



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 16, 2021

The Clark State College Board of Trustees met in regular session virtually via LifeSize due to the COVID-19 pandemic on Tuesday, March 16, 2021. Board Chair Kyle Hall presided and called the meeting to order at 6:00 p.m.

Roll Call

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

Others Present: Adele Adkins, Director of the Performing Arts Center; Josef Asfoura, Assistant Attorney General, Ohio Attorney General's Office; Dan Ayars, Director of Facilities, Operations and Maintenance; Ashley Barbone, Ohio Attorney General's Office; Lesli Beavers, Director of Workforce and Business Solutions; Travis Binkley, Assistant Dean of Advising and Enrollment Services, Greene Center; Brittany Briggs, Assistant Director of the Center for Teaching and Learning; Dr. Sterling Coleman, Director of Library Services; Julia Daniels, Assistant to the Dean, Health, Human and Public Services; Eric Ebbs, Client Support Technician/Staff Senate President Elect; David Farrell, Senior Staff Accountant; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Monique Freeman*, Student; Ron Gordon, Dean of Enrollment Services; Dr. Christopher Green, Assistant Dean, Health, Human and Public Services; Dr. Tiffany Hunter, Provost/Vice President of Academic Affairs; Nicole Johnson, Coordinator, Student Services, Xenia/SOAR participant; Crystal Jones, Vice President of Marketing, Diversity, and Community Impact; Tina Jones, Staff Accountant; Paige Kiley, Financial Aid Specialist/Staff Senate President; Dr. Dawayne Kirkman, Vice President of Student Affairs; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Senior Institutional Research Analyst; Shani Newton, Success Coach, Greene Center/SOAR participant; Toni Overholser, Director of the Foundation; Marissa Palumbo, Ohio Attorney General's Office; Dr. Adam Parrillo, Interim Dean of Business and Applied Technologies; Cindra Phillips, Director, Center for Teaching and Learning; John Riechers, Assistant Technical Director, Performing Arts Center/SOAR participant; Doug Schantz, Associate Vice President of Business Affairs; Dr. Rhoda Sommers, Dean, Health, Human and Public Services; Nicolas Sparrow, Student Senate President; Brooke Spurlock, Springfield News-Sun Reporter; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment and Accreditation; Mary Adelaide Taylor, Director, Nursing Program; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; Trish Voisard, Staff Accountant; Larry Wakefield, Vice President for Business Affairs; William Weekley, Training Site Operations Supervisor; Laura Whetstone, Director of Human Resources; and Nina Wiley, Dean of Student Engagement and Support Services

Recognition of Guests

Chair Hall welcomed guests and asked members of the media to identify themselves and their organizations.

Public Comment

There were no public comments.

Conflict of Interest

Vice Chair Ball indicated that he would be abstaining from the Salary Increase Recommendation vote.

Student Success Story

Assistant Dean of Advising and Enrollment Services Travis Binkley introduced Monique Fowler, who graduated with a LPN certificate, a Social Services Technology degree, and an LPN to RN degree. Ms. Fowler has made it through the pandemic and the devastating Memorial Day tornadoes, and is currently working toward her BSN and maintaining an A in Statistics.

Ms. Fowler indicated that she takes great pride in telling people that she attends Clark State and that her daughter also attends. Despite a learning disability, which has made her educational journey challenging, she was able to utilize the Success Center, Library, and tutoring services to help ensure her success. Ms. Fowler commented that she attended another college in the past, but she feels that Clark State is the best because the faculty and staff are terrific and have become like family members, noting that they actually care, which noted is a wonderful thing. Ms. Fowler has two young children with autism, and the pandemic has proven to be quite a journey, as she now also serves as a paraprofessional and teacher for them. Ms. Fowler has applied for and received grants to help with her bills, and she thanked Clark State for helping her achieve her goals.

Chair Hall thanked Ms. Fowler for her inspirational story, noting that we are here to help students succeed.

*Ms. Fowler exited the meeting at 6:19 p.m.

Brief Data Story

Controller Kathy Nelson reported on some positive outcomes that have resulted from the pandemic. Clark State received over \$2.9 million from the Department of Education in the Spring of 2020 as part of the CARES (Coronavirus Aid, Relief and Economic Security) Act in response to the COVID-19 pandemic. We were able to provide \$1,457,314 of those funds as Emergency Financial Aid Grants to students, with the goal of providing for students' unexpected financial emergencies relating to the pandemic to allow them to stay in college and meet their educational goals. As of September 2020, we awarded the full \$1,457,314 to approximately 1,560 students. Of those students, 1,036 stayed in school and 231 completed, which equates to 81.2%. Clark State has since received more money as part of the CRRSA (Coronavirus Response and Relief Supplemental Appropriations) Act; another \$1.4 million is reserved for student relief, to ensure our students can continue to complete their educational goals.

Trustee Evans noted that it may be interesting to hear from some of the recipients to regarding how it impacted them. Chair Hall thanked Ms. Nelson for the very informative data.

Approval of Minutes

Chair Hall asked for a motion to approve the minutes of the Reorganization Meeting and the Regular Board Meeting held on January 19, 2021. Trustee Phillips made a motion to approve the minutes as written; Trustee Bell seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Monday, March 8, 2021, at 7:30 a.m. virtually via Lifesize. Those present included: Andy Bell, Committee Chair; Committee Members David Ball, Jim Doyle, Sharon Evans, and Peg Noonan; Dr. Blondin, President; Dr. Tiffany Hunter, Provost and Vice President, Academic Affairs; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Larry Wakefield, Vice President for Business Affairs; Doug Schantz, Associate Vice President for Business Affairs; Toni Overholser, Director, Foundation; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Audit Presentation
- Approval of January 11, 2021 Meeting Minutes – ACTION
- February Financial Report
- February Financial Report with CARES/CRRSA Impact
- Facilities Assessment Status
- PAC/HBC Operating Report
- Employee Raises – ACTION
- Biennial Budget
- Multi-Year Budget – ACTION
- Capital Budget
 - Local Administrative Authority – ACTION
- CRRSA Funds
- Enrollment to Date
- Rhodes Hall Project – Phase III Update
- Federal Legislation (Minimum Wage)
- Annual Performance Evaluation Update
- Return to Campus
- SB 40 (Free Speech) Policy Changes – ACTION
 - Public Use of College Outdoor Areas Policy
- Open Discussion
- Next Meeting – April 8, 2021 – 7:30 a.m. Virtually via Lifesize

Financial Statements through February 2021

A report depicting the Revenues and Expenses through February 28, 2021, was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2021 budget is based on course completion (50%), success points (25%) and completion milestones (25%). The State announced last spring to expect a significant cut to our base SSI for FY 2021. Since then, the State has restored the entire SSI funding. We will receive the restored funding in the remaining months of the fiscal year. Variance will decline month to month through the end of the fiscal year.

Student Tuition and Fees Revenue represents Fall and Spring Semester through February 28. Fall Revenue is in line with budget after our Fall budget adjustment. Spring Revenue is below budget and

deregistration is reflected in these numbers. B Term for Spring 2021 will begin later in March.

Workforce Non-Credit Training revenue is currently below budget. COVID-19 has had an impact on their revenue. They expect revenue to pick up in the Spring, but not fully recover.

Interest on Investments is below budget. Even though a decline was expected, it has been more than anticipated.

Performing Arts Center (PAC) shows and rentals are below budget. Due to the effects of COVID-19 and our modified operations, we do not expect revenue to pick up significantly. Expenses are also down due to our modified operations. A separate report on the PAC/HBC accounts will be presented quarterly.

The expense budgets show overall spending down compared to the budget. There are variations in some categories due to timing. Overall nothing is of concern so far. Academic Support is high due to early spending for maintenance contracts. By object code, Occupancy Expenses are high due to early spending in maintenance contracts, insurance and the Greene Center bond.

The budget and actuals have been adjusted to account for the CARES Act. We will present a modified report quarterly to reflect the impact of CARES on our monthly financials.

The Bookstore, Commercial Transportation and Parking revenues are behind but we are seeing some savings in expenses. Food service expenses are minimal due the closing of the Eagles Nest due to the pandemic but vending options are still available.

Performing Arts Center Endowment Report

The Foundation agreed to invest the Performing Arts Center (PAC) Endowment funds that were transferred from the College as a restrictive endowment fund known as the Clark State Performing Arts Center Endowment Fund. Eligible investments are spelled out in the agreement. The income generated from these funds must be used for the purpose of operating, programming and maintaining the PAC. The Foundation agreed to issue quarterly reports to the Clark State Board of Trustees regarding the status of the investment of the funds. Following is a recap at 12/31/20:

Investment @ Cost (2002 - 2004)	\$1,267,243
Interest Earnings (June 2002 to present)	\$1,326,705
Commonfund Management Fees (June 2002 to present)	\$(92,724)
Foundation Management Fee (2007 to present)	\$(174,250)
Transfer to College for Hollenbeck-Bayley Center (June 2012)	\$(220,000)
Expenditures for Performing Arts Center (August 2009 to present)	\$(230,047)
Market Gain/(Loss) (June 2002 to present)	\$397,439
Balance 12/31/20	\$2,274,366
Quarterly (October-December) Rate of Return	1.24%
Barclays Aggregate Bond Index (October-December)	0.67%
December Return	0.42%
Barclays Aggregate Bond Index (December)	0.14%

The Foundation Board approved transferring these funds into the High Quality Bond Fund at their June 2003 meeting. In August 2006, the Foundation Board approved assessing a management fee to the endowment accounts it manages. This figure (\$158,409) represents the 1.25% management fee of the PAC Endowment. Marc Bernhardt, from The Commonfund, met with the Foundation's Finance/Audit/Investment Asset Management Advisory Services Sub-Committee on November 18, 2020, and reviewed fund performance, asset allocation, and answered questions the Committee had.

Human Resources Update

The following actions are for non-exempt employee positions only. The open/advertised positions cover all faculty and staff, both exempt and non-exempt.

New Hires:

- Lanissa Watters, 3rd Shift Custodian, effective 3/1/21
- Noah Patch, 3rd Shift Custodian, effective 3/1/21
- Heather Bright, Assistant to the Vice President, Student Affairs, effective 3/15/21

Retirement:

- Susan Bayes, Assistant to the Provost and Vice President, Academic Affairs, effective 7/1/21

Open/Advertised Positions:

- Veteran and Student Records Specialist
- Project Manager, H1B Grant, Business and Applied Technologies
- Registered Nursing Faculty
- Applications Administrator, IT
- Risk and Emergency Management Coordinator, IT
- Peer Recovery Support Coordinator, Student Affairs
- Success Coach, Student Affairs
- Coordinator, Student Services Xenia
- American Sign Language Faculty
- English Faculty
- Assistant to the Provost and Vice President, Academic Affairs
- LPN Faculty
- Dean, Business and Applied Technologies

Board Government/Community Relations Committee Report

The Board of Trustees' Government/Community Relations Committee met virtually via Lifesize on Friday, February 19, at 10:30 a.m. Those present included: Committee Chair Mike McDorman; Committee Member Kyle Hall; Board Chair Brad Phillips; President Dr. Jo Alice Blondin; Foundation Director Toni Overholser; Senator Bob Hackett; State Representative Kyle Koehler; President and CEO of the Ohio Association of Community Colleges (OACC) Jack Hershey; Vice President of OACC Tom Walsh; Vice President of Sean P. Dunn Associates Lisa Dodge; and SOAR Mentoring Group participants Paige Huskey, Nicole Johnson, Michael Lander, Shani Newton, and John Riechers. The agenda included the following items:

- OACC's Role in Advocacy for Community Colleges and Clark State
- State Budget Overview

- OACC Budget Priorities (attached)
- Bachelor of Applied Science Programs
- Board of Trustees' Appointment—David Ball
- COVID Stimulus Funding and Return to Campus

In addition to the above items, Board members thanked Senator Hackett and Representative Koehler for their advocacy for the Capital Bill, and discussed the Ohio College Opportunities' Grant (OCOG) and expanding it for community college access.

Board Governance and Policy Committee Report

The Board of Trustees' Governance and Policy Committee met virtually via Lifesize on Wednesday, March 3, at 11:30 a.m. Those present included: Committee Chair Peggy Noonan; Committee Member Andy Bell; Board Chair Brad Phillips; Board Vice Chair Kyle Hall; and President Dr. Jo Alice Blondin. The agenda included the following items:

- Board Reappointment of David Ball
- Transition from Chair Brad Phillips to New Chair Kyle Hall
- Board Reorganization Meeting, 6 p.m. Tuesday, 16 March 2021, and emended slate of officers and committee assignments
- Bylaws changes to reflect the Governance Committee's role in Board leadership positions and committee assignments as well as making changes to allow for virtual meetings

Graduation Schedule – May 2021

On Saturday, May 15, at 10 a.m., a video of Clark State College's virtual commencement ceremony will be made available on the College's website, Facebook, Twitter and YouTube. Graduation is a time to celebrate the academic accomplishments of hundreds of Clark State students. We invite our Clark State community to safely gather online to hear formal remarks from Clark State's leadership, encouraging words from our student speaker and the conferring of degrees and certificates.

Several traditional ceremony components will be pre-recorded and linked together in one video, and there will be an opportunity for graduates to have their picture with President Blondin for inclusion in the video. The photo sessions with Dr. Blondin, which will be offered between April 12-22, are the only face-to-face commencement activities.

At the photo sessions, eligible graduates will receive the following:

- Honor Cords: To students who maintained a cumulative 3.5 or better grade point average as well as Veterans, Phi Theta Kappa members, Honors Program students, College Credit Plus students, and Student Senate members
- Stoles: To Student Ambassadors, Student-Athletes and TRIO participants
- Kente Cloths: To students who identify as part of our Black/African American community at Clark State

While nothing can replace the energy of a traditional commencement ceremony, we are excited to celebrate the accomplishments of our students with the 2021 commencement video.

It was noted that there will be approximately 300 graduates for Spring and a total of 500 including Fall graduates; of those, six will receive Bachelor's degrees. Trustees expressed interest in doing something special for the Bachelor's degree graduates to learn about their careers and what the degree means to them. It was suggested that this might be a good Work Session topic.

FY2018 Cohort Default Rate

A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year (FY) and default or meet other specified conditions prior to the end of the following fiscal year. Institutions with default rates 30 percent or higher for three consecutive years or those with default rates that are greater than 40 percent for one year, are subject to sanctions. Sanctions may include a loss of eligibility for one or more federal student aid programs.

The U.S. Department of Education released FY2018 draft loan cohort default rates (CDR) on February 22, 2021. Clark State College's FY2018 draft CDR is 11.7%. The rate has dropped several percentage points in part due to the provisions in the March 2020 CARES Act that paused repayment for all student loan borrowers. It is important to note that prior to March 2020, our FY2018 rate was beginning to trend below the rates for FY2016 and FY2017.

Clark State's FY2018 draft loan cohort default rate is 11.7%. The previous rates were:

FY2017: 18.3%

FY2016: 22.6%

Institutional changes made at Clark State and forward momentum is critical for loan default management strategy: Contracting with third party contractors (Student Connections) in mid-2018 to work with student borrowers; offering students financial literacy education options; updating New Student Orientation to address student loan borrowing basics; incorporating student loan borrowing history review in financial aid appeal requests; and continued development of academic pathways that support student retention and completion.

Foundation Update

Clark State received approval from the Department of Labor One Workforce Grant (also referred to as H1B Grant) submission. This \$3,503,325 manufacturing grant will help Clark State meet the ever-changing needs of local industry as well as advances in technology by creating stackable micro-credentials. Micro-credentials will be offered in 3-5 week classes, and can be stacked to equal a full 15-week course credential. These courses can then go towards certificates and certifications that can then be further stacked into degrees. This system will be advantageous both for new and incumbent workers looking to upskill quickly to find a path to employment and for businesses looking for customizable training to quickly upskill their employees in emerging technologies. The project will add a new certificate and associate degree in photonics/laser material processing, a growing need among area manufacturers. The project will also add a welding associate degree. Target populations include unemployed, underemployed, and/or incumbent workers (including veterans, military spouses, transitioning service members, and underrepresented populations, including women, people of color, and ex-offenders, and individuals recovering from addiction with employment barriers).

Project Jericho hosted its annual Project Zonta, a family program for mothers and daughters, the first week in March with local artists Corie White and Michelle Carn. Five families celebrated women through poetry and weaving. This project is supported by Springfield's Chapter of Zonta International. Project Jericho is providing weekly programming at the Clark County Juvenile Detention Center, including a five-week in-depth exploration of India ink with teaching artist Boy Blue and a five-week in-depth module of music making with Dayton-based musician Isaac Williams (Isicle).

Interviews for the Scholars Program 2021 will be completed by March 9th. Our induction ceremony will be virtual this year. The anticipated release date is April 15th. Thirty-nine students will complete the high school phase of the program and move into the college phase. We are assisting these students with individual customized guidance, including college application and FAFSA support.

College for Kids and Teens will be offered this year, including two new programs around coding and manufacturing. Additional information will be forthcoming. Ms. Overholser noted that she is very proud of the Foundation team for the way they have been able to adapt to the needs of our students.

Policies and Procedures Branding Updates

Per the Clark State Name Change Resolution Draft and Communication Strategy approved on October 20, 2020, by the Board of Trustees with a subsequent effective date of January 1, 2021, all policies and procedures across the College were updated to reflect the College's name change from Clark State Community College to Clark State College. No other changes were made. A total of 137 documents were affected.

Vice President Jones thanked the College's administrative professionals for collaborating with Marketing to make these changes.

Marketing, Diversity, and Community Impact Update

- Marketing: In accordance with the Clark State Name Change Resolution Draft and Communication Strategy approved on October 20, 2020, by the Board of Trustees and subsequent effective date of January 1, 2021, all external signage has been identified and will be updated this year.
- Diversity: We are in the process of aligning the College's diversity efforts with the Achieving the Dream (ATD) capacities, which are:
 - Leadership and Vision
 - Data and Technology
 - Equity
 - Teaching and Learning
 - Engagement and Communication
 - Strategy and Planning
 - Policies and Practices
- Workforce and Business Solutions: The first Part 107 (Commercial Drone Pilot license) Drone Training Course was created and will be offered quarterly. The first class was offered on March 6 and 7 with an enrollment capacity per class of eleven.

- Performing Arts Center and Hollenbeck Bayley Conference Center: We are continuing to stay current with updated health orders to determine planning for both centers. The health orders effective March 2, 2021, follow:
 - Wedding receptions, funeral repasts, proms, and other events, whether or not food is served, at banquet facilities shall comply with previously signed health orders, including those regarding restaurants and facial coverings.
 - Events at banquet centers no longer have a 300-person limitation, so long as they comply with other health orders.
 - The maximum number of spectators in any indoor sports venue shall be 25% of fixed, seated capacity.
 - The maximum number of spectators permitted in any outdoor sports venue shall be 30% of fixed, seated capacity.
 - The maximum number of patrons permitted in any indoor entertainment venue shall be 25% of fixed, seated capacity, and for outdoor entertainment, it shall be 30% of fixed, seated capacity.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt Employees

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

New Hire:

- Dr. Christopher Green, Assistant Dean, School of Health, Human and Public Services, effective 3/8/21

Personnel Moves:

- Stephanie Gaston, from Assistant to the Senior Vice President, Student Success to Coordinator, Student Support Services, effective 2/8/21
- Adelaide Taylor, from Interim Director of Nursing to Director of Nursing, effective 1/18/21
- Brittany Briggs, from Instructional Support Specialist to Assistant Director of the Center for Teaching and Learning, effective 2/22/21
- Nicole Johnson, from Success Coach to Coordinator, Student Services-Xenia, effective 3/15/21
- Dr. Adam Parrillo, from Interim Assistant Dean, School of Business and Applied Technologies to Interim Dean, School of Business and Applied Technologies, effective 3/15/21

Resignations:

- Cole Rice, Success Coach/Career Navigator, effective 2/6/21
- Amy Russell, Coordinator, Student Services-Xenia, effective 2/3/21
- Dr. Aimee Belanger-Haas, Dean, School of Business and Applied Technologies, effective 3/17/21
- Suzanne Harmon, Director of Financial Aid, effective 4/23/21

Impact on students and/or student learning:

- The Assistant Dean, School of Health, Human and Public Services assists in marketing the school programs, building partnerships between the College and external stakeholders. The assistant dean assists the dean in identifying, developing, and implementing new programming for the school.

- The Coordinator, Office of Student Support is responsible for providing support to students experiencing barriers, connecting students to on-campus resources and referring students to community agencies.
- The Director of Nursing, provides leadership and program administration for the College's Associate Degree Registered Nursing and Practical Nursing Certificate programs.
- The Assistant Director, Center for Learning and Teaching is responsible for providing support for all initiatives related to emerging learning technologies and instructional development opportunities for faculty and staff.
- The Success Coach/Career Navigator is now called the Peer Recovery Support Coordinator (PRS). This position is responsible for providing select students with support and guidance to foster and manage partnerships with community agencies and businesses to provide co-operative employment placements for students completing the PRS training course.
- The Coordinator, Student Services - Xenia is responsible for student services ranging from admission to registration at the Xenia location and provides leadership regarding enrollment and student services and collaborates with the Greene Center and Springfield Student Affairs offices.
- The Dean, Business and Applied Technologies provides leadership for the programs in business, information technology, agriculture, engineering technology and directs the administrative and managerial functions of the school.
- The Director of Financial Aid directs the College's financial aid programs which include interpretation, recommendation and implementation of federal, state, and institutional policies and procedures for the operational function of the Financial Aid Office.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2020-2021 budget.

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

Personnel Recommendations – Instructional Faculty

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

Resignations:

- Jessica Johnson, Assistant Professor, Registered Nursing, Health, Human and Public Services, effective 1/22/21
- Stephanie Thompson, Assistant Professor, Arts and Sciences, effective 1/11/21

Impact on students and/or student learning: All Instructor positions are vital to students and student learning by providing the necessary instruction and support in the various disciplines.

Implications for budget, personnel, or other resources: All of the above personnel actions are in the 2020-2021 budget.

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

Trustee McDorman made a motion to approve the personnel recommendations for Exempt Employees and Instructional Faculty as presented. Trustee Bell seconded the motion, and it passed unanimously.

Salary Increase Recommendation

The Board approved funding for employee raises in the original FY21 budget and specifically approved a 1% permanent increase to base salaries and a 1% one-time bonus at the November Board meeting. Upon continued monitoring of our current strong budget status and with the dedication and continued commitment of our employees in mind, it was recommended to and supported by the Finance and Facilities Chair and the Board Chair that an additional 1% permanent increase to the salary base be issued as of February 2021.

Impact on students and/or student learning: No direct impact on students or student learning

Implications for budget, personnel, or other resources: No significant impact on budget as funds for a 2% raise were available in the original budget and current year savings covered the one-time bonus. It should help with employee morale and employee retention.

It was requested that the Board of Trustees approve the additional 1% raise to employees' base salaries as of February 2021.

Trustee Bell made a motion to approve the additional 1% raise to employees' base salaries as of February 2021. Trustee Noonan seconded, and the motion passed 8-0. Vice Chair Ball abstained.

Authorization to Locally Administer Capital Project

The State, per Ohio Revised Code Section 3345.50, allows the local administration of state capital funds for projects of less than \$4 million under certain conditions. The primary condition is the agreement by the state institution to comply with State rules and regulations of Section 153.16 of the Revised Code. The Chancellor of the Ohio Department of Higher Education (ODHE) must be notified of our request to self-administer any state capital funds. We received a capital appropriation of \$1.1 million for the Performing Arts Center (PAC) in Senate Bill 310 of the 133rd General Assembly, which we believe we should locally administer.

Impact on students and/or student learning: No impact

Implications for budget, personnel, or other resources: Local administration has the potential to save funds and possibly encourage more participation by local contractors.

It was requested that the Board of Trustees commit Clark State College to comply with the required state rules in locally administering capital funds for the Performing Arts Center.

Trustee Noonan made a motion to commit Clark State College to comply with the required state rules in locally administering capital funds for the Performing Arts Center. Trustee McDonald seconded, and the motion passed unanimously.

Student Location Policy

Clark State College is committed to providing each student with the maximum opportunity to develop and learn. As such, this new policy establishes Clark State's commitment to and process for establishing and responding to student location as related to the federal Department of Education and State Authorization compliance. Clark State must create an institutional policy for determining a student's location. Doing so

will enable Clark State to be compliant with the professional licensure disclosure requirements at the federal and state levels through the Code of Federal Regulations, CFR §668.43, section (a)(5)(v) and section (b) and the NC-SARA (National Council for State Authorization Reciprocity Agreement).

Student Location Policy (number to be assigned)

- (A) Clark State College is committed to providing each student with the maximum opportunity to develop and learn. As such, this policy establishes Clark State's commitment to and process for establishing and responding to student location as related to Professional Licensure and Certification in states and territories outside of Ohio, Code of Federal Regulations, CFR §668.43, section (a)(5)(v) and section (b).
- (B) Clark State is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) which allows us to provide distance learning programs (both online and in the form of supervised field experiences) and coursework to residents of states other than Ohio. NC-SARA membership, however, does not grant reciprocity or exempt us from state professional licensing requirements. As a result, licensing requirements in Ohio may not be recognized as sufficient to obtain a license in any other state.
- (C) This policy applies to Admissions, Financial Aid, Records and Registration, and faculty with oversight in academic departments that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.
- (D) Definitions:
 - (1) Student Location: a student's location shall be defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program. Student location will be determined by the active *local address* in the student information system. Students may update their address in Self-Service.
 - (2) Programs leading to required initial professional licensure or certification: Academic programs designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification requirements of a state board. Identified professional licensure programs currently available at Clark State include Early Childhood Education, Medical Assisting, Medical Laboratory Technology, Paramedic, Physical Therapist Assistant, Practical Nursing, Realtime/Judicial Reporting and Broadcast Caption/CART, Registered Nursing.

Effective: April 1, 2021

Impact on students and/or student learning: Licensing requirements in Ohio may not be recognized as sufficient to obtain a license in any other state. This policy will ensure that students who live in states other than Ohio are aware of the licensure requirements for the programs listed in the attached policy as well as state authorization and federal regulations.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the Student Location Policy, as presented, to be in compliance with federal and state guidelines.

Trustee Evans made a motion to approve the Student Location Policy, as presented, to be in compliance with federal and state guidelines. Trustee Phillips seconded the motion, and it passed unanimously.

Senate Bill 40 Policy Revisions

Mia Yaniko, Section Chief – Education Section/Office of Ohio Attorney General, presented to the Board of Trustees on Tuesday, January 19, 2021, regarding Senate Bill 40 (Forming Open and Robust University Minds Act—Legislation regulating free speech on college campuses) and its implications for Clark State.

Subsequently, in consultation with the Attorney General’s Office, applicable policies and procedures from Student Affairs and Business Affairs were reviewed to ensure compliance with this new legislation.

For Student Affairs, minimal changes are needed to make the Student Handbook compliant, and the revised Student Rights and Responsibilities/Code of Conduct Policy is being presented for Board approval. For informational purposes only, two procedures have also been revised to ensure compliance, as follows:

- Student Assemblies and Student-Sponsored Functions/Events Procedures - Student Assemblies and Student-Sponsored Functions/Events were combined into one section and procedure.
- Student Assemblies Procedures – This procedure was embedded into the Student-Sponsored Functions-Events Procedures and will be deleted as a stand-alone section.

For Business Affairs, only the Public Use of College Outdoor Areas Policy needed to be revised with minimal changes to General Access.

3358:5-9-02 Student Rights and Responsibilities/Code of Conduct Policy

- (A) Clark State ~~Community~~ College is an academic community in which all persons – students, faculty, administration and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights shall be respected by all College offices, programs, employees and organizations.

Clark State ~~Community~~ College further encourages all members of the College community to endorse, support and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

- (1) Speech/Expression/Press

Students may ~~express themselves~~ freely **engage in noncommercial activities** on any subject provided they do so in a manner that does not violate this policy. Students, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms. **Expressive activities include any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions.**

Expressive activities that are not protected by the First Amendment are not permitted. No member of the college community shall participate in the harassment of any other

member of the college community. Harassment means unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.

(2) Non-Discrimination

No agent or organization of Clark State Community College shall discriminate against any student on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

(3) Assembly/~~Protest~~

Students may assemble in an orderly manner and engage in **expressive activities** ~~peaceful protest, demonstrations and picketing which~~ **that does do not materially or substantially** disrupt the functions of the College, ~~threaten the health or safety of any person~~ **significantly hinder another person's or group's expressive activity, prevent communication of their message, threaten the health or safety of any person, prevent transaction of the business of a lawful meeting, gathering or procession, engage in violent or otherwise unlawful behavior,** or violate this rule.

(4) Religion/Association

Students may exercise their religious convictions and associate with religious, political or other organizations of their choice in College facilities provided they do so in a manner that respects the rights of other members of the community and complies with this policy. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.

(5) Privacy/Search/Seizure

Students have a reasonable expectation to be free from unreasonable searches or unlawful arrest on College property. Students have the responsibility to respect the privacy of other members of the College community.

(6) Academic Pursuits

Students shall have access to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements and individual course objectives and requirements. Students may expect instruction from designated

instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and to know their appropriate academic requirements.

(7) Quality Environment

Students may expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

(8) Governance/Participation

Students may establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

(9) Due Process

Students shall be afforded due process before formal disciplinary sanctions are imposed by the College for violations of this policy. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant threat to persons or property exists.

(10) Confidentiality

Students may access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties and to limit the routine disclosure of all or some information defined as "directory information" by the act.

- (B) Students at Clark State Community College are expected to conduct themselves in a manner supportive of the educational mission of the institution. As members of the College community, students have the responsibility to behave appropriately. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in the College community and represent the Student Code of Conduct.

Clark State Community College considers the following behaviors, or attempts thereof, whether acting alone or with any other persons, in violation of the Student Code of Conduct. Examples include but are not limited to:

- (1) Physical harm or threat of physical harm or general conduct which threatens the mental or emotional health of any person or persons.

- (2) Physical or verbal, oral or written harassment, which is beyond the bounds of protected free speech that creates an intimidating, hostile, or offensive educational environment.
- (3) Disorderly conduct including but not limited to public intoxication, lewd, indecent or obscene behavior or intentional disruption of lawful activities of the College.
- (4) Theft, damage to personal/College property or unauthorized entry, use or occupation of College facilities.
- (5) Forgery, alteration, fabrication or misuse of records, grades, diplomas, College documents, and identification cards.
- (6) Illegal purchase, use, possession or being under the influence of or distribution of alcohol, drugs, or controlled substances on College property or in College vehicles.
- (7) Non-compliance with directives of the College officials.
- (8) Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials.
- (9) Interference with or misuse of fire alarms, elevators or other safety and security equipment or programs.
- (10) Violation of any federal, state or local law which has a negative impact on the well-being of the College or its individual members.
- (11) Violation of College policies, rules or regulations that are published in the student handbook or any other official College publications or agreements.
- (12) Academic misconduct including but not limited to plagiarism and cheating. For example, misuse of academic resources or facilities and misuse of computer software, data, equipment or networks.
- (13) Violations of a position of trust or authority at the College including the misuse or unauthorized use of Clark State or organizational names, representatives, and/or images.
- (14) Disruptive behavior and/or the obstruction of teaching, research, administration, or other lawful Clark State activities on or off campus.

Effective: ~~June 1, 2020~~ **April 1, 2021**

Prior Effective Dates: 3/13/78, 7/1/98, 6/1/00, 4/12/04, 2/28/05, 4/3/09, 12/14/11, 3/27/15, 10/15/15, 5/15/18, **6/1/20**

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

- (A) The purpose of the Policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

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

In developing this Policy, the College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions, including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees of the College, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this Policy. No Policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

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

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

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

(B) Outdoor areas of campus generally available for use:

- (1) General Access – Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Leffel Lane, downtown Springfield and Greene Center campuses except parking lots and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include ~~speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions~~ **any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions**. There is no limit to the number of times a month a person or group may access those areas.

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

When assessing a request to reserve campus facilities or outdoor areas, the College will not consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's or College employee's expression, the College shall take steps to ensure public safety while allowing the expressive activity to continue.

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

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

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

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

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

(E) Prohibited Activities

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

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

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

(G) Property Damage – During an event, the student, student organization, or College employee requesting the reservation is responsible for preserving and maintaining the facility or reserved area. If the event causes any damage to those facilities or areas, the sponsoring person(s) or organization (and its officers, if applicable) shall assume responsibility.

(H) **Expressive activities that are not protected by the First Amendment** ~~Speech in violation of law~~ will not be protected under this policy.

(I) Dispute Resolution – Any person or recognized student organization who believes unlawful, unreasonable, or arbitrary limitations have been imposed on any of their speech or other expressive activities under this Policy may file a complaint with the College's Sr. Vice President for Student Success.

(J) Procedures – The President may adopt procedures to administer this Policy.

Effective: ~~July 1, 2018~~ **April 1, 2021**

Prior Effective Dates: 2/27/88, 7/1/98/, 11/8/02, 3/27/15, 10/15/15, **7/1/28**

Impact on students and/or student learning: No direct impact to student learning. The revised Student Handbook and updated New Student Orientation content, as well as the Public Use of College Outdoor Areas Policy, will be shared with students, faculty and staff.

Implications for budget, personnel, or other resources: There are no known implications for budget, personnel, or other resources.

It was requested that the Board of Trustees approve the revised Public Use of College Outdoor Areas Policy and Student Rights and Responsibilities/Code of Conduct Policy as presented, effective April 1, 2021.

Trustee McDorman made a motion to approve the revised Public Use of College Outdoor Areas Policy and Student Rights and Responsibilities/Code of Conduct Policy as presented, effective April 1, 2021. Trustee Doyle seconded the motion, and it passed unanimously.

Board of Trustees' Bylaws Revisions

The Clark State Board of Trustees' Governance and Policy Committee (hereafter, the "Governance Committee") is proposing the following changes to the Board of Trustees' Bylaws in order to incorporate the work of the Governance and Committee as well as be consistent in the event of Board Chair and Vice Chair vacancies and more clearly state the role the Governance and Policy Committee in the nomination process. These changes are:

- 1b The convening of the Governance and Policy Committee in helping select Board positions and in filling vacancies;
- 2a Collaboration between Chair and the Governance Committee on Board Committee appointments;
- 4a Accommodating virtual meetings;
- 5a Collaboration between Chair and Governance Committee on establishing Committees of the Board; and
- 5b Collaboration between Chair and Governance Committee on establishing Special Committees of the Board.

BOARD OF TRUSTEES BYLAWS

1. Officers of the Board of Trustees

- a) The organizational meeting for election of Board Officers (the Chair and Vice Chair) shall be held during the first regular meeting scheduled after the beginning of the calendar year.
- b) Each officer shall be elected by a majority of the members of the Board of Trustees **as recommended at the organizational meeting by the Governance and Policy Committee (hereafter the "Governance Committee")**. The term of office for the Chair and Vice Chair of the Board of Trustees shall be for a period of one year, and neither shall serve in his/her office for more than three consecutive years. Each officer shall perform the legal duties of the office and such other functions as are designated and assigned by the Board of Trustees. **Should the Chair be unable to serve the elected term, the Vice Chair will fill this position, and the Governance Committee will convene to appoint a new Vice Chair. This process should be followed should either position be vacated.**
- c) The Board of Trustees shall also appoint a Secretary. The Secretary can be a member of the Board of Trustees, the President of the College, or the President's designee.
- d) The Treasurer of the Board of Trustees shall be the College's Chief Fiscal Officer.

2. Duties of Officers

- a) The Board Chair shall adhere to Board Policy 3358:5-1-16 (Chairperson's Role) in fulfilling his/her role. He/she shall appoint all committees **in collaboration with the Governance Committee** unless otherwise ordered by the Board of Trustees.
- b) The Vice Chair shall perform the duties of the Chair in the absence of the Chair. He/she shall perform other functions as designated by the Board of Trustees.
- c) The Secretary shall sign all legal documents as authorized by the Board of Trustees. He/she shall prepare and maintain the official minutes of Board meetings and expedite such communication as the Board of Trustees may direct.
- d) The Treasurer shall be empowered to authorize expenditure of funds and to perform other functions as designated by the Board of Trustees.

3. Removal of Officers

Any officer of the Board of Trustees may be removed for cause by resolution approved by a majority of the members of the Board.

4. Meetings

a) Regular Board Meetings

The Board of Trustees shall hold regular meetings on such dates and at such times as a simple majority of the Board determines. The Board of Trustees may perform all such duties and functions and take all such actions as authorized by Ohio law and administrative code provisions. The Board of Trustees' ~~regular place of meeting will be set forth in the agenda published in advance of its regular meeting; Room 113 of the Sara T. Landess Technology and Learning Center on the college campus at 570 East Leffel Lane, Springfield, Ohio,~~ however, periodically, the Board will conduct its **regular meeting in a virtual setting**. The agenda of each regular meetings will be established one week in advance of each such meeting and will be available in the office of the President/Board of Trustees, Room 304, LRC Building, Leffel Lane Campus.

All meetings are conducted in an orderly and democratic manner. Robert's Rules of Order, most recent edition, prevail in formal actions of the Board. The length of a formal meeting is a matter of Board discretion.

b) Special Meetings

Special meetings of the Board of Trustees may be called by the Board Chair, or any three members of the Board, by serving on the other members of the Board of Trustees a written notice of the time and place of such meetings at least twenty-four (24) hours before such meeting is to take place.

c) Adjourned Meetings

Any legal meetings of the Board may be adjourned to a specific time and place. Only items on the agenda of the meeting adjourned may be acted upon at the adjourned meeting.

d) Meeting Schedule

A schedule of meetings for the calendar year will be presented at the January meeting.

e) Policy Regarding Open Public Session and Executive Session

Pursuant to the Ohio Revised Code, the Clark State ~~Community~~ College Board of Trustees has reaffirmed its policy of taking all official action in public meetings and of conducting the deliberation of official business in open sessions unless the subject matter is specifically excepted by law. In keeping with the latter, the Board reserves to its discretion the holding of executive sessions at regular and/or special meetings only after a majority of a quorum of the Board determines, by a roll call vote, to hold such a session and only for the purpose of the consideration of the following matters, and otherwise as permitted by Ohio law:

i. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, or to investigate charges or complaints against an employee, unless such employee requests a public hearing. The motion and vote to hold an executive session pursuant to this paragraph shall state the purposes for which the executive session is to be held.

ii. To consider the purchase of property or the sale of property by competitive bidding.

iii. To confer with the Board's attorney concerning disputes that are the subject of pending or imminent court action.

iv. To prepare for or review negotiations ~~or bargaining sessions~~ with employees concerning their compensation or other terms and conditions of their employment.

v. To maintain confidentiality required by federal law, rules, or state statute.

vi. To discuss security arrangements or emergency response protocols for the College where disclosures of the matter(s) discussed could reasonably be expected to jeopardize the security of the College.

5. **Committees of the Board**

The Board of Trustees is committed to the principle that the Board acts as a whole and not as individuals or groups within the Board. All committees of the Board of Trustees, therefore, are advisory to the Board, and their function is to study, analyze, and report on matters assigned to them by the Board, preparatory to action by the Board.

a) Committees of the Board may be appointed by the Chair at any time, **subject to conference with and a recommendation from the Governance Committee** and the

approval of the Board of Trustees. Each committee shall consist of not less than two members, with the Board Chair ex officio member of all committees. The Board Chair shall name the Chair of each committee. Said committees shall exist until such time as they have completed their assigned task or the next annual reorganizational meeting of the Board, at which time the Board Chair and the Board will decide on committee structure for the coming year.

- b) Select Committees consisting of Board and lay members and/or College Officers, employees, or students may be appointed by the Board Chair in **consultation with the Governance Committee**. A Board member shall be Chair of each such committee, and the committee shall be advisory in nature. Upon completion of the assigned tasks, the service of such committee shall be terminated. Formation of such committees shall be conducted by a motion approved by a majority of the Board of Trustees.

6. **Minutes of Proceedings**

- a) Minutes of the proceedings of the Board of Trustees of the previous meetings shall be prepared by the Secretary and mailed, emailed or otherwise delivered, to the members at least forty-eight (48) hours prior to the time of the next regular meeting.
- b) The minutes of the preceding meeting(s) shall be approved by a majority of the Board of Trustees.

7. **Records Available**

Minutes shall be kept for all meetings of the Board of Trustees and its committees. Minutes will be retained and available to the public consistent with Ohio Revised Code 121.22. Minutes may be maintained in digital format or in hard copy, whatever means is most efficient and practicable. Minutes may also be posted online. All minutes of the Board of Trustees shall be available to citizens for inspection at the office of the President/Board of Trustees during regular College office hours.

8. **Quorum**

A majority of the members of the Board of Trustees ~~is~~ constitutes a quorum. Less than a quorum may adjourn to a future date.

9. **Compensation and Expenses**

No member of the Board of Trustees may receive any compensation for any services rendered to the College. Expenses of Board members will be reimbursed in accordance with the College's reimbursement procedures.

10. **Transaction of Business**

The Board of Trustees shall transact all business at a legal meeting of the Board. No member or committee of the Board of Trustees shall have power to act in the name of the Board of Trustees outside of Board meetings unless specifically authorized by a duly-approved resolution of the Board of Trustees.

11. **Amendments**

These bylaws may be amended at a meeting of the Board of Trustees through a motion approved by a majority of the Board of provided, however, that advance notice of the proposed amendment has been submitted in writing to the members of the Board of Trustees at least forty-eight (48) hours prior to the meeting.

12. **Severability**

In the event that any part of these bylaws is found to be in conflict with the Ohio Revised code or any other applicable law or code provision, only the portion in conflict shall be stricken from these bylaws.

Adopted November 19, 1985

First Revision November 17, 1987

Second Revision December 20, 1988

Third Revision June 19, 1990

Fourth Revision November 21, 2000

Fifth Revision January 16, 2018

Sixth Revision March 16, 2021

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the revisions to the bylaws and adopts the new bylaws as presented.

Appointment of OACC Delegate and Alternate

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

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

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

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

It is recommended that Jim Doyle be appointed as the college delegate and Kyle Hall be appointed as the alternate delegate.

Impact on students and/or student learning: None

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Jim Doyle as the college delegate and Kyle Hall as the alternate delegate to the OACC governing board.

Trustee Bell made a motion to approve the revisions to the Board of Trustees' Bylaws and adopt the new Bylaws as presented and to affirm the appointment of Jim Doyle as the college delegate and Kyle Hall as the alternate delegate to the OACC governing board. Trustee Noonan seconded, and the motion passed unanimously.

Report of the President

President Blondin deferred to the Faculty, Staff, and Student Senates for updates.

Staff Senate President Paige Kiley reported that she is proud to report that Senators have been very busy and productive virtually. They just sent out staff appreciation gifts, which included a thank-you letter and hot beverage sleeve imprinted with Staff Senate contact information. One of their annual goals is to increase communication and raise awareness, and they have started a newsletter, which is soon to be finalized and sent to Marketing for approval. Another goal is to determine staff needs and desires in terms of professional development; a survey will be distributed soon. The Senate has also opened up additional leadership opportunities for Senators by adding the Immediate Past President and Assistant Secretary positions, which will be presented to Staff Assembly for voting, along with revised bylaws and Constitution changes related to the Clark State name change.

Student Senate President Nicolas Sparrow reported that Senators are actively holding a variety of virtual events including an art contest with a sizeable number of entries, a fitness challenge, and a 5K. Senators and other leaders will be available to help as students prepare for finals week in May.

On behalf of Faculty Senate, Dr. Blondin reported that a new faculty evaluation process has been developed and approved by Dr. Hunter. This new process required alignment with the faculty promotion procedures as well as the faculty professional excellence award process, and it will be presented to Faculty Assembly on April 12. Senators are planning a memorial for Dr. Victoria Marling at the conclusion of the College's Strategic Planning Day on April 23; we have not yet received the details regarding her funeral arrangements but will share them when they become available. Dr. Marling will be missed.

President Blondin reported that:

- Three books were recently mailed to Trustees, including *The Community College Board 2.0* by Dr. Daniel J. Phelan and two books of poetry by Clark State's Creative Writing Club, led by Professor Chris Bays who works tirelessly with students.
- She recently shared a return to campus plan with the college community, with the goal of implementing it by June 1. Supervisors are working on staffing schedules for each of their areas. The plan calls for 50% of classes to be held in person and 50% virtually; it was noted that 40% of courses were offered virtually prior to the pandemic.
- A physical space for faculty and staff self-care, which was presented as a possible project by a previous SOAR mentoring group, is now a reality. Dr. Blondin thanked Vice President Jones for securing coverage on it in *Community College Daily*.
- A retiree luncheon was held virtually today. A wonderful time was had by all connecting and sharing information.

- Executive Council is working with the Board Finance and Facilities Committee regarding the American Recovery Plan funding, and we are still awaiting guidance regarding CRRSA funds. We have until September 2023 to spend these funds, and we want to make sure we are using this money judiciously and planning appropriately since this is one-time funding. It must be related to our COVID response, and we will be working with all stakeholders of the College to make those decisions.
- She shared an editorial regarding debt-free college by Lt. Governor Jon Husted via the electronic blue folders.

Report of the Board Chair

Chair Hall commented that he is very pleased to have Trustee Ball officially back on the Board since he is a very dedicated Board member who provides a great deal of knowledge and experience. He noted that the last year has been a very challenging one for all of us, and everyone has stepped up to keep things going and even excel. He expressed appreciation for all that faculty and staff do and noted that he looks forward to meeting in person again.

Trustees' Open Forum

Trustee Phillips wished Chair Hall luck in his tenure as Board Chair, noting that he knows he will do a great job. He also offered his assistance should it ever be needed.

Trustee Evans commended faculty and staff for all they have done during this time, noting that it is great to see that enrollment is steady, and the default rate is down. She commented that she hopes everything continues to move forward and thanked everyone for their efforts.

Executive Session – Pending or Imminent Court Action

Vice Chair Ball made a motion to enter Executive Session to confer with legal counsel about matters that are the subject of pending or imminent court action. Trustee Evans seconded, and the motion passed 9-0 by a roll call vote. Executive Session commenced at 7:00 p.m.

Trustee McDorman made a motion to exit Executive Session and return to Regular Session at 7:42 p.m. Trustee Noonan seconded, and the motion passed unanimously.

Adjournment

Trustee Phillips made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:44 p.m.