

MINUTES
Central State University
Board of Trustees Regular Meeting
University Student Center – Room 203
May 1, 2026

Notice having been given in accordance with the amended Board of Trustees Code of Regulations, the following members met on May 1, 2026, on Central State University's campus. The meeting was open to the public and trustees attended in-person or virtually in compliance with O.R.C. 121.22.

CALL TO ORDER

Trustee Gamblin called the meeting to order at 10:00 a.m.

Arcola Whatley called the roll, and a quorum was announced (*six voting trustees*).

Voting Trustees

Jacqueline Y. Gamblin, Chair	Present (in-person)
Natalia S. Harris, Vice Chair	Present (in-person)
Richard C. Perry	Present (in-person)
Jason R. Manns	Absent
Linda D. Matthews	Absent
Shon P. Anderson	Present (in-person)
James L. Ervin, Jr.	Present (in-person)
Ervan D. Rodgers	Present (virtual)

Student Trustee

Asia T. Brown Present (in-person)

Others present were members of the administration including Morakinyo Kuti, Phillip Black, Kevicia Brown, Ken Henault, Amy Hobbs, Rebecca Kocher, Kathlene Madden, Gretchen Parrish, Arlene Nicholas-Phillips, Adrian Petway, Jose Toledo and Arcola Whatley.

At 10:10 a.m., Trustee Anderson, Chair, Budget and Finance Committee, called the committee meeting to order and reports were presented by Mr. Henault, Dr. Petway, Ms. Parrish, Dr. Toledo and Ms. Kocher. The meeting was adjourned at 11:18 a.m. Subsequently, concurrent committee meetings were called to order by Trustee Gamblin in place of Student Success Committee Chair Matthews and Trustee Harris, Chair, Governance Committee. Presenters during the Student Success Committee meeting included Dr. Hobbs and Athletic Director Brown. The Governance Committee moved to the President's dining room and included presenter Ms. Arcola Whatley. The committee meetings were adjourned at 12:27 p.m.

EXECUTIVE SESSION

At 12:30 p.m., Trustee Gamblin announced that in keeping with the provisions of the state's "sunshine law" and Amended Section 121.22 of the Ohio Revised Code, the board members will meet in an executive session to discuss ORC 121.22(G)(2) the purchase of property for public purposes, ORC 121.22(G)(3) pending or imminent court action and ORC 121.22(G)(4) negotiations with public employees concerning terms and conditions of their employment. Trustee Harris made a motion to enter into executive session and Trustee Perry seconded. The motion was unanimously approved. Ms. Whatley conducted a roll call vote to adjourn into executive session with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, James L. Ervin, Jr and Ervan D. Rodgers. The motion was unanimously approved with six affirmative votes.

The regular meeting was recessed, and the members moved into executive session. At 2:15 p.m., Trustee Gamblin made a motion to come out of executive session. The motion was seconded by Trustee Perry and passed unanimously. No action was taken within executive session.

READING AND APPROVAL OF THE BOARD OF TRUSTEES MEETING MINUTES

Trustee Gamblin asked for a motion to approve the minutes from the February 5, 2026, regular board meeting and March 20, 2026, special board meeting. Trustee Harris moved to approve the minutes as amended. The motion was seconded by Trustee Perry and passed unanimously.

NEW BUSINESS

President's Report. President Kuti began his report by acknowledging the person of Mark DeWitt, a proud 2003 Central State University alumnus, who recently passed away. He began as a student and continued in multiple roles in services to a great institution. In his last role, Mr. DeWitt served as Director of the Office of Student Involvement and was a trusted advocate for students. His commitment to Central State extended beyond his professional responsibilities and he was deeply rooted in the campus community and beyond. The university extends its heartfelt condolences to his family, his loved ones and all who were impacted by his life and service.

As the last public Board meeting of the school year, President Kuti noted that this has been a transformative year. He thanked Governor Mike DeWine for his steadfast support and dedication of resources, Congresswoman Joyce Beatty for her advice and wise counsel, Lieutenant Governor Jim Tressel for his support and expertise as a university president, the friends from the Ohio Department of Higher Education ("ODHE") and Chancellor Mike Duffey and Chief of Staff Jim Bennett. In addition, President Kuti thanked the CSU Board of Trustees who have met over 18 times in the past, and Chair Gamblin who has been a mentor and friend. He also thanked the members of the Department of Administrative Services ("DAS"), Director Madden, Ken Henault, Rick Miller and many others as well as the CSU leadership team, faculty, staff and CSU alumni members and especially CSU students. The students are the reason why the governor, Board of Trustees, DAS, ODHE, the leadership team, faculty, staff, and alumni make the efforts to support the university.

The university is currently undergoing a Title IV program review by the U.S. Department of Education that covers three academic years where there were 20 findings identified. Due to the efforts of the Office of Financial Aid and Mr. Matthew Kirksey, the university is working to negotiate a better outcome. A 90-day extension was granted, and interim reports will need to be submitted with the final report due June 14, 2026. The university is working with the Huron Consulting Group with assistance from DAS and ODHE on file reviews for the return of Title IV funding. The most significant challenge with the Department of Education is administrative capacity with areas of concern such as processing errors and lack of cross-functional training. Title IV administration cuts across all office on campus, not just the Office of Financial Aid but the Registrar's Office and Office of Admissions.

President Kuti reported on continuous improvement and operational excellence activities including a customer service survey and performance evaluations, and results will be brought to the Board for discussion. He presented data for fall 2026 enrollment and recruitment efforts. In addition, the university has launched FMX software to coordinate student service requests for maintenance and facilities.

Police Chief Black presented details of CSU's safety and security plan for 2026/2027 for technology and infrastructure. Trustee Perry asked if the university has thought about the use of drones where there may not be officer coverage. Chief Black responded that the university has two drones and one trained operator. He mentioned that the CSU police department is in communication with various institutions in the area

including University of Cincinnati, Cincinnati State University, Wright State University, Cedarville and Clark State on best practices in community policing.

President Kuti presented information on Sponsored Programs and Administration that external funding has increased compared to last year by \$7 Million to date. He noted that the university received emergency funding in the amount of \$7 Million which was the result of the efforts by DAS Director Madden and many officials across the state. Not only does the university need to advocate at the state level but also at the federal level to secure legislative resources.

Operational Updates. Ms. Kathleen Madden, Director, Department of Administrative Services (“DAS”) stated that the university was involved in a presentation at a recent Ohio Controlling Board hearing where Mr. Henault advocated on behalf of Central State. Director Madden thanked Mr. Henault for his efforts during the presentation. She reported on operational highlights for campus facilities. When DAS first came to campus, the university had only released 2-1/2 percent of its state capital appropriations but there were capital projects. Since mid-March, the university has released 83% of its capital appropriations or about \$5 Million and many of these projects are completed or nearing completion. Director Madden commented that with facilities, students want a good experience either in the residence halls or academic buildings and this impacts retention and graduation rates, and the university’s finances. The university partnered with the Ohio Facilities Construction Commission (“OFCC”) which completed a full assessment of all campus buildings and infrastructure and the result was nearly \$400 Million in capital needs to date. The DAS team has categorized these needs into high, medium and low priorities and developed a blueprint for CSU’s future facilities needs which includes demolition of four residence halls that are not necessary for the current year or future housing needs. In addition, DAS is advocating for capital funding for Central State to create a master facilities plan. Some of DAS milestones with Central State including procurement controls and austerity measures that have unfortunately impacted some faculty and staff, debt evaluation and finalizing CSU’s financial audits. As a result, DAS requested \$7 Million in emergency funds that were granted and the alleviation of some federal obligations and then help in paying down some past due invoices that will help to close the gap for FY26 and build a cash reserve for FY27. The blueprint for CSU’s future includes finances, addresses facility needs to make necessary capital investments and improve key performance indicators in Academics such as graduation and retention rates and continue to increase in-state enrollment.

Mr. Henault presented budget development highlights including a target budget cap next fiscal year of \$52 million which is a 13% decrease and the \$52 million expenditure budget is up for approval by the Board today. He presented highlights as well from the proposed revenue budget including enrollment projections and state support. He commented that it is important to stay within this proposed budget to start to build cash reserves and ensure future success for decades. Mr. Henault presented the approved budget for FY26 in comparison to the proposed budget for FY27 along with expenses by program.

Committee Reports. Trustee Anderson, chair, Budget and Finance Committee, stated that there is positive momentum throughout campus to be financially disciplined and the emergency funding will provide relief from a cash flow perspective.

Trustee Harris, chair, Governance Committee, stated that there were four topics discussed during today’s meeting: an update to SB1 mandates and recommendations from the auditor of the state and a tracker has been uploaded to the Board’s TEAMS channel. The university is up-to-speed relative to SB1. Outstanding requirements have either not become due or there are reports to the state that need to be completed as opposed to actual conduct on behalf of the university. Relative to the state auditor, the tracker shows four categories: incomplete, complete, under review and in implementation. Under implementation, the Board has approved the action items which have been moved to administration for implementation and percentages of completion have been provided. In addition, the committee discussed how the administration might put quality controls in place to ensure that the policies are being followed and administration is working with Mr. Henault and other individuals to assist with this. Lastly, the committee discussed revisions

to the Board's code of regulations and Trustee Ervin and Ms. Whatley have done a good job with the "first pass." The timeline for the revisions will be brought to the Board at its July meeting.

Dr. Hobbs, Provost and Vice President for Academic Affairs, presented highlights from the Student Success Committee. Topics of discussion included a student success plan that will put in process across all academic units to improve key performance indicators particularly around retention and graduation. In addition, the Academic Affairs resolutions presented to the Board today were discussed along with the numerous changes and improvements to the academic plan such as the evaluation of academic degree programs, an accelerated degree in Engineering and development of the university's Allied Health degree program. The university is currently advertising for an executive director of Allied Health to help with building out the three- to five-year plan and creating the curriculum with the faculty. Lastly, Athletic Director Brown presented highlights that were discussed from her department. Trustee Perry asked if any CSU student-athletes are receiving NIL deals. Ms. Brown responded that some students have acquired their own personal deals but nothing robust and as a Division II school, CSU is not allowed to fund these types of activities.

Student Trustee Report. Student Trustee Brown presented highlights and accomplishments from her tenure on the Board of Trustees. She commented that this is her last meeting and thanked the Board and President Kuti for the support to better the campus for students. Chair Gamblin extended her congratulations for Ms. Brown recently being crowned Miss Central State University and thanked her for her initiative and creativity, and the Board will take some of her recommendations to make improvements to make student life better. In addition, members of CSU's student government association ("SGA") introduced themselves and presented their accomplishments and areas of concern including maintenance requests and financial aid delays along with recommendations. Chair Gamblin thanked SGA for presenting and, moving forward, she asked that SGA come to the Board's fall meeting to introduce its new administration and again at the end of the fiscal year to provide feedback on how the Board might improve to make the student experience all it is meant to be. There was a special presentation by Miss DeAnastacia Hutchinson.

UNFINISHED BUSINESS

Ms. Whatley introduced the following resolution that was presented to the Board at the last meeting.

RESOLUTION 2026-15

APPROVAL OF THE ENDOWMENT INVESTMENT & SPENDING POLICY

WHEREAS, Central State University maintains endowment funds to support the long-term financial sustainability and mission of the University; and

WHEREAS, the prudent management and oversight of endowment assets is governed by the Ohio Uniform Prudent Management of Institutional Funds Act (UPMIFA) and applicable accounting standards; and

WHEREAS, it is in the best interest of the University to establish clear governance, investment, and spending guidelines for endowment funds held directly by Central State University; and

WHEREAS, the University recognizes the CSU Innovation & Development Foundation as the preferred entity for establishing and administering most endowed funds for the benefit of the University, while certain endowments may be held by the University when required for legacy funds or federal programs such as Title III;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Central State University hereby approves and adopts the Endowment Investment & Spending Policy, attached hereto, to govern the management, investment, and spending of University-held endowment funds.

BE IT FURTHER RESOLVED that oversight of this policy and University-held endowment assets shall occur through the Board of Trustees Finance Committee, with administration implemented by the President in coordination with the Chief Financial Officer and the Vice President for Institutional Advancement.

Trustee Anderson moved to approve Resolution 2026-15 “Approval of Endowment Investment and Spending Policy” and the motion was seconded by Trustee Ervin. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

PRESENTATION AND DISCUSSION OF RESOLUTIONS

Ms. Whatley summarized the following resolutions and noted that these are available in full text on the Board’s TEAMS portal.

RESOLUTION 2026-20

APPROVAL OF THE CSU INNOVATION & DEVELOPMENT FOUNDATION TRUSTEE APPOINTMENTS

WHEREAS, the Central State University Innovation and Development Foundation’s (“CSU Innovation and Development Foundation” or “Foundation”) Code of Regulations requires that the Central State University Board of Trustees approves the election of CSU Innovation and Development Foundation Board members; and

WHEREAS, the elected composition reflects a mix of expertise in finance, healthcare, governance, and advancement that is aligned with the Foundation’s needs; and

WHEREAS, the Foundation has elected the following individuals to serve as voting members of the Foundation’s Board:

Stephen Alexander – Founder, College Avenue Partners
Peter Gibbs – Foundation Surety
Ugo Nwokoro – Physician
Stacy M. Thompson – Community Leader
Morakinyo Kuti – President, Central State University
Adrian Petway – Chief Financial Officer, Central State University
Jacqueline Y. Gamblin – Chair, Central State University Board of Trustees; and

WHEREAS, Rebecca Kocher shall serve as a non-voting member of the Foundation’s Board as Vice President and Executive Director of the CSU Innovation and Development Foundation.

BE IT RESOLVED, that the Central State University Board of Trustees hereby approves the election of the aforementioned individuals to the CSU Innovation & Development Foundation Board of Trustees in accordance with Section 5 of the CSU Innovation and Development Foundation Code of Regulations.

BE IT FURTHER RESOLVED, that the Board acknowledges the current composition of the CSU Innovation & Development Foundation Board of Trustees, including trustees serving by virtue of their positions, as presented.

Trustee Ervin moved to approve Resolution 2026-20 “Approval of CSU Innovation & Development Foundation Trustee Appointments” and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-21

APPROVAL OF POLICIES (Amended)

WHEREAS, there is a continuing need to draft and update standard policies and procedures necessary to ensure the proper conduct of university affairs; and

WHEREAS, the policies have been reviewed and updated by a committee comprised of administrators, faculty, and staff; and

WHEREAS, campus forums were held to review the committee's products, and suggested changes have been incorporated.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President and with the concurrence of the Budget and Finance Committee, that the following policies listed below be approved for immediate implementation.

Policy No.	Title
	Professional Code of Conduct
3	Drug Free Workplace
5	Smoke Free Policy
~~11~~	~~Virtual Meetings~~
102	Administrative Withdrawal from Courses
323	Campus Free Speech
405	Payment of Tuition and Fees
406	Petty Cash Fund Policy
420	Payroll Policies and Procedures Policy
~~500~~	~~Purchasing Authority and Regulations~~
501	Purchasing Department
502	Vendor Requirements and Relations
503	Procurement Policy
504	Purchase Requisitions
505	Contract Review, Approval, Signature Authority, Retention and Monitoring
506	Purchase Order
507	Surplus Excess Property
509	Asset Management
511	Procard Policy
606	Student Employment

Trustee Ervin moved to approve Resolution 2026-21 “Approval of Policy Revisions” and the motion was seconded by Trustee Perry. Trustee Harris stated that Policy 11 – Virtual Meetings and Policy 500 – Purchasing Authority should be removed from the list for the following reasons. Policy 11 should be discussed in the Board’s Governance Committee and there is more information needed on Policy 500. Trustee Ervin moved to approve the amendment to strike policies 11, 500 and 507 from Resolution 2026-21, and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the amendment to Resolution 2026-21 with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes. Trustee Ervin moved to approve Resolution 2026-21 as amended and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution as amended with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr.

RESOLUTION 2026-22

CENTRAL STATE UNIVERSITY BOARD OF TRUSTEES APPROVAL OF CURRICULUM CHANGES IN THE COLLEGE OF HUMANITIES, ARTS, SOCIAL SCIENCES, AND EDUCATION

WHEREAS, pursuant to Ohio Revised Code Section 3345.457 the Board of Trustees of each institution of higher education has ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers at the institution and modify academic programs, curricula, courses, general education requirements, and degree programs, and

WHEREAS, the University Senate, the Provost, and the President recommend the curricular changes submitted to the Student Success Committee, and

WHEREAS, the Board of Trustees has reviewed and vetted the recommended curriculum changes in the College of Humanities, Arts, Social Sciences, and Education,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central State University hereby approves the recommended curriculum changes in the College of Humanities, Arts, Social Sciences.

Trustee Harris moved to approve Resolution 2026-22 “Approval of Curriculum Changes in the College of Humanities, Arts, Social Sciences and Education” and the motion was seconded by Trustee Anderson. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-23

PROSPECTIVE CANDIDATES FOR DEGREES

WHEREAS, the Board of Trustees of Central State University is charged with the responsibility under Section 3343.05 of the Ohio Revised Code to provide for the awarding of degrees; and

WHEREAS, the University Senate has approved the prospective candidates for the degrees indicated; and

WHEREAS, the prospective candidates for the degrees are pending certification from the Office of the Registrar; and

WHEREAS, the Academic and Student Affairs Committee has reviewed the list of candidates eligible to receive degrees at May 16, 2026, Commencement Ceremony; and

WHEREAS, the President has presented to the Board of Trustees for approval prospective candidates eligible for degrees indicated.

NOW, THEREFORE, BE IT RESOLVED, that upon the approval of the University Senate, and the recommendation of the President, and with the concurrence of the Academic and Student Affairs Committee, the Board of Trustees approves the granting of degrees to all prospective candidates listed in Attachment A at the May 16, 2026, Commencement.

Trustee Ervin moved to approve Resolution 2026-23 “Approval of Prospective Candidates for Degrees” and the motion was seconded by Trustee Rodgers. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-24

APPROVAL OF PROMOTION

WHEREAS, the Board of Trustees has considered the Administration’s recommendation for approval of promotion; and

WHEREAS, the Board of Trustees concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President and with its concurrence, the Board of Trustees, hereby, approves the award of promotion to the following faculty members effective academic year 2026-2027.

Name	Promotion To	College
Dr. Debra Burt-Fraizer <i>Teaching Assistant Professor</i>	Teaching Associate Professor	College of Humanities, Arts, Social Sciences, and Education
Dr. Naykishia Darby <i>Teaching Instructor</i>	Teaching Assistant Professor	College of Humanities, Arts, Social Sciences, and Education
Dr. Rajveer Dhillon <i>Assistant Professor</i>	Associate Professor	Agricultural Research and Development Program
Dr. Vincent Haddad <i>Associate Professor</i>	Full Professor	College of Humanities, Arts, Social Sciences, and Education
Dr. Nikkita Jackson <i>Assistant Professor</i>	Associate Professor	College of Humanities, Arts, Social Sciences, and Education
Dr. Gopalakrishnan Krishnasamy <i>Associate Professor</i>	Full Professor	John W. Garland College of Engineering, Science, Technology, and Agriculture

Dr. Sakhi Kumaran <i>Research Associate Professor</i>	Research Full Professor	Agricultural Research and Development Program
Dr. Hongmei Li-Byarlay <i>Research Associate Professor</i>	Research Full Professor	Agricultural Research and Development Program
Dr. Bhupendra Paudyal <i>Associate Professor</i>	Full Professor	John W. Garland College of Engineering, Science, Technology, and Agriculture
Dr. Sarah Siff <i>Assistant Professor</i>	Associate Professor	College of Humanities, Arts, Social Sciences, and Education

Ms. Whatley read the names of the recipients of promotion. Trustee Ervin moved to approve Resolution 2026-24 “Approval of Promotion” and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-25

APPROVAL OF TENURE

WHEREAS, the Board of Trustees has considered the Administration’s recommendation for award of tenure; and

WHEREAS, the Board of Trustees concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President and with its concurrence, the Board of Trustees, hereby, approves the award of tenure to the following faculty members effective academic year 2026-2027.

- ✓ Dr. Rajveer Dhillon
- ✓ Dr. Nikkita Jackson
- ✓ Dr. Sarah Siff
- ✓ Dr. Susan Speight

Ms. Whatley read the names of the recipients of tenure. Trustee Ervin moved to approve Resolution 2026-25 “Approval of Tenure” and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-26

DENIAL OF PROMOTION

WHEREAS, the Board of Trustees has considered the Administration’s recommendation for denial of promotion; and

WHEREAS, the Board of Trustees concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President and with its concurrence, the Board of Trustees, hereby, denies promotion to the following faculty members:

- ✓ Dr. Pratibha Gupta
- ✓ Dr. Ken Hayes
- ✓ Dr. Colin Lasu
- ✓ Dr. Nanyi Qiang
- ✓ Ms. Sandra Riley
- ✓ Ms. Erin Smith Glen
- ✓ Dr. Jonathan Trauth

Trustee Ervin moved to approve Resolution 2026-26 “Denial of Promotion” and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-27

DENIAL OF TENURE

WHEREAS, the Board of Trustees has considered the Administration’s recommendation for denial of tenure; and

WHEREAS, the Board of Trustees concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President and its concurrence, the Board of Trustees, hereby, denies of tenure to the following faculty member:

- ✓ Dr. Pratibha Gupta
- ✓ Dr. Colin Lasu

Trustee Ervin moved to approve Resolution 2026-27 “Denial of Tenure” and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-28

APPROVAL OF THE CONTRACT FOR SCHEMATIC DESIGN AT EMERY HALL

WHEREAS, extension is an integral part of Central State University’s tri-partite mission; and

WHEREAS, the Central State University needs physical infrastructure, including a facility for extension staff, to perform high caliber extension duties; and

WHEREAS, Central State University executed a competitive procurement process for the selection of a professional design consultant for the assistance with rectifying Emery Hall’s exterior repairs and developing repair costs in accordance with applicable laws, policies, and business practices; and

WHEREAS, Central State University determined that the most qualified and experienced firm, and responsive proposal for the exterior upgrades of Emery Hall was from Schooley-Caldwell;

WHEREAS, The President of Central State University, requests the approval of schematic design services for Emery Hall from Schooley-Caldwell, 300 Marconi Boulevard, Columbus, Ohio 43215 in fiscal year 202

6.

WHEREAS, funding for this effort is provided in the Land Grant budget and the contract amount shall not exceed \$73,250.

NOW THEREFORE, BE IT RESOLVED, based on the recommendation of the President and as required by the State of Ohio, and with the concurrence of the Board of Trustees' Budget and Finance Committee, that Central State University Board of Trustees approves the following contract at a price not to exceed \$73,250.

Trustee Ervin moved to approve Resolution 2026-28 "Approval of the Contract for Schematic Design at Emery Hall" and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-29

APPROVAL OF AMENDMENT TO THE RESEARCH FACILITY DESIGN/BUILD AGREEMENT

WHEREAS, research is an integral part of Central State University's tri-partite mission; and

WHEREAS, the Central State University needs physical infrastructure, including a research facility, to perform high caliber research; and

WHEREAS, Central State University executed a competitive procurement process for the selection of a design build firm for the construction of a research facility in accordance with applicable laws, policies, and business practices; and

WHEREAS, Central State University determined that the most qualified and experienced firm, and responsive proposal for the design build for the research facility was from Adena/Wellogy;

WHEREAS, Central State University Board of Trustees, upon the recommendation of the President, approved the design build services for the research facility from Adena/Wellogy in fiscal year 2023 via the adoption of a resolution dated November 3, 2022.

WHEREAS, Adena, 6816 Lauffer Road, Columbus, OH 43231 and Wellogy, 6767 Longshore Street, Suite 540, Dublin, OH 43017 Drive, Columbus, OH 43231 have provided comprehensive professional services for design and build services for the Central State University campus since fiscal year of 2023; and

WHEREAS, Central State University recommends amendments to the original Agreement to allow an amended Guarantee Maximum Price Agreement for exterior site improvements in the amount not exceed \$479,627.11; and

WHEREAS, funding for this effort is provided in the Land Grant budget.

NOW THEREFORE, BE IT RESOLVED, based on the recommendation of the President and as required by the State of Ohio, and with the concurrence of the Board of Trustees' Budget and Finance Committee, that Central State University Board of Trustees approves the following amended Guarantee Maximum Price (GMP) agreement to include exterior site improvements at a total contract price not to exceed \$479,627.11, while the total contract price remains at a price not to exceed \$30,000,000.00.

Trustee Ervin moved to approve Resolution 2026-29 "Approval of Amendment to Research Facility Design/Build Agreement" and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-30

APPROVAL OF THE RESOLUTION OF APPRECIATION TO TRUSTEE JASON R. MANNS

WHEREAS, Central State University recognizes the value of dedicated leadership and service in advancing its mission as Ohio's only public HBCU and 1890 Land-Grant institution; and

WHEREAS, Mr. Jason R. Manns was appointed to the Board of Trustees on July 1, 2019, to fulfill a partial term, faithfully serving through June 30, 2026; and

WHEREAS, during his tenure, Trustee Manns provided thoughtful leadership and governance, contributing to the strategic direction and long-term sustainability of the University; and

WHEREAS, Trustee Manns has served as Chair of the Institutional Sustainability Committee since July 1, 2021, guiding efforts to strengthen institutional effectiveness and fiscal stewardship; and

WHEREAS, his service coincided with a pivotal period in the University's history, including leadership and oversight during the challenges of the COVID-19 pandemic and the implementation of Institutional Response Team (IRT) recommendations; and

WHEREAS, Trustee Manns played an integral role in Board oversight of key campus initiatives and capital projects, including the continued development of the Botanical Gardens, the construction and enhancement of student residential facilities, and the advancement of the Land-Grant Research Facility, with initial phases completed in 2024; and

WHEREAS, he contributed to the development and advancement of the University's Strategic Plan 2025–2030, helping to position Central State University for continued growth, innovation, and impact; and

WHEREAS, Trustee Manns demonstrated a strong commitment to student success, serving as a proponent of mentorship and working directly with University leadership, including the Director of Mentoring Programs, to support student engagement and achievement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central State University hereby expresses its sincere appreciation to Jason R. Manns for his distinguished service, steadfast leadership, and meaningful contributions to the University; and

BE IT FURTHER RESOLVED, that the Board extends its gratitude for his commitment to excellence, student success, and the enduring legacy of Central State University; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Jason R. Manns as a lasting expression of the University's appreciation and recognition of his service.

Ms. Whatley read the resolution in its full text. Chair Gamblin gave special thanks to Trustee Manns for his service, who due to an emergency was not able to attend the meeting today. Trustee Perry moved to approve Resolution 2026-30 "Approval of Resolution of Appreciation to Jason R. Manns" and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-31

APPROVAL OF RESOLUTION OF APPRECIATION TO STUDENT TRUSTEE ASIA T. BROWN

WHEREAS, Ms. Asia Trenise Brown was appointed as Student Trustee to Central State University's Board of Trustees by Governor Mike DeWine on August 2, 2024; and

WHEREAS, Ms. Brown is pursuing a Bachelor of Science degree in Business Marketing, with an anticipated graduation date of 2027, demonstrating a strong commitment to academic excellence and professional growth; and

WHEREAS, throughout her tenure, Student Trustee Brown has served as a dedicated and impactful advocate for the student body, ensuring that the voices, perspectives, and experiences of her peers were meaningfully represented at the highest level of University leadership; and

WHEREAS, she exemplified collaborative leadership by initiating and leading a student leadership summit that brought together student leaders from across campus and organizations, fostering unity, shared vision, and collective action; and

WHEREAS, her service to the University extends beyond the Board, as she actively contributed her insight and leadership through her role on the College of Business Advisory Council; and

WHEREAS, Student Trustee Brown has demonstrated a deep and compassionate commitment to student well-being through her active involvement with the National Alliance on Mental Illness at Central State University, supporting mentorship and advocacy for students navigating mental health challenges; and

WHEREAS, her leadership reflects integrity, purpose, and a steadfast dedication to strengthening the student experience and advancing a culture of support, engagement, and excellence across the University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central State University hereby commends and celebrates Asia Trenise Brown for her outstanding service as Student Trustee and for the lasting impact of her leadership; and

BE IT FURTHER RESOLVED, that the Board expresses its sincere appreciation for her commitment to student advocacy, collaboration, and the continued advancement of Central State University; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Asia Trenise Brown as a lasting expression of gratitude and recognition for her service and contributions.

Ms. Whatley read the resolution in its full text. Chair Gamblin thanked Student Trustee Brown for her contribution to the Board. Trustee Perry moved to approve Resolution 2026-31 “Approval of Resolution of Appreciation to Asia T. Brown” and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-32

APPROVAL OF PROFESSIONAL SERVICES FOR LED TICKER

WHEREAS, Central State University seeks resources to enhance and renovate the stock trading room at the College of Business to provide opportunities for peer interaction, discussion, reflection, and engagement.

WHEREAS, the display will allow the College of Business to continue to offer students real-time financial data, news, and custom messages aligned with their classroom curriculum. In addition to the room, the display plays a crucial role in recruiting students and faculty; and

WHEREAS, Central State University’s College of Business solicited the services of an external company that brings the expertise and thoroughness to complete the installation and maintenance of a new ticker and the removal and disposal of the current ticker; and

WHEREAS, Skybox Sports Network Inc., D/B/A Rise Display, headquartered at 5075 Cameron Street, Suite G, Las Vegas, NV 89118, has offered to provide the University with the display, appropriate hardware, removal, and disposal for current equipment, necessary applications that assist faculty in designing meaningful learning experiences, increasing feedback quality, and improving student engagement and collaboration; and

WHEREAS, Central State University shall pay Skybox Sports Network Inc., D/B/A Rise Display, an amount not to exceed \$51,463.87.00 for the services rendered; and

WHEREAS, the total amount due shall be computed according to the following cost schedule: 50% deposit payment at the time of order, and the remaining balance due net 30 from the ship date; and

WHEREAS, the contract period is from May 1, 2026, through December 30, 2026. The funding for this effort is provided from a one-time Title III grant.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that the Central State University Board of Trustees hereby approves the agreement with Skybox Sports Network Inc., D/B/A Rise Display, to be funded through Title III resources for fiscal year 2026.

Trustee Ervin moved to approve Resolution 2026-32 “Approval of the Professional Services Agreement for LED Ticker (Rise Display)” and the motion was seconded by Trustee Harris. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-33

APPROVAL OF REVISED FISCAL YEAR 2027 CURRENT UNRESTRICTED FUNDS OPERATING BUDGET

WHEREAS, Section 3343.05 of the Ohio Revised Code grants exclusive authority to the Board of Trustees regarding “the direction and control over the operation and conduct of the University;” and

WHEREAS, the University administration has developed a budget of estimated revenues and expenditures for the purpose of operating the University in a fiscally prudent manner; and

WHEREAS, the proposed FY 2026 Current Unrestricted Funds Operating Budget totals \$56,875,200 for revenues* and \$51,975,309 for expenditures.

WHEREAS, the President or his designee has the authority to make changes within the totals of the Current Unrestricted Funds Operating Budget for operating and management purposes and upon notification to the Board;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President, that the proposed revised FY27 Current Unrestricted Funds Operating budget be approved by the Board of Trustees.

**Institutional aid is captured in the expenditure figure instead of a reduction to net revenue. Anticipated incoming cash is \$52.8M.*

Trustee Ervin moved to approve Resolution 2026-33 “Approval of Revised FY27 Current Unrestricted Funds Operating Budget” and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-34

APPROVAL OF THE PRE-ANNEXATION AGREEMENT WITH THE CITY OF XENIA, OHIO

WHEREAS, the Central State University Board of Trustees (“Board”) is vested by law with all the powers and authority to govern effectively and set policy for Central State University (“University”) in accordance with Ohio law and the Ohio Department of Higher Education; and

WHEREAS, Central State University owns property located in the unincorporated portion of Xenia Township, Greene County, Ohio that is contiguous with the City of Xenia; and

WHEREAS, the University and City of Xenia have engaged in discussions about a Type IV annexation and have agreed to annexation of the University owned property; and

WHEREAS, the City of Xenia has agreed to continue to provide water utility services to the University through an extra-territorial agreement, during the continued negotiations of the pre-annexation agreement, which will expire May 18, 2026; and

WHEREAS, the President of the University has requested authority to enter into the attached pre-annexation agreement with the City of Xenia.

NOW, THEREFORE, BE IT RESOLVED, upon consensus of the Board of Trustees, the Board approves the President's request for Central State University to enter into the agreement for a Type IV annexation of certain University property with the City of Xenia.

Trustee Ervin moved to approve Resolution 2026-34 "Approval of Pre-Annexation Agreement with the City of Xenia" and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting "yes" – Jacqueline Y. Gamblin, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. Voting "no" - Natalia S. Harris. The motion was approved with five affirmative votes.

RESOLUTION 2026-35

APPROVAL OF PROFESSIONAL SERVICES FOR WCSU BEMC EQUIPMENT REPLACEMENT

WHEREAS, Central State University seeks resources to enhance and update the radio station equipment to provide opportunities for peer communication and engagement.

WHEREAS, this upgrade will lessen the load on Studio B's equipment, helping to prolong its lifespan. More importantly, this upgrade will allow for more live broadcasts of news and information to the CSU campus; and

WHEREAS, Central State University's Radio Station solicited the services of an external company that brings the expertise and thoroughness to complete the installation of new equipment, uninstalling of the current equipment and maintenance; and

WHEREAS, Broadcast Depot, located at 7782 NW 46th Street #20, Doral, FL 33166, has offered to provide the University with the installation of equipment, appropriate hardware, removal, and disposal of current equipment, necessary applications that assist faculty in designing meaningful learning experiences, increasing feedback quality, and improving student engagement and collaboration; and

WHEREAS, Central State University shall pay Broadcast Depot, an amount not to exceed \$50,386.65 for the services rendered; and

WHEREAS, the total amount due shall be computed according to the following cost schedule: due net 30 from the ship date; and

WHEREAS, the contract period is from May 1, 2026, through July 30, 2026. The funding for this effort is provided from a one-time State grant.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that the Central State University Board of Trustees hereby approves the agreement with Broadcast Depot, to be funded through State grant resources for fiscal year 2026.

Trustee Ervin moved to approve Resolution 2026-35 "Approval of Professional Services Agreement for WCSU Equipment Replacement" and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

RESOLUTION 2026-35

APPROVAL OF TUITION GUARANTEE ROOM AND BOARD RATES - FY27

WHEREAS, Central State University is dedicated to providing an education to its students at the lowest economic cost possible; and

WHEREAS, it is critical for CSU to maintain funding at a level so as to provide effective instructional programs;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the President that Central State University Board of Trustees approves a 3% increase for room and board for new first-time and continuing students, beginning with the Fall Semester, Fiscal Year 2027.

Trustee Ervin moved to approve Resolution 2026-36 “Approval of Room and Board Rates” and the motion was seconded by Trustee Perry. Ms. Whatley conducted a roll call vote to approve the resolution with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Shon P. Anderson, Ervan D. Rodgers II and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes.

ANNOUNCEMENTS

President Kuti stated that this has been a transformative year for the university, and it is important to make this meaningful by making sure measures are implemented throughout all activities. The most significant resolution of the year is the granting of degrees, and he thanked everyone for their efforts to move Central State forward to a bright future. Chair Gamblin noted that the next Board retreat and regular meeting is scheduled for July 23 and 24, 2026. Trustee Harris thanked Mr. Henault for his efforts in front of the Controlling Board on behalf of Central State University.

ADJOURNMENT

Trustee Ervin moved to adjourn the meeting at 4:10 p.m. The motion was seconded by Trustee Perry and carried unanimously.

POLICY NO. 903

Area: Administration and Finance

Date Adopted: March 20, 2026

Certified By: _____

Authorized by: O.R.C 1715.51–1715.59

Dr. Adrian Petway

Vice President

Administration and Finance

Revisions Approved:

SUBJECT: ENDOWMENT INVESTMENT & SPENDING POLICY

1.0 Purpose

1.1 The purpose of this policy is to establish guidelines for the prudent management, investment, and spending of **endowment assets held directly by Central State University** in accordance with:

- a. The **Ohio Uniform Prudent Management of Institutional Funds Act (UPMIFA)**
- b. **Generally Accepted Accounting Principles (GAAP)** and applicable accounting standards
- c. Donor intent
- d. The long-term financial stability of the University.

1.2 This policy ensures that University-held endowment assets are managed in a manner that preserves purchasing power while providing sustainable annual support for the mission of Central State University.

2.0 Scope

2.1 This policy applies to all endowment funds legally held by Central State University, including:

- a. Permanently restricted endowments
- b. Temporarily restricted endowments
- c. Quasi-endowments designated by the Board of Trustees

2.2 Endowment assets held by the **CSU Innovation & Development Foundation** are governed separately

under the Foundation Investment & Spending Policy adopted by the Foundation Board.

2.3 Central State University recognizes the CSU Innovation & Development Foundation as the preferred entity for establishing and administering new endowed funds for the benefit of the University. Universityheld

endowments will generally be limited to legacy funds or those required for participation in federal or state programs that require institutional ownership of endowment assets.

3.0 Definitions

3.1 Current-Use Funds: Funds received without donor designation or restriction, as well as funds designated

for a specific program or project, that are intended to be expended in the normal course of operations and are not added to the endowment.

3.2 Endowment Fund: A fund established by donor restriction or Board designation to be invested for the

long term to support the University's mission. Donor-restricted endowments are legally restricted by the terms of the gift instrument and applicable law, including UPMIFA.

3.3 Temporarily Restricted Endowment: A fund in which the donor places restrictions on use or timing of

spending but does not require the principal to be held permanently.

3.4 Quasi-Endowment: Unrestricted funds that the Board elects to treat as endowment, but is not legally obligated to do such. These funds follow this policy but may be appropriated for expenditure at the Board's discretion.

3.5 Underwater Endowment: A donor-restricted endowment whose current market value is less than the original gift amount (historic dollar value). Spending from underwater funds must follow UPMIFA's prudence standards and donor intent.

3.6 Market Value: The fair value of an endowment fund, including cash, invested assets, and accrued earnings, as reported by the University's custodian or financial records.

3.7 Total Return: The combined investment return from interest, dividends, realized and unrealized gains,

and appreciation.

3.8 Rolling 3-Year Average: The average of the fund's market values from the three most recent fiscal yearend

periods. This calculation is used to determine annual spending under this policy unless donor instructions state otherwise.

3.9 Spending Rate: The percentage of a fund's rolling three-year average market value approved by the Board of Trustees to support CSU programs, scholarships, or other donor-designated purposes.

3.10 UPMIFA: The Ohio Uniform Prudent Management of Institutional Funds Act (Ohio Revised Code 1715.51–59), which governs the management, investment, and spending of charitable funds.

3.11 Foundation-Held Endowment: An endowment fund legally held and administered by the Foundation for the benefit of Central State University.

3.12 University-Held Endowment: An endowment fund legally held and administered by Central State University and governed by University policies and oversight.

4.0 Governance and Oversight

4.1 Board of Trustees

The Board of Trustees retains ultimate fiduciary responsibility for the management of University-held endowment assets.

4.2 Finance Committee

The Board of Trustees Finance Committee shall review investment performance, endowment spending distributions, and compliance with this policy and provide recommendations to the Board.

4.3 Administration

The President, in coordination with the Chief Financial Officer and Vice President for Institutional Advancement, is responsible for implementing this policy and ensuring compliance with donor restrictions and applicable law.

4.4 Coordination with the CSU Innovation & Development Foundation

Where endowment funds are held by the CSU Innovation & Development Foundation for the benefit of the University, the University shall coordinate with the Foundation to ensure alignment of investment objectives, spending practices, and donor intent.

4.5 Transfers from the Foundation

The University may receive transfers of funds from the CSU Innovation & Development Foundation for the establishment or augmentation of University-held endowments, including endowments eligible for federal matching programs such as Title III.

4.6 Establishment of University-Held Endowments

The University will generally establish new endowment funds only when required for participation in federal or state matching programs, including Title III, or when institutional ownership of the endowment is otherwise required. Determinations regarding the classification and structure of endowment gifts will be made by Finance in coordination with Institutional Advancement to ensure alignment with donor intent, applicable funding requirements, and University financial policies.

5.0 Investment Objectives

5.1 The University's endowment investment strategy seeks to:

5.2 Preserve the long-term purchasing power of endowment assets;

5.3 Generate sufficient returns to support annual spending distributions;

5.4 Maintain appropriate diversification and risk management; and

5.5 Utilize external investment managers or pooled investment vehicles, as appropriate, to achieve these objectives.

5.5.6 The Finance Committee will review investment performance as reported by the University's investment broker or advisor. Performance will be evaluated relative to appropriate market benchmarks and, where available, peer institutions of similar size and profile. Evaluation will include fiscal year performance as well as rolling three (3), five (5), and ten (10) year periods to assess long-term trends. The Endowment shall be managed to achieve a long-term total return sufficient to support the spending policy, preserve purchasing power, and cover costs. This is generally understood as a return objective of spending plus inflation (commonly estimated at approximately 6% to 6.5% over time, though actual targets may vary based on market conditions).

6.0 Asset Allocation and Diversification

6.1 Endowment assets shall be diversified across asset classes, including:

- a. Equities
- b. Fixed income
- c. Alternatives
- d. Cash and short-term investments

6.2 Investments shall be managed in accordance with prudent investment standards and applicable state law.

7.0 Spending Policy

7.1 The Board of Trustees may approve an annual distribution from endowment funds based on a uniform spending rate applied to the rolling three-year average market value of endowment funds, unless otherwise specified by donor agreement. The spending rate shall apply uniformly to eligible endowment funds unless otherwise restricted by donor agreement or applicable law.

7.2 The spending rate will be recommended by Administration and reviewed by the Finance Committee with

the goal of balancing stable annual support with preservation of the endowment's long-term purchasing power. Under normal circumstances, the annual spending rate will be based on a multi-year rolling average of endowment market values and is expected to fall within a range of approximately 4% to 5%, and generally not exceed 6%. In accordance with the Uniform Prudent Management of Institutional Funds Act, spending rates above 7% of the endowment's average market value may be subject to additional scrutiny and will require approval by the University Board of Trustees.

7.3 The Board of Trustees establishes the methodology for calculating distributions through this policy and

approves the applicable spending rate as recommended by the Finance Committee. The spending rate will be reviewed periodically and approved by the Board of Trustees upon recommendation of the Finance Committee, typically as part of the annual budget process.

7.4 Donor restrictions take precedence over general spending provisions.

7.5 The University reserves the right to suspend or adjust distributions from an endowment when required to

comply with donor restrictions, applicable law, or prudent financial management.

7.6 In cases where a new University-held endowment is established, gifts designated for the endowment will

be held in a restricted account maintained and accounted for by the University through the Administration and Finance Department until the minimum endowment level is reached. Once the minimum threshold is achieved, the funds will be invested as an endowment and subject to the University's spending policy.

7.7 The annual endowment distribution recommendation will be prepared by Finance in coordination with Institutional Advancement to ensure alignment with financial management practices, donor intent, and applicable policy requirements. Institutional Advancement's role in this process is to confirm donor intent and applicable fund restrictions.

8.0 Underwater Endowments

When the market value of a donor-restricted endowment falls below the historic dollar value of the gift, spending

decisions will follow the prudence standards outlined in UPMIFA. If an endowment fund's market value falls

below a level that would generate a meaningful annual distribution, the University may suspend or adjust distributions until the fund balance recovers.

9.0 Liquidity

The University shall maintain sufficient liquidity to meet spending distributions, administrative costs, and other

obligations.

10.0 Donor Intent

10.1 The Office of Institutional Advancement will coordinate the establishment of new endowment funds and ensure compliance with donor agreements and applicable minimum funding thresholds.

10.2 All endowment funds shall be administered in accordance with donor agreements and gift instruments.

10.3 Donor intent takes precedence over general policy provisions.

11.0 Monitoring and Review

11.1 Investment performance and endowment distributions shall be reviewed periodically by the Finance Committee.

11.2 This policy shall be reviewed **at least every five years** from the date of adoption or as required by changes in law, accounting standards, or institutional practice.

PROFESSIONAL CODE OF CONDUCT

Area: University Wide

*Original signature on file with Office of
General Counsel*

Date Adopted: November 7, 2025

Certified By: _____
Dr. Morakinyo A. O. Kuti
University President

Revisions Approved:

**CENTRAL STATE UNIVERSITY
PROFESSIONAL CODE OF CONDUCT**

Introduction

The Professional Code of Conduct establishes guidelines for those acting on behalf of Central State University ("University") including the Board of Trustees, executive officers, faculty, staff, and other individuals using University resources or facilities, and volunteers and representatives acting as agents of the University.

Conduct

The University has a general duty to act in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and participate in no actions that are incompatible with obligations to the University. In keeping with the University's three tenets:

- *Service* - commitment to serve our institution, all employees, students, and the greater community;
- *Protocol* - adherence to best professional practice in speech, actions and deliberations that represent the highest regard for the University;
- *Civility* - active demonstration of respect for and toward all employees; and a respect for Central State University's past, the present and its future; and the core values of honesty, hard work, and excellence.

Those acting on behalf of the University shall practice

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Evenhandedness by treating others with impartiality and providing fair access to all of the educational benefits and opportunities to all students;
- Stewardship by exercising custodial responsibility for University property and resources;
- Compliance by following state and federal laws and regulations and University policies related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of University information;
- Respect by treating others in a congenial and respectful manner and providing excellent customer service;
- Ethics by complying with all ethical responsibilities required by the State of Ohio and federal

Service... Protocol... Civility®

governments; and

- Diligence in supporting the vision and mission of the University and the six compelling priorities of:
 1. Quality collegiate and academic experiences;
 2. Targeted student enrollment;
 3. Reduced time to degree;
 4. Higher retention rate;
 5. Development of graduates with the knowledge, skills and dispositions for professional careers and/or advanced studies; and
 6. Efficient and effective institutional operations.

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact General Counsel at awhatley@centralstate.edu or (937) 376-6629.

POLICY NO. 3: DRUG-FREE WORKPLACE**Area: Board of Trustees**

Adopted: May 1, 1998 _____ Certified by _____

Approved by: _____

~~Dr. Adolphus Andrews, Vice President Administration and Finance~~Revisions ~~Approved~~ Adopted Last:

~~SUBJECT: Drug Free Workplace~~1.0 PURPOSE

~~Central State~~ The University is committed to maintaining a safe, healthy, and efficient workplace for its employees and a safe and healthy campus for the entire University community free of illegal drugs. As such, the University prohibits the possession or use of illegal drugs on all University property and at other locations where employees are conducting University business.

2.0 DEFINITIONS2.1 Abuse (Abusing)

2.1.1 The use of any prescription medication in a manner inconsistent with its prescription or under circumstances where use is not permitted;

2.1.2 The use of recommended Medical Marijuana in a manner inconsistent with a medical purpose or under circumstances where use is not permitted;

2.1.3 The use of any other Restricted Substance under circumstances where use is not permitted.

2.2 Alcohol - Ethyl Alcohol or ethanol.

2.3 Controlled Substance – A drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V, as provided in ORC 3719.41, or in the Controlled Substances Act, 27 USC Section 812 and by regulation at 21 CFR Section 1308.

2.4 Medical Marijuana - Marijuana that is cultivated, processed, dispensed, tested, possessed, or used for a medical purpose, as defined in ORC 3796.01. Medical Marijuana is a Controlled Substance. An employee only qualifies to use Medical Marijuana if on the registry established in ORC 3796.08 with a valid and active recommendation issued by a physician. For purposes of this policy, Medical Marijuana is not a prescription medication.

2.5 Non-Medical Cannabis - Marijuana as defined in ORC 3719.01 that is not Medical Marijuana.

2.6 Restricted Substance

2.6.1 Alcohol;

2.6.2 Controlled Substance(s);

2.6.3 Any substance(s), legal or illegal, that is used intentionally, inappropriately, and impairs job performance;

2.6.4 Medical Marijuana, Non-Medical Cannabis, and prescription medications are Controlled Substances and are Restricted Substances for purposes of this policy.

2.7 Safety Sensitive Position - Any job, position, work-related function, or job task designated as such by the University, which through the nature of the activity could be dangerous to the physical well-being of or jeopardize the security of the employee, co-workers, customers, or the general public through a lapse in attention or judgment.

3.0 FIT FOR DUTY REQUIREMENT

All University employees must be able to perform the essential functions of their job on University property and at other locations while conducting University business.

4.0 PROHIBITIONS

University employees are prohibited from:

4.1 Currently Abusing a Restricted Substance.

4.2 Conducting University business with a prohibited level of a Restricted Substance present in their bodily fluids unless such presence is otherwise exempt from this policy.

4.3 Conducting University business while suffering from a hangover.

- 4.4 Unlawfully manufacturing, distributing, dispensing, gifting, possessing, purchasing, transferring, or using a Restricted Substance on University property and at other locations while conducting University business.
- 4.5 Manufacturing, distributing, dispensing, possessing, purchasing, transferring, gifting, or using Alcohol, Medical Marijuana, or Non-Medical Cannabis while conducting University business.
- 4.6 Abusing prescription medication while conducting University business.
- 4.7 Using a Controlled Substance if the employee is in a position that requires the employee to carry or otherwise possess or transport a firearm or ammunition.
- 4.8 Using drugs and/or alcohol (as defined by federal law) in a manner that violates United States Department of Transportation (DOT) drug testing laws if the employee is in a position that is subject to those laws.

5.0 MEDICAL MARIJUANA

This policy is not intended to prohibit Medical Marijuana use by University employees (or applicants) who are not conducting University business and who are not on University property at the time of use, provided that:

- 5.1 Such use is in accordance with applicable Ohio law, this policy, and any other applicable policy, procedure, work rule, or directive (collectively “standards”);
- 5.2 The employee’s position is not subject to DOT Testing;
- 5.3 The employee’s position does not require an individual holding that position to transport, carry, or otherwise possess a firearm or ammunition; and
- 5.4 When the employee is conducting University business or is on University property, the employee is fit for duty as provided in Section 3.0.~~The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited on University property and at other locations during the conduct of University business. Employees in violation of this prohibition are subject to dismissal and other disciplinary action.~~

6.0 TESTING

Testing is used to determine whether a prohibited level of a Restricted Substance is present in an employee’s bodily fluids. Testing procedures are conducted consistent with the DOT Drug Testing Laws, unless modified by any applicable collective bargaining agreement. This includes procedures for sample collection, laboratory analysis, and reporting and reviewing results.

- 6.1 Applicant Testing: Final applicants for the [STATE APPLICABLE

POSITIONS] must complete and successfully pass a test as a condition of employment. The applicant should be tested as soon as possible but must be tested within 32 hours of receiving notification. The Office of Human Resources should be contacted if the applicant cannot comply with this timeline.

6.2 Random Testing: Employees who occupy a position designated as a Safety Sensitive position are subject to random testing according to the requirements of any applicable collective bargaining agreement(s). Bargaining unit employees may confer with a union representative, should one be available, within one hour before the test is to be conducted. The employee has no right, however, to have the union representative accompany them to the collection site for a random test. Testing will not be postponed if a union representative is requested but is not available. If the employee has an unplanned absence, the University will have the employee tested during the next business day, and the employee will be notified of the rescheduled test on the day it is to occur.

6.3 Reasonable Suspicion Testing

6.3.1 An employee may undergo testing based on a for-cause determination by management. That determination may be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Examples of reasonable suspicion include:

6.3.1.1 Smell of Alcohol;

6.3.1.2 Slurred speech;

6.3.1.3 Disorientation;

6.3.1.4 Abnormal conduct or behavior;

6.3.1.5 Involvement in an on-the-job accident resulting in disabling personal injury requiring immediate hospitalization of any person;

6.3.1.6 Property damage in excess of \$2,000;

6.3.1.7 When circumstances raise a reasonable suspicion concerning the existence of a Restricted Substance.

6.3.2 The supervisor or manager shall call the Office of Human Resources to report the reasonable suspicion and request testing to be scheduled. The basis for reasonable suspicion testing must be documented in writing and supported by two witnesses, which includes the person having such suspicion. The immediate supervisor shall be contacted, if possible, to confirm that a test is warranted based on the circumstances.

6.3.3 Any employee involved in a significant incident in which the health or

safety of the employee or other individuals is involved, or in which extensive property damage has occurred, will be subject to reasonable suspicion testing in accordance with the requirements of any applicable collective bargaining agreement(s), or for employees exempt from collective bargaining, as determined by the University.

6.3.4 Bargaining unit employees may confer with a union representative, should one be available, within one hour before the test is to be conducted. A union representative may accompany the employee to the collection site provided the union representative's attendance does not impede the testing process. Testing will not be postponed if a union representative is requested but is not available.

6.3.5 An employee ordered to undergo a reasonable suspicion test shall always be transported to the testing facility by their supervisor or manager and another management-level employee. The supervisor or manager or other management-level employee shall arrange for the employee's family or friend to pick the employee up after the test is conducted. If arrangements cannot be made, the supervisor or manager and other management-level employee should take the employee home. The employee shall not be permitted to drive.

6.3.6 Appropriate medical assistance should be obtained first (9-1-1) for an employee injured on the job and in need of immediate medical attention.

6.4 Rebuttable Presumption Notice

6.4.1 When an employee who suffers a work-related injury has a positive test result or refuses a test, the positive test result or refusal to test creates a rebuttable presumption that the presence of a Restricted Substance in an employee's system is the proximate cause of a work-related injury. The burden of proof then shifts to the employee to prove that the presence of the Restricted Substance was not the proximate cause of the work-related injury.

6.4.2 An employee who tests positive or refuses to submit to testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

6.4.3 A Medical Marijuana recommendation or other medical documentation is insufficient to demonstrate that the presence of marijuana was not the proximate cause of the work-related injury.

6.4.4 Access to medical treatment shall never be delayed to satisfy any pre-test documentation. Documentation should, however, be prepared within 24 hours of the test and given to the employee or other authorized parties as stipulated in any applicable collective bargaining agreements.

- 6.5 Any employee referred through administrative channels to a counseling or rehabilitation program as a result of that employee's positive test result may be subject to follow-up testing according to specifications and provisions of any collective bargaining agreement or for employees exempt from collective bargaining, as determined by the University.
- 6.6 Employees whose duties require them to have a commercial driver's license and drive certain types of vehicles are subject to testing in accordance with the DOT drug testing laws and applicable United States Department of Transportation regulations.
- 6.7 All sample collections shall be conducted off-site by professional non-state personnel subject to the collection protocols of the Federal Omnibus Act.
- 6.8 An employee tested based on reasonable suspicion shall be placed on administrative leave with pay pending test results. If the test result is negative, the employee shall be notified to report to work. An employee who has a positive test result must be removed from their duties, pending evaluation by a substance abuse professional and a negative return-to-work test. The University shall initiate any disciplinary process in accordance with the appropriate collective bargaining agreement and University work rules, policies, and procedures. An employee shall have a negative return-to-work test before returning to work.
- 6.9 Confidentiality of Test results will be maintained to the extent provided by law.
- 6.10 Employees or applicants shall be given the opportunity as required by applicable collective bargaining agreements, or in the absence of such agreements, as stipulated by the University, to offer an explanation or submit medical documentation of prescription medication, Medical Marijuana recommendation, or exposure to toxic substances that may explain a positive test result. Such information shall be reviewed only by the medical review officer (MRO) in determining the validity of a positive test result and shall be released to the University only to explain the Test result.
- 6.11 Refusal to Test
- 6.11.1 An employee's test will be treated as a positive test, subject to discipline, if the employee refuses to submit to a properly ordered test or if the employee otherwise fails to cooperate with the testing process. An applicant will not be hired if the applicant refuses to submit to an applicant test or if the applicant fails to cooperate with the testing process.
- 6.11.2 The types of actions listed below will be considered a refusal to Test. This list is not intended to be all inclusive.

- 6.11.2.1 Refusal to sign test forms;
- 6.11.2.2 Refusal to provide a specimen to be tested or an adequate amount of the specimen;
- 6.11.2.3 Alteration or substitution of the test specimen;
- 6.11.2.4 Any other failure to cooperate during the testing process that prevents proper completion of the Test;
- 6.11.2.5 Any other act of refusal.

6.12 Disciplinary Action

- 6.12.1 An employee who violates any of the standards contained in this policy and/or has a confirmed positive test will be subject to disciplinary actions, up to and including termination.
- 6.12.2 Any employee who has not completed their initial probationary period shall be subject to termination on the first occasion in which the employee has a positive test result.
- 6.12.3 Employees who have a confirmed positive test may be required to enroll in and successfully complete a substance abuse rehabilitation program certified by the Ohio Department of Mental Health and Addiction Services. Any disciplinary action may be held in abeyance if the employee enrolls in and successfully completes the substance abuse rehabilitation program. If an employee has a confirmed positive test while enrolled in, or subsequent to completion of, the rehabilitation program, the employee will be subject to discipline, up to and including termination.
- 6.12.4 This provision in no way limits the University's ability to also discipline for workplace or job-related incidents that may be directly or indirectly associated with the test result.
- 6.12.5 An employee whose test shows a blood Alcohol level at or above .02% and below .04% shall be immediately removed from duty until the start of the employee's next scheduled shift or for 24 hours, whichever is greater. Employees removed from duty may use any accrued leave or compensatory time at the employee's option or be placed on a leave without pay status if accrued leave or compensatory time is not available. The employee may be subject to discipline.

7.0 CRIMINAL DRUG CONVICTION

- 7.1 A conviction is any finding of guilty, no contest (including a plea of nolo

contendere), or the imposition of a sentence by a judge or jury in any federal or state court.

7.2 Each employee is required to notify the University within five calendar days after being convicted for violating any federal or state criminal drug statute where such violation occurred at the University. Any employee who fails to report such a Conviction will be subject to immediate termination.

7.3 The University may have an obligation to notify any U.S. government agency with which it has a contract or grant within 10 days after receiving notice from the employee or otherwise actual notice of such conviction. If required, any criminal drug conviction at the University will be reported to federal granting authorities.

7.4 Within 30 days of such notification, the University will be required to take appropriate disciplinary action against such employee, up to and including termination. In the alternative, the University may require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

8.0 APPLICANTS OR EMPLOYEES IN RECOVERY: This policy complies with the Americans with Disabilities Act. The University will not discriminate against any applicant or employee who is not engaging in current illegal use of a Restricted Substance and who: successfully completed a supervised drug rehabilitation program or has otherwise been rehabilitated successfully, is participating in a supervised rehabilitation program, or is erroneously regarded as engaging in such use.

9.0 REASONABLE ACCOMMODATION

The University recognizes that some prescription medications and Medical Marijuana may affect judgment, coordination, and physical ability. Employees who need accommodation should submit a request to the Office of Human Resources.

9.1 For accommodation requests regarding prescription medication, the University shall evaluate such requests in accordance with applicable law, the standards established in this policy, and any other applicable policy or directive.

9.2 For accommodation requests regarding Medical Marijuana, the University may evaluate such requests in accordance with the standards established in this policy and any other applicable policy or directive.

9.3 For accommodation requests regarding testing, the University will evaluate such requests in accordance with applicable law, the standards established in this policy, and any other applicable policy or directive.

10.0 TRAINING

The University will establish and implement a drug-free awareness program addressing the following topics:

10.1 Dangers of drug abuse in the workplace.

10.2 University policy regarding a drug-free.

10.3 Availability of approved drug counseling and rehabilitation services.

10.4 Penalties that may be imposed upon employees for drug abuse violations.

10.5 Every employee engaged in the performance of a federal grant will be given a copy of this policy.

~~1.0 — Every employee engaged in the performance of a federal grant will be given a copy of this policy~~

~~The University will establish and implement a drug-free awareness program addressing the following topics: Availability of approved drug counseling and rehabilitation services. Penalties that may be imposed upon employees for drug abuse violations. The University will establish and implement a drug-free awareness program addressing the following topics:~~

~~1.0 — Dangers of drug abuse in the workplace.~~

~~2.0 — University policy regarding a drug-free.~~

~~3.0 — Availability of approved drug counseling and rehabilitation services.~~

~~1. — Penalties that may be imposed upon employees for drug abuse violations.~~

In compliance with the Drug-Free Workplace of Act of 1988, employees engaged in work under a federal grant or contract must do the following:

~~1. — Abide by the terms of this policy.~~

~~2. — Notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.~~

~~In compliance with the Drug Free Workplace Act of 1988, the University will do the following:~~

~~1. _____ Notify the federal agency within ten (10) days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction.~~

~~2. _____ Within 30 days of receiving notice under subparagraph (D) (2) with respect to any employee who is convicted, at the sole discretion of the University shall either:~~

~~a. _____ Take appropriate personnel action against such an employee, up to and including termination; or~~

~~b. _____ Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.~~

~~Every employee engaged in the performance of a federal grant will be given a copy of this policy~~

Policy No. 5: SMOKE AND TOBACCO FREE CAMPUS

Area: General Administration

Date Adopted: November 9, 2012

Certified by _____

Revisions Adopted Last:

1.0 PURPOSE

In order to promote the health of our students, faculty, staff, and visitors, the Central State University campus, and all University locations are designated as smoke- and tobacco-free environments. As such, smoking of any material and the use of any tobacco product are prohibited in all University owned, leased, or managed buildings, vehicles, equipment, and other designated areas established by this policy.

2.0 ~~Definitions~~ DEFINITIONS

2.1 ~~Smoking is defined as~~ the consumption or burning of tobacco or any other material in any type of smoking devices, including, but not restricted to, cigarettes, cigars, electronic or vaping cigarettes, and pipes.

2.2 ~~Tobacco includes~~ all tobacco-derived or containing products, such as cigarettes, electronic cigarettes, vaping cigarettes or devices, cigars, cigarillos, kreteks (also known as clove cigarettes), pipes, hookah smoked products, and smokeless tobacco (chewing tobacco, chew, snuff, snus, spit tobacco, etc.). Also included are products intended to mimic tobacco products, products that contain tobacco flavoring, or products that deliver nicotine other than for the purpose of cessation.

2.3 ~~University Facilities – any facility or property that is owned, leased, used, or occupied by the University, including but not limited to: classrooms, restrooms, auditoriums, offices, lounges, dining areas, recreational facilities, parking lots, parking garages, rooftops, storage areas, service shops, garages, walkways, enclosed bridges, thoroughfares, facilities operations areas, athletic facilities, extension locations, all University vehicles (owned or leased), and personally owned or rented vehicles when used to transport University faculty, staff, or students on any school-related business, academic, or student life activities.~~

3.0 ~~Prohibition~~ PROHIBITION

~~Smoking and the use of any Tobacco product are prohibited in or at all the following locations: University Facilities and at University-sponsored events, regardless of the venue, and w Any building, facility, room(s), or space that the University owns, leases, controls and/or manages, even temporarily, including shelters, indoor athletic facilities or theaters, residence~~

~~halls, apartments or other student housing or lodging, and garages;
Any University owned, leased, controlled, and/or managed property including outdoor grounds,
outdoor athletic facilities, outdoor theatres, bridges, walkways, parks, and parking lots;
Any sidewalks adjoining the locations described in paragraphs A and B above;
Within 25 feet of any entrance or other outside access to a location described in paragraphs A and
B above; same, so as to insure that tobacco smoke does not enter the area through entrances,
windows, ventilation systems, or any other means; and
Any vehicle or equipment owned, leased or operated by Central State University at any place and
any time, or any privately owned or leased vehicle while located on University owned, leased,
controlled or managed property.~~

~~2.0 — HELP WITH QUITTING~~

~~4.0 —~~

~~Help with Quitting~~

~~Central State~~ The University actively promotes and provides ~~S~~smoking and ~~T~~tobacco use cessation assistance to students, faculty, and staff, as well as their benefit-eligible spouses and dependents. Many services are provided at no cost or at reduced cost. Interested employees can seek help through ~~the Office of Central State's Human Resources Department~~. Interested students should contact Student Health Services.

5.0 ~~Enforcement~~ ENFORCEMENT

Violations of this policy will be addressed through the standard disciplinary process appropriate to the individual's relationship to the University. Visitors who violate this policy may be denied access to University locations and events, and may ultimately be subject to arrest for criminal trespass. Violators may also be subject to criminal proceedings under Ohio's Smoking Ban (Revised Code Chapter 3794).

~~Illegal Substances~~

~~Students, faculty, staff, volunteers, and visitors are reminded that smoking and/or other use of any illegal substance(s) on the premises of the Campus is an offense that is prosecutable and will subject the violator to termination and/or expulsion.~~

POLICY NO. 102

Area: Academics

*Original signature on file with
Administration and Finance*

Date Adopted: June 12, 2014

Certified By: _____

~~Dr. Cynthia Jackson-~~

~~Hammond~~ Morakinyo A. O. Kuti

President, Central State University

Revisions Approved: November 14, 2019

Subject: ADMINISTRATIVE WITHDRAWAL FROM COURSES

Effective Immediately

INTRODUCTION

The purpose of this policy is to provide the University a means to withdraw students from course(s) for non-attendance prior to the census date set by the Department of Education and students who are unable to implement the withdrawal process on their own volition; or because of ineligibility to be enrolled in a particular course. A dean may initiate this process when it is in the best interest of the University or the student. A recommendation for administrative withdrawal from a course(s) must be approved and signed by the recommending dean and the Vice President to whom the dean reports. Upon approval of the dean and Vice President the recommendation will be submitted to the Registrar for implementation.

Administrative withdrawals may affect students' status as full-time students and thus affect financial aid status, campus housing, student fees, student athlete status, etc.

STATEMENT OF POLICY

A. Administrative Withdrawal for Non-Attendance

i. An administrative withdrawal of a student who is unable to implement the withdrawal process on their own or due to ineligibility from a course(s) a course(s) is based on the following criteria:

- The student, through unforeseen circumstances, is unable to attend the course or courses and is unable to withdraw from the course or courses, including but not limited to the following reasons: accident or incapacitating illness, incarceration, military deployment; or other event which causes the student to be unable to withdraw.
- The student has not met course prerequisites, co-requisites, or registration restrictions.
- The student has received a criminal trespass order prohibiting their presence on campus.
- The student failed to appear at a scheduled judicial hearing.

- The student has been judicially suspended for the remainder of the semester or longer.

The recommending dean will notify the student in writing upon the dean's approval of the administrative withdrawal process. The Registrar will send an official notification to the student when the process is completed.

i. Appeal

A student may appeal an administrative withdrawal. To appeal, the student must appeal in writing and attach supporting documentation (email followed by a hard copy will suffice) within two business days of receipt of the Registrar's notice of withdrawal to the recommending dean. The dean will forward the written appeal to a Vice President other than the one to whom the dean reports. The Vice President will render a decision on the appeal and will notify the student in writing (electronic notification is permissible followed by hard copy) within two business days. Only one level of appeal is allowed and, therefore, the Vice President's decision is final.

APPEAL

~~Students must appeal in writing and attach supporting documentation (email followed by a hard copy will suffice) within two business days of receipt of the Registrar's notice of withdrawal to the recommending dean. The dean will forward the written appeal to a Vice President other than the one to whom the dean reports. The Vice President will render a decision on the appeal and will notify the student in writing (electronic notification is permissible followed by hard copy) within two business days. Only one level of appeal is allowed so the Vice President's decision is final.~~

POLICY NO. 323

Area: General Administration

Authorized by: R.C. 3345.0215

Date Adopted: September 3, 2021

*Original signature on file in
Office of General Counsel*

Certified By: Morakinyo A.O. Kuti, Ph.D.
President
Central State University

Revisions Approved: February ??, 2026

CAMPUS FREE SPEECH POLICY

Effective immediately.

I. PURPOSE

Ohio Revised Code 3345.0215 codifies the public policy of the state of Ohio concerning campus free speech, and requires the Board of Trustees to adopt a policy affirming several principles of campus free speech; and to affirm the principles of campus free speech in conformity with state law and Ohio public policy as set forth in Revised Code section 3345.0215(B)(1)-(9).

II. SCOPE

This Policy applies to Central State University (the “University”) students, student groups, faculty, staff and employees, including invited guests.

III. P O L I C Y

Pursuant to R.C. 3345.0215, the University affirms the following principles of free speech:

1. Students have a fundamental constitutional right to free speech.
2. The University is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to division (E) of R.C. 3345.0215.
3. The University is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the University’s community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
4. The University believes it is for individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but openly and vigorously contesting the ideas that they oppose.
5. It is not the proper role of the University to attempt to shield individuals from free speech,

including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

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

This policy shall not be construed as preventing the University from restricting expressive activities that the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution does not protect, nor does it enable individuals to engage in conduct that intentionally, materially, and substantially disrupts another individual's expressive activity if it occurs in a campus space reserved for exclusive use or control of a particular individual or group. Further, nothing in this Policy shall be interpreted as restricting or impairing the University's obligations under federal law including Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1962, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

The University's commitment to freedom of expression does not extend to the following:

1. True threat – (statements where the speaker means to communicate a serious expression of an intent to commit an unlawful act of violence to a particular individual or group of individuals);
2. Fighting words - (words directed to an individual that actually tend to provoke immediate violent reaction);
3. Obscenity (including child pornography);
4. Incitement;
5. Heckler's Veto- Conduct that materially and substantially disrupts the constitutionally protected expression of another person or group. This does not prevent counter demonstrations or other constitutionally protected expression;
6. Blackmail;
7. Criminal solicitation;
8. Lying under oath;
9. Violations of National Security; or
10. Other harassment

IV. COMPLAINT PROCEDURE

Any student, student group, or faculty member may submit a complaint about an alleged violation by an employee of the University of this policy, including any penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of the student's free speech.

Upon the submission of a complaint, the University will investigate the alleged violation and conduct a fair and impartial hearing regarding the alleged violation(s). If the hearing determines the University's policy was violated, the Board of Trustees shall determine a resolution to address the violation and prevent any further violation of this policy. The process described above shall substantially conform to standards promulgated by the Chancellor of the Ohio Department of Higher Education.

A complaint in accordance with this provision should be filed with the following individuals/offices:

Faculty, Staff and Visitors:

DIRECTOR OF HUMAN RESOURCES

Newsom Administration

Building Suite 12, Office

10B

1400 Brush Row Road

Wilberforce, Ohio 45384

Phone: (937) 376-6018

Pbowman@centralstate.edu

Students:

DIRECTOR OF STUDENT AFFAIRS

Newsom Administration

Building Suite 12, Office

10B

1400 Brush Row Road

Wilberforce, Ohio 45384

Phone: (937) 376-6018

V. DEFINITIONS

- a. **"Benefits"** include, without limitation: recognition; registration; the use of facilities at the University for meetings or speaking purposes subject to any limitations set forth by the University pursuant to R.C. 3345.021; the use of the University's channels of communication; and access to funding sources that are otherwise available to any other student group at the University.
- b. **"Campus community"** means students, student groups, faculty, staff, and employees of the University and their invited guests.

- c. **“Constitutional time, place, and manner restrictions”** means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution that are reasonable, content and viewpoint neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience.
- d. **“Expressive activities”** means any lawful verbal, written, audiovisual, or electronic means by which individuals may communicate ideas, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying and displaying signs, and circulating petitions.
- e. **“Faculty”** or **“faculty member”** means any person, whether or not the person is compensated by a state institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term “faculty” includes tenured and nontenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this policy, the term “faculty” does not include persons whose primary responsibilities are administrative or managerial.
- f. **“Free speech”** means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. “Free speech” does not include the promotion, sale, or distribution of any product or service.
- g. **“Harassment”** means unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual’s education program or activity.
- h. **“Materially and substantially disrupts”** means when a person, with the intent to, or with knowledge of doing so, significantly hinders another person’s or group’s expressive activity, prevents communication of their message, or prevents the transaction of the business of a lawful meeting, gathering, or procession by either: (i) engaging in violent or otherwise unlawful behavior; or (ii) physically blocking or using threats of violence to prevent any person from attending, listening to, viewing, or otherwise participating in an expressive activity. This does not include conduct that is protected under the First Amendment to the United States Constitution or Section 3 of Article I of the Ohio Constitution.
- i. **“Outdoor areas of campus”** means the generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways, and other similar common areas. This does not include outdoor areas where access is restricted to a majority of the campus community.
- j. **“Student”** means any person who is enrolled on a full-time or part-time basis at the University.
- k. **“Student group”** means an officially recognized group at the University, or a group seeking official recognition, comprised of admitted students that receive, or are seeking to receive, benefits through the University.

Policy No. 405

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: February 3, 2017

Certified by

*Original signature is on file in
Administration & Finance*

Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Payment of Tuition and Fees

This policy ~~shall~~ establishes procedures for the payment(s) of ~~t~~Tuition and ~~f~~Fees ~~and that shall~~ apply to all students. Compliance with this policy is mandatory. Any deviations will require written approval and explanation from the Vice President of Administration and Finance.

~~Central State~~The University reserves the right to make policy, tuition and fee changes.

PROCEDURES:

Payment of Tuition and Fees

405.1

Policy No. 406

Area: Finance

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

SUBJECT: Petty Cash Fund Policy

The purpose of this policy is to establish a formal policy for reimbursing employees for out-of-pocket expenses incurred in purchasing small dollar value items for the University. The Petty Cash Fund is not to be used for travel advances and/or reimbursement of travel expenses.

For optimum internal controls, there should only be one petty cash drawer for the University. This policy applies to the petty cash drawer that is being maintained in the Bursar's Office.

~~However,~~ Due to operational requirements, additional funds may be approved by the Controller. The dollar limits for these funds will be set by the Controller and will be properly recorded in the general ledger.

Compliance with this policy is mandatory and any deviation will be reported to the Vice President of Administration and Finance who will review and make a determination.

PROCEDURE:

Petty Cash Fund— Procedures 406.1

Policy No. 420

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: February 3, 2017

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: April 28, 2017

SUBJECT: Payroll Policies and Procedures

The purpose of payroll processing is to ensure that all employees are compensated on schedule and at the rate approved by the appointing authority.

All compensation is recorded in the permanent records reflecting rate and hours worked or salary, withholdings, deductions, and the gross and net compensation for the pay period and the year. Standard mandatory payroll withholdings such as Medicare, Social Security taxes and Federal and State taxes are computed at applicable rates established by regulatory authorities.

Other deductions permitted by the University must be authorized by the employee.

Authorization is maintained in the employee's personnel file. Payments of deductions and related employee obligations ~~have to~~must be made in a timely manner. Payment of net compensation is made as a direct deposit to the employee's bank account.

The employee's personnel file contains information pertaining to the employee and includes current contracts, information on the benefits that the employee has selected, withholding forms (W-4), and other information required by Federal and State laws.

Internal controls over the payroll system implemented by the University are designed to ensure that the same individual does not hire personnel, authorize pay rate, approves timesheets, process payroll, generate and disburse pay checks, and reconcile bank accounts.

PROCEDURES

<u>Payroll – Withholdings and Deductions</u>	420.1
<u>Payroll -- Payroll Preparation</u>	420.2
<u>Payroll – Leave</u>	420.3

Policy No. 501

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____

Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: ~~June 9, 2016~~

SUBJECT: Purchasing Department Responsibilities

~~A. The Duties of the Purchasing Department~~

The Purchasing Department is charged with the responsibility of administering purchases for departments of the University in accordance with the authority delegated by the Board of Trustees and the President. The Purchasing Department has the following primary responsibilities:

1. Purchasing equipment, materials, supplies, ~~and~~ goods, and services required by the end-user (requisitioner) from ~~external~~ vendors;
2. Managing the purchasing function(s) in compliance with applicable laws, University policies, and regulations;
3. Applying principles of value analysis to the purchase transaction(s) to obtain the best quality for the price and delivery within the desired time-frame;
4. Participating in the development of ~~i~~Inter-~~u~~University contracts ~~and State of Ohio term contracts;~~
- ~~4.5.~~ Participating in the State of Ohio Cooperative Purchasing Program; and
- ~~5.6.~~ Working with University departments to ensure they have obtained necessary quotes and approvals for purchases.

Policy No. 502

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: ~~June 9, 2016~~

SUBJECT: Vendor Requirements and Relations

~~A. VENDOR RELATIONS~~

Central State recognizes the importance of having strong, mutual relationships with vendors. The University seeks to maintain and improve these relationships, to avoid abusing them by making unreasonable demands, and to encourage competition. The University also ensures vendors are aware that they are being treated equally and fairly.

~~B. SELECTION OF VENDORS~~

~~The ultimate selection of a vendor is decided by the Purchasing Department; however, the vendor suggested by the requisitioner (end-user) is given preference when in the best interest of the University and when the purchase does not require competitive bidding. The Purchasing Department welcomes vendor suggestions.~~

~~C. INTER-UNIVERSITY PRICE AGREEMENT VENDORS~~

~~The University participates with the other state-assisted Universities in the Inter-University Council Purchasing Group (IUCPG). The IUCPG competitively bids and establishes firm price agreements with many vendors. When vendors have been awarded a contract as the result of competitive bids, all Universities may take advantage of established prices. Purchasing has the authority to place purchase orders with these preferred vendors under the IUCPG price agreements whenever possible.~~

~~D. STATE CONTRACTS~~

~~On December 4, 1985, Ohio's Cooperative Purchasing Act was signed into law as Section 125.04 (B) Ohio Revised Code. This law allows the University to purchase supplies and services from the State of Ohio, under the Department of Administrative Services purchasing contracts.~~

~~E. EDUCATIONAL AND INSTITUTIONAL COOPERATIVE SERVICES~~

~~Educational & Institutional Cooperative Services (E & I), Inc. is a not-for-profit buying cooperative which provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of close to 2000 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations. Each supplier maintains that every subcontract shall contain a provision requiring non-discrimination in employment. E&I continually pursues new supplier contracts in order to meet the ever-changing needs of our member institutions.~~

A. VENDOR REQUIREMENTS

1. "BUY AMERICAN" – BUY OHIO" – LOCAL SUPPLIES

It is the policy to give preference to products produced or mined in the United States and in Ohio, in accordance with state law.

2. EQUAL EMPLOYMENT – OPPORTUNITY REQUIREMENT

The University requires that a supplier in bidding and/or filling a purchase order agrees not to discriminate against any employee or applicant for employment with respect to tenure, terms, conditions, or privileges of employment, or any matter directly related to employment, because of race, color, religion, national origin, sex, age, pregnancy, citizenship, disability status, veteran status, or genetic information. The supplier also must agree that every subcontract shall contain a provision requiring non-discrimination in employment.

3. OTHER STATE AND FEDERAL LEGAL REQUIREMENTS

All vendors transacting any form of business with the University shall comply with all state and federal laws and shall not be banned from doing business with the federal government thus identified on a federal list of debarred or excluded suppliers.

2.4. DATA SECURITY

Vendors who will have access to data by virtue of a University contract to purchase goods and/or services shall comply with requirements as established by the University division of information services. These requirements include, but are not limited to, providing relevant attestations, completing data security questionnaires, and complying with University data security policies and procedures.

5. OHIO COMPLIANCE REQUIREMENTS

All vendors doing business with the university shall, as a condition of agreement, confirm compliance with certain Ohio provisions which may be in effect from time to time and required by the Purchasing Department. For example, all vendors ~~shall~~ must be registered to do business in the State of Ohio through the Ohio Secretary of State Office, or comparable entity in the state ~~that in which~~ the vendor is ~~registered in~~ located.

3.6. TAX EXEMPTION

The University is exempt from paying Ohio sales and use taxes (and other recognized states). All purchases must comply with this provision where appropriate.

7. ADVERTISING

All requests by vendors for use of the University's name or other identifying marks in their advertising materials must be forwarded for approval to the Office of General Counsel.

B. VENDOR RELATIONS

1.—ADVERTISING

~~All requests by vendors for use of the University's name or other identifying marks in their advertising materials must be forwarded for approval to the Office of General Counsel.~~

F. —EQUAL EMPLOYMENT – OPPORTUNITY REQUIREMENT

~~The University requires that a supplier in bidding and/or filling a purchase order agrees not to discriminate against any employee or applicant for employment with respect to tenure, terms, conditions, or privileges of employment, or any matter directly related to employment, because of race, color, religion, national origin, sex, age, pregnancy, citizenship, disability status, veteran status, or genetic information. The supplier also must agree that every subcontract shall contain a provision requiring non-discrimination~~

~~in employment.~~

~~1. PERSONAL GIFTS~~

~~Pursuant to the Ohio Ethics Law (ORC Chapter 102 and ORC Sections 2921.42 and 2921.43), employees having procurement related responsibilities should at no time accept or receive items, gifts, money, meals, or entertainment (either personally or for the University) from any supplier or potential supplier of the University that are considered substantial or improper. Some vendors offer free gifts with an order. Acceptance of such gifts by any University employee is inappropriate and therefore, prohibited. The proper method of handling such offers is to request the vendor to deduct the value of the gift from the net cost of the invoice.~~

~~2. CONFLICT OF INTEREST~~

~~As general rule, the University will not enter into contracts for the purchase of materials or services when the seller is an employee of the University. Acquisitions from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing. Interest is deemed present if the employee and/or his or her spouse or minor children own ten (10) percent or more of the assets of a business. Without the written approval of the President, the University will not enter into contracts for the purchase of goods or services of ex-employees of the University unless the ex-employee has been disassociated from the University for a period of at least one year.~~

~~3. PURCHASES BY INDIVIDUALS FOR UNIVERSITY USE~~

~~Purchases by individuals for University use whether by cash, check, or by credit except in instances when prior approval by the department head has been obtained are strictly prohibited. The purchaser will not be reimbursed.~~

~~4. RESALE OF PURCHASES~~

~~Materials and supplies which are purchased for use in University activities are not to be resold by individuals. Should it become necessary for resale of any commodity, such resale is permitted only through established channels.~~

~~5. PERSONAL PURCHASES~~

~~Purchases for personal use through the Purchasing Department or in the name of the University are prohibited. The use of Logistics for personal purchases is also prohibited.~~

~~6. "GREY MARKET" PURCHASES~~

~~Occasionally imported products will be offered for sale at prices substantially below their true market value, and sometimes below the wholesale or distributor cost. Often these items have been imported through channels other than those authorized by the manufacturer. Purchasing these items from so-called "grey market" distributors carries risks not normally associated with purchasing from established vendors who use legitimate sources. In light of these risks and the nature of this form of distribution, the Purchasing Department will not authorize this type of purchase. Individuals making such purchases will not be reimbursed.~~

Policy No. 503

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: ~~September 18, 1998~~

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: ~~June 9, 2016~~

SUBJECT: ~~Bidding Procedure~~ Procurement Policy

- A. All University procurements must follow this policy and must be accomplished through a competitive selection process under Procedure 503.3, except as provided herein. Competitive bidding selection is a fair and open process free from collusion and apparent conflicts of interest, and is utilized to establish best prices, select ~~new-qualified~~ vendors and stay abreast of alternative equipment and materials. The ~~purchase-procurement~~ of equipment, materials, and supplies, goods, and services shall be awarded to the lowest, ~~best responsive~~ and ~~most~~ responsive bidder pursuant to as defined in ORC 9.312 and be in accordance with applicable laws and the University's competitive bidding policies and procedures.
- B. Prior to any procurement (including procurement cards and requisitions), the purchaser must obtain authorization for the procurement. Such authorization is obtained from the person or persons having fiscal budgetary authority for the purchaser's department (and with approved dollar thresholds), and from the Board of Trustees as applicable, ~~or in the case of grants or third party provided funds, from the person or persons with authority over the grant or third party funds.~~ Regardless of the procurement method utilized, the purchaser is responsible for ensuring that authorization has been obtained, that funding is available and if utilizing grant, contract or outside sponsored funds, that purchase is allowable as per the sponsoring agency. If a purchaser proceeds with a purchase prior to receiving the appropriate authorization, the purchaser ~~may~~ shall be held personally liable for the purchase pursuant to ORC Sections 3.12.
- C. Regardless of funding amount or source, all employees authorized to conduct purchasing activities must adhere to the procedures as defined in the University's ~~procurement manual~~ policies.
- D. Purchaser Requirements and Unauthorized Purchases:
1. Conflicts of Interest. The University has a formal conflict of interest policy. During an employee's participation in procurement-related activities, all apparent or potential conflicts of interest, direct or indirect personal or financial interests, and/or service on a board of directors or advisory council tied to any supplier or potential supplier must be fully disclosed to the Director of Business Services prior to commitment of funds to a specific supplier.

The University will not enter into contracts for the purchase of materials or services when the seller is an employee of the University. Acquisitions from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing. Interest is deemed present if the employee and/or his or her spouse or minor children own ten (10) percent or more of the assets

of a business. Without the written approval of the President, the University will not enter into contracts for the purchase of goods or services of ex-employees of the University unless the ex-employee has been disassociated from the University for a period of at least one-year.

For federally funded purchases, no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Refer to Procurement Manual for specific information.

2. Purchases by individuals for University use whether by cash, check, or by credit ~~except in instances when prior approval by the department head has been obtained~~ without the issuance of a purchase order—are strictly prohibited. The purchaser will not be reimbursed and shall be held personally liable for any expenses incurred.
3. Materials and supplies which are purchased for use in University activities are not to be resold by individuals. Should it become necessary for resale of any commodity, such resale is permitted only through established channels.
4. Purchases for personal use through the Purchasing Department or in the name of the University are prohibited. The use of Logistics for personal purchases is also prohibited.
5. Occasionally imported products will be offered for sale at prices substantially below their true market value, and sometimes below the wholesale or distributor cost. Often these items have been imported through channels other than those authorized by the manufacturer. Purchasing these items from so-called “grey market” distributors carries risks not normally associated with purchasing from established vendors who use legitimate sources. In light of these risks and the nature of this form of distribution, the Purchasing Department will not authorize this type of purchase. Individuals making such purchases will not be reimbursed.

E. Quotations or proposals (collectively “quotes”) are required from vendors as stated to ensure best price and value to the University. ~~End users~~ Purchasers should produce must request quotations-quotes per according to the price points stated below and require each vendor to quote on the same goods or supplies to ensure comparisons are fair and equitable.

B.—

C.F. The following purchasing thresholds and guidelines ~~should~~ shall be followed by the ~~end user~~ purchaser prior to submitting an electronic requisition for a purchase, ~~to including~~ the purchase of printed material per ORC 3345.10. These thresholds shall not be circumvented by the purchaser by splitting a transaction into multiple smaller transactions.:-

1. For purchases from \$1 - \$12,000: At least one (1) quote is required. Quotes
~~Quotations may be verbal, and~~ may include advertisements and on-line information.
2. For purchases from \$21,001- \$4,999: At least two (2) quotes are required.
~~Quotations Quotes may be verbal and~~ may include advertisements and on-line information.
3. For purchases from \$5,000 - \$9,999~~25,000~~: The ~~end-user purchaser~~ will attempt to solicit three (3) written quotes~~quotations~~. If three (3) written quotes are not available, justification documentation must be submitted with the electronic requisition. At least one (1) of the quotations must be in writing. Justification documentation shall include the purchasers attempt(s) to obtain three (3) written quotes.
4. ~~For purchases of \$10,000~~25,000 and above: The ~~end-user purchaser~~ will utilize a competitive selection process pursuant to Procedure 503.3 to obtain a minimum of three (3) written quote~~quotations for.~~
5. ~~4. purchases from a single vendor. If three (3) written quote~~quotations are not available cannot be obtained, justification documentation must be submitted with the electronic requisition. Single or sole source procurements may be evidenced through a competitive process but are not considered a competitive selection process on their own.

~~D.G.~~ Planning Time: Advance planning is critical to the proper and accurate preparation of a purchase order. Requisitions are processed in the sequence in which they are received. The University maintains an electronic record of every requisition received.

H. Consulting Professional Services: Professional services~~ss, such as consulting engineers, architects, designers, etc.~~ purchases are subject to the same ~~procurement~~ policies and considerations as those of any other purchase. All ~~purchase professional services agreements purchases~~ must be submitted with include a detailed ~~s~~Statement of ~~w~~Work. When ~~contracting with~~engaging individuals rather than firms, an “Independent Contractor versus Employee” evaluation is required in accordance with Procedure 503.1. Purchases of professional services involving construction, such as consulting engineers, architects, designers, etc., must also follow any applicable processes and receive all required reviews from the Ohio Facilities Construction Commission and the Ohio Attorney General, as applicable, in accordance with Procedure 503.2.

I. Capital Projects: Purchases of capital projects must be made pursuant to Procedure 503.2.

~~E.J.~~ Printed Material: Purchases of printed material must be made pursuant to Procedure 503.4.

~~F. K.~~ Formal Bids Solicitations: Bids For purchases of a complex nature, determined by type of goods, installation, special terms and conditions, etc., the Purchasing Department shall may be designated the purchase as requiring a formal bids solicitation conducted by the Purchasing Department pursuant to Procedure 503.3. Large bids with a substantial number of vendors participating are sealed and may be publicly opened and read. The Director can determine to advertise formal bids estimated to be greater in value of \$25,000 in one or more newspapers in the state. The Purchasing Department reserves the right to reject any or all bids whenever the best interest of the University will be served by so doing.

G. L. Bidder Alternate Items: Most bids Solicitations may allow bidders to offer alternates for the items specified. This practice often is to the advantage of the University by offering unknown products at competitive prices that still meet the requirements of the ~~end-user purchaser~~. In the event that a lower cost item is bid other than specified, it is the responsibility of the bidder to prove that the alternate bid meets all of the specifications set forth in the solicitation pertaining to suitability and function to the satisfaction of the purchaser. All such alternates will be discussed with the requisitioner before an order is placed. If lower cost alternates items are not acceptable to the Purchasing Department, the ~~buyer department~~ can may require a memorandum from the ~~requestor purchaser~~.

H. M. Awarding the Contract Competitive Selection: The University ~~policy on will~~ awarding contracts all competitive selections /agreements is based on the concept of the lowest, best, and most responsive bid pursuant to Procedure 503.3. This is defined as acceptance of the lowest cost item (cost can be determined by several factors including life-cycle cost, delivery, past vendor performance, maintenance, obsolescence, etc.) which meets the specifications of the bid document and can be supplied by a reputable supplier. In the event that a lower cost item is bid other than specified, it is the responsibility of the bidder to prove that his/her alternate bid meets all the specifications set forth in the bid document pertaining to suitability and function.

I. N. Contract/Agreement Authorization Review and Approval: Prior to University signature, all cContracts, and agreements including lease agreements and license agreements, and in instances where a quote includes terms & conditions negotiated on behalf of for the University must be authorized approved by the Office of General Counsel pursuant to Policy 505 and one of the following: the President, or the Vice President for Administration and Finance, or Legal Counsel.

J. O. Waiver of Competitive Bidding Selection: Competitive bidding selection requirements may be waived for the purchase~~ing~~ and/or lease of equipment, materials, supplies, goods, and services in the following instances:

1. The Vice President for Finance and Administration has determined that an emergency situation exists requiring such action a waiver;
- 2.
3. Whenever, in the judgment of the responsible purchasing officers of the University, it is deemed impossible or impractical to obtain more than one bid because the product is a used item, a single source item, an emergency purchase or for any other sufficient economic reason; or
4. Whenever General Services Administration (GSA), Inter-University, or State of Ohio contracts are utilized as a source for establishing price.
 - a. Inter-University Agreements: The University participates with the other state-assisted Universities in the Inter-University Council Purchasing Group (IUCPG). The IUCPG competitively bids and establishes firm price agreements with many vendors. When vendors have been awarded a contract as the result of competitive bids, all Universities may take advantage of established prices. Purchasing has the authority to place purchase orders with these preferred vendors under the IUCPG price agreements whenever

possible.

- b. State of Ohio Contracts: On December 4, 1985, Ohio's Cooperative Purchasing Act was signed into law as Section 125.04 (B) Ohio Revised Code. This law allows the University to purchase supplies and services from the State of Ohio, under the Department of Administrative Services purchasing contracts.
- c. Educational & Institutional Cooperative Services : Educational & Institutional Cooperative Services (E & I), Inc. is a not-for-profit buying cooperative which provides goods and services to its members at the best possible value. The Cooperative is owned by its membership of close to 2000 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations. Each supplier maintains that every subcontract shall contain a provision.

Policy No. 504

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Purchase Requisition Policy

After selecting a vendor through the appropriate procurement process in accordance with Policy 503 and the associated procedures, the purchaser must enter The an electronic purchase requisition ~~is used~~ to initiate the procurement purchase of the requested equipment, materials, supplies, and or services.

- ~~1.~~ The Purchasing Department uses the electronic purchase requisition (“requisition”) from the ~~department purchaser~~ as the basis for developing and issuing a formal purchase order to the vendor under Policy 506. The ~~electronic~~ requisition provides the Buyer Purchasing Department with the necessary information to issue the purchase order to purchase the items listed in the requisition and the authority to charge the costs to the ~~2.1. requisitioning appropriate University~~ department’s account.

- ~~3.2.~~ Attachments to A the electronic requisitions indicating must include the following information or attachments: (a) a description of the items to be purchased and the associated cost; (b) a quote or proposal for the purchase; (c) the fully negotiated, approved, and vendor-signed contract, if applicable, (d) documentation of the initiator has all required prior approvals for the purchase; and (e) documentation of the procurement process utilized to select the vendor from which to make the purchase in accordance with Policy 503 and the associated procedures sought pricing information from vendors may be used as source documents but does not obligate the Buyer to utilize the suggested vendor or to circumvent purchasing policies regarding proper investigation and, if appropriate, competitive bidding.

3. The use of ~~electronic~~ requisitions or requisition numbers to place orders directly with vendors, for whatever reason, is strictly prohibited. All requisitions must follow appropriate channels.

4. • Any purchaser who authorizes and/or purchases goods or services without an active and executed purchase order in place shall be held personally liable.

- ~~4.~~ When After initiating an electronic purchase requisition, the following takes place: All requisitions are it is first electronically routed sent to the Purchasing Department first, and then it is routed to the approvers based on the dollar amount and the fund source. A purchase order can be generated only after all established required approvers have completed within their approval queues in Banner, and the requisition is returned to the Purchasing Department for final processing. follows the appropriate electronic approval process set up established by Accounts Payable the Controller., Each approver added to

~~the requisition by Accounts Payable must approve the electronic requisition before it arrives back into to the Buyer's Purchasing Department queue for final processing.~~

~~5.~~

5. Vice Presidents must approve electronic requisitions from \$2,500.00 and overabove, and the President must approve electronic requisitions from \$5,000 and overabove. Computer purchases must ~~also have the~~ be approved ~~by~~ of the IT Department prior to the purchase order being ~~awarded~~ issued.

6. The Purchaser will create and shall include the completed Purchasing Requisition Approval form to with their requisition, —evidencing the approvals noted above. Purchasing will review the submitted requisition for completion; should the aforementioned guidelines apply, Purchasing will send the Purchase Requisition Approvals form to the designated personnel for review and signature. Once the completed form is returned to the Purchasing Department, the requisition will then be advanced in the Banner approvals queue.

7. •

Policy No. 505

Area: Business Services

Adopted:

Certified by

Dr. Morakinyo A.O. Kuti
University President

Revisions Adopted:

SUBJECT: Contract Review, Approval, Signature Authority, Retention, and Monitoring

A. Policy Statement

Signing or entering into arrangements that bind the University must be in compliance with rules set forth by the Board of Trustees, as delegated to the President, and further clarified in this Policy.

B. Purpose

This Policy provides necessary guidelines for the review, approval, execution, retention and monitoring of contracts that commit the resources of the University or create obligations on behalf of the University, including purchases of goods and services. Also, it protects the interest of the University by ensuring legal review and contract guidance.

C. Definitions

1. Contract: a legally binding written agreement between the University and another party or parties in any manner for any dollar value (including zero dollars). The term “contract” includes agreements, memoranda of understanding, statements of work, amendments, addenda, proposals, and includes electronic contracts which are accepted online and not printed (click-through contracts). All of these types of documents, regardless of what they are called, that commit University resources, including grants to the University, or create obligations on behalf of the University, are collectively referred to herein as “Contracts” and must be entered into in accordance with the terms of this Policy.
2. Signature authority: permission granted to approve and execute transactions. This approval attests to the appropriateness of the transaction with the University’s objectives and budgetary authorizations.

D. Contract Review and Approval Process

1. All Contracts for the procurement of goods, equipment, software or services, including grant funded purchases and click-through software agreements, must follow the University’s procurement policies and procedures. Having signature authority for these

types of purchase categories does not exempt the purchase from following procurement rules.

2. All Contracts that bind or obligate the University in any manner, including click-through agreements, must be reviewed and approved by the University's Office of General Counsel prior to an authorized signatory's execution of the Contract.
3. Only those persons with delegated signature authority pursuant to Policy No. 500, Purchasing Authority and Regulations, are permitted to sign or click to accept Contracts for the University.

3.4. The vendor-executed contract must be attached to the electronic purchase requisition (see Policy 504) for the Purchasing Department to obtain final University signatures.

E. Representation of Signatory

When employees sign a Contract on behalf of the University, they make the following implied representations to the University:

1. Signatory has consulted with and obtained necessary approvals from the Office of General Counsel and other specialized personnel or affected departments (i.e., information technology, finance, human resources, etc.).
2. Signatory is satisfied with the terms of the Contract and has determined in good faith that the operating unit and the University can meet its substantive obligations under the Contract including the availability and/or appropriation of necessary funding and accreditation requirements.
3. Signatory affirms that the Contract conforms to the University's policies, including those related to procurement, capital spending, sponsored research and is in the best interest of the University.
4. Signatory understands that failure to obtain authorized execution on the Contract may result in personal liability for the employee(s) involved in the transaction and/or the unauthorized signer.
5. Signatory understands obligations under Ohio Ethics Law (Chapter 102 of the Revised Code and Sections 2921.42, 2921.421 and 2921.43 of the Revised Code) and affirms that no conflict of interest exists between he/she and the contractor.

F. Unauthorized Commitments or Contracts

Employees who enter into Contracts without signature authority may be personally liable for such Contracts. Employees who execute Contracts without signature authority may also be subject to disciplinary action, up to and including termination.

G. Conflict of Interest

Any employee entering into a Contract on behalf of the University must accordingly exercise their authority in a manner consistent with the Ohio Ethics Laws. It is the

responsibility of all University employees to ensure the University does not knowingly enter into a Contract that presents a conflict of interest. Any employee who has a conflict of interest with respect to a Contract does not have authority to negotiate, approve or execute the Contract and must recuse themselves from the process.

H. Contract Retention and Continuous Monitoring

1. Fully executed Contracts pursuant to this Policy must be retained by the [Purchasing Department and the](#) responsible University office, and provided to the office of the [General Counsel](#) ~~Vice-President for Finance and Administration~~ within five days of Contract execution.
2. The office of the [General Counsel](#) ~~Vice-President for Finance and Administration~~ is the designated central repository for all University Contracts. The Contract must be kept on file pursuant to the University's records retention procedures and in such a way to allow for easy retrieval, review and continuous monitoring of the Contract.

I. Contract Amendments and Termination

1. All amendments to Contracts must be in writing and signed by the parties to the Contract. If a Contract needs to be amended, the responsible University office must follow the same process in this Policy for review, approval, and signature of the original Contract.
2. All terminations of Contracts must be in writing and signed by the University. All Contract terminations must be reviewed, approved and signed following the same process in the Policy as the original Contract.

Policy No. 506

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by

Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: ~~June 9, 2016~~

SUBJECT: Purchase ~~Requisition~~ Order Policy

A. ~~FORMAL~~ PURCHASE ORDER ~~ISSUANCE~~

1. An official purchase order (PO) is issued by the Purchasing Department as a result of the electronic purchase requisition initiated by the ~~end-user purchaser pursuant to Policy 504~~. The ~~formal issuance of a purchase order covers~~ indicates that funds are available for the purchase, that the purchase has received all applicable approvals, and that the purchase has gone through the appropriate procurement processes in order for the purchases to be made by the University.
2. The purchase order describes the quantity, price, and items to be purchased, and any special circumstances under which ~~it the items is are~~ to be produced and delivered.
3. The purchaser may send the purchase order to the supplier-vendor upon successful dispatching of the PO. The PO must be provided to the supplier-vendor to ensure that it can be referenced on the supplier-vendor's invoice. Purchase order numbers will not be given out to individuals to place an order directly with a vendor. The Buyer Purchasing Department will place the formal order with the vendor.

—Any verbal orders, or orders of any kind from an individual, or orders that were not placed pursuant to University policies and procedures are the responsibility of the individual that placed the unauthorized order and will not be reimbursed from University funds.

3. Further, the individual who placed an unauthorized order shall be personally liable for any expense incurred.

4. Copies of purchase orders are maintained electronically by the Purchasing Department. The purchaser should also keep a copy.

B. ~~CHANGES IN FORMAL TO~~ PURCHASE ORDERS

~~Modification, Cancellation, and Follow-up of Formal Purchase Orders~~—Requests for ~~modifications changes to~~ or cancellations of a purchase orders should be directed to the Purchasing Department in writing. The reasons for the change or cancellation should must be stated, along with reference to the purchase order number and vendor. The Purchasing Department has the discretion to approve or deny requests for changes to or cancellations of purchase order. Further, the purchaser may not authorize any change in service or order for goods until/unless an authorized change order has been executed in the University's

procurement system. ~~A purchase order can be cancelled only with the mutual consent of both parties. To determine the status of an order, contact the Purchasing Department.~~

Policy No. 507

*Original signature is on file in the
Office of General Counsel*

Area: Business Services

Adopted: September 1998

Certified by _____
Dr. Morakinyo A.O. Kuti
University President

Revisions Adopted:

SUBJECT: Surplus/Excess Property

A. Purpose

To ensure University property is properly tracked and accounted for, the University will keep accurate records on all the physical inventory of the University.

B. Oversight Authority and Responsibility

1. The Business Services Department is responsible for maintaining the physical inventory of University property. Any material, supplies, or equipment purchased with University funds is deemed University property and must be used for University purposes only.
2. University employees have an obligation to use University property with diligence, proper use and care. Property declared surplus must be disposed of in accordance with the University procedures. Actual physical inventory and accounting reconciliations must be conducted in accordance with the University procedures.

C. Reporting

1. The Board of Trustees will be informed of any proposed disposal of excess surplus property that value over \$50,000.
2. All equipment or materials purchased by grants must be accounted for by the using department. All grant items must be labeled as grant and proof of grant authority to dispose of property must be given to the Logistics Department, in writing, prior to any disposal action.
3. Should the event arise that the University has identified items as excess or surplus, the end-user must contact the Logistic Service Center for removal.
 - a. The Business Services Department may dispose of excess or surplus property by sale, donation, abandonment, destruction or transfer to other department.
 - b. All items identified as disposal, excess and/or surplus property may be repurposed, sold to the general public, recycled, salvaged, or scrapped through the Business Services Department in accordance with the University procedures.

4. In some instances, it is to the University's advantage to trade in obsolete equipment toward the purchase of new equipment. The Finance Department, in cooperation with the user department, will determine the most economical and beneficial means in purchasing new equipment to replace old equipment in accordance with the University procedures.

D. Procedures

Establish procedures that address how the University disposes of property that is declared surplus.

DRAFT

Policy No. 509

Area: Business Services

Adopted:

Certified by _____
Dr. Morakinyo A.O. Kuti
University President

Revisions Adopted:

SUBJECT: Asset Management

A. Purpose

This Policy is to ensure the appropriate managerial oversight and authority is established for the effective control, recording and reporting of the University's assets including leased assets. It ensures that the University is able to manage its liabilities effectively to allow for informed decision-making in asset management and lease renewals.

B. Oversight Authority and Responsibility

1. The Chief Financial Officer will be authorized to oversee the management of assets including leased assets, setting and/or modifying asset capitalization thresholds considering generally accepted accounting principles, federal grant guidelines, valuations performed by appropriate officials, objective assessments, and practices followed by comparable institutions.
2. The Controller's Office will manage the University's asset management program including assuring the accuracy in the recording and reporting of the University assets as well as monitoring regulations and industry trends to identify the necessity for policy modification.

C. Reporting

The Board of Trustees will be informed of any proposed changes to capitalization thresholds that may have substantial financial implications.

D. Procedures

Establish a procedure that addresses the management and recording of the University's assets, including leased assets.

Policy No. 511

Area: Business Services

*Original signature is on file in
Administration & Finance*

Adopted: April 6, 2004

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: University Procurement Card (“ProCard”)

1. This policy establishes guidelines and procedures for issuance of the University Procurement Card (ProCard), including authorization, processing, reconciliation, bill payment, and approvals. The intent of the ProCard is to provide an expeditious procurement tool to execute travel & small business purchases~~related transactions~~ on behalf of the University.
2. The ProCard was established by the Office of the Vice President and Chief Financial Officer (CFO) to execute procurement requests for travel (airfare, hotel, rental car, meals, and registration costs) and small-dollar goods on behalf of the University.
3. The ProCard shall only be utilized for those designated ~~travel~~ transactions identified above and shall only be utilized for University travel on University business. The card shall not be used for any personal travel or purchases.
4. The ProCard is administered by the Vice President and CFO. All cards issued under this policy shall have the prior approval of the Vice President and CFO. Individual cards shall be issued by the Controller who will manage the ProCard program and issue cards to cardholders with specific use parameters and transaction limits. The card shall bear the name of Central State University and the cardholder.
5. The cardholder shall be responsible for all transactions associated with the card.
6. All use of the ProCard shall be in accordance and compliance with all existing applicable University policies and procedures and in accordance and compliance with Procedure 511.1, University Procurement Card (ProCard).
6. The cardholder shall be personally liable for any expenses determined out of compliance with the above policies and procedures. Misuse of the ProCard will subject the cardholder to disciplinary action up to, and including, termination.

PROCEDURE:

Procurement Card Procedure 511.1

POLICY NO. 606

Area: The Center for Career Exploration and Development~~Human Resources~~

Adopted **May 14, 1999**

Certified by _____

Morakinyo A.O. Kuti
President, Central State
University
~~Dr. Adolphus Andrews~~
~~Vice President~~
~~Administration and Finance~~

Revisions Approved:

SUBJECT: Student Employment

The basis for student employment is to assist in meeting the needs of ~~the~~ Central State University (CSU), provide University students with financial support in pursuit of their academic goals, and provide opportunities for academic or administrative job experience. The job duties and responsibilities of student employees vary greatly, and may or may not be related to their field of study. ~~A student employee is defined as an individual who is:~~

- ~~1. ——— Enrolled at the University on a full-time or part-time basis;~~
- ~~2. ——— Appointed to a position designated as student employment;~~
- ~~3. ——— Associated with the University primarily in the pursuit of an academic degree.~~

4.1. _____

The University maintains a distinction between student appointments and ongoing regular appointments. These distinctions may include but are not limited to nature of work, hours worked, degree required, rate of pay, and benefit eligibility.

Employment of international students is subject to federal regulations, and special restrictions may apply. Contact the ~~Office of Student Services~~ Center for International Education at (937) 376-6398 ~~(937-376-6579)~~ for information relating to the employment of international students.

PROCEDURE:

Guidelines 606.1

ATTACHMENT (Resolution 2026-22)

Originator	APR Title	APR File Name	Dept Chair	Date			Date Approved			Dean	e Approved by D	AP Chair	te of AP Appro	Senate	f Senate Ap	Provost Approval	President Approval
				Approved by	Gen Ed Chair	ATL Chair	by ATL Chair										
Champion	ART xxxx 3D Foundations	F25ART xxxx 3D	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 2200 Mass Communications	Sp26COM 2200 M	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 2214 Public Speaking	Sp26COM 2214 F	Gormley	12/11/2025	Burt-Frazier	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 2219 Intro to Media Writing	Sp26COM 2219 N	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 2230 Professional Development	Sp26COM 2230 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 2272 Principle of Electronic Med	Sp26COM 2272 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3330 Electronic Media Direction	Sp26COM 3330 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3306 Communication Research	Sp26COM 3306 C	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3308 Film Image and Social Real	Sp26COM 3308 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3315 Writing for Electronic Medi	Sp26COM 3315 V	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3319 Reporting	Sp26COM 3319 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3330 Public Relations Principles	Sp26COM 3330 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
		Sp26COM 3400															
Gormley/Chinwah	COM 3400 Broadcast Media Producat	TV Production	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 3984 Practicum in Journalism ar	Sp26COM 3984 F	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 4447 Media Law and Ethics	Sp26COM 4447 M	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 4895 Senior Capstone and Portf	Sp26COM 4895 S	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	COM 4896 Internship in Journalism an	Sp26COM 4896 I	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Gormley/Chinwah	JDM program learning outcomes	Sp26JDMProgram	Gormley	12/11/2025	N/A	Ahmed	11-Mar-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Zynel	Introduction to College Writing	ENG 1010 APR S	Gormley	3/12/2026	Burt-Frazier	Ahmed	15-Apr-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Zynel	Introduction to College Writing Cor	ENG 1011 APR S	Gormley	3/12/2026	Burt-Frazier	Ahmed	15-Apr-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		
Zynel	Intermediate College Writing	ENG 2010 Apr S	Gormley	3/12/2026	Burt-Frazier	Ahmed	15-Apr-26	Drakeford	4/2/2026	Jump	4/14/2026	Hayes	4/17/2026	Hobbs	Kuti		

Candidates for Graduation**May 16, 2026**

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Mohamed	Abdusamad	UG	BN	BS	Accounting
Zahra	Coates	UG	BN	BS	Accounting
Asia	Fields	UG	BN	BS	Accounting
Mariah	Huston	UG	BN	BS	Accounting
Mykala	James	UG	BN	BS	Accounting
Alisha	Kazola	UG	BN	BS	Accounting
Desjuan	Lindsay	UG	BN	BS	Accounting
Micah	Lowe	UG	CH	BS	Agricultural Education
Aaron	Whiteside	UG	ED	BS	Agricultural Education
Cara	Allen-Diggs	UG	SE	BS	Biology
Aaliyah	Beneby	UG	SE	BS	Biology
Amaya	Dupree	UG	SE	BS	Biology
Tyniah	Grace-Sawyer	UG	SE	BS	Biology
Edmond	Kollie	UG	SE	BS	Biology
Ania	Rumley	UG	SE	BS	Biology
Kendall	Boney	GR	BN	MBA	Business Administration
Katherine	Spearman	GR	BN	MBA	Business Administration
Alexander	Ammann	GR	BN	MBA	Business Administration
Heather	Austin	UG	BN	BS	Business Administration
Ajah	Bailey	UG	BN	BS	Business Administration
Virginia	Beamer	UG	BN	BS	Business Administration
Isabella	Bermudez-Ellis	UG	BN	BS	Business Administration
Christine	Bonnenfant	UG	BN	BS	Business Administration
Justis	Bowen	UG	BN	BS	Business Administration
Frederick	Bowles	UG	BN	BS	Business Administration
Jaylin	Bradshaw	GR	BN	MBA	Business Administration
Keith	Brockman	UG	BN	BS	Business Administration
Haley	Brown	UG	BN	BS	Business Administration
Jhamar	Brown	GR	BN	MBA	Business Administration
LaShawn	Brown	GR	BN	MBA	Business Administration
Kizzie	Bryant	UG	BN	BS	Business Administration
Jazmyne	Byrd	GR	BN	MBA	Business Administration
Jenifer	Casto	UG	BN	BS	Business Administration
Samatha	Cherukuri	UG	BN	BS	Business Administration
Anick	Chery	UG	BN	BS	Business Administration
Nashan	Chunn	GR	BN	MBA	Business Administration

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Jordan	Council	UG	BN	BS	Business Administration
Steresha	Cross	UG	BN	BS	Business Administration
Viviane	De Souza	UG	BN	BS	Business Administration
Shariece	DeGraphenreed	UG	BN	BS	Business Administration
Stacy	DeHerrera	UG	BN	BS	Business Administration
James	DeLaney	UG	BN	BS	Business Administration
David	Diaz	UG	BN	BS	Business Administration
Camron	Dillard	GR	BN	MBA	Business Administration
Camron	Dillard	UG	BN	BS	Business Administration
Wendy	Downing	UG	BN	BS	Business Administration
James	Drain	UG	BN	BS	Business Administration
Michelle	Erkins	UG	BN	BS	Business Administration
Daniel	Ermilus	UG	BN	BS	Business Administration
John	Esquibel	UG	BN	BS	Business Administration
Kennedy	Fields	GR	BN	MBA	Business Administration
Ravynn	Foster	UG	BN	BS	Business Administration
Diana	Franco	UG	BN	BS	Business Administration
Michelle	Frank	UG	BN	BS	Business Administration
Trent	Freeman	UG	BN	BS	Business Administration
Michael	French	UG	BN	BS	Business Administration
Vanessa	Friend	GR	BN	MBA	Business Administration
Andrew	Frierson	GR	BN	MBA	Business Administration
Robert	Fuertes	UG	BN	BS	Business Administration
Kyle	Gallagher	UG	BN	BS	Business Administration
Ebonai	Gardner	GR	BN	MBA	Business Administration
Gary	Garrison	UG	BN	BS	Business Administration
Ryan	Garrison	UG	BN	BS	Business Administration
Summer	Gescheider	UG	BN	BS	Business Administration
Manisha	Ghimire	UG	BN	BS	Business Administration
Jairus	Goines	UG	BN	BS	Business Administration
Deshea	Gonsalves	UG	BN	BS	Business Administration
Jacqunette	Goods	UG	BN	BS	Business Administration
Ryckal	Gray	UG	BN	BS	Business Administration
Ryckal	Gray	GR	BN	MBA	Business Administration
Stephany	Green	GR	BN	MBA	Business Administration
Alisha	Hammond	UG	BN	BS	Business Administration
Shadai	Hanna	UG	BN	BS	Business Administration
Kavon	Harper	UG	BN	BS	Business Administration
Sarah	Haynes	UG	BN	BS	Business Administration
Jurnie	Hemsley	GR	BN	MBA	Business Administration
Tammy	Henderson	GR	BN	MBA	Business Administration
Bria	Hill	UG	BN	BS	Business Administration
Latoya	Hill	UG	BN	BS	Business Administration

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Chazz	Hunter	UG	BN	BS	Business Administration
Susan	Hutchins	UG	BN	BS	Business Administration
Leandra	James	GR	BN	MBA	Business Administration
LaZale	Johnson	GR	BN	MBA	Business Administration
Leoshana	Johnson	UG	BN	BS	Business Administration
Stephanie	Johnson	UG	BN	BS	Business Administration
Carlynn	Jones	UG	BN	BS	Business Administration
Rhonda	Jordan	UG	BN	BS	Business Administration
La'April	Kelley	UG	BN	BS	Business Administration
Vanessa	Kelley	UG	BN	BS	Business Administration
Asia	Kimpson	UG	BN	BS	Business Administration
Judith	Kretser	UG	BN	BS	Business Administration
Diamond	Lester	GR	BN	MBA	Business Administration
Asya	Leverett	UG	BN	BS	Business Administration
Danora	Lewis	UG	BN	BS	Business Administration
Tre-Von	Lewis	UG	BN	BS	Business Administration
Francia	Lopez Phillips	UG	BN	BS	Business Administration
Ciré	Ly	UG	BN	BS	Business Administration
Sarah	Machado	UG	BN	BS	Business Administration
Terrance	Malone	UG	BN	BS	Business Administration
Shannon	Marino	UG	BN	BS	Business Administration
QiAden	Marks	UG	BN	BS	Business Administration
QiMarreon	Marks	UG	BN	BS	Business Administration
Jalen	Martin	UG	BN	BS	Business Administration
Darin	May	UG	BN	BS	Business Administration
Nakaisha	Maze	UG	BN	BS	Business Administration
Jasmine	McCormick	UG	BN	BS	Business Administration
Skyler	McDonald	UG	BN	BS	Business Administration
Gary	McKelvey	UG	BN	BS	Business Administration
Geraldine	McKnight	UG	BN	BS	Business Administration
Favian	McMurray	UG	BN	BS	Business Administration
Misty	Mead	UG	BN	BS	Business Administration
Ashanti	Meaux	UG	BN	BS	Business Administration
Pooja	Mehra	GR	BN	MBA	Business Administration
Marissa	Meriweather	UG	BN	BS	Business Administration
Melissa	Messick	UG	BN	BS	Business Administration
Paris	Miller	UG	BN	BS	Business Administration
Rebecca	Miller	UG	BN	BS	Business Administration
Cassandra	Mohr	UG	BN	BS	Business Administration
Shawn	Moody-Penn	UG	BN	BS	Business Administration
Domingo	Mora	UG	BN	BS	Business Administration
Ebon	Morris	UG	BN	BS	Business Administration
Jarren	Morrow	UG	BN	BS	Business Administration

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Gabriel	Narh	UG	BN	BS	Business Administration
Christian	Neal	UG	BN	BS	Business Administration
Aleah	Otabor	UG	BN	BS	Business Administration
Kristian	Pace	UG	BN	BS	Business Administration
Joseph	Pachorek	UG	BN	BS	Business Administration
Joseph	Pachorek	UG	BN	BS	Business Administration
Matthew	Palte	UG	BN	BS	Business Administration
Kelly	Pantelis	UG	BN	BS	Business Administration
Alexander	Payne	UG	BN	BS	Business Administration
Patricia	Paz	UG	BN	BS	Business Administration
Jaden	Perkins	UG	BN	BS	Business Administration
Casey	Pickering	UG	BN	BS	Business Administration
Shavandah	Pierre	UG	BN	BS	Business Administration
John	Poole	UG	BN	BS	Business Administration
Matthew	Potter	UG	BN	BS	Business Administration
Aisha	Pryor	UG	BN	BS	Business Administration
Alexandra	Ramsey	UG	BN	BS	Business Administration
Keano	Ramsey	UG	BN	BS	Business Administration
Ray	Robinson	UG	BN	BS	Business Administration
Deshawn	Rodgers	UG	BN	BS	Business Administration
Lacey	Roeder	UG	BN	BS	Business Administration
Jennifer	Rosado	UG	BN	BS	Business Administration
Edward	Rue	UG	BN	BS	Business Administration
Joshua	Rutgers	UG	BN	BS	Business Administration
Carmen	Salazar Tavera	UG	BN	BS	Business Administration
Erika	Sams	GR	BN	MBA	Business Administration
Kathiria	Sanchez	UG	BN	BS	Business Administration
Sukhraj	Sandhu	GR	BN	MBA	Business Administration
Cristin	Sandknop	UG	BN	BS	Business Administration
Rajah	Shepard	GR	BN	MBA	Business Administration
Adam	Sheppard	UG	BN	BS	Business Administration
Zak	Show	UG	BN	BS	Business Administration
Kyle	Shropshire	UG	BN	BS	Business Administration
Pretika	Singh	UG	BN	BS	Business Administration
An'Dreona	Smith	UG	BN	BS	Business Administration
Brittani	Smith	UG	BN	BS	Business Administration
Genae	Smith	UG	BN	BS	Business Administration
Matthew	Smith	UG	BN	BS	Business Administration
Meleah	Smith	UG	BN	BS	Business Administration
Amanda	Sparacino	UG	BN	BS	Business Administration
Juston	Steward	UG	BN	BS	Business Administration
Desiree	Swan	GR	BN	MBA	Business Administration
Desirea	Sweeting	UG	BN	BS	Business Administration

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Bryce	Talbert	GR	BN	MBA	Business Administration
Marjoni	Tate	UG	BN	BS	Business Administration
Dylan	Thomas	UG	BN	BS	Business Administration
Miriam	Thompson	UG	BN	BS	Business Administration
Tracey	Thompson	GR	BN	MBA	Business Administration
Nailah	Tinsley	UG	BN	BS	Business Administration
Destiny	Tolbert	UG	BN	BS	Business Administration
Mario	Trujillo	UG	BN	BS	Business Administration
Clarissa	Venable	UG	BN	BS	Business Administration
Rikkama Ann	Vrigneau	UG	BN	BS	Business Administration
Daniel	Walker	UG	BN	BS	Business Administration
Princess	Walton-Battle	UG	BN	BS	Business Administration
Ocean	Washington	GR	BN	MBA	Business Administration
Sha'Quarius	Washington	UG	BN	BS	Business Administration
Alaja	Weatherspoon	UG	BN	BS	Business Administration
Shacola	West	UG	BN	BS	Business Administration
Tiffani	Whitaker	UG	BN	BS	Business Administration
Gregg	White	UG	BN	BS	Business Administration
Astria	Williams	UG	BN	BS	Business Administration
Cayla	Williams	GR	BN	MBA	Business Administration
Eric	Williams	UG	BN	BS	Business Administration
Teresa	Williams	GR	BN	MBA	Business Administration
Tyler	Wooten	UG	BN	BS	Business Administration
Kendrick	Wordlaw	UG	BN	BS	Business Administration
Kevin	Wright	UG	BN	BS	Business Administration
Betzaida	Yax	UG	BN	BS	Business Administration
Carolin	Zayas	UG	BN	BS	Business Administration
Yanelly	Zecua	UG	BN	BS	Business Administration
Lavaija'Nae	Berry	UG	SE	BS	Chemistry
Kayvon	Adderley	UG	SE	BS	Computer Science
Dylan	Damiano	UG	SE	BS	Computer Science
Aaron	Drumwright	UG	SE	BS	Computer Science
Andrew	Drumwright	UG	SE	BS	Computer Science
Chi'Kae	Hall	UG	SE	BS	Computer Science
Henry	Harrington	UG	SE	BS	Computer Science
Chason	Harris	UG	SE	BS	Computer Science
Brya	Hinesmon	UG	SE	BS	Computer Science
Sincere	Horton	UG	SE	BS	Computer Science
Jarvis	Lane	UG	SE	BS	Computer Science
Camron	Nesbitt	UG	SE	BS	Computer Science
Isaiah	Smith	UG	SE	BS	Computer Science
Jaylen	Striggles	UG	SE	BS	Computer Science
Canaan	Thomas	UG	SE	BS	Computer Science

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Tyler	Vaas	UG	SE	BS	Computer Science
Melissa	Vandermark	UG	SE	BS	Computer Science
Ka'Mya	Wade	UG	SE	BS	Computer Science
Jasmine	Williams	UG	SE	BS	Computer Science
Nancy	Atalla	UG	HS	BS	Criminal Justice
Blanca	Ayon	UG	CH	BS	Criminal Justice
Jazmine	Bates	UG	HS	BS	Criminal Justice
Wakwan	Braxton Cross	UG	CH	BS	Criminal Justice
Doreen	Bright	UG	HS	BS	Criminal Justice
Serena	Brown	UG	CH	BS	Criminal Justice
Teresa	Callejas Garcia	UG	HS	BS	Criminal Justice
Jamel	Campbell	UG	HS	BS	Criminal Justice
Samara	Cavanaugh	UG	CH	BS	Criminal Justice
Kaleb	Constable	UG	HS	BS	Criminal Justice
Rochelle	Davis	UG	HS	BS	Criminal Justice
Samaya	Debose	UG	HS	BS	Criminal Justice
Amanda	Delgado	UG	CH	BS	Criminal Justice
Nicholas	Dennis	UG	HS	BS	Criminal Justice
Elizabeth	Didia	UG	HS	BS	Criminal Justice
Terrance	Durnin	UG	HS	BS	Criminal Justice
Alicia	Elkins	UG	HS	BS	Criminal Justice
Jonathan	Foster	UG	HS	BS	Criminal Justice
Jessica	Fox	UG	HS	BS	Criminal Justice
Mikayla	Frazier	UG	HS	BS	Criminal Justice
Aundrya	Gales	UG	HS	BS	Criminal Justice
Keshawnn	Gibson	UG	HS	BS	Criminal Justice
Jill	Giles	UG	HS	BS	Criminal Justice
Johnika	Ginyard	UG	HS	BS	Criminal Justice
Heather	Guidotti	UG	HS	BS	Criminal Justice
Allen	Hayden	UG	HS	BS	Criminal Justice
Angela	Hilton	UG	HS	BS	Criminal Justice
Leronda	Jackson	UG	HS	BS	Criminal Justice
Serena	Jara	UG	HS	BS	Criminal Justice
Khamarli	Jarrett	UG	CH	BS	Criminal Justice
Maya	Jeffries	UG	HS	BS	Criminal Justice
Sara	Kaylor	UG	HS	BS	Criminal Justice
Robert	King	UG	CH	BS	Criminal Justice
Kamisha	Lewis	UG	HS	BS	Criminal Justice
Fancy	Love	UG	CH	BS	Criminal Justice
SaVion	Marshall Hamilton	UG	HS	BS	Criminal Justice
Helena	Martins	UG	HS	BS	Criminal Justice
Victoria	Mccoy	UG	CH	BS	Criminal Justice
Victoria	Mccoy	UG	HS	BS	Criminal Justice

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Kevis	McGee	UG	HS	BS	Criminal Justice
Donald	Milligan	UG	HS	BS	Criminal Justice
Keyona	Mims	UG	HS	BS	Criminal Justice
Michael	Moates	UG	CH	BS	Criminal Justice
Vanessa	Morgan	UG	CH	BS	Criminal Justice
Sydney	Moss	UG	HS	BS	Criminal Justice
Kelsey	Neal	UG	HS	BS	Criminal Justice
Demetria	Nunley-Lash	UG	HS	BS	Criminal Justice
Mbaya	Nyembwe	UG	HS	BS	Criminal Justice
Jennifer	Owens	UG	CH	BS	Criminal Justice
Taurean	Pender	UG	HS	BS	Criminal Justice
Brianna	Perez	UG	HS	BS	Criminal Justice
Tia	Reaves	UG	CH	BS	Criminal Justice
Alexis	Reid	UG	HS	BS	Criminal Justice
Jasmine	Riggs	UG	HS	BS	Criminal Justice
Jania	Ross	UG	HS	BS	Criminal Justice
Chloe	Runia	UG	HS	BS	Criminal Justice
Greg	Salen	UG	CH	BS	Criminal Justice
Claudia	Serrano	UG	HS	BS	Criminal Justice
Keisha	Teixeira	UG	HS	BS	Criminal Justice
Antione	Thompson	UG	HS	BS	Criminal Justice
Shamiyah	Thompson	UG	HS	BS	Criminal Justice
Edgar	Vega-Cedeno	UG	CH	BS	Criminal Justice
Clayton	Washington	UG	CH	BS	Criminal Justice
Saniah	Williams	UG	HS	BS	Criminal Justice
Tracee	Willis	UG	HS	BS	Criminal Justice
Sierra	Young	UG	HS	BS	Criminal Justice
Jaeden	Conley	UG	SE	CERT	Cyber Security Certificate
James	Smith	UG	SE	CERT	Cyber Security Certificate
Debra	Belote	UG	CH	BSE	Early Childhood Education
Dania	Chaidez	UG	CH	BSE	Early Childhood Education
Kristopher	Fowell	UG	CH	BSE	Early Childhood Education
Ashlee	Freeman	UG	ED	BSE	Early Childhood Education
Myriam	Garcia-Wilson	UG	CH	BSE	Early Childhood Education
Prudence	Heusser	UG	CH	BSE	Early Childhood Education
Megan	Hoerig	UG	CH	BSE	Early Childhood Education
Sara	Hubscher	UG	CH	BSE	Early Childhood Education
Joshua	Jasper	UG	CH	BSE	Early Childhood Education
Cassie	Marshall	UG	CH	BSE	Early Childhood Education
Jennifer	Martin	UG	CH	BSE	Early Childhood Education
Tammy	Muncy	UG	CH	BSE	Early Childhood Education
Tania	Popoff	UG	CH	BSE	Early Childhood Education
Aurora	Ramirez	UG	CH	BSE	Early Childhood Education

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Terri	Walton	UG	CH	BS	Education
Debra	Akins	UG	ED	BS	Educational Studies
Bambi	Alamillo	UG	ED	BS	Educational Studies
Jessica	Andrews	UG	ED	BS	Educational Studies
Jazmine	Arambula	UG	ED	BS	Educational Studies
Dana	Auge	UG	ED	BS	Educational Studies
Lourdes	Barba-Jimenez	UG	ED	BS	Educational Studies
Katrina	Barksdale	UG	ED	BS	Educational Studies
Sara	Barrett	UG	CH	BS	Educational Studies
Erica	Bautista	UG	CH	BS	Educational Studies
Amanda	Bluemel	UG	ED	BS	Educational Studies
Brande	Boone	UG	CH	BS	Educational Studies
Keri	Burgess	UG	CH	BS	Educational Studies
Jaden	Byrd	UG	ED	BS	Educational Studies
Cristina	Cerda	UG	CH	BS	Educational Studies
Cara	Coffee	UG	CH	BS	Educational Studies
Anna	Connaughton	UG	ED	BS	Educational Studies
Linda	Costa	UG	ED	BS	Educational Studies
Nyasha	Craig	UG	ED	BS	Educational Studies
Donovan	Daniels	UG	ED	BS	Educational Studies
Mary	Dante	UG	CH	BS	Educational Studies
Cara	DeBenedictis	UG	CH	BS	Educational Studies
Brendan	Deiter	UG	ED	BS	Educational Studies
Brandon	Detres	UG	ED	BS	Educational Studies
Ashley	Duncan	UG	ED	BS	Educational Studies
Jennette	Eddy	UG	ED	BS	Educational Studies
Fatima	Elabdallah	UG	ED	BS	Educational Studies
Esmeralda	Escobar	UG	ED	BS	Educational Studies
Marta	Espinoza	UG	ED	BS	Educational Studies
Tyliah	Finley	UG	ED	BS	Educational Studies
Iris	Fisher	UG	ED	BS	Educational Studies
Beatriz	Garcia	UG	ED	BS	Educational Studies
Cynthia	Garcia	UG	ED	BS	Educational Studies
Noel	Gonzales	UG	CH	BS	Educational Studies
Shaundra	Gray	UG	ED	BS	Educational Studies
Roslyn	Griffin	UG	CH	BS	Educational Studies
Jahari	Hannah	UG	ED	BS	Educational Studies
Manal	Hasou	UG	CH	BS	Educational Studies
Destiny	Holman	UG	ED	BS	Educational Studies
Nicole	Holt	UG	ED	BS	Educational Studies
Cayla	Howard	UG	ED	BS	Educational Studies
Carla	Ilcken	UG	CH	BS	Educational Studies
Christian	Jackson	UG	ED	BS	Educational Studies

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Prabhjit	Kaur	UG	CH	BS	Educational Studies
Kim	Kingery	UG	ED	BS	Educational Studies
Breanne	Lovelace	UG	ED	BS	Educational Studies
Natasha	McCowan	UG	ED	BS	Educational Studies
Nicole	Miller	UG	ED	BS	Educational Studies
Nicole	Mirabito	UG	CH	BS	Educational Studies
Cipriano	Mireles	UG	ED	BS	Educational Studies
McGill	Moneta	UG	ED	BS	Educational Studies
Ashanti	Moseley	UG	ED	BS	Educational Studies
Taneeshia	Neeley	UG	ED	BS	Educational Studies
Mayra	Novello	UG	CH	BS	Educational Studies
Nilajah	Nyasuma Sims	UG	ED	BS	Educational Studies
Alijah	Pleasant	UG	CH	BS	Educational Studies
Bernadette	Poor	UG	ED	BS	Educational Studies
Cheryl	Pope	UG	CH	BS	Educational Studies
Monique	Rajotte	UG	ED	BS	Educational Studies
Brianna	Robb	UG	ED	BS	Educational Studies
James	Robinson	UG	ED	BS	Educational Studies
Geremiah	Rodgers	UG	ED	BS	Educational Studies
Mari'Yana	Scott-Ford	UG	CH	BS	Educational Studies
Kimberly	Singleton	UG	ED	BS	Educational Studies
Sirmone	Smith	UG	CH	BS	Educational Studies
Vanessa	Soberon	UG	ED	BS	Educational Studies
Andi-marie	Sorocco	UG	ED	BS	Educational Studies
Brittney	Taylor	UG	ED	BS	Educational Studies
Ashley	Thomas	UG	ED	BS	Educational Studies
Heidi	Torres	UG	CH	BS	Educational Studies
Nelson	Torres	UG	CH	BS	Educational Studies
Jessica	Vaughn	UG	CH	BS	Educational Studies
Callie	Vawser	UG	CH	BS	Educational Studies
Victoria	Villasenor	UG	CH	BS	Educational Studies
Mallorie	Vincent	UG	ED	BS	Educational Studies
Krystal	Walker	UG	ED	BS	Educational Studies
Sierra	Walls	UG	ED	BS	Educational Studies
Yulanda	Wilbert	UG	CH	BS	Educational Studies
Skyler	Williams	UG	ED	BS	Educational Studies
Madeline	Wright	UG	CH	BS	Educational Studies
Orion	Monford	UG	HS	BA	English
David	Barfield	UG	HS	BA	English - Pre-Law
Ariyan	McHeard	UG	HS	BA	English - Pre-Law
Ryan	Lee	UG	SE	BS	Environmental Engineering
Ishe	Mawasha	UG	SE	BS	Environmental Engineering
Bryant	Willis	UG	SE	BS	Environmental Engineering

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Laverne	Ambrister	UG	SE	BS	Exercise Science
Isaiah	Boulware	UG	SE	BS	Exercise Science
Anya	Chatman	UG	SE	BS	Exercise Science
Kalyn	Cherry	UG	SE	BS	Exercise Science
Jasmin	Churchill	UG	SE	BS	Exercise Science
Ciara	Dillon	UG	SE	BS	Exercise Science
Aden	Fisher	UG	SE	BS	Exercise Science
Michael	Griffin	UG	SE	BS	Exercise Science
Michael	Howard	UG	SE	BS	Exercise Science
Ibrahima	Jarjou	UG	SE	BS	Exercise Science
Jaelyn	Jenkins	UG	SE	BS	Exercise Science
Croix	Johnson	UG	SE	BS	Exercise Science
Davante	Johnson	UG	SE	BS	Exercise Science
Ty'Rell	Johnson	UG	SE	BS	Exercise Science
Amir	Jumper	UG	SE	BS	Exercise Science
Aisha	Kenyatta	UG	SE	BS	Exercise Science
Kristopher	King	UG	SE	BS	Exercise Science
Brannndon	Leahr	UG	SE	BS	Exercise Science
Dereck	Link	UG	SE	BS	Exercise Science
Dynver	Lovett	UG	SE	BS	Exercise Science
Justin	Martin	UG	SE	BS	Exercise Science
Kaieisha	McKinnie	UG	SE	BS	Exercise Science
Michael	Nedd	UG	SE	BS	Exercise Science
Dylan	Purry	UG	SE	BS	Exercise Science
Nehemiah	Rathers	UG	SE	BS	Exercise Science
Travion	Searcy	UG	SE	BS	Exercise Science
Josiah	Smith	UG	SE	BS	Exercise Science
Kenyon	Smith	UG	SE	BS	Exercise Science
Sakiya	Smith	UG	SE	BS	Exercise Science
Kyler	Thompson	UG	SE	BS	Exercise Science
Braxton	Upton	UG	SE	BS	Exercise Science
Dakiyah	White	UG	SE	BS	Exercise Science
Malayiah	Williams	UG	SE	BS	Exercise Science
Nyashia	Williams Matthews	UG	SE	BS	Exercise Science
Dajour	Bridges	UG	HS	BA	Graphic Design
Christian	Dorsey	UG	HS	BA	Graphic Design
Amari	Floyd	UG	HS	BA	Graphic Design
Jalen	Orwig	UG	HS	BA	Graphic Design
Elizabeth	Perryman	UG	HS	BA	Graphic Design
A'Mere	Thomas	UG	HS	BA	Graphic Design
Nkem	Utomi	UG	HS	BA	Graphic Design
Dnyia	Wilson	UG	HS	BA	Graphic Design
Na'Tozja	Alford	UG	HS	BA	Humanities Interdisciplinary Studies

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Elizabeth	Arthur	UG	HS	BA	Humanities Interdisciplinary Studies
Louis	Brown	UG	HS	BA	Humanities Interdisciplinary Studies
Anna	Calhoun	UG	CH	BA	Humanities Interdisciplinary Studies
Shawn	Castorao	UG	HS	BA	Humanities Interdisciplinary Studies
Erica	Clemons	UG	HS	BA	Humanities Interdisciplinary Studies
Joel	Cribb	UG	HS	BA	Humanities Interdisciplinary Studies
Alexia	Dickson	UG	CH	BA	Humanities Interdisciplinary Studies
Raven	Evans-Harris	UG	HS	BA	Humanities Interdisciplinary Studies
R'Eion	Featherstone	UG	HS	BA	Humanities Interdisciplinary Studies
Dalphine	Foster	UG	CH	BA	Humanities Interdisciplinary Studies
Vinnie	Garcia	UG	HS	BA	Humanities Interdisciplinary Studies
Esther	Grijalva	UG	CH	BA	Humanities Interdisciplinary Studies
Monique	Hackett	UG	HS	BA	Humanities Interdisciplinary Studies
Demetricus	Hamilton	UG	CH	BA	Humanities Interdisciplinary Studies
Vanessa	Ibarra	UG	CH	BA	Humanities Interdisciplinary Studies
Karon	Jones	UG	HS	BA	Humanities Interdisciplinary Studies
Maria	Reyes	UG	HS	BA	Humanities Interdisciplinary Studies
Ciera	Sekyewa	UG	CH	BA	Humanities Interdisciplinary Studies
Guadalupe	Torres	UG	HS	BA	Humanities Interdisciplinary Studies
Treyvon	Anderson	UG	SE	BS	Industrial Technology
Vandeleezza	Hepburn	UG	SE	BS	Industrial Technology
Brandon	McDougal	UG	SE	BS	Industrial Technology
Bradley	Moore	UG	SE	BS	Industrial Technology
Cedric	Perkins	UG	SE	BS	Industrial Technology
R'Eion	Featherstone	UG	ED	BSE	Integrated Social Studies Education
Anthony	Braaksma	UG	ED	BSE	Intervention Specialist Education
Amanda	Calhoun	UG	CH	BSE	Intervention Specialist Education
Amanda	Chabot	UG	ED	BSE	Intervention Specialist Education
Katie	Farra	UG	ED	BSE	Intervention Specialist Education
Mark	Gjestvang	UG	ED	BSE	Intervention Specialist Education
David	Lane	UG	ED	BSE	Intervention Specialist Education
Sara	McQuilkin	UG	CH	BSE	Intervention Specialist Education
Ahjahni	Moultry	UG	CH	BSE	Intervention Specialist Education
Beatriz	Ontiveros	UG	ED	BSE	Intervention Specialist Education
Victoria	Orosco	UG	CH	BSE	Intervention Specialist Education
Rajeswari	Ramachandran	UG	ED	BSE	Intervention Specialist Education
Tracy	Rice	UG	CH	BSE	Intervention Specialist Education
Elizabeth	Scheier	UG	CH	BSE	Intervention Specialist Education
Lisa	Sines	UG	CH	BSE	Intervention Specialist Education
Allan	Ware	UG	HS	BM	Jazz Studies
Victor	Byrd	UG	HS	BA	Journalism and Digital Media
Khalil	Foye	UG	HS	BA	Journalism and Digital Media
Josiah	Gartley	UG	HS	BA	Journalism and Digital Media

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Adia	Harper	UG	HS	BA	Journalism and Digital Media
Alana	Jones	UG	HS	BA	Journalism and Digital Media
Mycah	Pollard	UG	HS	BA	Journalism and Digital Media
Ajae	Talison	UG	HS	BA	Journalism and Digital Media
Dakota	Wimbs	UG	HS	BA	Journalism and Digital Media
Jeremiah	Daubon	UG	SE	BS	Manufacturing Engineering
Suraju	Lawal	UG	SE	BS	Manufacturing Engineering
Dylan	Damiano	UG	SE	BS	Mathematics
Blake	Spaulding	UG	SE	BS	Mathematics
Alicia	West	UG	SE	BS	Mathematics
Pablo	Oquendo	UG	AS	BA	Music
Heaven	Johnson	UG	HS	BM	Music Education
Pablo	Oquendo	UG	HS	BM	Music Education
Kaylah	King	UG	HS	BM	Music Performance
Cameron	Baldwin	UG	HS	BA	Political Science
Azariah	Crosby	UG	HS	BA	Political Science
Mackenzie	Reid	UG	HS	BA	Political Science
Delijah	Williams	UG	CH	BA	Political Science
Ayana	Witherspoon	UG	HS	BA	Political Science
Faith	Allen	UG	CH	BA	Psychology
Taneicia	Andrews	UG	HS	BS	Psychology
Bishop	Blakely	UG	HS	BS	Psychology
Shylah	Brooks	UG	HS	BS	Psychology
Lauryn	Burgess	UG	HS	BS	Psychology
Corey	Burnette	UG	HS	BS	Psychology
Aniyah	Cavitt	UG	HS	BS	Psychology
Keara	Clarke	UG	HS	BS	Psychology
Jaeden	Conley	UG	HS	BS	Psychology
Adriana	Cook	UG	HS	BS	Psychology
Demya	Davis	UG	HS	BA	Psychology
Aleesha	Evans	UG	HS	BS	Psychology
Keshawnn	Gibson	UG	HS	BA	Psychology
Isaiah	Goodrum	UG	HS	BS	Psychology
Devine	Howard	UG	HS	BS	Psychology
Taniyah	Howard	UG	CH	BA	Psychology
Jaden	Irvin	UG	HS	BS	Psychology
Courtnei	Jackson	UG	HS	BS	Psychology
Abu	Kalokoh	UG	HS	BS	Psychology
Janiya	Lewis	UG	HS	BS	Psychology
Jordyn	Lewis	UG	CH	BS	Psychology
Alpha	Munroe	UG	HS	BA	Psychology
Elizabeth	Perryman	UG	HS	BS	Psychology
Elizabeth	Perryman	UG	HS	BS	Psychology

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Ari	Rice	UG	HS	BS	Psychology
Ravera	Roberts	UG	HS	BS	Psychology
Saniya	Sanders	UG	HS	BS	Psychology
Deziah	Sweeting	UG	HS	BS	Psychology
Alecia	Thompson	UG	HS	BS	Psychology
Isabella	Wynter Mitchell	UG	HS	BS	Psychology
Brandon	Brock	UG	CH	BS	Recreation
Ramere	McGhee	UG	ED	BS	Recreation
Mikayla	Allen	UG	HS	BS	Social Work
Markeisha	Anderson	UG	CH	BS	Social Work
Charlene	Austin	UG	HS	BS	Social Work
Samone	Byrd	UG	HS	BS	Social Work
Sade	Demu	UG	HS	BS	Social Work
Jalin	Gibson	UG	CH	BS	Social Work
Brittany	Gray	UG	HS	BA	Social Work
Daevon'te	Hatch	UG	CH	BS	Social Work
Justine	Holliday	UG	HS	BS	Social Work
Danielle	Hulittle	UG	HS	BA	Social Work
Nyshawnti	Laney	UG	CH	BS	Social Work
Miara	Mitchem	UG	HS	BS	Social Work
Jordan	Pettigrew	UG	CH	BS	Social Work
Jazzmyn	Pitts	UG	HS	BS	Social Work
Semaj	Powell	UG	CH	BS	Social Work
Coriana	Rice	UG	HS	BA	Social Work
Sydney	Robinson	UG	HS	BS	Social Work
Ame'rice	Rodriguez	UG	CH	BS	Social Work
Arianna	Thomas	UG	HS	BS	Social Work
Paige	Turner	UG	HS	BS	Social Work
Jade	Washington	UG	HS	BS	Social Work
Mahleyah	Yisrael	UG	HS	BS	Social Work
Amya	Youngblood	UG	HS	BS	Social Work
Taneicia	Andrews	UG	HS	BS	Sociology
Aniyah	Cavitt	UG	HS	BS	Sociology
Jonathan	Foster	UG	HS	BS	Sociology
Jayden	Griggs	UG	CH	BS	Sociology
Justin	Rogers	UG	HS	BS	Sociology
Rylee	Mays	UG	HS	BA	Studio Art
Jeranea	Colebrook	UG	SE	BS	Sustainable Agriculture
LaRashia	Edwards	UG	SE	BS	Sustainable Agriculture
Amaiya	Harp	UG	SE	BS	Sustainable Agriculture
Donniesha	Hawkins	UG	SE	BS	Sustainable Agriculture
Derrick	Martin	UG	SE	BS	Sustainable Agriculture
Anthoniece	Moxey	UG	SE	BS	Sustainable Agriculture

FIRST NAME	LAST NAME	LEVEL	COLL	DEGREE	MAJOR
Meyah	Pillow	UG	SE	BS	Sustainable Agriculture
Andre	Wallace	UG	SE	BS	Sustainable Agriculture
Pleas	Halsell	UG	SE	BS	Water Resources Management

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CENTRAL STATE UNIVERSITY
AND
SCHOOLEY CALDWELL ASSOCIATES**

THIS AGREEMENT (this “**Agreement**”) is between Central State University (hereinafter “**University**”), 1400 Brush Row Road, Wilberforce, Ohio 45384, and **Schooley Caldwell Associates** (hereinafter “**Vendor**”), **300 Marconi Blvd., Suite 100, Columbus, Ohio 43215**

The parties agree as follows:

I. NATURE OF AGREEMENT

A. Vendor shall be employed as an independent contractor, to fulfill the terms of this Agreement and to act as a Vendor to University. It is specifically understood that the nature of the services to be rendered under this Agreement are of such a personal nature that University is the sole judge of the adequacy of such services.

B. University enters into this Agreement in reliance upon Vendor’s representations that it has the necessary expertise and experience to perform its obligations hereunder, and Vendor warrants that it does possess the necessary expertise and experience.

C. Vendor shall perform the services to be rendered under this Agreement and University shall not hire, supervise, or pay any assistants to Vendor in its performance of services under this Agreement. University shall not be required to provide any training to Vendor to enable it to perform services required hereunder.

II. SCOPE OF WORK

A. Vendor shall perform the services (the “**Work**”) set forth in Exhibit 1, Scope of Work, attached hereto and made a part hereof.

B. In order to facilitate the Work, University shall provide the resources set forth in Exhibit 1, Scope of Work.

III. TIME OF PERFORMANCE

A. The Work shall be commenced on or after the date of an approved purchase order.

B. The Work shall be concluded on or before **June 30, 2027** [insert end date], and this Agreement shall terminate on the earlier to occur of: (i) the date on which the Work is completed to the satisfaction of University or (ii) the date on which this Agreement is terminated as provided in Article VI, Termination of Vendor’s Services.

C. Notwithstanding the foregoing, as the current General Assembly cannot commit a future General Assembly to expenditure, this Agreement shall in any event expire no later than **June 30, 2027**. University may renew this Agreement for an additional one-year term on the same terms and conditions by giving written notice prior to expiration.

D. It is expressly agreed by the parties that none of the rights, duties, and obligations herein shall be binding on either party if award of this Agreement would be contrary to the terms of Ohio Revised Code (“R.C.”) 3517.13, 127.16, or Chapter 102.

IV. COMPENSATION

A. University shall pay Vendor no more than \$ **73,250.00** for the Work.

B. The total amount due shall be computed according to the following cost schedule:

1. **\$12,208.34**/month (or \$ /hour)

Payment will be made monthly based on invoices that are reviewed and approved by the University **Mark Taylor** [insert name of person who will approve invoice]. The maximum hours shall not exceed 70 hours per week.

C. Vendor shall not be reimbursed for travel, lodging or any other expenses incurred in the performance of the Work.

D. After Vendor receives a purchase order, Vendor shall submit an invoice for the Work performed consistently with this Article IV, Compensation. Each invoice shall contain an itemization of the Work performed, including dates the Work was performed, total hours worked, the location or address where the Work was performed, and the sum due at that time pursuant to this Agreement. All invoices shall contain the Vendor's name and address and shall reference University. After receipt and approval by University of a proper invoice, as determined by University, payment to Vendor will be made promptly. Interest on any late payments as required by Section 126.30 of the Ohio Revised Code will be calculated using the Ohio Budget and Management Payment Calculator found here: <https://obm.ohio.gov/areas-of-interest/financial-support-services/resources/late-payment-calculator>. Unless otherwise directed by University, invoices should be directed via email to: acctspayable@centralstate.edu.

V. CERTIFICATION OF FUNDS

A. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio and/or University's Board of Trustees, or in the event that grant funds are used, until such time that University gives Vendor written notice that such funds have been made available to University by University's funding source(s).

VI. TERMINATION OF VENDOR'S SERVICES

A. University may, at any time prior to the completion of the Work, suspend or terminate this Agreement with or without cause by giving written notice to Vendor.

B. In the event that the Work includes divisible services, University may, at any time prior to completion of the Work, by giving written notice to Vendor, suspend or terminate any one or more such portions of the Work.

C. Vendor, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this Agreement, suspend or terminate all subcontracts relating to the suspended or terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and, if requested by University, furnish a report, as of the date Vendor receives notice of notice of suspension or termination, describing the status of all Work, including, without limitation, results, conclusions resulting there from, and any other matters University requires.

D. Vendor shall be paid for services rendered up to the date Vendor received notice of suspension or termination, less any payments previously made, provided Vendor has supported such payments with detailed factual data containing Work performed and hours worked. In the event of suspension or termination, any payments made by University for which Vendor has not rendered services shall be refunded.

E. In the event this Agreement is terminated prior to completion of the Work, Vendor shall deliver to University all work products and documents which have been prepared by Vendor in the course of performing the Work. All such materials shall become, and remain the property of, University, to be used in such manner and for such purpose as University may choose.

F. Vendor agrees to waive any right to, and shall make no claim for, additional compensation against University by reason of any suspension or termination.

G. Vendor may terminate this Agreement upon sixty (60) days' prior written notice to University.

VII. RELATIONSHIP OF PARTIES

A. Vendor shall be responsible for all of its own business expenses, including, but not limited to, computers, email and internet access, software, phone service and office space. Vendor will also be responsible for all licenses, permits, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

B. While Vendor shall be required to render services described hereunder for University during the term of this Agreement, nothing herein shall be construed to imply, by reason of Vendor's engagement hereunder as an independent contractor, that University shall have or may exercise any right of control over Vendor with regard to the manner or method of Vendor's performance of services hereunder.

C. Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

D. It is fully understood and agreed that Vendor is an independent contractor and neither Vendor nor its personnel shall at any time, or for any purpose, be considered as agents, servants, or employees of University or the State of Ohio for the purposes of Ohio Public Employees Retirement Systems Benefits.

E. It is fully understood and agreed that Vendor is an independent contractor and neither Vendor nor its personnel shall at any time, or for any purpose, be considered agents, servants, or employees of the University or the State of Ohio, or public employees for the purpose of Ohio Public Employees Retirement System benefits. Pursuant to R.C. 145.038, if Vendor is an individual or business entity with fewer than five employees, Vendor shall notify the University not later than thirty days after the work begins via the Non-Member Acknowledgement Form ("PEDACKN")

provided by the Ohio Public Employees Retirement System (“OPERS”), found here: <https://www.opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf> . Vendor ‘s failure to complete and submit the PEDACKN to the Vendor within 30 days of the Work beginning shall serve as Vendor’s certification that Vendor is a “business entity” as that term is defined in R.C. 145.037. Notices pursuant to this Paragraph shall be sent to the University by email to: [Email: mtaylor13@centralstate.edu]

VIII. RECORD KEEPING

A. During performance of this Agreement and for a period of three (3) years after its completion, Vendor shall maintain auditable records of all charges pertaining to this Agreement and shall make such records available to University as University may reasonably require.

IX. RELATED AGREEMENTS

A. The Work is to be performed by Vendor, who may subcontract without University’s approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in Exhibit 1, Scope of Work, but which are required for satisfactory completion of the Work.

1. Vendor shall not enter into subcontracts related to the Work without prior written approval by University. All work subcontracted shall be at Vendor’s expense.

2. Vendor shall furnish to University a list of all subcontractors, their addresses, tax identification numbers, and the dollar amount of each subcontract.

B. Vendor shall bind its subcontractors to the terms of this Agreement, so far as applicable to the work of the subcontractor and shall not agree to any provision which seeks to bind University to terms inconsistent with, or at variance from, this Agreement.

C. Vendor warrants that it has not entered into, nor shall it enter into, other agreements, without prior written approval of University, to perform substantially identical work for the State of Ohio or any of its state institutions of higher education such that the Work duplicates the work called for by the other agreements.

X. RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE

A. University shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by Vendor pursuant to this Agreement. No such documents or other materials produced (in whole or in part) with funds provided to Vendor by University shall be subject to copyright by Vendor in the United States or any other country.

B. Vendor agrees that all original works created under this Agreement shall be made freely available to the general public to the extent permitted or required by law until and unless specified otherwise by University. Any requests for distribution received by Vendor shall be promptly referred to University.

XI. CONFIDENTIALITY

A. Vendor shall not discuss or disclose any information or material obtained pursuant to its obligations under this Agreement without the prior written consent of University.

B. It is understood by the parties that University is a State University pursuant to R.C. 3345.011, and is subject to the Ohio Public Records Act, O.R.C. 149.43, et seq., and that any record kept by University that is deemed a public record is subject to release if a proper request is made.

XII. LIABILITY

A. Vendor agrees to indemnify and to hold University and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to Vendor's own actions or omissions or those of its trustees, officers, employees, subcontractors, suppliers, third party agents or joint venturers while acting under this Agreement. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks. Each party shall indemnify and hold the other harmless from claims arising solely from that party's own negligent acts or omissions.

B. Vendor shall bear all costs associated with defending University and the State of Ohio against any claims.

C. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits.

D. In conjunction herewith, Vendor agrees, at its own cost, to procure and continue in force at all times that this Agreement is in effect, in its name, general liability insurance against any and all claims for injuries to persons or damage to property occurring or arising out of Vendor's obligations set forth herein. Such insurance shall at all times be in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of bodily injury to or death of one (1) person, and One Million Dollars (\$1,000,000) on account of bodily injuries or death of more than one (1) person as a result of any one (1) accident or disaster, and Two Hundred Fifty Thousand Dollars (\$250,000) for property damage in any one (1) accident. Such insurance shall be written by a company or companies authorized to engage in the business of general liability insurance in the State of Ohio with an A.M. Best rating of at least "A" or be otherwise approved in writing by University. Any insurance policy required hereunder shall include an endorsement naming University and the State of Ohio as additional insureds. Prior to the effective date of this Agreement, Vendor shall provide University with (i) a copy of such endorsement and (ii) a certificate reflecting the coverage of the policy, each in a form acceptable to University in its sole discretion. Vendor shall provide written notice to University no less than thirty (30) days prior to a cancellation, non-renewal, expiration or material alteration of the coverage contained in any policy required hereunder, and shall provide to University evidence of continuing coverage of any required policy no less than thirty (30) days prior to its expiration.

For Vendors providing professional design or architecture services, the foregoing insurance requirements shall include professional liability (Errors & Omissions) coverage of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, written on a claims-made basis with tail coverage of no less than three (3) years.

XIII. ANTITRUST ASSIGNMENT

A. Vendor assigns to University all State and Federal antitrust claims and causes of action that relate to all goods and services provided for in this Agreement.

XIV. VENDOR'S REPRESENTATIONS AND WARRANTIES

A. COMPLIANCE WITH LAWS. Vendor, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.

B. **DRUG FREE WORKPLACE.** Vendor agrees to comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the Work purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

C. **NONDISCRIMINATION OF EMPLOYMENT.** Vendor agrees that Vendor, any subcontractor, and any person acting on behalf of Vendor or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the Work. Vendor further agrees that Vendor, any subcontractor, and any person acting on behalf of Vendor or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of the Work on account of race, color, religion, sex, age, disability, military status, national origin, or ancestry.

D. **CONFLICTS OF INTEREST.** No personnel of Vendor who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to University in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless University shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

E. **ETHICS COMPLIANCE.** Vendor represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Vendor further represents, warrants, and certifies that neither Vendor nor any of its employees will do any act that is inconsistent with such laws.

F. **QUALIFICATIONS TO DO BUSINESS.** Vendor affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If at any time during the term of this Agreement Vendor, for any reason, becomes disqualified from conducting business in the State of Ohio, Vendor will immediately notify University in writing and will immediately cease performance of the Work.

G. **CAMPAIGN CONTRIBUTIONS.** Vendor hereby certifies that neither Vendor nor any of Vendor's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions in excess of the limitations specified in R.C. 3517.13.

H. **FINDINGS FOR RECOVERY.** Vendor warrants that it is not subject to an "unresolved" finding for recovery under R.C. 9.24.

I. **DEBARMENT.** Vendor represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 153.02 or R.C. 125.25.

J. CONFIDENTIALITY OF EDUCATIONAL RECORDS. Vendor understands that it may, pursuant to this Agreement, generate or otherwise be in possession of confidential education records regarding University's students, and that these records are protected by federal law including, inter alia, the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C.A. 1232g. Vendor further understands that it may not share or disclose these education records with any party other than University, without both University's and the relevant student's consent.

OHIO SERVICES AND OFFSHORE SERVICES. Vendor affirms to have read and understands Executive Orders 2019-12D and 2022-02D and shall abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the University reserves the right to recover any funds paid for services the Agreement performs outside of the United States for which it did not receive a waiver and for purchases or investments in a Russian institution or company in violation of the Executive Order. The University does not waive any other rights and remedies provided the University in this Vendor. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective. The Vendor must complete the Contractor/Subcontractor Affirmation and Disclosure Form affirming the Vendor understands and will meet the requirements of the above prohibition. https://dam.assets.ohio.gov/image/upload/procure.ohio.gov/pdf/EO2022-02D/04-Affirmation%20and%20Disclosure%20Form_3-4-22.pdf. During the performance of this Agreement, if the Vendor changes the location(s) disclosed on the Affirmation and Disclosure Form, Vendor must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

K. REPAYMENT. If the representations and warranties in Paragraphs H or I of this Article XIV are found to be false, this Agreement is void ab initio and Vendor shall immediately repay to University any funds paid under this Agreement.

L. BOYCOTTING. Pursuant to R.C. 9.76(B), Vendor warrants that Vendor is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the term of this Agreement.

XV. MISCELLANEOUS

A. CONTROLLING LAW. This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio. Vendor consents to jurisdiction in a court of proper jurisdiction in Franklin County, Ohio.

B. WAIVER. A waiver by any party of any breach or default by the other party under this Agreement shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.

C. SURVIVAL. The provisions of Articles IV, VI, VIII, X, XI, XII, XIII and XIV(L) and (O) hereof shall survive the termination or expiration of this Agreement.

D. SUCCESSORS AND ASSIGNS. Neither this Agreement nor any rights, duties or obligations hereunder may be assigned or transferred in whole or in part by Vendor, without the prior written consent of University.

E. NOTICES. Except to the extent expressly provided otherwise herein, all notices, consents and communications required hereunder (each, a "Notice") shall be in writing and shall be deemed to have been properly given when: 1) hand delivered with delivery acknowledged in writing; 2) sent by U.S. Certified mail, return receipt requested, postage prepaid; 3) sent by overnight delivery service (Fed Ex, UPS, etc.) with receipt; or 4) sent by fax or email. Notices shall be deemed given upon receipt thereof, and shall be sent to the addresses first set forth above. Notwithstanding the foregoing, notices sent by fax or email shall be effectively given only upon acknowledgement of receipt by the receiving party. Any party may change its address for receipt of Notices upon notice to the other party. If delivery cannot be made at any address designated for Notices, a Notice shall be deemed given on the date on which delivery at such address is attempted.

F. CONFLICT. In the event of any conflict between the terms and provisions of the body of this Agreement and any exhibit hereto, the terms and provisions of the body of this Agreement shall control.

G. HEADINGS. The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.

H. SEVERABILITY. The provisions of this Agreement are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.

I. ENTIRE AGREEMENT AND AMENDMENTS. This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in a written amendment and duly executed by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

J. EXECUTION. This Agreement is not binding upon University unless executed in full, and is effective as of the last date of signature by University.

K. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

L. FACSIMILE SIGNATURES. Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

SCHOOLEY CALDWELL ASSOCIATES

Vendor's Name

Signature: Kalpa Baghasingh

Name: Kalpa Baghasingh, AIA

Title: Principal and COO

Date: 4/21/2026

CENTRAL STATE UNIVERSITY

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT 1
Scope of Work

[To be attached. This Exhibit should include only the scope of work and should not include additional terms and conditions.]

Vendor Name: _____

Start Date: _____ End Date: _____

Supervisor: _____

Tax ID/SSN#: _____

Vendor ID#: _____

CSU Funding Source Org: _____ Fund: _____ Account: _____

Job Description:

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CENTRAL STATE UNIVERSITY
AND
KESSLER HINES DESIGN, LLC**

THIS AGREEMENT (this “**Agreement**”) is between Central State University (hereinafter “**University**”), 1400 Brush Row Road, Wilberforce, Ohio 45384, and Kessler Hines Design, LLC (hereinafter “**Vendor**”), 1610 ST RT 718 / PO BOX 70, Troy, OH 45373.

The parties agree as follows:

I. NATURE OF AGREEMENT

- A. Vendor shall be employed as an independent contractor, to fulfill the terms of this Agreement and to act as a Vendor to University. It is specifically understood that the nature of the services to be rendered under this Agreement are of such a personal nature that University is the sole judge of the adequacy of such services.
- B. University enters into this Agreement in reliance upon Vendor’s representations that it has the necessary expertise and experience to perform its obligations hereunder, and Vendor warrants that it does possess the necessary expertise and experience.
- C. Vendor shall perform the services to be rendered under this Agreement and University shall not hire, supervise, or pay any assistants to Vendor in its performance of services under this Agreement. University shall not be required to provide any training to Vendor to enable it to perform services required hereunder.

II. SCOPE OF WORK

- A. Vendor shall perform the services (the “**Work**”) set forth in Exhibit 1, Scope of Work, attached hereto and made a part hereof.
- B. In order to facilitate the Work, University shall provide the resources set forth in Exhibit 1, Scope of Work.

III. TIME OF PERFORMANCE

- A. The Work shall be commenced on or after the date of an approved purchase order.
- B. The Work shall be concluded on or before June 30, 2027 [insert end date], and this Agreement shall terminate on the earlier to occur of: (i) the date on which the Work is completed to the satisfaction of University or (ii) the date on which this Agreement is terminated as provided in Article VI, Termination of Vendor’s Services.
- C. Notwithstanding the foregoing, as the current General Assembly cannot commit a future General Assembly to expenditure, this Agreement shall in any event expire no later than June 30, 2027. University may renew this Agreement for an additional one-year term on the same terms and conditions by giving written notice prior to expiration.

D. It is expressly agreed by the parties that none of the rights, duties, and obligations herein shall be binding on either party if award of this Agreement would be contrary to the terms of Ohio Revised Code ("R.C.") 3517.13, 127.16, or Chapter 102.

IV. COMPENSATION

A. University shall pay Vendor no more than \$463,800.00 for the Work.

B. The total amount due shall be computed according to the following cost schedule:

I. \$8,750.00/month (or \$125.00/hour)

Payment will be made monthly based on invoices that are reviewed and approved by the University [insert name of person who will approve invoice]. The maximum hours shall not exceed 70 hours per week.

C. Vendor shall not be reimbursed for travel, lodging or any other expenses incurred in the performance of the Work.

D. After Vendor receives a purchase order, Vendor shall submit an invoice for the Work performed consistently with this Article IV, Compensation. Each invoice shall contain an itemization of the Work performed, including dates the Work was performed, total hours worked, the location or address where the Work was performed, and the sum due at that time pursuant to this Agreement. All invoices shall contain the Vendor's name and address and shall reference University. After receipt and approval by University of a proper invoice, as determined by University, payment to Vendor will be made promptly. Interest on any late payments as required by Section 126.30 of the Ohio Revised Code will be calculated using the Ohio Budget and Management Payment Calculator found here: <https://obm.ohio.gov/areas-of-interest/financial-support-services/resources/late-payment-calculator>. Unless otherwise directed by University, invoices should be directed via email to: acctspayable@centralstate.edu.

V. CERTIFICATION OF FUNDS

A. It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, R.C. 126.07, have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio and/or University's Board of Trustees, or in the event that grant funds are used, until such time that University gives Vendor written notice that such funds have been made available to University by University's funding source(s).

VI. TERMINATION OF VENDOR'S SERVICES

A. University may, at any time prior to the completion of the Work, suspend or terminate this Agreement with or without cause by giving written notice to Vendor.

B. In the event that the Work includes divisible services, University may, at any time prior to completion of the Work, by giving written notice to Vendor, suspend or terminate any one or more such portions of the Work.

C. Vendor, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this Agreement, suspend or terminate all subcontracts relating to the suspended or terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and, if requested by University, furnish a report, as of the date Vendor receives notice of notice of suspension or termination, describing the status of all Work, including, without limitation, results, conclusions resulting there from, and any other matters University requires.

D. Vendor shall be paid for services rendered up to the date Vendor received notice of suspension or termination, less any payments previously made, provided Vendor has supported such payments with detailed factual data containing Work performed and hours worked. In the event of suspension or termination, any payments made by University for which Vendor has not rendered services shall be refunded.

E. In the event this Agreement is terminated prior to completion of the Work, Vendor shall deliver to University all work products and documents which have been prepared by Vendor in the course of performing the Work. All such materials shall become, and remain the property of, University, to be used in such manner and for such purpose as University may choose.

F. Vendor agrees to waive any right to, and shall make no claim for, additional compensation against University by reason of any suspension or termination.

G. Vendor may terminate this Agreement upon sixty (60) days' prior written notice to University.

VII. RELATIONSHIP OF PARTIES

A. Vendor shall be responsible for all of its own business expenses, including, but not limited to, computers, email and internet access, software, phone service and office space. Vendor will also be responsible for all licenses, permits, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

B. While Vendor shall be required to render services described hereunder for University during the term of this Agreement, nothing herein shall be construed to imply, by reason of Vendor's engagement hereunder as an independent contractor, that University shall have or may exercise any right of control over Vendor with regard to the manner or method of Vendor's performance of services hereunder.

C. Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.

D. It is fully understood and agreed that Vendor is an independent contractor and neither Vendor nor its personnel shall at any time, or for any purpose, be considered as agents, servants, or employees of University or the State of Ohio for the purposes of Ohio Public Employees Retirement Systems Benefits.

E. It is fully understood and agreed that Vendor is an independent contractor and neither Vendor nor its personnel shall at any time, or for any purpose, be considered agents, servants, or employees of the University or the State of Ohio, or public employees for the purpose of Ohio Public Employees Retirement System benefits. Pursuant to R.C. 145.038, if Vendor is an individual or business entity with fewer than five employees, Vendor shall notify the University not later than thirty days after the work begins via the Non-Member Acknowledgement Form ("PEDACKN")

provided by the Ohio Public Employees Retirement System ("OPERS"), found here: <https://www.opers.org/forms-archive/PEDACKN-Non-Member-Acknowledgment.pdf>. Vendor's failure to complete and submit the PEDACKN to the Vendor within 30 days of the Work beginning shall serve as Vendor's certification that Vendor is a "business entity" as that term is defined in R.C. 145.037. Notices pursuant to this Paragraph shall be sent to the University by email to: [Email: dave@kesslerhines.com](mailto:dave@kesslerhines.com)

VIII. RECORD KEEPING

A. During performance of this Agreement and for a period of three (3) years after its completion, Vendor shall maintain auditable records of all charges pertaining to this Agreement and shall make such records available to University as University may reasonably require.

IX. RELATED AGREEMENTS

A. The Work is to be performed by Vendor, who may subcontract without University's approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in Exhibit 1, Scope of Work, but which are required for satisfactory completion of the Work.

1. Vendor shall not enter into subcontracts related to the Work without prior written approval by University. All work subcontracted shall be at Vendor's expense.

2. Vendor shall furnish to University a list of all subcontractors, their addresses, tax identification numbers, and the dollar amount of each subcontract.

B. Vendor shall bind its subcontractors to the terms of this Agreement, so far as applicable to the work of the subcontractor and shall not agree to any provision which seeks to bind University to terms inconsistent with, or at variance from, this Agreement.

C. Vendor warrants that it has not entered into, nor shall it enter into, other agreements, without prior written approval of University, to perform substantially identical work for the State of Ohio or any of its state institutions of higher education such that the Work duplicates the work called for by the other agreements.

X. RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE

A. University shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by Vendor pursuant to this Agreement. No such documents or other materials produced (in whole or in part) with funds provided to Vendor by University shall be subject to copyright by Vendor in the United States or any other country.

B. Vendor agrees that all original works created under this Agreement shall be made freely available to the general public to the extent permitted or required by law until and unless specified otherwise by University. Any requests for distribution received by Vendor shall be promptly referred to University.

XI. CONFIDENTIALITY

A. Vendor shall not discuss or disclose any information or material obtained pursuant to its obligations under this Agreement without the prior written consent of University.

B. It is understood by the parties that University is a State University pursuant to R.C. 3345.011, and is subject to the Ohio Public Records Act, O.R.C. 149.43, et seq., and that any record kept by University that is deemed a public record is subject to release if a proper request is made.

XII. LIABILITY

A. Vendor agrees to indemnify and to hold University and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to Vendor's own actions or omissions or those of its trustees, officers, employees, subcontractors, suppliers, third party agents or joint venturers while acting under this Agreement. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks.

B. Vendor shall bear all costs associated with defending University and the State of Ohio against any claims.

C. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits.

D. In conjunction herewith, Vendor agrees, at its own cost, to procure and continue in force at all times that this Agreement is in effect, in its name, general liability insurance against any and all claims for injuries to persons or damage to property occurring or arising out of Vendor's obligations set forth herein. Such insurance shall at all times be in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of bodily injury to or death of one (1) person, and One Million Dollars (\$1,000,000) on account of bodily injuries or death of more than one (1) person as a result of any one (1) accident or disaster, and Two Hundred Fifty Thousand Dollars (\$250,000) for property damage in any one (1) accident. Such insurance shall be written by a company or companies authorized to engage in the business of general liability insurance in the State of Ohio with an A.M. Best rating of at least "A" or be otherwise approved in writing by University. Any insurance policy required hereunder shall include an endorsement naming University and the State of Ohio as additional insureds. Prior to the effective date of this Agreement, Vendor shall provide University with (i) a copy of such endorsement and (ii) a certificate reflecting the coverage of the policy, each in a form acceptable to University in its sole discretion. Vendor shall provide written notice to University no less than thirty (30) days prior to a cancellation, non-renewal, expiration or material alteration of the coverage contained in any policy required hereunder, and shall provide to University evidence of continuing coverage of any required policy no less than thirty (30) days prior to its expiration.

XIII. ANTITRUST ASSIGNMENT

A. Vendor assigns to University all State and Federal antitrust claims and causes of action that relate to all goods and services provided for in this Agreement.

XIV. VENDOR'S REPRESENTATIONS AND WARRANTIES

A. COMPLIANCE WITH LAWS. Vendor, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.

B. DRUG FREE WORKPLACE. Vendor agrees to comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the Work purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

C. NONDISCRIMINATION OF EMPLOYMENT. Vendor agrees that Vendor, any subcontractor, and any person acting on behalf of Vendor or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, disability, military status, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the Work. Vendor further agrees that Vendor, any subcontractor, and any person acting on behalf of Vendor or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of the Work on account of race, color, religion, sex, age, disability, military status, national origin, or ancestry.

D. CONFLICTS OF INTEREST. No personnel of Vendor who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any of the Work shall, prior to the completion of the Work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of the Work. Any such person who acquires an incompatible or conflicting personal interest on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to University in writing. Thereafter, he or she shall not participate in any action affecting the Work, unless University shall determine in its sole discretion that, in light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.

E. ETHICS COMPLIANCE. Vendor represents, warrants and certifies that it and its employees engaged in the administration or performance of this Agreement are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws. Vendor further represents, warrants, and certifies that neither Vendor nor any of its employees will do any act that is inconsistent with such laws.

F. QUALIFICATIONS TO DO BUSINESS. Vendor affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If at any time during the term of this Agreement Vendor, for any reason, becomes disqualified from conducting business in the State of Ohio, Vendor will immediately notify University in writing and will immediately cease performance of the Work.

G. CAMPAIGN CONTRIBUTIONS. Vendor hereby certifies that neither Vendor nor any of Vendor's partners, officers, directors or shareholders, nor the spouse of any such person, has made contributions in excess of the limitations specified in R.C. 3517.13.

H. FINDINGS FOR RECOVERY. Vendor warrants that it is not subject to an "unresolved" finding for recovery under R.C. 9.24.

I. DEBARMENT. Vendor represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. 153.02 or R.C. 125.25.

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https://dam.assets.ohio.gov/image/upload/procure.ohio.gov/pdf/EO2022-02D/04-Affirmation%20and%20Disclosure%20Form_3-4-22.pdf. During the performance of this Agreement, if the Vendor changes the location(s) disclosed on the Affirmation and Disclosure Form, Vendor must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

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K. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

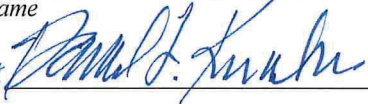
L. FACSIMILE SIGNATURES. Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

KESSLER HINES DESIGN, LLC

Vendor's Name

Signature: 

Name: David Kessler

Title: Project Manager

Date: 4/21/2026

CENTRAL STATE UNIVERSITY

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT 1
Scope of Work

[To be attached. This Exhibit should include only the scope of work and should not include additional terms and conditions.]

Vendor Name: KESSLER HINES DESIGN, llc

Start Date: 7/1/2026 End Date: 6/30/2027

Supervisor: Thomas Kessler

Tax ID/SSN#: 20-2125603

Vendor ID#: _____

CSU Funding Source Org: _____ Fund: _____ Account: _____

Job Description:

See Attached:

Kessler Hines Design, LLC Quote/Project No. 25501-03

Revised April 20, 2026 In the Amount of \$463,800.00

Mr. Mark Taylor, CFM
Central State University
1400 Brush Row Road
Wilberforce, Ohio 45384

December 16, 2024
Revised June 18, 2025
Revised April 20, 2026
Project No. 25501- 03

Project Name: Jenkins Hall - Cosmetic Upgrades

Dear Mr. Taylor:

Kessler Hines Design, LLC. is pleased to submit this proposal the Jenkins Hall - Cosmetic Upgrades located on Central State University main campus. This proposal is based our preliminary review the proposed site and our understanding of the project as provided to us.

SCOPE OF WORK:

Building-Wide:

Contract a professional engineer to conduct an environmental assessment of the building.

- Identify hazardous materials impacted by proposed aesthetic upgrades.
- Evaluate indoor air quality.
- Assess building's potable water quality.
- Provide options for required corrective actions.

Replace ADA-compliant room signs for all interior spaces (include a \$10k allowance in proposal).

~~Provide new informal student study furniture (include a \$25k allowance in proposal).~~

Dumpsters & Storage Containers for furniture & debris.

Address Trip Hazards/ Pour Concrete at entry ways

Proposed Base Bid: \$68,525 _____

Revised Base Bid: \$44,245.29 _____

Addition Solar Shades not addressed scope provided: ~~Proposed add-on: \$3,872~~ _____

Revised Base Bid: \$6,250 _____

Classroom 113:

Remove and dispose of surplus furniture.

Demo as required.

Abatement is not included in this room.

Remove extraneous/obsolete items from walls.

Remove existing glass marker board (reinstall after painting the walls).

Demo existing whiteboard.

Re-lamp existing light fixtures.

Replace damaged ceiling tiles (match existing).

Patch/paint walls (one wall in accent color).

Paint door frame (oil base paint).

Install (1) new 4'x8' glass markerboard.

Install new carpet and 4" vinyl base.

Replace electric outlets and light switches with new.

Install light switch and electrical cover plates (stainless steel).

Install new atomic wall clock.

Proposed Base Bid: \$14,195 _____

Full Light Fixture Upgrade: _____ Proposed add-on: \$1,089 _____

Classroom 115:

Remove and dispose of surplus furniture.
Demo as required.

Abatement is not included in this room.

Demo existing chalkboards and tackboards.
Remove (2) existing glass boards (re-install after painting walls).
Remove extraneous/obsolete items from walls.
Re-lamp existing light fixtures as required.
Replace damaged ceiling tiles (match existing).
Patch/paint walls (one wall in accent color), (glazed tiles remain unpainted).
Paint door frames (oil base paint).
Install (1) new 4'x6' tackboard
Install (2) new 4'x8' glass markerboards.
Install new carpet and 4" vinyl base (include carpeted stage).
Install new roller shades on exterior windows.
Replace electric outlets and light switches with new.
Install new light switch and electrical outlet cover plates (stainless steel).
Install new atomic wall clock.

Proposed Base Bid: \$35,944 _____

Full Light Fixture Upgrade: _____ Proposed add on: **\$3,388** _____

Classroom(s) 116/117

~~Remove and dispose of surplus furniture.~~
~~Demo as required.~~

~~*Abatement is not included in this room.*~~

~~Remove extraneous/obsolete items from walls and ceiling.~~
~~Remove existing glass board (reinstall after painting the walls)~~
~~Remove existing tackboards~~
~~Re-lamp existing light fixtures as required.~~
~~Replace damaged ceiling tiles (match existing).~~
~~Patch/paint walls (one wall in accent color), (glazed tiles remain unpainted).~~
~~Paint door frames (oil base paint).~~
~~Install (2) new 4'x4' tackboards.~~
~~Install new carpet and 4" vinyl base.~~
~~Replace electric outlets and light switches with new.~~
~~Install light switch and electrical outlet cover plates as required (stainless steel).~~
~~Install new atomic wall clock.~~

Proposed Base Bid: \$11,838 (116) _____

Proposed Base Bid: \$11,838 (117) _____

Full Light Fixture Upgrade: _____ Proposed add on: **\$1,089 (116)** _____
_____ Proposed add on: **\$1,089 (117)** _____

Lecture Hall 121:

Remove and dispose of surplus furniture.
Demo as required (including any hazardous material abatement).
Remove extraneous/obsolete items from walls.
Remove carpet (on the stage).
Replace damaged/missing ceiling tiles (match existing).
Re-lamp existing light fixtures as required.

Lecture Hall 121 (continued):

Reinstall missing/loose chairs.
 Replace (25) new writing tablets that are missing (match existing).
 Replace/re-attach missing or loose vinyl floor tiles.
 Paint door frames (oil base paint).
 Install all new vinyl stair nosing.
 Install new carpet on stage.
 Replace electric outlets and light switches with new.
 Install new light switch and electrical outlet cover plates (stainless steel).
 Install new free-standing, casual chairs.
 Replace both damaged soffits above entrance doors with new painted gyp bd.
 Furnish 10 new free-standing chairs for ROTC presentations (include \$5k allowance in proposal).

Proposed Base Bid: \$68,192 ____Full Light Fixture Upgrade: _____ Proposed add-on: **\$2,057** ____**Classroom(s) 123/ 124:**

Remove and dispose of surplus furniture.
 Demo as required.
Abatement is not included in this room.
 Remove extraneous/obsolete items from walls.
 Remove existing carpet and wall base.
 Temporarily remove partitions that divide the room (reinstall after completion of new work).
 Re-lamp light fixtures as required.
 Replace damaged ceiling tiles (match existing).
 Patch/paint walls (one wall in accent color), (glazed tiles remain unpainted).
 Paint door frames (oil base paint).
 Install (2) new 4'x8' glass markerboards.
 Install new carpet and wall base.
 Replace electrical outlets and light switches with new (except those in the raceway).
 Install new light switch and electrical outlet cover plates (stainless steel).
 Install new atomic wall clock.

Proposed Base Bid: \$24,965 ____Abatement if Needed: _____ Proposed add-on: **\$18,150** ____Full Light Fixture Upgrade: _____ Proposed add-on: **\$2,178** ____**Classroom 125:**

~~Remove and dispose of surplus furniture.~~
~~Demo as required.~~
~~*Abatement is not included in this room.*~~
~~Demo existing chalkboards.~~
~~Remove extraneous/obsolete items from walls.~~
~~Re-lamp existing light fixtures as required.~~
~~Replace damaged ceiling tiles (match existing).~~
~~Patch/paint walls. (brick and glazed tiles remain unpainted).~~
~~Paint door frames (oil base paint).~~
~~Install (3) new 4'x8' glass markerboards.~~
~~Install new carpet and 4" vinyl base.~~
~~Install new roller shades on exterior windows.~~
~~Replace electric outlets and light switches with new.~~

Classroom 125 (continued):

Install new light switch and electrical outlet cover plates (stainless steel).
 Install new atomic wall clock.

Proposed Base Bid: \$22,997 _____

Rework Surface Mount Power: _____ Proposed add on: \$2,420 _____

Full Light Fixture Upgrade: _____ Proposed add on: \$726 _____

Classroom(s) 128/ 129:

Remove surplus furniture.

Demo as required.

Abatement is not included in this room.

Demo existing tackboards.

Remove glass board (re-install after painting walls).

Remove extraneous/obsolete items from walls.

Replace all damaged ceiling tiles (match existing).

Re-lamp existing light fixtures as required.

Patch/paint walls (one wall in accent color).

Paint door frames (oil base paint).

Install new 4'x6' tackboards, (2) in room 128, (4) in room 129.

Install new 4" vinyl base.

Install new roller shades on exterior windows.

Replace electric outlets and light switches with new.

Install new light switch and electrical outlet cover plates (stainless steel).

Install new atomic wall clock.

Proposed Base Bid: \$16,750 (128) _____

Proposed Base Bid: \$20,380 (129) _____

Full Light Fixture Upgrade: _____ Proposed add on: \$2,178 (128) _____

Proposed add on: \$3,267 (129) _____

Classroom 140:

Remove and dispose of surplus furniture.

Demo as required.

Abatement is not included in this room.

Remove glass board (re-install after painting walls).

Remove extraneous/obsolete items from walls.

Replace damaged ceiling tiles (match existing).

Re-lamp existing light fixtures as required.

Replace countertop/backsplash, sink, faucet with new, (existing base cabinet to remain).

Patch/paint walls (one wall in accent color).

Paint door frames (oil base paint).

Install new 4" vinyl base.

Replace electrical outlets and light switches with new.

Install new light switch and electrical outlet cover plates (stainless steel).

Install new atomic wall clock.

Proposed Base Bid: \$14,209 _____

Full Light Fixture Upgrade: _____ Proposed add on: \$1,815 _____

Office/ Support Spaces:

Remove and dispose of surplus furniture.

Demo as required.

Abatement is not included in this room.

Demo existing ceiling tiles.

Install new acoustic ceiling tiles.

Re-lamp existing light fixtures as required.

Patch/paint walls that are currently painted (one wall in accent color).

Paint door frames (oil base paint).

Install new carpet and vinyl wall base, (vct in Break Room 104).

Install window roller shades on exterior windows.

Install new light switch and electrical outlet cover plates (stainless steel).

Furnish new faculty/staff office furniture. Include allowances in proposal as follows ...

- (12 offices = \$2,500/per, 1 break room = \$2,500).

Proposed Base Bid: \$91,216 (Faculty Area) _____

Abatement if Needed: Proposed add-on: \$24,200 _____

Full Light Fixture Upgrade: Proposed add-on: \$4,840 _____

Proposed Base Bid: \$73,119 (114 Offices) _____

Abatement if Needed: Proposed add-on: \$18,150 _____

Full Light Fixture Upgrade: Proposed add-on: \$2,662 _____

Faculty Restrooms 106/ 108:

Demo as required (including any hazardous material abatement).

Repair/replace VCT flooring and wall base.

Repair wall damage ... paint all walls/ceiling (except glazed tile).

Replace plumbing fixtures with new

Replace toilet partitions with new.

Replace the mirror/shelf with new.

Re-lamp existing light fixtures as required.

Paint door frames (oil base paint).

Replace electric outlets and light switches with new.

Install new light switch and electrical outlet cover plates (stainless steel).

Proposed Base Bid: \$38,499 _____

Not In Scope:

- Permit Drawings & Permit Fees (by owner)
- No soils testing
- Items not specifically listed in this quote are not included
- Security systems/ audio/ visual systems/ low voltage systems

Acceptance:

Kessler Hines Design, LLC of Troy, Ohio agrees to furnish labor and material to construct the above outline project for the base sum of:

Total Base Bid \$ 512,667.00 _____
Revised Base Bid \$ 441,714.29 _____
5% cont. \$ 22,085.71 _____
Total PO Amount: \$463,800.00 _____
Total add-on \$ 93,170 _____
Revised add-on:
Abatement: \$ 60,500 _____
Solar Shades: \$ 6,250 _____

It is anticipated that work will commence upon receipt of a purchase order. Schedule will be determined by owner and KHD. Based on equipment decisions.

This proposal is based upon KHD Terms and Conditions.

Should you have any questions or require any further information, please do not hesitate to call me at our office-937-339-8700 or my mobile-937-313-3423.

Kessler Hines Design L.L.C.

Central State University

 4.22.26
Mr. David Kessler Date

Mr. Mark Taylor, CFM Date

Revised by: Thomas Kessler June 18, 2025

Revised by: David Kessler April 20, 2026



LED Ticker Quote

Quote #7238

Friday, April 10, 2026

Valid for 60 Days

Joe Hawk

Rise Display

jwh@risedisplay.com

Introduction

Our decades of experience installing ticker displays ensure it is easy for our customers to get exactly what they want. You can always find a cheap LED product, but we have integrated quality hardware and content with an easy to use Mobile App to get rid of the headaches and confusion.

Why Rise Display

- **A complete solution** – We are a one stop shop for not only the hardware and software but also the data feeds, installation, and all of the ongoing support. Why does this matter to you? It means if you have questions or anything goes wrong the buck stops with us.
- **Quality hardware** – We are so confident in the quality of our solution, we back it up with a full 5 year on-site warranty with daily monitoring service to provide you complete peace of mind.
- **Engaging content** – We make it easy to insert your messages along with licensed data compliant with the exchanges and providers. This means your content is legally obtained and we offer the 1st year of your subscription FREE with 50% deposit payment.
- **Free Shipping** - We include free shipping to customers in the US and Canada with 50% deposit payment.

If you're looking for a quality, jaw-dropping LED fixture that is easy to set up, program, and maintain, Rise Display is your trusted ticker partner.

About Rise Display

Rise Display was created in 1992 in a joint venture with Reuters to create a software tool for displaying real-time financial information on LED wallboards. In 2001 Rise evolved from a software provider to offering a complete solution consisting of the hardware, software, and data feeds to financial and education clients. In 2008 Rise improved the tri color (red, green, yellow) ticker technology to full color and made it fully graphical to show quality logos.

We have been passionate about live data and how to display it on LED signs for several decades. That's why every decision we've made has been geared toward reliability.

We have helped thousands of clients just like you establish credibility with live sports and stock quotes to motivate students, visitors, and customers. Last year we installed over 10,000 linear feet of ticker displays across North America.

Vendor Setup

- [W-9 Form](#)
- [Rise Payment Details](#)
- E Verify #: 1817829

Pricing

	Unit price	Quantity	Discount	Amount after Discount
LED Ticker Display (48 Pixel - 8.3" Tall) Single Line Straight on Multiple Walls & Ceiling Mounted Design: 15' x outside 90 corner x 9" daisy chained to 1' x custom outside corner x 20' x custom inside corner x 22' ** See Rise Ticker Hardware page for more details. Includes 5 year OnSite Warranty	\$609.00	58.75 feet	5 %	\$33,989.81
Mitered Corner Piece Qty 1 outside 90 degree Qty 1 custom outside (angle TBD) Qty 1 custom inside (angle TBD)	\$600.00	3 corners	5 %	\$1,710.00
Logistics Dedicated project manager to coordinate drawings, shipping, and installation with your team.	\$1,500.00	1 project	5 %	\$1,425.00
Pre Install Site Visit Visit to confirm measurements and verify site conditions.	\$600.00	1 visit	5 %	\$570.00
Install Travel Costs	\$500.00	1 project	5 %	\$475.00
DeInstallation & Hardware Disposal (Non Union) ** See Rise Installation page for more details. If a scheduled deinstallation is cancelled less than 48 hours prior to scheduled commencement, additional charges will be incurred.	\$4,800.00	1 ticker (58.75')	5 %	\$4,560.00
Installation (Non Union) ** See Rise Installation page for more details. If a scheduled installation is cancelled less than 48 hours prior to scheduled commencement, additional charges will be incurred.	\$85.00	58.75 feet	5 %	\$4,744.06
Rise Ticker App + Sports & Finance Data (Perpetual License) **See Rise Ticker App page for more details.	\$4,200.00	1 ticker	5 %	\$3,990.00

Shipping & Handling **See Shipping & Handling section for more details.	\$50.00	58.75 feet	100 %	\$0.00
On-site Warranty (5 years) ** See Warranty section for more details.	\$8,495.00	1 ticker (58.75')	100 %	\$0.00

Total = \$51,463.87 (includes discount of \$14,141.13)

Total Price does NOT include Sales Tax. If you are Tax Exempt a certificate must be provided at the time of placing your order.

Important Notes

- We will attempt to reuse the existing ceiling supports / vertical hangers. If for some reason we are unable to, it will be the responsibility of the school to remove the existing supports and install new supports prior to Rise Display's scheduled installation.

Payment Terms

All prices are in US Dollars, excluding sales taxes. The price is based on terms of 50% deposit with order and the remaining balance due net 30 from ship date. **To receive the \$14,141.13 discount, the deposit is due 15 days from receipt of order.**

Rise Ticker App subscription is billed annually after the initial term as shown on the Pricing page.

Lead Time

We typically ship within 12 to 14 weeks. All lead time estimates are from receiving **drawing approval and deposit**, the actual ship date will be confirmed upon receipt.

Shipping & Handling

Shipping price includes packaging and freight from our China manufacturing facility to our Las Vegas fulfillment center and standard ground shipping from Las Vegas to the Shipping Address designated in the signature block on this Agreement.

You are responsible for receipt of, safe handling, and secure storage for all shipments once they are delivered. Upon delivery, it is your responsibility to inspect the packages to ensure the items are not physically damaged. Upon receiving your shipment, please open and examine your unit and report any concealed damages within 48 hours of delivery.

If you require expedited shipping, inside delivery, or a guaranteed delivery date/time additional costs will be incurred.

Rise Ticker Hardware

At Rise, we put the “play” in display. With our tickers, you can build what you want to fit the space you need. For instance, you can go straight, wrap it around corners, run it up a wall vertically, combine vertical with horizontal, daisy chain them together, etc. You can make it unique to your space! Our flexible installation ensures that it can be mounted from the ceiling or on the wall. We customize it to fit! All Rise tickers are full color, and meet rigorous quality standards.

Technical Specifications

For technical information on power, weight, and mounting please review the appropriate drawing:

	32 Pixel	48 Pixel	64 Pixel
Straight / Rigid Cabinet	Height: 5.8" Per foot: \$459 Drawing	Height: 8.3" Per foot:\$609 Drawing	Height: 10.9" Per foot: \$759 Drawing
Flexible / Curved Cabinet	Height: 5.1" Per foot: \$549 Drawing	Height: 7.6" Per foot: \$729 Drawing	Height: 10.1" Per foot: \$909 Drawing

- Cabinet Depth: 1.9 inches
- Pixel Pitch: .16 inches (4mm)
- Color Depth: RGB (Full Color) 65,000 color shades
- Network: Hardwire RJ-45 or Wifi
- ETL Safety Certifications:
 - Audio/Video, Information and Communication Technology Equipment – Part 1: Safety Requirements [UL 62368-1:2019 Ed.3]
 - Audio/Video, Information and Communication Technology Equipment – Part 1: Safety Requirements [CSA C22.2#62368-1:2019 Ed.3]

*Twin Tickers (2 separate streams) must be defined at the time of purchase so the displays are properly built with a 2nd controller. (i.e. this can not be changed after installation)

5 Year On-site Warranty

Our engineering team has designed a product that is second to none. We know you won't find a better product and to back it up we provide a five (5) on-site warranty. We warrant to the original Buyer that our product will be free from defects in materials and workmanship when installed and operated in accordance with the product specifications and manuals. You have unlimited phone support and remote diagnostics from 8:30am to 3:30pm Pacific Standard Time. If the issue is determined to be a factory defect, our warranty covers the defective parts, one service tech visit, and standard shipping. Damage caused by acts of God, vandalism, or negligence are not covered.

Additional Resources

- [Rise Ticker Install Guide](#)
- [Specifications Template for Writing a RFP \(Google doc\)](#)
- [Ticker Overview Presentation \(Powerpoint\)](#)
- [Sports Ticker Brochure \(PDF\)](#)
- [Stock Ticker Brochure \(PDF\)](#)

Rise Ticker App

The Rise Ticker App gives you complete control over your LED ticker display. The App is available in both the Apple and Google Play App Stores as well as available from any computer via a browser.

Our Tickers have a System on Chip (SOC) built in so you don't need to provide any computers or control system.

Whether you have one ticker or dozens of tickers you can manage all displays from one convenient app. For each ticker you can set the power save schedule (when the ticker comes on / goes off), the appropriate scroll speed, and ideal brightness. You can also invite our entire team to make updates and contribute messages. Simply type in a message, select your font and color, and schedule when it plays.

Rise Ticker - Finance Package

- NASDAQ 100
- Dow 30
- S&P 100
- Top 50 Widely Held
- Crypto Currencies
- Energy (End of Day)
- Metals (End of Day)
- Agriculture (End of Day)
- Livestock (End of the Day)
- Forex Rates
- US Market Indicators

*Market data is **real-time**

Rise Ticker - Sports Package

- NFL - Football
- MLB - Baseball
- NBA - Basketball
- NHL - Hockey
- MLS & EPL - Soccer
- NCAA Basketball
- NCAA Football

For each sport we provide

- Pre Game Odds and schedules
- Live Scores

Rise Ticker App - Pricing

	Year to year	3 Year 10% discount	5 Year 20% discount	Perpetual
Ticker App for Messaging	\$240	\$432	\$768	\$1,680
Ticker App with Sports <u>or</u> Finance	\$480	\$864	\$1,536	\$3,360
Ticker app with Sports <u>and</u> Finance	\$600	\$1080	\$1,920	\$4,200

*1st year subscription included with purchase of ticker hardware, renewals billed 1 year from ship date.

**Twin Tickers require 2 subscriptions, one for each controller.

Additional Resources

- [Rise Ticker App User Guide](#) - includes required network settings
- [Training Videos](#)

Rise Installation

Included (if Installation is included on Pricing page breakdown)

- **Installation Time** - Installation services will be provided between the hours of 8:00am to 5:00pm local time, Monday through Friday, holidays excluded.
- **Mounting** - The installation price is based on mounting less than 15 feet off the ground with no special lift equipment necessary. We assume sufficient backing / structural support is in place prior to our arrival.
- **System Test** - Verify the ticker is connected to the network, content is scrolling, and all LED modules are properly aligned and functioning properly.
- **Clean up** - Disposal of any packaging material to onsite dumpster.

Excluded / Additional Cost

The following items are **NOT** included in the base installation price. If any of these are required please let us know before finalizing the order so we can provide you an updated quotation to include these additional services.

- **Union Labor** - We do not supply union labor. If required our installer can supervise your supplied union labor.
- **Ceiling Supports** - If your ticker is ceiling mounted and you require us to install ceiling supports, a site visit will be required to determine additional costs and materials.
- **Electrical and Network** - Our installation assumes all necessary power and data is installed prior to our installers arriving.
- **Installation Time** - If you require after hours or weekend installation overtime costs will apply.
- **Prevailing Wages / Certified Payroll** - If the close out process requires additional paperwork such as certified payroll and other notarized documents additional costs apply based on the submission requirements.
- **OSHA Certifications / Pre Install Meetings** - If you require our installers to attend pre-install safety meetings or obtain OSHA 10 or OSHA 30 certifications, an additional cost to cover class time will be added based on the number of techs and hours of class time required.
- **Background Checks** - If your project requires specific clearances or background checks an additional \$500 will be added to cover the cost of conducting and submitting the paperwork.
- **Lift Equipment** - If lift equipment is required to complete the installation our quote expects that equipment to be supplied. If we are required to source and provide the lift equipment it will be provided at our cost + 25% markup for coordinating.
- **Receiving Shipment** - Our quote includes standard ground delivery with the expectation that the site will be able to receive and store the equipment until the installer arrives. If you require us to supply a person on site to accept shipment an additional \$1,500 will be added. We assume all equipment will be delivered to the installation location, time and resources to transport to a different location is not included.
- **Performance Bond** - If a performance bond is required the cost of the bond (typically 3% to 5% of the total bond amount) will be added to the quote.
- **Removal / Disposal of Existing Displays** - If you have existing displays you would like our installers to remove and dispose of a quotation will be provided based on the site requirements.
- **Permits** - All necessary permits are outside the scope of our installation.
- **Non Rise Supplied Equipment** - Installation does not include setup or configuration of any equipment (hardware or software) provided by you. This includes network configuration.

If we are unable to complete installation as scheduled due to the aforementioned or any other events outside our control you agree to pay for all additional time at \$175 per hour plus any additional travel expenses. **If you need to cancel or reschedule an installation it MUST be done at least 48 hours prior to the scheduled installation or cancellation fees will be charged.**

Agreement

This Agreement (#7238) is entered into on the "Agreement Date".

This Agreement is entered into between **Skybox Sports Network Inc (dba Rise Display)** ("Rise", "we", "our") and **Central State University** ("you", "Buyer"). Collectively as "Party" or "Parties".

Sale of Goods

We agree to sell, and Buyer agrees to purchase the products and services specified in the Pricing section (the "Goods"). The Buyer shall purchase the Goods for the sum of **\$51,463.87** US Dollars, excluding any applicable taxes. **If you are Tax Exempt a certificate must be provided at the time of placing your order.**

Payment & Security Interest

We shall invoice a 50% deposit due within fifteen (15) days of the date of the invoice. We shall invoice the remaining balance upon the shipment of the Goods due within thirty (30) days of the invoice. Buyer hereby grants us a security interest in the Goods, until Buyer has paid in full for the Goods.

Delivery & Risk of Loss

We shall ship the Goods to Buyer at the address you supply. It shall constitute an acceptance of delivery of the Goods once Buyer has received the Goods. Title to and risk of loss of the Goods shall pass to Buyer upon shipment of the Goods.

Representation & Warranties

We warrant that the goods are free, and at the time of delivery will be free, from any security interest or other lien or encumbrance. We warrant that there are no outstanding titles or claims of title hostile to the rights of Rise in the Goods. Buyer acknowledges that it has not relied on, and Rise has not made, any representations or warranties with respect to the quality or condition of the Goods, and it is purchasing the Goods on an "as is" basis. We expressly disclaims all warranties, whether express or implied, including any implied warranty of merchantability or fitness.

Term & Termination

Either of us may terminate this Agreement for any reason, without liability, within five (5) business days from the Agreement Date. This Agreement shall continue in effect for 1 year commencing on the Agreement Date. If payment is delinquent we may terminate this Agreement and cease all on-going services

Force Majeure

We shall not be responsible for any claims or damages resulting from any delays in performance or for non-performance due to unforeseen circumstances or causes beyond our reasonable control.

Limitation of Liability

We will not be liable for any indirect, special, consequential, or punitive damages (including lost profits) arising out of or relating to this Agreement or the transactions it contemplates (whether for breach of contract, tort, negligence, or other form of action) and irrespective of whether We have been advised of the possibility of any such damage. In no event will our liability exceed the price paid by the Buyer for the Goods giving rise to the claim or cause of action.

Entire Agreement & Notices

This Agreement contains the entire understanding between the Parties. This Agreement supersedes and cancels all prior agreements, whether oral or written, with respect to such subject matter. No amendments to this Agreement will be effective unless it is in writing and signed by the Parties.

Any notice or other communication given or made to either Party under this Agreement shall be in writing and delivered by hand, sent by overnight courier service or sent by certified or registered mail, return receipt requested, to Skybox Sports Network, 5075 Cameron St, Ste G, Las Vegas, NV 89118.

Governing Law & Disputes

The terms of this Agreement shall be governed by and construed in accordance with the laws of Ohio, not including its conflicts of law provisions. Any dispute arising from this Agreement shall be resolved through mediation.

Waiver

No Party shall be deemed to have waived any provision of this Agreement or the exercise of any rights held under this Agreement unless such waiver is made expressly and in writing. Waiver by any Party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any other subsequent breach or violation.

Miscellaneous

This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, successors and assigns. The provisions of this Agreement are severable. If any provision is held to be invalid or unenforceable, it shall not affect the validity or enforceable of any other provision. The section headings herein are for reference purposes only and shall not otherwise affect the meaning, construction, or interpretation of any provision of this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together, shall constitute one and the same document.

Approval

You are entering into this agreement on behalf of an organization you represent that you have the authority to bind such entity.

	<i>Ron Frederickson</i>
Name & Title: _____ Central State University	Ron Frederickson, President Skybox Sports Network (dba Rise Display)

Agreement Date: _____

Ship to Address: _____

PRE-ANNEXATION AGREEMENT

This Pre-Annexation Agreement (“Agreement”) is entered into by and between the City of Xenia, Ohio, a municipal corporation (“City”), as approved by the Xenia City Council by Resolution 2026-***, passed on ***, 2026, and Central State University, an Ohio Land-Grant University, (“CSU” or the “University”), as approved by the Central State University Board of Trustees by Resolution 2026-**, passed on ***, 2026, herein collectively referred to as “the Parties.”

RECITALS

- A. The parties to this Agreement mutually desire that the Subject Property, as described herein, be annexed to the City of Xenia, subject to the terms and conditions as set out herein, and that the Subject Property be managed, maintained, developed, and have services provided to it, in the manner set forth in this Agreement, and in accordance with the laws of the State of Ohio and the City of Xenia, Ohio.
- B. The Parties have determined that it is in the best interests of the City and of CSU to annex the Subject Property and in furtherance of the public health, safety, and welfare of both communities to implement this Agreement pursuant to its terms and conditions.
- C. CSU and the City have manifested their individual intention and desire to annex the Subject Property to the City of Xenia pursuant to the terms and conditions of this Agreement.
- D. Upon the execution of this Agreement, the City and CSU shall do all things necessary and proper to aid and assist each other in carrying out the terms, conditions, and provisions of this Agreement and effectuate the annexation of the Subject Property to the City of Xenia.

FOR AND IN CONSIDERATION OF the mutual promises and covenants contained herein, the Parties hereby agree as follows:

1. SUBJECT PROPERTY.

- (a) The Property subject to this Agreement (“Subject Property”) and legal title to which is vested in Central State University (excepting such portion as is dedicated to the public) is as shown and legally described on the annexation plat, attached hereto as Exhibit A, which is incorporated by this reference.
- (b) The Subject Property is located in the unincorporated portion of Xenia Township, Greene County, Ohio. The Subject Property contains approximately 327.016 acres and is contiguous with the City of Xenia on ~~its~~ the Subject Property’s southeastern boundary.
- (c) The Subject Property is not within a library district, a joint fire protection district, or a joint police district.

2. ANNEXATION.

- (a) CSU shall provide the City with a written letter of consent to the annexation of the Subject Property to the City of Xenia from the Ohio Director of Administrative Services (“Letter of Consent”) within thirty (30) days from the execution of this Agreement. No legislative action to advance the annexation process shall commence without receipt of the Letter of Consent.
- (b) Subject to the provisions of Ohio Revised Code Sections 709.14 – 709.16, and other statutory provisions as may be relevant, the City shall, by proper ordinances, upon receipt of the necessary Letter of Consent, file for annexation of the Subject Property to the City of Xenia with the Greene

County Board of Commissioners.

- (c) Upon the effective date of the initial annexation of the Subject Project described in Exhibit A, the University shall immediately file an annexation petition for the remainder of the CSU property as described in Exhibit B, which is incorporated herein by this reference. Such annexation may require several independent annexation petitions and may be pursued through a mixture of annexation approaches, but in no case shall the annexation petition(s) be filed pursuant to ORC 709.023. The Parties acknowledge the mutual intent of incorporating into the City of Xenia all parcels making up the campus proper and adjoining properties owned by CSU (and/or the State of Ohio under the auspices of CSU). The Parties agree to advance the second phase of annexation with all due speed and in conformity with the annexation procedures set forth by statute.
 - (d) Upon the effective date of the annexation of the Subject Property, CSU shall pay the then current City usage and minimum consumption rates for water utility and sanitary sewer utility services with no extraterritorial surcharge for usage within the Subject Property. Additionally, upon approval of annexation, credits to CSU's utility account will be provided by the City in an amount equal to any surcharge fees paid during the period of time between when CSU submitted its annexation request and Letter of Consent from the Director of DAS until the date when the annexation formally takes effect. This credit will be applied toward future water and sanitary sewer bills incurred by CSU.
- 3. ZONING.** Upon annexation of the Subject Property to the City of Xenia, the City shall work with CSU to establish appropriate zoning districts for the Subject Property or parcels thereof, including but not limited to the P-1 Public Institutional District and A-1 Agricultural District, that permit all existing CSU uses and accommodate future growth plans. The City fully supports CSU's vision for its campus and its mission as a Land Grant Institution and research center and, accordingly, shall work with CSU to promote the growth of CSU with flexible zoning and well-planned growth. The City's adopted Comprehensive Land Use Plan (the NeXtPlan), which guides the City's zoning policy decisions, endorses continuation of higher education uses on the Subject Property if annexed.
- 4. SAFETY SERVICES.**
- (a) Police Services: Upon annexation of the Subject Property to the City of Xenia:
 - (i) *Maintenance of CSU Campus Police* – CSU will maintain its campus police department and will do so in a manner that ensures contemporary law enforcement functions and staff are adequately provided to the campus community in the interests of public safety.
 - (ii) *Law Enforcement Protocol Development and Training* – The City's Police Division will coordinate with CSU campus police to create a training regimen and annual schedule in order to cross train personnel for the mutual benefit and support of both agencies; agencies will work to establish a set of operational protocols for the effective and efficient performance of joint services and operations.
 - (iii) *Special Duty Coverage* – As may be allowed under the terms of applicable collective bargaining agreements, the City will provide to CSU special duty law enforcement coverage for CSU's annual spring commencement and fall homecoming events. The City will provide, at its expense, two (2) special duty officers for an eight- (8-) hour shift at each of these two events. CSU may contract with the City for additional special duty coverage at these two events or at other events, which may be provided in accordance with Xenia Police Division policies and procedures and at the then current special duty rates.
 - (b) Fire & EMS Services: Upon annexation of the Subject Property to the City of Xenia:
 - (i) *Standard Fire/EMS Services* – The City will incorporate into its statement of municipal services (as required by statute) its intent that standard fire prevention, inspection, and

- education, as well as firefighting services and emergency medical and rescue services, will be provided at no additional cost to CSU.
- (ii) *Availability of Fire & EMS Standby for Special Events* – Fire & EMS standby will be provided by the City to CSU for special events hosted at CSU subject to the availability of staff and equipment to provide such standby. CSU hereby acknowledges and agrees that providing Fire & EMS services to the City shall take precedence over providing standby services for special events hosted by CSU.
 - (iii) *Fire Inspection Services* – The City shall provide all necessary and required fire inspection services to CSU.
 - (iv) *Billing* – CSU acknowledges and agrees that the City may bill for EMS services provided to any patient or person to whom such services are provided on the CSU campus, in accordance with Xenia City Code and any rules or regulations regarding EMS billing that are promulgated thereunder.
- (c) Emergency Operations Preparedness: Upon annexation of the Subject Property to the City of Xenia, the City will coordinate with CSU leadership to develop and maintain emergency response plans for the various types of natural and manmade disasters that from time to time may occur. In addition, the City will coordinate with CSU leadership to provide appropriate training including, but not limited to, emergency preparedness, National Incident Management System, first aid, CPR, fire safety, etc. to CSU staff so as to promote the safety and welfare of the institution and its patrons.
- (d) 9-1-1 Service: The City agrees to waive any cost or charge to CSU for the City's portion of the 911 service fees. Both parties acknowledge that the City does not have the authority to waive Greene County's portion of the 911 service fees, however the City agrees to facilitate communication between CSU and the County regarding the waiver. Further, the Parties acknowledge that any change in the 911 service delivery arrangement may subject the University to cost exposure under alternative service delivery models or cost sharing obligations which may be invoked under ORC 128.07 and ORC 128.12.

5. UTILITIES.

- (a) Ownership: Upon annexation of the Subject Property to the City of Xenia, all current water distribution, sanitary sewer, and stormwater collection systems owned by CSU and/or the State of Ohio ("the Utilities") shall remain in the ownership of CSU and/or the State of Ohio and shall not be deemed public infrastructure ~~or be deemed to be owned~~ by the City. The City will make available to CSU technical assistance and guidance in its efforts to select engineering professional services and other contract agents necessary to ensure that provisions within this agreement related to the sustainability of University's Utilities are fully implemented.
- (b) Comprehensive Utility Systems Assessment ("Study"):
- (i) The City has been awarded an H2Ohio grant, which will be used for the completion of a water utility systems assessment covering the water systems owned by and servicing the CSU campus. The City and CSU will cooperate to determine the proper scope for the water systems assessment, and the City shall be responsible for development of the RFP and solicitation process for a qualified engineering firm to complete the water utility systems assessment on or before October 31, 2026.
 - (ii) Within one (1) year from the annexation of the Subject Property to the City of Xenia, CSU shall complete a sanitary sewer systems assessment covering the sanitary sewer systems owned by and servicing the CSU campus. The City and CSU will cooperate to determine the proper scope for the sanitary sewer systems assessment, and CSU shall be responsible for development of the RFP and solicitation process for a qualified engineering firm to complete the sanitary sewer utility systems assessment.

- (iii) The water utility systems assessment provided for in Section 5(b)(i), above, and the sanitary sewer systems assessment provided for in Section 5(b)(2) above, shall collectively be referred to herein as “the Study.”
 - (iv) While a stormwater utility systems assessment shall not be required, CSU is encouraged to undertake such assessment to ensure its stormwater utility system is in compliance with Ohio EPA guidelines and regulations.
- (c) System Mapping: To the extent that the Study provided in Section 5(b), above, does not include the completion of an up-to-date mapping system of each of the Utilities in a format compatible with the City’s GIS System (Shapefile/Geodatabase), CSU shall be responsible for retaining a qualified engineering firm to complete such up-to-date mapping. The cost of such mapping shall be the responsibility of CSU.
- (d) Utility Systems Extensions and Capacity Limits: Upon annexation of the Subject Property to the City of Xenia, any extensions of the Utilities shall comply with all Xenia City Code requirements, OEPA regulations, and the ability of the City to accept and treat the proposed additional demand shall be verified by City staff prior to extension. Additional regulations governing the modification or expansion of utility infrastructure or procedures in so doing may apply, and CSU will refer to the City’s utility rules and regulations to ensure compliance.
- (e) SCADA System: Within two (2) years of the annexation of the Subject Property to the City of Xenia, (or as otherwise may be mutually extended), CSU shall implement a Supervisory Control And Data Acquisition (“SCADA”) system (or alternatively an approved digital connection to the City’s water SCADA system) that will monitor CSU water distribution system and appurtenances (booster station, elevated storage, etc.) and which will notify the City’s Water Treatment Plant of any system maladies. SCADA will also be required for any sanitary sewer infrastructure (lift stations), if applicable. The City will provide technical assistance to CSU to help establish SCADA monitoring capacity in the mutual interest of ensuring system safety and efficiency.
- (f) Main Break and SSO Notification: Upon annexation of the Subject Property to the City of Xenia, CSU commits to and will notify the City of any water main break or sanitary sewer overflow (“SSO”) as soon as practical and never later than same day of awareness of the main break or SSO. The City will provide and maintain an emergency notification procedure and contact list including names, phone numbers, and email addresses of appropriate personnel to be notified.
- (g) Emergency Maintenance Capacity: The Parties may elect to pursue, under separate contract terms and conditions, the provision of emergency maintenance services to be provided to CSU by the City. As with Section 5(e) above, parties also agree to the timely sharing of SCADA telemetry and data (or alternatively an approved digital connection to the City’s water SACAD system), reported observations, or other vital information concerning main breaks or other systems appurtenance failures in order to ensure rapid corrective action and the safeguarding of both City and University utility infrastructure.
- (h) Access by City Personnel: Upon annexation of the Subject Property to the City of Xenia, City personnel will have unlimited access to CSU property and the Utilities’ systems and their appurtenances for afterhours and emergency situations in order to ensure compliance with OEPA regulations and/or to limit damage to infrastructure and risk to public safety because of system failures, sabotage, acts of God or other unforeseen circumstances which may compromise the safe and effective functioning of utility systems. The City shall, when possible, provide advance notice of the City’s need for access, provided that CSU has provided the City with an emergency contact for such purposes.

6. STORMWATER FEES.

- (a) Upon annexation of the Subject Property to the City of Xenia, storm water run-off emanating from the Subject Property shall be retained in stormwater retention/detention areas located on the Subject Property. The design criteria, construction and maintenance for the stormwater retention/detention facilities shall meet all standards of the City currently in force as of the date of this Agreement and shall be completed by CSU at its own expense.
- (b) Upon annexation of the Subject Property to the City of Xenia, CSU shall be responsible for any stormwater utility fees for any stormwater from the Subject Property that drains into or is managed by the City's stormwater utility. CSU shall not be charged stormwater utility fees for its campus stormwater system unless such system is connected to the City's stormwater utility system or is otherwise maintained by the City.
- (c) Upon annexation of the Subject Property to the City of Xenia, CSU shall assure its stormwater management system complies with the Ohio EPA's and the City's Inflow & Infiltration ("I&I") requirements and that CSU is not improperly using the City's sanitary sewer system for stormwater management.

7. TERM; TERMINATION; EFFECT.

- (a) Term: This Agreement shall be effective as of the date of its approval by both parties and shall continue for a ~~seven (7)-ten (10)fifty (50)~~ year term ("Initial Term"). Not less than one (1) year prior to expiration of the Initial Term, the Parties shall initiate a review process to determine whether amendments to the Agreement are necessary. If Parties concur that modifications are not necessary, the Agreement shall automatically renew for subsequent ten (10)-year terms ("Renewal Terms") unless this Agreement is earlier terminated upon the written agreement of the Parties, or is automatically terminated as provided in Section 7(b) and Section 8, below. If, upon review, either party determines changes to the agreement are warranted, any such amendments must be agreed by mutual consent and a successor agreement shall be adopted by both for a ten (10)-year Renewal Term and thereafter, this Agreement shall automatically renew for a subsequent Renewal Terms. ten (10)fifty (50) year terms (each 10 year term a "Renewal Term") unless this Agreement is earlier terminated upon the written agreement of the Parties, except as or is automatically terminated as provided in Section 7(b) and Section 8, below.
- (b) Automatic Termination: This Agreement shall be deemed automatically terminated upon the occurrence of any of the following:
 - (i) CSU fails to provide the Letter of Consent in accordance with Section 2(a) hereof.
 - (ii) The annexation is denied by the Greene County Board of Commissioners, and all appeals of said decision have been exhausted (in which case, this Agreement shall be deemed terminated upon the date of issuance of judgment by the final court authority).
 - (iii) Upon detachment by CSU, as provided in Section 8, below.
- (c) Effect: This Agreement shall run with the land and shall inure to the benefit of, and be binding upon the grantees, assignees and successors in title or interest of CSU, and upon successor corporate authorities of the City.
- (d) Recording: This Agreement shall be recorded by the City in the Official Records of the Greene County Recorder, and the terms and conditions of this Agreement shall constitute covenants that shall run with the land.
- (e) Continuity of Obligations: Notwithstanding any provision of this Agreement to the contrary, the Parties shall at all times during the term of this Agreement remain liable only to each other for the

faithful performance of all obligations imposed upon each of them by this Agreement until said obligations have been fully performed or until one Party otherwise releases the other Party, in writing, from any obligation.

8. **DETACHMENT.** At such future point that CSU may determine its best interests are served by detaching from the municipal corporation, it reserves the right to implement steps to seek detachment as governed by applicable statutory procedures contained in ORC 709.38. The City will seek to honor any detachment request by CSU, but the City reserves its rights in such cases, as outlined in ORC 709.38. Should CSU seek to detach from the City and should the City assent to such detachment and the same be granted by the Greene County Board of Commissioners, this Agreement shall become null and void, all service obligations of the City to CSU shall cease, including the provision of all utility services, fire & EMS services, police services, and any other services provided to those within the City's corporate limits.

9. **MISCELLANEOUS.**

- (a) No Waiver or Relinquishment of Right to Enforce Agreement: Failure of either Party to insist upon the strict and prompt performance of the terms, covenants, agreements, and conditions contained in this Agreement imposed upon the Party shall not constitute a waiver or relinquishment of that Party's right to subsequently enforce the term, covenant, agreement or condition, but the term, covenant, agreement or condition shall continue in full force and effect.
- (b) Section Headings and Subheadings: All section headings or other headings in this Agreement are for general aid of the reader and shall not limit the plain meaning or application of any of the provisions under the headings whether covered or relevant to such heading or not.
- (c) Amendment: This Agreement sets forth all the promises, inducements, agreements, conditions and understandings between the City and CSU relative to the subject matter of this Agreement, and there are no promises, agreements, conditions, terms, covenants, or understandings, either oral or written, express or implied, between them, other than those that are set out in this Agreement. Except as otherwise provided here, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the Parties unless authorized in accordance with law and reduced in writing and signed by them.
- (d) Governing Law: This Agreement shall be deemed to be a contract made under the laws of the State of Ohio and shall be governed by and construed in accordance with the Xenia City Code and the laws of the State of Ohio.
- (e) Severability: If any provision of this Agreement is held invalid by a court of a competent jurisdiction or in the event a court shall determine that either Party does not have the power to perform a disputed provision, the provision shall be deemed to be excised from this Agreement and invalidity shall not affect any of the other provisions contained here, and the judgment or decree shall relieve said party from performance under the invalid provision of this Agreement.
- (f) Authorization to Execute: The officers of the City executing this Agreement warrant that they have been lawfully authorized by the Xenia City Council to execute this Agreement on behalf of the City, and the officers of CSU executing this Agreement warrant that they have been lawfully authorized by the CSU Boards of Trustees to execute this Agreement on behalf of CSU.
- (g) Extent of Covenants; No Personal Liability: All covenants, obligations and agreements of the Parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No official executing this Agreement shall be liable personally under this

Agreement or be subject to any personal liability or accountability by reason of the execution thereof or by reason of the covenants, obligations or agreements contained in this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by and through their duly authorized representatives:

CENTRAL STATE UNIVERSITY:

CITY OF XENIA, OHIO

By: _____
Dr. Morakinyo A.O. Kuti, President

By: _____
Brent W Merriman, City Manager

Date: _____

Date: _____

Approved as to form:

Approved as to form:

Arcola Whatley, Esq.
CSU General Counsel

Donnette A. Fisher, Esq.
Director of Law

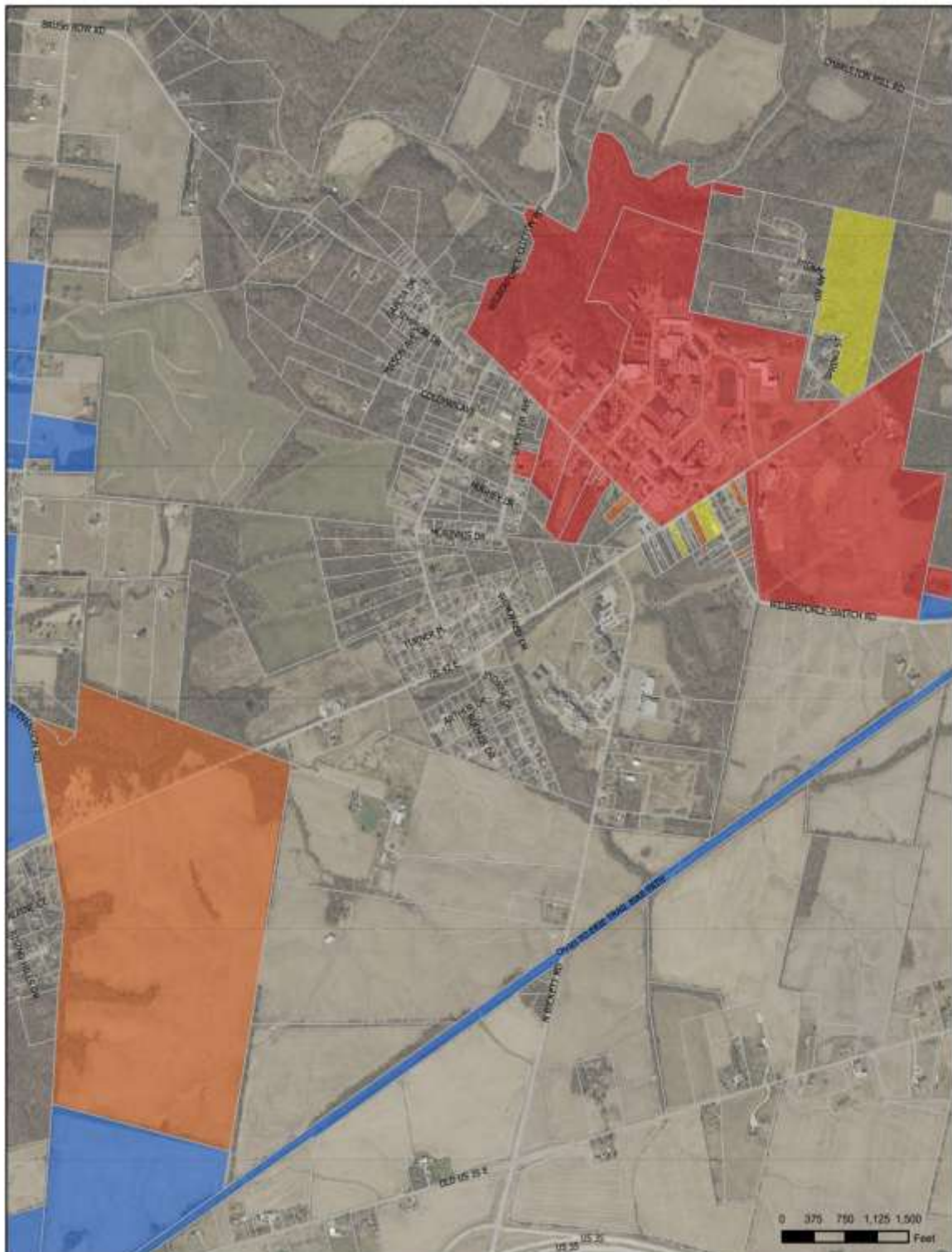
EXHIBIT A

ADD ANNEXATION PLAT

DRAFT

EXHIBIT B

Red represents “Subject Property” set forth in Exhibit A.
Orange represents CSU/State-owned parcels.
Yellow represents Foundation owned parcels.





7782 NW 46TH STREET # 20
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www.7bd.com - sales@7bd.com
EIN: 65-0924489

SALES QUOTE

286617

04/16/2026

Customer	Forwarder	Ship To
CENTRAL STATE UNIVERSITY WCSU (127683) ACCOUNTS PAYABLE PO BOX 1004 WILBERFORCE, OH. 45384-1004 USA T: # 937-376-9278		CENTRAL STATE UNIVERSITY WCSU CHARLES FOX, GENERAL MANAGER WCSU FM-JAZZ AMBASSADOR 1400 BRUSH ROW RD WILBERFORCE, OH. 45384-1004 USA T: # 937-376-6261

Contact	Terms	Due Date	Via	
JIM STITT towerjimsk@gmail.com	NET30	05/16/2026		
Quotation	PO #	Incoterm	Account Rep.	Shipping Account
286617		EXW	Mary Schnelle	

L	Item	Description	Qty	Price	UM	Discount	Amount
1	AXI-2001-00553-US	AXIA 2001-00553 QUASAR TABLE TOP FRAME 5.5U W 1 POWER SUPPLY	1	\$ 3,145.00	EA	\$ 314.00	\$ 2,831.00
2	AXI-2001-00564US	AXIA 2001-00564US QUASAR REDUNDANT PSU (FACTORY INSTALLED)	1	\$ 595.00		\$ 59.00	\$ 536.00
3	AXI-2001-00568US	AXIA 2001-00568 QUASAR MASTER TOUCH SCREEN 6 CHANNEL 1.5 U WIDE THE QUASAR MASTER TOUCHSCREEN AND MONITOR IS THE BRAIN AND HEART OF YOUR QUASAR SYSTEM. ONE MTS-MON MODULE IS ALWAYS REQUIRED TO OPERATE A CONSOLE. IT FEATURES A 12.1" TFT IPS TOUCHSCREEN DISPLAY, 7XTOUCH-SENSITIVE HIGH-RESOLUTION OPTICAL ENCODERS, UP TO 4X BANKS OF 8 TOUCH-SENSITIVE RGB USER BUTTONS, 4X LAYERS BUTTONS, DUAL GIGABIT ETHERNET, HDMI, AND USB CONNECTIVITY, AND DUAL PSU INPUTS.	1	\$ 5,245.00		\$ 524.00	\$ 4,721.00
4	AXI-2001-00571US	AXIA 2001-00571US QUASAR SR-4FAD MODULE (FACTORY INSTALLED)	4	\$ 2,945.00		\$ 1,176.00	\$ 10,604.00
5	AXI-2001-00584US	AXIA QUASAR 2001-00584US ENGINE BASE (16 CH) PROVIDES BULLETPROOF MIXING CONSOLE SIGNAL PROCESSING FOR QUASAR SURFACES	1	\$ 6,295.00		\$ 629.00	\$ 5,666.00

BANK INFO: Bank of America N.A. 222 Broadway, New York, NY 10038
Acct # 898052327642; Swift # BOFAUS3N; ABA (Wire) # 026009593; ABA (ACH) # 063100277
Beneficiary: Broadcast Depot Corp.

TERMS & CONDITIONS:

- This document is valid for 30 days. Prices are subject to change without any notification.
- **Payment with credit cards will incur a 3% charge.**
- **Payment with paypal will incur a 4.5% charge.**
- **Past due invoices will incur a 3% charge on a monthly basis.**
- **Freight not included. (Unless notified).**
- IF TAX EXEMPT, Certificate of exemption required before shipping.
- No returns after 30 days, freight is Non-refundable.
- All returns are subject to a 10-20% Restocking fee.
- We only accept returns on stocking items in "as new" condition.
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Page 1



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04/16/2026

L	Item	Description	Qty	Price	UM	Discount	Amount
6	AXI-2001-00622US	AXIA 2001-00622 XNODE2 MIXED, THIRD-GENERATION COMPACT 9.5"X11" AOIP INTERFACE WITH A MIX OF 3 ANALOG I/O , 1 AES3 I/O, 1 MIC I/O AND 2 GPIO PORTS. EACH WITH 5 OPTO-ISOLATED INPUTS & OUTPUT. AUDIO INPUTS ON EASY-TO-INSTALL RJ-45 CONNECTORS WITH 1 XLR PROVIDED FOR MIC INPUT. GPIO PORTS ARE STANDARD DB-15 CONNECTIONS. FAN-FREE AND NOISELESS LW+AES67 COMPLIANT. INCLUDES A CUSTOM MIXER THAT ALLOWS FOR MIXING, STREAM CONVERSION, AND A MULTITUDE OF UNIQUE SOLUTIONS. DUAL ETHERNET PORTS ALLOW CONNECTION TO REDUNDANT NETWORKS. REDUNDANT POWER PLAN AUTO-SWITCHES FROM INTERNAL SUPPLY TO POE BACKUP POWER, CAN DRAW PRIMARY POWER DIRECTLY OVER EHTERNET FROM SWITCHES COMPATIBLE WITH IEEE 802.3AT POE+ STANDARD, SINGLE CABLE DEPLOYMENT FOR TIGHT SPACES, REQUIRES ONE UNUSED 100BASE-T ETHERNET PORT FOR CONNECTION. 1 RU RACK-MOUNTING KIT INCLUDED	2	\$ 2,295.00		\$ 458.00	\$ 4,132.00
7	AXI-2001-00620US	AXIA 2001-00620 XNODE2 ANALOG THIRD-GENERATION COMPACT 9.5" X11" AOIP INTERFACE. FAN-FREE AND NOISELESS LW+AES67 COMPLIANT.INCLUDES A CUSTOM MIXER THAT ALLOWS FOR MIXING, STREAM CONVERSION, AND A MULTITUDE OF UNIQUE SOLUTIONS. PROVIDES 8 MONO/4 STEREO BALANCED LINE-LEVEL OUTPUTS, ACCESSIBBLE VIA EASY TO INSTALL RJ45 CONNECTORS OR HIGH-DENSITY DB-25 PORTS. DUAL GIGABIT ETHERNET PORTS ALLOW CONNECTION TO REDUNDANT NETWORKS. REDUNDANT POWER SUPPLY AUTO-SWITCHES FOMR INTERNAL SUPPLY TO POE BACKUP POWER WHEN NEEDED. CAN ALSO DRAW PRIMARY POWER DIRECTLY OVER EHTHERNET FROM SWITCHES COMPATIBLE WITH THE IEE 802.3AT POE+ STANDARD, SINGLE-CABLE DEPLOYMENT IN TIGHT LOCATIONS, REQUIRES ONE UNUSED ETHERNET PORT FOR CONNECTION TO AN AXIA AOIP NETWORK. AUTO-SENSING POWER SUPPLY, 50 VAC TO 240 VAC, 50 HZ TO 60 HZ 16 WATTS. RACK MOUNTING KIT INCLUDED	3	\$ 2,295.00		\$ 687.00	\$ 6,198.00

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Beneficiary: Broadcast Depot Corp.

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- **Payment with paypal will incur a 4.5% charge.**
- **Past due invoices will incur a 3% charge on a monthly basis.**
- **Freight not included. (Unless notified).**
- IF TAX EXEMPT, Certificate of exemption required before shipping.
- No returns after 30 days, freight is Non-refundable.
- All returns are subject to a 10-20% Restocking fee.
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Running Sub Total

\$ 38,820.00



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SALES QUOTE	
286617	04/16/2026

L	Item	Description	Qty	Price	UM	Discount	Amount
8	AXI-2001-00621US	AXIA 2001-00621 XNODE2 AES THIRD-GENERATION COMPACT 9.5"X11" AOIP INTERFACE. FAN-FREE AND NOISELESS LW+AES67 COMPLIANT. INCLUDES A CUSTOM MIXER THAT ALLOWS FOR MIXING, STREAM CONVERSION, AND A MULTITUDE OF UNIQUE SOLUTIONS. PROVIDES 4 STEREO DIGITAL AES3 INPUTS /OUTPUTS WITH OPTIONAL SAMPLE RATE CONVERSION , ACCESSIBLE VIA EASY-TO-INSTALL RJ-45 CONNECTORS OR HIGH-DENSITY DB-25 PORTS. MAYBE USED AS AES HOUSE MASTER CLOCK TO SYNCHRONIZE ENTIRE LIVEWIRE NETWORK. REDUNDANT POWER PLAN AUTO-SWITCHES FROM INTERNAL SUPPLY TO POE BACKUP POWER WHEN NEEDED. CAN DRAW PRIMARY POWER DIRECTLY OVER ETHERNET FORM SWITCHES COMPATIBLE WITH IEEE 802.3AT POE+ STANDARD, SINGLE CABLE DEPOLYMENT FOR TIGHT LOCATIONS. REQUIRES ONE ETHERNET PORT FOR CONNECTION TO AXIA AOIP NETWORK. AUTO-SENSING POWER SUPPLY, 50 VAC TO 240 VAX, 50 HZ TO 60 HZ, 16 WATTS 1 RU, RACK MOUTNING KIT INCLUDED	2	\$ 2,295.00		\$ 458.00	\$ 4,132.00
9	AXI-2001-00575US	AXIA 2001-00575US QUASAR MPC-ACC MODULE,MIC/HEADPHONE CONTROL MODULE	2	\$ 1,095.00		\$ 218.00	\$ 1,972.00
10	AXI-3002-00107	AXIA 3002-00107 QUASAR SOFT LICENSE CUSTOMIZABLE REMOTE CONTROL SOLUTION THAT LETS YOU CONTROL THE QUASAR SURFACE FROM YOUR BROWSER. IT IS POSSIBLE TO GENERATE UP TO EIGHT HTML5 PAGES (INCLUDING QUASAR CAST INSTANCES) AND CONFIGURE THEM TO DISPLAY ANY OF THE 64 INPUT CHANNELS, PLUS A SMALL MONIOTOR SECTION, OR EVEN THE ENTIRE MASTER SECTION OF THE CONSOLE.	1	\$ 1,995.00		\$ 199.00	\$ 1,796.00
11	AXI-2001-00356US	AXIA 2001-00356 X SELECTOR ROUTER SELECTOR NODE MUCH MORE THAN JUST A ROUTER SELECTOR, AXIA XSELECTOR COMBINES THE ROUTING FUNCTIONS OF AN XY ROUTER CONTROL PANEL WITH THE AUDIO OUTPUTS OF A TELOS ALLIANCE XNODE AOIP INTERFACE. SELECT SOURCES FROM THE AXIA NETWORK AND SEND THEM TO THE BUILT-IN AUDIO OUTPUT; USE INPUT FOR CONVENIENT ON-THE-FLY CONNECTION OF AUDIO DEVICES TO THE NETWORK. IN ADDITION TO ANLAOG,AES3 AND HEADPHONE OUTPUTS. XSELECTOR ALSO FEATURES ONE ANALOG INPUT AND ONE AES3 INPUT-IDEAL FOR PRODUCTION OR NEWS STUDIOS WHERE OPERATORS BOTH CREATE AND CONSUME AUDIO STREAMS. HIGH-RESOLUTION OLED SCREEN PROVIDES SCROLLABLE LIST OF AVAILABLE AUDIO STREAMS. SIX CONVENIENT "RADIO GUTTONS" CAN BE QUICKLY PROGRAMMED FOR INSTANT ACCESS TO FAVORITE SOURCES. IDEAL FOR NEWS OR PRODUCTION ROOMS, OR TOC MONITORING. AUTO-SENSING POWER SUPPLY, 90VAC TO 240VAC, 50 HZ TO 60HZ 30 WATTS. RACKMOUNT 1 RU	1	\$ 2,795.00		\$ 279.00	\$ 2,516.00
12	CIS-C1000-24P-4G-L	CISCO C1000-24P-4G-L CATALYST 1000, 24X10/100/1000 POE+ 4X GIGABIT SFP RACKMOUNT MANAGED SWITCH	1	\$ 1,200.00		\$ 0.00	\$ 1,200.00

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Page 3

Running Sub Total

\$ 48,294.00



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04/16/2026

L	Item	Description	Qty	Price	UM	Discount	Amount
13	TEL-4000-00038US	TELOS 4000-00038 REMOTE ACCESS CONFIGURATION (1/2 DAY) TELOS SUPPORT EXPERT IS AVAILABLE TO ASSIST CLIENTS VIA TELEPHONE AND REMOTE SYSTEM ACCESS WITH VX SYSTEM PROGRAMMING AND CONFIGURATION. FOUR HOURS OF REMOTE CONFIGURATION ASSISTANCE. ADDITIONAL TIME WILL INCUR ADDITIONAL COST. PLEASE ALLOW 2 TO 4 WEEKS FOR SCHEDULING	2	\$ 995.00		\$ 0.00	\$ 1,990.00
14	ANG-ADAPTM-XLRFD	ANGRY AUDIO ADAPTM-XLRFD RJ45 MALE TO DUAL XLR FEMALE 6" BALANCED	5	\$ 21.00		\$ 12.60	\$ 92.40
15	ANG-ADAPT-XLRMD	ANGRY AUDIO ADAPT-XLRMD RJ45F TO DUAL XLR MALE - 8IN BALANCED	5	\$ 21.00		\$ 12.60	\$ 92.40
16	FOS-RM3	FOSTEX RM3 RACK MOUNT STEREO MONITOR SPEAKER SYSTEM WITH BUILT IN 10W+10W D-CLASS AMPLIFIER AND 110X40MM ELONGATED SHAPE SPEAKER UNITS. ACCEPTS BOTH ANALOG INPUT (XLR & 1/4" TS PHONE) AND DIGITAL INPUTS AES/EBU. HEADPHONE OUT FOR HEADPHONE MONITORING.	1	\$ 1,099.99	EA	\$ 330.00	\$ 769.99
17	YT3230	YELLOWTEC YT3230 MONITOR ARM M ALUMINIUM RANGE 505MM 0425 COUNTRY OF ORIGIN : CZECH REPUBLIC, SCHEDULE B :8529.90.2000	2	\$ 365.00	EA	\$ 7.30	\$ 722.70
18	YT3640	YELLOWTEC YT3640 MMS SYSTEM POLE 17 (43,18CM) BLACK 0425	2	\$ 124.00		\$ 2.48	\$ 245.52
19	YT3245	YELLOWTEC YT3245 MMS POLE DESKTOP MOUNTING KIT 0425 COUNTRY OF ORIGIN : CHINA, SCHEDULE B :8529.90.2000	2	\$ 70.00	EA	\$ 1.40	\$ 138.60
20	VIE-VA2747-MHJ	VIEWSONIC VA2747-MHJ 27" FULL HD 1080P MONITOR WITH ADVANCED ERGONOMICS, ULTRA THIN BEZEL, AMD FREESYNC, 100 HZ, EYE CARE, HDMI, VGA INPUTS	2	\$ 200.00		\$ 60.00	\$ 340.00
21	FRTOUT	FREIGHT CHARGE FROM BROADCAST DEPOT TO DESTINATION OR FROM FACTORY TO DESTINATION	1	\$ 200.00	EA	\$ 0.00	\$ 200.00
<<Click here to edit your Quote>>							

<<BANK TRANSFER FORM URL LINK>>
<<CREDIT CARD FORM ENGLISH URL LINK>>
<<CREDIT CARD FORM SPANISH URL LINK>>

BANK INFO: Bank of America N.A. 222 Broadway, New York, NY 10038
Acct # 898052327642; Swift # BOFAUS3N; ABA (Wire) # 026009593; ABA (ACH) # 063100277
Beneficiary: Broadcast Depot Corp.

TERMS & CONDITIONS:

- This document is valid for 30 days. Prices are subject to change without any notification.
- Payment with credit cards will incur a 3% charge.
- Payment with paypal will incur a 4.5% charge.
- Past due invoices will incur a 3% charge on a monthly basis.
- Freight not included. (Unless notified).
- IF TAX EXEMPT, Certificate of exemption required before shipping.
- No returns after 30 days, freight is Non-refundable.
- All returns are subject to a 10-20% Restocking fee.
- We only accept returns on stocking items in "as new" condition.
- All credit card orders will incur a 10% re-stock charge for returns.

Tax Details
Exempt: 0.0%

Sub Total	\$ 50,895.61
Total Tax	
Freight	0.00
Total	\$ 50,895.61
Discount	\$ 508.96
Paid	\$ 0.00
Balance USD	\$ 50,386.65

Approved by