



BOARD OF TRUSTEES REGULAR MEETING

Minutes
April 15, 2025

The Clark State College Board of Trustees met in regular session in Meeting Room 3 of the Ohio Hi-Point Career Center in Bellefontaine, Ohio, with the majority of guests attending virtually via Zoom on Tuesday, April 15, 2025. Board Chair Sharon Evans presided and called the meeting to order at 6:22 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

Present Virtually: Andy Bell

Others Present in Person: Natalie Johnson, Associate Dean of Regional Locations; Dr. Dawayne Kirkman, Vice President of Student Affairs; Toni Overholser, Vice President of Advancement; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Rick Smith*, Ohio Hi-Point Superintendent; Mellanie Toles, Executive Assistant to the President and Coordinator of Special Projects; and Nathan Walters, Director of Technology Services

Others Present Virtually: Dan Ayars, Director of Facilities, Operations and Maintenance; Karen Benton, Assistant Dean of Health, Human and Public Services; Dr. Travis Binkley, Dean of Enrollment Services; Kierre Brown, Assistant Dean of Business and Applied Technologies; Callie Cary-Devine, Project Director, Student Support Services; Dr. Sterling Coleman, Director of Library Services; Lori Common, Communications Coordinator; Sean Dodge, Institutional Research Analyst/Staff Senate President; David Farrell, Senior Staff Accountant; Garrett Fisher, Director of Nursing Programs; Dr. Adrienne Forgette, Vice President of Academic Affairs; Dr. Matt Franz, Senior Vice President of Technology, Safety and Strategic Initiatives; Joy Haviland, Advisor, TRIO Academic and Life Skills; Heather Holliger, Instructor, Arts and Sciences; Tina Jones, Staff Accountant; Naomi Louis, Dean, Arts and Sciences; Kathy Nelson, Controller; Kelly Neriani, Director of Institutional Research and Planning; Dr. Adam Parrillo, Dean of Business and Applied Technologies; Bailey Poppe, Student; Mark Schmidt, Professor, Anatomy and Physiology/Faculty Senate President; Elecia Spain, Associate Dean of Access and Retention; Nicolas Sparrow, Assistant Director of Student Services, Regional Locations; Amy Sues, Dean, Institutional Effectiveness, Planning, Assessment, and Accreditation; Dr. Jamie Teeple, Assistant Dean of Arts and Sciences; Holly Welch, Assistant Section Chief, Ohio Attorney General's Office; Laura Whetstone, Director of Human Resources; Nina Wiley, Assistant Vice President of Student Affairs; and Desiree Williams, Director of the Center for Teaching and Learning

Recognition of Guests

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

Public Comment

There were no public comments.

Conflicts of Interest

Trustee Ball indicated that he would be recusing himself from the discussion and vote on health insurance.

Student Success Story

Natalie Johnson, Associate Dean of Regional Locations, introduced Student Speaker Jordyn Green, who is a at Ohio Hi-Point Career Center (OHP) in the LPN pathway and will transition to campus for her final two semesters.

Ms. Green reported that she is a senior originally from Waynesfield-Goshen High School and chose to attend OHP because she wanted to achieve more than a high school diploma. She is now a part of the Top 15 Seniors, has earned her STNA and phlebotomy certifications, and earned her medical assistant license today. She was also given the opportunity to attend Clark State and work toward her LPN degree. By taking pre-requisites beginning in her junior year and taking two classes her senior year at OHP, she has already completed a year of her nursing program, which will significantly reduce her college costs. Ms. Green has been able to successfully juggle working part-time as an STNA, attending regular high school classes, and participating in extracurricular activities. After graduating from Clark State, she plans to get a job in pediatrics at Mary Rutan Hospital, and begin work on her RN degree.

Ms. Green noted that although nursing school is the hardest thing she's ever done, she has dreamed about it since she was a little girl. She added that she considers this program her biggest blessing, and she is proud of the decisions she has made to get her this far. She expressed appreciation to Clark State for trusting her with this program and for allowing her to share her story.

Chair Evans thanked Ms. Green for sharing her excellent success story, noting that she is an excellent role model for other students and looks forward to seeing her at graduation.

*Ms. Green and Assistant Vice President Wiley exited the meeting at 6:27 p.m.

Report of the Board Chair

Chair Evans reported that Strategic Planning Day will be held on Friday, April 25, on the Leffel Lane campus and encouraged Trustees to attend if possible.

Report of the President

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

Staff Senate President Sean Dodge indicated that a lot of the Senate's work recently has been procedural . Senators have been continuing their work reviewing and revising the Staff Senate and Staff Assembly Constitution and bylaws. They plan to present the amendments to the bylaws to Staff Assembly on Strategic Planning Day; Mr. Dodge expressed appreciation for the work John Minter, Cathy Tagg and Taylor Flora did on the revisions. Staff Senate elections for 2025-2026 are underway, and the efficient work of Petra Deason and Mike Key was noted. Toward the end of this year, Senators were involved in the Compensation Study through Compease, and kudos were given to the Staff Senate committee members and Laura Whetstone, Yolanda Hall, and Doug Schantz for all the work they have done in good faith to recognize and evaluate the work done by Clark State staff. Their work aligns with Goals 4.1 and 3 of the Strategic Plan.

Faculty Senate President Dr. Mark Schmidt reported that faculty are busy wrapping up the year, as we have five weeks left until the end of the semester, and their focus is on getting students completed. Senators are wrapping up their ad hoc committees, and the last Faculty Assembly of the year will be held on Strategic Planning Day. Dr. Schmidt reported that Kristin Bancroft will assume the role of 2025-2026 Faculty Senate President.

Student Senator Bailey Poppe reported that Noah Vasquez will serve as the 2025-2026 Student Senate President, and they are still looking for new Senators. Ms. Poppe encouraged students to self-nominate or for others to nominate students by contacting their program advisor Naz Butler. Staff Senate will be bringing Kona Ice on campus in late April for the campus community to enjoy. Their work aligns with Goal 2 of the Strategic Plan.

President Blondin reported the following:

- She held an Open Door Meeting with faculty and staff yesterday to discuss Senate Bill 1 and provide the opportunity for them to share concerns regarding academic freedoms and immigration issues. She noted that she will be delivering a more formal presentation at the May Work Session, as we will have received more guidance by then. Discussion ensued possible ramifications such as changing some of our sponsorships and scholarships so as not to target/benefit specific populations and recognition of federal holidays, such as Juneteenth, as well as the request for Boards of Trustees to affirm Senate Bill 1. Dr. Blondin noted that she will provide further detail in May, but she is trying to focus on preserving what we can and allowing our faculty and staff to keep serving students.
- The Ohio Association of Community College's Legislative Day was a great success, and Avi Zaffini and Katelyn Bowling put together a great list of speakers. She noted that Lieutenant Governor Jim Tressel is supposed to address campus as our last Leading Learners speaker in May and that she had a great meeting with Senate President Rob McColley, who indicated that the College Credit Plus cost sharing bill was a non-starter in the Senate.
- She was pleased to teach Ethan Frome to Mark Hopkins' class today.
- She attended the Higher Education Research and Development Institute (HERDI) last week, which she likened to a shark tank for higher education technology companies without the money. She was able to provide feedback and felt it was a wonderful use of her time since she learned so much.

Approval of Minutes

Chair Evans asked for a motion to approve the minutes of the Regular Board Meeting held on March 18, 2025. Trustee Hurst made a motion to approve the minutes as written; Trustee Ball seconded, and the motion passed 8-0. (Trustee Bell was momentarily offline when the vote was taken.)

Board Finance and Facilities Committee Report

The Board Finance and Facilities Committee met on Thursday, April 10, at 8:00 a.m. in the LRC Boardroom, as well as virtually via Zoom. Those present included: Mitch Hurst, Committee Chair; Board Chair Evans; Trustee members David Ball, Andy Bell, Manuel Lopez Ramirez, and Becka Rowland-Buckley; Dr. Blondin, President; Doug Schantz, Executive Vice President for Finance, Facilities and Operations; Dr. Matt Franz, Senior Vice President, Technology, Safety and Strategic Initiatives; Dr. Dawayne Kirkman, Senior Vice President, Student Affairs, Enrollment Management and Regional Locations; Dr. Adrienne Forgette, Vice President of Academic Affairs; Toni Overholser, Vice President, Advancement; Kathy Nelson, Controller; and Susan Kelly, Recorder

- Call to Order – Committee Chair Hurst
- Roll Call - Recorder
- Approval of March 11, 2025, Meeting Minutes - ACTION
- Quarterly Financial Report – Schantz
- Quarterly Greene Center/REACH/Ohio Hi-Point/PAC/HBC/Workforce – Schantz
- FY26 Budget Process and Assumptions Update – Schantz
- Compease Staff Compensation Update – Schantz
- Capital and Community Projects Update – Schantz
 - GISA Expansion
 - Applied Science Center Renovation
 - Performing Arts Center – Storage Renovation to Support Operations
 - HBC Crosswalk
- Legislative Update – Dr. Blondin
- Employee Health Insurance Renewal – ACTION
- Business Affairs Policy Revisions – ACTION
 - Advanced Degree Pay Adjustment Policy – SUNSET – ACTION
 - Categories of Employment Policy Revisions – ACTION
 - Tuition Assistance and Advanced Degree Pay Policy Revisions – ACTION
 - Purchasing Policy Revisions – ACTION
- Open Discussion/Other Business
- Next Meeting – May 9, 2025 – 8:30 a.m., Performing Arts Center, Hall of Honor Conference Room

Quarterly Financial Reports

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

Revenue

State Share of Instruction (SSI) – The FY 2025 budget is based on course completion (50%), success points (25%) and completion milestones (25%).

Student Fees revenue represents Fall and Spring semester activity through March 31 and is showing a surplus in comparison to what was budgeted for the academic year. The Office of Enrollment/Admissions is taking a multi-pronged approach to implementing strategies to continue a favorable impact on Summer enrollment.

Workforce Non-Credit Training revenue is currently below budget. They have also been busy working on grant-related activities that are not reflected in their revenue in the operating budget but can be seen on the Restricted Statement. A comprehensive review of Workforce activity is reflected in a separate financial report provided to the Board on a quarterly basis.

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

Total revenue is up \$1.5M (6.0%) from the previous fiscal year.

Expenditures

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

Total expenses are up \$1.3M (6.2%) over last year. Occupancy expenses are higher this time of year due to early spending for maintenance contracts, IT software and contracts, and insurance. Supplies are over budget due to an increase in lab expenses due to an increase in enrollment. It is offset by lab fee revenue which is reflected in Other Student Fees. By function, this activity in expenses has the greatest impact on Instruction and Operation/Maintenance of Plant.

Auxiliary Enterprises

Bookstore operations are reflecting revenue below budget for the year but reduced expenses help to mitigate that loss. Overall, Bookstore operations are reflecting a net surplus.

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 surplus.

Parking revenue is trending close to budget and reflects Fall and Spring revenue. A net surplus is currently being reflected.

Food Service, in addition to the new partnership with Fresh Abilities at the Eagles Nest, is supplemented by expanded vending options provided by Sheehan Brothers Vending. All revenue in the Food Service budget is provided by a cooperative commission agreement with Sheehan Brothers Vending.

Balance Sheet

Total current funds have decreased by \$1.8M (8.5%) compared to the third quarter of FY 2024. This decrease is a result of changes in Receivables and Cash due to timing of draws for restricted funds.

Total Investment in Plant fund balance has increased \$5.1 million (9.3%) due to an increase in capital assets from last fiscal year for the construction work occurring at Rhodes Hall.

Restricted Statement

The restricted budgets along with the grantor stipulations were approved by Trustees at the September 2024 Board Meeting.

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

Descriptions of all of these programs were distributed to Trustees prior to the meeting.

Statement of Reserve Activity

Total ending balance for the quarter was \$9,019,995.

Trustee Ball commented that this is the strongest financial picture Clark State has had since he has been on the Board, and he gave kudos to the Clark State team since it is a collective effort from each area. Trustees agreed and commented on the great work Trustees Bell and Hurst have done/are doing as the Board Finance Committee Chair. The notable turnaround of the Performing Arts Center (PAC) finances over the

last several years was also discussed, and it was suggested that we highlight this story in the press to get the word out to the community. Dr. Blondin thanked the Trustees for their support of implementing the PAC changes recommended by Alex Keen and Associates, and the group also discussed the importance of the endowment established by Dick Kuss and Fred Leventhal for its upkeep and maintenance during the original campaign to build it. The tremendous work of Dan Hunt, the PAC team, and their strong connections in the community were also noted.

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

General Manager's Update – Dan Hunt

- ETix is the PAC ticketing system. We have now added a function allowing ticket buyers to see the “seat view” from their seats in the Kuss Auditorium before they buy their tickets. Thank you to Petra Deason, Ticket Office Manager, for her hard work and Jimmy Straley for taking the photos in the auditorium.
- The Kuss Lobby storage upgrade project is slated to happen over the summer. A new outdoor Video Sign to display upcoming events and a new Event Management System replacement are progressing in the planning phases.
- Next season ELF the musical will be here for two weeks “teching” their production before heading out on tour. We will have a public performance too.
- Both Dirty Dancing in Concert and Fraggle Rock Live were great events. There were so many children at Fraggle Rock that we handed out all of our booster seat cushions.

PAC Ticketed Events:

Upcoming Events and Ticket Sales (as of 4/3/2025)

- TINA, The Tina Turner Musical, CS (9/21) – 482
- Springfield Symphony Orchestra, Miriam K. Smith (9/28) -- 630
- Reggie Conquest, CS Club Kuss (10/17) – 56
- MacBeth, CSTAP (11/1-10) – 51, 65, 39, 73, 85, 96 (Turner Studio Theatre)
- Springfield Symphony Orchestra, Heritage and Harmony (11/9) – 623
- Brit Beat, Springfield Arts Council (11/23) – 354
- Manheim Steamroller Christmas, CS (12/12) – 1128
- The Nutcracker, OPAI (12/20 - 12/21) – 866 & 696
- Molly Kearney, CS Club Kuss (1/9/25) – 155
- Springfield Symphony, Symphonic Fusion (1/25) – 691
- Springfield Symphony, Pirates of the Caribbean (3/8) – 1009
- Dirty Dancing in Concert, CS (3/14) – 552
- Chris Ruggiero, Springfield Arts Council (3/21) – 196
- Fraggle Rock: Back to the Rock LIVE!, CS (3/23) – 675
- Steel Magnolias, CSTAP (4/4 – 4/13) – 180 (Turner Studio Theatre)
- Springfield Symphony, Mahler's Symphony No. 5 (4/5) – 494
- Gina Chavez, CS (4/24) -- 48
- MJ LIVE, Springfield Arts Council (5/2) – 395
- Springfield Symphony, Nationalistic Harmonies (5/17) – 299
- Gary Geis Dance Studio Concert (5/29, 5/30, 6/1) – tickets go on sale soon

PAC Non-Ticketed Events:

- Clark County College Credit Plus Night, CS (1/16) (also at the HBC)
- Grapes and Escapes Springfield Symphony Orchestra Fundraiser (2/1)
- Miami Valley Dance Company rehearsal (2/9)
- Groove Regional Dance Competition (2/28-3/2)
- Springfield Symphony Orchestra Link Up School Day performance (3/11 and 3/12)
- Theatre Arts Program production of "Steel Magnolias" Load-In and Tech Weeks in Turner Studio (3/24-4/3)
- Tati Nuzi – Springfield Arts Council School Day performance (4/7)
- Clark State Scholars Night (4/22)
- Reverb Regional Dance Competition (4/25-4/27)
- LPN Pinning (5/8)
- RN Pinning (5/9)
- CS Graduation (5/10)
- GISA Graduation (5/22)
- Haitian Church Concert (05/23-05-25)
- Behind The Curtain Dance Recital (6/6 and 6/7)
- Miami Valley Dance Concert (06/11-06/14)

HBC Venue Rental Events:

December 2024

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

January 2025

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

February 2025

- Rotary on Mondays (2/3, 2/10, 2/15, 2/24) – 75 people
- Scouting Luncheon (2/5) – 200 people
- Nash Bash (2/7) – 350 people
- Topre America (2/8) – 150 people
- Sweetheart Gala (2/15) – 350 people
- Clark State Charter Night (2/18) – 300 people

- NC Negro Women W (2/22) – 300 people
- Greater Springfield Partnership Annual Meeting (2/26 and 2/27) – 300 people

March 2025

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

April 2025

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

May 2025

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

Staff Compensation Study

The College last conducted a salary survey in 2019. Since that time, industry standards, economic conditions, and market conditions have evolved. For those reasons, in 2024, the College engaged the

services of the HR Performance Solutions consulting company. The compensation arm of the company, Compease, guides the process of analyzing and evaluating each position relative to internal and external benchmarks. The findings of the study will help guide any necessary adjustments to salaries to align with industry standards and College goals. To date, the study has produced:

- Job analysis performed for each position by Compease analysts included reviews of:
 - Job descriptions
 - Organizational charts
 - Job audits
 - Compliance with applicable laws
- Meetings with managers, Human Resources, and Compease to review analysis and rankings
- Updated salary ranges provided by Compease
- Updated job description format
- Scheduled meetings with managers and employees

The relationship with Compease will be ongoing and provide the College with timely data such as salary range updates, notice of projected changes, benchmark data and more.

Higher Education Trends

The Higher Learning Commission provides a yearly list of trends at each annual conference, reflecting the ecosystem and issues impacting postsecondary education. In 2025, these trends reflect the continuing challenges and opportunities faced by higher education. Each year, I ask the Board of Trustees to rank their Top Five trends through a survey that will be sent to you following the April Board meeting, and I will share the results of that survey at the May Board meeting. The ranking of these trends helps to inform our discussion and work session topics for the coming year.

A full description of this year's trends was distributed to Trustees prior to the meeting. This year's trends include:

1. Change Leadership
2. Leadership Turnover: Opportunities and Threats
3. Teaching, Learning, and Faculty
4. Financial Stability and Sustainability
5. Crisis Management, Disaster Recovery and Preparation
6. More Complex Legal Issues
7. Mental Health Issues Continue
8. The New Landscape of Higher Education
9. Value of Higher Education: Demonstrating Return on Investment
10. Past is No Longer Prologue
11. Systemic Reform: A New Political Environment
12. Accreditation

Aspire FY24 Desk Review and Updates

Aspire: A grant-operated program that provides free classes to students who are looking to prepare for their High School Equivalency test (General Education Diploma or HiSET) or improve their English skills in order to prepare for increased employment opportunities or an adult certificate training program, leading

them to better job opportunities. Classes are held daily, with students receiving in-person and virtual instruction over a 13-week course.

Desk Review: In the 2024 fiscal year, Clark State's Aspire program served 242 students, exceeding the projected enrollment of 225 students (+8%). They increased the number of students attaining a measurable skill gain to 54%, which is a significant increase from 47% in FY23 and 29% in FY22. At 54%, Clark State's program surpassed the state performance target of 43%. In FY24, student retention increased by 17%. Clark State's Aspire Program received three Chancellor's awards from the Ohio Department of Higher Education for their performance during FY 2024: Outstanding Student Persistence, Exceeding Enrollment Target, and Innovative Programming.

Aspire Program Updates: Clark State's Aspire Program has partnered with our Workforce colleagues to increase course offerings for English for Speakers of Other Languages (ESOL). We are now collectively offering twenty ESOL classes and three High School Equivalency classes. With support from the Workforce grants, the program has been able to hire a full-time Data Specialist and an ESOL Coordinator who supports both grants. Additionally, two additional full-time instructors have been hired to meet the increased need for ESOL instruction.

Aspire Recognition: The Aspire Recognition will be held on Thursday, May 29, at 9:00 a.m. at the Hollenbeck Bailey Creative Arts and Conference Center. The theme is "Resilience." Students who have 1) Earned their GED; 2) Reached the highest level in the ESOL program, level 6; 3) Attended class for 125 hours or more; or 4) Transitioned to Clark State (either for-credit or workforce) or attended another work-related training program will be recognized. The number of students being recognized is forthcoming. The team is grateful that President Blondin has agreed to offer some words of encouragement for the graduates as well as those who will continue in the program.

Marketing Updates

Promotions Strategy for Launching New Bachelor's Degree in Nursing

The Marketing team is incorporating several methods in the strategy to promote the new nursing bachelor's degree. This includes table top flyers at all campuses, social media ads and posts, flyers for healthcare businesses (hospitals, doctors' offices, career tech centers, rehab centers, etc.) and recruitment/enrollment events, postcards to students (current and prospective students, career tech, College Credit Plus) and healthcare businesses, Leffel Lane digital sign announcements, all campus TV monitors, billboards, website postings and press releases.

Testimonials

The Marketing team has started social media campaigns that include testimonials from students. The first, "Journeys in Degrees", includes studio photos of students sharing their Clark State experience and their next steps. The second is "Clark State Voices," which includes video testimonials focused on student, employee, and alumni stories. The first video featured Jessica Robbins, a graphic design student and Phi Theta Kappa president. The second video will feature JJ Peck, a Clark State graduate and current Peer Recovery Support Coordinator.

Website

Meetings are scheduled to partner with a new third-party programming vendor and to determine a new timeline. All Admissions content, including orientation and advising, has been reviewed and edited by both the Marketing team and the Admissions team. The Financial Aid section is next to be completed.

Marketing Materials Budget

Nearly a year ago, the Marketing team started developing a new strategy around marketing materials, also known as “swag”, to create new processes and procedures that would increase efficiency and quality, while also reducing costs. The results of those efforts are starting to be seen. Rather than each school or department ordering and paying for their own materials individually and annually, marketing now orders materials in bulk for all departments and schools, allowing faculty and staff to rededicate that time back to their office and academic goals, as well as those dollars. In summary, during the 2023-24 academic year, Clark State spent approximately \$40,000 on marketing materials college-wide. For the 2024-25 academic year, Clark State will again spend approximately \$40,000 college-wide, but marketing has now covered all costs rather than departments or schools, increased the quality of marketing materials, and created a stock that will last until December 2025, if not longer. We are also working closely with the Bookstore to ensure that we support each other’s efforts and do not create unnecessary competition (i.e., Marketing will not purchase giveaways that compete with Bookstore profits). This has created a cost-savings of approximately \$20,000 and has made the marketing material process more efficient college-wide.

General Project Overviews

The Marketing team will assist in the following projects, events, and programs: Academic Signing Day, Manufacturing and Laser Foundations bootcamps, sponsorships, All-College Committee Bylaws, LPN and RN Ceremonies, Graduation, Greene County Workforce Summit, Scholars Celebration, Deaf History Month, Community College Month, violence prevention awareness, signage and ribbon-cutting for the new Clark State building at the Bellefontaine campus, two performances at the Performing Arts Center, and Strategic Planning Day. Five press releases were distributed in March.

Technology, Safety and Strategic Initiatives

Technology

- IT continues to adapt to the current and future technology environment. Recently we underwent an organizational restructure to better align with Clark State’s strategic plan, operational requirements, and forward-looking philosophy. I am extremely confident our new structure will continue to provide the highest quality support, project implementation, and technical expertise.
- As we proceed through the budget development season, discussions with Business Affairs and other divisions continue with the aim of ensuring technology software and hardware acquisitions and renewals are consolidated where appropriate and investment occurs where needed to support the College’s mission.

Safety

- Clark State was notified this month by the Ohio Department of Higher Education and Ohio School Safety Center that we were awarded a \$35,000 grant from the Campus Security Support Program. This grant will support comprehensive indoor mapping for all campus locations. This work will result consistent and accurate maps in multiple formats. These maps will provide students, faculty, and staff access to emergency egress routes, tornado-safe locations, and more. This project will facilitate positive momentum for numerous campus departments operationally as well.
- Work continues with our local law enforcement partners to improve information sharing, communication, and fostering strong partnerships. Recently, Johnny attended several meetings allowing him to engage with both federal and state public safety agencies, ensuring that Clark State has the best possible access to the most current information available to maximize safety and security on campus.

Strategic Initiatives

- Research continues on a College-wide policy surrounding Artificial Intelligence (AI). The intent of this policy will be to recommend guidelines on how to safely and effectively use the wide variety of AI tools available to maximize efficiency, reduce duplicative efforts, and allow faculty to leverage AI tools in their own work and in the classroom. This will be guided by work being done by our faculty leadership with wide input and research in best practices. More information will be provided at Strategic Planning Day on April 25th. The goal for potential policy implementation, after broad communication and Board approval, is July 2025.

Advancement and Outreach Updates

Foundation

- Ted Angel, Executive Director National Advanced Air Mobility Center of Excellence, was elected to the Foundation Board during their March Board meeting.
- Toni Overholser has resigned her position as Vice President, Advancement and Outreach, effective April 25, 2025. Mary Oliver will serve as Interim Foundation Director.
- The 3rd Annual Matthew Yates Memorial Basketball Tournament was held March 29, 2025. The event raised \$29,151 to support Clark State's Matthew Yates Memorial Scholarship. Tracy Yates and Amanda Loney lead these efforts, and the event grows each year.

Outreach

- Project Jericho collaborated with the Dayton Dance Company and Hayward Middle School for a March 21st celebration. The event featured twenty dancers and recognized the newest class of Scholars. Eighty percent of participants reported an increase in self-esteem as a result of the program.
- Our newest class of Scholars will be inducted on April 22, 2025, from 6:30 to 8:00 p.m. at the Clark State Performing Arts Center. Please join us for this very special celebration.
- Clark State's May 10 graduation will feature eight Scholars; seven who have earned an associate's degree and one who has earned a one-year certificate. This is the largest number of graduates in the last five years. Kudos to Mary Vonderhaar and Bre Baugh.

Workforce

- The Workforce team has made significant gains in the first three quarters of the year. They are working with Academic Affairs to implement new programs and utilize grant support, where applicable, for our customers. New programs include pneumatics and emergency dispatcher training.
- As is reflected in your quarterly financial report, last fiscal year's net revenue reflected a loss of \$281,133. As of March 31, 2025, the department reflects a \$51,040 profit.
- Erin Neely will serve as Interim Director of Workforce after Toni Overholser's departure.
- A Greene County Workforce Summit will take place tomorrow with 75 attendees and will include the following excellent panelists: 88th Air Base Wing Commander Col. Richards, Greene County Career Center Superintendent Dave Deskins, Dayton Development Coalition Vice President Dave Burroughs, and Greene County Economic Development Director Jason Foster.

Grants

- The Ohio Department of Higher Education has provided \$180,871 in RAPIDS funding to support our Advanced Manufacturing programs and \$35,000 in Safety Grant funding to support campus security.

On behalf of the Board, Chair Evans thanked Vice President Overholser for her time and efforts at Clark State and congratulated her on her new position at the Dayton Development Coalition. She noted that she has done an amazing job with the Foundation and Workforce, and she will be missed. She also mentioned how special she made events honoring her late husband Roger Evans, and she was thankful for her kindness. Vice President Overholser thanked everyone, noting that it was a privilege to work alongside them and execute their vision here and that she will continue to advocate for Clark State.

Action Items

The following items were presented for Board approval:

Personnel Recommendations – Exempt/Non-Exempt Employees

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

New Hires:

- Lee Graf, Commander, Police Academy, Academic Affairs, effective 3/10/25

Personnel Changes:

- Amanda Everingham, Veteran and Military Specialist, Student Affairs, effective 3/31/25

Retirements/Resignations/Departures:

- Kacey Hutton, Applications Administrator, Information Technologies, effective 3/21/25
- Toni Overholser, Vice President, Advancement and Outreach, effective 4/25/25
- Rick Sparks, Systems Analyst, Information Technologies, effective 3/21/25

Open/Advertised Positions:

- Career Navigator, Modeling and Simulation
- Dean, School of Allied Health and Public Services
- Grants Writer
- Network and Systems Administrator

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

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

Implications for budget, personnel, or other resources: Funding for the above personnel actions is in the 2024-2025 budget.

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

Business Affairs Policy Revisions

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

The following policies are submitted for review and approval. The revisions presented help to promote consistency and clarity in language. Associated Procedures are included for information only.

Advanced Degree Pay Adjustment Policy (integrated into Tuition Assistance Policy) - SUNSET

Policy Number: 3358:5-5-10

Chapter: Benefits/Privileges

Owner: Business Affairs

Effective Date: May 1, 2025

- A. The Clark State College Board of Trustees encourages faculty members to pursue additional education to enhance their professional status and to achieve greater expertise within their respective disciplines.
- B. It is the belief of the Board of Trustees that this incentive should also be provided to all regular exempt and non-exempt employees to continue to upgrade themselves through advanced training and additional degree attainment.
- C. Upon the presentation of evidence that a faculty or staff member has earned a degree subsequent to employment by Clark State College from an institution of higher education whose degree has been recognized by a regional accrediting association, an amount according to the following schedule will be added to the faculty or staff member's base salary:
 - 1. Instructional Faculty
 - i. Masters Degree \$500
 - ii. Doctoral Degree \$900
 - 2. Regular Exempt and Non-Exempt Employees
 - i. Associate Degree \$250
 - ii. Bachelor Degree \$375
 - iii. Masters Degree \$500
 - iv. Doctoral Degree \$900
- D. The faculty or staff member's base salary including any advanced degree pay

adjustment is not to exceed their range limit.

- E. The advanced degree pay adjustment shall be pro-rated for instructional faculty and regular exempt and non-exempt employees who are employed less than full- time.

Prior Effective Dates: 1/28/78, 3/13/78, 4/24/78, 1/29/79, 6/15/82, 2/7/83, 1/1/94, 7/1/98, 1/1/03, 3/12/04, 10/15/15

Categories of Employment Policy

Policy Number: 3358:5-3-01

Category: Conditions of Employment

Owner: Vice President for Business Affairs

Effective: ~~February 1, 2020~~ **May 1, 2025**

Purpose

The purpose of this policy is to have defined employee categories that are applied in a consistent manner for the College.

A. Definitions:

Employee

The designation “employee” applies to any individual who is listed on the College’s payroll.

Adjunct Faculty

The designation “adjunct faculty” are instructional faculty who are employed on a semester-by-semester basis and work less than a full-time load. Adjunct faculty on a salary contract may teach up to 12 contact hours in Fall semester, 12 contact hours in Spring semester and 8 contact hours in summer semester. Adjunct Faculty on an hourly (time-sheet) contract may teach up to an average of 27 hours per week per semester. Adjunct Faculty who teach on both a salary and an hourly contract should consult with a full-time faculty coordinator or school dean regarding their teaching assignments to ensure they do not exceed the limits.

Exempt and Non-Exempt

The terms exempt and non-exempt refer to the status of a position under the federal wage and hour laws. Specifically, non-exempt positions are eligible for overtime pay under the Fair Labor Standards Act, and exempt positions are exempt from the overtime provision of the law. Exempt staff may also teach for the College as long as they teach outside their normal work hours and abide by the teaching limits imposed on adjunct faculty.

Full-Time Employee

The designation “full-time employee” applies to any person employed for the full work week of forty (40) hours or 2080 hours per year and not covered under the definition of faculty.

Full-Time Faculty

The designation “full-time faculty” applies to all full-time faculty members who facilitate student learning. Full-time faculty work 173 contract days during the academic year (August – May). In some instances, full-time faculty work under a twelve (12) month contract, as determined by Academic Affairs.

1. Multiple-Year Contracts

- a) Upon completion of four years of service to the College under single-year contracts, faculty members may be nominated by their school administrator for a multiple-year contract. Upon the completion of 2 two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the President and approved by the Board of Trustees. Faculty that hold the rank of professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations. All contracts must be approved and recommended by the President and approved by the Board of Trustees.
- b) A multiple-year contract indicates a commitment of service to the College but does not guarantee that appointments, such as program coordinator, will be included in one particular position. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.
- c) Upon approving the divisional administrator's recommendations for a multiple-year contract, the provost and vice president of academic affairs forwards their recommendations to the President. The President takes the recommendations to the Board of Trustees for formal approval.
- d) Any eligible faculty member not recommended for a multiple-year contract may request a hearing with the school administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.
- e) Faculty members whose salary is funded by a grant or third party will receive one-year contracts with the employment contingent on the continuance of the funding.

Intern

The term "intern" refers to a person who works, with or without pay, in order to gain work experience.

Part-Time Employee

The designation "part-time employee" includes any individual employed less than thirty (30) hours per week and not covered under the definition of "faculty."

Student Employee

The term "student employee" is a person who is currently enrolled as a student at the College and is employed in a part-time, hourly position on campus utilizing either federal or College work study funding.

Substitute Employees

The designation "substitute employee" applies to those employees who are hired for a limited period to perform specific tasks for the convenience of the College.

Supplemental Staff

The designation "supplemental staff" refers to persons teaching credit or non-credit courses in the continuing education, business, and industry units.

Temporary Employee

The designation "temporary employee" applies to those employees who provide non-teaching services and are typically contracted through a staffing agency on an as-needed basis per semester.

Volunteer

The designation “volunteer” applies to those who perform hours of service for the College without promise, expectation, or receipt of compensation for services rendered. Volunteers are not employees of the College.

~~Employees are classified in one of the following groups: exempt staff, non-exempt staff, faculty, adjunct faculty, and other. “Other” employees are classified within one of the following groups: personnel services or substitutes.~~

~~A. Exempt Staff~~

~~1. Exempt staff hold regular operational positions with the following characteristics:~~

- ~~i. Are compensated on a salary basis~~
- ~~ii. Are exempt from minimum wage and overtime compensation~~
- ~~iii. Customarily exercise discretion and judgment~~
- ~~iv. Have required specific knowledge and skills~~
- ~~v. Are engaged in primarily intellectual work~~
- ~~vi. May direct the work of one or more people~~
- ~~vii. May have the authority to recommend hiring and firing~~

~~2. Exempt staff are appointed as either full-time (those who work between 200 days and 260 days) or part-time (those who work between 199 - 130).~~

~~3. Exempt staff holding faculty rank are governed by certain sections in the faculty handbook.~~

~~B. Non-Exempt Staff~~

~~1. Non-exempt staff are those administrative support, technical, custodial and maintenance personnel holding regular operational positions and who support the College’s exempt staff and faculty.~~

~~2. Non-exempt staff are covered by the federal wage hour law which provides for minimum wage and overtime/compensatory time for hours worked in excess of 40 per week.~~

~~3. Non-exempt staff are appointed as either full-time (those who work between 1600 hours and 2080 per year) or part-time (those who work less between 1599 hours and 1040 hours per year).~~

~~4. Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.~~

~~C. Faculty~~

~~1. Faculty are those employees who facilitate student learning. Instructional faculty work 173 days during the academic year (August through May). Instructional faculty may be appointed to work 173 days during the academic year with a teaching load of less than full-time.~~

~~2. Multiple-Year Contracts~~

- ~~i. Upon the completion of four years of service to the College under single-year contracts, faculty members may be nominated by their school administrator for a multiple-year contract. Upon the completion of 2 two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the President and approved by the Board of Trustees. Faculty that hold the rank of Professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations. All contracts must be approved and recommended by the President and approved by the Board of Trustees.~~
- ~~ii. A multiple-year contract indicates a commitment of service to the College but does not guarantee that all of that service will be in one particular position, such as program coordinator. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.~~
- ~~iii. Upon approving the divisional administrator's recommendations for a multiple-year contract, the provost and vice president of academic affairs forwards his/her recommendations to the President. The President takes the recommendations to the Board of Trustees for formal approval.~~
- ~~iv. Any eligible faculty member not recommended for a multiple-year contract may request a hearing with the school administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.~~
- ~~3. Faculty members whose salary is funded by a third party will receive one-year contracts with the employment contingent on the continuance of the funding.~~

~~D. Adjunct Faculty~~

- ~~1. Adjunct faculty shall be placed in one of the following categories:~~

~~i. Adjunct faculty with a semester contract~~

- ~~a. Ranked adjunct faculty employed to teach one or more credit courses for one semester.~~
- ~~b. Adjunct faculty may teach up to 15 credit hours per semester. Faculty who provide exclusively laboratory and/or clinical instruction may teach up to 14 lab contact hours or 28 clinical contact hours per week. Total credit hours and contact hours taught per academic year may not exceed the equivalency of 30 semester load hours.~~
- ~~c. Adjunct faculty are contracted for individual courses.~~
- ~~d. This section does not pertain to those teaching non-credit continuing education courses and business and industry training.~~
- ~~e. Adjunct faculty must meet the regular full-service faculty rank criteria in order to become a ranked adjunct faculty member. The highest initial rank upon employment is that of adjunct instructor II. Initial classification and ranking is determined by the dean of the respective school. Adjunct faculty must meet specific criteria to be eligible for promotion in rank to adjunct instructor III and to adjunct instructor IV.~~
- ~~ii. Special supplemental staff: persons teaching credit or non-credit courses in the continuing education and business and industry units.~~
- ~~iii. Substitute: persons substituting on a day-to-day basis.~~
- ~~iv. Long-term substitute: persons substituting in a long-term situation.~~
- ~~v. College staff: exempt and staff may teach for the College as long as they teach~~

~~outside their normal work hours and abide by the teaching limits imposed on adjunct faculty with a semester contract as stated in paragraph (D)(1)(a)(ii) above.~~

~~E. Personnel services employees are those employees who provide non-teaching services for the convenience of the College. Personnel services employees are contracted on a semester basis as the need arises.~~

~~F. Substitute employees are those employees who are hired for a limited period to perform a specific task for the convenience of the College.~~

Prior Effective Dates: 3/13/78, 1/1/94, 7/12/96, 7/1/98, 10/9/02, 1/6/03, 4/1/03, 2/26/04, 3/7/05, 2/1/07, 8/26/11, 8/20/12, 10/15/15, 7/1/18, **2/1/20**

Tuition Assistance and Advanced Degree Pay Policy

Policy Number: 3358:5-5-17

Category: Benefits / Privileges

Owner: Vice President, Business Affairs

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

Purpose

~~A. The College is committed to recruiting and retaining a competent and diverse workforce. To that end, emphasis is placed on the education and competencies an employee brings to the College as well as identifying, growing, and developing those skills through a formal process of training and continuing education. The College encourages employees to pursue professional development in order to obtain competencies that support the growth and enrichment of both the employee and the College. and their personal needs and interests. In order to enhance and promote such skill development, the College provides a professional development tuition assistance program to eligible employees. The program availability is contingent upon the College's financial resources.~~

~~B. This policy includes: but is not limited to:~~

- ~~1. Tuition Reimbursement Program – The College provides financial assistance to eligible employees who seek to further their education through coursework at an accredited educational institution. (All educational institutions must be properly accredited by the Higher Learning Commission of North Central Association or other regional accrediting associations having jurisdiction).~~

The tuition reimbursement program applies to full-time exempt staff, full-time non-exempt staff, and full-time faculty.

- ~~2. Institutional Fee Benefit Program – The College provides a tuition scholarship (instructional and general fees) for employees and eligible family members who seek to further their education through coursework taken at Clark State College.~~

The Institutional Fee Benefit applies to full-time exempt staff, full-time non-exempt staff, full-time faculty, and their spouses and dependent children up to age 26. This benefit also applies to adjunct faculty, who must have taught at

least one semester; the course taken must be approved by the division dean; and the adjunct can only enroll in one course during the term they are assigned to teach. Adjunct faculty spouses and dependent children are not eligible for this program.

- C. ~~This policy applies to the following employees as indicated:~~
- ~~1. Tuition Reimbursement Program—All regular full-time and eligible regular part-time employees (staff and faculty) may participate.~~
 - ~~2. Institutional Fee Benefit Program—All regular full and part-time employees (staff and instructional faculty) and adjunct faculty are eligible to participate. This program also extends to presidential and trustee emeriti and special nominees of the President.~~
- D. ~~Eligibility requirements for this policy are outlined in the tuition assistance program procedures.~~
- E. Tuition reimbursement is subject to repayment to the College under certain conditions as identified in the associated procedures.
- F. **Advanced Degree Pay Adjustment**

Upon presentation of evidence that an eligible employee has earned a degree subsequent to employment by Clark State College from an institution of higher education whose degree has been recognized by a regional accrediting association, an amount according to the following schedule will be added to the employee's base salary:

Degree	Amount Added to Base Salary
Doctoral Degree	\$900.00
Master's Degree	\$500.00
Bachelor's Degree	\$375.00
Associate's Degree	\$250.00

This policy shall be administered as set forth in the associated **Tuition Assistance Program** procedures. ~~established by the President or his/her designee.~~

- G. ~~The office of Human Resources shall be assigned the responsibility of is~~ **responsible for** developing, implementing, and maintaining the tuition assistance program.

Prior Effective Dates: 10/4/82, 10/14/84, 1/1/88, 1/1/97, 7/1/98, 6/1/99, 6/17/01, 9/27/02, 1/1/04, 7/13/12, 3/27/15, 10/30/15, 6/1/19, **5/1/25**

Purchasing Policy

Policy Number: 3358:5-11-10

Chapter: Business/Administrative Services

Owner: Vice President for Business Affairs

Effective: ~~March 1, 2021~~ May 1, 2025

- (A) Clark State College shall endeavor to purchase materials and services in the proper quantity and quality, have them available at the time they are needed, and secure them at the lowest or best price from a responsible source.
- (B) ~~While the purchase of all equipment, supplies, and services for use within the College shall be the responsibility of the vice president for business affairs/treasurer.~~ **is initiated through the college,** ~~the authority to obligate the College for any expenditure of funds shall be limited to the approval of either the President, vice president for business affairs/treasurer, or to an employee who has been delegated that responsibility by the President or vice president for business affairs/treasurer. Employees making unauthorized purchases may be held personally liable for the purchase.~~
- (C) In order to ensure the adequate internal accounting controls, the following bidding guidelines have been established:
 - (1) In the absence of a purchasing department, it is recommended that College personnel involved in the purchasing process exercise good purchasing judgment and secure informal competitive pricing for items requisitioned.
 - (2) **In accordance with Ohio Revised Code 125, a** ~~all~~ purchases of equipment, furnishings, fixtures (attached to walls, etc.), supplies and services of ~~\$25,000~~ **50,000** or more shall require **either the solicitation of informal competitive pricing from selected providers or a** formal "invitation to bid" ~~which shall be offered to selected providers.~~ The ~~vice president for business affairs/treasurer~~ may also require this procedure on selected purchases under ~~\$25,000~~ **this threshold or on aggregate purchases.**
 - (3) **Per Ohio Revised Code 153:1-9-01, a** ~~all~~ contracts for improvements (renovation/new construction) more than ~~\$100,000~~ **250,000** shall require either the solicitation of informal competitive pricing **from selected providers** or a more formal "invitation to bid" ~~which shall be offered to selected providers.~~
- (D) The following items may be exempt from the above guidelines:
 - (1) Emergency purchases (i.e., maintenance, equipment repair, etc.). **A Bid Waiver form must be completed and approved before any purchases are made.**
 - (2) Items pre-bid (i.e., by the state of Ohio, the Inter-University Council Purchasing Group, etc.).
 - (3) Items purchased from a **"single" or "sole source provider."** **A Bid Waiver form must be completed and approved before any purchases are made.**

- (4) Professional service providers (i.e., consultants, physicians, brokers, etc.).
- (E) Requirements for contracting for the following services are established in the **Ohio** Revised Code:
 - (1) Professional design and design-build services with a fee in excess of ~~\$50,000~~ **25,000** must follow the requirements of section 153.65-~~153.71~~ of the **Ohio** Revised Code.
 - ~~(2) Professional design and design-build services with a fee of less than \$50,000 must follow the requirements of section 153.71 of the Revised Code.~~
 - ~~(3) Printed materials must follow the requirements of Chapter 3345.10 of the Revised Code. Vendors must produce the printed materials at manufacturing facilities within the state of Ohio or in accordance with the criteria and procedures established pursuant to division (C)(4) or (C)(5) of section 125.09 of the Revised Code in order to be determined qualified.~~
 - ~~(42) Independent public accountants must follow the requirements of Chapter 117 of the Revised Code. The process is lead by the Auditor of State.~~
 - ~~(5) Improvements (renovation/new construction) in excess of \$200,000 must follow the competitive bid limits requirements of section 3354.16 of the Revised Code.~~
 - ~~(63) Legal counsel is assigned by the office of the Ohio Attorney General.~~
- (F) Any necessary administrative guidelines needed to implement this policy, shall be established by the College administration.
- (G) As goods and services are procured using funds from Federal, State, Local or private awards and contracts, the following shall be applied as an addendum to the College's general procurement procedures.
 - (1) The College's procedures for procurement and purchasing should be followed unless the award or contract stipulates otherwise. When the award or contract is different from the College's policy and procedure, the purchasers shall follow whichever policy and procedure is more stringent.
 - (2) All records of expenditure for Federal awards must be maintained on the accrual basis of accounting, which is consistent with the College's basis of accounting. Goods and services will be expensed in the year they are received, not the year they are paid.

Prior Effective Dates: 3/13/78, 2/27/88, 12/1/94, 7/1/98, 10/8/01, 5/12/06, 7/13/12, 3/27/15, 10/15/15, 2/1/18, 1/15/19, **3/1/21**

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

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

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

It was requested that the Board of Trustees approves the policy revisions for the Business Affairs policies as presented.

Trustee McDorman made a motion to approve the personnel recommendations for exempt and non-exempt personnel and to approve the revisions for the Business Affairs policies as presented. Trustee Ball seconded, and the motion passed unanimously via a roll call vote.

Employee Health Insurance Renewal

As part of Clark State's compensation/benefit package, the college provides health insurance to eligible employees. In an effort to maximize and leverage a more balanced approach to annual premium increases, Clark State joined the HORAN HEALTH consortium in 2020. HEALTH (Higher Education Action Liaison Targeting Healthcare) is a health benefits consortium designed to meet the needs of Ohio public colleges and universities. HORAN formed the HEALTH consortium to bring together a group of Ohio public colleges to represent their collective size and like-mindedness in a manner that promotes short and long-term stability for all participating members as it relates to absorbing fluctuations in claims that impact premium renewal rates. Current participating members include: Clark State College, Cincinnati State, Shawnee State, and Southern State.

Based upon the current health insurance renewal process for FY26, the increase to Clark State's annual premium base will be 4.3% (\$173,000).

	Adjusted Loss Ratio	JHP Approved
Cincinnati State	75%	3.2%
Clark State	77%	4.3%
Shawnee State	69%	0.1%
Southern State	52%	-4.0%
Total HEALTH	72%	2.0%

The recommendation to the Board is that the College absorb the 4.3% premium base increase in the FY26 operating budget.

Impact on students and/or student learning: The cost of these benefits shall not adversely impact funding allocated to instruction, academic support, and student service departments.

Alignment with Strategic Plan: Providing affordable health insurance benefits to Clark State's employees aligns with strategic plan goal 3 as it relates to facilitating and supporting a culture of care.

Implications for budget, personnel, or other resources: The expense associated with Clark State absorbing the 4.3% of the premium base increase will be reflected in the FY26 budget that is presented to the Board for approval in June.

It was requested that the Board of Trustees approve the recommendation to absorb the 4.3% health insurance premium base increase (\$173,000) in the FY26 operating budget.

Trustee Hall made a motion to approve the recommendation to absorb the 4.3% health insurance premium base increase (\$173,000) in the FY26 operating budget; Trustee McDorman seconded, and the motion passed 8-0. Trustee Ball recused himself.

Instructional Faculty Contract Renewals

The College renews contracts for Instructional Faculty each Spring. Instructional Faculty contracts are offered as one-, two-three-, or five-year contracts. Present Board policy states: *Upon the completion of four years of service to the College under single-year contracts, faculty members may be nominated by their school's administrator for a multiple-year contract. Upon the completion of two two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the President and approved by the Board of Trustees. Faculty that hold the rank of Professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations.*

Contract terms are recommended by the appropriate College Deans based on the College evaluation system, instructional needs, and other performance measures to the Vice President of Academic Affairs who recommends as appropriate to the President. RECOMMENDATIONS FOR CONTRACT RENEWALS INSTRUCTIONAL FACULTY AUGUST 2025-2026			
Name	Year Employed	Contract Eligibility	Contract Recommendation
Adams, Jessica	2017	3 Year	3 Year
Adams, Lindsee	2024	1 Year	1 Year
Adkins, Robert	1996	5 Year	5 Year
Ball, Megan	2023	1 Year	1 Year
Bancroft, Kristen	2019	2 Year	2 Year
Bobbitt, Ciara	2023	1 Year	1 Year
Bowman, Morgan	2024	1 Year	1 Year
Brown, Brandi	2020	1 Year	1 Year
Buck, Courtney	2023	1 Year	1 Year
Calhoun, Elizabeth	2024	1 Year	1 Year
Cass, Katherine	2020	1 Year	1 Year
Center, Rebecca	2022	1 Year	1 Year
Coomes, Brittany	2022	1 Year	1 Year
Curry, Haley	2023	1 Year	1 Year
Derr, Robert	2019	2 Year	2 Year
Edwards, Emily	2021	1 Year	1 Year
Fleming, Richard	2024	1 Year	1 Year
Foster, Allison	2024	1 Year	1 Year
Good, Heather	2024	1 Year	1 Year
Gorbunova, Tatiana	2021	2 Year	2 Year
Graham, Katlyn	2023	1 Year	1 Year
Harris, Kathy	2018	2 Year	2 Year
Harris, Rebecca	2024	1 Year	1 Year
Hatem, Nora	2008	3 Year	3 Year

Name	Year Employed	Contract Eligibility	Contract Recommendation
Holliger, Heather	2024	1 Year	1 Year
Holt, Wendy	2024	1 Year	1 Year
Horne, Alexandria	2020	2 Year	2 Year
Klint, Matthew	2022	1 Year	1 Year
Knoble, Thomas	2022	1 Year	1 Year
Kuehnle, Jonathan	2014	3 Year	3 Year
Lander, Michael	2017	2 Year	2 Year
Lipp, Mollie	2023	1 Year	1 Year
Longkumer, Senti	2020	1 Year	1 Year
Lore, Kelly	2024	1 Year	1 Year
Marple, Derrick	2023	1 Year	1 Year
Miller, Carol	2017	3 Year	3 Year
Miller, Nicole	2020	2 Year	2 Year
Nicewaner, Sarah	2021	1 Year	1 Year
Novello, Fabian	2001	5 Year	5 Year
Olajide, Patience	2020	1 Year	1 Year
Osborne, Katina	2023	1 Year	1 Year
Padgett-Angle, Debra	2017	2 Year	2 Year
Parker, Tabitha	2019	2 Year	2 Year
Parrett, Blake	2018	2 Year	2 Year
Platfoot, Megan	2021	1 Year	1 Year
Powell, Ruthanna	2021	1 Year	1 Year
Reese, Angela	2014	2 Year	2 Year
Richard, Jason	2021	2 Year	2 Year
Rudd, Debora	2023	1 Year	1 Year
Schlater, Christine	2023	1 Year	1 Year
Schmidt, Mark	2014	5 Year	5 Year
Scott, Dana	2023	1 Year	1 Year
Shaffer, Anthony	2024	1 Year	1 Year
Shankle, Shawnice	2024	1 Year	1 Year
Sharpe, Phillip	2024	1 Year	1 Year
Sheehan, Lisa	2020	1 Year	1 Year
Thatcher, Deanne	2020	1 Year	1 Year
Van Overstraeten, Alisa	2020	2 Year	2 Year
Vaughn, Pamela	2015	2 Year	2 Year
Walls, Tracey	2021	1 Year	1 Year
Watt, Tammy	1999	5 Year	5 Year
Windyga, Peter	2025	1 Year	1 Year
Witt, Karalen	2019	2 Year	2 Year

Impact on students and/or student learning: Faculty are the College's direct link with students. They are the purveyors of instruction and the primary providers of support for learning. Renewal of faculty contracts is critical to teaching and learning and allows a process for ensuring quality of instruction.

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 proposed 2025-2026 budget will include funds for the re-employment of these faculty, as well as faculty already under contract.

It was requested that the Board of Trustees approve the personnel actions presented on the above Contract Renewal Recommendations for Instructional Faculty.

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. (Copies of the promotion criteria were distributed to Trustees prior to the meeting.) 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 and provides a recommendation and forwards the promotion packet to the Promotion Committee. The Promotion Committee considers each application and makes a recommendation to the Vice President of Academic Affairs. The 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:

Professor	Associate Professor	Assistant Professor	Master Technical Instructor
Dr. Robert Derr	Lynn Geist	Brandi Brown	Blake Parrett
Tabitha Parker	Kathy Harris	Emily Edwards	
		Nicole Miller	
		Sarah Nicewaner	
		Megan Platfoot	
		Ruthanna Powell	
		Jason Richard	

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 2025-2026 budget already takes into consideration promotions in rank.

It was requested that the Board of Trustees approve the personnel actions outlined in the

recommendations for promotion in rank

Bachelor Degree, Associate Degree, and Certificate Authorization

For the past few months, students who have or will meet all of the institutional qualifications for graduation for Fall 2024, Spring 2025, and Summer 2025 have been identified by the Records and Registration Office. The figures below represent the candidates who are eligible, at this point, for conferring of Bachelor Degrees/Associate Degrees/Certificates for the May 2025 Commencement.

Degree Type	Number Awarded
Bachelor of Applied Science	11
Associate of Arts Transfer	45
Associate of Science Transfer	104
Associate of Applied Business	82
Associate of Applied Science	248
Associate of Technical Studies	4
TOTAL Degrees	494
Certificates	65

Academic Recognition	Total
Honors with Distinction – 4.0 GPA	43
Honors – 3.5+ GPA	142
Honors Program	13
College Credit Plus	61
Scholars Program	9
Clark State Scholarship Recipients	155

Student Activities Members	Total
Military/Veteran	26
SALUTE	8
Epsilon Pi Tau	6
Phi Theta Kappa	83
RN Student Representatives	1
Student Ambassadors	6
Student Athletes	24
Student Senators	4
TRIO	55

Impact on students and/or student learning: Graduation and the awarding of degrees and certificates are the most visible (although not the exclusive) measure of our students' success. These credentials provide increased opportunities for academic transfer and employment. As a result of this success, students are better prepared to support the economic development of our community as well as their personal goals and aspirations.

Alignment with Strategic Plan: Aligns with Goal 1: Develop and strengthen quality, innovative academic programs and Goal 2: Improve enrollment, student success, retention and completion.

Implications for budget, personnel, or other resources: None

It was requested that the Board of Trustees move to authorize President Blondin to confer the appropriate degree/certificate for all Bachelor Degree, Associate Degree, and Certificate candidates who have or will meet all of the institutional qualifications for graduation.

Revisions to Academic Affairs Policies

Consistent with best practices, the College has been engaged in a thorough review its policies to ensure that they are up to date and reflect and comply with federal and state laws. Policies are also being revised to use consistent language and to reflect current practice. The following policies are submitted for review and approval:

Class Attendance Policy (updated expectations and terms)

Policy Number: 3358:5-7-01

Category: Academic Requirements

Owner: ~~Provost and Vice President of Academic Affairs~~

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

- A. The curricula of all technologies at Clark State College have defined academic and technical skill performance levels. Creating the learning environment is the responsibility of faculty. Achievement of the performance levels is the responsibility of the student.
- ~~B. The enforcement of any attendance system is primarily a matter between the instructor and the student. Participation should be promulgated on the first day of class to enable students to understand specific regulations. In their own interest and that of the student, instructors are urged to keep class attendance participation records.~~
Faculty shall monitor class attendance and include a class attendance policy on their syllabi that includes any penalties for absences. Attendance policies shall be enforced consistently.
- C. Steady and gradual progress toward achievement of academic goals is best accomplished through regular class participation. Therefore, students are expected to attend all class and laboratory sessions. When unavoidable absences do occur, students shall take the responsibility to contact the instructor to make arrangements for work that has been missed. Students should be aware that depending on the nature of the assignment and class policies, not all work can be made up.
- D. Excessive absences and work that cannot or has not been made up may adversely affect the student's grade in a class. Instructors have the right to issue a lower grade, which may be a failing grade, to students who incur excessive absences and who have not officially withdrawn from the course. ~~When a student has been absent to such an extent to cause inefficient performance, the student shall be reported to counseling.~~ **Excessive absences should be reported through a progress report the early alert system.** If absences are so excessive that it precludes satisfactory progress toward successful completion of the course, the records office may notify and drop the student from the course with a grade of "F" with the authorization of the **instructor and** academic dean of the division from which the course is offered.

- E. If a student has never attended class through the **14th census date**, faculty are required to submit notification to the records office. ~~via the WebAdvisor system.~~ The records office shall notify and drop the student from the course. All tuition and fees for the course shall be removed from the student's financial record. When a student stops attending class but never officially drops the course, faculty shall assign a final grade of "UW" (unofficial withdraw). **Faculty shall record the last date of attendance with the Registrar.**
- F. The College is required to report non-attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes may also result in a student having to repay part or all of an allowance from the Veterans Administration and/or from other sources of financial aid.

Prior Effective Dates: 3/13/78, 7/1/82, 7/1/98, 5/14/10, 8/20/12, 3/18/15, 10/15/15, **04/01/21**

Credit Hour System Policy (includes the Federal Definition of the Credit Hour and the Ohio Department of Higher Education definition of a credit hour)

Policy Number: 3358:5-7-03

Category: Academic Requirements

Owner: ~~Provost and Vice President of Academic Affairs~~

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

- A. Clark State College is committed to the establishment of a credit hour system that is consistent with the requirements of **the U. S. Department of Education**, the Ohio Department of Higher Education and the guidelines of the Higher Learning Commission.
 - 1. **Clark State follows the Federal Definition of the Credit Hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:**
 - a. **One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,**
 - b. **At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.**
 - 2. **Clark State also follows the Ohio Department of Higher Education definition of a credit hour as a minimum of 750 minutes (semester credit hour) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (e.g., laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulation of regional accreditors and the federal financial aid program.**
- B. Credit can be achieved through the scheduled classes offered by the College in any of the College-approved locations or course delivery formats.

C. Credit can also be awarded by one of the four processes for credit equivalencies:

1. Transfer credit from other regionally accredited post-secondary institutions;
2. Articulated credit as defined in a formal agreement with another agency, institution, or business or as defined in a procedure established by the College. These agreements and procedures may allow credit for corporate training, adult education training, high school programs determined to be of college-level rigor or other forms of learning;
3. Proficiency credit granted through the student's successful completion of a proficiency examination or other approved assessment process developed by the College or a College-approved agency, institution, or business;
4. Portfolio credit for prior life and/or work experience.

D. Each of these forms of equivalent credit must be validated through the appropriate campus processes.

Prior Effective Dates: 3/13/78, 7/1/98, 9/1/99, 10/9/02, 6/8/06, 3/18/15, 10/15/15, 5/8/17, 7/1/18, 4/1/21

Faculty Student Relations Policy (removes the Consensual Relationships section, which becomes a new policy that will be presented by Human Resources/Business Affairs)

Policy Number: 3358:5-7-08

Category: Academic Requirements

Owner: ~~Vice President of Academic Affairs~~

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

A. Classroom Procedures

1. It is expected that a healthy atmosphere, conducive to the learning process, shall be maintained at all times in classroom and laboratories. The faculty-student relationship should be one of mutual respect and acceptance of the rights and privileges of each individual.
2. At the beginning of each semester, faculty members are expected to provide students with a syllabus and use the first class period to orient the student to the course goals and objectives and the expected classroom routine.
3. Student regulations concerning class attendance, testing, grading, and make-up policy should be spelled out in detail in the syllabus and explained during the first class meeting. Instructors should be specific concerning the educational objectives of the course as students have a right to understand what will be expected of them and the instructor.
4. Instructors are expected to give tests, quizzes and/or other graded assignments. These should be viewed as a part of the student's educational experience. As such, they should be presented in a variety of styles requiring the student to draw on his or her ability to organize data, compare, make distinctions, and arrive at warrantable conclusions. Final examinations are to be given according to the published final exam schedule. Final examinations should cover the work of the entire course and should be sufficiently comprehensive to challenge the student's efforts during the entire time period assigned.

B. ~~Success Coaches~~ Academic Advisors

1. Basic to all educational effort is the function of advising. The College accepts this principle in all its implications. Accordingly, a primary function of its faculty and staff is to provide competent educational and career advising.
2. Recognizing that growth and acceptance of responsibility occur only to the degree that the student personally assumes self-direction for them, the role of the ~~Success Coach~~ **Academic Advisor** is necessarily one of assistance, guidance and advisement. Helping the student realize and accept the fact that he or she is primarily responsible for his or her own actions, his or her decisions, and ultimately his or her own education is a vital element of the ~~Success Coach's~~ **Academic Advisor's** role.
3. The College and its faculty (in both their instructional and advisor roles) consider each student an adult and responsible agent and thus perceives itself as functioning in its own integrity as an institution and not "in loco parentis."
4. All students shall be assigned a faculty advisor based on their program area and on an equitable basis.
5. The following guidelines are offered to help faculty in the definition of their role as academic advisors:
 - a) Faculty advisors shall keep a current file on each of their advisees. In addition to documents describing the student's history at Clark State and other colleges/universities, advisors can access computer screens to gain current registration information about a student. This information should be used to advise students determining their abilities to succeed in the attempt of various credit hour loads. The faculty advisor shall be expected to follow established College policy on the sharing of student record information with anyone except the student. No information should be released from a student's personal file (even to employers) without prior permission from the student. Any information release shall be in compliance with federal regulations (FERPA) and with College regulations dealing with the privacy of student information.
 - b) Graduation requirements for the faculty member's program area should be firm in his or her mind as he or she attempts to guide students toward that end. The faculty advisor should also be familiar with the Ohio Board of Regents/State Department of Education standards for technical, basic, and general education credit. Naturally, the faculty advisor should be cognizant of all institutional regulations (catalog and student handbook) regarding graduation requirements.
 - c) Students may need some assistance in deciding upon and working toward their career and life goals. Faculty advisors might wish to plan, along with the student, an entire sequence of courses to be taken during the student's tenure at the College. While most students follow prescribed curriculum, some, because of academic or personal reasons, might not. Therefore, a faculty advisor should prepare this kind of schedule instrument taking into consideration frequency of course offerings and prerequisites.

- d) Faculty advisors should discuss reasons for drop/adds with their advisees prior to any action. Students should be referred to the financial aid office for financial aid implications. Drop/adds should be processed through the records office as soon as possible after decisions have been reached.
- e) Many advisees will seek to have a channel for individual guidance and personal problem solving. Faculty advisors should be aware that it may be necessary for them to consult with or refer students to counseling services.
- f) Faculty advisors must practice appropriate confidentiality with regard to student information.

~~C.~~ Consensual Relationships

- ~~1. The College's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the College's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power.~~
- ~~2. Faculty members exercise power over students and this faculty-student power is manifested primarily in the instructional context, which includes coursework, advisorships, student evaluation, recommendations and similar processes.~~
- ~~3. Amorous relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.~~
- ~~4. Therefore, the College shall view it as unethical if faculty members engage in amorous relations (consensual or otherwise) with students enrolled in their classes or subject to their supervision even when both parties appear to have consented to the relationship. Amorous relationships outside the instructional context, while not specifically prohibited, should be discouraged and are very unwise.~~

~~D.~~ C. Referral Procedures

1. Academic Reasons: When a student needs assistance in his or her courses, the student should be directed to the Student Academic Success Center (SASC) for tutoring or other assistance. If the student has a disability and needs accommodations, the student should be directed to Accessibility Services also within the SASC.
2. Behavioral Support Services (BSS)

- a) Behavior Intervention Team (BIT) consists of a team of faculty and staff that are trained to proactively assess threat or risk and provide faculty resources or interventions as appropriate. Current BIT members include the dean of student affairs, director of student life, director of evening services, College counselor, campus police representative, and one faculty member.
- b) Counseling/mental health referral: The College has a licensed professional counselor available to assist students in addressing problems and concerns that may impede academic performance. Meetings with counseling services are confidential (except in cases in which disclosure of information is necessary to protect the student or others from physical or life-threatening danger), and no information shall be released without written permission. Referrals to community agencies may be made when appropriate.
- c) Peer listeners are also available to meet with students on a walk-in basis. The peer listeners are trained in a variety of areas including listening skills, crisis management, and problem solving. The counselor maintains oversight of the peer listener program.

Prior Effective Dates: 3/13/78, 7/1/82, 7/1/98, 6/26/00, 5/17/04, 08/20/12, **7/01/18**

List of Religious Holidays (specific dates removed)

Policy Number: 3358:05-07-15

Category: Benefits / Privileges

Owner: Vice President of Academic Affairs/Vice President Student Affairs

Effective: ~~August 15, 2023~~ **July 1, 2025**

House Bill 353 of the 134th General Assembly directed the Ohio Department of Higher Education (ODHE) to develop a non-exhaustive list of major religious holidays or festivals for the next two academic years at the beginning of each academic year. Each state institution of higher education may adopt ODHE's list in its entirety, or choose instead which holidays to include on its list. As required by the statute, the list of major religious holidays and festivals included herein is non-exhaustive and is not intended to purposefully exclude any religious holidays or festivals. This list is meant to serve solely as a resource for state institutions of higher education to utilize, at their discretion, in adopting a list on their websites.

~~(January-December 2023)~~

Judaism

Tu B'Shvat in February Purim ~~(March 6-7)~~

Yom HaShoah ~~in April~~

Lag B'Omer ~~in April~~

Pesach (Passover) ~~(April 5-13)~~ Yom HaSho'ah ~~(April 17-18)~~ Yom Ha'Azmaut ~~in May~~ Shavuot ~~(May 25-27)~~

Tisha B'Av ~~(July 26-27)~~

Rosh Hashanah ~~(September 15-17)~~ Yom Kippur ~~(September 24-25)~~ Sukkot ~~(September 29 – October~~

~~6)~~ Shemini Atzeret ~~(October 6-8)~~ Simchat Torah ~~(October 7-8)~~ Hanukkah ~~(December 7-15)~~

Christianity

Feast of Mary Mother of God ~~(January 1)~~ Christmas – Eastern Orthodox ~~(January 7)~~ Epiphany ~~(January 8)~~

Ash Wednesday ~~(February 22)~~

Lent ~~(Feb 22-April 6)~~

Orthodox Lent ~~(Feb 27-April 8)~~

Feast of the Annunciation ~~(March 25)~~

Palm Sunday (~~April 2~~) Holy Thursday (~~April 6~~) Good Friday (~~April 7~~) Easter (~~April 9~~)
Pascha/Easter (Eastern Orthodox) (~~April 16~~)
Feast of the Ascension (~~May 18~~)
Pentecost (~~May 28~~)
Trinity Sunday (~~June 4~~)
Corpus Christi Sunday (~~June 8~~)
Solemnity of the Sacred Heart of Jesus (~~June 16~~)
Nativity of St. John the Baptist (~~June 24~~) Feast of Saints Peter and Paul (~~June 29~~) Feast of St. Ignatius Loyola (~~July 31~~)
Feast of the Assumption of Mary (~~August 15~~)
All Saints Day (~~November 1~~)
All Souls Day (~~November 2~~)
Dia de los Muertos (~~November 1-2~~) Feast of Christ the King (~~November 26~~) Advent Season (~~December 3~~)
Feast of St. Francis Xavier (~~December 3~~)
Feast of the Immaculate Conception (~~December 8~~) Feast of Our Lady of Guadalupe (~~December 12~~) Christmas (~~December 25~~)

Islam

Sabe-Miraj or Lailatul Me'raj (~~February 18~~)
Sabe Barat (~~March 7~~) Ramadan (~~March 22-April 21~~) Lailatul Qadr (~~April 18~~)
Eid al-Fitr (~~April 21-22~~)
Day of Arafa/Haj/Waqf of Arafa (~~June 28~~)
Eid-ul Adha (~~June 28-29~~) Islamic New Year (~~July 19-20~~) Ashura (~~July 27-28~~)
Mawlid-al-Nabi (~~September 26-27~~)

Hinduism

Maha Shivaratri (~~February 18~~)
Shri Ramakrishna Jayanti (~~February 21~~)
Holi (~~March 18~~)
Rama Navami (~~March 30~~) Mahavir-Jayanti (~~April 4~~) Raksha Bandhan (~~August 30~~)
Krishna Janmashtami (~~September 6-7~~)
Navaratri (~~October 15-23~~)
Diwali (~~November 12~~)

Buddhism

Bodhi Day (~~January 10~~) Lunar New Year (~~January 22~~) Magha Puja Day (~~March 30~~) Vesak (~~April 8~~)
Buddha Day/Visakha Puja (~~May 5~~)
Diwali (~~November 12~~)

Sikh

Birthday of Guru Gobind Singh Sahib (~~January 5~~)
Mahavir-Jayanti (~~April 4~~)
Vaisakhi (~~April 14~~)
Martyrdom of Guru Arjan Dev Sahib (~~June 16~~)
Diwali (~~November 12~~)
Martyrdom of Guru Tegh Bahadur Sahib (~~November 24~~)
Birthday of Guru Nanak Dev Sahib (~~November 27~~)

Bahá'í

'Alá' (Loftiness) (~~March 2-20~~) Naw-Rúz (~~March 21-22~~) Ridván (~~April 21-May 2~~)
Declaration of the Bab (~~May 23-24~~) Ascension of Bahá'u'lláh (~~May 29-30~~) Martyrdom of the Bab (~~July 9~~)

Birth of the Bab (~~October 26-27~~)
Birth of Bahá'úllah (~~October 27-28~~)
Ascension of 'Abdu'l-Bahá (~~November 28~~)

Shinto

Gantan-sai (~~January 1~~)
Setsubum-sai (~~February 3~~)

Other

Kwanzaa (~~December 26 – Jan 1, 2024~~)
Lunar New Year (~~January 22~~)

Prior Effective Dates: 8/15/23

Food and Drink in the Classroom Policy (Sunset)

Policy Number: ~~3358:5-7-10~~

Category: Academic Requirements

Owner: Vice President, Academic Affairs

Effective: July 1, 2018

- ~~1. Each individual faculty member has the obligation to set the food/drink policy in his/her classroom.~~
- ~~2. If the faculty member allows students to have food/drinks in the classroom, it is incumbent on both the faculty member and the students to understand that each has the responsibility to ensure that all trash is placed in the proper trash/recycle containers after each class period.~~
- ~~3. Any spillage shall be cleaned up by participants in the classroom.~~
- ~~4. There shall be no food or drink permitted in any computer or science laboratory.~~

Prior Effective Dates: ~~7/6/04, 3/18/15, 10/15/15~~

Prior Learning Assessment Policy (adds credit for International Baccalaureate Exams)

Policy Number: 3358:5-7-12

Category: Academic Requirements

Owner: ~~Provost and Vice President,~~ Academic Affairs

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

- A. Prior Learning Assessment (PLA) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. PLA validates knowledge acquired through life experience, work experience, military experience, civic engagement, individual study and reading, and participation in classes or training sponsored by business and industry, professional organizations, and/or government agencies. Credit is awarded for college-level knowledge gained from experience and not for the experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study offered by the college.

- B. There are a variety of third-party vendors that allow students to receive college credits in certain courses. Requisite advanced placement criteria are determined by Vice President of Academic Affairs in partnership with department faculty, division dean, or designee. The types of prior learning examinations accepted by the college are the following:
1. Advanced Placement (AP): AP exams are a series of examinations developed by the College Board for AP High School classes in various subject areas. Students who have taken a College Board AP Credit Examination must have scored at least a 3 to receive appropriate course credit.
 2. College Level Examination Program (CLEP): CLEP assesses proficiency in general education through 33 tests in five subject areas.
 3. DANTES Subject Standardized Test (DSST): DSST examinations test knowledge in both lower- and upper-level college course content through 38 tests in six subject areas.
 4. International Baccalaureate (IB): Clark State recognizes the IB Diploma as an advanced standing program for college credit. **Students can also receive course credit for IB content area exams.**
- C. Military Training and Experience Credit
1. Students who have achieved military education and training credit may apply for acceptance of these credits toward the appropriate degree.
- D. Professional Certification/Industry Credentials Credit
1. For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certification.
- E. Proficiency Examinations
1. Any student who believes he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a proficiency exam at the appropriate division office. When a proficiency examination is an appropriate measure, the examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the possibility of a practical skills component. Both written and practical skills testing may be required to ensure course rigor is maintained and achieved.
- F. Portfolio Assessment
1. A PLA portfolio is a detailed documentation illustrating college-level learning. The documentation varies by course and may include: examples of documents developed or materials made (like a machined part) at work or during some civic engagement, a self-assessment, an essay or oral interview explaining knowledge and experience, awards and honors, and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies.

G. Credit for Prior Learning Assessment

1. All students are expected to complete the residency requirement of at least **30 credit hours of coursework at Clark State for a bachelor degree**, 15 credit hours of coursework at Clark State for an associate degree or 12 credit hours for a one-year certificate program. Credit equivalencies such as transfer and PLA credit do not count toward the residency requirement.
2. A student is limited to receiving 50% total credits for a degree or certificate from PLA. Additionally, credit equivalencies may not exceed one half of the required technical course credits for the degree, the one-year certificate, or the departmental certificate program being pursued unless recommended by the faculty and approved by the division dean or designee.
3. All PLA credit is subject to time limitations for certain courses and/or majors. Limitations are determined by the profession/industry standards and the discretion of faculty, division dean or designee.
4. To apply for PLA credit the student must be admitted to Clark State with an eligible declared major.
5. Students may only apply for PLA credit for courses directly applicable to curriculum requirements in the student's declared certificate or degree program.
6. A student who wishes to apply for PLA for a course in their major must complete the process prior to the term the student intends to receive the PLA credit for the course.
7. Approved PLA credit does not guarantee credit or waiver for that course's prerequisites.
8. Approved PLA credits serve as prerequisites in the same manner as their course equivalencies.
9. All PLA must be awarded before the semester prior to graduation.
10. A student may not apply for PLA for a course that the student:
 - a) is enrolled in after the 15th day.
 - b) has previously taken with a failing grade (F or UW; D grade if student's major requires a grade of C or better in the course for progression and graduation requirements).
 - c) has audited.
11. Clark State accepts credit for prior learning that has been awarded by other regionally accredited institutions as per the College's Transfer Policy. These credits have the same limitations in their use in meeting graduation requirements as do PLA credits earned at Clark State and will be used in computing the total hours of PLA for which a student is eligible.
12. A student who intends to use credit for PLA in a course to meet Clark State degree requirements and intends to transfer to another institution should check the requirements of the receiving institution.

13. Course credit hours earned by third party vendors, Military Training Experience Credit, or Professional Certification are awarded and recorded by Records and Registration. Proficiency Examinations and Portfolios are assessed and awarded by faculty and recorded by Records and Registration.

14. The Records and Registration office will maintain a copy of the student's PLA form which indicates the assessment process and final grade **(Credit or No Credit.)**

H. Prior Learning Assessment Appeals Procedure

1. Clark State has established a process for Prior Learning Assessment appeals as listed in the PLA Procedures document.

Prior Effective Dates: 04/15/17, 7/1/18, **10/1/19**

Student Location Policy (clarifies the College's responsibility for notifications to students)

Policy Number: 3358:5-7-14

Category: Academic Requirements

Owner: ~~Vice President of Academic Affairs~~

Effective: ~~July 1, 2024~~ **July 1, 2025**

- A. Clark State College is committed to providing each student with the maximum opportunity to develop and learn. As such, the Student Location policy follows 34 CFR 668.4(c)(3)(ii) and requires institutions to have a written policy and documented process for establishing the location of prospective students and students that must be applied consistently. Both policy and process should have regular, frequent review and updates as needed.
- B. Clark State is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) which allows the College to provide distance learning programs (both online and in the form of supervised field experiences) and coursework to residents of states other than Ohio. NC-SARA membership, however, does not grant reciprocity or exempt us from state professional licensing requirements. As a result, licensing requirements in Ohio may not be recognized as sufficient to obtain a license in any other state.
- C. This policy applies to all staff and faculty with oversight in academic departments that offer educational programs leading to professional licensure or faculty or staff who advertise programs as meeting specific professional licensure or certification requirements and all students.
- D. Definitions:
 1. Student Location: a student's location shall be defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program. Student location will be determined by the active local address in the student information system. Students may update their address in Self-Service.
 - a. IPEDS – Location for those students enrolled exclusively in distance education should be their physical location or current address, as of the institution's Fall reporting date. If this is not available, the address on file for the student will be used.

- b. For students listed in the military on active duty, the college will use the permanent address instead of the student's physical location.
 - c. NC-SARA Location is the state, territory or district where the student is located while receiving instruction and does not refer to the student's official state of residence.
2. Professional Licensure: Programs leading to required initial professional licensure or certification: Academic programs designed for or marketed as fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification requirements of a state board. Identified professional licensure programs currently available at Clark State include Early Childhood Education, Medical Assisting, Medical Laboratory Technology, Paramedic, Physical Therapist Assistant, Practical Nursing, Realtime/Judicial Reporting and Broadcast Caption/CART, Registered Nursing.

E. Student Responsibility

- 1. Student: It is ~~the responsibility of the~~ **recommended that a** prospective or current student who intends to complete a licensure program to check with the licensing board(s) in their state of residence or in the state in which they intend to obtain a license for the most recent information and requirements. The student's physical location at the time of registration will remain in effect unless and until the student provides official notification of location status to the college.
- 2. It is the responsibility of the student to report their address or to make an address change in the student information system. If a student relocates during the course of a program to another state, it may impact whether the student can remain in the program, meet the state licensure requirements, and/or continue to receive financial aid funding.
- 3. It is the responsibility of the student to review the consumer-information email delivered at the beginning of the term; this pertains to either the student location or major change.

F. College Responsibility

- 1. Clark State College collects location information from a student as part of the registration process. Each semester, location information is collected and reviewed for active students.
- 2. **Clark State will make a good-faith effort to determine whether or not a program meets licensing requirements in the student's location. This determination will be posted on the college web-site and students will be informed whether or not their program meets licensing requirements in their state.**
- 3. Depending on a student's location or change of status, Clark State College may or may not be able to allow the student to continue taking online courses or approve clinical or internship placement. Clark State College shall not be held liable if the student is unable to qualify for licensure or certification in a specific jurisdiction, or cannot obtain a practicum/internship location.
- 4. It is the responsibility of Clark State College to regularly review this rule and to document consistently-applied processes for the purpose of establishing the location of prospective and current students.

5. The college must communicate this rule and process to students each term, in the consumer-information email.
6. Each academic program leading to professional licensure will annually update their program page to include as it pertains to the 34 CFR 668.4(c)(3)(ii)

Prior Effective Dates: 04/01/21, **7/1/24**

Workforce and Non-Credit Continuing Education (updated title and terms)

Policy Number: 3358:5-7-09

Category: Academic Requirements

Owner: ~~Vice President of Academic Affairs and Advancement~~

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

A. Admissions and Courses:

1. ~~The department of continuing education college~~ offers a variety of credit and non-credit courses of a technical and vocational nature. ~~Admission to the program is open to all residents of the area served by the College.~~ Students desiring to pursue credit-bearing courses toward an ~~associate degree~~ **or certificate** must ~~comply with College admissions requirements.~~ **apply for admission. Those enrolling in non-credit or special interest courses carry no prerequisites. training should follow the directions provided for that training.**

B. Services:

1. Service to local business, industry, the professions, and government is one of the most important functions of the College. Every effort will be made, wherever sufficient interest is shown, to offer instruction which will allow employees to ~~upgrade~~ **upskill** or retrain. ~~themselves through continuing education.~~ A wide range of courses from basic fundamentals to those requiring considerable preparation and background is offered.
2. The department also can develop and administer, both on and off campus, programs specially tailored to meet the needs of private and public organizations, agencies, and groups. Programs can be single-session meetings or those requiring numerous hours for completion.

C. The Continuing Education Unit (CEU):

1. Various occupational standards, organizations, and professional groups are requiring members to update and upgrade their knowledge through continuing education activities. To facilitate this growing interest in life-long learning, the College awards the Continuing Education Unit (CEU). The CEU is generally equated to be ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and a qualified instructor. The awarding of CEU's provides individuals, groups, and institutions with a standard of measurement for the recording, reporting, accumulation, and transfer of adult participation in approved continuing education activities. Decimal units may also be awarded for participation of less than ten hours.

D. The Mature Citizens' Educational Program:

1. Citizens 60 years of age or older who desire to be exempt from tuition and general fees may enroll in most College credit and non-credit classes on a space available basis. Classes which are excluded from this policy include but are not limited to non-credit STNA, phlebotomy, medical office specialist, welding, truck driver training, home inspection, specialized fire training, and high-skill specialized classes developed in the future. Continuing education third-party vendor courses including but not limited to Ed2Go on-line courses, home study activity director, and dental radiography courses are also excluded from this policy. Eligible persons desiring to participate in the program shall be exempt from normal admission requirements, as well as instructional and general fees, however, a materials fee shall be charged when applicable. In addition to course enrollment, participating citizens will have the opportunity to utilize College facilities, educational services, and take part in student activities.
2. Space available means classroom seats unoccupied by regularly enrolled students approximately one day before the beginning of the class.

Prior Effective Dates: 3/13/78, 7/1/98, 5/9/08 , 8/20/12, 3/18/15, 10/15/15, **7/1/18**

The associated Procedures were provided to Trustees prior to the meeting for information only.

Impact on students and/or student learning: None

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

Implications for budget, personnel, or other resources: None

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

Foundation-College Board Relationship Policy Revisions

Policy Number: 3358:5-1-01

Category: Board Operations

Owner: Director, Foundation

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

A. Responsibilities of the College

1. The College shall share annually with the Foundation its strategic plan, institutional priorities and projects, and resource requirements, so that the Foundation may represent the direction and needs of the College to donor prospects and align its programs and campaigns consistent with the strategic objectives of the College.
2. The College shall promptly alert the Foundation to prospective gifts, so that each opportunity for enhancing gift potential and donor relations is fully utilized.

3. The College agrees to cooperate with the Foundation in making available office space and equipment and in making available certain of its employees to engage in administrative and support activities for the Foundation. These employees shall remain for all purposes employees of the College and subject to all rights and responsibilities of other College employees.
4. The College shall cooperate with the Foundation in the development of the Foundation's fundraising programs and campaigns as may reasonably be necessary for the successful conduct of fundraising programs and campaigns.
5. The College Board of Trustees shall appoint a Trustee to faithfully attend the meetings of the Foundation, and to regularly report the actions of those meetings to the Board of Trustees.
6. The College shall ensure that the Foundation Board of Directors is covered by Directors and Officers Liability Insurance and other liability coverages as appropriate for the operations of the Foundation.

B. Responsibilities of the Foundation

1. The Foundation shall raise, invest, and endow funds for specific College purposes in accordance with the laws of the State of Ohio and any applicable federal laws. Such funds collected shall be used to support the mission, vision and priorities of the College and agreed upon by the Foundation Board of Directors and the College Board of Trustees. The College shall receive the benefit of all funds directly or indirectly raised or generated by the Foundation, ~~including the Circle of Friends.~~
2. The Foundation shall solicit gifts, where appropriate, in the name of the Foundation, on behalf of the College. Correspondence, solicitations, activities and advertisements concerning the Foundation shall be clearly discernible as being from the Foundation.
3. The Foundation shall conduct its activities in such a manner to maintain its status as a tax exempt, charitable organization under state and federal tax laws.
4. The Foundation shall plan all fundraising activities and the promotion and sponsoring of programs in support of College activities in a manner consistent with the mission, vision, purpose and priorities of the College and in close cooperation with the College.
5. The Foundation shall ~~provide the legal authority for the Circle of Friends committee to raise funds in support of the Performing Arts Center, upon approval of the fundraising activities by the Foundation.~~ Funds raised will be allocated in **a manner** keeping with the funding needs of the College. ~~All funds raised by the Circle of Friends are considered to be Foundation funds.~~
6. The Foundation will assume responsibility for the cost of its variable expenses, including the cost of the audit and the costs of fundraising campaigns and projects. The costs assumed by the Foundation will be reflected in the Foundation's annual operating budget, which must be approved by the College President and the Foundation Board of Directors.
7. The Foundation agrees to notify, coordinate with, and solicit the comments of the College regarding all significant disbursements and expenditures planned by the Foundation on behalf of the College. The Foundation shall notify the College, at the earliest possible date, of any proposed

purchase of real estate and any significant debt to be incurred for permanent or working capital, and coordinate its efforts with the College.

8. The Foundation shall obtain prior approval from the College before accepting any gift for the benefit of the College that contains restrictive terms or conditions or involves real estate. The Foundation will advise prospective donors that any such gifts are subject to the approval of the College under this Agreement.
9. The Foundation shall hold, invest, manage and allocate funds and property received in the name of the Foundation, and such endowments received in the name of the College and transferred to the Foundation to be managed on its behalf and for its benefit, according to their terms. Such endowments shall be separately accounted for and segregated from other funds.
10. The Foundation Board of Directors will retain their right to refuse any contribution, donation, or gift which comes from a source which, in the Foundation Board's determination is not in concert with the Foundation's mission or its inherent legal, moral, and ethical standard.
11. The Foundation shall have an accounting system in place to ensure financial activities are carried out and reported in accordance with generally accepted business and accounting practices.
12. The Foundation shall have an annual audit of its financial activities by a certified public accountant in conjunction with the annual College audit.
13. The books, records, documents, and procedures and practices of the Foundation relevant to or affecting this agreement shall be subject to inspection by the College at reasonable times.
14. The Foundation shall provide an annual report to the College, including but not limited to, the activities, programs, holdings, investments, income, and fiscal operations of the Foundation.
15. The Foundation will consult with the College before any changes in the nature, scope or purpose of the Foundation are made. The Foundation shall provide the College President with an advance copy of any amendments, additions, or deletions to the Foundation's Bylaws.

C. Relationship Between the College and the Foundation

1. The College acknowledges and accepts the separate and independent nature of the Foundation, and the Foundation acknowledges and accepts the separate and independent nature of the College. Each agrees to cooperate with the other in the advancement, achievement, and support of the educational and cultural programs and services of the College.
2. The Foundation shall be solely responsible for the satisfaction of its own obligations, debts, liabilities, and judgments. The Foundation shall not use funds belonging to the College, and managed by the Foundation on its behalf, for the satisfaction of any such obligation, debt, liability or judgment.
3. The College shall maintain, at all times, all necessary policies of insurance for the benefit of the Foundation Board of Directors.

4. The College shall establish and enforce policies and procedures that support the Foundation's ability to protect the confidentiality of donor records. All information about donors, prospective donors, gift data, campaign assignments and notes, donor correspondence and related information is the confidential property of the Foundation, whether maintained in paper or electronic form, or maintained on servers and equipment owned by the College, in accordance with the laws of the State of Ohio.

Prior Effective Dates: 5/21/13, 10/15/15

Impact on students and/or student learning: None

Alignment with Strategic Plan: Aligns 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 Foundation-College Board Relations Policy as presented, effective May 1, 2025.

Trustee Lopez Ramirez made a motion to approve the personnel actions presented on the Contract Renewal Recommendations for Instructional Faculty; approve the personnel actions outlined in the recommendations for faculty promotions in rank; authorize President Blondin to confer the appropriate degree/certificate for all Bachelor Degree, Associate Degree, and Certificate candidates who have or will meet all of the institutional qualifications for graduation; approve the changes to Academic Affairs policies to provide clarity and update language to align with current practice and compliance with federal or state entities effective July 1, 2025; and approve the Foundation-College Board Relations Policy as presented effective May 1, 2025. Trustee Ball seconded, and the motion passed unanimously via a roll call vote.

Board Members' Open Forum

Trustee Ball reported that our first presidential search committee meeting will be held next week, and search consultant Dr. Kim Bobby will be on campus to conduct listening sessions with faculty, staff, students, and Foundation Board members. He thanked Mellanie Toles for her help coordinating all of the arrangements.

Trustee Hall thanked Vice President Overholser again for all of her hard work on behalf of the College, and the group gave her a round of applause. Trustee Vollrath noted that she has been serving on the Logan County Chamber Board, and Nic Sparrow will step in to complete her term.

Executive Session – President's Contract

Trustee Hurst made a motion to enter into Executive Session to discuss the President's contract. Trustee McDorman seconded, and the motion passed unanimously via a roll call vote. Executive Session commenced at 7:32 p.m.

Adjournment

Trustee McDorman made a motion to adjourn the meeting, and Trustee Ball seconded. The motion passed unanimously, and the meeting adjourned at 7:50 p.m.