



BOARD OF TRUSTEES REGULAR MEETING

Minutes
March 24, 2026

The Clark State College Board of Trustees met in regular session in LRC 320 with the majority of guests attending virtually via Zoom on Tuesday, March 24, 2026. Board Chair Sharon Evans presided and called the meeting to order at 6:18 p.m.

Roll Call

Present in Person: David Ball, 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. Travis Binkley, Assistant Vice President of Enrollment Services; Erika Daggett, Executive Director of Marketing; Dr. Adrienne Forgette, Provost and Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Enterprise Operations; McCenzie McCay* student; Taylor Nelson, Executive Assistant to the President; Kerry Pedraza, Executive Director of the Foundation; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; and Mellanie Toles, Chief of Staff and Coordinator of Board Operations

Others Present Virtually: Lindsee Adams, Instructor of Diagnostic Medical Sonography/SOAR participant; Dan Ayars, Director of Facilities, Operations and Maintenance; Karen Benton, Assistant Dean of Allied Health and Public Services; Ciara Bobbitt, Assistant Professor, Allied Health and Public Services/SOAR participant; Kierre Brown, Assistant Dean of Business and Applied Technologies; Heather Buchanan, Ohio Attorney General's Office; Dr. Eric Charlton, Dean of Allied Health and Public Services; Dr. Sterling Coleman, Director of Library Services; Lori Common, Communications Coordinator, Marketing; Dr. Scott Dolan, Dean of School of Nursing; Dave Ferguson, Director of Workforce; Garrett Fisher, Assistant Dean of School of Nursing; Heather Good, Assistant Professor; Wendy Holt, Assistant Professor; Natalie Johnson, Associate Dean, Regional Locations; Naomi Louis, Dean of Arts and Sciences; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Megan Platfoot, Assistant Professor; Amy Sues, Dean, Institutional Effectiveness; Dr. Jamie Teeple, Assistant Dean of Arts and Sciences; Trish Voisard, Staff Accountant; Laura Whetstone, Assistant Vice President of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; Desiree' Williams, Assistant Dean of Teaching and Learning; and Karalen Witt, Assistant Professor, School of Nursing/SOAR participant

Recognition of Guests

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

Public Comment

There were no public comments.

Conflicts of Interest

No conflicts of interest were reported.

Student Success Story

Assistant Vice President of Enrollment Services Travis Binkley introduced McKenzie McCray, a Medical Laboratory Technology student who received a Choose Ohio First Scholarship and who will graduate in Spring 2026 with honors. Ms. McCray was the first ever student who has represented Clark State at the Statehouse in their poster session to Legislators to demonstrate how beneficial their scholarship is to their program and learning.

Ms. McCray began her presentation by sharing her previous experiences at Clark State as a College Credit Plus student. After completing her Bachelor's in Animal Science, McCray returned to study Medical Laboratory Technology at Clark State.

Ms. McCray shared her poster presentation and mentioned the numerous job openings in this field and the 15% decline in Medical Laboratory Technology programs across the nation. Ms. McCray reported that many students in the program are nontraditional and do not qualify for scholarships. She noted that she pulled her fellow students and learned that 80% received Choose Ohio First Scholarships and less than 40% received additional scholarships, which highlights how scholarships like Choose Ohio First affect the industry.

A brief question and answer period followed the presentation. Discussion ensued regarding the process of Ms. McCray being selected by Legislators to present her research and being chosen for her scholarship.

Board Chair Evans thanked Ms. McCray for sharing her story and wished her all the best in the future. The group gave Ms. McCray a round of applause.

*Ms. McCray exited the meeting at 6:28 p.m.

Report of the Board Chair

Board Chair Evans congratulated Dr. Travis Binkley on being named as one of Dayton Business Journal's 2026 Forty Under 40, and the group gave him a round of applause. Chair Evans shared that she recently attended the Achieving the Dream conference, where Clark State was honored with Leader College designation, which indicates we are doing a lot right in terms of enrollment and retention. She also attended the League for Innovation Conference, where SOAR members gave an impactful presentation. Chair Evans reported that one of the sessions highlighted the importance of "managing up" to the Board of Trustees, noting that the Board could not do its job effectively without the insights that faculty and staff share with them.

Report of the President

President Blondin also highlighted the group presentation at the League for Innovation Conference regarding the SOAR mentoring group, which was implemented in the 2017-2018 academic year, and also highlighted an upcoming SOAR legislative visit in Columbus where they will be recognized on the House and Senate floors. She also noted the upcoming Phi Theta Kappa (PTK) conference in Baltimore, where she will accept the Ohio Region College President Lifetime Achievement Award. She added that Dr. Dawayne Kirkman accepted the Distinguished College Administrator of the Year Award at the Ohio Region PTK Gala Awards earlier in March. Dr. Blondin updated the room regarding her upcoming presenting at the Association of Governing Boards (AGB) National Conference on Trusteeship in Denver, Colorado.

Dr. Blondin announced the possibility that Chancellor Duffey will grant an exemption for us to offer a Bachelor of Science in Education at Clark State, as a result of the recent meeting she, Dr. Forgette, Dr. Charlton and Heather Good had with him to discuss it. She is hopeful for a January 2027 start date. Dr. Charlton gave a brief synopsis of his presentation, including the number of paraprofessionals in need of licensure and further education that would be willing to complete their education at Clark State. He expanded on the importance of paraprofessionals continuing their education, as teacher shortages remain high. Dr. Blondin noted that Dr. Forgette did a great job framing how this program will differ from others in the area, as the program will be filled with both Fairborn and Springfield City Schools' paraprofessionals, and the program as a whole will be considered a pilot program.

Dr. Blondin provided a legislative update including Senate Bill 144, which deals with the change in licensure bands in K-12 education.

Discussion ensued regarding the above-mentioned updates.

Approval of Minutes

Board Chair Evans asked for a motion to approve the minutes of the Regular Board Meeting held on January 20, 2026, and the Reorganization Meeting held on January 20, 2026. Trustee Ball made a motion to approve the minutes as written; Trustee Hall seconded, and the motion passed unanimously.

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Tuesday, March 10, 2026, at 8:00 a.m. in LRC 320. Those present included Mitch Hurst, Committee Chair; Board Chair Sharon Evans; Trustee members Dave Ball, Becca Rowland-Buckley and Manuel Lopez Ramirez; Dr. Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Matt Franz, Senior Vice President, Enterprise Operations and Communications; Dr. Dawayne Kirkman, Senior Vice President, Student Affairs, Enrollment Management and Regional Locations; Dr. Adrienne Forgette, Provost and Vice President of Academic Affairs; Kerry Pedraza, Executive Director, Foundation; Mellanie Toles, Chief of Staff and Coordinator of Board Operations; Susan Kelly, Recorder

- Call to Order
- Roll Call
- Approval of January 13, 2026 Meeting Minutes - ACTION
- February Financial Report – Schantz
- FY27 Budget Assumptions and Update – Schantz
- Health Insurance Renewal Update – Schantz
- Capital and Community Projects Update – Schantz
 - Applied Science Center Renovation (Phase 1)
 - GISA Expansion (Phase II)
 - Congressionally Directed Spending Request
 - State Capital Requests
- Legislative Update – Dr. Blondin
- Business Affairs Policy Revisions – ACTION – Schantz
- City of Springfield/ODOT Streetscape Lighting Project - Authorization to Act – ACTION - Schantz
- Open Discussion/Other Business
- Next Meeting – Thursday, April 16, 2026 – 9:30 a.m. LRC 320 Board Room / Virtually via Zoom

February Financial Report

A report reflecting Revenues and Expenses through February 28, 2026, was distributed to Trustees prior to the meeting.

State Share of Instruction (SSI) – The FY 2026 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 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. The Workforce division is cultivating existing and new relationships to promote training engagements that will positively impact the revenue number as the year progresses.

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

Overall expenses are tracking below budget in all categories. By function, Academic Support, General Administration and Public Service are trending higher at this time of year due to early spending in contractual obligations for services. By object code, Supplies and Occupancy spending is trending higher. Total expenses are up \$1,523,273 over 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 reflecting a deficit and has implemented cost containment measures that will help them to better navigate the fluctuation in enrollment that they experience month-to-month/year-to-year. 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.

FY27 Budget Assumptions and Update

The Budget Advisory Council is made up of: Dr. Jo Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Gaby Alvarado, Student Senate Representative; Dan Ayars, Director, Facilities, Operations and Maintenance; Kristen Bancroft, Faculty Senate Chair; Dr. Travis Binkley, Assistant Vice President, Enrollment Services; Dr. Nickey Brown, Faculty Member; Terry Campbell, Faculty Member; Alyna Carroll, Student Senate Representative; Braedan Clark, Student Senate Representative; David Farrell, Senior Staff Accountant; Zuzana Fowler, Staff Senate Representative; Darryl Grayson, Infrastructure, Safety and Technology Co-Chair; Mark Hopkins, Adjunct Faculty Member; Naomi Louis, Dean, Arts and Sciences; Kelly Neriani, Staff Senate Chair; Kristin Skiles, Strategic Communications Committee Co-Chair; Dr. Shawna Shankle, Infrastructure, Safety and Technology Co-Chair; Roseann Terbay, Staff Senate Representative; Trish Voisard, Staff Accountant; Nathan Walters, Director of Technology Services; Susan Kelly, Recorder.

Per the timeline shared below, the FY27 budget process is progressing as the College prepares to present a balanced budget to the Board for consideration in June. The following represents some of the assumptions that help to inform the budgeting process:

The College is anticipating to leverage the state authorized tuition increase of \$10 per credit hour for FY27. This would provide an approximate impact of \$706K in additional revenue for Clark State. The enrollment forecast is currently being developed and will be presented to the Budget Advisory Council in March.

A 1% across-the-board salary increase for fulltime faculty, staff and adjuncts equates to an approximately \$194K impact on the expense side of the budget. A 2% increase would be a \$388K impact and a 3% increase would be \$582K.

Current forecast for health insurance premiums represents a 11.8% increase. The College absorbing the first 6% of that increase would have an approximate impact of \$240K on the operating budget. As part of the health plan renewal process, HUB has recommended that the College adopt a spousal carve out that would require employee spouses to enroll in their employer sponsored health plans as available. Based upon current claims history, this would help to mitigate subsequent premium increases.

The FY27 budget will need to accommodate mid-year shifts in personnel that occurred in FY26 in addition to any new positions that are forecasted to be established in FY27.

It is anticipated that investment income earnings will not be as strong in FY27 and a reduction in that revenue will need to be reflected in the budget.

Budget Timeline

Access granted to budget managers for viewing historical data and requesting expenditures	11/18/25
Access granted to Executive Council for reviewing budget manager requests	1/13/26
Budget Advisory Council first meeting	1/22/26
Budget Advisory Council meets	2/26/26
Expenditure requests forwarded by Executive Council to Controller	3/2/26
Lab Fees to Business Office	3/13/26
Initial revenue projection	3/16/26
Budget Advisory Council meets	3/26/26
Expenditure requests reviewed jointly with Executive Council and Business Affairs	4/6/26
Update Finance Committee on Budget Status	4/16/26

Updated revision to revenue projection	4/13/26
Budget Advisory Council meets	4/23/26
Preliminary Budget presented to Board Finance and Facilities Committee	5/8/26
Budget Advisory Council meets	5/28/26
Balanced budget reviewed with Board Finance and Facilities Committee	6/9/26
Final balanced budget presented to Board of Trustees for action	6/23/26

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

General Manager's Update – Dan Hunt

- Both JJ Grey and Mofro and Becky Robinson's performances are selling/sold well.
- The College Credit plus night at the Kuss Auditorium and the HBC Grand Hall was postponed twice due to the snow storm. We were able to host the event on February 3, 2026.
- The Springfield Symphony Orchestra Concert on Saturday, January 24, 2026, and the Winton Marsalis Jazz School Day concert on Monday, January 26, 2026, were both cancelled due to the snow storm.
- "The Wizard of Oz on Ice" presented by the Springfield Arts Council was performed on synthetic ice; the ice was analogous to a plastic cutting board.
- We have two national dance competitions, Reverb and Groove, coming to the Performing Arts Center. They both bring in hundreds of regional dancers from fourth to twelfth grades, their teachers, and parents to Springfield to compete.
- Plans for the 2026-2027 PAC Season are ramping up as we work to secure artists/events.

PAC Ticketed Events:

Upcoming Events and Ticket Sales (as of 3/2/2026)

- Becky Robinson (3/20) – 719
- Little Women CSTAP (4/10-19)
- Springfield Symphony Orchestra, Chorale (4/18) – 357
- Bassel and the Supernaturals, CS Club Kuss (5/1) – 25
- Springfield Symphony Orchestra, Cirque (5/16) – 357
- Graham Breedlove (5/15)
- Gary Geis Dance Concert (5/30)
- Behind the Curtain (6/5 and 6/6)
- Miami Valley Dance Company Concerts (6/12 – 6/13)

PAC Non-Ticketed Events:

- Clark State Scholar Night (4/22)
- Groove Dance Competition (4/24 – 4/26)
- LPN Pinning (5/7)

- RN Pinning (5/8)
- Clark State Graduation (5/9)
- Springfield Symphony Orchestra rehearsals (5/13 – 5/16)
- GISA Graduation (5/21)
- Buckeye Community Schools Graduation (6/1)

HBC Venue Rental Events:

February 2026

- Rotary on Mondays (2/2, 2/9, 2/23) – 75 people
- Nash Bash 2026 (2/5 and 2/6) – 300 people
- Sisters United Bingo (2/7) – 200 people
- Scouting Luncheon (2/11)
- Sweetheart Gala (2/13 and 2/14) – 300 people
- Clark State Preview Event (2/16) – 100 people
- Charter Night (2/17) – 250 people
- Firefighter's Ball (2/20 and 2/21) – 250 people
- Springfield 2051 Summit (2/24)
- Greater Springfield Partnership Annual Meeting (2/26) – 325 people
- NCNW Black History Program (2/28) – 350 people

March 2026

- Rotary on Mondays (3/2, 3/9, 3/16, 3/23, 3/30) – 75 people
- OSU Flower School (3/5) – 200 people
- Ohio Region PTK Awards (3/5 - 3/7) – 100 people
- Greater Springfield Partnership Discovery Days (3/11) – 150 people
- Community Health Foundation Celebrates 2026 (3/12) – 250 people
- Clark County Board of Developmental Disabilities (3/17) – 100 people
- Professional Women of Clark County – 300 people
- Salute to the Arts (3/20 and 3/21) – 200 people
- Emerald Evening (3/27 and 3/28) – 350 people

April 2026

- Rotary on Mondays (4/6, 4/13, 4/20, 4/27) – 75 people
- Greater Springfield Partnership Red Carpet Luncheon (4/1) – 150 people
- West Congregation of Jehovah's Witnesses (4/2) – 475 people
- TCN Behavioral Health (4/3) – 200 people
- NCNW (4/4) – 200 people
- The Gathering (4/8 and 4/9) – 400 people
- Springfield High School Prom (4/10 and 4/11) – 300 people
- Greater Springfield Partnership Job Fair (4/14) – 600 people
- Greater Springfield Partnership NET w/ YET (4/15) – 100 people
- Strategic Planning Day (4/16 and 4/17) – 300 people
- GISA Prom (4/18) – 100 people

- Creative Writers Banquet (4/22) – 100 people
- PTK Induction (4/23) – 200 people
- Student Recognition Night (4/28) – 300 people
- COPE Reentry Simulation (4/29) –50 people
- Rocking Horse Donor Gala (4/30) – 300 people

Board Advocacy, Student Success and Programs Committee Report

The committee met virtually on Monday, March 9, 2026, at 4:00 p.m. in LRC 320. Those present included Committee Chair Manuel Lopez Ramirez; Board Chair Sharon Evans; Board Vice Chair Becka Rowland-Buckley; Trustees Kyle Hall and Ben Vollrath (attended virtually); President Dr. Jo Alice Blondin; Provost and Vice President of Academic Affairs Dr. Adrienne Forgette; Senior Vice President of Student Affairs, Enrollment and Regional Locations Dr. Dawayne Kirkman; Executive Director of the Foundation Kerry Pedraza; Chief of Staff and Coordinator of Board Operations Mellanie Toles; and Statehouse Impact Group Lobbyist Allison Lawlor.

The agenda included the following items:

- 1) Legislative Update – Allison Lawlor, Statehouse Impact Group, and Dr. Blondin
 - Capital Bill
 - Congressional Directed Spending
- 2) Achieving the Dream Leader College Status – Dr. Blondin
- 3) Student Opportunity Fund Updates – Dr. Blondin and Kerry Pedraza
- 4) Program Review Update – Dr. Forgette
- 5) Accessibility Efforts – Dr. Forgette
- 6) Physical Therapy Assistant and Judicial Court Reporting Curriculum Approvals – Dr. Forgette
- 7) Medical Imaging Program and Curriculum Approval – Dr. Forgette
- 8) Enrollment Update – Dr. Kirkman
- 9) Strategic Planning Updates – Dr. Kirkman
- 10) Other

Workforce Pell Overview

With the approval of Workforce Pell in the federal budget in July 2025, Clark State College has been diligent in its preparations to implement this new funding opportunity for students. An overview of the program provided by the National Council for Workforce Education as well as a list of Ohio certificates that are pending approval by Governor DeWine were distributed to Trustees prior to the meeting.

Quarterly Standing Committee Updates

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

This quarter, The Diversity and Accessibility Committee promoted a caring campus by advertising the locations of calming spaces, meditation rooms, and mothers' rooms at the Springfield and Beavercreek locations. The committee is also compiling information on more efficient ways to meet the needs of English for Speakers of Other Languages (ESOL) students in classrooms and certification/testing preparation.

Employee Engagement

The Employee Engagement Committee is working to ensure nighttime employees feel included by providing five-dollar gift cards for them to use on vending machines. Additionally, we are working on an initiative to bridge knowledge gaps by creating standardized templates that employees can use to create manuals of their work. Lastly, we are working with Marketing to create three-minute department and program videos to inform other employees about their work.

Infrastructure, Safety and Technology

The Infrastructure, Safety and Technology Committee has four subcommittees that are working on recommendations for shipments arriving at the Shull Hall receiving dock, as well as developing a survey to assess and communicate student technology needs. The committee has provided feedback on several projects during the 2025-2026 school year, including testing use of a numerical push for asset log ins and AI policy development by Dr. Franz's IT team. We have also provided support to Johnny Lemen on active shooter training, including requiring basic safety training for new employees and tracking completion of the campus emergency mapping initiative. The committee remains focused on presenting recommendations to our campus Senates and leaders to address these needs.

Strategic Alignment and Communication

The committee continues to advance work on a comprehensive, college-wide inventory of initiatives. Committee members have been reaching out to key units across the College to collect information about ongoing and planned projects. In addition, the committee is collaborating with Dr. Kirkman to prepare for Strategic Planning Day, scheduled for Friday, April 17, 2026, which will mark the launch of the College's 2026–2029 strategic planning process.

Student Development

The Student Development Committee is continuing to work with Enrollment Services to develop a plan for new and improved communications to students. The goal of this collaboration is to ensure that students receive timely, clear and helpful information throughout their time at the College. By coordinating our efforts, we hope to streamline messaging, reduce confusion, and make it easier for students to stay informed about important deadlines, resources, and opportunities that support their success.

Program Review Schedule

All Clark State degree programs participate in program review every five years. The purpose of program review is to ensure the quality of the program, its alignment with the needs and expectations of employers, and that students are being served well. Program review includes review of the

program's curriculum, enrollment, completion, and job placement. Programs include an environmental scan that documents labor market demand and wages. The programs also document their goals for program improvement, recommendations for next steps, and return on investment.

This year the programs participating include Addiction and Integrated Treatment Studies (B.A.S.), Computer Software Development, Criminal Justice/Corrections, Diagnostic Medical Sonography, Police Academy, and Web Development and Design (B.A.S.).

Program reviews will be presented later this Spring, and the Board of Trustees will receive a report summarizing the major findings.

Counseling Services Updates

Counseling Contacts with Students: In Fall 2025, the most common sources of referrals were faculty, self-referrals, and concern reports submitted to the CARE team. Reasons for referral included domestic violence, depression, suicidal thoughts, grief, life stressors, and additional mental health concerns. The Counseling team continues to work closely with the TRIO program and nursing programs to provide specialized support. There were over 700 interventions provided including counseling, crisis walk-ins and peer recovery support.

Retention: 90% of those served are either continuing or graduated. For students who completed three counseling sessions, the rate increases to 98%. Students who self-advocated (self-referrals) had the highest rate of follow through with counseling.

Specialized Contact: Arlie Ray is a valuable resource for justice impacted students, providing encouragement and connection to life stability resources. Arlie serves as a representative for the Clark County Reentry Coalition, a team that provides resources and networking opportunities to help returning citizens thrive in the community. Roseann Terbay provides support to students needing a safe connection and resources to prevent isolation; she provides a welcoming environment, especially for new students, and is working on building the LGBTQ+ Alliance student organization.

Challenges: Domestic violence continues to be a common reason for referrals, and these cases are prioritized in the same manner as mental health crises. Counseling Services is also receiving more referrals initiated by staff and faculty related to signs of substance abuse.

Referrals from Counseling Center: Students were connected to services with Opportunities for Ohioans with Disabilities, Office of Student Support, Project Woman, Violence Free Futures (domestic violence agency for Greene County), Artemis Center (domestic violence agency in Montgomery County), AA/NA and Al-Anon (for family members), National Alliance on Mental Illness (NAMI), and multiple mental health agencies and clinics.

Mental Health and Wellness Outreach, Activities, and Trainings: Staff provided eight Question, Persuade, and Refer Suicide Prevention trainings, with virtual and in-person options, for students, staff, and faculty. Several faculty members (Medical Assisting and Social Work Peer Support Fundamentals) requested four of those trainings, which were provided in class.

Awareness, Interaction, and Direction (A.I.D.) training: The first A.I.D training was provided in the December Student Affairs Directors meeting. A.I.D. training, created by Kent State University, College of Public Health, Center for Public Health and Policy, is a mini mental health first aid training that teaches the

signs of emotional distress on a mental health and wellness continuum, how to intervene, and how/where to make referrals. The training is very engaging, with an emphasis on identifying supportive interventions for different emotional distress scenarios.

Cookies and Coping: Students enjoyed cookies and learned new strategies for coping in a weekly group in the TRIO student space. Covered topics included test anxiety, public speaking anxiety, communication styles (building assertiveness), building a supportive network, managing worry, and others. Each session ends with a guided meditation/relaxation exercise.

Session for the Student Engagement Conference, 9/12/25 “Outsmart Your Anxiety”: Staff provided an engaging breakout session for the well-attended Student Engagement Conference. Participants learned about overcoming anxiety by focusing on strengths, developing a plan of action with ladder steps, and using creative tools, such as art, as a mindfulness tool.

Finding Focus Workshop, 9/19 and 9/22/25: The Counseling team provided an in-person and virtual session for students, surrounding the topic of coping with inattention. Students learned about managing distractions, improving focus, and prioritizing goals.

Domestic Violence Trainings, coordinated in conjunction with the College’s Sexual Violence Prevention Team:

- **Active Bystander Intervention and Domestic Violence, 10/22/25:** Presented by Project Woman’s community education team. Participants learned about recent statistics on increasing violence and assisting survivors, particularly those who are in high-risk situations.
- **Artemis Center of Montgomery County, 11/13/25:** Advocates from Dayton’s domestic violence agency presented in Beavercreek on their wide range of services and resources for survivors in Montgomery County.

College-Wide Strategic Planning Day

Strategic Planning Day is on Friday, April 17, 2026, at the Hollenbeck Bayley Creative Arts and Conference Center and Performing Arts Center. This year’s focus is *Lighting The Way: What We Have Learned - What the Future Demands - What We will Prioritize*. Our objectives for the day are to gain a better understanding of our major Strategic Plan Goals and how each of us can help support those major goals and build an even stronger Clark State team, while learning interactively.



Time	Clark State – Strategic Planning Day Agenda	Presenter(s)
7:30 - 8:00 a.m.	Hot Breakfast	
8:00 - 8:45 a.m.	Welcome and The Story of Our Strategic Plan <i>(How did we get here?)</i>	President Blondin
	Higher Learning Commission (HLC) Trends 2026	President Blondin
	Review of FY26 Video and Logistics <i>(Where are we now?)</i>	SVP Kirkman
<i>Focus on 2030</i>	<i>Future Forward (Presenters will present four times to four rotating groups)</i>	
9:00 a.m.	Augmented Reality: The New Workflows of AI	Dean Parrillo, Assistant Professor Horne, and Assistant Dean Teeple
9:45 a.m.	Community College 3.0: Post-College Success	AVPs Binkley and Wiley

10:30 a.m.	Professional Learning Communities: Poster Sessions (Active Learning and Teaching; Critical Dialogue; English Co-Requisite; Everyday Impact; Nursing; The Anxious Generation Book Club; and You are a Data Person)	AVP Sues and PLC Leads
11:15 a.m.	Resilient by Design: The Future of America's Community Colleges	Provost Forgette
12:00 - 1:00 p.m.	Hot Luncheon	
12:30 – 1:00 p.m.	Special Reading Presentation	President Blondin
1:15 - 2:00 p.m.	Faculty and Staff Assembly Meetings	Senate Presidents
1:15 – 2:00 p.m.	Executive Council, Deans, Board of Trustees (The Future of Strategic Planning)	Special Guest Luke Sargent, Aileron
2:15 – 3:00 p.m.	Strategic Planning and Execution: <i>Where do we want to go? How will we get there? How will we know when we arrive? What new issues do we have? Excellent place to Be, to Learn, for Careers, to Partner, to Work</i>	SVP Kirkman and All
3:00 – 3:15 p.m.	Dessert Break	
3:15 – 3:30 p.m.	Special Presentation	SOAR Teams
3:30 – 4:00 p.m.	Moving Forward with Strategic Planning 203.0 and Dismiss	President Blondin and President-Elect Walters

“A strategic plan acts as a compass. It helps an organization focus on its goals for the future and how to achieve them!”

Marketing Updates

Website

The College’s newly redesigned website launched in February and has received positive feedback from internal and external audiences, with highlights being improved navigation, accessibility, streamlined program descriptions, and a shared college calendar. The Marketing team continues to refine the site through ongoing search engine optimization, content updates, accessibility improvements, and enhancements to the overall user experience and user interface. Analytics are being closely monitored to better understand user behavior, identify opportunities for improvement, and ensure the website effectively supports recruitment, engagement and information access.

Press Releases

Since January 1, Marketing has distributed 21 press releases, resulting in approximately 150 media placements across regional and educational outlets. These placements continue to increase visibility for Clark State programs, partnerships, faculty expertise and student success stories. Media coverage remains an important component of brand and reputation strategy.

Enrollment

Marketing and communications efforts have shifted toward enrollment outreach for the upcoming academic terms, heavily focused on direct mail and advertising. Summer and fall enrollment campaigns are now underway and include coordinated messaging focused on brand awareness and the College’s Strategic Enrollment Management Plan program priorities. Advertising placements include radio,

television, streaming platforms, print publications, and targeted social media advertising. Campaign messaging highlights high-demand academic programs, career success, workforce opportunities, and financial aid availability while encouraging prospective students to begin the enrollment process early.

Events

The Marketing team is also preparing communication and promotional support for a number of upcoming end-of-year events and campus activities. These include health program pinning ceremonies, workforce summits, public service program graduations, commencement, and events supporting the Dr. Jo Alice Blondin Student Opportunity Fund. In addition, the College will host a Fulbright lecturer, Agriculture Olympics, Performing Arts Center and theatre program productions, retirement celebrations, and Strategic Planning Day. Events will receive coordinated promotion, event communication, media and social media components, and print materials to ensure strong participation and engagement.

Miscellaneous

The transition after a staff resignation is being used as an opportunity to evaluate the responsibilities of marketing positions and assess how each role can best support the College's evolving marketing and communications needs. The review includes examining current workflows, emerging priorities, and opportunities to strengthen Clark State. Rather than immediately refilling the role as previously structured, the evaluation will help ensure Marketing responsibilities, skill sets, and structure support both the team's capacity and the broader goals of the College including enrollment, brand, and engagement.

Planning for the remainder of the year is also underway. The office is currently researching marketing materials to support recruitment, community recognition, and program promotion. This includes reviewing options for refreshed print collateral, including a new View Book, digital marketing assets and electronic business cards to provide employees with modern, consistent tools for representing the College. These efforts support Clark State's continued focus on strategic enrollment growth, community visibility and clear communication with students, employees and community partners.

Enterprise Operations Updates

Technology

- Artificial intelligence (AI) continues to be a major area of focus across the education and technology landscape, particularly in the areas of AI literacy and the ethical use of these tools. We are exploring awareness and training opportunities for faculty, staff, and, where possible, students to help ensure AI is used responsibly and effectively. This work is especially important as AI-related skills become increasingly relevant in the workforce. Faculty are also deeply engaged in these discussions and in shaping the College's approach.
- Element451, the College's new Customer Relationship Management (CRM) system, continues to progress well. The implementation timeline is ambitious and reflects innovative new approaches to engaging students from the point of application through their full journey at Clark State. Phase 1 is nearing completion and includes the application and other initial engagement workflows. Work related to student support and retention began last week, and additional collaboration with academic programs will begin shortly after this phase is completed.
- During Phase 2 of the Global Impact STEM Academy (GISA) project, construction activity unfortunately impacted the primary fiber connection serving the campus on February 4. We transitioned to the backup satellite connection and restored service within approximately 2.5 hours. After the incident, we completed a debrief and implemented additional engineering improvements that should reduce recovery time to less than one hour if needed in the future.

- We continue to review and update technology policies to reflect today's evolving technology environment. This work is being carried out through our shared governance structure to ensure broad input, strong collaboration, and better outcomes through thoughtful feedback. At the same time, we are conducting a comprehensive review of email security, as email remains the primary entry point for bad actors seeking initial access to accounts and institutional networks. In parallel, a revised Technology Plan is expected within the next four to six weeks and will address the rapidly changing landscape of technology, including artificial intelligence and data governance.

Safety

- On February 10, the College, along with several other organizations, received threats involving buildings on the Leffel Lane campus. We immediately activated our emergency response plan and evacuated the campus while law enforcement officers and K9 units conducted a comprehensive sweep. An all-clear was issued approximately 90 minutes later. Although the incident caused a significant disruption to campus operations, our students, faculty, and staff responded with professionalism, calm, and urgency. I am proud of how well the campus community handled a very serious situation. Unfortunately, similar threats have continued at schools and organizations across Ohio.
- We have several requests out for the funding of resources to enhance our audio/visual notifications during an emergency or critical incident. Law enforcement took the time to congratulate us on a smooth evacuation and an excellent notification system in place to alert our stakeholders. I am very appreciative of the Springfield Police Division for their rapid response and partnership during that challenging week.

Workforce Updates

Workforce continues to work with the Nursing and Advanced Manufacturing programs to expand the One Front Door model. The teamwork has been remarkable while working through logistical and technological issues, which are proving to be easier to resolve than anticipated. One example is a developing partnership with Kettering Health through which Clark State will train approximately one hundred sixty new employees who need a certified nursing assistant (CNA) certification.

We continue to partner with LH Battery for electrical, basic pneumatics, and workplace safety training and Valco for computer numerical control (CNC) training. We continue to develop opportunities with Sally Beauty, Michael Foods, and Honeywell. We continue to collaborate with Aspire to assist with workplace training.

Recent and upcoming trainings include:

- Masonic Community: Certified Nursing Assistant (CNA) – March 9 to April 3
- OIC: Forklift – March 10 and 12
- Xenia Location: Phlebotomy – April 29 to July 22
- Springfield: 9-1-1 Dispatch Training – Tentative Date: April 20

We look forward to sharing our new scorecard and metrics with first quarter results at the April Board of Trustees meeting.

Clark State Foundation Updates

Foundation

The Clark State Foundation is in the silent phase of raising funds for the Dr. Jo Alice Blondin Student Opportunity Fund. We are pleased with the pace of the campaign and look forward to a public announcement on Thursday, March 28, 2026, at the Hollenbeck Bayley Creative Arts and Conference Center at 5:30 pm. Further details will be forthcoming.

Scholarships

The Summer Semester scholarship portal is open until March 31, 2026, with award announcements by May 8, 2026. The Fall Semester scholarship portal is open from May 1 through June 15, 2026, with award announcements by August 7, 2026.

Grants

In March, the Foundation submitted the following grants for consideration:

Congressman Husted	Congressionally Directed Spending	Agriculture Center CDS Submission	Foundation/Business Office	Congressionally Directed Spending	\$500,000
Congressman Husted	Congressionally Directed Spending	PAC Seating CDS Submission	Foundation/Business Office	Congressionally Directed Spending	\$850,000
Congressman Husted	Congressionally Directed Spending	Safety Upgrades CDS Submission	Foundation/Business Office	Congressionally Directed Spending	\$397,000
Congressman Carey	Community Project Funding Request	Agriculture Center CPF Submission	Foundation/Business Office	Community Project Funding Request	\$500,000
Congressman Carey	Community Project Funding Request	PAC Seating CPF Submission	Foundation/Business Office	Community Project Funding Request	\$850,000
Congressman Carey	Community Project Funding Request	Safety Upgrades CPF Submission	Foundation/Business Office	Community Project Funding Request	\$397,000
Ohio Department of Higher Education	Choose Ohio First FY26	STEM Scholarship Program	Enrollment	Full Proposal	\$72,679
Ohio Department of Higher Education	Ohio Reach	Ohio Reach Grant Application	TRIO	Full Proposal	\$3,000

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:

- David Borden, Custodian, Physical Plant, Business Affairs, effective 2/23/26
- Dr. Evon Walters, President-Elect, President's Office, effective 6/1/26
- Dr. Evon Walters, President, President's Office, effective 7/1/26

Retirements/Resignations/Departures:

- Lisa Gray, Custodian, Physical Plant, Business Affairs, effective 2/6/26
- Chris Landrum, Strategic Coordinator, Laser Material Processing, Academic Affairs, effective 1/23/26
- Anthony Redmond, Commercial Transportation Trainer, Business Affairs, effective 2/13/26
- Randy Scott, Career Navigator, H1B, Academic Affairs, effective 12/31/26
- Beth Tremains, Content Manager, Marketing, effective 2/28/26
- Stephen Whitmore, Commercial Transportation Trainer, Business Affairs, effective 2/13/26
- Melinda Van Noord, Director, Counseling Services, Student Affairs, effective 3/13/26
- Stephen Williams, Director, Laser Material Processing, Academic Affairs, effective 2/12/26

Personnel Changes:

- Lori Geary from Operations Director, Greater Ohio Workforce Board to Executive Director, Greater Ohio Workforce Board, effective 3/2/26
- Taylor Nelson from Assistant to the Senior Vice President, Student Affairs to Executive Assistant to the President, effective 3/2/26
- Mellanie Toles from Executive Assistant to the President and Coordinator of Special Projects to Chief of Staff and Coordinator of Board Operations, effective 2/16/26

Open/Advertised Positions:

- Custodian, 3rd Shift
- Director, Counseling Services
- Manager, Workforce & Business Solutions

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 2025-2026 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 recommendation for instructional faculty is being presented to the Board of Trustees for formal approval:

Retirements/Resignations/Departures:

- Julia Cusimano, Instructor, Emergency Medical Services, Allied Health and Public Services, effective 2/23/26

Open/Advertised Positions:

- Instructional Faculty and Program Coordinator, Medical Imaging
- Instructional Faculty, Accounting
- Instructional Faculty Medical Laboratory Technology

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 2025-2026 budget.

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

Trustee Hurst made a motion to approve the personnel recommendations for exempt/non-exempt employees and instructional faculty. Trustee Hall seconded the motion, and it passed unanimously.

Business Affairs Policy Revisions

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

- Background Check Policy
- Employee Campus Free Speech Policy
- Employee Code of Conduct Policy (formerly Work Expectations Policy)
- Employee Issue Resolution Policy
- Family and Medical Leave Act Policy
- Holidays Observed Policy
- Leave Policies

- Overtime and Compensatory Time Policy
- Reduction In Force Policy
- Separation From Employment Policy
- Sick Leave Policy
- State Approved Retirement Systems Policy – SUNSET
- Voluntary Short-Term Disability
- Work Week Policy
- Workplace Violence Prevention Policy

Associated procedures are included for information only.

~~Pre-Employment Screening Policy~~ **Background Check Policy**

Policy Number: 3358:5-3-24

Category: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~January 1, 2017~~ **April 1, 2026**

- A. Clark State College is committed to ~~recruiting, hiring, and retaining the best qualified candidates and providing a safe, and secure environment for all students, employees, and visitors to our campuses~~ **the campus community**. Thorough and consistent implementation of effective hiring practices helps to achieve each of these goals. This includes **This is accomplished by** the appropriate use of comprehensive pre-employment screening/~~background~~ checks **conducted by a third-party vendor**. ~~as a final stage of the hiring process.~~

~~Pre-employment screening/~~**background** checks ~~will be~~ **are** used by the College to evaluate individuals for employment and ~~will not be used to discriminate on the basis of~~ **without regard to** race, color, sex, gender, ethnicity, religion, sexual orientation, ancestry, age, marital status, veteran status, socio-economic status, or physical or mental disability and any other protected group status as defined by federal law. ~~Only candidates at the final stage (job offer) of the interview process will be required to submit to the pre-employment screening/background check procedures.~~ **Background checks will be conducted in compliance with applicable laws and regulations.**

- B. This policy applies to **all applications for employment (final candidates, post-job offer), College employees who move to a financially sensitive position, student workers, those working with minors, as well as any other person required by federal, state, or local law.** ~~employees in the following categories:~~

1. New hires:

~~i. Exempt staff~~

~~ii. Non-exempt staff~~

~~iii. Faculty~~

Prior Effective Dates: 1/1/17

EmployeeCampusFreeSpeech Policy

Policy Number: 3358:5-13-18

Category: Campus Environment

Owner: ~~Vice President of Business Affairs~~

Effective: ~~October 18, 2022~~ **April 1, 2026**

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

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

A. Speech/Expression/Press

Employees may express themselves freely on any subject provided they do so in a manner that does not violate this policy. Employees, in turn, have the responsibility to respect the rights of all members of the College in exercising these freedoms.

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

- a. Students have a fundamental constitutional right to free speech.
- b. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to Ohio Revised Code 3345.0215(E).
- c. The College is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the College's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

- d. It is for the College's individual students and faculty to make judgments about ideas for themselves and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
 - e. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 - f. Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
 - g. Although all students and faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on campus they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, the College has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
 - h. The College shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
 - i. The primary responsibility of faculty is to engage in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.
- C. Nothing contained in this policy shall be construed as prohibiting the College from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:
- a. Constitutional time, place, and manner restrictions;
 - b. Reasonable and viewpoint-neutral restrictions in nonpublic forums;
 - c. Restricting the use of the College's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the College's mission;
 - d. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio

Constitution;

- e. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by teachers.
- D. Nothing in this policy shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.
- E. Nothing in this policy shall be interpreted as restricting or impairing the College's obligations under federal law, including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1962, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Age Discrimination in Employment Act, and the Age Discrimination Act of 1975.

F. Complaints

- a. ~~As outlined in the Employee Campus Free Speech Policy Complaint Resolution Procedures, employees may submit a complaint about an alleged violation of the above policy.~~
- b. The College will investigate the alleged violation as outlined in the Employee Campus Free Speech ~~Policy Complaint Resolution~~ Procedures, which shall comply with standards adopted by the Ohio Chancellor of Higher Education.
- c. Any form of retaliation against an individual who files a complaint about an alleged violation of this policy is strictly prohibited.

Prior Effective Dates: ~~10/18/21,~~ 10/18/22

~~Work Expectations~~ Employee Code of Conduct Policy

Policy Number: 3358:5-3-25

Category: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~February 1, 2024~~ April 1, 2026

~~It is expected that all employees shall~~ **are expected to** comply with the following work expectations. **These expectations support the College's mission and contribute to a professional, safe, and productive work environment.** The College shall **will** post all **applicable** policies and procedures on the employee portal for easy reference. **Employees are responsible for reviewing, understanding, and complying with these documents.** ~~It is the responsibility of employees to familiarize themselves and agree to comply with these documents as appropriate. If employees have~~ **for** questions regarding **these any** expectations, policies, or procedures, ~~they~~ **employees** should contact **their supervisor or the Human Resources office for guidance.**

A. Attendance Expectations:

1. Report to work on time and work ~~until~~ **through** the end of their scheduled shift.
2. Notify their supervisor ~~on~~ each day of **an** absence unless **otherwise specified**. ~~such notice requirement has been waived. Notification is to be provided in accordance with~~ **must follow College Leave Policies**. ~~policy (see policy number 3358:5-5-07 (Leave Policies for Regular Employees) for specific details).~~
3. Notify their supervisor ~~prior to the first day of a planned or extended absence of three consecutive days or more.~~
4. **Use vacation and sick leave in a manner that reflects professional responsibility and consideration for department coverage and operational needs. Frequent, excessive, or patterned absences – particularly those that interfere with job performance or team responsibilities – may be addressed through supervisory discussion or corrective action, consistent with college policy.**

B. Workplace Conduct:

1. **Conduct oneself in a manner consistent with the College's mission, values, and guiding principles.**
2. **Behave in a manner that does not compromise the safety, dignity, or privacy of oneself or others.**
3. ~~Gain~~ **Obtain** supervisory approval before leaving work prior to the end of their scheduled shift.
4. Return from meal periods and work break periods on time.
5. ~~Refrain from unauthorized or improper use of the College's telephone system, including but not limited to excessive personal calls and charging personal long distance calls to the College without authorization.~~
6. ~~Adhere to the general guidelines for use of the College's technology resources as outlined in the responsible use of technology policy and procedures. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).~~
7. ~~Keep computer sign-on and access codes confidential. Proper authorization must be obtained for the use of another's computer sign-on or computer access code. (See policy/procedure numbers 3358:5-11-12 and 3358:5-11-12.1 for specific details).~~
8. ~~Refrain from excessive personal solicitation of employees on work time (i.e., selling, soliciting, canvassing, or distribution of non-work-related articles or literature is discouraged).~~
9. ~~Refrain from spending work time on hobbies, crafts, recreational games, or work for third parties.~~
10. **Conduct themselves in a manner that aligns with the mission, goals, vision, and guiding principles of the College.**

- ~~11. Conduct themselves in a manner that does not compromise another's safety or privacy, including refraining from unauthorized disclosure of confidential information.~~
- ~~12. Refrain from taking medical and/or office supplies out of the office for personal use or disposal.~~
- ~~13. Refrain from falsifying College records, including intentional failure to accurately record time worked or registering the time worked of another employee without proper authorization.~~
- ~~14. Refrain from use of profane, abusive or loud/boisterous language, or any threat of verbal or physical workplace violence on college premises, or actions which may be discourteous or harmful to others, including smoking in designated non-smoking areas.~~
- ~~15. Adhere to College or departmental safety policies and procedures, including the immediate reporting of any accident on college premises involving an on-the-job injury or property damage.~~
- ~~16. Refrain from taking any fee or gift of value in the course of the employee's work or in conjunction therewith for special consideration in the admission of students.~~
- ~~17. Refrain from making fraudulent statements or participating in fraudulent activities in securing a position.~~
- ~~18. Refrain from commission of any crime on college property such as theft, unauthorized removal of or willful damage to property or commission of a work-related crime while off campus.~~
- ~~19. Adhere to the College policies regarding the unauthorized possession of alcohol/weapons/explosives and illegal drugs, to include prescribed, medical and recreational marijuana. A valid license does not authorize the licensee to carry a concealed hand gun/weapon into any facility on the College premises.~~
- ~~20. Adhere to federal or state standards regulating the provision of professional services and the regulations affecting continued accreditation, licensure, etc.~~
- ~~21. Adhere to all federal, state, or local laws and regulations.~~

C. Use of College Resources:

- 1. Use the College's telephone system responsibly. Excessive personal calls are prohibited.** Perform their job duties in a competent, efficient, and effective manner to such an extent that the employee's job performance does not fall below reasonable minimum standards.
- 2. Use College technology and electronic resources in accordance with the Responsible Use of Technology Policy and Procedures.** Interact appropriately with students, visitors, or other College employees. (Employee's behavior should not violate another's privacy or dignity, including sexual harassment).
- 3. Keep computer login credentials confidential. Authorization is required to access another employee's credentials.** Be in a fit condition to perform the duties of the Sleeping on the job or working under the influence of a controlled substance or alcohol is prohibited.

4. **Use office and medical supplies only for official College business. Personal use or removal is not permitted.** Refrain from insubordination, including refusal to accept and comply with instructions from supervisors, campus police officers or other proper authorities.
5. **Refrain from using work time for non-work-related activities (hobbies, recreational games, or work for third parties).** Behave in such a manner that does not negatively influence the work of others.
6. ~~Work cooperatively with supervisors and fellow employees toward the successful completion of goals and objectives to be accomplished. Antagonistic behavior, criticism of orders or rules and interference with proper coordination of employees serve as a detriment to the success of the College.~~

D. Safety and Security:

1. **Adhere to all College and departmental safety procedures.** Participate in internal and external professional development opportunities to foster growth and development not only as an individual, but for the overall success of the College.
2. **Immediately report any workplace accidents, injuries, or property damage.**
3. **Follow College policies regarding the unauthorized possession of alcohol, weapons, explosives, and illegal drugs, including prescribed medical and recreational marijuana.** (In accordance with Ohio law, a valid license to carry a concealed handgun does not authorize possession in any College building or facility.)
4. **Maintain respectful and professional communication at all times.** The use of profane, abusive, or excessively loud language, or any behavior that threatens the safety or well-being of others, including verbal or physical threats, is strictly prohibited.
5. **Follow all smoking restrictions.**

E. Ethical Standards:

1. **Maintain honesty and integrity in all work-related activities.**
2. **Accurately record time worked.** Falsifying time records or recording time on behalf of another employee without authorization is prohibited.
3. **Do not accept gifts, favors, or any form of compensation in exchange for special consideration, including in admissions or services provided through your college role.** (See Conflict of Interest Policy).
4. **Do not engage in any fraudulent activity or criminal behavior on college property or in any work-related context.**

F. Job Performance:

1. **Perform assigned duties competently, efficiently, and effectively, meeting or exceeding the minimum standards of their position.**
2. **Behave respectfully and appropriately in all interactions with students, visitors, and other College personnel.**

3. **Maintain readiness and ability to perform duties. Sleeping on the job or working under the influence of drugs or alcohol is prohibited.**
4. **Follow instructions from supervisors, campus police officers, and other authorized College officials. Refusal to comply may be considered insubordination.**
5. **Cooperate with coworkers and supervisors in a manner that supports team goals and the College's mission.**
6. **Avoid disruptive, antagonistic behavior or unprofessional behavior that interferes with the work of others or the functioning of the College.**

G. Professional Development:

1. **Actively participate in internal and external professional development opportunities.**
2. **Engage in learning that promotes individual growth and contributes to the success of the College as a whole.**

H. Compliance with Laws and Regulations:

1. **Adhere to all applicable federal, state, and local laws and regulations.**
2. **Comply with all regulations governing professional licensing, certification, and accreditation relevant to their job functions.**

Prior Effective Dates: 8/1/04, 4/26/06, 10/15/20, **2/1/24**

Employee ~~Complaint and Grievance~~ Issue Resolution Policy

Policy Number: 3358:5-5-08

Category: Benefits / Privileges

Owner: Vice President, Business Affairs

Effective: ~~October 15, 2015~~ **April 1, 2026**

The ~~College~~ recognizes disputes may arise in the ~~employment setting~~ **workplace**. Parties involved in a ~~dispute~~ **Employees** are encouraged to seek informal resolution as ~~soon~~ **early** as possible. Any employee ~~on campus may orally~~ **may verbally** present and discuss a ~~complaint with his/her~~ **concern with their** supervisor, and it shall be ~~entirely~~ **this** informal **process will remain entirely conversational and non-procedural**. ~~In the event~~ **If** informal resolution is not ~~possible~~ **successful or appropriate**, all employees may ~~pursue a~~ **use the** formal resolution process. It is ~~management's responsibility~~ **Management is responsible** to facilitate a fair, equitable, and ~~appropriate~~ **timely** resolution of ~~disputes~~ **workplace concerns**.

A. Definitions

1. ~~Grievance~~ **Informal Concern:** A grievance is defined as a dispute or disagreement submitted in writing by an employee involving the interpretation or application of a Clark State Community College policy and/or procedure. **Any workplace issue raised verbally or informally that does not meet the definition of a formal complaint.**
2. ~~Formal~~ **Complaint:** A complaint is anything that does not satisfy the definition of a grievance. **A formal complaint is a workplace concern or dispute submitted in writing by**

an employee regarding the interpretation, application, or alleged violation of a college policy, procedure, or workplace practice.

- B. This policy applies to all Clark State employees to include, **full-time** exempt **and** non-exempt **staff**, **full-time** faculty, adjunct faculty, student workers, substitutes, and/or temporary employees.
- C. No reprisals **or retaliatory actions will** ~~of any kind shall~~ be taken against an employee for participating in a complaint or grievance **raising a concern**.
- D. The President shall inform the Board of Trustees of all grievances **any formal complaints** that are appealed to the President and ~~the disposition of those grievances~~ **provide the final disposition of those matters**.
- E. This policy shall be administered as set forth in the associated Employee ~~Complaint and Grievance Issue Resolution~~ Procedures.
- F. ~~The office of~~ **Human Resources** shall be assigned the responsibility of developing, implementing, and maintaining the Employee ~~complaint and grievance~~ **Issue Resolution Policy and Procedures**.

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

Policy/Procedure Name: Family and Medical Leave Act Policy

Policy/Procedure Number: 3358:5-5-20

Chapter: Benefits / Privileges

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~July 10, 2017~~ **April 1, 2026**

In accordance with the federal Family and Medical Leave Act (FMLA), Clark State College provides job-protected Family and Medical Leave (FML) to eligible employees who are unable to work due to their own serious health condition or the need to care for an immediate family member with a serious health condition.

Eligible employees may take up to 12 workweeks (480 hours) of leave within a 12-month period for qualifying events, as defined under FMLA and this policy.

Employees caring for a covered military service member with a serious illness or injury may be eligible for up to 26 workweeks (1,040 hours) of leave in a single 12-month period.

- ~~A. Clark State College will grant eligible employees leaves of absence under qualifying circumstances as provided for in the Family and Medical Leave Act (FMLA) of 1993, as amended. The college provides job-protected family and medical leave to eligible employees for up to 12 work weeks (480 hours) of leave during a 12-month period based on qualifying events.~~

~~All periods of absence from work due to, or necessitated by the Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service is counted in determining an employee's eligibility for leave pursuant to this policy. Eligible employees that care for covered military service members are eligible for up to 26 workweeks (1040 hours) of leave in a single 12-month period on a per covered-service member, per injury basis. An employee who is entitled to take leave due to a different FMLA-qualifying reason may take leave during the same single 12-month~~

~~period in which leave is taken to care for a covered service member, but the total leave taken for any purpose during the single 12-month period may not exceed 26 workweeks overall. To the extent this policy is silent on a matter, federal law will prevail.~~

A. ~~Eligibility Requirements for leave under this policy requires an employee to be in one of the following categories: instructional faculty, exempt staff, or non-exempt staff; and~~

1) ~~have worked for Clark State College for at least twelve (12) months; and~~
To be eligible for FML under this policy, an employee must meet all of the following criteria:

a) ~~have been employed by Clark State College for at least twelve (12) months;~~

b) ~~have worked at least 1,250 hours during the 12 months immediately prior to the start of the leave; and~~
preceding the start of the leave (equivalent to 60.1% FTE or greater for the entire 12-month period);

c) ~~have experienced a qualifying event as defined in Section B below.~~

2) ~~have an FTE of 60.1 or higher.~~

B. ~~Qualifying eEvents for lLeave~~

1) **Eligible employees may request leave for the following FML-qualifying reasons:**

a. ~~The birth of the employee's child, and/or incapacity due to pregnancy or prenatal medical care;~~

b. ~~The placement with the employee of a child~~ **with the employee** for adoption or foster care;

c. ~~To C~~**care for a child during the first year following birth, adoption, or foster care placement;**

d. ~~To care for an immediate family member with a serious health condition. (Immediate family is defined as: spouse, (step)parents and parents-in-law; (step)children and sons- and daughters-in law; (step)siblings and siblings-in-law; (step)grandparents and (step)grandchildren) brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and step-grandchildren);~~

e. ~~A serious health condition of the employee that renders the employee incapable of performing the functions of the employee's job position~~ **them unable to perform the essential functions of their job, as certified by a health care provider; or**

f. ~~A qualifying exigency arising out of the fact that related to the covered active duty~~ **(or notification of impending call or order**

to covered active duty) of the employee's spouse, son, daughter, or parent is on covered active duty in a foreign country or has been notified of an impending call to active duty in a foreign country.

C. Definition of a serious health condition

A serious health condition is defined as:

- 1) ~~A serious health condition is defined as a condition which requires~~**requiring** inpatient care ~~at in a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider.;~~
- 2) **A condition requiring continuing treatment by a licensed health care provider;** ~~Illnesses and injuries of a serious and long-term nature resulting in recurring or lengthy absences. Examples of a serious health condition include heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care.~~
- 3) ~~Generally, a~~**A chronic or long-term health condition which illness that results in a period recurring or extended periods of incapacity (defined as the inability to work, attend school, or perform other regular daily activities) for five (5) or more consecutive days., such as:**
 - i) **Heart attack or serious heart condition**
 - ii) **Most forms of cancer**
 - iii) **Stroke**
 - iv) **Appendicitis**
 - v) **Pneumonia**
 - vi) **Pregnancy and prenatal care**
- 4) ~~A condition resulting in period of incapacity for five (5) or more consecutive days, including those due to pregnancy, child birth parental care, or the placement with the employee of a child for adoption or foster care.~~
- 5) ~~The college may require an employee to provide~~**certification from a health care provider's certification of the serious health condition or illness to support the need for FML.** ~~This medical certification process is outlined~~**detailed** in the college's family and medical leave procedures.
- 6) ~~Employees with questions regarding the types of~~**qualifying** health conditions or illnesses ~~covered under~~**how** this policy ~~interacts with~~ **or** under the college's sick leave policy **should contact** ~~are encouraged to contact the college's office of human resources office.~~

D. **Military Family Leave Entitlement**

- 1) **In compliance with the Uniformed Services Employment and Reemployment**

Rights Act (USERRA) and the FMLA:

- a) All absences from work due to, or necessitated by, covered military service under USERRA will be counted toward FMLA eligibility.
- b) Eligible employees who are the primary caregiver for a covered military service member with a serious illness or injury may take up to 26 workweeks (1,040 hours) of leave in a single 12-month period, per covered service member and per qualifying injury.
- c) If an employee also takes FML for another qualifying reason during the same 12-month period, the total combined leave cannot exceed 26 workweeks.
- d) If this policy does not address a specific matter, federal law shall govern.

E. Policy Administration

- 1) This policy shall be administered in ~~accordance~~ **conjunction** with the ~~associated~~ family and medical leave act policy procedures, and consistent with the FMLA and related federal regulations in effect on the date that leave is being taken.
- 2) ~~The~~ **HR** Human Resources is responsible for developing, implementing, and maintaining the Family and Medical Leave Act policy, **related** procedures, and **all associated** ~~related~~ forms.

Prior Effective Dates: 10/12/96, 07/01/98, 3/18/15, 10/15/15, **7/10/17**

Holidays Observed Policy

Policy Number: 3358:5-5-12

Category: Benefits / Privileges

Owner: Business Affairs

Effective: ~~June 1, 2025~~ **April 1, 2026**

The purpose of this policy is to identify holiday break days when the College is officially closed.

A. The College observes the following **state-designated** holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. President's Day (Scheduled day during winter break)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Veterans Day (November 11)

9. Thanksgiving Day (Fourth Thursday in November)
10. Columbus Day (Observed on the day after Thanksgiving)
11. Christmas Day (December 25)

- B. The College is closed for winter break from December 24th through January 1st.
- C. Holidays that fall on a Saturday are observed on the preceding Friday; holidays that fall on a Sunday are observed on the following Monday.
- D. To receive eight (8) hours of regular pay for a holiday, full-time exempt staff, full-time non-exempt staff, and full-time faculty must ~~accrue earnings~~ **be in pay status** their scheduled workday preceding and their scheduled workday following such holiday. Holidays are considered hours worked in the calculation of overtime. **For the sole purpose of determining holiday pay eligibility, being in pay status on the scheduled workday before and after a holiday includes:**
1. **Vacation Leave**
 2. **Sick Leave**
 3. **Personal Leave**
 4. **Weather-related Closure**
 5. **Official College Shutdown**
 6. **Actual Hours Worked**
- E. Employees are paid for no more hours for a holiday than those hours they normally work each day.
- F. Employees who work on a holiday will receive “**double-time**” pay (their normal rate of pay times two) for the hours worked that day, up to eight (8) hours maximum.
- G. When a legal holiday, as noted on the official College calendar, falls in the midst of an employee’s paid leave (i.e., vacation, sick), the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.

Prior Effective Dates: 3/13/78, 7/1/98, 7/1/99, 7/1/00, 6/14/02, 6/7/06, 2/6/13, 10/1/15, 2/1/20, 2/1/22, 6/1/25

Leave Policies

Policy Number: 3358:5-5-07 Category: Benefits /

Privileges Owner: Business Affairs

Effective: ~~June 1, 2025~~ **April 1, 2026**

The purpose of this policy is to provide clarity and consistency for each type of leave. It ensures that both eligible employees and the College agree upon the parameters of time off, promoting transparency.

A. Personal Leave

1. Three (3) days of personal leave with full pay is granted each fiscal Personal day hours may be taken in no less than 30-minute increments. The absence must be submitted to the immediate supervisor

within five (5) days prior to the leave but no later than three (3) days after the leave (in those situations where prior approval is not possible). Up to one (1) day of unused personal leave (up to eight (8) hours) may be rolled over at the end of the fiscal year to the next fiscal year. Personal leave hours are not considered hours worked for the calculation of overtime. Personal leave balances are not paid out upon separation from the College.

2. Personal leave for employees hired after the beginning of the fiscal year will be prorated as follows:
Employee hired in July, August, September: 3 days Employee hired in October, November, December: 2 days Employee hired in January, February, March: 1 day Employee hired in April, May, June: None
3. This benefit applies to all full-time exempt staff, full-time non-exempt staff, and full-time faculty.

A. Bereavement Leave

~~1.~~ Accumulated sick leave may be used for an employee's absence due to a death in the employee's immediate family, defined as: **spouse; (step)parents and parents-in-law; (step)children and sons- and daughters-in-law; (step)siblings and siblings-in-law; (step)grandparents and (step)grandchildren.** ~~brother, sister, mother, father, wife, husband, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepchildren, stepparent, grandparent, step-grandparent, grandchildren, and (step)grandchildren.~~

- ~~2.1.~~ Bereavement leave due to a death not in the employee's immediate family shall be taken as personal leave, or vacation
- ~~3.2.~~ Employees will document this leave to their immediate supervisor within five (5) days prior to the leave but no later than three (3) days after the leave in those situations where prior approval is not possible).
- ~~4.3.~~ This benefit applies to all full-time exempt staff, full-time non-exempt staff, and full-time faculty.

B. Jury Duty

1. Requests for approval of this leave should be directed to the immediate supervisor within five (5) days prior to the leave but no later than three (3) days after the leave (in situations where prior approval is not possible).
2. Payment for this leave will be regular pay less the amount received for jury or witness duty.

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

C. Military Service Leave

1. The College grants employees, except for temporary employees, who enlist or are inducted into military forces of the United States, including the Ohio National Guard, a leave of absence and benefits to include regular pay, and entitled to all re-employment rights in accordance with the Ohio Revised Code and federal laws including the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
2. This applies when the service member is required to participate for military service, training duty, or related obligations as members of an Armed Forces Reserve Organization or the National Guard or when they are called out on an emergency basis for such service per the Ohio Revised Code.
3. The USERRA prohibits discrimination and retaliation for person's membership (voluntary or involuntary) in the uniformed services with regard to any aspect of employment and the College adopts and follows this principle.
4. Employees should communicate with their manager and Human Resources regarding military service leave.

D. Professional Development Leave

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

E. Unpaid Leave of Absence

1. Up to thirty (30) days of unpaid leave may only be requested in the event twelve (12) weeks of approved Family Medical Leave Act (FMLA) leave has been exhausted, and additional time off is needed per the health care provider. Before the unpaid leave of absence is considered, the employee must have also exhausted all of their sick, personal, and vacation time.
2. Requests for approval for an unpaid leave of absence shall be sent to the immediate supervisor, executive council member, and Human Resources no later than thirty (30) days prior to the first day of the requested Documentation from the health care provider is required. Employees whose positions are contracted and/or funded by outside sources are not eligible for unpaid leaves of absence. The College assumes no financial obligation for unpaid leaves of absence.

3. For unpaid leaves that fall under FMLA, the employee shall be responsible for continuing to pay, on a bi-weekly basis, the employee share of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll deduction. For unpaid leaves as an extension of approved FMLA, the employee shall pay, on a bi-weekly basis, the full amount of insurance premiums under which they are covered as well as other debts owed to the College that would normally be satisfied through payroll. While on an unpaid leave of absence, other than FMLA, neither sick leave nor vacation leave shall be accrued.
4. In the event the employee does not return to work, the College may choose to terminate employment and back-fill the employee's position.

F. College Closure

1. **In the event the College closes due to weather, natural disasters, or other emergencies, the following guidelines apply regarding employee compensation during the closure:**
 - i. **Employees Scheduled to Work: Employees who are normally scheduled to work during the time of the closure will be paid for their regularly scheduled hours at their standard rate of pay.**
 - ii. **Employees with scheduled sick, vacation, personal time, etc. during a College delay or closure will still have their balance charged for that time.**
 - iii. **Part-Time and Variable Schedule Employees: Part-Time employees or employees with variable schedules will only be compensated for closures that fall on days they are regularly schedule to work. For example, if a part-time employee does not normally work on Fridays and the College is closed on a Friday, the employee would not be eligible for pay that day.**
 - iv. **Maximum Compensation During Closure: Employees will not be compensated for more hours than they are regularly scheduled to work on a given day.**
 - v. **Extended Closures: If the closure extends beyond three (3) days, the College's Board of Trustees will determine whether any or all of the missed days will be rescheduled. If rescheduled, employees may be required to work those days or may elect to use available vacation time, depending on the guidance provided at that time.**
 - vi. **Emergency Declaration: The President holds the authority to declare a closure or emergency and will communicate any related decisions and procedures to employees accordingly.**

G. Voting Leave

Since employees can usually vote before or after their regular working hours, the College does not make provisions for time off taken to vote.

H. Sick Leave

Please refer to the Sick Leave policy.

I. Vacation Leave

Please refer to the Vacation procedures.

J. Family and Medical Leave.

Please refer to the Family and Medical Leave Act policy.

Prior Effective Dates: 3/13/78, 6/15/82, 7/1/94, 7/1/98, 12/18/00, 10/8/01, 6/14/02, 2/14/03, 4/24/06, 6/7/06, 7/7/08, 6/1/11, 6/18/13, 10/15/15, 2/1/21, **6/1/25**

Overtime and Compensatory Time Policy

Policy Number: 3358:5-3-15

Category: Conditions of Employment

Owner: ~~Vice President for~~ Business Affairs

Effective: ~~October 15, 2015~~ **April 1, 2026**

This policy ensures consistency in the granting of overtime and compensatory time while maintaining compliance with the Fair Labor Standards Act and relevant provisions of the Ohio Revised Code. When a College employee is required to be in an active pay status more than forty (40) hours in any calendar week, the employee may be compensated for hours worked over forty (40) at one and one-half (1 ½) times their regular rate of pay, or one and one-half (1 ½) hours off for every hour of overtime worked, unless otherwise specified in the associate procedures.

~~A. Employees are often required to work above their normal scheduled hours during the 40-hour workweek (otherwise referred to as overtime). Acknowledging that need, Clark State College is committed to ensuring all eligible employees are fairly compensated for all overtime hours worked in accordance with the provisions of the Department of Labor and the Fair Labor Standards Act. This policy is designed to ensure fair and consistent application of pay practices across the College.~~

B. Definitions:

1. Workweek – A workweek is defined as Monday **through** Sunday.
2. Overtime – Overtime is defined as **includes** any hours physically worked and/or approved school closings ~~over~~ **exceeding** forty (40) hours **within** one workweek. Hours **counted toward the** ~~included in the calculation of these forty (40) hours are~~ **include** actual hours worked, holidays, time, winter break, and weather-related closures and other College-approved closure times. ~~hours (times the college is closed).~~

3. Overtime Pay – **Overtime pay refers to compensation for** ~~is defined as money earned by non-exempt employees at who earn overtime in one workweek. This is computed at the rate of one and one-half (1 ½) times their employee's regular rate of pay for every hour of overtime hours worked.~~
 4. Compensatory(~~comp~~) Time – **Compensatory time is granted at the rate of** ~~is defined as one and one-half (1 ½) hours off for every hour of overtime worked.~~
 5. Holiday Hours **and Holiday Pay**– ~~is~~ **Holiday hours are** defined as the employee's ~~normal~~ **regularly** scheduled work hours for **the holiday, compensated at their regular rate of pay** ~~that day.~~
 6. ~~Holiday Pay~~– ~~is defined as the employee's holiday hours times his/her regular rate of pay. Holiday will be administered in accordance with the College Calendar/Holiday Pay policy (3358:5-5-12).~~
- C. **This policy covers full-time non-exempt employees and part-time employees, but part-time employees are eligible only for the overtime component of this policy. This policy applies to the following employees:**
1. ~~Full time, non-exempt employees (employees hired to work 1600–2080 hours per year)~~
 - i. ~~Full-time, non-exempt employees are eligible for overtime and comp time.~~
 2. ~~Part-time, non-exempt employees (employees hired to work less than 1600 hours per year).~~
 - i. ~~Part-time employees are eligible for overtime only.~~
 3. ~~Full-time and part-time exempt employees (exempt staff, faculty, and adjunct faculty).~~
 - i. ~~Full-time and part-time exempt employees are not eligible for overtime or comp time.~~
- D. This policy shall be administered as set forth in the associated **Overtime and Compensatory Time** procedures. ~~established by the President or his/her designee.~~
- E. ~~The office of hHuman Rresources shall be~~ **is** assigned the responsibility of developing, implementing, and maintaining the Overtime and Compensatory Time **policy and procedures.** ~~Policy.~~

Prior Effective Dates: 3/13/78, 7/1/98, 4/24/06, 4/1/14, 3/18/15, **10/15/15**

Work Week Policy

Retrenchment Reduction in Force Policy

Policy Number: 3358:5-3-03

Category: Conditions of Employment

Owner: ~~Vice President,~~ Business Affairs

Effective: ~~October 15, 2015~~ April 1, 2026

The purpose of this policy is to ensure the financial stability and operation efficiency of Clark State College by establishing a fair and orderly process for implementing a reduction in force when necessary. A reduction in force may occur as a result of financial exigency, organization restructuring, the elimination or reduction of programs, or declining enrollments and funding.

- A. Pursuant to its statutory responsibilities to prescribe rules and regulations for the efficient management of the College, the Board of Trustees authorizes the President to establish administrative procedures for determining the existence of financial exigency or lack of program enrollment requiring personnel retrenchment.
- ~~B. It is the policy of the Board of Trustees of Clark State College to maintain the financial viability of the institution through the judicious use of all of its resources in the continued pursuit of excellence as a state community college.~~
- ~~C. Pursuant to its statutory responsibilities to prescribe rules and regulations for the efficient management of the College, and in recognition of projections of diminishing as well as changing patterns of enrollments and funding, the President is directed to establish administrative procedures for the determination of financial exigency or lack of program enrollment involving personnel retrenchment (reduction in force).~~
- D. This policy will be administered as set forth in the associated Reduction in Force Procedures.
- E. Human Resources is assigned the responsibility of developing, implementing, and maintaining the Reduction in Force Policy and Procedures.

~~These procedures will be designed to provide appropriate information to the College community, to explore reasonable alternatives to personnel retrenchment, and in the event, such is determined unavoidable, to ensure the most orderly, equitable, and least disruptive personnel realignment possible.~~

Prior Effective Dates: 7/1/79, 7/1/98, 3/18/15, **10/15/15**

Separation from Employment Policy

Policy Number: 3358:5-3-07

Category: Conditions of Employment

Owner: ~~Vice President for Business Affairs~~

Effective: ~~July 1, 1998~~ April 1, 2026

The purpose of this policy is to outline the general principles and conditions under which an employee's relationship with the College ends.

- A. **At-Will Employment:** Employment with the College is voluntary and subject to separation by the employee or the College for lawful reasons at any time, with or without cause, and with or without notice. Nothing in this policy, or other policies, shall be construed to modify in any way the employment-at-will status of college employees.
- B. **Voluntary Separation:** Voluntary separation from employment can occur when an employee decides, for whatever reason(s), to leave employment with the College and indicates this intent, verbally, or in writing, to the College. Employees are asked to formalize this request, in writing, providing at least two (2) weeks' notice.

Staff employees who are director level and above, are asked to provide the College with thirty (30) days' written notice of their intent to resign.

Instructional faculty members paid by contract have a professional/legal responsibility to provide reasonable notice (in a timely fashion) when they request to be released from a mutually agreed upon contract.

C. Involuntary Separation: Involuntary separation from employment typically occurs when the College makes the decision to end the employment relationship with an employee. This can occur for a number of reasons, including for job performance, misconduct, reorganization, and/or business reasons. The College reserves the right to decline the renewal of instructional faculty contracts without providing for cause. All terminations must be approved by the President.

~~1. Separation from employment at the College may be caused by retirement, resignation, contract non-renewal, or involuntary termination. Each type of separation carries certain obligations for both the employee and the College.~~

~~1. Retirement is customarily well planned and the employee should inform the supervisor as far in advance as possible of the effective date. Wherever possible, the College shall respect the wishes of the employee and shall work out a phase-out program that benefits both the employee and the on-going needs of the College. The College does not have a mandatory retirement age.~~

~~2. Resignation may occur at any time for all employees except instructional faculty. The College respects the effective date of the resignation in exchange for the consideration a resigning employee has for the impact of the resignation to the on-going activities of the College.~~

~~Appointment to an instructional faculty position at the College is by contract. As such, there is a professional/legal obligation on the part of the instructional faculty member and the College to abide by the terms of the contract. Instructional faculty members have a professional/legal responsibility to provide reasonable notice (in a timely fashion) when they request to be released from a mutually agreed upon contract.~~

~~3. The College reserves the right to decline the renewal of instructional faculty contracts without providing for cause.~~

~~4. Involuntary terminations could occur in the event of retrenchment, the unsatisfactory performance of an employee, or at any time for any or no cause (at will employer).~~

~~5. In instances where evaluative procedures indicate lack of satisfactory performance in teaching, professional growth, and service to the College and/or the non-renewal of an instructional faculty member's contract, a recommendation for termination of employment of an instructional faculty member shall be made to the Board of Trustees by the President.~~

~~2. Administrative guidelines and procedures to implement the policy for separation from employment shall be at the discretion and approval of the President.~~

D. This policy will be administered as set forth in the Separation from Employment Procedures.

E. Human Resources is assigned the responsibility of developing, implementing, and maintaining the associated Separation from Employment Procedures.

Prior Effective Dates: 1/28/78, 7/1/98

Sick Leave Policy

Policy Number: 3358:5-5-06

Category: Benefits / Privileges

Owner: Business Affairs

Effective: April 1, 2026

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

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

Prior Effective Dates: 1/28/78, 3/13/78, 6/15/82, 7/1/94, 7/1/98, 11/8/02, 4/24/06, 6/7/06, 6/1/11, 3/27/15, 10/15/15, **6/1/25**

State Approved Retirement Systems Policy *Sunset recommended.

Policy Number: 3358:5-5-02

Category: Benefits / Privileges

Owner: Vice President, Business Affairs

Effective: October 15, 2015

- A. Eligible employees are required to establish membership in either the Ohio State Teachers Retirement System (STRS) or the Ohio School Employees Retirement System (SERS). Generally, instructional faculty and adjunct faculty employees participate in and contribute to STRS while staff employees participate in and contribute to SERS.
- B. The amount of contribution, retirement, and other benefits which accrue to employees are subject to the provisions of these respective retirement systems.
- C. The employee's contribution is supplemented by the Board of Trustees' contribution which is in addition to the employee's annual salary.
- D. The Board of Trustees, in recognition of the tax benefit to employees, pays the employee share to the respective retirement system through a salary reduction agreement. This institutional payment, on behalf of employees, is in accordance with existing laws and current rulings and interpretations.
- E. Information concerning rules associated with the retirement systems including eligibility for retirement and benefits available can be secured from the human resources office or STRS/SERS.

Prior Effective Dates: 3/13/78, 6/15/82, 1/15/84, 3/15/84, 7/1/94, 7/1/98, 3/27/15

Work Week Policy

Policy Number: 3358:5-3-13

Category: Conditions of Employment

Owner: Vice President for Business Affairs

Effective: ~~October 15, 2015~~ April 1, 2026

This policy ensures uniformity in the granting of overtime and compensatory time and to ensure compliance with the Fair Labor Standards Act (FLSA) and applicable provisions of the Ohio Revised Code by establishing guidelines for the development of employee schedules.

- A. **Standard Work Week and Work Schedule: The College work week is forty (40) hours. It begins Monday morning at 12:00am and ends the following Sunday at 11:59 p.m.**
- B. **Full-time instructional faculty** members are expected to teach according to the schedule that has been established by the respective dean. In addition to their teaching assignment, instructional faculty are expected to **meet the commitments and work expectations set forth in their contract and by the respective dean.** ~~give time to committee work, general or division staff meetings, and have posted office hours for student consultation. Full-time instructional faculty members are to be available to students, through posted office hours, five hours per week. Two of the five hours may be scheduled for use of innovative methods to increase accessibility to students.~~
- ~~1. Faculty members are expected to hold classes at times and places listed in the class schedule. Requested changes must be cleared through the divisional office and reported to the dean.~~
 - ~~2. Faculty members who are unable to meet assignments due to illness or other unavoidable reason shall inform their dean as soon as possible.~~
 - ~~3. Whenever it is necessary for a faculty member to be away from campus for any reason, appropriate arrangements shall be made for the missed classes and the absence shall be reflected on the bi-weekly time summary which is completed by the dean.~~
- C. **Non-exempt staff** are assigned working hours with full-time employees working eight **(8)** hours per day during a five-day work week. Employees assigned to administrative or academic units typically follow a daily 8 a.m. to 5 p.m. work schedule with one hour allowed for lunch. Maintenance/custodial personnel frequently follow a different eight-hour daily schedule to allow access to unoccupied classrooms and office areas.

The College does not designate a formal rest period for non-exempt employees. Taking a break depends on the department involved and whether or not the work of the department is of such a nature that it can be interrupted. ~~at some time during the day for these employees to have a few minutes off.~~ When rest periods are **permitted allowed, theyse** are limited to two, 15-minute breaks per day -- one in the morning and one in the afternoon. Rest periods are not cumulative and may not be taken at the beginning or end of the day.

- D. **Exempt staff** are generally assigned **a standard work schedule of working hours with full-time employees working eight (8) hours per day, five (5) days per week.** ~~during a five-day work week.~~ ~~However, it is understood and recognized by these employees that there may be instances, due~~ **Due** to workload **demands**, College functions, etc., **or other operational needs, exempt employees** where they may be required to work additional hours **per week as necessary.**

Prior Effective Dates: 3/13/78, 7/1/98, 1/6/03, 4/24/06, 6/16/06, 6/1/11, 4/16/13, 3/27/15, **10/15/15**

Workplace Violence Prevention Policy

Policy Number: 3358:5-13-12

Category: Campus Environment

Owner: Vice President for Business Affairs

Effective: ~~October 15, 2015~~ **April 1, 2026**

Clark State College is ~~dedicated~~ **committed to maintaining a** ~~to providing~~ **safe and respectful working environment for all employees.** ~~dependable working conditions for its employees.~~ **To support this commitment, the College enforces** in order to achieve this goal, it is our policy to provide a workplace free from violence and violent acts. Consistent with this policy, Clark State College has adopted a “zero tolerance” **policy toward** ~~for~~ workplace violence.

- ~~A. In other words,~~ **this includes** acts or threats of physical violence, ~~including such as~~ intimidation, harassment, ~~and/or~~ coercion – **regardless of physical location. These behaviors are prohibited whether they occur between employees in person, remotely, or in any context connected to work-related interactions, including those involving individuals outside the College. Such conduct will result in corrective action, up to and including termination of employment. Incidents involving non-employees will be addressed through appropriate legal channels, including the criminal complaint process.** ~~between employees in the workplace or job-related contacts with persons outside college employment shall not be tolerated and shall be subject to disciplinary action up to and including termination. Those committing any threat or acts of physical violence, who are not College employees, shall be handled through the criminal complaint process.~~
- B. This policy applies to all employees of Clark State College, ~~including exempt, non-exempt, faculty, adjunct faculty, substitutes, temporary employees, contract employees, and student workers.~~
- C. This policy shall be administered as set forth in the associated Workplace Violence Prevention Procedures.
- D. ~~The office of~~ **Human Resources shall be** ~~is~~ assigned the responsibility of developing, implementing, and maintaining the Workplace Violence Prevention policy and procedures.

Prior Effective Dates: 5/14/04, 3/27/15, **10/15/15**

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

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

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

It was requested that the Board of Trustees approve the policy revisions as presented effective April 1, 2026.

City of Springfield/ODOT Streetscape Lighting Project – Affirmation of Authorization to Act

The purpose of this project is to replace existing lighting with decorative lighting on South Fountain Avenue from the railroad tracks to Pleasant Street and on South Limestone Street from the railroad tracks to Spring Street. This Ohio Department of Transportation funded project necessitates Clark State performing a warranty deed transfer of two small parcels to the City of Springfield while preserving right of access for the College. In exchange for these parcels, Clark State College will receive an appraised fair market value of \$636.

Images of Parcel 16-WD1 and Parcel 16-WD2 were distributed to Trustees prior to the Board meeting.

It was noted Doug Schantz will follow up on a lighting fixture concern from Mike McDorman.

Impact on students and/or student learning: Maintaining and enhancing Clark State's facilities and grounds helps to promote an educational environment that fosters student success.

Alignment with Strategic Plan: This new enhanced street lighting project can positively impact the educational environment (physical and operational) in a manner that fosters student success in and around Clark State's Performing Arts Center.

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

It was requested that the Board of Trustees authorize Doug Schantz to act on behalf of the College to negotiate the terms and conditions of a transfer of property to the City of Springfield for benefit of the streetscape lighting project surrounding the Clark State's Performing Arts and Conference Center. This authorization includes the execution of a sales agreement and any documents necessary to facilitate the transfer of property.

Trustee Lopez Ramirez made a motion to approve the Business Affairs policy revisions and to authorize Doug Schantz to act on behalf of the College to negotiate the terms and conditions of a transfer of property to the City of Springfield for benefit of the streetscape lighting project surrounding the Clark State's Performing Arts and Conference Center. This authorization includes the execution of a sales agreement and any documents necessary to facilitate the transfer of property. Trustee Hall seconded the motion, and it passed unanimously.

Appointment of OACC Delegate and Alternate

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

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

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

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

It is recommended that 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 approve the appointment of Sharon Evans as the OACC college delegate and Becka Rowland-Buckley as the alternate delegate.

Trustee Ball made a motion to approve the appointment of the appointment of Sharon Evans as the OACC college delegate and Becka Rowland-Buckley as the alternate delegate. Trustee McDorman seconded the motion, and it passed unanimously.

Faculty Promotions

The promotion process for faculty begins in the fall of each year. After working a specified number of years in a rank, a faculty member is eligible to apply for the next higher rank. (A copy of the promotion criteria is attached.)

To be considered for promotion in rank, the eligible faculty member must submit a curriculum vitae and an application letter summarizing how they meet the criteria. This letter initiates the promotion review process. Once an application is received the Human Resources Office provides the following information as part of the application packet: Copies of Student Evaluation of Instruction scores, Year-End Activity Reports, and Administrative Evaluations.

The dean reviews the information, provides a recommendation, and forwards the promotion packet to the Promotion Committee. The Promotion Committee considers each application and makes a recommendation to the Provost/Vice President of Academic Affairs.

After consideration by the Faculty Promotion Committee, the Provost/Vice President of Academic Affairs reviews the application materials and recommendations for each candidate and makes a promotion recommendation to President Blondin.

The following faculty are recommended for promotion this year:

- Associate Professor – Alisa Van Overstraeten
- Assistant Professor – Brittany Coomes

Impact on students and/or student learning: The faculty promotion process is important for the recognition and advancement of the faculty. A quality faculty is critical to successful teaching and student learning at the institution.

Alignment with Strategic Plan: This connects to Goal 2 of the Strategic Plan: Improve enrollment, student success, retention and completion.

Implications for budget, personnel, or other resources: The 2026-2027 budget already takes into consideration promotions in rank.

It was requested that the Board of Trustees approves the faculty promotions in rank effective Fall semester 2026.

The Faculty Promotions Procedures and Criteria document was distributed prior to the meeting.

Revision of Board Responsibilities Policy

House Bill 96 as adopted by the Ohio Legislature in 2025 requires that a college's Board of Trustees adopt policies related to the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs. It also stipulates that the Faculty Senate, or a comparable representative body, have the opportunity to provide advice, feedback, and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs and that the feedback and recommendations of the Faculty Senate is advisory in nature. The Board of Trustees has final, overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements and degree programs.

3358:5-1-13 Board Responsibilities

- 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, **modification, and discontinuation** of new one-year certificate, associate degree, and Bachelor's degree programs, **curricula, courses, and general education requirements.** ~~and the discontinuation of existing one-year certificate, associate degree, and Bachelor's degree programs.~~ **The Faculty Senate is granted the opportunity to provide advice, feedback and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements and degree programs; such feedback and recommendations are advisory in nature. The Board of Trustees retains overriding authority to approve or reject any establishment or modification of academic programs, curricula, courses, general education requirements, and degree programs.**
 - e) Grant appropriate associate and Bachelor's degrees to students successfully completing programs and certificates to those students successfully completing 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.

Effective: April 1, 2025

Prior Effective Dates: 10/14/02, 3/18/15, 4/1/22, **4/1/25**

Impact on students and/or student learning: Currently the Board of Trustees approves all new programs but does not approve curricula or courses. This policy establishes Board oversight for these processes.

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approves the recommended revisions to the Board Responsibilities Policy as presented effective April 1, 2026.

Physical Therapy Assistant and Judicial Court Reporting Curricula Approval

The Board of Trustees is charged with final approval of all new programs and curricula. The Curriculum Committee has reviewed a number of proposals revising the Physical Therapy Assistant program curricula, which are supported by the Faculty Senate and approved by the Provost. These course changes are in response to feedback from their advisory committee and efforts to improve the student pass rate on the PTA licensing exam. The Curriculum Committee, Faculty, Senate, and Provost have also approved a new certificate in Judicial Court Reporting, that creates the opportunity for students with a previous degree to complete the program without the need to take additional general education courses. The goal of the change is to make the program more attractive to those interested in a career change and boost enrollment and graduation rates. The complete list of curricular actions follows:

Physical Therapy Assistant Program: The Physical Therapy Assistant Program has revised several courses in response to feedback from their advisory committee and the prioritization of strategies to improve licensure rates. They will now have two practicum courses, each with an associated seminar, instead of three; the required number of practicum hours remains the same. They have also added a course designed for licensure exam preparation. Because some of the content from previous courses was displaced, it has been added to the Trends and Issues course.

- PTA 2271: PTA Trends and Issues, 2 credits
- PTA 2301: PTA Practicum I, 3 credits
- PTA 2302: PTA Practicum II, 3 credits
- PTA 2311: PTA Seminar I, 1 credit
- PTA 2312, PTA Seminar II, 1 credit
- PTA 2401 PTA Board Mastery Course, 2 credits

Judicial Court Reporting: This is a new technical certificate program that utilizes existing courses. The intent of the program is to provide an opportunity for individuals who already hold a degree in another field to enter Judicial Court Reporting and complete the program in less time. The technical certificate consists of the following courses, totaling 43 credits:

JCR 1001	Realtime Theory I
JCR 1002S	Realtime Theory II
JCR 1003	Realtime Applications
JCR 1101	Skill Building
JCR131S	Legal Terminology
JCR 1102S	Skill Building III
JCR 2104	Skill Building IV
JCR 2200	Realtime Business Procedures
JCR2300	CAT/Transcript Production
JCR 2105	Skill Building V
JCT 2106S	Skill Building VI
JCR2400S	JCR Internship
ENG 1111	English I

Impact on students and/or student learning: These changes are designed to facilitate student success and completion.

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

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees approve the proposed curriculum changes as presented.

Medical Imaging Program and Curriculum Approvals

Clark State has been developing a Medical Imaging program with the goal of a Fall 2026 start. Equipment was purchased from Eastern Gateway Community College in almost-new condition at a significant discount and it will soon be installed in a classroom in the Associated Science Center. A search for a faculty member/program coordinator is underway. In the meantime, Dr. Eric Charlton, Dean of Applied Health and Public Services, has experience in Radiology and has developed curriculum for the program.

Medical Imaging Technicians are in high demand in health care facilities across our service region and offer good wages. Diagnostic Medical Sonography is one of our most popular programs; a program in Medical Imaging (Radiology) will provide another opportunity for students interested in diagnostic health care professions.

The full program of courses leading to an Associates of Science degree in Medical Imaging is as follows:

Medical Imaging Program: This is a new program with an anticipated start date of Fall 2026.

Program Outcomes:

- Demonstrate competency in the delivery of clinical practice with entry-level skills
- Demonstrate critical thinking and problem-solving skills
- Demonstrate effective communication skills
- Graduates are prepared to demonstrate professional behavior entry-level expectations of employers as defined by A.R.R.T. curriculum guidelines

Courses:

- IMG 1101: Introduction to Medical Imaging, 1 credit
- IMG 1102: Basic Patient Care for Medical Imaging, 1 credit
- IMG 1130: Radiographic Procedures I, 3 credits
- IMG 1133: Radiologic Science, 2 credits
- IMG 1140: Radiographic Procedures II, 3 credits
- IMG 1142: Radiographic Special Procedures, 3 credits
- IMG 1180: Radiographic Exposure and Processing, 2 credits
- IMG 1801: Medical Imaging Seminar I, 1 credit
- IMG 1910: IMG Field Externship I, 1 credit
- IMG 1920: IMG Field Externship II, 2 credits
- IMG 1930: IMG Field Externship III, 2 credits
- IMG 2210: Radiologic Sectional Anatomy, 2 credits
- IMG 2226: Radiographic Biology and Protection, 2 credits
- IMG 2602: Radiographic Pathology, 2 credits
- IMG 2801: Medical Imaging Seminar II, 1 credit
- IMG 2840: Medical Imaging Seminar III, 1 credit
- IMG 2901: IMG Field Externship IV, 3 credits
- IMG 2950: IMG Field Externship V, 3 credits
- MST 1105: Medical Terminology, 2 credits

Prerequisites and General Education:

- BIO 2121 Anatomy and Physiology I, 4 credits
- BIO 2122 Anatomy and Physiology II, 4 credits
- COM 1120 Public Speaking, 3 credits
- ENG 1111 English I, 3 credits
- ENG 1112 English II, 3 credits
- FYE 1101 College Success, 1 credit
- PHY 1100 Fundamentals of Physics, 4 credits
- PSY 1111 Introduction to Psychology, 3 credits
- STT 2640 Elementary Statistics, 3 credits

Impact on students and/or student learning: This program will provide training for students in diagnostic medical imaging, providing opportunities in a high-demand health field.

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

Implications for budget, personnel, or other resources: We currently have an opening for a qualified medical imaging faculty member and program coordinator. The initial cohort is expected to be 10-12 students, with opportunities for program growth.

It was requested that the Board of Trustees approve the Medical Imaging Program and curriculum for Fall 2026 as presented.

Trustee McDorman made a motion to approve the faculty promotions in rank effective fall semester 2026; the recommended revisions to the Board Responsibilities Policy as presented effective April 1, 2026; the proposed Physical Therapy Assistant and Judicial Court Reporting curriculum changes as

presented; and Medical Imaging Program and Curriculum for fall 2026 as presented. Trustee Hall seconded the motion, and it passed unanimously.

Board Members' Open Forum

Trustee McDorman mentioned that the National Legislative Summit has become a huge event that allows the opportunity to have an audience with legislators and highlight our college and its accomplishments. He noted that there was very good speaker content and great advocacy opportunities. Dr. Blondin indicated that the legislators encouraged us to apply for congressionally-directed spending, which we have done.

Adjournment

Trustee Ball made a motion to adjourn the meeting, and Trustee Hall seconded. The motion passed unanimously, and the meeting adjourned at 7:55 p.m.