BOARD OF TRUSTEES
REGULAR MEETING

Minutes
March 18, 2025

The Clark State College Board of Trustees met in regular session in the LRC Boardroom with the majority of guests attending virtually via Zoom on Tuesday, March 18, 2025. Board Chair Sharon Evans presided and called the meeting to order at 6:12 p.m.

Roll Call

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

Others Present in Person: Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Vice President of Student Affairs; David Mensa*, Student; Toni Overholser, Vice President of Advancement; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Nina Wiley*, Assistant Vice President of Student Affairs;

Others Present Virtually: Dan Ayars, Director of Facilities, Operations and Maintenance; Dr. Travis Binkley, Dean of Enrollment Services; Kierre Brown, Assistant Dean of Business and Applied Technologies; Nazarae Butler, Director of Athletics and Student Engagement; Dr. Sterling Coleman, Director of Library Services; Sean Dodge, Institutional Research Analyst/Staff Senate President; David Farrell, Senior Staff Accountant; Dr. Adrienne Forgette, Vice President of Academic Affairs; Lee Graf, Police Academy Commander; Natalie Johnson, Associate Dean, Regional Locations; Tina Jones, Staff Accountant; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research and Planning; Megan Platfoot, Instructor, Health, Human and Public Services; Mark Schmidt, Professor, Anatomy and Physiology/Faculty Senate President; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Dr. Jamie Teeple, Assistant Dean of Arts and Sciences; Beth Tremains, Content Manager, Marketing; Noah Vasquez, Student Senator; Laura Whetstone, Director of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; and Desiree Williams, Director of the Center for Teaching and Learning

Oath of Office

Dr. Blondin congratulated Trustee Manual Lopez Ramirez on his appointment to the Board of Trustees for a six-year term and administered his Oath of Office. The group congratulated him and gave him a round of applause.

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

Trustee Ball indicated that he would be recusing himself on personnel actions.

Student Success Story

Nina Wiley, Assistant Vice President of Student Affairs, introduced Student Speaker David Mensa, who will graduate in May with his general transfer degree, has served as a workstudy, and has been a basketball player for two years. She noted that Mr. Mensa would be recording his speech since his instructor is allowing him to get credit for it in class.

Mr. Mensa was a graduate of Westerville South High School and reported that he chose Clark State because it was close to home. It was his first time being on his own, and he noted that staff went over and above to help him adjust, particularly Director of Athletics and Student Life Nazarae Butler. She helped him learn that uncomfortable situations would help him grow, and he decided to stay at Clark State because he knew she had his back.

Mr. Mensa shared that he has a strong bond with Coach Parker, who motivated him to keep going and working hard. He noted that as a player, sometimes you just need someone to believe in you. After the games, Coach Parker talked with him and reviewed his performance, which kept him humble and growing. Coach Q and Coach Mark both encouraged him and provided advice, and Coach Q gave him the opportunity to play the game he loves; he showed that he trusted and believed in him, which gave him confidence.

Mr. Mensa had some challenges along the way including food poisoning, COVID, and eye surgery, which caused his grades to slip but Director Butler helped him turn that around. His workstudy position helped him pay his rent and grow as a student and a man.

He was recently voted Playmaker of the Year and named to the Second Team All-Conference, and those accomplishments mean a lot to him. In the future he wants to continue his academic career by pursuing Sports Management.

Mr. Mensa noted that he would not change a thing about his journey at Clark State, and he will carry these experiences with him to help him continue to grow in his next chapter.

Chair Evans thanked Mr. Mensa for sharing his story with the Board, noting that they love hearing student experiences. The group congratulated him on his success and told him they were proud of him.

*Mr. Mensa and Assistant Vice President Wiley exited the meeting at 6:19 p.m.

Report of the Board Chair

Chair Evans reported that the October Board meeting is being changes from October 21 to October 28 due to a conflict with the Association of Community College Trustees Annual Conference and the Higher Education Research and Development Institute that Dr. Blondin plans to attend. Revised meeting calendars were distributed to Trustees prior to the meeting.

Report of the President

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

Student Senator Noah Vasquez reported that Staff Senate is in the final stages of their elections for next year. They are also preparing for an ice cream social on Thursday, April 10, which will provide a great opportunity for students to share their experiences. Their work aligns with Goal 2 of the Strategic Plan.

Staff Senate President Sean Dodge reported that the Senators have been reviewing proposed policies and procedures changes from Business Affairs and will provide feedback to Laura Whetstone once completed. They have been discussing a proposed change to the Institutional Fee Benefit program regarding eliminating or reducing the amount of fees employees have to pay for classes taken for direct professional development reasons; they will submit their request to Dr. Blondin soon. Their work aligns with Goal 3 of the Strategic Plan.

Faculty Senate President Dr. Mark Schmidt reported that we are right in the middle of the semester, and things are going well and faculty seem to be on track. The BlackBoard Ultra conversion is underway and will most likely be completed over the summer. An Artificial Intelligence (AI) Policy Committee is working to propose a list of what will and will not be allowed in the classroom in terms of AI use; they hope to finalize their work by the end of March and then share their suggestions with Dr. Forgette. A Compensation Committee is working to define expectations and a develop a compensation structure for lead faculty and program coordinators; they hope to finish their work by April.

President Blondin reported the following:

- She attended the Dayton Area Chamber of Commerce's recent legislative breakfast with Senator Bernie Moreno. It was well attended, his message was positive, and he seemed to be very responsive to the Dayton community.
- She looks forward to attending the Association of Governing Boards' National Conference on Trusteeship at the end of the month with Chair Evans, Vice Chair Rowland-Buckley, Trustee McDorman, and Mellanie Toles.
- A copy of the letter she recently sent to Secretary of Education Linda McMahon inviting her to campus was distributed to Trustees prior to the meeting. She noted that Senator Moreno promised to visit campus as well.
- She will be on vacation over the next week and will be visiting Strasbourg France. She noted that we have a great team here to help if any assistance is needed while she is away.

Approval of Minutes

Chair Evans asked for a motion to approve the minutes of the Reorganization and Regular Board Meetings held on January 21, 2025. Trustee Ball made a motion to approve the minutes as written; Trustee Hurst seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, March 11, 2025, at 8:00 a.m. in the TLC Boardroom as well as virtually via Zoom. Those present included: Mitch Hurst, Committee Chair; Board Chair Evans; Trustee members David Ball, Andy Bell, 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, Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman,

Senior Vice President, Student Affairs, Enrollment Management and Regional Locations; Dr. Adrienne Forgette, Vice President of Academic Affairs; Toni Overholser, Vice President, Advancement; Kathy Nelson, Controller; Caity Sellers and Kristen Bancroft, SOAR Participants; and Susan Kelly, Recorder

- Call to Order
- Roll Call
- Approval of January 14, 2025, and February 3, 2025, Meeting Minutes - ACTION
- February Financial Report – Schantz
- FY26 Budget Assumptions and Update – Schantz
- Health Insurance Renewal Update – Schantz
- College Reserves – Historical Summary Analysis - Nelson
- Capital and Community Projects Update – Schantz
  - GISA Expansion (Phase I and II)
  - Applied Science Center Renovation
  - Performing Arts Center – Storage Renovation to Support Operations
- Legislative Update – Dr. Blondin
- Parking Policy Revisions – ACTION
- Smoke-Free Environment/Alternative Nicotine Products Policy Revisions – ACTION
- College Vehicle Use Policy Revisions – ACTION
- Records Retention Policy Revisions – ACTION
- Student Insurance Plans Policy Revisions – ACTION
- Asset Protection Policy Revisions - ACTION
- Open Discussion/Other Business
- Next Meeting – Wednesday, April 10, 2025 – 8:00 a.m. TLC 113 Board Room / Virtually via Zoom

Trustee Ball reported that Controller Kathy Nelson provided a great presentation at the Finance Committee meeting and asked that it be shared with all Trustees.

Executive Vice President Schantz indicated that the GISA ribboncutting ceremony is slated for Friday, May 23, at 10:00 a.m. and asked Trustees to mark their calendars for the event.

Financial Statements through February 28, 2025

A report detailing Revenues and Expenses through February 28, 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 in an attempt to continue to have a favorable impact on Spring B and 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 as the year progresses.

Performing Arts Center (PAC) operating revenue is tracking below budget but we expect ticket sales to increase as we get closer to Spring show dates. HBC/PAC Rental revenue is currently below budget, but we expect an increase in activity in Spring.

Overall expenses are tracking below budget in most categories. By function, Academic Support, Operation/Maintenance of Plant, and General Administration are trending higher at this time of year due to early spending in contractual obligations for services. By object code, Benefits, 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 $98,000 surplus and is looking for ways to decrease the five-week training timeline for employers in an effort to get them on the road quicker. Parking is running a surplus. In addition to partnership with Fresh Abilities at 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.

Budget Assumptions and Update

The Budget Advisory Council is made up of: Dr. Jo Alice 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 President; 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 President; Caity Sellers, Assistant Director, Early College Programs; Chanpathana Siriphokha, Arts and Sciences Faculty Member; Nathan Walters, Director of Technology Services; and Susan Kelly, Recorder.

Below is the Budget Timeline:

Budget Advisory Council 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 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

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

General Manager's Update – Dan Hunt

- The PAC is working on booking shows for the 2025-2026 season.
- The Venue Management Team is working with various campus stakeholders on the Kuss lobby storage renovation, a new outdoor digital video sign to display upcoming events, and a new event management system replacement.
- Clark State and the PAC have loaned the Springfield Museum of Art an original Aminah Robinson piece of art that was commissioned when the PAC opened. It is a memory quilt of Springfield that hangs in the Turner Studio Lobby. It will be on display at the museum until July. It is a beautiful work that includes a music box that plays "How Great Thou Art."
- The Venue Management Team is working on adjusting rental rates for both the PAC and the HBC. At the PAC, the base rental rates will increase for Non-Profit and Commercial renters. The Resident Users will not see an increase. We are also rolling a few costs into the rent to make the process more streamlined.

PAC Ticketed Events:

Event Ticket Sales (as of 3/4/2025)

- TINA, The Tina Turner Musical, 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) – 845
- Dirty Dancing in Concert, CS (3/14) – 474
- Chris Ruggiero, Springfield Arts Council (3/21) – 138
- Fraggle Rock: Back to the Rock LIVE!, CS (3/23) – 405
- Steel Magnolias, CSTAP (4/4 – 4/13) – 59 (Turner Studio Theatre)

- Springfield Symphony, Mahler's Symphony No. 5 (4/5) – 329
- Gina Chavez, CS (4/24) -- 8
- MJ LIVE, Springfield Arts Council (5/2) – 307
- Springfield Symphony, Nationalistic Harmonies (5/7) – 290

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)
- Groove 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)
- Reverb Regional Dance Competition (4/25-4/27)

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, 2/157, 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

- National Council of 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) – no details yet
- 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
- Guynn Wedding (4/4 and 4/5) – 450 people
- Clark County Combined Health (4/8) – 300 people
- The Gathering (4/9) – 450 people
- GSP YouScience (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

Board Advocacy, Student Success, and Programs Committee Report

The committee met virtually on Friday, March 7, at 10:00 a.m. Those present included: Committee Chair Mike McDorman; Board members Kyle Hall, Becka Rowland-Buckley, and Board Chair Sharon Evans; President Dr. Jo Alice Blondin; Vice President of Academic Affairs Dr. Adrienne Forgette; Senior Vice President of Technology, Safety, and Strategic Initiatives Dr. Matt Franz; Senior Vice President of Enrollment Management, and Regional Locations Dr. Dawayne Kirkman; and Statehouse Impact Group's Allison Lawlor.

The agenda included the following items:

- Legislative Update – House Bill 96, Senate Bill 1, House Bill 62 – Dr. Blondin and Allison Lawlor
- School of Health, Human and Public Services Reorganization – Dr. Forgette
- One Million Degrees and Graduation Update – Dr. Kirkman
- BSN Update – Dr. Forgette
- Workforce Updates and Rosie Project – Toni Overholser
- Artificial Intelligence (AI) and Curriculum – Drs. Franz and Forgette

- Policy Changes Reminder – Dr. Blondin
- Other

Standing Committees' Quarterly Update

Per the recommendations from the Board of Trustees' retreat in November 2023 and in the interest of strengthening shared governance and communication, I am sharing the following updates from the Standing Committees.

Diversity and Accessibility

The Diversity and Accessibility bylaws draft was received from the Staff Senate with some minor corrections. The Committee is still waiting for the draft from Faculty Senate. It is the Committee's hope to have approved bylaws for the new committee at the end of this academic year.

Employee Engagement

The Committee elected Carin Burr as Faculty Co-Chair. Laura Whetstone and Doug Schantz presented on Policy Updates relevant to this Committee, and the Committee provided feedback on several of the suggested revisions. The Committee also discussed the current 'Culture of Care' ideas and are waiting on Faculty Senate response to a request for funding.

Strategic Alignment and Communication

The current major undertaking of the Strategic Alignment and Communication Committee is the finalization of the Committee's bylaws. The Committee has received feedback from Staff Senate and will revise the draft bylaws once additional feedback is received from Faculty and Student Senates. The Committee is also supporting the work being completed by Erika Daggett and Marketing on updating the All-College Committee area and the Strategic Planning area on the portal. Additionally, the Committee is working to streamline the process of communicating strategic initiative progress with appropriate campus communities. Finally, the Committee is supporting Dr. Kirkman in the planning of this year's Strategic Planning Day, which is Friday, April 25.

Student Development

The Student Development Committee submitted our bylaws updates to the Senates and received feedback. We have since made corrections and sent the new updates back to the Senates for final approval. Dr. Travis Binkley has been added to the Committee with the Committee's goal of assisting him in the revision of the advising model. At Strategic Planning Day, the Committee hopes to gather feedback from colleagues about future initiatives.

Infrastructure, Safety and Technology

The Infrastructure Safety and Technology Committee has submitted their proposed purpose and bylaws and are awaiting further feedback. The Committee recently reviewed the Use of Technology Policy and Procedures proposed updates. The Committee has also discussed potential agenda items based on work from the previous committees and perceived opportunities for improvements as well as receiving updates on safety and technology.

Consistency in Changes to Policy Revisions

As part of the President's goal around Operational Excellence, the Board of Trustees has tasked the President and Executive Council with reviewing and updating policies, and, when appropriate, gathering feedback, input, or approval through the shared governance process at the college. At the April Board

meeting, the Board will be asked to approve the following technical changes for consistency's sake for a number of policies. The policies will be outlined in a matrix with the relevant technical change. These technical changes do not change the purpose or intent of the policy, but rather update the policies to reflect corrections of language, department, name changes, and other minor changes, such as removal of specific dates. The changes will recommend changing references to:

1. The Ohio Board of Regents to Ohio Department of Higher Education (ODHE)
2. Clark State Community College to Clark State College
3. Executive Cabinet to Executive Council

Additional changes will:

- Change the designation of policy owners, such as Vice President of Business Affairs, to the Department, such as Business Affairs or Marketing/Communications, unless the designee is part of compliance with a state or federal process.
- Strike specific dates for holidays from policies, such as Easter, but leave in place dates that do not change, such as New Year's Day (January 1st).
- Add "Bachelor's degrees," as appropriate, in policies that reference the degree-granting function of Clark State College, which now includes certificates and associate's degrees. Example under Action Item: Board Responsibilities 3358:1-13 sections 3 d and e.
- Remove "regular" and "non-regular" when referring to employee groups, instead referring to part-time or full-time.
- Update terms for current practices, such as "Success Coach" to "Academic Advisor" and "Web Advisor" to "Self Service."

Program Review Schedule

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

When a program is reviewed by an external accrediting group, the College will adapt the relevant sections of the accreditation review to meet the requirements of the college review report.

When the College establishes a new program, the program will generally be reviewed the year following the end of its third year.

Process:

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

The Program Review Summary Report consists of the following sections:

- Criterion 1 – Program Purpose and Student Learning Outcomes (from Assessment Report - 1 page or less)
- Criterion 2 –Future Trends/Historical (Institutional Research Report for Program, Environmental Scanning Report- 1 page or less)
- Criterion 3 (3 pages or less) – Curriculum, Faculty, and Facilities and Equipment
- Criterion 4 – Assessment of Student Learning
- Criterion 5 – Expense and Revenue to Expense Ratio
- Criterion 6 – Executive Summary and Recommendations (1 page or less)

The Action Plan is completed after Program Review is completed, and feedback from internal and external stakeholders is received, compiled, and reviewed. Progress on the Action Plan is reviewed the year following program review and additional recommendations are made as indicated.

Program Review Dates (2024/2025):

- Physical Therapy – April 17, 2025
- BAS Manufacturing Technology Management – April 10, 2025
- Engineering Technologies, Industrial Technology, and Associated Programs – April 17, 2025
- Heating, Ventilation, Air Conditioning (HVAC) – April 9, 2025
- Judicial Court Reporting – April 9, 2025
- Registered Nursing – April 10, 2025
- Medical Lab Technologies – April 10, 2025

Future Program Reviews:

- BAS Web Design and Development
- Diagnostic Medical Sonography
- Criminal Justice/Corrections
- Police Academy
- Engineering Technologies, CAD, Industrial Technology, Manufacturing Engineering Technology, Mechanical Engineering Technology
- Diagnostic Medical Sonography
- BAS Addiction and Integrated Treatment Studies

Changes to School Structure

Currently, Clark States academic programs are organized into three schools: Arts and Sciences (A&S); Business and Applied Technologies (BAT); and Health, Human, and Public Services (HHPS). The schools of Arts and Sciences and Business and Applied Technology are similar in size. A&S is home to most general education courses and transfer pathways as well as the majority of College Credit Plus. BAT is home to the College's Advanced Manufacturing programs, Information Technology and related disciplines, and a large Management program, among others. The Bachelors of Applied Science (B.A.S.) degrees in Manufacturing Technology Management and Web Design and Management are also located there.

HHPS contains all health science programs, including the College's largest program, Nursing. Allied Health Programs include Diagnostic Medical Sonography, Medical Assisting, Medical Laboratory Technology, Multi-Skilled Healthcare, and Physical Therapy Assistant. The school also contains our

largest B.A.S. program, Integrated Addiction and Integrated Treatment Studies, and associate's programs in Addiction and Recovery, Social Work and Education. The College's Criminal Justice program, Emergency Medical Services program, Fire Science program, and Police Academy are also located there. HHPS is the largest school, almost double the size of either of the other schools.

The three-school model has worked well for Clark State in spite of the differences in size among the schools. Recent enrollment patterns, however, particularly the growth of the nursing programs and the upcoming launch of the Bachelors of Science in Nursing (B.S.N.) program require that the College make a change so that all programs receive the support and leadership needed for continued success. Specifically, nursing enrollments across both the L.P.N. and R.N. programs have grown from 323 in the Spring of 2024 to 626 in Spring of 2025. Currently, 775 students are projected for Fall 2025. The B.S.N. program will launch in Fall 2025 with an initial cohort of 15 and a second cohort of 15 in Spring 2026. The B.S.N. program is expected to have strong growth and enrollment after its initial year due to the high demand for Bachelor's trained nurses and the affordability of Clark State's program. For reference, the enrollment in the non-Nursing programs in HHPS is approximately 500 students.

Effective, July 1, 2025, Clark State intends to create a separate School of Nursing that will house all nursing programs, including the State-Tested Nursing Aide, Licensed Practical Nurse (L.P.N.), and the Registered Nursing (R.N.) programs, along with the new B.S.N. program. The current Dean of HHPS, Dr. Scott Dolan, will become the inaugural dean of the School, and the current Director of Nursing, Garrett Fisher, will become the Assistant Dean. Dr. Dolan will direct the B.S.N. program, while Mr. Fisher will continue to provide oversight for the L.P.N. and R.N. programs.

All other programs will remain together in a new school, whose name will be determined in consultation with the faculty, tentatively titled for now as the school of Public Services and Allied Health. Preparation for the search for the Dean of this school is underway. Karen Benton will continue as the Assistant Dean. Some support courses currently taught in HHPS, e.g., Anatomy and Physiology, will move to A&S where other Biology courses are taught. Some budget lines will need to be reviewed and separated. Initial feedback has been positive.

FY2022 Draft Loan Cohort Default Rate

The U.S. Department of Education released FY2022 draft loan cohort default rates (CDR). Clark State College's FY2022 draft CDR is 0.0%. A cohort default rate is the percentage of a school's borrowers who enter repayment on federal student Stafford and Direct Loans during a particular federal fiscal year (FY) and default (or meet other specified conditions) within the cohort default period (three-year period). The federal fiscal year begins October 1 and ends September 30.

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

The default rate remains at 0% for cohort fiscal year 2022 despite the resumption of student loan payments following the end of the COVID-19 payment pause. This is because the cohort default rate measures defaults occurring within the first three years of repayment. Due to the extended pause, borrowers were not required to make payments during the entire monitoring period, effectively

preventing defaults from occurring. Since payments only recently resumed, any potential impact on default rates will not be reflected until future fiscal years, keeping the current rate unchanged at 0%.

Clark State's 2022 draft loan cohort default rate is 0.0. The previous rates were:

2021: 0.0%
2020: 0.0%
2019: 3.2%
2018: 11.6%
2017: 18.4%
2016: 22.9%
2015: 22.3%

Institutional changes made at Clark State and forward momentum: Contracting with third party contractors in mid-2018 to work with student borrowers (Student Connections); offering students financial literacy education options like Wellness 360; updating New Student Orientation to address student loan borrowing basics; incorporating student loan borrowing history review in financial aid appeal requests; and continued development of academic pathways that support student retention and completion.

Counseling Services Report for Fall 2024

Number of Student Interventions: 790 interventions (including counseling, crisis interventions, and peer recovery support)

Referral Sources: Faculty, TRIO program, Academic Engagement program, Scholars Program, CARE team, and self-referrals. Most common mental health needs included anxiety, depression, healing from childhood trauma, partner violence, overwhelming stressors (finances, housing, caregiver role)

Referrals from Counseling Services: Students are referred frequently to Accessibility Services for accommodations. Other common on campus referrals include the Office of Student Support and TRIO. The most common community referral is Project Woman or domestic violence agencies in other communities. Other community referrals include 12 step groups, clinics/family physicians, and outpatient psychiatric care.

Severity: There was an overall increase this semester in crisis intervention for students with suicidal thoughts. There was also an increase in student visits due to persistent, severe mental illness that had been untreated or undertreated for various reasons, including anosognosia or lack of support in acquiring treatment. Multiple students required mental health specific case management to advocate for needed resources in the community. Due to complex issues, many interventions were lengthy and not typical one-hour counseling sessions.

Retention: Ninety percent (90%) served are enrolled or graduated. For those who attended at least two sessions, the retention rate is 96%.

The American Foundation for Suicide Prevention's Interactive Screening Program: Forty-five (45) anonymous assessments were completed; twenty (20) of those were screened as high risk for self-harm (level 1). All received individualized support, feedback, and treatment recommendations (including crisis planning.) clarkstate.caresforyou.org

Outreach, Training, and Prevention Activities:

- Coordinated Trauma Informed Yoga: Six sessions were provided by instructor Whitney Jarzab.
- Cookies and Coping: In collaboration with the TRIO program, held twice monthly therapeutic group for building coping skills.
- Smart Start for RN Students, a TRIO and Nursing collaboration, August 2024: Provided a presentation on self-care and counseling resources for nursing students.
- Fair Chance Wednesdays/Clark County Reentry Coalition: Arlie Ray is the college's liaison for the Reentry Coalition-he connects with returning citizens at Fair Chance Wednesdays (a resource fair) and is building strong relationships with community partners of the coalition.
- LGBTQ+ Support: Roseann Terbay is the advisor for the LGBTQ+ Alliance-she provided support and connection for students in need of a safe space.
- Connection Opportunities: Shared counseling information at campus Resource Fairs, during campus tours, and at the Scholars Nest Fest.
- Classroom and Orientation Presentations: Provided six presentations on Counseling Services, stress management, and mental health topics.
- QPR Suicide Prevention Training: Fifty-two (52) staff, students, and faculty completed training this semester.
- Stress Relief: Monthly stress relief activity-therapeutic art activities and psychoeducation.

Supporting Prevention Activities of the Sexual Violence Prevention Team:

- Active Bystander Intervention, presented by Project Woman's Community Advocacy and Education team, November 2024: Students, staff, and faculty learned how to intervene if they witness or become aware of domestic violence or human trafficking.
- The Clothesline Project, October 2024: The Clothesline Project is a national awareness campaign that supports domestic violence and sexual violence survivors. Students and staff decorated t-shirts with messages of hope and survival to honor victims. Resources for prevention and crisis assistance were distributed.

ODHE Mental Health Support Funding:

- Journaling Meditation Group: A new and well-attended group, held twice monthly, leads participants through meditation exercises and journal prompts.
- The Green Bandana Project: The Green Bandana Project, a program of SAVE (Student Awareness Voices of Education) is dedicated to preventing suicide, spreading awareness of mental health resources, and promoting help-seeking behavior. The college's first chapter meeting was held in January 2024, and membership has grown from 50 to 151 in less than one year. Students receive a green bandana and a backpack-tying the bandana to their backpack signals others that they are a willing listener and can direct someone in distress to mental health resources. All members must complete QPR Suicide Prevention training.
- Paint Your Stress Away, a Green Bandana Project activity, November 2024: Students, staff, and faculty were invited to this well attended event, which included paint-by-number and dinner.
- The New Calming Corner in the Library: This is a sunny and soothing space, designated for relaxation and available to students, staff, and faculty. The space contains a waterfall feature, soothing colors, positive messaging, comfortable furniture pieces, and mindfulness activities such as art activities and stress tools. The area was completed December 2024.

Discussion ensued regarding the increased need for mental health counseling and its sustainability. It was noted that we may need to increase the number of counselors for the services to remain

sustainable, which is important since it is also contributing to student retention. Chair Evans suggested a Work Session presentation regarding Counseling Services in the near future.

College-Wide Strategic Planning Day: Leading Learners

The entire College will come together on Friday, April 25, for the annual College-Wide Strategic Planning Day at Clark State's Leffel Lane location. Breakfast and lunch will be provided. The day will start with a welcome from the President, Dr. Jo Alice Blondin, as well as a Student Success Voices Panel. After that, much of the morning will be spent around these three sessions (in a conference style format) considering what is working well (strengths, opportunities), what can be improved (opportunities, threats, challenges), and where we are going in FY26 for each session:

- Strategic Plan Progress
- Building Capacity for Change, Professional Learning Communities
- All-College Committee Updates

After lunch, there will be a break for a Faculty Assembly Meeting and a Staff Assembly Meeting. Next, time will be given to Strategy In Motion (Team Building in the Gym) and Strategy in Reflection (Stretch, Meditation, and Journal Prompt Session in LRC 207/209). The day will conclude with a Clark State team picture.

The full agenda was distributed to Trustees, and they were encouraged to attend.

Marketing Updates

<u>Advertising</u>

- Summer and fall enrollment radio ads for have started running on radio stations (98.3 WPKO, 1390 WBLL, 107.3 The Drive, 106.9 The Bull), as well as TV ads on WDTN, CW, and Spectrum. Audience research ensures we are hitting targets from east to west (from Dayton to Columbus) and north to south from (Enon to Mason). We also are running ads during March Madness games.
- Development and placement of two military billboards – one by the Wright Patterson Air Force Base entrance and one on Route 4 that has heavy military traffic as well as "continuing education" traffic – is also completed. Additionally, we are running billboards on Route 35 for two shows at the Performing Arts Center: "Fraggle Rock" and "Dirty Dancing" as well as on the Greater Springfield Partnership electronic billboard.
- TV commercials for "Dirty Dancing" are also running on Spectrum and in movie theaters. Work has begun for the 2025-2026 performance series with hopes to have contract confirmation from our third-party booking agent in order to announce in August.

<u>Website</u>

- Programming discussions have started and we will not be moving forward with DMA as a partner. Marketing and IT are working closely to find the best third-party vendor and ensure Clark State's needs are met.
- Due to a new partnership, as well as discussions on not interrupting fall enrollment processes, the timeline for the website may move from June 30 to later in the fall.
- Content creation is entering phase two with nearly all content rewritten, as well as navigation, and department meetings are now occurring for review. The first meeting is with the Admissions team the

week of March 10 to review design and content for the entire admission section, including orientation and advising. Financial Aid is next.

General Project Overviews

- The Dayton Business Journal hired a new higher education reporter, Rowan Hetzer. Initial introductions and meetings have occurred to help ensure a successful, mutually-beneficial partnership in the future.
- The Marketing department is working with our regional campuses, as well as Ohio Hi-Point Marketing and leadership, to determine signage and a ribbon-cutting for the new building. Construction is expected to be completed in early May with the Open House and Ribbon Cutting planned for the summer.
- As a sponsor for the new, innovative Acute Rehabilitation Unit at Springfield Regional Hospital, Marketing is working closely with the rehab team to ensure Clark State is represented in the new facility. The Open House and Ribbon Cutting for this facility should occur in late May.
- Since February, the Marketing team has assisted in the following projects, events, and programs: The Rosie Project, Laser Camp Teacher Training, Strategic Planning Day, Summer Camps (formerly "College for Kids and Teens"), Scholars Program visit, graduation, robotics enrollment event, Valentine's Day, student video testimonals for social media (named "Voices"), Charter Night, Caring Campus committee, building interior décor upgrades (third floor of Rhodes, Admissions desk, Donor Honor Wall, elevators, student meeting room Beavercreek Campus, Brinkman Education Center, new Bellefontain building), adding 500 more patron email addresses to our Performing Arts Center distribution list, and eight media stories.

Technology, Safety and Strategic Initiatives

Technology

- IT, in partnership with the Foundation and Business Affairs, purchased a batch of laptops to use for short-term loaners by students. This program has been very successful, supports around 50 students each semester, and is aimed at providing access to remote classwork, if financial aid is pending, their laptop is being repaired or purchased, etc. Gary Trisel, our Client Support Manager, refined the process to keep track of the equipment and ensure it gets into the hands of students as soon as possible after the need is identified.
- Software costs continue to grow at a reasonably rapid rate. The shift from perpetual licensing models to subscriptions has also increased costs in this segment. What used to be a more significant initial investment with lower ongoing maintenance costs (typically between 10-20% of the original price) shifted to a full-cost subscription annually. This has created some budgeting friction, and more focus is being spent on aligning software as much as possible and working with faculty and staff to understand the catalog of available software best so they can best leverage the functions they need.

Safety

- With the weather improving, we are deploying the replacement cameras throughout our campus locations. The increased quality and reliability have proven to be a substantive improvement to our safety and security posture and ability to respond.
- We have three full-scale drills scheduled for the Spring and Summer. We will conduct Tornado Drills on April 17th, Fire Drills on June 12th, and Lockdown Drills on July 18th. The Clark State community has supported an active drill schedule and participates fully. This sets the College apart from others and positions us well regarding multi-hazard safety and awareness. We are also planning a tabletop

exercise for May to explore in detail various aspects of working with federal officials in the event they arrive on campus.

Strategic Initiatives

- Work continues on a recommended college-wide policy and guideline for using artificial intelligence (AI) tools. Faculty have a workgroup established to explore how to leverage it in class best, identify opportunities for efficiencies, and guide students in understanding and using the tools with integrity. More information will be provided at Strategic Planning Day on April 25th. The goal for potential policy implementation, after broad communication and Board approval, is July 2025.

Advancement and Outreach Updates

Foundation

- Foundation Board Chair Katherine Hoptry has resigned her position. Vice Chair John Brown will assume the position of Board Chair.
- The Foundation conducted its strategic planning session on February 26. The Board has outlined its strategies and goals in support of the College, for the 2026-2028 fiscal years. The plan will be voted on during the March 19th Board meeting.

Outreach

- Project Jericho held an open house for their three studio spaces in action on Monday, March 10, highlighting the artists who create in them during Open Studio and Studio Vibes on Monday afternoons and evenings.
- Project Jericho is working with leadership at Hayward Middle School to provide a dance residency with Dayton Contemporary Dance Company in March 2025. Project Jericho has a long history of partnering with Hayward Middle School and is excited to meet new students and their families through this program.
- Project Jericho's Responsive Art Project: The new contract with the State of Ohio is officially underway as programming began with Utopia Beginnings (Dayton, OH) Group Home on February 18. After two sessions with Project Jericho staff, we are excited to welcome Dayton-based oil painter Jamaal Durr, who will work with the young men on Tuesday and Thursday evenings in March.
- Scholars' eighth grade applications and interviews are complete. Eighty-seven applications were received, and all applicants met eligibility criteria. The Scholars induction ceremony will be held Tuesday, April 22, 2025, from 6:30 to 8:00 p.m. at the Clark State Performing Arts Center; we hope you will join us.
- High School Scholars visited Clark State on February 27. Scholars toured academic programs, learned about student resources available to them, and enjoyed lunch with college staff and faculty and mentors. Our February 20 campus visit for our remaining schools (GISA, Graham, Clark-Shawnee, OHP, and Tecumseh) was cancelled due to a snow day. We will be working with partner schools to reschedule.

Workforce Development

- Our second annual Greene County Workforce Development Summit will be held April 16th from 7:30 to 9:00 a.m. at the Holiday Inn Fairborn. These events have been well received by the business community, and we are looking forward to continuing this important engagement.

- The Workforce team continues to expand our open enrollment and contract trainings. The department has engaged with past customers who have not worked with us in the last few years and have scheduled several customized training sessions for the spring.
- Our partnership with Springfield Masonic Home to offer on-site Certified Nurse Training has been approved by the state, and our first course will be offered in the month of April.
- Our partnership with the Rosie Project kicked-off on March 13th. The project will provide IT training for military spouses in the region, at no cost to participants. The Rosie Project in a non-profit whose mission is to "is to educate and empower military spouses to advance their careers into mission critical positions within the Department of Defense alongside their spouse's military career". We are their only partner school in the state.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt/Non-Exempt Employees

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

New Hires:
- Mary Oliver, Director, Donor Engagement, Advancement/Foundation, effective 2/10/25
- Obed Sindy, Coordinator, ESOL Computer Lab, Advancement/Foundation, effective 3/10/25
- Tina Wessells, 2nd Shift Custodian, Business Affairs, effective 3/10/25

Personnel Changes:
- Darryl Grayson from Project Manager, H1B Grant, Academic Affairs to Director, Advanced Manufacturing Workforce Programs, Academic Affairs, effective 2/3/25
- Seth Snyder from Clerk, Accounts Payable/Purchasing, Business Affairs to Coordinator, Accounts Payable/Purchasing, Business Affairs, effective 1/6/25

Retirements/Resignations/Departures:
- Taylor Flora, Grants Development Manager, Advancement, effective 2/7/25

Open/Advertised Positions:
- Career Navigator, Modeling and Simulation
- Commander, Police Academy
- Director, Grants Development
- Veteran and Military 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 recommendations as presented.

Personnel Recommendations for Instructional Faculty

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

Retirements/Resignations/Departures:

- Dr. Bridget Ingram, Professor, Arts and Sciences, effective 6/1/25
- John Hale, Professor, Business and Applied Technologies, effective 6/1/25
- Pam Ball, Professor, Business and Applied Technologies, effective 11/1/25

Open/Advertised Positions:

- Instructional Faculty, Engineering – Laser Material Processing
- Instructional Faculty, English
- Instructional Faculty, Management
- Instructional Faculty, Management – Logistics and Supply Chain
- Instructional Faculty, Math
- 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.

Trustee Bell made a motion to approve the personnel recommendations for exempt and non-exempt employees and instructional faculty as presented; Trustee McDorman seconded, and the motion passed 8-0. Trustee Ball recused himself.

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 revisions presented help to promote consistency and clarity in language.

Parking Policy

Policy Number: 3358:5-13-04
Chapter: Campus Environment
Owner: ~~Vice President for~~ Business Affairs
Effective Date: April 1, 2025

(A) ~~Like most commuter colleges,~~ Clark State College places a high priority on providing sufficient~~,~~ ~~affordable,~~ and convenient parking for students, faculty, staff and visitors.

(B) Parking regulations have been developed to maximize the use of parking spaces and to assist in maintaining lots. Faculty, staff and students are responsible for understanding and complying with parking regulations.

(C) The College reserves the right to ticket, immobilize and/or tow, at the owner's expense, any vehicle in violation of established parking regulations. Persistent violators may have their parking privileges denied.

(D) The College assumes no responsibility for the care of, damage to and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.

(E) Parking regulations are posted on the College's web page **under Policies and Procedures**.

Prior Effective Dates: 3/13/78, 2/3/92, 7/1/98, 4/12/01, 2/9/07, 7/1/08, 7/6/15, 10/15/15**, 3/1/21**

Smoke-Free Environment/Alternative Nicotine Products <u>Policy</u>

Policy Number: 3358:5-13-03
Chapter: Campus Environment
Owner: ~~Vice President for~~ Business Affairs
Effective Date: April 1, 2025

(A) Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to, cigarettes, electronic cigarettes, cigars, or pipes.

(B) Alternative nicotine product means an electronic cigarette or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to, chewing, smoking, absorbing, dissolving, or inhaling; excluding chewing gum or patch.

(C) The Board of Trustees of Clark State College, in an effort to protect the health, safety and welfare of students, employees, and visitors to the College, prohibits smoking and the use of alternative nicotine products on all campuses and in other enclosed areas owned or leased by the College and

in all vehicles owned or leased by the College pursuant to chapter 3794 of the Revised Code. ~~Smoking and use of tobacco products by patrons (not employees) is allowed in designated areas that are within fifty feet of the Performing Arts Center Complex.~~

(D) Smoking or use of tobacco products is strictly prohibited on campus property except smoking is allowed in personal vehicles parked on campus owned property, but subject to landlord policies on rented space.

(E) The implementation and administration of this policy shall be under the direction of the ~~vice president for~~ business affairs **office**.

Prior Effective Dates: 10/26/87, 6/21/93, 7/1/98, 10/28/05, 2/1/07, 8/20/12, 11/19/13, 3/27/15, 10/15/15, 7/1/18**, 3/1/21**

College Vehicle Use Policy Revisions

Policy Number: 3358:5-11-18
Chapter: Business/Administrative Services
Owner: ~~Vice President for~~ Business Affairs
Effective Date: April 1, 2025

(A) The purpose of this policy is to establish standard requirements and procedures regarding the use of College-owned vehicles by College employees. This policy ~~is~~ **and related procedures are** intended to ensure the safety and well-being of College employees, students and guests; to facilitate the efficient and effective use of College resources; to minimize the College's exposure to liability; to monitor the use of College-owned vehicles~~; and to comply with Internal Revenue Service regulations~~.

(B) All College vehicles shall be driven in a safe and courteous manner by drivers over the age of 18. Only College employees are authorized to drive College vehicles ~~unless special authorization is given by the vice president for business affairs~~.

Prior Effective Dates: 12/1/06, 3/18/15**, 10/15/15**

Records Retention Policy Revision

Policy Number: 3358:5-11-05
Chapter: Business/Administrative Services
Owner: ~~Vice President for~~ Business Affairs
Effective Date: April 1, 2025

(A) Records are vitally important in the operation of any organization. They serve as the memory, are the evidence of past events, and are the basis for future actions. When created, maintained, and disposed of in an orderly and systematic manner, records can be an asset. When created, maintained, and disposed of in a haphazard and disorderly manner, they can reduce the effectiveness of the organization and increase costs substantially. The purpose of this policy is to provide the basic principles in which to accomplish a workable records retention program. ~~(This policy was modeled after the Inter-University Council of Ohio Records Retention Schedule for Public Colleges and Universities.)~~

(B) The policy is specifically designed with the following objectives:

(1) Save space. Office space can be better utilized by removing those records not required for daily operations, by removing from storage areas those records that no longer have significant value, and by maintaining a regular controlled flow of records from office to storage to destruction.

(2) Save money. A records problem develops when more records come in than flow out. A cost savings can be realized with an effective records retention program by controlling and cutting the purchases of additional equipment and supplies used for filing unneeded records which accumulate. The program also provides the mechanism for storing less active records in a low-cost storage area.

(3) Save time. Uncontrolled records retention practices can create a time problem by letting records build up in both office and storage areas. It becomes more difficult to find material. Time can be saved in locating records by removing inactive material from office files, by instituting a system whereby each department knows what records it has and where they are kept, and by providing an orderly method of storing inactive records.

~~(C) Basic steps~~

~~(1) Inventory - To take stock of what records are on hand. Without this, there can be no realistic program.~~

~~(2) Analysis - Consider the administrative, fiscal, legal, and historical value of records and set the retention and disposition periods for groups of records.~~

~~(3) Scheduling - A written plan for disposal of records when no longer needed, the transfer of semi-active records to temporary storage, and the retention of records of a lasting value in the archives room.~~

(~~D~~**C**) Responsibility for the Program

The office of ~~the vice president for~~ business affairs shall be assigned the responsibility of developing, implementing, and maintaining an effective records retention program including retention schedules, location of records, and dates of disposition.

It shall be the responsibility of each department to comply with the records retention program.

Prior Effective Dates: 7/16/92, 1/1/97, 2/25/08, 3/27/15, **10/15/15**

Student Insurance Plans Policy Revisions

Policy Number: 3358:5-9-01
Chapter: Student Services
Owner: ~~Vice President for~~ Business Affairs
Effective Date: April 1, 2025

(A) **Through coordination with the office of business affairs,** Clark State College provides or makes available the following insurance plans for students.

(1) Limited professional liability insurance – Students currently enrolled in certain health, human and public services technologies academic programs and required clinical activities are covered by limited professional liability insurance.

(2) Health insurance – Currently enrolled students are eligible to participate in the college-sponsored student health insurance plan. Medical plans can be for the student only and can also include their dependents.

(3) Athletic insurance – Students participating in the National Junior College Athletic Association (NJCAA) sports through the college are required to be covered under a plan that does not exclude injuries incurred during participation in athletics. This coverage must either be provided by a personal plan carried by the student (or their parent{s}) ~~or through the college-provided athlete accident insurance plan~~. **In addition to their personal coverage, Clark State provides Excess Accident Medical insurance to eligible student athletes.**

~~(B) The office of the vice president for business affairs is responsible for securing coverage for students for liability, athletic and health insurance.~~

Prior Effective Dates: 8/21/78, 7/1/98, 3/19/99, 6/24/02, 12/15/04, 7/1/13, 3/27/15, 10/15/15**, 3/1/21**

Asset Protection Policy Revisions

Policy Number: 3358:5-1-30
Chapter: Board Operations
Owner: Vice President for Business Affairs
Effective Date: April 1, 2025

(A) The **Executive** Vice President for **Finance, Facilities and Operations**~~Business Affairs~~ shall ensure that the assets of the College are maintained and protected from unnecessary risk. ~~This shall include updating the risk assessment instrument every two years, reviewing actions taken with the Board Finance & Facilities Committee, and discussing with the external auditor at the audit exit conference.~~

(B) Accordingly, the **Executive** Vice President for **Finance, Facilities and Operations** ~~Business Affairs~~ shall ~~not~~:

(1) **Review the outcomes of the risk assessment instrument utilized annually by the external auditors, take action as appropriate, and inform the Board Finance and Facilities Committee on any measures being implemented to mitigate risk for the College.**

(2) **Maintain appropriate insurance coverage (property, casualty, athletic, cyber, etc.)** ~~Fail to insure against theft and casualty losses to at least 80% replacement value and~~ against

liability losses to Board members, faculty, staff, or the organization itself in an amount comparable to similar ~~community~~ colleges **within our peer group**.

(3) ~~Fail to a~~**A**dequately bond all persons who have access to College funds and monies, nor allow unbonded personnel access to College funds and monies.

(4) **Mitigate ~~U~~u**nnecessar**y**~~ily~~ expos**ur**e **of** the College, its Board and its faculty and staff to claims of liability.

(5) **Obtain Board approval prior to ~~A~~a**cquir**inge**~~e~~, encumber**ing** or dispos**inge**~~e~~ of land and/or buildings~~ without Board approval and Ohio Revised Code compliance~~. Additionally, the College shall follow Ohio Revised Code procedures for the disposal of other surplus property.

(6) ~~Fail to p~~**P**resent to the Board **every two-years a six-year capital improvement plan for the renovation and modernization of the College's infrastructure in a manner that maximizes resources and better aligns space utilization needs, facility condition needs, and programmatic needs in support of the College's mission and strategic plan.**~~ annually a three-year renewal and replacement schedule for capital assets.~~

(7) ~~Fail to p~~**P**rotect the College trademarks, copyrights, and any other interests the College may have.

(8) **Maintain** ~~Allow~~ the investment of **College** funds **following the** ~~in violation of the~~ procedures **and guidance** set forth in the Ohio Revised Code.

Prior Effective Dates: 10/14/02, 7/12/11, 10/15/15**, 7/01/18**

Impact on students and/or student learning: Maintaining consistency and clarity in College policies help 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 approves the policy revisions for the Business Affairs policies as presented.

Trustee Hall made a motion to approve revisions to the Parking Policy, Smoke-Free Environment/Alternative Nicotine Products Policy, College Vehicle Use Policy, Student Insurance Plans Policy, and Asset Protection Policy as presented, effective April 1, 2025. Vice Chair Rowland-Buckley seconded, and the motion passed unanimously.

Trustee Ball mentioned that the Finance and Facilities Committee agreed that in the future, related procedures should also be presented for Board information.

Appointment of OACC Delegate and Alternate

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

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

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

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

It is recommended that Sharon Evans be appointed as the college delegate and Becka Rowland-Buckley be appointed as the alternate delegate.

Impact on students and/or student learning: None

Alignment with Strategic Plan: Our work with OACC is aligned with Goal 5: Promote and support collaboration with diverse communities, businesses, and industry partners.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees affirm the appointment of Sharon Evans as the college delegate and Becka Rowland-Buckley as the alternate delegate to the OACC governing board.

Revisions to Board of Trustees Policies

In tandem with the Operational Excellence goal set forth by the Board of Trustees for the President during FY25, Clark State is embarking on a review and update of all policies to ensure compliance with federal and state laws, standardization and consistency of language, timeline changes, and revision of language to reflect student-centered work and refreshed degree offerings. The following policies have minor revisions that help to modernize the language and reflect actual practice:

Board of Trustees' Regular Meetings and Executive Sessions

Policy Number: 3358:5-1-03
Category: Board Operations
Owner: President
Effective: April 1, 2025

A. Pursuant to section 121.22 of the Revised Code as amended by Amended Substitute Senate Bill 74 of the 111th General Assembly and by Amended Substitute Senate Bill 150 of the 117th General Assembly, the Board of Trustees of Clark State Community College reaffirms its policy of taking all official action in public meetings and of conducting deliberation of official business in open sessions unless the subject matter is specifically excepted by law.

B. A duplicated calendar of regularly scheduled meetings noting the date, time, and place of such meetings is and shall continue to be available to all persons requesting a copy. In addition, the Regular Board Meeting calendar is continuously posted on bulletin boards in the building housing the Office of the Board and **on the Board of Trustees' page on** the College's website. Tentative agendas are available upon individual request to the Secretary of the Board of Trustees five business days prior to the scheduled meeting. Any person may, upon request for notification of all meetings at which specifically identified public business is to be discussed and upon payment of a reasonable fee which the Board may establish, obtain reasonable advance notification of all such meetings provided such person makes the request in writing.

C. Pursuant to section 3345.82 of the Revised Code as amended by Substitute House Bill 110 of the 134th General Assembly, the following guidelines establish the rules and parameters in which trustees are permitted to attend a meeting of the board of trustees via means of electronic communication:
    1. At least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted.
    2. A trustee must be present in person at no less than one-half of the regular meetings of the board annually.
    3. A trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting.
    4. All votes taken at the meeting are taken by roll call vote.
    5. Trustees who intend to attend a meeting via means of electronic communication must notify the chairperson and the secretary of the board of that intent not less than forty-eight hours before the meeting, except in the case of a declared emergency.

D. The date, time, place, and purpose of special meetings will normally be announced at the preceding regular meeting. With the exception of an emergency requiring official action, no less than 24 hours advanced notice will be given to news media that have requested notification. In emergency situations, requesting news media will be informed immediately by the Secretary of the Board **Marketing Department**.

E. The Board of Trustees reserves to its discretion the holding of executive sessions at regular and/or special meetings only after a majority of a quorum of the Board of Trustees determines, by a roll call vote, to hold such a session and only for the sole purpose of the consideration of any of the following matters:
    1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, or to investigate charges or complaints against an

employee, unless such employee requests a public hearing. The motion and vote by the Board of Trustees to hold an executive session pursuant to this paragraph shall state which one or more of the approved purposes listed in this paragraph are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at such meeting.

2. To consider the purchase of property or the sale of property by competitive bidding.
3. To confer with the Board's attorney concerning disputes that are the subject of pending or imminent court action.
4. To prepare for, conduct, or review negotiations with employees concerning their compensation or other terms and conditions of their employment.
5. To maintain confidentiality required by federal law, rules, or state statute.
6. To discuss security arrangements where disclosure might reveal information that could be used for the purpose of violating the law, or avoiding prosecution for a violation of the law.

F. If the Board of Trustees holds an executive session to consider any of the matters listed in paragraphs (E)(1) to (E)(6) above, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those paragraphs are to be considered at the executive session.

Prior Effective Dates: 6/29/88, 7/1/98, 7/1/18, **7/1/21**

Board Responsibilities

Policy Number: 3358:5-1-13
Category: Board Operations
Owner: President
Effective: April 1, 2025

A. The Board is to make certain contributions which lead the organization toward the desired performance. The Board's specific contributions are unique to its trusteeship and necessary for proper governance and management.

B. Consequently, the contributions of the Board shall:
   1. Be the link between the College and the communities it serves and be accountable to the general public for competent, conscientious, and effective accomplishment of its obligations as a body.
   2. Review and approve policies which, at the broadest levels, address:
      i. Strategic Planning Goals: impacts, results, benefits, and outcomes (what good for which needs at what cost).
      ii. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
      iii. Governance Process: Specification of how the Board conceives, carries out, and monitors its own task.

iv. Board-President Relationship: How power is delegated and its proper use monitored.

3. Monitor presidential job performance against all policies and presidential job performance and outcomes, organizational accomplishment of Board policies on Strategic Planning, and organizational operation with the boundaries established in Board policies on executive limitations.
    i. Interface appropriately with the legislative process.
    ii. Support financial resource development.
    iii. Take positions on appropriate public policy issues.
    iv. As specifically provided by the Ohio Revised Code, perform the following duties:
        a) Appoint the President and establish his/her salary and terms of contract.
        b) Upon the recommendation of the President, take action upon the following personnel matters:
            1. Appointments of all regular faculty and exempt employees;
            2. Terminations;
            3. Non-renewal of contracts;
            4. Layoffs and/or reductions-in-force;
            5. Promotions
        c) Take action on financial matters as specified in the policies: asset protection, financial planning, and financial condition.
        d) Approve the adoption of new one-year certificate**,** and associate degree**, and Bachelor's degree** programs and the discontinuation of existing one-year certificate**,** and associate degree**, and Bachelor's degree** programs.
        e) Grant appropriate associate **and Bachelor's** degrees to students successfully completing two-year technical programs and certificates to those students successfully completing one-year certificate programs.
        f) Prescribe policies for the effective operation of the College, including rules and regulations for the utilization of buildings and grounds by other public agencies, and exercise such powers as are necessary for the efficient management of the College.
        g) Adhere to all Ohio Revised Code regulations regarding powers and duties of Board of Trustees, including but not limited to the purchase of appropriate insurance policies as required by section 3358.08 of the Revised Code; adherence to depositories, investment of funds policies, and audit as prescribed by section 3354.10 of the Revised Code; and acquisition of auxiliary or education facilities and control issuance of obligations as prescribed by section 3354.121 of the Revised Code.

Prior Effective Dates: 10/14/02, 3/18/15, **04/1/22**

Board Operations

Policy Number: 3358:5-1-14
Category: Board Operations
Owner: President
Effective: April 1, 2025

The Board will operate in a consistent manner, following the policies detailed herein, and unless otherwise noted, adhere to these operational proceedings:

A. The Board will establish an annual meeting schedule at the annual organizational meeting.

B. At the annual organizational meeting, to be held as part of the January Board meeting, the Board shall elect a Chair, a Vice Chair, and a Secretary.

C. The Board Chair and Governance and Policy Committee shall appoint committee chairs and committee membership prior to the annual organizational meeting.

D. The Board, when it is found to be in the best interest of the College service district, may, by a majority vote, suspend its rules and take statutorily authorized action overriding previously adopted policy.

E. The agenda will be set by the President in collaboration with the Board Chairperson.

F. The Board shall designate up to ten minutes for public comments on any subject relevant to the work of the Board in regularly scheduled meetings. The "public" shall be defined as constituent groups external to the College. Citizens may register with the Secretary, indicating their desire to speak, at least 24 hours prior to the commencement of the meeting. Those registered to speak will do so in the order in which they register; speakers will identify themselves and limit their remarks to five minutes per person for a maximum of ten minutes per subject.

Prior Effective Dates: 10/14/02, 3/18/15, **10/15/15**

Chairperson's Role

Policy Number: 3358:5-1-16
Category: Board Operations
Owner: President
Effective: April 1, 2025

A. The Chairperson is elected at the first regularly scheduled meeting of the calendar year by fellow Board members. The Chairperson may only serve in three consecutive years.

B. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson, or the Chairperson's designee, is the only Board member authorized to officially speak for the Board. The Chairperson

shall ensure that the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the commission from outside the College. The Chairperson shall:

1. Preside at Board meetings in an efficient and effective manner and set the general tone for each meeting through positive leadership.
2. Ensure that discussion at Board meetings is limited to those issues which, according to Board policy, belong to the Board to decide.
3. Ensure that deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point.
4. Strive to achieve consensus among members on Board decisions by stimulating a thorough discussion of the issues.
5. Appoint a Governance Committee of the Board to monitor such issues.

C. The Chairperson shall have the following additional responsibilities:

1. Ensure that other Board members are informed of current and pending Board issues and processes.
2. Appoint members of committees established by the Board **in collaboration with the Board Governance and Policy Committee**.
3. Ensure compliance with all required duties imposed by law, including, but not limited to:
    i. Signing all official documents and contracts on behalf of the College as required by applicable law or regulation or as authorized by the Board.
    ii. Executing all necessary legal documents in the name of the Board for the recovery of damages, money, penalty, forfeiture, or for other legal action.

D. The Chairperson is authorized to use any reasonable interpretation of the provisions in governance process and Board-President relationship policies in carrying out his/her role. The Chairperson is responsible for the Board-President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.

Prior Effective Dates: 10/14/02, 3/18/15, **10/15/15**

Review of College Policies

Policy Number: 3358:5-11-24
Category: Business / Admin Services
Owner: President
Effective: April 1, 2025

A. The President's Office is responsible for periodically reviewing college policies with the owners of the policy. When applicable, the shared governance system shall be utilized to ensure campus-wide input on policies that affect faculty and staff. Policies shall be reviewed every ~~three~~ **five** years

with any necessary changes presented to the Board of Trustees for action at the June Board meeting, starting in 2020. Updates between review periods may also be necessary to respond to changes in applicable law or business practices.

The following considerations will be made when policies are reviewed:

1. Continued and ongoing need for the policy.
2. Mission fulfillment.
3. Clarity and effectiveness.
4. Alignment with the law and/or best practices.
5. Effective and sustained implementation.
6. **Student impact and/or impact on student success.**

Prior Effective Dates: **7/1/18**

Delegation to the President

Policy Number: 3358:5-1-20
Category: Board Operations
Owner: President
Effective: April 1, 2025

The President is accountable to the full Board. The Board will establish the governing policies, delegating implementation of the policies and the development and implementation of procedures to the President.

A. All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff is considered to be the authority and accountability of the President.

B. Strategic Planning directs the President to achieve certain results; executive limitations policies constrain the President to act within acceptable boundaries of prudence and ethics. With respect to ends and executive means, the President is authorized to establish all further procedures, make all decisions, take all actions, and develop all activities as long as they are consistent with the Board's policies and the Ohio Revised Code.

C. The Board may change its policies, thereby shifting the boundary between Board and Presidential domains. By so doing, the Board changes the latitude of choice given to the President. However, so long as any particular delegation is in place, the Board and its members will respect and support the President's choices. This does not prevent the Board from obtaining information in the delegated areas, except individual client-identified data.

D. Decisions or instructions of individual Board members, officers, or committees are binding on the President, unless the Board as a whole or the Chairperson overrules the committee. In the case of Board members or committees requesting information or assistance without Board authorization, the President can refuse such requests that require – in the President's judgment – a material amount of staff time or funds or are disruptive.

E. The President, or his/her designee, is authorized to execute and deliver, in the name of, on behalf of, and as the act of the College, deeds, conveyances, notices, leases, checks, drafts, bills of exchange,

warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing as may be authorized for execution and delivery by the Board of Trustees of the College. The authority conferred to the President or his/her designee shall remain in full force and effect until revoked or modified by the Board of Trustees in writing.

F. The President, in addition to the **appropriate vice presidents** ~~Vice President of External Affairs and the Vice President of Business Affairs~~, is authorized to accept and receive (federal and other) grant awards and subsequent amendments on behalf of Clark State College.

Prior Effective Dates: 10/14/02, 5/30/03, 3/7/05, 04/11/05, 8/26/14, 3/18/15, 10/15/15, **4/1/21**

Impact on students and/or student learning: None

Alignment with Strategic Plan: These policy changes align with Goal 4: Cultivate effective and efficient communication strategies and collaboration throughout the College.

Implications for budget, personnel, or other resources: None

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 April 1, 2025.

Trustee Lopez Ramirez made a motion to affirm the appointment of Sharon Evans as the college delegate and Becka Rowland-Buckley as the alternate delegate to the OACC governing board and to approve revisions to the Board of Trustees' Regular Meetings and Executive Sessions Policy, Board Responsibilities Policy, Board Operations Policy, Chairperson's Role Policy, Review of College Policies Policy, and Delegation to the President Policy as presented, effective April 1, 2025. Trustee Ball seconded, and the motion passed unanimously.

Graduation Policy

To maintain the integrity of Clark State's Short-Term Technical Certificates, Short-Term Certificates, and Departmental Certificates, as defined in the attached policy, effective Fall Semester 2025, the Records and Registration Office will begin awarding the credential on the student's academic record. These certificates were previously issued to students through the appropriate academic school.

Programs determined to lead to in-demand jobs are approved by the state with a designation of "Less-Than-One-Year Technical Certificate." Clark State awards these state-approved programs as Short-Term Technical Certificates. Short-Term Certificates and Departmental Certificates are credentials that Clark State also awards that are not state approved but are valuable to a student's workforce opportunities.

The state of Ohio currently recognizes Short-Term Technical Certificates as part of the State Share of Instruction model. By awarding these certificates on the students' academic record, Clark State can document meeting the needs of the workforce and maximize completion funding.

Over the past several years, faculty, academic deans, and the Registrar have met to determine the best method of awarding these certificates as follows:

Programs containing embedded certificates having a disclaimer within the program description that states, "This degree program contains one or more embedded certificates which will automatically be awarded if

the certificate requirements are met unless the student contacts Records and Registration and indicates they do not wish to have the certificate credential awarded." This will not require action from the student to be awarded and posted to their academic record unless they do not wish to be awarded the certificate.

Students completing requirements for a Short-Term Technical Certificate, Short-Term Certificate, or Departmental Certificate that is not in a program with an embedded certificate designation will simply need to declare the appropriate program major for awarding and posting to their academic record.

Graduation Policy

Policy Number: 3358:5-7-05
Category: Academic Requirements
Owner: Vice President, Student Affairs
Effective: April 1, 2025

A. Clark State College awards the following degrees/certificates:
    1. Bachelor of Applied Science
    2. Associate of Arts
    3. Associate of Science
    4. Associate of Applied Business
    5. Associate of Applied Science
    6. Associate of Technical Studies
    7. One-Year Certificates
    8. **Short-Term Technical Certificates - State approved programs of fewer than 30 credits for an in-demand job**
    9. **Short-Term Certificates - College approved programs of less than 30 credits**
    10. **Departmental Certificates - College approved programs that are fewer credit hours than an associate degree**

B. Effective Fall Semester 2024, Short-Term Technical Certificates, Short-Term Certificates, and Departmental Certificates will be awarded if a student completes all courses within the certificate with a grade of "C" or higher. Certificates embedded within a degree program will be awarded unless the student has notified Records and Registration that they do not wish to receive the certificate.

C. Effective Fall Semester 2023, for a student to earn multiple degrees at Clark State, the degree programs must be at least 6 credit hours different for a one-year certificate, 12 credit hours different for an associate degree, and 24 credit hours different for a bachelor degree. If a student qualifies for more than one certificate/degree during the same semester using the same curriculum, the certificate/degree will default to the chosen major on record unless the college is otherwise notified by the student.

D. Effective Spring Semester 2017, degree programs that contain one or more embedded certificates will automatically be awarded when the certificate requirements are completed unless the student contacts Records and Registration and indicates they do not wish to have the certificate credential awarded. **(CHANGED ORDER – USED TO BE Item E.)**

E. All students are expected to complete the residency requirement of at least 30 credit hours of course work at Clark State for a bachelor degree, 15 credit hours for an associate degree or 12

credit hours for a one-year certificate program. Credit equivalencies, as defined in the Credit Hour System Procedures (procedure number 3358:5-7-03.1), do not count toward the residency requirement. **Students completing a short-term technical certificate, short-term certificate, or departmental certificate must have earned Clark State institutional credit within the certificate program.**

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

G. The transcripted graduation date shall be the last official day of the term during which a student completes the course of study.

H. The College will hold commencement in May of each year and as needed **for students completing a bachelor degree, associate degree, or one-year certificate.**

I. The College reserves the right to modify its graduation and other requirements as needed.

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

Impact on students and/or student learning: To prepare students to obtain in-demand jobs

Alignment with Strategic Plan: Goal 2: Improve enrollment, student success, retention and completion.

Implications for budget, personnel, or other resources: Maximize State Share of Instruction for completion rates.

It was requested that the Board of Trustees approves the Graduation Policy as presented, effective April 1, 2025.

Trustee Ball made a motion to approve the Graduation Policy revisions as presented, effective April 1, 2025. Trustee Hall seconded, and the motion passed unanimously.

2025-2026 Academic Calendar Revision

One of the strategic initiatives the College is pursuing is to provide effective and efficient schedules of classes that facilitate students' timely progression and completion. To this end, the calendar proposal for academic year 2025-2026 was provided for review to the appropriate groups, including Faculty and Staff Senates, as well as the Academic and Executive Councils for additional revisions. The new Summer Session dates that have been changed are A Term: May 26 to June 26 and C Term: May 26 to July 31.

(Copies of the revised calendar are available in the office of the Vice President of Academic Affairs and on the portal.)

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

Alignment with Strategic Plan: Goal 4: Cultivate effective and efficient communication strategies and collaborations throughout the college

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the changes to the 2025-2026 academic year calendar.

Trustee McDorman made a motion to approve the revisions to the 2025-2026 academic year calendar as presented. Trustee Ball seconded, and the motion passed unanimously.

Board Members' Open Forum

Trustee Vollrath reported that Toni Overholser hosted a workforce summit in Logan County and did a wonderful job. Many great connections were made, and it was another good step to build up the regional brand awareness.

Executive Session – Legal Matters

Trustee Ball made a motion to enter into Executive Session to discuss legal matters. Vice Chair Rowland-Buckley seconded, and the motion passed unanimously via a roll call vote. Executive Session commenced at 7:05 p.m.

Trustee Bell made a motion to exit Executive Session at 7:20 p.m. Trustee McDorman seconded the motion, and it passed unanimously.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:21 p.m.