



BOARD OF TRUSTEES REGULAR MEETING

Minutes
January 16, 2024

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, January 16, 2024. Board Chair David Ball presided and called the meeting to order at 6:00 p.m.

Roll Call

Present in Person: Andy Bell, Kyle Hall, Mitchell Hurst, Mike McDorman, Ben Vollrath, Board Chair David Ball and President Jo Alice Blondin

Present Virtually: Peggy Noonan

Excused: Becka Rowland-Buckley and Vice Chair Sharon Evans

Others Present in Person: Dr. Travis Binkley*, Dean of Enrollment Services; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. 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; Rick Smith*, Student; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects

Others Present Virtually: Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Kierre Brown, Assistant Dean of Business and Applied Technologies; Nazarae Butler, Director of Athletics and Student Life; Petra Deason, Manager of Ticket Office Operations, Performing Arts Center/Staff Senate President; Sean Dodge, Institutional Research Analyst/SOAR participant; David Farrell, Senior Staff Accountant; Natalie Johnson, Associate Dean, Regional Locations; Tina Jones, Staff Accountant; Michael Key, Assistant Director of Retention Services/SOAR participant; Michael Lander, Assistant Professor, Business and Applied Technologies/Faculty Senate President; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research and Planning; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Elecia Spain, Assistant Dean, Access and Retention Services; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Jamie Teeple, Assistant Dean of Arts and Sciences; Noah Vasquez, Student Senator; Trish Voisard, Staff Accountant; Laura Whetstone, Director of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; and Danielle Williams, Workforce Development Business Development Manager/SOAR participant

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 were reported.

Student Success Story

Dr. Travis Binkley, Dean of Enrollment Services, introduced Student Speaker Ricky Smith, a 2024 graduation of the Bachelor of Science in Addiction and Integrated Treatment Studies program and a participant in the Great Minds Fellowship Program of the Ohio Department of Higher Education.

Mr. Smith's journey began in 2008 with all of the struggles and bad choices he made due to a lack of resources, family structure and mentors. He was an over the road driver/dispatcher and was able to gain some knowledge and received an online certificate from the Chemical Dependency Board. He presented the certificate to someone at Sinclair who said it was not recognized by them, and he did not like the way that information was presented to him. Then he came to Clark State and talked with Carin Burr, who said the same thing but in a way that pulled him in, and he found his purpose and mission. Professor Burr gave him the support and encouragement he needed to begin his educational journey, and he is now working at two really great addiction treatment facilities. He noted that he would not be here without her. Although he still has some of the same struggles, now he has the resources he needs to be successful, including the Great Minds Fellowship, which has really helped him financially.

A brief question-and-answer period followed. When asked what he wants to do after completing his degree, Mr. Smith indicated that he would like to come back and adjunct here in this program to continue helping those in addiction as well as training those working with them. He also plans to continue his education and pursue his master's degree as well as other chemical dependency certifications.

Dr. Blondin commented that this program was hard won and is designed to save lives and that Chancellor Gardner approved the program for students like Mr. Smith, adding that she is so glad he is here.

Chair Ball thanked Mr. Smith for sharing his journey and the wonderful things he is doing. He also expressed appreciation for Professor Burr and all the terrific work she is doing.

*Mr. Smith and Dr. Binkley exited the meeting at 6:10 p.m.

Report of the Board Chair

Chair Ball reported that he will be attending the Association of Governing Boards' National Conference on Trusteeship in March and that no one will attend the Association of Community College Trustees' National Legislative Summit in February this year. He also reminded the Board that Charter Night will be held on Tuesday, February 27, in lieu of the Board meeting.

Report of the President

President Blondin reported that she invited the new Chancellor of the Ohio Department of Higher Education Mike Duffey to the College, and his visit will take place on Tuesday, February 27, at 10:30 a.m. She was also pleased to report that enrollment is currently up 5% and gave kudos to Student Affairs, and the group gave them a round of applause. She then deferred to the Student, Staff, and Faculty Senates for updates.

Staff Senate President Petra Deason reported that Staff Senate met last week and discussed the all-college committees' activities.

Faculty Senate President Mike Lander reported that Senate will meet this Monday. Their main focus is on student success and the ways faculty can enhance it. Senators are revising Blackboard shells to make them more consistent from class to class for students with some flexibility within the parameters. They are also discussing variations of terms including how we are utilizing them and how changes impact everyone. Faculty are working on updating the Academic Integrity Policy as it relates to artificial intelligence; since students are going to use it, we are investigating how to incorporate it so that it enhances student learning. The faculty are excited about changes being made to the assessment system as well as the other changes to help increase student success and the assessment of it.

Student Senator Noah Vasquez reported that during Spring semester, Student Senate and Student Ambassadors are maximizing leadership opportunities and building community on campus to better align with Goal 2 of the Strategic Plan. They are continuing work on suggestion boxes in Springfield and at the Greene Center to allow students to provide input; the Senators review them to see what they can do to improve. Upcoming events include a Resource Fair in January; Day of Appreciation in February; an Eagle Madness staff versus students basketball game in March; and a Student Life shell, which will house all clubs and organizations, will be launched in Blackboard soon.

Approval of Minutes

Chair Ball asked for a motion to approve the minutes of the Regular Board Meeting held on October 17, 2023. Trustee McDorman made a motion to approve the minutes as written; Trustee Bell seconded, and the motion passed unanimously via a roll call vote.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, January 9, 2024, at 8:00 a.m. in the Sara T. Landess Technology and Learning Center Boardroom (TLC 113), as well as virtually via Zoom. Those present included: Andy Bell, Committee Chair; Dave Ball, Board Chair; Trustee Members Kyle Hall, Mitch Hurst, Becka Rowland-Buckley, and Ben Vollrath; Dr. Blondin, President; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Adrienne Forgette, Vice President, Academic Affairs; Dr. Crystal Jones, Vice President for Marketing, Diversity and Community Impact; Dr. Dawayne Kirkman, Vice President, Student Affairs; Toni Overholser, Vice President, Advancement; Kathy Nelson, Controller; and Susan Kelly, Recorder

- Call to Order
- Roll Call
- Approval of November 14, 2023, Meeting Minutes - ACTION
- Quarterly Financial Report – Schantz
- Quarterly Greene Center/REACH/Ohio Hi-Point/PAC/HBC Financials – Schantz
- 2023-2024 Tuition and Fees Comparison – Schantz
- Capital and Community Projects Update (Rhodes, GISA, Fire Station/Academy, PAC) – Schantz
- Dept of Health and Human Services – Notice of Federal Interest – Schantz
- Auditor of State College Credit Plus Cost Analysis Report – Schantz
- Legislative Update – Dr. Blondin
- Drug Free Workplace Policy Revision – ACTION
- Work Expectations Policy Revision – ACTION

- Holidays Observed Policy Revision – ACTION
- Equal Employment Opportunity and Diversity Policy Revision – ACTION
- Open Discussion/Other Business
- Next Meeting – March 8, 2024, 8:00 a.m., TLC 113/Virtually via Zoom

Quarterly Financial Report through December 31, 2023

The Revenue/Expenditure report along with the Balance Sheet, Statement of Reserve Activity and the Statement of Restricted Income and Charges were distributed to Trustees prior to the meeting. The following was noted:

Revenue

State Share of Instruction (SSI) – The FY 2024 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall through December 31 and is lagging in comparison to what was budgeted for the academic year. The Office of Enrollment/Admission is taking a multi-pronged approach to implementing strategies in an attempt to have a favorable impact on Spring enrollment.

Workforce Non-Credit Training revenue is currently below budget but anticipated to gain some traction as the year progresses.

Performing Arts Center (PAC) ticket revenue is currently ahead of budget and we expect ticket sales to increase as we get closer to show dates. HBC/PAC Rental revenue is currently below budget.

Total revenue is up \$330,700 (2.3%) from the previous fiscal year.

Expenditures

Most general fund expense categories as well as expenditures by object code categories are tracking favorably with budget.

Total expenses are up \$479,600 (3.4%) over last year. Occupancy and Communication expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, insurance and dues. By function, these affect Academic Support, Operation/Maintenance of Plant, General Expenses and General Administration.

Auxiliary Enterprises

Bookstore – Revenue is above budget but expenses are exceeding budget for this time of year, creating a deficit. In an effort to promote efficiencies and better financial outcomes that reflect good stewardship of our resources, the Greene Center bookstore was folded into the Leffel Lane operations last year.

Commercial Transportation Training Center – Revenue and expenses are up and reflecting a net surplus. More traction has been gained in revenue since the pandemic after opening a new testing site and renewed support from the State for student loans/grants for the program.

Parking – Expenses are trending above budget at this time due to some early paving projects initiated at the beginning of this fiscal year.

Food Service – 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.

Balance Sheet

Total current funds have decreased by \$1.3 million (6.5%) compared to the second quarter of FY 2023. This decrease is a result of changes in Receivables and Cash due to timing of draws for restricted funds. Due to the absence of the HEERF funding this fiscal year, receivables are down, and Cash is up due to a lack of activity in expenses related to the HEERF projects.

Total Investment in Plant fund balance has increased \$1.0 million (2.0%) due to an increase in capital assets from last fiscal year. Major increases to capital assets include the work from the HVAC upgrades across the campus and the access controls project with HEERF funding, as well as the Rhodes Hall Phase 3 from late 2022 and Phase 4 over the summer of 2023.

Restricted Statement

The restricted budgets, along with the grantor stipulations, were approved by Trustees at the September 2023 Board Meeting.

Any grants where the expended/encumbered amount exceeds the received amount are because funding is on a reimbursement basis. Many programs require quarterly billings, which will go out during the month after quarter end. The student financial aid Pell grants are drawn monthly.

A description of all of these programs was distributed to Trustees prior to the meeting.

Statement of Reserve Activity

Total ending balance for the quarter was \$9,845,802. The primary activity involved the contribution to the South Limestone Fire Station project with the City of Springfield, deferred maintenance projects and the technology replacement project.

Greene Center/REACH Center/Ohio Hi-Point/Hollenbeck Bayley Center/Performing Arts Center Quarterly Financials

Greene Center, REACH and Ohio Hi-Point

The Greene Center, REACH and Ohio Hi-Point reports were originally created to show the revenue and expenses related to their respective location. Most expenses are tracked separately, but the revenue is not. Reports reflect financials through December 31, 2023.

Revenue:

Budget for State Share of Instruction, in conjunction with Student Tuition, for each location has been calculated based on needed revenue for each location to cover expenses for fiscal year 2024. State Share of Instruction (SSI) and enrollment are calculated based on the actual distribution of revenue from fiscal year (FY) 2023. In FY23, for every \$1 Clark State received in tuition, we received \$1.29 in SSI payments. This equates to percentage split in total revenue of 56% SSI and 44% credit hours.

The actuals for State Share of Instruction are calculated at 1.29 times the amount of student tuition received for each location. Actual Student Tuition is based on actual in-person credit hours reported from Institutional Research and multiplied by \$175.33 per credit hour for traditional students and \$41.67 per credit hour for high school students.

Expenditures:

Expenditures were rolled-up to match categories currently used for financial reporting.

It was noted that Central State would like to softly exit their use of space at the REACH Center since they do not feel it is as strategic a location for them as it is for us. Discussions regarding potential offerings/partners we could bring into the space are ongoing since they have a twenty-year lease like we do. The Board will have the opportunity to see the space during the April Board meeting, which will be held at the REACH Center, and additional information may be available by then.

Performing Arts Center and Hollenbeck Bayley Center

In an effort to raise awareness on the financial operations of the Performing Arts Center (PAC) and the Hollenbeck Bayley Conference Center (HBC), quarterly financial reports will be provided to the Finance and Facilities Committee of the Board. In addition, the leadership team at the PAC/HBC has implemented a multi-year plan to better align program revenue with operating expenses. Progress on that endeavor will be reflected in the quarterly reports.

Budget Timeline 2024-2025

Budget Advisory Council first meeting	1/18/24
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/24
Budget Advisory Council meets	2/22/24
Expenditure requests forwarded by budget managers to Controller	3/6/24
Lab Fees to Controller	3/13/24
Initial revenue projection	3/18/24
Budget Advisory Council meets	3/28/24
Expenditure requests forwarded by Controller to Executive Council	4/5/24
Update Board Finance and Facilities Committee on budget status	4/10/24
Updated revision to revenue projection	4/12/24

Budget Advisory Council meets	4/25/24
Preliminary Budget presented to Board Finance and Facilities Committee	5/14/24
Budget Advisory Council meets	5/23/24
Balanced budget reviewed with Board Finance and Facilities Committee	6/11/24
Final balanced budget presented to Board of Trustees for action	6/25/24

Board Advocacy, Student Success, and Programs Committee Report

The Board of Trustees' Advocacy, Student Success, and Programs Committee met virtually on Tuesday, December 12, at 8:30 a.m. Those present included: Committee Chair Mike McDorman; Board members Kyle Hall, Becka Rowland-Buckley and Ben Vollrath; President Dr. Jo Alice Blondin; Vice President of Academic Affairs Dr. Adrienne Forgette; Dr. Dawayne Kirkman, Vice President of Student Affairs; Vice President of Advancement Toni Overholser, and Lisa Dodge, Vice President of Sean P. Dunn Associates.

The agenda included the following items:

- Modeling and Simulation Grant and Press Conference
- Board Recommendations for County Workforce Meetings
- PN-BSN Degree Program Overview
- Participation in Complete College America and Achieving the Dream Coach's Letter
- Compliance with Governor's Order on Anti-Semitism
- Update on Program Review Process
- Higher Education Update: Closures, Challenges, Etc.
- Other

Board Governance and Policy Committee Report

The Board of Trustees' Governance and Policy Committee met on Tuesday, November 14, at 7:30 a.m. at the Greater Springfield Partnership offices. Those present included: Committee Chair Peggy Noonan and Committee Member Andy Bell.

The proposed slate of officers for the 2024 calendar year was discussed and determined as follows:

- Board Chair – David Ball
- Vice Chair – Sharon Evans
- Secretary – Dr. Jo Alice Blondin
- Treasurer – Doug Schantz

Achieving the Dream Update and Coach's Letter

Achieving the Dream (ATD) Strategic Teaching and Learning Coach Dr. Bret Eynon visited the Clark State

Springfield campus October 23 and 24 and shared his visit reflections in a letter, which was distributed to Trustees prior to the meeting.

Much discussion centered around these topics: Strengths and Accomplishments, Challenges—New and On-Going, and Recommendations/Next Steps (e.g., celebrate your victories, leverage your data, coordinate initiatives specifically with Complete College America, and re-think professional learning).

The ATD Spring Site Visit with Dr. Eynon is scheduled for February 1 and 2.

A few members of the Student Success Team are attending the ATD National Conference in Orlando from February 19 – 22, 2024.

Technology, Safety and Strategic Initiatives Update

Technology

- Working with contractors on the South Limestone Fire Station, GISA Upper Academy, and Rhodes Hall renovation projects to ensure technology items are moved, adjusted, and installed and ready for use when the various projects are complete.
- We are in the early stages of implementing a new online technology asset management system to better provide operational support to the College and maintain efficient use of financial resources. It will also integrate with our help desk system allowing internal teams to have access to more information without having to reach out to the submitter. The system will allow us to centrally manage stock of all technology assets including PCs, cabling, cameras, docks, switches, cameras, phones, etc. This gives us a single source of information for all technology items.
- We are continuing to work on ensuring our data is encrypted while “at rest” (sitting on the server, unused). Our data and authentication are already fully encrypted while in transit (to and from users while they access it). The focus is on closing as many possible potential areas for an attack to gain access to sensitive information without creating barriers for students, faculty, and staff and maintaining high levels of speeds and responsiveness in accessing sensitive data.
- The network team has successfully replaced 35% of end-of-life network gear purchased through strategic reserves requests in 2023 in LRC, Disaster Relief Learning Lab (Flood House), certain areas at the Greene Center, and most of Rhodes Hall. We are working on planning the remaining replacements in TLC and Shull Hall during the rest of this fiscal year. The replacement work is disruptive to the network so must be done while the College is closed.

Safety

- Jon Lemen, Clark State’s Director of Risk and Emergency Management, has been remaining engaged in safety training throughout our region. He recently completed his OSHA 30-hour certification for workplace safety. He is trained in a number of threat assessment and de-escalation techniques and continues to work with departments and academic programs to deliver customized training to meet the needs of fostering a safe and aware culture.
- We completed four lockdown exercises in the Fall semester. These exercises are typically done each academic term to ensure our emergency notification systems are working, people are aware of the various safety procedures, and everyone is accustomed to what our alerts look and sound like along with what they should do. They went very well and as usual provided us with information upon which we can continue to grow and improve our communication. Additional exercises are scheduled for the Spring and Summer semesters.
- Our access control project continues to move forward quickly. We are 90% complete with 721 locks

installed and 738 keys issued. Additional work continues on refining our software implementation to ensure efficiency. We are also working on integrating our access control system into other safety-related systems as appropriate to improve our ability to be proactive and responsive to situations as they arise.

Strategic Initiatives

- We are working collaboratively with Institutional Research to update our current Strategic Plan Scorecard. The goal is to ensure our scorecard remains as accurate and up-to-date as possible allowing the College and its stakeholders to measure progress toward achieving our strategic objectives.

Marketing, Diversity, and Community Impact Updates

- Marketing:
 - The quarterly report was distributed to Trustees prior to the meeting.
 - Spring campaigns continue this month.
 - The marketing request for proposals process concluded with the selection of DMA Solutions. This agency will assist with the marketing project beginning this month, and their work will be disruptive to prepare ourselves for the future. They will work with Marketing, Student Affairs, and Academic Affairs to determine how best to reach our students and market our programs.
- Diversity:
 - Hosted the Martin Luther King, Jr. Luncheon at the HBC on January 12th.
 - Mirrors and Windows sessions will focus on Diversity in the Workplace this term.
 - The Balance of Work and Family, January 26th at 1:00 p.m., hosted by Mrs. Kanisha Moss
 - Updated the following key terms and definitions, as it relates to the Diversity plan. The changes align with the equity toolkit provided by Achieving the Dream:
 - Diversity: Psychological, physical, and social differences that occur among any and all individuals including race, ethnicity, nationality, religion, socioeconomic status, education. Marital status, language, age, gender, sexual orientation, mental or physical ability, and learning styles
 - Equity: The intentional practice of identifying and dismantling unjust structures, policies, and practices that perpetuate systemic oppression based on but not limited to race, ethnicity, gender identity, language, disability, sexual orientation, economic status, and/or religion to establish corrective justice actions to realize students' academic and social mobility goals.
 - Equity-Mindedness: According to Bensimon, equity-mindedness can be defined as framing the success of underserved and underrepresented students as an institutional and state responsibility. One of the qualities of equity-mindedness includes being color-conscious in a critical sense, which entails understanding the inequalities experienced by racial, ethnic, and Indigenous communities in the context of a history of exclusion, discrimination, and segregation. To create educational systems that center equity, it is essential that institutions have deep, honest discussions about the systems embedded within their respective institutions and that they engage in the work necessary to ensure all stakeholders embrace an equity-minded lens.
 - Inclusion: The actions of creating environments in which any individual or group can feel welcomed, respected, supported, and valued to fully participate and bring their authentic self.

- Belonging (Sense of Belonging): The presence of thoughts and feelings that affirm an individual as connected, accepted, respected, and valued – aspects integral to student persistence and success. Inclusion focused on the actions. Belonging is the feeling experienced from those inclusive commitments taken by the organization.
- Workforce and Business Solutions:
 - Executed an agreement to partner with the Clark County Office of Jobs and Family Services to offer ESL training to 400 learners over a 2-year period. This training started this month.
 - The Commercial Transportation Training Center purchased a new automatic truck.

Dr. Jones reported that there are currently 110 STNA students on a waiting list because additional instructors are needed. She asked for the Board’s help in spreading the word to help recruit these instructors for this important program, which is a feeder into our nursing programs. She noted that the pay is \$50 and hour with about 25 days per class and two days of clinicals.

- Performing Arts Center (PAC) and Hollenbeck Bayley Conference Center (HBC):
 - The Clark State Fire Academy held its graduation at the PAC on January 5th.
 - The Clark County Credit Plus Meeting was held at the HBC on January 10th.
 - The Ohio Workforce Coalition will be held at the HBC on January 24th.
 - The Springfield Symphony Orchestra will host Sarah Chang (violinist) at the PAC on January 27th.

Foundation Update

- The Foundation’s annual fundraising campaign has been very successful. Over \$400,000 has been raised through donor support during the first six months of the fiscal year. In addition, \$3,464,000 has been received in grant funding. This includes grants from the U.S. Department of Education for Modeling and Simulation program development and various grants from the Ohio Department of Education including Super RAPIDS funding.
- The Foundation added a new board member in December when Sabrina Tackett, Assistant Vice President of NCF Savings Bank, was elected to the Board.
- Karen Hunt, Scholars Director, has retired as of 1/1/2024. The Foundation is currently in the process of finalizing a new team member for the Scholars program. We hope to have this person in place by February 1st.
 - High School campus visits are scheduled for February. Please join us for lunch at 11:30 a.m., if you are available.
 - 2/8 Springfield Springfield-Clark Career Technology Center
 - 2/21 Tecumseh, Graham, Urbana, Ohio Hi-Point Career Center
 - 2/28 Springfield, Global Impact STEM Academy (GISA), School of Innovation, Clark-Shawnee
- In November, twelve Project Jericho teens participated in “Finding Courage” a program in which they learned storytelling techniques from a professional illustrator and then used them to craft stories designed to be seen by staff and visitors of Mental Health Services of Clark County. This artwork will be on display in the new Youth Services wing of Mental Health Services in 2024. You can view the kids' comics here: <https://qrco.de/bec7ZF>

Trustee McDorman shared that being a mentor for the Scholars program is very eye-opening and rewarding. He has five freshmen of very diverse backgrounds in his group who are incredibly talented but

just need a leg up. He noted that there are a lot of challenges in our school system, and additional mentors are needed, especially since there are not enough counselors. Vice President Overholser thanked him for his involvement and lifting up the program and its needs in the community.

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:

- Maggie Cooper, House/Operations Manager, Performing Arts Center, effective 1/8/24
- David Hale, Academic Advisor, College Credit Plus, Student Affairs, effective 12/11/23
- Heidi Parker, Coordinator, Proctoring Services, Student Affairs, effective 11/27/23
- Randy Scott, Career Navigator, H-1B, Business and Applied Technologies, effective 10/16/23
- Chance Stidham, Student Affairs Specialist and Assistant to the Dean, Student Affairs, effective 10/18/23
- Alanna Weippert, Administrative Support, Health, Human and Public Services, effective 10/30/23
- Erin Willoughby, Director, Admissions and Career Services, Student Affairs, effective 1/29/24

Personnel Changes:

- Karen Benton, from Associate Professor, Health Human and Public Services to Assistant Dean, Health, Human and Public Services, effective 11/13/23
- Nikki Crockett, from Academic Testing Specialist, Student Affairs to Coordinator, Access and Retention Services, Student Affairs, effective 10/30/23
- Andrew Deans, from Systems Engineer, Information Technology to Director, Infrastructure Services, Information Technology, effective 12/11/23
- Josh Foster, from Academic Advisor to Senior Academic Advisor, Student Affairs, effective 10/30/23
- April Johnson, from Financial Aid Specialist, Student Affairs to Assistant Financial Aid Director, Student Affairs, effective 1/8/24
- Leslie Ray, from Student Affairs Specialist and Assistant to the Dean, Student Affairs to Coordinator, Communication Management, Student Affairs, effective 11/27/23
- Anthony Redmond, from Part-time Commercial Transportation Trainer, Workforce and Business Development to Full-time Commercial Transportation Trainer, Workforce and Business Development, effective 1/8/24
- Nathan Walters, from Systems Analyst, Information Technology to Director, Technology Services, Information Technology, effective 12/11/23

Retirements/Resignations/Departures:

- Christa Bostick, Assistant to the Vice President, Advancement, Advancement/Foundation, effective 2/29/24
- Melody Gast, Director, Admissions and Career Services, Student Affairs, effective 11/24/23

- Karen Hunt, Director, Scholars Program, Advancement, effective 12/31/23
- Robert Sabwami, Academic Progress Coordinator, Student Affairs, effective 11/30/23

Open/Advertised Positions:

- Executive Director, National Advanced Mobility Center of Excellence
- Project Director, Modeling and Simulation Program

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.

Alignment with Strategic Plan: Hiring qualified talent and recognizing promotional opportunities aligns with both the Strategic Plan Mission and Vision by providing high quality educational services and highlighting personal growth, respectively.

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2023-2024 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:

- Anthony Shaffer, Instructor, Diesel Technologies, Business and Applied Technologies, effective 1/3/24
- Rebecca Harris, Instructor, Registered Nursing, Health, Human and Public Services, effective 1/8/24

Retirements/Resignations/Departures:

- Paige Huskey, Professor, Arts and Sciences, effective 1/1/24
- Angela Turner, Assistant Professor, Health, Human and Public Services, effective 12/8/23
- Brielle Ward, Assistant Professor, Health, Human and Public Services, effective 8/8/24

Open/Advertised Positions:

- Instructional Faculty and Program Coordinator, Criminal Justice
- Instructional Faculty and Program Coordinator, Computer Software Development
- Instructional Faculty, Practical Nursing
- Instructional Faculty, Registered Nursing

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.

Alignment with Strategic Plan: Hiring qualified talent and recognizing promotional opportunities aligns with both the Strategic Plan Mission and Vision by providing high quality educational services and highlighting personal growth, respectively.

Implications for budget, personnel, or other resources: Funding for the above personnel action is in the 2023-2024 budget.

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

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

Compliance with Ohio Revised Code Chapter 3780—Drug Free Workplace Policy Revision

In accordance with Ohio Revised Code Chapter 3780, as of December 7, 2023, Ohio law allows certain activities related to the possession and use of recreational marijuana. However, using and possessing marijuana continues to be prohibited by and a violation of Clark State policy and remains a crime under federal law.

As a result, the Drug Free Workplace policy has been updated to reflect that neither those with medical marijuana prescription/cards, nor those recreationally using marijuana are permitted to use medical or recreational marijuana on campus, in the conduct of Clark State business, or as part of any Clark State activity.

3358:5-13-01 Drug Free Workplace Policy

A. The following behavioral expectations of employees and students are intended to protect the health, safety, and well-being of all individuals associated with the College:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at College activities off-campus.
- ~~2. The use of a controlled substance shall be permitted if use of the particular drug is permitted by law and has been authorized as a use for medicinal purposes.~~
3. **Effective as of September 8, 2016, Ohio law allows certain activities related to the possession and use of medical marijuana. Effective as of December 7, 2023, Ohio law also allows certain activities related to the possession and use of recreational marijuana. However, using and possessing marijuana continues to be prohibited by and a violation of Clark State policy and remains a crime under federal law.**

This prohibition applies even when the possession and use would be legal under the laws of the State of Ohio. As a result, neither those with medical marijuana prescription/cards, nor those recreationally using marijuana in accordance with Ohio Revised Code Chapter 3780, are permitted to use medical or recreational marijuana on campus, in the conduct of Clark State business or as part of any Clark State activity.

4. **Sanctions for students and employees who are found to be in possession of or using marijuana include suspension, dismissal and/or termination of employment.**
 - ~~5. Violations of this policy shall result in appropriate disciplinary measures being taken.~~
- B. Any bid submitted by a contractor that is not enrolled in a BWC drug-free program or have a program that BWC has determined to be comparable shall have their bid deemed non-responsive and not eligible for the award of contract(s).

Effective: **February 1, 2024**

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

Alignment with Strategic Plan: This policy is tied to Guiding Principle 6: Adaptability - We, as an educational institution, adapt to environmental challenges when they arise. The College is prepared to respond appropriately to legislative changes, while maintaining the best interests of the 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 Drug Free Workplace Policy as presented, effective February 1, 2024.

Work Expectations Policy Revision

The Work Expectations policy has been updated to reflect the Ohio Revised Code (ORC) Chapter 3780 updates concerning Ohio law and activities related to the possession and use of medical marijuana. The policy currently prohibits, in part, the unauthorized possession of illegal drugs, and will now also prohibit prescribed, medical and recreational marijuana, per the ORC updates. The language is also consistent with the updates to the Drug Free Workplace Policy.

Additionally, the policy has also been updated to reflect professional development expectations, to further support the College's strategic plan.

3358:5-3-25 Work Expectations Policy

It is expected that all employees shall comply with the following work expectations. The College shall post all policies and procedures on the employee portal for easy reference. It is the responsibility of employees to familiarize themselves and agree to comply with these documents as appropriate. If employees have questions regarding these expectations, policies, or procedures, they should contact the human resources office for guidance.

A. Attendance – In regard to attendance, employees are expected to:

1. Report to work on time and work until the end of their scheduled shift.
2. Notify their supervisor on each day of absence unless such notice requirement has been waived. Notification is to be provided in accordance with College policy (see policy number 3358:5-5-07 (Leave Policies for Regular Employees) for specific details).
3. Notify their supervisor prior to the first day of a planned or extended absence of three consecutive days or more.

B. Behavior – In regard to behavior, employees are expected to:

1. Gain supervisory approval before leaving work prior to the end of their scheduled shift.
2. Return from meal periods and work break periods on time.

3. Refrain from unauthorized or improper use of the College's telephone system, including but not limited to excessive personal calls and charging personal long distance calls to the College without authorization.
4. Adhere to the general guidelines for use of the College's technology resources as outlined in the responsible use of technology policy and procedures. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).
5. Keep computer sign-on and access codes confidential. Proper authorization must be obtained for the use of another's computer sign-on or computer access code. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).
6. Refrain from excessive personal solicitation of employees on work time (i.e., selling, soliciting, canvassing, or distribution of non-work-related articles or literature is discouraged).
7. Refrain from spending work time on hobbies, crafts, recreational games, or work for third parties.
8. Conduct themselves in a manner that aligns with the mission, goals, vision, and guiding principles of the College.
9. Conduct themselves in a manner that does not compromise another's safety or privacy, including refraining from unauthorized disclosure of confidential information.
10. Refrain from taking medical and/or office supplies out of the office for personal use or disposal.
11. Refrain from falsifying College records, including intentional failure to accurately record time worked or registering the time worked of another employee without proper authorization.
12. Refrain from use of profane, abusive or loud/boisterous language, or any threat of verbal or physical workplace violence on College premises, or actions which may be discourteous or harmful to others, including smoking in designated non- smoking areas.
13. Adhere to College or departmental safety policies and procedures, including the immediate reporting of any accident on College premises involving an on-the-job injury or property damage.
14. Refrain from taking any fee or gift of value in the course of the employee's work or in conjunction therewith for special consideration in the admission of students.
15. Refrain from making fraudulent statements or participating in fraudulent activities in securing a position.
16. Refrain from commission of any crime on College property such as theft, unauthorized removal of or willful damage to property, ~~unauthorized possession of illegal drugs~~, or commission of a work-related crime while off campus.
17. Adhere to the College policies regarding the unauthorized possession of alcohol/weapons/explosives and illegal drugs, **to include prescribed, medical and recreational**

marijuana. A valid license does not authorize the licensee to carry a concealed hand gun/weapon into any facility on the College premises.

18. Gambling on College premises is prohibited.
19. Adhere to federal or state standards regulating the provision of professional services and the regulations affecting continued accreditation, licensure, etc.
20. Adhere to all federal, state, or local laws and regulations.

C. Performance – In regard to performance, employees are expected to:

1. Perform their job duties in a competent, efficient, and effective manner to such an extent that the employee's job performance does not fall below reasonable minimum standards.
2. Interact appropriately with students, visitors, or other College employees. (Employee's behavior should not violate another's privacy or dignity, including sexual harassment).
3. Be in a fit condition to perform the duties of the job. Sleeping on the job or working under the influence of a **controlled substance** or alcohol is prohibited. ~~The use of a controlled substance shall be permitted if such use is permitted by law, has been prescribed for medicinal purposes, and does not affect fitness for duty and/or the safety of others.~~
4. Refrain from insubordination, including refusal to accept and comply with instructions from supervisors, campus police officers, or other proper authorities.
5. Behave in such a manner that does not negatively influence the work of others.
6. Work cooperatively with supervisors and fellow employees toward the successful completion of goals and objectives to be accomplished. Antagonistic behavior, criticism of orders or rules and interference with proper coordination of employees serve as a detriment to the success of the College.

D. **Professional Development**

1. **Participate in internal and external professional development opportunities to foster growth and development not only as an individual, but for the overall success of the College.**

Effective: **February 1, 2024**

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

Alignment with Strategic Plan: This policy update is tied to Goal 3: Facilitate and support an equitable and inclusive culture of care, that recognizes, embraces, and reflects the diversity of the communities we serve. Goal 3, Section 1: Create a robust, culture-driven employee orientation and professional development to support successful onboarding and longevity of new 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 Work Expectations Policy as presented, effective February 1, 2024.

Holidays Observed Policy Revision

The Holidays Observed Policy has been updated to clarify that the benefit applies to benefit eligible, exempt and non-exempt employees only. The update eliminates uncertainty for other employment categories such as adjuncts, substitutes, temporary, etc. This is consistent with past interpretation and practice of the policy.

3358:5-5-12 Holidays Observed Policy

- A. The Board shall adopt a two-year calendar in odd-numbered years to include the following holidays.
 - 1. Eleven holidays as determined by the Ohio Revised Code.
 - i. Independence Day
 - ii. Labor Day
 - iii. Columbus Day – Holiday observed the day after Thanksgiving
 - iv. Veteran’s Day
 - v. Thanksgiving Day
 - vi. Christmas Day
 - vii. New Year’s Day
 - viii. Martin Luther King Day
 - ix. President’s Day – Holiday observed during the winter break
 - x. Memorial Day
 - xi. Juneteenth
 - 2. The College shall observe a winter break commencing with December 24th and ending on January 1st.
- B. To be paid for a holiday, **benefit eligible**, exempt and non-exempt staff must accrue earnings on their scheduled work day preceding and their scheduled work day following such holiday. **Benefit eligible part-time** employees shall not be paid for a holiday that falls on a day of the week that they are not normally scheduled to work. Full-time employees whose normal work schedule is other than Monday through Friday and where the holiday falls on the day of the week that they are not normally scheduled to work shall take their first scheduled work day following the holiday as a holiday.
- C. Employees are paid for no more hours for a holiday than those hours they normally work each day.

Employees who work on a holiday will receive “double time” pay (their normal rate of pay times two) for the hours worked that day, up to eight hours maximum.

For example: Compensate hours worked on the holiday at twice the employee's regular pay rate. For example, the employee worked five hours on Christmas Day, calculate double-time pay as follows: $\$12/\text{hour} \times 2 = \$24/\text{hour} \times 5 \text{ hours} = \120

- D. When a legal holiday, as noted on the official College calendar, falls in the midst of an employee's paid leave (i.e., vacation, sick), the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.

Effective: **February 1, 2024**

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

Alignment with Strategic Plan: This policy update is tied to Goal 4 of the Strategic plan: Cultivate effective and efficient communication strategies and collaboration throughout the College. Clarifying language for greater transparency and consistent application of the policy improves internal communication.

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 Holidays Observed Policy as presented, effective February 1, 2024.

Equal Employment Opportunity and Diversity Policy Revision

Governor DeWine's Ohio Executive Order 2022-06D requires all public colleges and universities to adopt the International Holocaust Remembrance Alliance's (IHRA) definition of antisemitism, or an appropriate alternative definition.

The Equal Employment Opportunity and Diversity policy has been updated to reflect the College's adoption of the IHRA's definition of antisemitism, and continued compliance with all applicable laws and executive orders.

3358:5-3-09 Equal Employment Opportunity and Diversity

(A) Purpose

To reaffirm and restate the College's continuing commitment to diversity and the principles of equal opportunity; to increase effectiveness by setting forth the action being taken and to be taken by the College and its employees concerning equal opportunity in educational programs and employment.

(B) Equal Opportunity Statement

Clark State Community College is committed to assuring equal opportunity to all persons and 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 or any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices.

Clark State prohibits discrimination and harassment based on these protected group statuses in accordance with College policies, applicable laws, and executive orders. Clark State complies with and adopts the International Holocaust Remembrance Alliance’s definition of antisemitism as set forth in Executive Order 2022-06D: Defining and Combating antisemitism.

Title IX of the Educational Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

(C) General Policy - The College is committed to complying with all applicable laws regarding non-discrimination.

(D) Subcontractors, Independent Contractors and Vendors - Clark State Community College adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

Effective: **February 1, 2024**

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

Alignment with Strategic Plan: This policy update is tied to Goal 3 of the Strategic Plan: Facilitate and support an equitable and inclusive culture of care, that recognizes, embraces, and reflects the diversity of the communities we serve.

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 Equal Employment Opportunity and Diversity Policy as presented, effective February 1, 2024.

Compliance with Governor’s Executive Order Regarding Antisemitism and Response to Legalization of Marijuana – Student Rights and Responsibilities/Code of Conduct Policy Revisions

In compliance with Governor’s Executive Order 2022-06D, Defining and Combating Antisemitism—on April 14, 2022, Governor Mike DeWine signed Executive Order 2022-06D defining antisemitism. The Executive Order requires all public colleges and universities to adopt the International Holocaust Remembrance Alliance’s definition of antisemitism or an appropriate alternative definition.

In response to Ohio Issue 2, Marijuana Legalization—effective December 7, 2023, Ohio law allows certain activities related to the possession and use of medical marijuana and allows certain activities related to the possession and use of recreational marijuana. Clark State College continues to be bound by the Drug Free Schools and Communities Act of 1989. As a result, neither those with medical marijuana prescription/cards, nor those recreationally using marijuana in accordance with Ohio Revised Code Chapter 3780, are permitted to use medical or recreational marijuana on campus, in the conduct of Clark State business or as part of any Clark State activity.

The College’s Student Rights and Responsibilities/Code of Conduct Policy has been revised accordingly and is presented for approval.

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

- A. Clark State 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 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. Non-Discrimination

No agent or organization of Clark State 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. **Clark State prohibits discrimination and harassment based on these protected group statuses in accordance with College policies, applicable laws, and executive orders. Clark State complies with and adopts the IHRA definition of antisemitism set forth in Executive Order 2022-06D, Defining and Combating Anti-Semitism.** In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

2. Assembly/Protest

Students may assemble in an orderly manner and engage in peaceful protest, demonstrations and picketing which does not disrupt the functions of the College, threaten the health or safety of any person or violate this rule.

3. 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 freely exercise their religious convictions and to freely associate with organizations of their choice.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. Speech/Expression/Press

Students may express themselves freely 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.

In accordance with the public policy and the laws of the state of Ohio, Clark State affirms the following principles:

- i. Students have a fundamental constitutional right to free speech.
- ii. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to Ohio Revised Code 3345.0215(E).
- iii. The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the College's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
- iv. It is for the College's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
- v. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

- vi. Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
- vii. Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
- viii. The College shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
- ix. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

Nothing contained in this policy shall be construed as prohibiting the College from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:

- i. Constitutional time, place, and manner restrictions;
- ii. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
- iii. Restricting the use of the College's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College's mission;
- iv. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;
- v. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by teachers.

Nothing in this policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

Nothing in this policy shall be interpreted as restricting or impairing the College's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1962, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Age Discrimination in Employment Act, and the Age Discrimination Act of 1975.

Complaints

As outlined in the Student Rights and Responsibilities/Code of Conduct Procedures, a student or student group may submit a complaint about an alleged violation of the above policy.

A complaint can be submitted online on the College's website via the Behavioral Issues/General Incidents Form. Under the process, which shall comply with standards adopted by the Ohio Chancellor of Higher Education, the College will investigate the alleged violation as outlined in the Student Rights and Responsibilities/Code of Conduct Procedures.

Any form of retaliation against a student or student group who files a complaint about an alleged violation of this policy is strictly prohibited.

- B. Students at Clark State 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 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, in College vehicles, or at College events.

Although Ohio law allows certain activities related to the possession and use of medical marijuana and, effective December 7, 2023, will allow certain activities related to the possession and use of recreational marijuana, using and possessing marijuana continues to be prohibited by and a violation of Clark State policy and remains a crime under federal law. This prohibition applies even when the possession and use would be legal under the laws of the State of Ohio. As a result, neither those with medical marijuana prescription/cards, nor those recreationally using marijuana in accordance with Ohio Revised Code Chapter 3780, are permitted to use medical or recreational marijuana on campus, in the conduct of Clark State business or as part of any Clark State activity.

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: **February 1, 2024**

Impact on students and/or student learning: No direct impact on student learning. The revised Student Handbook will be shared with students, faculty, and staff via the college website.

Alignment with Strategic Plan: Compliance as well as alignment with Goal Three of the Strategic Plan: Facilitate and support an equitable and inclusive culture of care that recognizes, embraces and reflects the diversity of the communities we serve.

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 Student Rights and Responsibilities/Code of Conduct Policy, as presented, effective February 1, 2024.

Trustee McDorman made a motion to approve the Drug Free Workplace Policy, Work Expectations Policy, Holiday Observed Policy, Equal Employment Opportunity and Diversity Policy, and Student Rights and Responsibilities/Code of Conduct Policy, as presented, effective February 1, 2024. Trustee Noonan seconded, and the motion passed unanimously via a roll call vote.

Emergency Executive Succession Plan

As stated in Policy 3358:5-1-31 Emergency Executive Succession, in order to protect the College and its Board from sudden loss of presidential services, the President will have no fewer than two other executive staff members familiar with Board and presidential issues and procedures. The policy also calls for the President to present to the Board each year at its reorganizational meeting in January, a recommended line of interim leadership.

To that end, the recommended line of interim leadership is as follows:

- Dr. Matt Franz, Senior Vice President for Technology, Safety, and Strategic Initiatives
- Mr. Doug Schantz, Executive Vice President for Finance, Facilities, and Operations
- Dr. Dawayne Kirkman, Vice President for Student Affairs
- Dr. Crystal Jones, Vice President for Marketing, Diversity, and Community Impact

Impact on students and/or student learning: No direct impact to students or student learning, but having a succession plan in place will ensure that college operations proceed as normal in the event of an emergency.

Alignment with Strategic Plan: Continuity of operations for all five goals

Implications for budget, personnel, or other resources: Personnel and resources would be shifted as necessary based upon the circumstances.

It was requested that the Board of Trustees approve the President's recommended line of interim leadership, as presented.

Trustee Hurst made a motion to approve the President's recommended line of interim leadership, as presented. Trustee Hall seconded the motion, and it passed unanimously via a roll call vote.

Staff Emeriti Recommendations

The College is committed to recognizing individuals for their distinguished level of service to the College and the community while employed with or in its service. This recognition goes beyond promotions, individual achievements, commendations, and years-of-service awards. This recognition is the bestowal of Emeritus status to the deserving individual.

Emeritus status is an honorary title awarded for distinguished service to the academic community. At Clark State College, the Emeritus title may be bestowed on a faculty member, an exempt or non-exempt staff member, President, or a College Trustee who has served the College with distinction. The bestowal of Emeritus status is recognition of the value the College places on the experience, knowledge, ability, performance, and service of these individuals. Receiving the emeritus status is a distinctive honor, and not a right.

This year, the following people are being recommended for Staff Emeritus Status:

- Mary H. Murphy, Human Resources Generalist
- Kathy Wilcox, Dean of Health, Human and Public Services

Their respective nominations were distributed to Trustees for review prior to the meeting.

Impact on students and/or student learning: These individuals continue to work closely with the College, and their status will only enhance the fact that they are true role models for all.

Alignment with Strategic Plan: Ensuring diversity and expertise among faculty, staff, students and retirees is essential to Clark State's continued growth.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the recommendation and grants Staff Emeritus status to Mary H. Murphy and Kathleen J. Wilcox.

Trustee Hall made a motion to approve the recommendation and grant Staff Emeritus status to Mary H. Murphy and Kathleen J. Wilcox, and Trustee Bell seconded. The motion passed unanimously via a roll call vote.

Trustees' Open Forum

No comments were made.

Adjournment

Trustee Bell made a motion to adjourn the meeting, and Trustee Hurst seconded. The motion passed unanimously, and the meeting adjourned at 6:51 p.m.