, in keeping with the College's Policies and Procedures and the Associations' public purpose.

Trustee Russell Reolfi moved to approve the transfer of funds in the amount of \$6,416.22 to the Faculty and Staff Associations for the virtual holiday gathering. Trustee Williams provided the second for the motion.

The motion was unanimously approved.

CHAIR'S REPORT

- Chair Stephens reminded Trustees to complete their Ethics Training by November 30, 2020.
- The Graduation and Certificate Ceremonies will be held virtually; more details to come.
- Since there is no business in December, the next meeting will be January 13.
- Thank you for your participation in the Trustee's Retreat survey. The information was helpful for future planning.

COMMUNICATIONS

Board members were asked to review the calendar for future meetings.

EXECUTIVE SESSION

At 8:36 a.m., Vice Chair Lefton moved to go into Executive Session to discuss the employment of a public employee, according to R.C. 121.22G (1). Trustee Walters provided the second for the motion. A roll call vote was taken, and all members voted aye.

At 9:17 a.m., Trustee Walters moved to return to open session. Trustee Gilin provided the second for the motion. The motion carried.

The Board conducted its annual performance evaluation and concluded the following: Chair Stephens shared the Board has reviewed President Jones’ 2019-2020 goals and concurs with her self-assessment. We wish to thank President Jones for her exemplary leadership during these extraordinarily difficult and unprecedented times. We congratulate her, along with the Leadership Team, the Faculty and the Staff, for their swift transition to online and hybrid learning when COVID-19 emerged. Their steadfast commitment to providing high-quality, accessible education has enabled our students to complete their coursework, certificates and degrees on time and without interruption.

ADJOURNMENT

At 9:20 a.m., Trustee Gilin moved to adjourn. Trustee Walters provided the second for the motion. The motion carried.

Alice C. Stephens
Chair
November 11, 2020

Para M. Jones, Ph.D.
President
November 11, 2020