



BOARD OF TRUSTEES REGULAR MEETING

**Minutes
May 20, 2025**

The Clark State College Board of Trustees met in regular session in the Global Impact Stem Academy Conference Room on the Leffel Lane campus with the majority of guests attending virtually via Zoom on Tuesday, May 20, 2025. Board Chair Sharon Evans presided and called the meeting to order at 6:36 p.m.

Roll Call

Present in Person: David Ball, Kyle Hall, Manuel Lopez Ramirez, Mike McDorman*, Ben Vollrath, Vice Chair Becka Rowland-Buckley, Chair Sharon Evans, and President Jo Alice Blondin

Excused: Mitchell Hurst

Others Present in Person: Kristen Bancroft, Faculty Senate President Elect/SOAR participant/Assistant Professor, Medical Laboratory Technology*; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Dawayne Kirkman, Senior Vice President of Student Affairs, Enrollment Management and Regional Locations; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Nathan Walters, Director of Technology Services

Others Present Virtually: Dan Ayars, Director of Facilities, Operations and Maintenance; Karen Benton, Assistant Dean of Health, Human and Public Services; Dr. Travis Binkley, Dean of Enrollment Services; Kierre Brown, Assistant Dean of Business and Applied Technologies; Dr. Sterling Coleman, Director of Library Services; Erika Daggett, Director of Marketing; Sean Dodge, Institutional Research Analyst/Staff Senate President; David Farrell, Senior Staff Accountant; Garrett Fisher, Director of Nursing Programs; Natalie Johnson, Associate Dean, Regional Locations; Tina Jones, Staff Accountant; Naomi Louis, Dean, Arts and Sciences; Erin Neely, Interim Director of Workforce; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research and Planning; Dr. Patience Olajide, Associate Professor, Health, Human and Public Services; Mary Oliver, Interim Director of the Foundation; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Zachary Peterson, Student; Elecia Spain, Associate Dean of Access and Retention; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Dr. Jamie Teeple, Assistant Dean of Arts and Sciences; Noah Vasquez, Student Senator; Trish Voisard, Staff Accountant; Holly Welch, Assistant Section Chief, Ohio Attorney General's Office; Nina Wiley, Assistant Vice President of Student Affairs; and Desiree Williams, Director of the Center for Teaching and Learning

Recognition of Guests

Chair Evans 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

Nina Wiley, Assistant Vice President of Student Affairs, introduced Student Speaker Zach Peterson, who recently graduated with his Social Services degree and plans to continue in the Addiction and Integrated Treatment Studies Bachelor's degree program.

Mr. Peterson indicated that being a student here has done a lot for his confidence, and he is really grateful to be at Clark State and for the experience to speak to the Board. He reported that he is 35, and is a recovering drug addict who has been clean since 2018. He currently works in Prospect, Ohio, at a family medical practice with a small outpatient recovery center, which utilizes a blend of spirituality and the Twelve Steps. Mr. Peterson shared that overall his experience at Clark State has been very positive and his Social Work instructors were all excellent, each strong with very different specialties and experience in the field. There was no question they could not answer, and they really supported his curiosity and invested in his education. They helped guide him, along with his two advisors, Tammy Watt (program advisor) and Callie Cary-Devine (TRIO advisor); he noted that they even spoke to each other about him to determine the best route for him. He felt that they went above and beyond to work with him. The program was small enough to get to know other students, including how they perform as students and how they learn. Mr. Peterson commented that his favorite fellow student also graduated, and he had the pleasure of sitting next to him at graduation; it was their first time meeting in person. He noted that outside the classroom, he also had a lot of support. His job allowed him to be a student; he could take classes, work on assignments, or bring his daughter to work at times. His fiancé, who he is marrying in two weeks, was also very supportive. As an added bonus, Mr. Peterson's Pell grants and scholarships he received along the way enabled him to graduate with no debt. He felt that since he already knows the College and Blackboard, continuing on to get his bachelor's degree was the best thing to do.

When asked how he feels student success could be increased, Mr. Peterson suggested that the College develop relationships with more employers in the field since students have to find internships and many did not know where to look. Since there is an overwhelming number of options, many students get anxiety about where they will work after graduation so smoothing those pathways for them would be helpful. He also noted that some of the practicum sites were rough and having a wide range of options for Social Work students would be beneficial.

Chair Evans thanked Mr. Peterson for the good feedback, noting that he is the essence of a success story. She congratulated him on his graduation and upcoming marriage and wished him success as he continues on for his bachelor's degree. She also commended him for being a role model for others.

Report of the Board Chair

Chair Evans reported that the farewell lunch honoring retired Trustee Andy Bell was great and left him feeling very good and appreciated for his time spent serving the College. She noted that she would like to consider Emeritus status for him. It was suggested that an application be completed for him soon and that he be given the option regarding how it is presented.

Chair Evans gave kudos to Senior Vice President Kirkman for the excellent job he did organizing a fun and amazing Strategic Planning Day. She noted that something different is done every year, and it was a very engaging event.

Chair Evans also gave kudos to Dr. Blondin and her team for an excellent graduation ceremony, noting that putting students first and letting them know we appreciate all they have done to get there makes all the difference. The excellence of the Star Spangled Banner singer, V, was also mentioned.

Report of the President

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

Faculty Senate President Elect Kristen Bancroft reviewed the Faculty Senate's accomplishments this year, including the review and approval of three new academic programs and over 30 college policies, the general education review, continued work of the compensation ad hoc committee, collaboration on the college-wide communication plan, and advocating for support during the Blackboard transition.

Staff Senate President Sean Dodge reported that this month, a lot of administrative work was done by Senators, including holding elections for incoming Senators and the next two-year cycle. He noted that Kelly Neriani will be Staff Senate President next year, and a meeting was held yesterday welcoming the new Senators; they reflected on the shared governance survey results, which provided some constructive feedback to help determine some blind spots to refine moving forward. Their work aligns with Goals 3 and 4 of the Strategic Plan.

Student Senator Noah Vasquez reported that Student Senate will be holding its first orientation on Thursday, May 29, including a picnic by the pond with Student Ambassadors. They will discuss available campus resources and tools, introduce the responsibilities of shared governance and standing committees, and develop and focus on leadership responsibilities and roles. Their work aligns with Goals 1 and 2 of the Strategic Plan.

President Blondin reported the following:

- She will attend the Dayton Development Coalition's Fly-In in Washington, DC, after graduation, noting that it is instructive and helpful.
- She and Chair Evans are looking forward to attending the Ohio Association of Community College's annual Governing Board meeting tomorrow.
- There have been no updates regarding our new Trustee appointment but she and Lisa Dodge continue to communicate about its urgency.
- She is working with Foundation Chair John Brown to move the President's Awards banquet to the spring so the new president is able to attend. She noted that the Executive Director of the Foundation position is opening this week.
- A joint dinner for the Board of Trustees and Foundation Board of Directors will be held on October 2, from 5:00 to 7:30 p.m. in lieu of the Board Social. She asked Trustees to save the date.
- Director of Nursing Programs Garrett Fisher is being honored as part of the Dayton Business Journal's 40 Under 40 Class of 2025.
- She will be out of the office from May 24 through June 2 on sick leave and vacation, but will be in attendance for the Aspire Recognition Banquet on May 29.

Approval of Minutes

Chair Evans asked for a motion to approve the minutes of the Regular Board Meeting held on April 15, 2025. Trustee Ball made a motion to approve the minutes as written; Vice Chair Rowland-Buckley seconded, and the motion passed unanimously.

*Kristen Bancroft exited the meeting at 7:00 p.m.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Friday, May 9, at 8:30 a.m. at the Performing Arts Center in the Hall of Honor Room 110. Those present included: Committee Chair Mitch Hurst; Board Chair Sharon Evans; Trustee members Dave Ball, Manuel Lopez Ramirez, and Becka Rowland-Buckley; Dr. Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Senior Vice President of Student Affairs, Enrollment Management and Regional Locations; Dr. Adrienne Forgette, Vice President of Academic Affairs; Kathy Nelson, Controller; Susan Kelly, Recorder

- Approval of April 10, 2025 Meeting Minutes - ACTION
- April Financial Report – Schantz
- FY 2026 Budget - Revenue and Expense Assumptions – Schantz
- Capital and Community Projects Update – Schantz
 - GISA Expansion
 - Applied Science Center Renovation
 - Performing Arts Center – Storage Renovation to Support Operations
- Legislative Update – Dr. Blondin
- Clark State Foundation Update – Dr. Blondin
- Response to Fraudulent Students – Dr. Kirkman
- Business Affairs Policy Revisions – ACTION – Schantz
- Open Discussion/Other Business
- Next Meeting – June 10, 2025 – 8:00 a.m. TLC Boardroom 113/Virtually via Zoom

Financial Statements through April 2025

A report detailing Revenues and Expenses through April 30, 2025, was distributed to Trustees prior to the meeting. The following was noted:

State Share of Instruction (SSI) – The FY 2025 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. The Office of Enrollment/Admissions is taking a multi-pronged approach to implementing strategies to continue to have a favorable impact on Summer enrollment.

Workforce Non-Credit Training revenue is currently below budget, but actuals are trending higher this time of year when compared to the previous year. There are a number of training contracts in the pipeline with various organizations throughout the region that will positively impact the revenue number in the fourth quarter. A comprehensive review of Workforce activity is reflected in a separate financial report provided to the Board on a quarterly basis.

Performing Arts Center (PAC) ticket revenue is currently below budget. HBC/PAC Rental revenue is currently below budget. Both continue to see an increase compared to the prior year.

Overall expenses are tracking below budget in most categories. By function, all categories are in line with budget at this time of year. By object code, Supplies and Occupancy spending is trending higher. Overall

expenses are trending higher than last year.

Bookstore operations are reflecting revenue below budget for the year but reduced expenses help to mitigate that loss. Commercial Transportation Training Center (CTTC) continues to garner interest in its program with grant support from the State that funds training for qualified students. The program is currently running a surplus. Parking is running a surplus. In addition to a partnership with Fresh Abilities in the Eagles Nest, food service at Clark State is supplemented by expanded vending options provided by Sheehan Brothers Vending. Any revenue reflected in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

Performing Arts Center (PAC) and Hollenbeck Bayley Conference Center (HBC) Updates

General Manager's Update – Dan Hunt

- The Kuss Lobby storage upgrades project will begin around June 15. A new outdoor Video Sign to display upcoming events, and a new Event Management System replacement are progressing in the planning phases.
- Along with ELF, the PAC Season will include the rescheduled cancellation of Vienna Teng. As part of the Club Kuss, we will also present a Celtic band in March, a fantastic African American singer in February, and a band whose music tells the story of a first generation Syrian-American. We will also present a country/soul/bluegrass band and a comedy improve show that you will recognize from TV, with more to come. We will announce the entire season later in the summer.
- We are home to Reverb and Groove, both Regional Dance Competitions that bring in hundreds of young dancers, their choreographers, parents and extended families from all over the area for an entire weekend of dance competition. They are a commercial renter. They refer to us as their favorite venue.

PAC Ticketed Events

Upcoming Events and Ticket Sales (as of 5/6/2025)

- TINA, The Tina Turner Musical, Clark State (CS) (9/21) – 482
- Springfield Symphony Orchestra, Miriam K. Smith (9/28) -- 630
- Reggie Conquest, CS Club Kuss (10/17) – 56
- MacBeth, CSTAP (11/1-10) – 51, 65, 39, 73, 85, 96 (Turner Studio Theatre)
- Springfield Symphony Orchestra, Heritage and Harmony (11/9) – 623
- Brit Beat, Springfield Arts Council, (11/23) – 354
- Manheim Steamroller Christmas, CS (12/12) – 1128
- The Nutcracker, OPAI (12/20 - 12/21) – 866 and 696
- Molly Kearney, CS Club Kuss (1/9/25) – 155
- Springfield Symphony, Symphonic Fusion (1/25) – 691
- Springfield Symphony, Pirates of the Caribbean (3/8) – 1009
- Dirty Dancing in Concert, CS (3/14) – 552
- Chris Ruggiero, Springfield Arts Council (3/21) – 196
- Fraggle Rock: Back to the Rock LIVE!, CS (3/23) – 675
- Steel Magnolias, CSTAP (4/4 – 4/13) – 180 (Turner Studio Theatre)
- Springfield Symphony, Mahler's Symphony No. 5 (4/5) – 494
- Gina Chavez CS (4/24) -- 104
- MJ LIVE, Springfield Arts Council (5/2) – 465
- Springfield Symphony, Nationalistic Harmonies (5/17) – 343

- Gary Geis Dance Studio Concert (5/29, 5/30, 6/1) – 376
- Behind the Curtain (6/7) – 12:00 p.m. 576, 3:00 p.m. 874, 6:00 p.m. 807
- Miami Valley Dance Company Concerts (6/11-6/14) – Tickets go on sale soon

PAC Non-Ticketed Events

- Clark County College Credit Plus Night, CS (1/16) (also at the HBC)
- Grapes and Escapes Springfield Symphony Orchestra Fundraiser (2/1)
- Miami Valley Dance Company rehearsal (2/9)
- Reverb Regional Dance Competition (2/28-3/2)
- Springfield Symphony Orchestra Link Up School Day performance (3/11 and 3/12)
- Theatre Arts Program production of “Steel Magnolias” Load In and Tech Weeks in Turner Studio (3/24-4/3)
- Tati Nuzi – Springfield Arts Council School Day performance (4/7)
- Clark State Scholars Night (4/22)
- Groove Regional Dance Competition (4/25-4/27)
- LPN Pinning (5/8)
- RN Pinning (5/9)
- CS Graduation (5/10)
- GISA Graduation (5/22)
- Haitian Church Service and Concert (5/23-5/25)

HBC Venue Rental Events

December 2024

- Rotary on Mondays (12/2, 12/16) – 75 people
- Jobs and Family Christmas Party (12/4) -- 230 people
- Clark County Engineers Christmas Party (12/5) - 100 people
- Rocking Horse Holiday Party (12/6) -- 350 people
- Clark State Holiday Luncheon (12/10) -- 300 people
- Ohio Association of Community Colleges meeting (12/11) -- 50 people
- Paramedic Graduation (12/12) -- 200 people
- Springfield Regional Medical Center Staff Christmas Party (12/13) -- 350 people
- Pure Ohio Wellness Center Holiday Party (12/14) -- 400 people
- United Auto Workers Retirees Luncheon (12/18) -- 400 people
- Ohio Virtual Academy (12/9-12/13) – 100 people

January 2025

- Rotary on Mondays (1/6, 1/13, 1/27) – 75 people
- Clark County College Credit Plus Night, CS (1/16) -- 700 people (also at the PAC)
- MLK Luncheon (1/17) -- 300 people

February 2025

- Rotary on Mondays (2/3, 2/10, 2/15, 2/24) – 75 people
- Scouting Luncheon (2/5) – 200 people
- Nash Bash (2/7) – 350 people
- Topre America (2/8) – 150 people
- Sweetheart Gala (2/15) – 350 people

- Clark State Charter Night (2/18) – 300 people
- NC Negro Women (2/22) – 300 people
- Greater Springfield Partnership Annual Meeting (2/26 and 2/27) – 300 people

March 2025

- Rotary on Mondays (3/3, 3/10, 3/17, 3/24, 3/31) – 75 people
- Salute to the Arts (2/28 and 3/1) – 160 people
- OSU Perennial Flower Show (3/6) – 250 people
- TCN Behavioral Health (3/7) – 300 people
- Women's Networking (3/11) – 260 people
- Rosie Project Kickoff (3/14) –
- Videography (3/22) – 10 people
- Emerald Evening (3/23 and 3/24) – 400 people

April 2025

- Rotary on Mondays (4/7, 4/21, 4/28) – 75 people
- Community Health Foundation Celebrates (4/3) – 150 people
- Guyyn Wedding (4/4 and 4/5) – 450 people
- Clark County Combined Health (4/8) – 300 people
- The Gathering (4/9) – 450 people
- GSP You Science (4/9) – 100 people
- Leadership Non-Profit Fair (4/10) – 200 people
- Springfield High School Prom (4/11 and 4/12) – 400 people
- Greater Springfield Partnership Job Fair (4/14) – 200
- Clark County CAC (4/17) – 250 people
- PTK Induction (4/23) – 100 people
- Assurant (4/24) – 350 people x 3 presentations
- Greenon High School Prom (4/26) – 200 people
- COPE Reentry Simulation (4/29) – 200 people
- Clark State Student Recognition Night (4/30) – 250 people

May 2025

- Rotary on Mondays (5/5, 5/12, 5/19) – 75 people
- Kenton Ridge Prom (5/2 and 5/3) – 300 people
- Junior Achievement (5/7) – 250 people
- Greater Springfield Partnership 8th Grade Career Expo (5/8) – 1000 students cycle through
- Springfield Cycling Summit (5/9) – 300 people
- CS Graduation Luncheon (5/10) – 300 people
- Women's Partnership Fund Luncheon (5/13) – 250 people
- Springfield High School Senior Night (5/14) – 200 people
- Springfield Human Resources Management Association Meeting (5/15) – 300 people
- Distinguished Men of Dayton (5/24) – 200 people
- ASPIRE Recognition (5/29) – 200 people

June 2025

- Rotary on Mondays (6/2, 6/9, 6/16, 6/23, 6/30) – 75 people
- Great Springfield Partnership Event (6/5) – 200

- Buckeye Community Schools Graduation (6/6) – 400
- Springfield Symphony Orchestra Flavors (6/7) – 150
- African American Community Fund Gala (6/11 and 6/12) – 350
- Fire Academy Graduation (6/13) – 400
- Cliff Park High School Graduation (6/18) – 400
- Hoendorf/Luna Wedding (6/20 and 6/21) – 350

FY2026 Budget/Revenue and Expense Assumptions

The Budget Advisory Council is made up of: Dr. Jo Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Sean Allen, Student Representative; Dan Ayars, Director of Facilities; Kristen Bancroft, Health, Human and Public Services Faculty Member; Dr. Travis Binkley, Dean, Enrollment Services; Sean Dodge, Staff Senate Chair; Arly Drake, Associate Professor, Program Coordinator; Darryl Grayson, Director, Advanced Manufacturing Workforce Programs; Naomi Louis, Dean of Arts and Sciences; Kathy Nelson, Controller; Gary Poulos, Adjunct Faculty Member; Jess Salyers, Student Senate Chair; Mark Schmidt, Faculty Senate Chair; Caity Sellers, Assistant Director, Early College Programs; Chanpathana Siriphokha, Arts and Sciences Faculty Member; Nathan Walters, Director of Technology Services; Susan Kelly, Recorder. Below is the Budget Timeline and Preliminary Assumptions.

Budget Advisory Council's first meeting	1/16/25
Access granted to budget managers for viewing historical data and requesting expenditures	2/1/25
Budget Advisory Council meets	2/27/25
Expenditure requests forwarded by budget managers to Controller	3/4/25
Lab Fees to Controller	3/14/25
Initial revenue projection	3/17/25
Budget Advisory Council meets	3/27/25
Expenditure requests forwarded by Controller to Executive Council	4/7/25
Update Finance Committee on Budget Status	4/10/25
Updated revision to revenue projection	4/11/25
Budget Advisory Council meets	4/24/25
Preliminary Budget Assumptions presented to Board Finance and Facilities Committee	5/13/25
Budget Advisory Council meets	5/22/25
Balanced budget reviewed with Board Finance and Facilities Committee	6/10/25
Final balanced budget presented to Board of Trustees for action	6/24/25

**WORKING DRAFT
FY 2026 CHANGES TO
BASE FY 2025 BUDGET (E&G)**

	Original Base Changes
Revenue:	
Change in Projected SSI from FY25 to FY26 (Includes FY25 True-up Adjustment)	\$400,000
Increase in Enrollment 2.5%	\$325,000
Increase in Tuition Base - \$5 per credit hour	371,000
Increase in Lab Fees	300,000
Investment Income	-50,000
Management Fee (GISA)	20,000
TOTAL	\$1,366,000
Expenses:	
Faculty and Staff Raises (2%)	344,900
Faculty Rank Promotions	28,900
Board approved Health Insurance Premium (4.3%)	173,000
Staff Compensation Restructure	125,000
Personnel Changes	
Title III (grant required absorption of personnel expenses)	55,300
Other Employee Position Changes/Restructuring	-171,405
Budget Reductions/Adjustments (net impact)	-6,700
Lab Fee Expense Increases	300,000
Nursing Program Expansion	354,805
Health Insurance Plan Selection Changes	162,200
TOTAL	\$1,366,000
Difference Revenue/Expenses	\$0

Board Human Resources Committee Report

The Board Human Resources Committee met virtually via Zoom on Thursday, April 24, at 2:00 p.m. with Committee Chair Kyle Hall; Board Chair Sharon Evans; and Trustees David Ball, Mike McDorman, and Ben Vollrath in attendance. The Committee discussed the terms of the president's contract and salary for 2025-2026 and made recommendations to present to the full Board at the May Board meeting.

The Committee then had a follow up virtual meeting on Thursday, May 8, at 4:30 p.m. with Committee Chair Kyle Hall; Board Chair Sharon Evans; Committee Members Mike McDorman and Ben Vollrath; and Board Finance and Facilities Committee Chair Mitch Hurst to discuss salary range trends for the process of setting a range for the new President with input from Executive Vice President for Finance, Facilities, and Operations Doug Schantz. This will be used to set a range to provide to the search firm.

Board Advocacy, Student Success, and Programs Committee Report

The committee met virtually on Tuesday, May 6, at 9:30 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; Senior Vice President of Student Affairs, Enrollment Management, and Regional Locations Dr. Dawayne Kirkman; and Statehouse Impact Group President Lisa Dodge.

The agenda included the following items:

- Legislative Update – Dr. Blondin and Lisa Dodge
 - Federal Updates: Pell and TRIO Impacts
 - State Updates: SSI and Budget
- Workforce Summit Updates – Dr. Blondin
- Program Review: Recommendations and Carnegie Classification – Dr. Forgette
- One Million Degrees – Dr. Kirkman
- HLC Accreditation Planning – Dr. Blondin and Dr. Forgette
- Other Business

Higher Education Trends Survey Results

The Board was presented with the 2025 Trends document produced annually by the President of the Higher Learning Commission (HLC). After reviewing the twelve trends, the Board was asked to rank, in order of importance, their Top Five trends/issues that Clark State and its Board should prioritize, discuss, and center as a college. The Board's ranking follows, and the in-depth description of the HLC Trends from the April Board meeting is attached for reference. This information will also be provided to the Association of Governing Boards' (AGB) consultant and utilized in the November retreat planning as well as the development of work session agendas.

All eight Board members responded to the survey and ranked the trends as follows:

- 1) Leadership Turnover: Opportunities and Threats
- 2) The New Landscape of Higher Education
- 3) Systemic Reform: A New Political Environment
- 4) Past Is No Longer Prologue
- 5) Value of Higher Ed: Demonstrating Return on Investment

Shared Governance Survey Results

Faculty Senate leadership came forward to the President and Vice President of Academic Affairs with a request to solidify and ensure transparent communication with all Senates and Standing Committees in early March 2025. A meeting was scheduled with many shared governance stakeholders, including Executive Council and Faculty, Staff, and Student Senate Leadership on March 28, 2025. A follow up meeting was planned for Friday, April 18, in which the Strategic Alignment Committee co-chairs and Marketing Director were added, and the following plan was agreed upon by the group to move forward and share with the campus.

The following items, detailed below, document our process to develop a communication plan to enhance the effectiveness of shared governance. They were agreed upon by the shared governance stakeholder

group, and were communicated to the campus at a Town Hall meeting held on April 30. To further identify a baseline for improvement in our communication and processes, a survey was administered from May 1-8, 2025. The results of the survey were distributed to Trustees prior to the meeting.

Clark State College's Definition of Shared Governance

Shared governance at Clark State College is seen as a structure for participatory planning and decision-making among faculty, staff, students, and administration. The shared governance process is anchored in shared values and promotes collaboration, shared decision making and accountability. Together, we identify and pursue an aligned set of sustainable strategic goals for student success. --*Adopted by the Board of Trustees at April 2019 Board meeting*

Goals of Shared Governance

- Nurture culture of transparency
- Commit to joint consideration of difficult issues
- Agree on shared set of metrics for success
- Craft checks and balances to maintain mission focus
- Commit to develop systems to make timely decisions that support agility and action
- Improve communication across campus

Best Practices

- Understand all constituencies' roles in shared governance: Board of Trustees, President, Executive Council, Senates, and Standing Committees
- Develop a Statement of Commitment to Shared Governance (2018)
- Remind all constituencies about the importance of shared governance and meet regularly
- Include on agendas aspects of shared governance at meetings to facilitate communication around joint efforts on campus
- Assess the state of shared governance
- Support professional development to strengthen shared governance
- Develop a communication plan with constituencies
- Recognize that trust and civility are critical to shared governance

Establishing a Communication Process – March 28 and April 18, 2025

- Develop a document that sets forth the definition, goals, best practices, and communication expectations and flow for shared governance constituents: Board of Trustees, President/Executive Council, Senates, and Standing Committees
- Identify areas of consultation, recommendation, or decision-making among Senates
- Define the roles of standing committees in shared governance
- Create a shared governance communication document that is understandable, readable, usable, flexible, and respects the roles of constituents
- Assign tasks to complete the document
- Disseminate the document

Recommendations for Communication Plan

- Anchor and align activities of Board of Trustees, Executive Council, Senates, and Standing Committees in the College's Strategic Plan
- Revise the portal to reflect "one click away" access to planning documents (Strategic Enrollment Management Plan, Completion Plan) and Senate and Committee minutes, including Board of Trustees minutes

- Develop a short glossary of terms to ensure we are all communicating roles appropriately: Standing Committees, rather than All-College Committees; Senate President and Vice President rather than Chairs, etc.
- Hold monthly information-sharing meetings with Senate Chairs and Executive Council
- Hold “check-in” meetings that include Standing Committee Co-Chairs every other month
- Recognize that the goal of these meetings is to coordinate activities and work among all stakeholders so that we build relationships, enhance communication, and do not duplicate work
- Include Marketing Director or designee as an ex-officio member of the Strategic Alignment and Communication Committee
- Hold a Shared Governance Summit in the Fall before classes begin that includes all stakeholder groups and helps set the agendas for the year in a more collaborative and coordinated fashion, including a reinforcement of roles and charges
- Recognize that shared governance activities and initiatives can fall into four categories: information, consultation, recommendation, and decision-making based on the roles and purview of stakeholders
- Create an evaluation process for shared governance that includes a survey at the beginning of the year to the entire campus community asking what strategies are needed to achieve goals of the committees and what agenda items would be helpful to explore for each body
- Administer an evaluative survey at the end of the academic year that assesses the shared governance process and goals/progress on issues and initiatives throughout the last academic year

ACCT Annual Conference Program Proposal

Each year the Association of Community College Trustees (ACCT) holds its annual Leadership Congress. The ACCT Leadership Congress is scheduled for 22-25 October 2025 in New Orleans, Louisiana. Clark State has developed a presentation proposal based on the “Leading Learners” student panel held during Strategic Planning Day on Friday, 25 April 2025. Sharon Evans, Clark State Board Chair, will send a letter of support on behalf of the proposal, entitled “Centering Student Experiences with the Board of Trustees to Improve Outcomes and Governance.” Additional trustees can participate as well. Details of the proposal include:

Presenters:

- Sharon Evans, Board Chair
- Becka Rowland-Buckley, Vice Chair
- Jo Alice Blondin, Ph.D., President
- Dawayne Kirkman, Ph.D., Senior Vice President for Student Affairs, Enrollment Management, and Regional Locations
- Two Students, to be determined

Description:

Clark State’s inclusion of student stories at Board meetings has engendered a student-centered culture on the Board. The stories themselves have been utilized to improve student services, academic programs, and the impact of policy changes on students. Learn how these stories have helped focus the college on what matters most.

Marketing, Foundation and Workforce Updates

Marketing

- The bachelor's of science in nursing program has been formally launched with a press release, web postings, social media posts, and application. A postcard is also arriving in homes and businesses the week of May 19. It was mailed to 2,364 current/prospective Clark State healthcare students, high school superintendents and principals, hospitals and healthcare facilities. Informational flyers have also been created for all Clark State locations and in-person distribution to healthcare facilities in the counties we serve. The promotion of our new bachelor's of science in nursing program will be a year-long campaign that also includes billboards, program materials, attire development and additional advertising.
- Marketing is developing guidelines for sponsorships by Clark State to third parties to increase consistency, ensure legal requirements are met and improve return on investment to the College. The Clark State wall mural at Mercy Health Rehab One Step Closer to Home has been installed. A ribbon-cutting and open house date are yet to be determined. Additional upcoming sponsorships include the Clark County Fair, Mercy Health Golf Outing, Braxton Miller Foundation, Families of Addicts Rally, and the Clark County Jazz and Blues Festival.
- As we look at the 2025-2026 school year, meetings are being held with Academic Council, the Enrollment Team, Deans and others to determine subject areas of focus. Project priorities include maintaining previous areas of focus, web redesign (to be completed by November 2025), social media audit and strategy development, a new college View Book, Presidential Search, Bellefontaine Ribbon Cutting for the new space, and interior design and signage for all campuses, including the Springfield Admissions area, the third floor of Rhodes Hall, and the new Bellefontaine building.
- The Marketing department has also entered into an independent contractor services contract with Vicky Forrest to write press releases for approximately 10 hours a week for the next six months.

Foundation

- The 2026 – 2029 Foundation strategic plan was approved by the Board of Directors at their March 19, 2025 meeting. The plan is attached to this report.
- Through Q3, Project Jericho has served 347 unique individuals through youth and family programming, including 19 women who participated in Visual Memoirs in April. Visual Memoirs celebrated younger women, and the women who raise them through the creation of poetry and fiber art. The women's "story scrolls" are on display at the Springfield Museum of Art until May 23.
- Project Jericho has fulfilled one-third of the hours for their contract with the State of Ohio's Department of Children and Youth. To date, Project Jericho has engaged 15 young men living at the Utopia Beginnings Group Home in Dayton, and in June, will invite these young men to the University of Dayton for a ceramics module with Professor Geno Luketic.
- The Clark State Scholars program inducted 87 students for the Class of 2029 on April 22, 2025.
- Fifty Scholars will complete the high-school phase of the Scholars program and will graduate from high school this spring (Class of 2025). Scholars staff continue to work with these students in their post-high school decisions and support them through the steps of enrollment should they choose to enroll at Clark State.
- Effective May 12, 2025, Seth Snyder was hired as the new Grants Writer and reports to Mary Oliver, Interim Director, Foundation.
- We have engaged Jeff Smith, a local grant writer, on a short-term contract through June 30, 2025, to assist in training Foundation staff.

Workforce

- Workforce is expanding its open enrollment program offerings in Greene and Logan Counties. New open enrollment classes include CNA and Phlebotomy at the Xenia location, with a Python Coding course launching in July. We are partnering with Logan Acres in Logan County to provide a CNA course. Discussions are underway to collaborate with MEP on a Basic Electrical course and with Ohio Hi-Point to offer customized Drone training.
- We will be providing our first ESL embedded CNA class at the end of the May and continue to partner with local companies such as Gabe's Distribution to offer ESL training utilizing our Community Development Block Grant funding.
- Custom contract training is growing. The Greater Springfield Partnership has introduced us to two additional local businesses with unique training needs, adding to the dozen we are currently working with.
- The Clark County Workforce Summit is set for June 17, and we are working to confirm a tentative July 30 date for the Champaign County Summit.

Clark State College's 2025 Carnegie Classifications

The Carnegie Foundation for the Advancement of Teaching and the American Council on Education recently released revised institutional classifications. The intention of these classifications is to better describe institutions by types of degrees awarded, the size of the institution, and student access and earning. This differs from the previous classifications released in 2021, which focused on type of institution and highest degree earned (e.g., Clark State was described as Public, Associates/Bachelor).

Clark State's new classification is:

- Professions-focused
- Associate
- Large/Medium
- Higher Access, Medium Earnings

Quality Initiative Proposal for Higher Learning Commission

Clark State College is on the Open Pathway for the Higher Learning Commission (HLC). Clark State will be reviewed in AY 2028-2029. We are currently at the seven-year mark in the accreditation cycle, which coincides with the timeline to submit the Quality Initiative Proposal (QIP). The HLC expects that institutions are engaged in quality improvement, and a requirement of the HLC is for Open Pathway institutions to designate one major improvement effort.

The Quality Initiative should suit the institution's present concerns and/or aspirations. To that end, Clark State has identified professional learning as the focus of the QIP. The title of the project is *Strategizing Professional Learning Communities for Success*. Clark State's proposal continues the existing work accomplished through the Achieving the Dream – Building Capacity for Change initiative from AY 2025, which established professional learning communities as the preferred model for professional development. The goals for the project are as follows:

Goal 1:

Establish a standardized framework for all PLCs, including a Facilitator Toolkit to include facilitation guidelines, content selection strategies, engagement practices, and measurement tools, to ensure consistency and effectiveness across the institution.

Aligns with Good Practice Principle 5: Create Supportive Professional Communities and Good Practice Principal 3: Engage Inquiry and Reflection.

Goal 2:

Establish a formal process for evaluating the effectiveness of PLCs, ensuring alignment with institutional goals and professional development outcomes, while maintaining leadership support for PLC sustainability.

Aligns with Good Practice Principal 9: Integrate Changes in Pedagogy, Curriculum, and Assessment and with Good Practice Principle 10: Connect Professional Development with Strategic Priorities.

Goal 3:

Align Professional Learning Communities with related strategic initiatives (Strategic Plan, Completion Plan, etc.). Strategic PLC's will include: Co-Requisite English, Co-Requisite Math, the First Year Experiences, and course completion by modality/retention.

Aligns with Good Practice Principle 1: Respect Educators' Knowledge and Good Practice Principle 10: Connect Professional Development with Strategic Priorities.

Phi Theta Kappa Update

2025 Student Commencement Speaker: The Student Commencement Speaker for the 10:00 a.m. ceremony is PTK student, Annalise Smith.

All-Ohio Academic Team: Annalise Smith and Michael Sousa were named to the All-Ohio First Academic Team. Only ten students in Ohio are named to the first team! Annalise also earned the recognition as a Coca-Cola Silver Scholar. Clare Grooms was named to the All-Ohio Third Academic Team. The students were recognized at Student Recognition on April 30 and the 2025 All-Ohio Community College Academic Team Virtual Recognition Ceremony on May 1. Annalise delivered remarks in a prerecorded speech.

Spring 2025 Recruiting and Induction: Six hundred and ninety-eight (698) students were invited to join PTK in Spring 2025, with seventy-two (72) students joining. To date, the chapter is experiencing a 22% growth in membership from Spring 2024. Induction took place on April 24, with 30+ inductees and close to 150 people in attendance. Bailey Massey was installed as the Public Relations Officer. Clark State and PTK Alumna Carla Hetric-Daniel delivered a thoughtful keynote with a theme of self-care.

PTK Catalyst 2025: Nina Wiley, Jessica Adams, and students Sean Allen, Valerie Kemmer, Jessica Robbins and Annalise Smith attended PTK Catalyst 2025 in Kansas City, Missouri April 3-6. Catalyst is Phi Theta Kappa's annual event, bringing together members and advisors for professional development and celebration of the many accomplishments from the PTK community. Valerie stepped into the role as the Western District Representative for the state of Ohio. Sean had the incredible honor of serving as the Flag Bearer for Ohio at Catalyst. Annalise delivered an exceptional keynote on April 3 reflecting on her year as the Phi Theta Kappa International President. Nina Wiley and Jessica Adams facilitated a session for advisors on April 5 titled, "A Story of Friendship, Leadership, Service and Development: Recruiting Through the Student Lens."

Ohio Regional Awards Convention: Advisors Nina Wiley and Jessica Adams and students Sean Allen, Valerie Kemmer and Jessica Robbins attended the Ohio Region Gala Awards Convention March 7-9 at Stark State College in North Canton, Ohio. The Clark State Chapter, Alpha Nu Lambda, was recognized as a Five Star Chapter and ranked #7 out of 41 chapters. Jessica Adams was awarded the Charlie Gallucci

Advising Award. Jessica Robbins was awarded the Order of Athena.

Fall 2024 Recruiting and Induction: Five hundred and seventy-eight (578) students were invited to join PTK in Fall 2024, with ninety (90) students joining. The chapter experienced 45% growth in membership from Fall 2023. Induction was held on November 20, with 40+ inductees and close to 150 people in attendance. Two PTK Officers were installed in their positions: Valerie Kemmer, Vice President of Leadership, and Michelle Knight, Recording Officer. Clark State and PTK Alumna Neo Mosoeunyane delivered an inspiring keynote during which she shared her story and offered words of encouragement.

College-Wide Strategic Planning Day: Leading Learners

The entire College came together on Friday, April 25, for the annual College-wide Strategic Planning Day. The day started with a welcome from the President, Dr. Jo Alice Blondin, and Student Success Panel. After that, much of the morning was spent around these three sessions (in a conference style format) considering what is working well, what can be improved, and where we are going in FY26:

- Strategic Plan Progress
- Building Capacity for Change, Professional Learning Communities Poster Sessions
- Standing Committee Updates

After lunch, there was a break for a Faculty Meeting, a Staff Meeting, and a meeting between Senator Kyle Koehler, Executive Council, and Deans. The day concluded with time given to Strategy in Motion, Strategy in Reflection, and President Blondin's Call to Action.

Following is a summary of survey responses (39 respondents).

I would rate my understanding of Clark State's current Strategic Plan as: (1-Very Low - 5-Very High)
93% indicated a 4 or 5. Last year was 86%.

I would rate my understanding of my role and/or connection of my work to Clark State's current Strategic Plan as: (1-Very Low - 5-Very High)
90% indicated a 4 or 5. Last year was 86%.

Faculty and staff expressed appreciation for the opportunity to connect with the college community throughout the day and to attend various sessions of their choice. Respondents gave praise to the interactive format used at the Leffel Lane campus and expressed particular enthusiasm for the Student Success Panel. Looking ahead to next year's Strategic Planning Day, faculty and staff indicated interest in maintaining a similar structure to this year's event: one that offers flexibility in session selection, includes opportunities for team-building and reflection, and features perspectives from students. Dr. Blondin's message of "One Front Door/One Clark State" undoubtedly resonated with attendees. Regarding potential enhancements to the College's Strategic Planning efforts, respondents expressed curiosity regarding the development of the forthcoming Strategic Plan and how everyone can continue the good work in advancing its goals.

After looking at the data, we think it is important to note that the vast majority of the college:

- is actively engaged in the plan and understands their role in it;
- understands the importance of the plan and how it drives the work we are doing; and
- fully supports initiatives and activities that are aligned with the plan.

Technology, Safety and Strategic Initiatives

Technology

- We recently completed developing and testing an in-house solution for our Student Evaluation of Instruction (SEI) system. Over the years, we've used commercial off-the-shelf (COTS) solutions, which are not ideal for our use case and have had limited response rates. This new system, designed within the existing Self-Service web application, allows both students and faculty to create and/or submit evaluations within one of the most widely used systems at Clark State. Leveraging a broadly understood system should result in better data and greater participation. Faculty and administrators can also review reports within the same system, making it highly convenient.
- Our new location in Bellefontaine at Ohio Hi-Point (Building C) is nearly ready for move-in. We recently turned on the networking and installed academic technology to prepare it for classes and testing. The network there is effectively the same as all of our campuses, making access to resources convenient and secure.

Safety

- We conducted four tornado drills at all campus locations in April. These drills are intended to make all students, faculty, and staff aware of our various emergency procedures and multiple systems to notify people on campus about serious incidents or dangerous situations. All students, faculty, and staff performed exceptionally well during these brief interruptions, and we garnered excellent feedback on procedure and communication tweaks to ensure wider understanding of our processes. A tabletop is scheduled for June to review the potential use case where federal officials might arrive on campus. These are beneficial in helping us identify gaps in communication, understanding, or procedures so we can continuously improve our ability to respond to multiple hazards and emergency incidents.

Strategic Initiatives

- Strategic Planning Day was a resounding success, with about 60 attendees in the AI session, sparking ongoing conversations. It provided a timely platform to share updates in this quickly-evolving space. Next, we will incorporate shared governance feedback and propose an AI policy to the Board, followed by developing procedures this Fall and Spring to support student enrollment, retention, and success.
- We are exploring a potential replacement for our current customer relationship management (CRM) system, Slate, to gain better access to modern technologies like AI. Strategically using AI can enhance student support, streamline communications and workflows, and free up time for meaningful student engagement, fostering a more agile, collaborative, and mission-driven culture.

Action Items

The following items were presented for Board approval:

Personnel Recommendation – Exempt/Non-Exempt Employees

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

Personnel Change:

- Seth Snyder from Accounts Payable Coordinator, Business Affairs to Grants Writer, Advancement and Outreach, effective 5/12/25

Open/Advertised Positions:

- Administrative Assistant, Advancement and Workforce
- Career Navigator, Modeling and Simulation
- Dean, School of Allied Health and Public Services
- Network and Systems Administrator
- Student Records Specialist

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 2024-2025 budget.

It was requested that the Board of Trustees approve the personnel recommendation 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:

- Dr. Elforjani Jera, Instructional Faculty, Laser Material Processing, Business and Applied Technologies, effective 8/8/25
- Amy Osborne, Instructional Faculty, Math, Arts and Sciences, effective 8/8/25

Open/Advertised Positions:

- Instructional Faculty and Practicum Coordinator, Addiction and Integrated Treatment Studies
- Instructional Faculty, Early Childhood Education
- Instructional Faculty, English
- Instructional Faculty, Management
- Instructional Faculty, Management – Logistics and Supply Chain
- Instructional Faculty, Modeling and Simulation
- Instructional Faculty, Psychology

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 2024-2025 budget.

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

Business Affairs Policy Revisions

Clark State College endeavors to maintain relevancy and applicability of its policies that guide and inform the operation of the College in a manner that promotes compliance and alignment with regulatory guidance (state and federal), strategic mission and goals, and industry-wide best practices. As part of this commitment, Clark State College is performing a comprehensive review of all policies to ensure consistency and clarity in language. In addition, the College is embracing the shared governance structure, as appropriate, to solicit feedback and input on the language included in the policies and also to identify areas in which further discovery and discussion would be prioritized within the shared governance process. The following policies are submitted for review and approval:

Compensation Philosophy Policy

Policy Number: 3358:5-5-24

Category: Benefits/Privileges

Owner: ~~Vice President,~~ **Business Affairs**

Effective: ~~March 1, 2021~~ **June 1, 2025**

A. The purpose of this policy is to reaffirm the College's desire ~~Clark State College seeks to provide every employee with a competitive level of compensation that reflects his or her~~ **their** individual contribution to the College's mission. This mission is realized by providing a total compensation package that includes base pay, benefits, professional development, and the flexibility of working in a higher education environment. Further, the purpose of ~~Clark State's~~ **the College's** overall compensation package is to attract and retain employees who are focused on student success and community engagement. Clark State prides itself on being a strong steward of its resources, and it is within the context of its financial picture that compensation is examined and adjusted.

B. Compensation Principals

1. Achieve and maintain competitive salaries in relevant labor markets
2. Communicate compensation information to ensure that employees understand their total compensation package
3. Administer pay equitably and in compliance with all applicable federal and state laws and regulations

4. Provide professional development opportunities for employees to develop and advance in their **positions sets**
5. Recognize changing responsibilities given the College's current and future staffing needs
- ~~6. Review compensation comprehensively per the College's Compensation Manual~~
7. ~~The office of Human Resources shall be~~ **is** assigned the responsibility of developing, implementing, and maintaining the compensation philosophy policy

Prior Effective Dates: 10/19/01, 1/22/15, 10/15/15, 4/1/20, **3/1/21**

Computer Purchase Loan Policy – SUNSET effective June 1, 2025

Policy Number: 3358:5-5-19

Category: Benefits/Privileges

Owner: Vice President, Business Affairs

A. Purpose

1. The board of trustees has established an interest free, revolving loan program designed to help increase and maintain technology literacy, technology skills, and the availability of current technology for eligible Clark State employees. Qualifying technology items purchased under this loan program are to benefit our employees, the students we serve, and Clark State College.
2. A partial list of qualifying technology items for purchase under this loan program is available in the associated computer purchase loan procedures.

B. Eligible Employees:

1. Must be employed as a regular employee by the College at least twelve (12) months at time of application
2. Include all 1.0 FTE regular employees of Clark State College in the following categories:
 - a) Exempt staff
 - b) Non-exempt staff
 - c) Instructional faculty
3. Must receive a paycheck from Clark State every two weeks

- C. This policy shall be administered as set forth in the associated computer purchase loan procedures.
- D. The office of human resources is responsible for developing and maintaining the computer purchase loan policy and procedures.
- E. The office of business affairs is responsible for administering the computer purchase loan policy and procedures.

Prior Effective Dates: 11/7/96, 7/1/98, 1/6/03, 4/3/09

Conflict of Interest and Commitment Policy

Policy Number: 3358:5-3-20

Category: Conditions of Employment

Owner: Vice President for Business Affairs

Effective: ~~July 1, 2021~~ **June 1, 2025**

The purpose of this Conflict of Interest and Commitment policy is to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of the College and commitment of its employees, and to ensure compliance with Ohio's ethics laws.

General Standards of Ethical Conduct and Duty to Avoid Conflicts of Interest

All Clark State College employees are expected to comply with Ohio's ethics laws and avoid improper conflicts, as found in Chapters 102 and 2921 of the Ohio Revised Code. The guiding principle of Ohio's ethics laws is to prevent a public employee, including college faculty, administrators and staff, from participating in matters that involve the public employee's own financial interest or those of the employee's family or business associates. College employees must therefore conduct themselves in a manner that avoids favoritism, bias, and the appearance of impropriety. As such, no College employee, by virtue of his or her employment, may receive special treatments or favors from others who do business with the College. Nor may employees use their College position for their personal benefit or for the benefit of a family member, as defined by this policy, or non-college business associate.

College Commitment

All Clark State College employees are expected to devote their work activities to functions of the College during College work hours. Employees may not engage in external work or any activities, paid or unpaid, that could result in a conflict of interest or could interfere with their overriding commitment to the College or to the performance of their duties and responsibilities to the College. This prohibition also applies to political activities and non-college governmental work (elected or appointed office). Employees who engage in external work or activities are expected to perform such work or activity during non-College work time, without utilizing College property or resources.

If external work or activity is performed during assigned College work time, employees must use vacation time that has been pre-approved by the supervisor.

Any employee who is elected or appointed to public office must promptly notify ~~his or her~~ **their** area vice president or dean upon the election or appointment.

Soliciting, Accepting or Using Authority for Anything of Value

Employees may not solicit or accept “anything of value” from anyone who does business with the College, is seeking to do business with the College, is regulated by the College, or is interested in matters before the College. Nor may employees use the authority of their College position to secure “anything of value” from anyone who does business with the College, is seeking to do business with the College, is regulated by the College, or is interested in matters before the College. Such actions are considered “misuse of official position” under Ohio Revised Code Chapter 102.

If an unsolicited gift is received, the employees should immediately notify the supervisor. The supervisor should consult with the ~~the Director of~~ Human Resources to determine an appropriate course of action, which could include disposal, return or, as an example a food item that can be broadly distributed, sharing the gift.

The prohibitions under this section do not apply to items of nominal value. Examples include conference trinkets, a meal at a fast food or family restaurant, a promotional item, so long as they are not viewed as having a substantial or improper influence over the employee.

Honorariums

Employees, except for non-administrative faculty, as expressly authorized in O.R.C. 102.03(H), are prohibited from soliciting or accepting an honorarium, as defined by this policy.

Public Contracts

As directed by O.R.C. 2921.43, employees are prohibited from authorizing, approving, recommending, or in any manner influencing others to secure a College contract in which the employee or family-member or non-college business associate has a financial or personal interest. In order to avoid even the appearance of impropriety, employees may not participate in any College decision-making process, formally or informally, regarding a College contract that could provide a personal benefit.

Employees, their family members and/or non-college business associates are specifically prohibited from having an interest in the profits or benefits of a College contract that has not been competitively bid.

Ohio’s Ethics Laws

It should be realized that every type or source of conflict of interest cannot possibly be outlined in this policy. Ohio laws concerning conflicts of interest, namely Ohio Revised Code Chapter 102 and Ohio Revised Code Sections 2921.42 and 2921.43, must be adhered to in the conduct of any duties related to employment with the College.

A summary of Ohio’s ethics laws and guidance from the Ohio Ethics Commission can be found at www.ethics.ohio.gov.

Disclosing Conflicts and Reporting Violations

Clark State College will require all **full-time staff employees** ~~staff members in a management level position~~ to complete an annual Conflict of Interest Statement of Disclosure form. However, to avoid conflicts of interest and violations of this policy, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College’s ~~Director of~~ Human Resources if not already addressed in the annual Conflict of Interest Statement of Disclosure form. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Known or suspected violations of this policy should also be reported to the ~~Director of~~ Human Resources.

Discipline and Other Sanctions

Failure to abide by this policy and/or Ohio's ethics laws may result in College discipline up to and including termination. Known violations may also be referred to the Ohio Ethics Commission and local prosecutor for possible civil and criminal sanctions.

DEFINITIONS

ANYTHING OF VALUE

The Ethics Law prohibits a public official from soliciting or accepting 'anything of value,' if the thing of value could have a substantial improper influence on him in the performance of public duties. 'Anything of value' is defined in state law to essentially include anything with any monetary value. Items that are considered nominal are not prohibited.

FAMILY MEMBER

Spouse, parent, stepparent, child, stepchild, grandparent, grandchild, sibling, and any other individual related to the employee by blood or marriage if that individual lives in the same household with the employee.

HONORARIUM

Any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering. "Honorarium" does not include ceremonial gifts or awards that have insignificant or nominal monetary value.

Prior Effective Dates: 07/1/1998, 08/04/2006, 03/18/2015, 10/23/2015, **7/1/21**

Consensual Relationships Policy

Policy Number: (to be assigned)

Category: Conditions of Employment

Owner: Business Affairs

Effective: June 1, 2025

The College's educational mission is promoted by professionalism in faculty-student and staff-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty and staff that harm this atmosphere undermine professionalism and hinder fulfillment of the College's educational mission. Trust and respect are diminished when those in position of authority abuse, or appear to abuse, their power. The purpose of this policy is to define consensual relationships and to define when these relationships are prohibited and may subject faculty and staff to disciplinary actions.

- A. Faculty and staff exercise authority over students in a variety of circumstances. Faculty authority is manifested primarily in the instructional context, which includes coursework, assigning, assessing, grading, advising, recommendations and similar processes. Faculty with supervisory responsibilities have similar authority to influence the terms and conditions of employment, performance, and progress. Staff authority may manifest in the course of advising, coaching, supervision, and in influencing the terms and conditions of employment, evaluating, job performance, progress and recommendations.
- B. Amorous and sexual relationships between faculty and students are wrong, whether consensual or not, when the faculty or staff member has professional responsibility for the student. Such

situations greatly increase the chances that the faculty or staff member will abuse their authority and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty or staff may be affected by such unprofessional behavior because it places the faculty or staff member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

- C. Therefore, the College shall view it as unethical if faculty or staff members engage in amorous or sexual relations (consensual or otherwise) with students enrolled in their classes or subject to their supervision even when both parties appear to have consented to the relationship. Amorous or sexual relationships outside the instructional, advisory, coaching, and supervisory context described in this policy, while not specifically prohibited, are discouraged and are very unwise.
- D. Accordingly, faculty and staff, whether full-time or part-time are prohibited from pursuing or engaging in an amorous or sexual relationship with any Clark State student enrolled in their courses or over whom they have other College responsibility or authority, including supervisory responsibilities. A person's status as a student commences upon admission to the College and continues during academic terms in which the person is enrolled, including College breaks and holidays. A person is no longer considered a student when they have completed their program of study, graduated, and have not re-enrolled for one or more semesters. Relationships that have existed prior to a faculty or staff member's employment or a student's enrollment, such as those between spouses or partners, must be disclosed to the faculty or staff member's supervisor and Human Resources, but are generally exempt. In such cases, it is better for the student to take courses and be taught, advised, coached and/or supervised by another faculty or staff member as disclosure does not remove the power differential or the potential for coercive actions.
- E. Actions that violate this rule may subject the faculty and staff member to disciplinary action, up to and including termination. Actions that violate this rule may also be considered sexual harassment or misconduct and subject to College policies on sexual harassment and misconduct.

Prior Effective Dates: n/a

Disciplinary-Corrective Action Policy

Policy Number: 3358:5-3-21

Category: Conditions of Employment

Owner: Vice President for Business Affairs

Effective: ~~October 15, 2015~~ **June 1, 2025**

- A. **Corrective action is intended to provide an opportunity to correct performance and/or behavior. The College will attempt to follow the principles of progressive corrective action; however, the level of corrective action will ultimately reflect the seriousness of the infraction. The College retains the right to immediately implement paid or unpaid suspension or immediately move to termination.** ~~Employees are expected to conduct themselves professionally and follow Clark State College policies and procedures. Self-discipline is the goal; however, in instances where self-discipline and mutual cooperation have not occurred, it may be necessary for corrective action. For those instances, the College has developed disciplinary action policy and procedures to ensure a fair, consistent, and objective means of correcting and improving unsatisfactory work performance or behavior of employees.~~

~~B. The College's disciplinary philosophy shall be corrective and progressive. However, if an unreasonable behavior or misconduct is so severe it may warrant skipping a disciplinary step, up to immediate dismissal.~~

~~C. A. This policy applies to all employees of Clark State College.~~

~~D. B. The employee shall have access to due process under the 3358:5-5-08, Employee Complaint and Grievance Policy, and 3358:5-5-08.1, the Employee Complaint and Grievance Procedures, for all disciplinary corrective actions with the exception of termination of employment.~~

~~E. C. This policy shall be administered as set forth in the associated Corrective Disciplinary Action Procedures.~~

~~F. D. The office of Human Resources shall be is assigned the responsibility of developing, implementing, and maintaining the disciplinary Corrective Action policy and procedures.~~

Prior Effective Dates: 8/1/04, 3/18/15, **10/15/15**

Emeritus Status Policy

Policy Number: 3358:5-5-04

Category: Benefits/Privileges

Owner: Vice President, Business Affairs

Effective: September 17, 2014 **June 1, 2025**

~~A. 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.~~

~~B. A. 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, not a right.~~

~~C. B. This policy shall be administered as set forth in the associated Emeritus Status procedures.~~

~~D. C. The office of Human Resources shall be is assigned the responsibility of developing, implementing, and maintaining the eEmeritus sStatus policy and procedures.~~

Prior Effective Dates: 1/28/78, 5/8/95, 5/1/97, 7/5/97, 7/1/98, 3/19/99, 5/26/00, 1/6/03, 6/1/12, **9/17/14**

Employee Recognition and Rewards Policy

Policy Number: 3358:5-5-05

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~October 15, 2015~~ **June 1, 2025**

- ~~A. Recognizing employees' contributions to the success of the College is a core value of Clark State College. As such, our Employee Recognition and Rewards Policy. This policy provides an avenue to recognize individuals and groups/teams for their contributions to the overall success of the College, the students we educate, and for their positive impact on the communities we serve. This policy is designed to promote individual/team spirit and unity of purpose within the College based on shared achievement and meeting organizational goals. This noteworthy recognition is for those contributions made beyond those acknowledged during the annual/periodic performance management process.~~
- B. This policy applied to ~~all regular employees (staff and faculty)~~ and **full-time exempt staff, full-time non-exempt staff, and full-time faculty, as well as** adjunct faculty. Executive ~~cabinet council~~ members are not eligible for recognition under the provisions of this policy.
- C. ~~This policy seeks to recognize deserving staff, instructional faculty, and adjunct faculty members with performance recognition and monetary awards during the annual Charter Night recognition event or any other time deemed appropriate by the President. This policy includes but is not limited to the:~~
- ~~1. Staff Professional Excellence Award (for regular staff members)~~
 2. Faculty Professional Excellence Award
 3. Adjunct Faculty Professional Excellence Award
- D. This policy shall be administered as set forth in the associated **Employee Recognition and Rewards procedures.** ~~established by the President or his/her designee.~~
- E. ~~The office of human resources~~ **Human Resources** ~~shall be~~ **is** assigned the responsibility of developing, implementing, and maintaining the Employee Recognition and Rewards program.

Prior Effective Dates: 6/15/82, 2/4/88, 12/23/89, 3/23/90, 7/1/98, 1/6/03, 10/24/06, 12/8/10, 3/18/15, **10/15/15**

Equal Employment Opportunity ~~and Diversity~~ Policy

Policy Number: 3358:5-3-09

Category: Conditions of Employment

Owner: ~~Vice President for~~ Business Affairs

Effective: ~~January 16, 2024~~ **June 1, 2025**

~~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~~

~~C.~~ **B.** Clark State 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.

~~D.~~ **C. General Policy**

The College is committed to complying with all applicable laws regarding non-discrimination.

~~E.~~ **D. Subcontractors, Independent Contractors and Vendors**

Clark State College adheres to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

Prior Effective Dates: 7/26/05, 1/31/13, 3/18/15, 10/15/15, 11/1/19, **1/16/24**

~~Recruitment and Selection~~ **Hiring Policy**

Policy Number: 3358:5-3-05

Category: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~April 1, 2023~~ **June 1, 2025**

~~A.~~ Clark State College **is an equal opportunity employer where applicants for employment are selected on the basis of competency, training, qualifications, and experience.** ~~recruits and selects the most qualified individuals for open positions. This shall be fulfilled within the context of the following statement of nondiscrimination and commitment to diversity:~~

~~1.~~ **A. Applicants are screened and considered without regard to** ~~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 federal and state law or and 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. The College utilizes the following strategies for hiring faculty and staff:

- ~~1. Internal hire through competitive search and posting process~~
- ~~2. Internal job movement through reorganization, internal progression, and succession planning~~
- ~~3. External hire through a competitive search through posting process~~
- ~~4. External hire from a competitive search through the use of a search firm~~

This policy applies to all College employees and applicants for employment.

- ~~C. This policy shall be administered as set forth in the associated procedures. established by the President or their 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 Human Resources has is assigned the responsibility of developing, implementing and maintaining the hiring, recruitment and selection policy and procedures.~~

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, **4/1/23**

Holidays Observed Policy

Policy Number: 3358:5-5-12

Category: Benefits/Privileges

Owner: ~~Vice President for Business Affairs~~

Effective: ~~February 1, 2022~~ **June 1, 2025**

- ~~A. The purpose of this policy is to identify holiday break days when the College is officially closed. The Board shall adopt a two-year calendar in odd-numbered years to include the following holidays.~~

A. The College observes the following state designated holidays: ~~Eleven holidays as determined by the Ohio Revised Code.~~

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)

3. President's Day (Scheduled day during winter break)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Veterans Day (November 11)
9. Thanksgiving Day (Fourth Thursday in November)
10. Columbus Day (Observed on the day after Thanksgiving)
11. Christmas Day (December 25)
 - i. ~~Independence Day~~
 - ii. ~~Labor Day~~
 - iii. ~~Columbus Day — Holiday observed the day after Thanksgiving~~
 - iv. ~~Veterans Day~~
 - v. ~~Thanksgiving Day~~
 - vi. ~~Christmas Day~~
 - vii. ~~New Year's Day~~
 - viii. ~~Martin Luther King Day~~
 - ix. ~~Presidents Day — Holidays observed during winter break~~
 - x. ~~Memorial Day~~
 - xi. ~~Juneteenth~~

- B. The College is closed for** ~~shall observe a winter break commencing with~~ **from** December 24th ~~and ending on~~ **through** January 1st.
- C. Holidays that fall on a Saturday are observed on the preceding Friday; holidays that fall on a Sunday are observed on the following Monday.**
- D. To receive eight (8) hours or regular pay for a holiday, full-time exempt staff, full-time non-exempt staff, and full-time faculty** ~~To be paid for a holiday, exempt and non-exempt staff must accrue earnings on their scheduled work day preceding and their scheduled work day following such holiday. Holidays are considered hours worked in the calculation of overtime. 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.~~
- E. Employees are paid for no more hours for a holiday than those hours they normally work each day.**
- F. 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 (8) 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/hour x 2 = \$24/hour x 5 hours = \$120~~

- G. 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.

Prior Effective Dates: 3/13/78, 7/1/98, 7/1/99, 7/1/00, 6/14/02, 6/7/06, 2/6/13, 10/1/15, 2/1/20, 2/1/22

Leave Policies for Regular Employees

Policy Number: 3358:5-5-07

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: February 1, 2020 **June 1, 2025**

The purpose of this policy is to provide clarity and consistency for each type of leave. It ensures that both eligible employees and the College agree upon the parameters of time off, promoting transparency. ~~Efficient operation of the College requires employees to attend work regularly and to be on time daily. When this is impossible, the employee should inform his/her immediate supervisor as soon as possible so that plans can be made to cover his/her duties. During prolonged absence, periodic contact should be made with the employee's immediate supervisor. The College recognizes justifiable causes for absence and follows a policy of granting reasonable requests for time off from work as follows:~~

A. Personal Leave

1. Three (3) days **of** personal leave with full pay is granted each fiscal year. **Personal day hours may be taken in no less than 30-minute increments.** The absence must be submitted to the immediate supervisor within five **(5)** days prior to the leave but no later than three **(3)** days after the leave (in those situations where prior approval is not possible). Up to one **(1)** day of unused personal leave (up to eight **(8)** hours) may be rolled over at the end of the fiscal year to the next fiscal year. **Personal leave hours are not considered hours worked for the calculation of overtime.** ~~(One personal leave day is determined by an employee's FTE status).~~ Personal leave balances are not paid out upon separation from the College.
- ~~2. Personal leave must be taken in 30-minute increments. Accurate and timely reporting of leave used is the responsibility of the employee and their immediate supervisor.~~
3. Personal leave for employees hired after the beginning of the fiscal year ~~shall~~ **will** be prorated as follows:

Employee Hired In	Benefit
July, August, September	3 days
October, November, December	2 days
January, February, March	1 day
April, May, June	None

- ~~i. Employees hired in July, August, or September shall receive three (3) days.~~
- ~~ii. Employees hired in October, November, or December shall receive (2) days.~~
- ~~iii. Employees hired in January, February, or March shall receive one (1) day.~~
- ~~iv. Employees hired in April, May, or June shall not receive a personal day for that fiscal year.~~

- 4. **This benefit applies to all full-time exempt staff, full-time non-exempt staff, and full-time faculty.**

B. Bereavement Leave

- 1. Accumulated sick leave may be used for an employee's absence due to a death in the employee's immediate family, **defined as:** ~~Immediate family is defined as~~ brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and step-grandchildren.
- 2. Bereavement leave due to a death not in the employee's immediate family shall be taken as personal leave, or vacation leave, ~~or unpaid leave.~~
- 3. Employees ~~shall~~ **will** document this leave to their immediate supervisor within five (5) days prior to the leave but no later than three (3) days after the leave **in those situations where prior approval is not possible).**
- 4. **This benefit applies to all full-time exempt staff, full-time non-exempt staff, and full-time faculty.**

C. Jury Duty

- 1. Requests for approval of this leave should be directed to the immediate supervisor within five (5) days prior to the leave but no later than three (3) days after the leave **(in situations where prior approval is not possible).**
- 2. Payment for this leave will be regular pay less the amount received for jury or witness duty.
- 3. **This benefit applies to all full-time exempt staff, full-time non-exempt staff, and full-time faculty.**

D. Military Service Leave Training

- 1. **The College grants employees, except for temporary employees, who enlist or are inducted into military forces of the United States, including the Ohio National Guard, a leave of absence and benefits to include regular pay, and entitled to all re-employment rights in accordance with the Ohio Revised Code and federal laws including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).**
- 2. **This applies when the service member is required to participate for military service, training duty, or related obligations as members of an Armed Forces Reserve**

Organization or the National Guard or when they are called out on an emergency basis for such service per the Ohio Revised Code.

- 3. The USERRA prohibits discrimination and retaliation for person's membership (voluntary or involuntary) in the uniformed services with regard to any aspect of employment and the College adopts and follows this principle.**
- 4. Employees should communicate with their manager and Human Resources regarding military service leave.**

~~1. Members of the reserve branches of the armed forces' national or state guard or reserve units who are required to attend two weeks active duty training will be granted a military leave for such training.~~

~~a. These military leaves of absence will be granted with pay based on the schedule used to compute the regular pay less any compensation received from the government for such training. This leave may be taken in addition to any vacation time earned (for those employees who are eligible for vacation leave).~~

~~b. Requests for military leaves of absence should be directed to the immediate supervisor within five days prior to the leave but no later than three days after the leave. Employee is required to provide a copy of his/her military orders to human resources for military training/absence before the leave begins.~~

E. Professional Development Leave

Time away from work for professional development leave to attend meetings or conferences may, at the discretion of the immediate supervisor, be granted whenever attendance would directly contribute to the professional development of the employee, or as otherwise considered to be in the best interest of the institution.

~~F. Rest Periods (applies to non-exempt employees only)~~

~~1. The College does not designate a formal rest period for its employees. Rest periods depend on the department/division involved and whether or not the work of the department is of such a nature that it can be interrupted at some time during the day for employees to have a rest period.~~

~~2. When rest periods are allowed, they are limited to two 15-minute breaks per day—one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day.~~

G. Unpaid Leave of Absence

1. Up to **thirty (30)** days of unpaid leave may only be requested in the event **twelve (12)** weeks of approved Family Medical Leave Act (FMLA) leave has been exhausted, and additional time off is needed per the health care provider. Before the unpaid leave of absence is considered, the employee must have also exhausted all of their sick, personal, and vacation time.

2. Requests for approval for an unpaid leave of absence shall be sent to the immediate supervisor, executive council ~~office~~ **member**, and the Human Resources ~~office~~ no later than thirty (30) days prior to the first day of the requested leave. Documentation from the health care provider is required. Employees whose positions are contracted and/or funded by outside sources are not eligible for unpaid leaves of absence. The College assumes no financial obligation for unpaid leaves of absence.
3. For unpaid leaves that fall under FMLA, the employee shall be responsible for continuing to pay, on a bi-weekly basis, the employee share of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll deduction. For unpaid leaves as an extension of approved FMLA, the employee shall pay, on a bi-weekly basis, the full amount of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll deduction. While on an unpaid leave of absence, other than FMLA, neither sick leave nor vacation leave shall be accrued.
4. **In the event the** ~~The~~ employee does not return to work, the College may choose to terminate employment and ~~reback~~-fill the employee's position.

H. Voting Leave

Since employees can usually vote ~~without inconvenience~~ before or after their regular working hours, the College does not make provisions for time off taken to vote.

I. Sick Leave

Please refer to **the Sick Leave policy.** ~~policy number 3358:05-05-06 for the details of the sick leave policy.~~

J. Family and Medical Leave

Please refer to **the Family and Medical Leave Act** ~~policy. number 3358:05-05-20 for the details of the family and medical leave policy.~~

K. Vacation Leave

Please refer to **the Vacation Leave procedures** ~~policy. number 3358:05-05-09 for the details of the vacation leave policy.~~

Prior Effective Dates: 3/13/78, 6/15/82, 7/1/94, 7/1/98, 12/18/00, 10/8/01, 6/14/02, 2/14/03, 4/24/06, 6/7/06, 7/7/08, 6/1/11, 6/18/13, 10/15/15, **2/1/21**

Nepotism Policy

Policy Number: 3358:5-3-19

Category: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~October 15, 2015~~ **June 1, 2025**

The purpose of this policy is to establish a consistent process regarding employment decisions for members of the same family, and to ensure compliance with Ohio's ethics laws regarding nepotism.

- A. The College shall **does not prohibit employment or promotion of an employee's family member; employment decisions for all employees are based on qualifications for the position.** ~~of relatives in the same department, division or administrative unit provided that neither relative participates in making recommendations or decisions specifically affecting the appointment, retention, evaluation, work assignment, promotion, demotion, or compensation of the other relative.~~
- B. **No College employee may use their position or influence to hire, promote, or give preferential treatment to any family member. Internal and external applicants are required to self-disclose, at the time of application, if they are related to a current employee of the College. No College employee may supervise or be in the supervisory line of a family member.**
- C. For the purposes of this policy, relatives are defined as brother, sister, mother, father, wife, husband, son, daughter, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, step-grandchildren.
- D. **If a situation arises that would or could result in a conflict with this policy, the supervisor must consult with Human Resources.**
- E. **This policy applies to all employees of the College.**
- ~~F. If individuals are in violation of the nepotism policy, the following must be conducted by the cognizant administrator/supervisor:~~
 - ~~1. First priority is to effect a transfer of one of the related individuals if possible.~~
 - ~~2. Second priority is to transfer total supervisory responsibility for that individual from the immediate supervisor to the second-level supervisor. Total responsibility refers to participation in making recommendations or decisions specifically affecting the appointment, retention, evaluation, work assignment, promotion, demotion, or compensation of employees.~~

Prior Effective Dates: 7/1/98, 1/6/03, **10/15/15**

Sabbatical Leave Policy

Policy Number: 3358:5-5-03

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~January 24, 2020~~ **June 1, 2025**

- A. The Board of Trustees **may grant approval for sabbatical leave** in accordance with the **applicable** provisions of section 3345.28 of the **Ohio** Revised Code. ~~may grant sabbatical leave.~~
- B. Sabbatical leave is granted to provide an opportunity for improved service at the College. Full-time exempt staff and ~~instructional~~ **full-time** faculty may use sabbatical leave for study, research, professional writing, travel, or other activities recommended by the President of the College and approved by the Board of Trustees.

- ~~C. The President is directed to establish administrative procedures for the implementation of this policy. This policy will be administered as set forth in the associated Sabbatical Leave procedures.~~
- D. Human Resources is assigned the responsibility of developing, implementing and maintaining the Sabbatical Leave procedures.**

Prior Effective Dates: 12/15/86, 7/1/98, 1/6/03, 3/27/15, 10/15/15, **1/24/20**

Salary Administration Program Policy – SUNSET effective June 1, 2025

Policy Number: 3358:5-5-25

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~October 15, 2015~~

- A.** It is the policy of Clark State College to develop and implement a fair, consistent, and competitive Salary Administration Program so as to attract, motivate, and retain qualified employees. The Program is specifically designed to compensate employees on the basis of their level of responsibility and performance, consistent with the College's business needs and financial capabilities.
- B.** The College will administer its compensation programs without regard to gender, age, race, color, religion, creed, national origin, disability, or any other protected group or status. The College will adhere to all applicable laws and regulations regarding job classification, amount of pay, and equitable compensatory treatment of employees.
- C.** This Program applies to all regular full- and part-time employees (exempt, non- exempt, and instructional faculty), of Clark State and its departments. This Program takes the place of prior policies and procedures on salaries and compensation. This Program does not apply to on-call employees, substitutes, independent contractors, contract employees, consultants/special assignments, or employees with a temporary status.

Prior Effective Dates: 10/15/15

Sick Leave Policy

Policy Number: 3358:5-5-06

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~October 15, 2015~~ **June 1, 2025**

The purpose of this policy is to ensure compliance with Ohio Revised Code Section 124.38 and to set parameters for its authorized use.

- ~~A. Each regular employee of Clark State College with an FTE of .50 and above is entitled to up to 15 days sick leave with pay each year (accrued at 4.61 hours per pay period). There is no maximum limit of sick leave days an employee can accrue.~~

- A. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family (as defined in ~~paragraph (B)(2)~~ of Leave Policies for Regular Employees. ~~3358:5-5-07~~).
- B. Forty **(40)** hours sick leave credit **on an FTE basis** is granted initially to a new full-time **exempt staff, full-time non-exempt staff, and full-time faculty** regular **employees** who **have** no prior accumulated sick leave. No additional sick leave days are accrued during the first four **(4)** months of employment.
- C. **Sick leave is accrued at 4.6 hours per pay period and there is no maximum limit of sick leave hours an employee can accrue.**
- D. ~~Regular~~ **New, full-time** employees who transfer from an Ohio public agency shall **will** be credited with the unused balance of their accumulated sick leave provided the person is employed within ten **(10)** years of the date of the last termination from public service. **The College must receive documentation from the previous institution, documenting the sick leave balance.**
- E. ~~Regular employees~~ **Employees** using sick leave ~~shall be~~ **are** required to document their absence(s) on their ~~bi-weekly~~ timesheet. Sick leave must be taken in **no less than 30-minute** increments.
- F. **Sick leave hours are not considered hours worked in the calculation of overtime.** If a holiday, as designated on the official College calendar, falls during an employee's sick leave, the employee's accrued sick leave balance will not be reduced for that holiday.
- G. Sick leave will not accrue during unpaid leaves of absence, except in cases where the employee is using accrued, paid time off concurrently with an approved FMLA leave.
- H. **An employee's unused, sick leave balance is only paid out upon retirement, according to the formula in the Separation from Employment Procedures. Payment on this basis is considered to eliminate all sick leave credit accrued by the employee at the time of retirement and such payment shall only be made once to any employees.**

~~When a legal holiday, as noted on the official college calendar, falls in the midst of an employee's paid sick leave, the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance. Sick leave shall not be accrued while on an unpaid leave of absence, unless under an approved FMLA absence.~~

Prior Effective Dates: 1/28/78, 3/13/78, 6/15/82, 7/1/94, 7/1/98, 11/8/02, 4/24/06, 6/7/06, 6/1/11, 3/27/15, **10/15/15**

Telecommuting Policy

Policy Number: 3358:05-05-27

Category: Benefits/Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~April 1, 2022~~ **June 1, 2025**

A. The ~~c~~College considers telecommuting ~~for full-time exempt staff, full-time non-exempt staff and instructional faculty employees to be a viable~~, a flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some jobs but not for others. In unusual situations, the President may grant telecommuting approval for positions that would not normally be considered appropriate for telecommuting. Telecommuting is not a right or benefit that an employee can expect or demand. Telecommuting does not change the terms and conditions of employment.

B. Definitions

1. Telecommuting: Working from a remote site, such as a private home, instead of commuting to a designated headquarters. Emphasis is placed on information or communication exchanged through telephones and remote devices such as computers and fax machines to allow an employee to work at a remote workplace. Telecommuting does not include the provision of online instruction through a learning management system, or online instruction provided by adjunct instructors, or casual, intermittent online instruction provided by employees to supplement the work they regularly perform.
2. Telecommuting Application: Approved format documenting agreement between the immediate supervisor and employee for use of telecommunications and computer technologies that allows an employee to perform some or all of his/her **their** assigned duties at other than the normally assigned workplace.

C. **This policy applies to full-time exempt staff and full-time non-exempt staff employees.**

D. This policy shall be administered as set forth in the associated Telecommuting Procedures.

E. ~~The office of Human Resources shall be~~ **is** assigned the responsibility of developing, implementing, and maintaining the telecommuting policy and procedures.

Prior Effective Dates: 7/1/20, **4/1/22**

Cash Management Policy

Policy Number: 3358:5-1-34

Chapter: Business/Administrative Services

Owner: ~~Vice President for~~ Business Affairs

Effective: ~~July 1, 2019~~ **June 1, 2025**

The purpose of this policy is to establish sound cash **resource** management practices to ensure efficient and sufficient utilization ~~stewardship of cash~~ **the College's funds, which is consistent with the goals of the College to meet the financial obligations of the College and support financially the College's strategic goals and initiatives.**

- (A) All activity and balances in the primary **bank** accounts shall be monitored by the Treasurer and appointed staff to assess the cash necessary to meet daily obligations and ensure adequate funds are available to pay for those obligations.
- (B) The Treasurer and appointed staff are responsible for the movement of money between bank accounts and investment pools maintained by the College and/or ~~state funds~~ **the State of Ohio** to ensure sufficient funds are available to meet the College's obligations.

- (C) The Treasurer and appointed staff **designated the responsibility for managing the College's cash, bank accounts and investments** shall strive for the following objectives:
- (1) Liquidity - maintain the ability to pay ~~bills~~ **financial obligations** when they are due.
 - (2) Cash Optimization - establish procedures that help minimize maximize investment in non-earning cash interest-earning resources. See separate Investment Policy.**
 - (3) Financing - ~~follow established policy and procedures on~~ **effectively manage both short-term and long-term borrowed funds borrowing to ensure timely access to cash resources, while minimizing overall debt and supporting the College's ability to acquire essential resources.**
 - (4) Regulatory - comply with ~~f~~**Federal** cash drawdown and excess cash regulations and applicable State of Ohio policies.
 - (5) Coordination - ensuring that the College's cash management goals are communicated and integrated with policy decisions of other areas of the ~~i~~**nstitution that have an are impacted on by** cash flows, such as the Foundation.

Prior Effective Dates: ~~None~~ **7/1/19**

Disbursement Policy

Policy Number: 3358:5-11-07

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~March 1, 2021~~ **June 1, 2025**

- (A) Section ~~3358.10~~ **3354.06** of the **Ohio** Revised Code ~~authorizes~~ **requires** the treasurer of a state community college district to receive and disburse funds of the district under the direction of the Board. **Board of Trustees to appoint a Treasurer, that is not a member of the Board, and thereby gives authority to the Treasurer to disburse all funds on behalf of the institution.**

~~The practice of delaying payment of invoices pending specific Board action could result in a loss of cash discounts thereby reflecting somewhat less than complete fiscal responsibility.~~

- (B) The College practices good stewardship of funds and fosters strong vendor relationships by ensuring timely payments. To facilitate this, the Treasurer is authorized to disburse funds without requiring Board approval for each transaction.**

- ~~(B)-(C)~~ **(C)** The ~~t~~**Treasurer** shall disburse funds for the payment of ~~invoices~~ **financial obligations** authorized by an approved budget and/or **Board** appropriation. **Approval of payments are managed within the Business Office in conjunction with budget managers and the Treasurer's oversight. whenever such payments permit the benefit of cash discounts or other financial gain to Clark State College.**

Prior Effective Dates: 1/28/78, 7/1/98, 6/18/13, 3/18/15, 10/15/15, **3/1/21**

Travel Expense Reimbursement Policy

Policy Number: 3358:5-11-06

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~March 1, 2021~~ **June 1, 2025**

- (A) Ohio Revised Code 126.31 enables employees, **officers, members or consultants** of Clark State College to be reimbursed for ~~actual and~~ necessary travel and other expenses incurred while on official business inside or outside the state of Ohio if authorized by the College ~~in advance~~.
- (B) ~~The basic rationale underlying all College travel regulations is that e~~Employees **and representatives** should incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner. Employees **and representatives** traveling on College business have the duty to exercise care to avoid impropriety, or even the appearance of impropriety, in any travel expense.
- (C) The College may pay the actual cost of commercial travel, registration fees, and other required pre-payments. All other allowable travel expenses **not prepaid by the College or paid with a Clark State purchasing card** shall be handled on a reimbursement basis only. Cash advances ~~to the employee~~ are not allowable.
- (D) ~~Procedures regarding travel expense reimbursement are detailed in procedure number 3358:5-11-06.1, Travel Expense Reimbursement Procedures.~~

Prior Effective Dates: 11/26/77, 7/1/79, 2/10/80, 4/10/80, 7/31/80, 8/10/80, 9/6/83, 7/3/86, 7/24/87, 1/17/91, 7/1/95, 7/1/98, 3/19/99, 4/28/00, 10/7/00, 3/27/15, 10/15/15, 9/19/16, **3/1/21**

Drug-Free Workplace

Policy Number: 3358:5-13-01

Chapter: Campus Environment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~February 1, 2024~~ **June 1, 2025**

- (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) 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.

- (3) Sanctions for students and employees who are found to be in possession of or using marijuana include suspension, dismissal and/or termination of employment.
- (B) Any bid submitted by a contractor that is not enrolled in a ~~BWC Bureau of Worker's Compensation (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).

Prior Effective Dates: 7/27/89, 10/4/90, 7/1/98, 4/18/03, 7/6/04, 3/18/15, 10/15/15, **2/1/24**

Ohio Public Facilities Commission Authorization Responsibility

Policy Number: 3358:5-11-02

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~October 15, 2015~~ **June 1, 2025**

- (A) The President or his/her designee is authorized to complete and sign, on behalf of the state community college district, Ohio Public Facilities for all of the projects for the state community college district provided for, by, or pursuant to the appropriations made by the General Assembly.
- (B) The Board of Trustees agrees to permit the Ohio Public Facilities Commission to use the sites for the purpose of identified projects, the boundaries of which are shown in the plans for such projects, for so long as the respective notes, if any, and bond issues to finance such projects shall be outstanding.
- (C) The state community college district and the Board of Trustees, in its behalf, agrees to undertake performance of the functions and responsibilities of a using governmental agency, and of a designated governmental agency to the extent it is such, as provided in the regulations of the Ohio Public Facilities Commission and any applicable leases, agreement, or rules of the commission, with respect to the identified projects.

Prior Effective Dates: 1/28/78, 3/13/93, 7/1/98, 6/18/13, 3/18/15, **10/15/15**

President's Discretionary Fund

Policy Number: 3358:5-11-01

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~October 15, 2015~~ **June 1, 2025**

- (A) The treasurer is directed to establish a president's discretionary fund for the purpose of receiving gifts or donations from individuals, agencies, firms or groups, and transfer of funds from the general operating budget.

- (B) Funds transferred from the general operating budget shall be used for expenditures that serve a public purpose.
- (C) Other funds shall be used for expenditures that promote the President's office and/or for activities which serve in the best interests of Clark State ~~Community~~ College.
- (D) The President and treasurer are authorized to cosign all withdrawals from said fund which shall be segregated in a separate bank account.

Prior Effective Dates: 1/28/78, 7/1/98, 10/13/00, 6/18/13, 3/18/15, **10/15/15**

Public Records Policy

Policy Number: 3358:5-11-20

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~April 1, 2021~~ **June 1, 2025**

Clark State College is a public institution subject to Ohio's public records statute and therefore it is Ohio law that applies to requests for the College's public records. While Ohio law does not state when records are to be provided, the statute requires that the College provide copies of existing records that are requested with reasonable specificity within a reasonable period of time.

Prior Effective Dates: 1/28/78, 7/1/98, 1/29/08, 3/27/15, 10/15/15, 7/1/18, **4/1/21**

Public Use of College Facilities Policy

Policy Number: 3358:5-11-08

Chapter: Business/Administrative Services

Owner: ~~Vice President for Business Affairs~~

Effective: ~~March 1, 2021~~ **June 1, 2025**

- (A) Clark State College is a catalyst for individual, corporate, and community prosperity by providing access to higher education for our diverse community and fostering student success through high quality, learning-centered education and services. The community recognizes the College as a vital community resource and enjoys high utilization of College facilities ~~and staff~~ for civic and cultural purposes.
- (B) One of the College's guiding principles is to act as good stewards of the resources with which it is entrusted.
- (C) The **business affairs office and, as applicable, the sponsoring department shall receive and review all requests** ~~Clark State College Board of Trustees shall permit upon application~~ by a responsible organization or individual, the use of College facilities for public, cultural, educational, recreational and civic purposes.

- (D) All events shall be conducted in accordance with federal, state, and local laws, regulations and ordinances.
- (E) The ~~Vice President for Business Affairs~~ **office** shall develop appropriate procedures and establish reasonable rental and fee rates.

Prior Effective Dates: 4/10/80, 7/1/98, 3/19/99, 7/1/03, 4/7/06, 7/17/09, 6/18/13, 1/22/15, 10/15/15, 3/1/21

Use and Ownership of Employee Personal Work Products Policy

Policy Number: 3358:5-3-18

Chapter: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~July 1, 2018~~ **June 1, 2025**

- (A) Employees may not utilize Clark State ~~Community~~ College personnel, facilities, or equipment for purposes not related to the College mission without the written permission of the President, or his or her designee.
- (B) For purposes relating to the College mission, unless otherwise provided in writing signed by the President, the institution shall have unlimited use of all employees' personal work products created with the assistance of institutional personnel, facilities, or equipment.
- (C) For purposes relating to the College mission, unless otherwise provided in writing signed by the President, materials, processes, or work products created with the assistance of institutional personnel, facilities, or equipment, or created while under contract with the institution for the purpose of the creation of such materials, processes, or work products shall be the exclusive property of the institution.

Prior Effective Dates: 10/4/82, 4/23/90, 7/1/98, 3/27/15, 10/15/15, **7/1/18**

The revisions presented help to promote consistency and clarity in language. Associated Procedures were provided to Trustees prior to the meeting for information only.

Impact on students and/or student learning: Maintaining consistency and clarity in college policies helps to set the trajectory for successful operations and academic experiences that promote positive outcomes for students.

Alignment with Strategic Plan: The comprehensive review and maintenance of consistent and clear language in policies helps to maintain momentum with all aspects of Clark State's Strategic Plan: Mission, Vision, Guiding Principles, and the five Strategic Goals.

Implications for budget, personnel, or other resources: No foreseeable implications for budget, personnel, or other resources

It was requested that the Board of Trustees approve these changes to policies in order to provide clarity and update language to align with current practice and compliance with federal or state entities effective June 1, 2025.

Approval of New Degrees

Clark State College has added three new degree options, effective in the 2025/2026 academic year, to better prepare students for transfer and in-demand careers:

- Chemistry Transfer, A.S.
- Modeling and Simulation Engineering, A.A.S.
- Registered Nursing, B.S.N.

Program Information Sheets for each program were distributed to Trustees prior to the meeting.

Impact on students and/or student learning: The Chemistry Transfer degree allows students who begin their Chemistry major at Clark State to transfer to a four-year college or university with junior status and with all general education requirements fulfilled.

The Modeling and Simulation Engineering degree builds on the Modeling and Simulation certificate developed last year and is the middle step in building out a bachelor's degree in Modeling and Simulation Engineering. This program responds to the requests of local employers to prepare graduates for jobs in this critical field that serves the defense sector and other technology-driven fields.

The B.S.N. program responds to the needs of employers for bachelor's-prepared nurses. This completion program is fully aligned with Clark State's existing nursing programs and allows a seamless progression regardless of the level at which a student enters. The program is now accepting applications for its first 15 students.

Alignment with Strategic Plan: These new programs are consistent with Strategic Goal 1: Develop and strengthen quality, innovative academic programs.

Implications for budget, personnel, or other resources: Funds have been allocated for these programs in the 2025/26 budget. The Modeling and Simulation Engineering program is grant supported.

It was requested that the Board of Trustees approve the above degrees and that they be added to the Clark State College catalogue effective for the 2025/2026 academic year.

Trustee Ball made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty; approve the Business Affairs policy revisions effective June 1, 2025; and approve the new degree options (Chemistry Transfer, A.S., Modeling and Simulation Engineering, A.A.S., and Registered Nursing, B.S.N.) to be added to the Clark State catalogue effective for the 2025-2026 academic year. Trustee Lopez Ramirez seconded, and the motion passed unanimously.

Board Members' Open Forum

Trustee Ball commented that the new nursing degree is a wonderful addition, and it will be great to see what it does for Clark State. He also mentioned that this is the first time our budget assumptions included a projected enrollment increase that is almost certain given that enrollment is up 16% in FTE and in credit hours. He noted that it is stellar and gave kudos to everyone for that.

Trustee Hall noted that the GISA conference room and building is an awesome space, and it will be wonderful to see what this does for the College over the years. Trustee McDorman concurred, adding that it has made Springfield City Schools and Clark State better and that Clark State will play a tremendous role in med tech and bio tech in our area, which is very exciting.

Executive Session – President’s Compensation and Performance and Legal Matters

Trustee McDorman made a motion to enter into Executive Session to discuss the President’s compensation and performance as well as legal matters. Trustee Ball seconded, and the motion passed unanimously via a roll call vote. Executive Session commenced at 7:33 p.m.

Trustee Ball made a motion to exit Executive Session at 8:08 p.m. Trustee Hall seconded the motion, and it passed unanimously.

President’s Academic Year 2025-2026 Salary and Contract

Trustee Lopez Ramirez made a motion to approve President Blondin’s academic year 2025-2026 salary and contract requests. Trustee Ball seconded, and the motion passed unanimously.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee McDorman seconded. The motion passed unanimously, and the meeting adjourned at 8:09 p.m.