



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 21, 2023

The Clark State College Board of Trustees met in regular session in the Sara T. Landess Technology and Learning Center Boardroom with the majority of guests attending virtually via Zoom on Tuesday, March 21, 2023. Board Chair David Ball presided and called the meeting to order at 6:16 p.m.

Roll Call

Present in Person: Andy Bell, Kyle Hall, Maurice McDonald, Mike McDorman, Peggy Noonan, Becka Rowland-Buckley, Ben Vollrath, Board Chair David Ball, Vice Chair Sharon Evans, and President Jo Alice Blondin

Others Present in Person: Fred Almon*, Student; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Vice President of Advancement; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Nina Wiley*, Assistant Vice President of Student Affairs

Others Present Virtually: Jessica Adams, Assistant Professor, Arts and Sciences/Faculty Senate President; Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Hayley Boling, Student Senate President; Kierre Brown, Instructor, Business and Applied Technologies/SOAR Participant; Nazarae, Butler, Academic Advisor/SOAR Participant; Callie Cary-Devine, Project Director, Student Support Services; Dr. Scott Dolan, Dean of Health, Human and Public Services; David Farrell, Senior Staff Accountant; Joy Haviland, TRIO Academic and Life Skills Advisor; Natalie Johnson, Associate Dean, Regional Locations; Nicole Johnson, Director of Advising; Senti Longkumer, Assistant Dean, Arts and Sciences; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research; Megan Platfoot, Instructor Health Technologies; Leslie Ray, Student Affairs Specialist and Assistant to the Vice President of Student Affairs; Elecia Spain, Assistant Dean, Access and Retention Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Roseann Terbay, Peer Recovery Support Specialist/SOAR Participant; Trish Voisard, Staff Accountant; William Weekley, Commercial Transportation Training Center Training and Test Center Manager/Staff Senate President; Nina Wiley, Assistant Vice President of Student Affairs; and Mia Yaniko, Education Section Chief, Ohio Attorney General's Office

Recognition of Guests

Chair Ball welcomed guests and asked members of the media to identify themselves.

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Assistant Vice President of Student Affairs Nina Wiley introduced Fred Almon, a Champion City Scholar and TRIO program participant who will be graduating in 53 days with a degree in Social Work. Mr. Almon reported that he enrolled at Clark State in 2019 initially for nursing with his mother and grandmother as his driving force, but that did not work out so he switched his major to Social Work in Spring 2020. His grandmother had passed away in 2019, and after that was a very trying time for him; he had to share a car with someone who was not supportive of his education, the switch to online classes due to the pandemic was extremely difficult for him, and he failed a couple of semesters and was subsequently unenrolled. Although therapy is stigmatized in his culture, he knew that taking care of himself mentally was important, so he sought help and continues to see his therapist as he is still learning who he is as a person. Mr. Almon worked for one and a half years and then re-enrolled in Spring 2021. He found his Social Work faculty and advisors very helpful and supportive, and received straight A's in his first two classes back as well as in all of his classes the last three semesters. He noted that it has been an uphill climb having to balance work and school as a young adult in modern times, but in time he figured out how to prioritize his coursework and be successful in it. He contributes his success to help from his friends, staff in the TRIO program, particularly Ms. Carr, who he described as his rock. He concluded by saying that after graduation, he plans to return to get his transfer degree and then transfer to Wright State.

Chair Ball thanked Mr. Almon for sharing his story and wished him well in the future.

*Ms. Wiley and Mr. Almon exited the meeting at 6:25 p.m.

Approval of Minutes

Chair Ball asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 17, 2023.

Trustee Bell made a motion to approve the minutes as written; Trustee Evans seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, March 14, 2023, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center Boardroom, as well as virtually via Zoom. Those present included: Andy Bell, Committee Chair; Dave Ball, Board Chair; Trustee Members Sharon Evans, Kyle Hall, Peg Noonan, Becka Rowland-Buckley, and Ben Vollrath; Dr. Blondin, President; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Adrienne Forgette, Vice President, Academic Affairs; Crystal Jones, Vice President for Marketing, Diversity, and Community Impact; Dr. Dawayne Kirkman, Vice President, Student Affairs; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Kathy Nelson, Controller; and Susan Kelly, Recorder. Agenda items included:

- Call to Order
- Roll Call
- Approval of January 10, 2023 Meeting Minutes
- February Financial Report
- Budget Assumptions and Update
- Capital and Community Projects Update (Fire Station/GISA Expansion/Rhodes Hall Phase IV)
- Legislative Update

- Levy Campaign Discussion
- Xenia REACH Center Location Update
- Expenditure Request from College Reserves – Esports
- Open Discussion/Other Business
- Next Meeting – April 11, 2023 – 8:00 a.m., Sara T. Landess Technology and Learning Center Boardroom/virtually via Zoom

Financial Statements through February 2023

A report detailing the Revenues and Expenses through February 28, 2023, was distributed to Trustees prior to the meeting, and the following was noted:

State Share of Instruction (SSI) – The FY 2023 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student tuition and fees revenue represents Fall and Spring semester activity. Revenue is lagging in comparison to budget. Enrollment initiatives persist in an effort to have a positive impact on final Spring numbers for B Term.

Workforce Non-Credit Training revenue is currently below budget.

Performing Arts Center (PAC) ticket revenue is currently below budget but anticipated to increase the closer we get to show/performance dates. HBC/PAC Rental revenue is currently above budget.

Overall expenses are tracking below budget in most categories and serves as an offset to the reduced revenue. Occupancy expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, and insurance. By function, these affect General Expenses and Operation/Maintenance of Plant. Overall expenses are trending lower than last year.

Bookstore operations is reflecting revenue below budget for the year but this is substantially offset by reduced expenses. Commercial Transportation Training Center (CTTC) has gained significant traction on revenue compared to the last two years due to more support from the State, the recent approval to become a testing location in Ohio, and the leadership in that division leveraging both to benefit student training. Parking expenses are trending above budget at this time due to some paving projects initiated at the beginning of this fiscal year. In addition to the new partnership with Fresh Abilities at the Eagles Nest, food service at Clark State is supplemented by expanded vending options provided by Sheehan Brothers Vending. All revenue in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

Budget Assumptions and Update

The Budget Advisory Council is made up of: Dr. Jo Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Jessica Adams, Faculty Senate Chair; Robert Adkins, Professor, Business and Applied Technologies; Dan Ayars, Director, Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Haley Boling, Student Senate Representative; Nickey Brown, Assistant Dean, Business and Applied Technologies; Melody Gast, Director, Admissions and Career Services; Robert Gast, Co-Chair Resource Management Committee; Michael Lander, Assistant Professor, Business and Applied Technologies; Kathleen Nelson, Controller; Gary Poulos, Adjunct IV, Arts and

Sciences; Missty Rhodes, Accommodations and Testing Coordinator; Roseann Terbay, Peer Recovery Support Specialist; William Weekley, Staff Senate Chair; and Susan Kelly, Recorder. Below is the Budget Timeline.

New Budget Advisory Council first meeting	1/19/23
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/23
Budget Advisory Council meets	2/23/23
Expenditure requests forwarded by budget managers to Controller	3/6/23
Lab Fees to Controller	3/13/23
Initial revenue projection	3/17/23
Budget update/assumptions discussed with Board Finance and Facilities Committee	3/14/23
Budget Advisory Council meets	3/23/23
Expenditure requests forwarded by Controller to Executive Council	4/3/23
Update Board Finance Committee on Budget Status	4/11/23
Updated revision to revenue projection	4/11/23
Budget Advisory Council meets	4/27/23
Preliminary Budget presented to Board Finance and Facilities Committee	5/9/23
Board of Trustees action on tuition/fees for FY24 & FY25	5/16/23
Budget Advisory Council meets	5/25/23
Balanced budget reviewed with Board Finance and Facilities Committee	6/13/23
Final balanced budget presented to Board of Trustees for action	6/27/23

2022 PACE Climate Survey Results

Clark State has administered the PACE Institutional Climate Survey every three years since 1998. The purpose of the PACE Survey is to understand the institution and its capacity to promote student success; hear directly from employees about how they perceive and experience work; and promote open and honest communication to inform priorities for change. For the past three PACE cycles, Clark State has formed an ad hoc committee of Faculty and Staff Senate Chairs, Employee Relations Committee Co-Chairs, Human Resources, Executive Council member, and the President to review the report and make recommendations to improve the climate at Clark State.

The Executive Summary of the Report, the PowerPoint presentation given to the campus community at the Town Hall meeting on Wednesday, March 8, and the recommendations put together by the ad hoc committee were distributed to the Board prior to the meeting. While Clark State, as always, has areas for improvement, the results indicate that we are outperforming our peers in several areas, including Teamwork, Student Focus, and Supervisory Relationships. All of our scores overall improved from the 2019 PACE Survey.

Advocacy, Student Success and Programs Discussion

Clark State's Board of Trustees held its retreat in November 2022, and at that retreat discussed taking a fresh look at its committees. In a meeting with Chair Ball immediately following the Achieving the Dream discussion, we identified several areas of the College that may need Board insight, input, and focus due to the changing landscape of higher education, workforce development, and student success.

During the meeting, we proposed having a discussion with the Board on revising the charge of the current Government and Community Relations Committee to one that would focus on advocacy (federal and state legislature), but also encompass student success (data around who our students are and how they are performing, as referenced at the ATD meeting), and programs (including academic programs, workforce needs, and curriculum). Before any bylaw change is proposed, we wanted to have open discussion about the information that the Board needs and how the Board can help develop strategy in these three areas with the President and administration.

Discussion ensued, and it was agreed that a larger focus on academics/academic performance in this proposed new committee would allow Trustees to receive additional data to be able to ask questions and inject their thoughts, essentially being more strategic about the academic side of the house. It was also noted that having Trustees McDorman and Vollrath on the Board provide valuable insights into area economic development, and this committee will be a good way to prepare for succession planning. President Blondin will review the Board Bylaws and determine the next steps to reformulating the Government and Community Relations Committee.

Program Review Process and Schedule

The purpose of Program Review is to evaluate the status, effectiveness, and progress of academic programs and initiate improvements as a result of the review. The review process will also help in deciding which programs should be continued, put on a monitoring list, or discontinued after a certain time. All programs will be reviewed on a five-year cycle.

When a program is reviewed by an external accrediting group, the College will adapt the relevant sections of the accreditation review to meet the requirements of the college review report. When the College establishes a new program, the program will generally be reviewed the year following the end of its third year.

Process:

- The Program Review process consists of the following components:
- Data provided by Institutional Research and from Assessment data base/reports
- Assessing of data by the program faculty and Dean
- Preparation of report – Program Review Summary based on directions that follow.
- Recommendations for the implementation of improvements via an Action Plan
- Review of program report with the Program Review Committee

The Program Review Summary Report consists of the following sections:

- Criterion 1 – Program Purpose and Student Learning Outcomes (from Assessment Report - 1 page or less)
- Criterion 2 –Future Trends/Historical (Institutional Research Report for Program, Environmental Scanning Report- 1 page or less)

- Criterion 3 (3 pages or less)
 - Curriculum
 - Faculty
 - Facilities and Equipment
- Criterion 4 – Assessment of Student Learning
- Criterion 5 – Expense and Revenue to Expense Ratio
- Criterion 6 – Executive Summary and Recommendations (1 page or less)

The Action Plan is completed after Program Review is completed and feedback from internal and external stakeholders is received, compiled, and reviewed. Progress on the Action Plan is reviewed the year following program review and additional recommendations are made as indicated. When the College establishes a new program, the program will generally be reviewed the year following the end of its third year.

2022/2023 Program Review Dates:

- Office Medical/ Office Administration – April 12, 2023
- Theatre Arts – April 18, 2023
- Agriculture/Precision Agriculture– April 19, 2023
- Social Services – April 17, 2023

Mellanie Toles will send the program review dates, locations, and virtual connection links to Trustees; all are welcome to attend.

FY2020 Draft Loan Cohort Default Rate

The U.S. Department of Education released FY2020 draft loan cohort default rates (CDR) on February 28, 2023. Clark State College’s FY2020 draft CDR is 0.1%. 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) within the cohort default period (three-year period). The federal fiscal year begins October 1 and ends September 30.

Institutions with default rates 30% or higher for three consecutive years or those with default rates that are greater than 40% for one year, are subject to sanctions. Sanctions may include a loss of eligibility for one or more federal student aid programs.

The rate has dropped several percentage points in part due to the COVID-19 student loan repayment pause.

Clark State’s 2020 draft loan cohort default rate is 0.1%. The previous rates were:

- 2019: 3.2%
- 2018: 11.6%
- 2017: 18.4%
- 2016: 22.9%
- 2015: 22.3%

Institutional changes made at Clark State and forward momentum: Contracting with third party contractors in mid-2018 to work with student borrowers (Student Connections); 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.

Strategic Planning Day Overview

We are beginning to put the finishing touches on the All-College Strategic Planning Day, which will take place on Friday, April 21, from 7:45 a.m. to 3:30 p.m. The tentative schedule for the day is below and includes time for a high-level overview of the strategic plan along with more detailed reports from each of the Goal and Initiative co-chairs with a focus on metrics, alignment with current major projects, plans, and processes.

- 7:30 - 8:15 a.m. Breakfast
- 8:15 - 8:30 a.m. Welcome and Goals for the Day - Dr. Blondin
- 8:30 - 8:45 a.m. Overview of Strategic Plan, Introduction of Co-Chairs, and Committees (Dr. Franz)
- 8:45 - 9:45 a.m. Strategic Plan to Date AY 22-24 – SPARC Co-Chairs and Goal Co-Chairs
- 9:45 - 10:00 a.m. Break
- 10:00 - 10:30 a.m. Overview of ATD Goals AY23 and Alignment with Strategic Plan (Dr. Kirkman and Amy Sues)
- 10:30 - 11:30 a.m. Joseph Oteng presentation: “Collaboration as a Driver for Equity and Outcomes”
- 11:30 a.m. - 12:00 p.m. Lunch
- 12:00 - 2:00 p.m. Workgroups: Recommendations for Aligning Strategic Plan, ATD Work, and Standing Committees/Governance
- 2:00 - 2:15 p.m. Break
- 2:15 - 3:00 p.m. Report Out and Drafts
- 3:00 - 3:30 p.m. Wrap Up

Technology, Safety, and Strategic Initiatives Updates

Technology

- We are developing processes to bring all students into a multi-factor (two-factor) authentication system (MFA). In response to changes in 2021 to the Gramm-Leach-Bliley Act of 1999, MFA is now required for all accounts within our systems. We are working on communication plans and software that will allow us to easily add this security feature to all student accounts. This change will be a significant step forward in protecting student accounts, which have been historically easier to compromise.
- IT is undergoing an internal audit of software, solution vendors, and similar to identify opportunities for consolidation, training, and/or renewal. This is an ongoing process to ensure the College has the best possible solutions to meet its strategic goals and then students, faculty, and staff have the needed equipment, software, and training to maximize its use and efficiency.

Safety

- Jon Lemen and a deputy from the Clark County Sheriff’s Office have begun conducting Active Shooter training. This training was last given several years ago. The Safety Committee identified this as one of their recommended trainings for all faculty and staff this academic year. Multiple sessions have been

scheduled to engage faculty and staff at all college locations. Additionally, content is being designed to give to interested students as well to maximize awareness of this important safety issue.

- We continue to work with faculty and staff who wish to become certified in CPR. We have certified trainers on staff who are scheduling sessions with those interested in participating. Additionally, we are continuing to ensure our life-saving kits like our Opioid overdose rescue kits, AEDs, and first aid kits are stocked, updated, well communicated and that people are trained in their use.
- On February 16, we were notified of a bomb threat at the Brinkman Educational Complex (BEC). We implemented our emergency response procedures, and our emergency response team responded immediately handling law enforcement liaison, internal and external communication, and more. Clark State students, faculty, and staff responded extremely efficiently, quickly, and safely to evacuate all buildings at all locations until we were able to identify the source of the threats working closely with city, county, and federal law enforcement. It was a demonstration of and testament to how effective and important emergency planning and training is to the safety of the College. Everyone did an amazing job!

Strategic Initiatives

- The SPARC team and co-chairs have continued to work diligently on ensuring Strategic Goals and Initiatives are built out, metrics are assigned, and alignment with existing plans and priorities like Achieving the Dream, are made clear. One of the goals of this process is to ensure close alignment of the work within these various plans and priorities align with Strategic Goals and are articulated throughout the College.
- The next College-Wide Strategic Planning Day is scheduled for April 21, 2022.

Chair Ball noted that it was very impressive to see how the College's safety training kicked in with the bomb threat situation. Dr. Franz agreed that the College did an exemplary job handling the situation; the whole campus was cleared in twenty minutes without incident. Discussion ensued regarding the precautionary steps taken to ensure campus safety that day.

Marketing, Diversity, and Community Impact Updates

- Marketing:
 - The Marketing studio is ready for use. Feel free to stop by!
 - Preparing for Summer and Fall campaigns to begin
 - Assisting with commencement preparation
 - New catalog development and annual schedule is underway.
- Diversity:
 - Equity policy review continues.
 - Planning Mirrors and Windows sessions for the next semester
 - Facilitated an Allyship panel discussion for not-for-profit professionals
 - Preparing to facilitate a panel for a few Power 50 Women in observance of Women's History month
- Workforce and Business Solutions:
 - The Commercial Transportation Testing and Training Center hosted an open house to promote the new simulator at the Brinkman Education Center.
 - Backfilled the Business Development Manager and Program Coordinator positions

- Performing Arts Center and Hollenbeck Bayley Conference Center:
 - The Symphony is hosted the Copeland/Hoves concert.
 - The Performing Arts Center hosted “Pride and Prejudice” and the Pre-Lecture facilitated by Dr. Blondin.
 - The Performing Arts Center hosted Sheena Easton.
 - Groove Dance Competition was March 17-19.
 - A Night of Comedy will be hosted in the Turner on March 24th.
 - The Springfield Arts Council will host Neil Berg’s 50 Years of Rock and Roll on March 25th.
 - Two of the updated projectors and screens were installed at the Hollenbeck Bayley Creative Arts and Conference Center.

Foundation Update

- For the second consecutive year, the Clark State Foundation has received the Candid Platinum Seal of Transparency (formerly GuideStar). Less than 1% of nonprofit organizations hold this seal, and it represents our commitment to sharing financial and organizational information with the public.
- The Scholars Program induction ceremony was held on March 9 at the Performing Arts Center. Seventy-four students were inducted from the five school districts that participate. These students will have their first visit to campus on March 28. Our newest students will graduate high school in 2027.
- The Scholars program hosted high school students from all five participating districts for a Clark State campus visit during the month of February. The visit included a campus tour and a panel discussion from first-generation college graduates highlighting their journey and their careers.
- There are currently fifty Scholars enrolled at Clark State – thirty-nine college level, and eleven College Credit Plus.
- A “Not Your Mother’s Bingo” fundraiser for the Clark State Scholars program will be held on Wednesday, April 12, 2023, at Mother Stewart’s Brewing. All are welcome to attend.
- Project Jericho has served one hundred sixty-five unique individuals in youth and family programming this year. Thirty have been served through programming at the Juvenile Detention Center. They have conducted forty-four visual or performing arts sessions from January 1, 2023 – March 10, 2023.
- Project Jericho Recent Programming:
 - The Project Jericho Bucket Band is compiling a video and will continue to meet weekly until spring break. The band will resume practice in the summer and expects to have community performances in late summer.
 - Project Zonta Bloom & Bury was held in collaboration with the Springfield Museum of Art. This program is specifically designed for mothers (or mother figures) and daughters to create art together. The Zonta International Club of Springfield supports this program annually, but this year, the program was additionally supported by a grant that the Museum attained from the National Endowment for the Arts for its Mirror, Mirror exhibition. The artwork and women were celebrated at a dinner on Friday, March 10.
 - Project Jericho’s Theatre Workshop and Showcase featured teaching artist Dylan Shelton, who was assisted by artist Degreona Herrod. Together they led a theatre module for youth that highlighted the artforms of puppetry and improv. In this unique program, youth were able to experience both the visual and performing arts, as they created their own puppets and learned how to bring them to life and entertain others through improv games. Clark State’s Turner Studio Theatre was an excellent backdrop for the performance, which was held on February 2, 2023.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt/Non-Exempt Employees

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

New Hires:

- Robin Littell, Lead Instructor, Aspire Programs, Student Affairs, effective 1/30/23
- Carrie Patton, Administrative Support, Health, Human and Public Services, effective 3/6/23
- Ethan Lannom, 3rd Shift Custodian, Business Affairs, effective 3/20/23
- Damiana Reyes, Program Coordinator, Workforce and Business Solutions, effective 3/27/23
- Heather Eastman, 2nd Shift Custodian, Business Affairs, effective 3/20/23

Personnel Changes:

- Tracy Yates, from Interim Director, Workforce and Business Solutions, to Director, Workforce and Business Solutions, effective 1/9/23
- Eric Fain, from Instructor, Truck Driver, Workforce and Business Solutions, to Commercial Transportation Trainer-Classroom, Range and Road, Workforce and Business Solutions, effective 3/1/23
- Dr. Scott Dolan, from Director of Nursing Programs, Health, Human and Public Services to Dean, Health, Human and Public Services, effective 3/13/23
- Danielle Williams, from Career Services Specialist to Business Development Manager, Workforce Solutions, effective 3/20/23

Retirements/Resignations/Departures:

- Tanisha Burns-Martin, Consultant, Tech Prep, Student Affairs, effective 1/31/23
- Justin McCulla, Director, Athletics and Student Life, Student Affairs, effective 2/17/23
- Keara Henry, Academic Advisor, Student Affairs, effective 3/10/23
- Victoria Owens, Director, Financial Aid, Student Affairs, effective 3/23/23

Open/Advertised Positions:

- Academic Advisor, Student Affairs
- Administrative Support, Arts and Sciences/Business and Applied Technologies
- Assistant Dean, Business and Applied Technologies, Academic Affairs
- Career Services Specialist, Student Affairs
- Director, Athletics and Student Engagement, Student Affairs
- Director, Financial Aid, Student Affairs
- Tech Prep Coordinator, Student Affairs

Impact on students and/or student learning: All staff positions are vital to students by ensuring the efficient operation of all areas of the College.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2022-2023 budget.

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

Personnel Recommendations for Instructional Faculty

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

New Hires:

- Stuart Hess, Instructional Faculty, HVAC, Business and Applied Technologies, effective 1/16/23
- Megan Ball, Instructional Faculty, Registered Nursing, Health, Human and Public Services, effective 3/20/23

Retirements/Resignations/Departures:

- Corey Willinger, Instructional Faculty, Business and Applied Technologies, effective 5/12/23

Open/Advertised Positions:

- Instructional Faculty – Addiction and Integrated Treatment Studies
- Instructional Faculty – Computer Software Development, Business and Applied Technologies
- Instructional Faculty – English, Academic Affairs
- Instructional Faculty – Practical Nursing, Academic Affairs
- Instructional Faculty – Registered Nursing, Academic Affairs (three positions)

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: Funding for the above personnel actions is in the 2022-2023 budget.

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

Trustee Bell made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty as presented; Trustee McDorman seconded, and the motion passed unanimously.

Recruitment and Selection Policy Revision

The Recruitment and Selection Policy was revised as part of a broader partnership spearheaded by Diversity Coordinator Breion Hawkins, and the Vice President for Marketing, Diversity and Community Impact Crystal Jones. Working in phases, all policies will be subject to equitable language policy reviews.

The Recruitment and Selection Policy was updated to remove language found to be subjective, as well as clarify the groups covered by the policy.

3358:5-3-05 Recruitment and Selection Policy

- Clark State College recruits and selects the most qualified individuals for open positions.** ~~Clark State College is committed to recruiting, hiring, and retaining the best qualified candidates and providing a safe, secure environment for all students, employees, and visitors to our campuses. Thorough and consistent implementation of effective hiring practices helps to achieve each of these goals. This includes the appropriate use of comprehensive pre-employment screening/background checks as a final stage of the hiring process~~

~~The above~~ This shall be fulfilled within the context of the following statement of nondiscrimination and commitment to diversity:

1. Clark State College does not discriminate 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.
 2. Commitment to Diversity: The College is committed to employing administrators, faculty and staff members who are dedicated to student success. The College recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect and provides suitable role models for all students. The College is committed to hiring and staff development processes that support both equal opportunity and diversity, and provide equal consideration for all candidates as required in federal and state law.
- B. This policy applies to **all College employees and applicants for employment**. ~~To the following groups:~~
1. ~~Faculty~~
 2. ~~Exempt Employees~~
 3. ~~Non-Exempt Employees~~
 4. ~~Other Employees~~
 5. ~~Applicants for Employment~~
- C. This policy shall be administered as set forth in the associated procedures established by the President or ~~the President's~~ **their** his/her designee.
- D. Any false statement, misrepresentation or significant omission on the application form or resume submitted by the applicant may be cause for immediate dismissal from the College.
- E. The human resources office has the responsibility of developing, implementing and maintaining the hiring, recruitment and selection policy and procedures.

Effective: ~~February 1, 2021~~ **April 1, 2023**

Prior Effective Dates: 2/1/91, 7/1/98, 1/6/03, 7/13/12, 1/31/13, 3/18/15, 10/15/20, **2/1/21**

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

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 Recruitment and Selection Policy as presented, effective April 1, 2023.

Trustee Hall made a motion to approve the revised Recruitment and Selection Policy as presented, effective April 1, 2023. Vice Chair Evans seconded, and the motion passed unanimously.

Expenditure from College Reserves - eSports

Clark State’s Director of Athletics presented the Esports proposal to the Board of Trustees on Tuesday, January 17, 2023. Esports is growing at an accelerated rate with millions of participants and spectators. Participation in the National Junior College Athletic Association Exports (NJCAA) in FY 2021-22 increased from 94 schools in the fall to 131 schools in the spring. It is much more than a video game—it is competitive online gaming. Participants compete against other colleges across the state and country.

If approved, Clark State will:

- Spring/Summer 2023—Hire a coach, Recruit 10 to 15 student athletes
- Summer 2023—Join NJCAA and NACE (National Association of Collegiate Esports)
- Fall 2023—Practice and start competing

One-Time Expense:

- Facility – Retro-fit ASC 104 (e.g., Furniture, Carpet, Paint) (\$16,000)
- Gaming Equipment (e.g., eight fully-equipped gaming stations and Coaching station) (\$47,000)
- Network Infrastructure (\$7,000)
- Affiliation Fees (\$5,000)

The anticipated cost for this Esports proposal is estimated to be no more than \$75,000.

Students	Credits	Semester	Price per Credit Hour	Total
13	12	Fall	\$170	\$26,520
13	12	Spring	\$170	\$26,520
TOTAL				\$53,040
State Share of Instruction*				\$53,040
GRAND TOTAL				\$106,080

*Per NJCAA fulltime student guidelines

Impact on students and/or student learning: Students who are academically and socially satisfied tend to stay in school at higher rates. Esports will provide student engagement, serve as a recruitment tool, develop skills, and create student involvement. Esports would provide another opportunity for students to develop connections.

Implications for budget, personnel, or other resources: This will be a one-time expense from Reserve funds.

It was requested that the Board of Trustees approve the designation of Reserves for the Esports proposal not to exceed \$75,000.

Trustee McDorman made a motion to approve the designation of Reserves for the Esports proposal not to exceed \$75,000. Trustee Rowland-Buckley seconded, and the motion passed unanimously.

Graduation Policy Revision

The Associate of Arts and the Associate of Science degrees now have multiple pathways that all meet the requirements of the General Transfer Associate of Arts or General Transfer Associate of Science degrees. A similar issue may occur with other certificates and degrees in the future. To align with standard academic practice and ensure the integrity of Clark State's academic programs, a committee of academic and student affairs deans and the Registrar propose a change in the graduation policy that requires a unique number of credits for multiple awards. Specifically, there must be a difference of at least six credits for an additional one-year certificate, twelve for an additional associate's degree, and twenty-four for an additional bachelor's degree. This is consistent with the policies of peer institutions.

The Graduation Policy has been revised to include the guidelines for students to earn multiple degrees at Clark State, as follows:

3358:5-7-05 Graduation Policy

- A. Clark State College awards the following degrees/certificates:
 1. Bachelor of Science
 2. Associate of Arts
 3. Associate of Science
 4. Associate of Applied Business
 5. Associate of Applied Science
 6. Associate of Technical Studies
 7. One-Year Certificates

- B. ~~To qualify for degree or certificate, a student must pass all required courses for the particular major and must have a cumulative transcript grade point average of at least 2.0. Students in certain majors as specified by the appropriate academic school must have a "C" as a minimum grade in specified courses~~
Effective Fall Semester 2023, for a student to earn multiple degrees at Clark State, the degree programs must be at least 6 credit hours different for a one-year certificate, 12 credit hours different for an associate degree, and 24 credit hours different for a bachelor degree. If a student qualifies for more than one certificate/degree during the same semester using the same curriculum, the certificate/degree will default to the chosen major on record unless the college is otherwise notified by the student.

- C. All students are expected to complete the residency requirement of at least 30 credit hours of course work at Clark State for a bachelor degree, 15 credit hours for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit Hour System Procedures (procedure number 3358:5-7-03.1), do not count toward the residency requirement.

- D. Credits earned through credit equivalencies for an individual student shall not exceed one-half the required technical course credits for the degree or certificate program being pursued unless recommended by the faculty and approved by the academic school dean.

- E. Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates they do not wish to have the certificate credential awarded.

- F. The transcribed graduation date shall be the last official day of the term during which a student completes the course of study.
- G. The College will hold commencement in May of each year and as needed.
- H. The College reserves the right to modify its graduation and other requirements as needed.

Effective: ~~October 18, 2021~~ **August 1, 2023**

Prior Effective Dates: 3/13/78, 7/1/98, 6/17/01, 6/8/06, 5/9/08, 8/20/12, 3/15/15, 10/23/15, 2/24/17, 3/24/17, 7/1/18, 6/1/20, **10/18/21**

Impact on students and/or student learning: Additional credit hour requirements for multiple degrees

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 Graduation Policy as presented, effective Fall Semester 2023.

Testing Your Faith Policy Adoption

House Bill 353 enacts section 3345.026 of the Revised Code to require each state institution of higher education to adopt a policy providing students with religious accommodations to observe religious holidays. The policy must accommodate the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

The Testing Your Faith policy was developed in accordance with House Bill 353 and is being presented for Board approval.

Testing Your Faith Policy (policy number to be assigned after approval)

- (A) Students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief or organized activities connected to their religious denomination, church, or other religious/spiritual organization.
- (B) Students must notify their instructor(s) within the first fourteen (14) days of the course of the dates they require religious accommodation in writing or via email.
- (C) Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternative accommodations for missed exams or other academic requirements as a result of such absences. There is no academic penalty for taking absences under this policy.
- (D) Further information about this policy may be obtained from the Assistant Dean of Access and Retention Services. If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the college of any grievance with regard to the implementation of the policy by completing the Academic Concern Form

(https://cm.maxient.com/reportingform.php?ClarkStateCC&layout_id=5). The Assistant Dean of Access and Retention Services will review the Academic Concern Form, speak with the student, instructor and school dean and make a recommendation regarding the requested accommodation. If the student remains dissatisfied, the recommendation may be appealed to the Vice President of Academic Affairs, whose decision will be final.

- (E) This policy shall be posted on the college website with contact information of an individual who can provide further information about the policy. The college will also post a non-exhaustive list of major religious holidays or festivals for the next two academic years. This statement shall include this wording, "This list is non-exhaustive, and the list may not be used to deny accommodation to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list."
- (F) This policy will appear in all course syllabi and include the above description of the general procedure for requesting accommodations and the contact information for an individual whom a student may contact for more information about this policy. Syllabi will also include a link to the non-exhaustive list of religious holidays and festivals and the disclaimer that the list is non-exhaustive. Finally, syllabi will include the process by which a student may notify the institution of any grievance with regard to the implementation of the policy.

Effective: April 1, 2023

Prior Effective Dates: n/a

Impact on students and/or student learning: Students would be allowed up to three days each semester to observe religious holidays. Student would notify instructors within fourteen days of the start of the semester of the religious holidays that require accommodations. Instructors would be required to reschedule tests and assignment due dates to allow students to observe their religious holidays without academic penalties. Students would benefit by not having conflicts between their religious beliefs and practices and academic requirements.

Implications for budget, personnel, or other resources: The college website will be updated to display this policy. The student handbook, faculty handbook, and all course syllabi will also be updated to include the policy.

It was requested that the Board of Trustees approves the Testing Your Faith policy as presented, effective April 1, 2023.

Trustee Hall made a motion to approve the revised Graduation Policy as presented, effective Fall Semester 2023, and the Testing Your Faith policy as presented, effective April 1, 2023. Trustee Noon seconded, and the motion passed unanimously.

2024-2025 College Calendar Revision

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar proposal for the academic year 2024-2025 was revised and provided to the appropriate groups, including Faculty and Staff Senates and the Academic and Executive Councils. These changes occurred after some discussion around the drop and add dates, consistency in calendars each year, and adding a revision date.

Revisions included:

- Changing Fall Break from October 18-21 to October 11-14
- Changing Spring Break from March 17-21 to March 10-14
- Changing Spring Semesters
 - A Term: January 21-March 15 to January 13-March 8
 - B Term: March 24-May 16 to March 17-May 9
 - C Term: January 21-May 16 to January 13-May 9
 - D Term: February 17-May 16 to February 10-May 9
 - J Term: January 21-April 19 to January 13-April 12
- Changing Summer Session
 - A Term: June 2 – July 3 to May 27-June 27
 - B Term: July 7-August 11 to June 30-August 1
 - C Term: June 2-August 11 to May 27-August 1
 - D Term: June 17-August 11 to June 9-August 1
- Adding an updated or approval date added to the bottom of the calendar

Impact on students and/or student learning: The calendar provides a planning tool for students to ensure successful retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees adopt the revisions to the 2024-2025 academic calendar, as presented.

Trustee McDonald made a motion to adopt the revisions to the 2024-2025 academic calendar, as presented. Trustee Rowland-Buckley seconded, and the motion passed unanimously.

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 David Ball be appointed as the college delegate and Sharon Evans 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 David Ball as the college delegate and Sharon Evans as the alternate delegate to the OACC governing board.

Trustee Hall made a motion to affirm the appointment of David Ball as the college delegate and Sharon Evans as the alternate delegate to the OACC governing board. Vice Chair Evans seconded the motion, and it passed unanimously.

Report of the President

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

Staff Senate President William Weekley stated that there were no new items to bring forward. Senators are currently working on raising awareness regarding Staff Senate and what they do, including using the funds they collect to help staff.

Faculty Senate President Jessica Adams reported that Faculty Senate is in the final stages of developing definitions for course leads and their duties. The Faculty Development Committee worked with the Center for Teaching and Learning (CTL) to discuss and develop a recommendation for improving the default left-hand navigation menu in Blackboard course shells. The CTL also worked with a group of faculty to develop a "Best Practices" checklist, based on Quality Matters guidance, to be used when developing and designing Blackboard course shells for all courses. Faculty are also having a broader discussion about Committee work and scope in order to review for potential streamlining.

Student Senate President Haley Boling report that Student Senate had its first meeting under her leadership and with Nina Wiley as the acting Student Life Advisor on March 10. She noted that College Care Days will be held May 1 to 5, the week before finals; Student Senate is working with Student Services to offer a variety of fun de-stressing activities. Upcoming events for Spring include Eagles Graduation Fairs/Spring Flings at the Greene Center on April 18 and in Springfield on April 19, and a Kona Ice truck will be visiting campus for a college-wide appreciation day for faculty, staff and students.

Dr. Blondin reported the following:

- Governor DeWine visited TAC Industries yesterday, and he was excited to hear about our partnership with TAC/Fresh Abilities. He also inquired about how things were going regarding the bomb scare situation, of which he was aware. She noted that he really cares about higher education and Clark State.
- She had the opportunity to introduce Ohio Secretary of State Frank LaRose as the guest speaker at the Friends of Scouting luncheon held at the Hollenbeck Bayley Creative Arts and Conference Center (HBC) on March 15. The College was honored to be a sponsor of the event.
- The College hosted a Dayton Area Logistics Association event at the HBC this morning, during which Dr. Blondin provided the welcome and Thomas Balzer from the Ohio Trucking Association spoke. Everyone was pleased with the facility and its technology.

- She will attend her first Higher Learning Commission (HLC) Annual Meeting as its Board Chair, noting that she really appreciates the Board's willingness to allow her to serve in that capacity. She also noted that a copy of HLC's 2023 Trends document was distributed to them, and she will discuss the trends in detail at the April Board meeting.
- The Board Human Resources (HR) Committee will begin meeting in late March/early April to prepare for the Presidential evaluation process. Executive Sessions will possibly be held in April, May and June to discuss the process. Dr. Blondin recently met with Chair Ball, Vice Chair (and Board HR Committee Chair) Evans, and Doug Schantz to discuss the process, timeline, and communication.
- A copy of the Clark State Creative Writing Club's most recent publication was distributed to Trustees, along with a Community College Daily article, "A Snapshot of Resilience and Excellence," about community colleges.

Report of the Board Chair

Chair Ball noted the list of upcoming events distributed and expressed appreciation for the Trustees' efforts to attend events when they can since he realizes that everyone is incredibly busy.

Trustees' Open Forum

No comments were made.

Adjournment

Trustee Bell made a motion to adjourn the meeting, and Trustee Noonan seconded. The motion passed unanimously, and the meeting adjourned at 7:27 p.m.