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Constitution of Owens State Community College.

(A) Name. The name of this organization shall be the Owens State Community College Board of Trustees, hereinafter referred to as “the board.”

(B) Objectives.

(1) Assist in promoting the concept of Owens State Community College as an institution responsible for post-secondary adult and technical education in the assigned service area.

(2) Promote elimination of all existing and potential barriers with regard to race, creed, and sex which may hinder development of the college philosophy.

(3) Encourage the development of activities for the collection and dissemination of information especially useful to policy making and governing by the board.

(4) Develop practice that will greatly increase the expertise of individual trustees in the performance of their public service role, through, but not limited to, conferences, seminars, publications, research activities, newsletters, and personal visits to the college.

(5) Unify trustees in order to give continuous direction to Owens College through the orderly development of resolutions, identifying beliefs and policies.

(6) Develop liaison with other area and regional organizations concerned with the two-year college movement in general and the community college in particular.

(7) Promote conferences for the mutual benefit of college trustees, administrators, faculty, and students.

(8) Encourage, guide, and lend assistance in development of local associations of two-year college trustees.
(9) Extend leadership in developing dependable and appropriate credit-transfer agreements of two-year college technical and academic subjects among all institutions of higher education.

(10) Provide the various local, state, and federal governments and governmental agencies with a reservoir of human experts who can render advice on matters pertaining to two-year college legislation.

(11) Promote creativity, relevancy, and innovation in college and post-secondary curriculum development and change to meet changing needs of the service area.

(12) Promote the concept of accountability in the administration, the faculty, the staff, and the student body, as well as in the trustee membership of the college.

(13) Assist in the promotion of the development of a positive image of pride and dignity in any work that is well done and in the concept of career education as provided for by post-secondary adult and two-year college programs.

(14) Work for the adequate and equitable financial support of post-secondary education with specific attention to adequate and financial support for post-secondary adult and technical education on the community college campuses and off-campus centers.

(15) Promote and encourage credit-hour/contact-hour and/or program production cost and cost analysis activities in order to properly plan the financial budget for viable and necessary programs or operations and the elimination of obsolete and/or unnecessary programs or operations.

(16) Promote public understanding of the emerging role of the two-year community college and protect the community college from intrusions and duplication by other local state agencies.

(17) Do such other things as may be deemed appropriate for the accomplishment of these and other objectives which tend to
assure and improve post-secondary adult and two-year community college education opportunities for the entire service area.

(C) Ownership of the college. The ownership of the college, created and established pursuant to the Ohio Revised Code, including all right, title, and interest in and to all property, both real and personal, pertaining thereto, shall be vested in the board. The board may acquire by appropriation any land, rights, rights-of-way, franchises, easements, or other property necessary or proper for the construction of the efficient operation of any facility of the college.

(D) Official plan. The board has prepared an official plan for the community college. The board has filed a copy thereof with the Ohio Board of Regents, which certified a copy of its action to the board and issued a charter creating the technical college. This official plan is appended to and has become part of such charter, and such charter shall not thereafter be changed except by charter amendment with the approval of the Ohio Board of Regents. A proposal for a charter amendment shall be filed with the Ohio Board of Regents and with local boards of education of the college district.

(E) Members. There shall be nine trustees appointed in accordance with the Ohio Revised Code.

(F) Meetings. Official acts of the board are those taken at a legal session or as a result of action taken at a legal session of the board. The authority of the membership, unless otherwise provided for, resides within the limits of the meeting of the board.

(1) The board may adopt rules and regulations governing its own proceedings.

(2) The board shall hold at least six meetings annually and special meetings on reasonable notice, upon call of the chair or by majority of the board at such places as the chair or board may designate. The board may hold monthly meetings or regular calendar dates. All meetings shall conform to the provisions of the Ohio Revised Code.

(3) The board shall adhere to its official policy on procedures for adequate notification of all meetings.
The agenda for meetings of the board shall be prepared by the president of the college and his/her staff with the counsel of the chair of the board. Copies of the agenda shall be mailed or delivered to each board member’s residence at least five days before the date of any regularly scheduled meeting.

A majority of the board shall constitute a quorum, and the board may act on the matter by majority vote or its whole membership. A majority of voting members present at a quorum may act on the college president’s recommendations concerning administrative decisions related to procedures defined in handbooks or operation previously approved by the board. A majority vote of the board membership shall be required to:

(a) Employ any administrative officer, staff employee, or member of the faculty.

(b) Establish or modify salaries, wages or benefits.

(c) Adopt or revise the annual budget.

(d) Acquire or dispose of lands or property and buildings.

(e) Adopt, amend or repeal any article of this constitution or bylaws of the board.

(f) Terminate a personnel contract.

Each member of the board shall have a duty to reveal to the board any interest, whether economic or otherwise, that he has in a matter that comes before the board. Members who have such an interest shall not participate in the matter nor shall they be counted for purposes of determining a quorum.

Structure of the board.

Officers of the board.

(a) Titles. The officers of the board shall be a chair and vice chair. A secretary and treasurer may be appointed. The secretary will keep minutes and assist the president of the college in carrying out the
board’s communications. The treasurer will be responsible for funds and for contracts involving expenditures of money.

(b) Election, qualification, and term of office. Regular elections of officers take place at the first regular meeting at the beginning of each calendar year. Officers are elected by existing members of the board in a manner supported by five or more members. The regular term of an officer shall be for one year. The qualification as an officer is board membership.

(c) Vacancies. If, for any reason, a vacancy occurs in the office of the chair during his/her term of office, the vice chair shall succeed to the office of chair immediately and shall have all powers and perform all duties of the office during the period of vacancy. If there is a continuing vacancy of the position of vice chair, the board shall elect a successor at the next regular meeting of the board following the declaration of such vacancy by the chair and the support of five or more members of the board.

(2) Committees. Generally the board will meet as a committee-of-the-whole. The chairman shall appoint standing and ad hoc committees as necessary and as the chair deems advisable. Standing committees will be chartered annually through a motion by the Board Chair and approval by a majority of the Board. Ad hoc committees will be appointed to address more specific, short term issues and their charters will expire at the conclusion of their charges.

(a) Standing Committees:

(i) A standing committee is one charged with a broad mandate for ongoing oversight over a defined area related to the college.

(ii) Each such committee will be comprised of not less than three (3) Trustees. A committee, at its discretion, may invite members of the public and/or college to also serve as non-voting advisory member of the committee.

(iii) Such a committee will meet not less than twice per calendar year or at the call of the committee Chair. A committee Chair will report on the committee’s
deliberations to full Board of Trustees at its first regular meeting subsequent to a committee meeting.

(iv) A committee Chair may include in committee deliberations appropriate members of the President’s Council and/or other college administrators. All such committee meetings and the nature of the committee’s agenda shall be open to the public unless otherwise provided by law.

(v) A committee will designate a secretary, who may be a committee member or college employee, who will be responsible for arranging all committee meetings, notifying committee members, the media and public of committee meetings, record minutes of committee sessions and otherwise provide support to the committee.

(vi) Such a committee will make policy recommendations to the full Board of Trustees consistent with its charge and suggestions to the Administration for corresponding procedures.

(vii) A committee on its own authority may expend up to five thousand dollars ($5,000.00) per calendar year for professional services consistent with the committee’s charge with the Board of Trustee’s approval. The committee Chair shall account to the full Board of Trustees for any such expenditures.

(b) Ad Hoc Committees:

(i) An ad hoc committee is one created to address a specific, short-term and non-recurring issue related to the college.

(ii) Each such committee will be comprised of not less than three (3) Trustees. A committee, at its discretion, may invite members of the public and/or college to also serve as non-voting advisory members of the committee.
(iii) Such a committee will meet at the call of the committee Chair. A committee Chair will report on the committee’s deliberations to the full Board of Trustees at its first regular meeting subsequent to a committee meeting.

(iv) A committee Chair may include in committee deliberations appropriate members of the President’s Council and/or other college administrators.

(v) All such committee meetings and the nature of the committee’s agenda shall be open to the public unless otherwise provided by law.

(vi) A committee will designate a secretary, who may be a committee member or college employee, who will be responsible for arranging all committee meetings, notifying committee members, the media and public of committee meetings, record minutes of committee sessions and otherwise provide support to the committee.

(vii) Such a committee will make policy recommendations to the full Board of Trustees consistent with its charge and suggestions to the Administration for corresponding procedures.

(3) Duties and responsibilities of officers.

(a) Chair. It shall be the duty of the chair to call the meeting to order, to preside at all meetings of the board, to rule on the order and discussions of motion, to maintain proper decorum within the meeting place, to expedite the use of time during the meetings, to allocate the time for discussions and to perform all duties incident to the office of the chair and such other duties as may be prescribed from time to time by the board.

(b) Vice chair. It shall be the duty of the vice chair to perform the duties of the chair in his/her absence, or in the event of the chair’s inability or refusal to act. The vice chair, when thus acting, shall
have the powers of and be subject to all restrictions placed upon
the chair. A vice chair shall perform such other duties as from
time to time may be assigned to him/her by the chair of the board.

(c) Secretary. The secretary shall keep the minutes of the meetings
of the board; shall see that all notices of meetings are duly given in
accordance with the provisions of this constitution and bylaws, or a
as required by law; and in general, shall perform all duties incident
to the office of secretary and such other duties as from time to time
may be assigned by the chair of the board.

(d) Treasurer. The treasurer serves as the chief fiscal officer and is
responsible for the disbursement of funds and contracts involving
expenditures of money. The accounts of the board shall be kept in
the manner prescribed by the Bureau of Inspection and Supervision
of Public Offices. The treasurer shall perform all other duties
incident to the office of treasurer and such other duties as from
time to time may be assigned by the chair of the board.

(H) Administrative officers. The officers of the college shall be outlined in an
administrative organizational chart which has been approved by the board.
The following outlines the general position responsibilities of the chief
executive officer and the chief fiscal officer.

(1) President. The president is the chief executive officer and professional
advisor of the board. He/she interprets and implements the board’s
policies and regulations in their application to the various operations
and personnel matters of the college. He/she has responsibility and
authority necessary to provide professional leadership and
administrative direction for the various operations and for various
personnel groups as outlined in the approved administrative flowchart.
He/she may delegate authority to others but retains the final
responsibility for the results of such delegation. He/she is responsible
to the board for recommending the employment, assignment,
promotion, and termination of various individual college personnel.
He/she may change varying personnel assignments to carry out his/her
responsibilities to the board for the overall leadership of the college.
The president is the single officer reporting directly to the board.
(2) Vice president for business affairs.

(a) The vice president for business affairs is responsible for the control of expenditures and initiation and enforcement of the measures for maintaining the financial affairs of the college within the policies approved by the board and administered by the college president with maximum safety, efficiency, and economy. He/she shall maintain adequate records of all assets, liabilities, transactions and of all authorized appropriations, and shall determine that all sums extended pursuant thereto are properly accounted for.

(b) As the vice president for business affairs for the college, he/she shall provide for the president and the board detailed written monthly reports of the finances of the college. He/she shall also render such supplementary reports from time to time as may be necessary for an adequate understanding by the college personnel of the current financial condition of the various budgetary accounts of the college. He/she shall be responsible for the preparation of the annual financial statement which shall constitute one permanent financial record of the college. In anticipation of the formulation and revisions of the annual budget report by the president, the vice president for business affairs shall prepare by March first of each year for the president written estimates of the income of the college from all sources for the next fiscal year, together with written statements of the anticipated and existing balances for the current fiscal year and such other data as may be necessary or useful to the president of the college and the board.

(c) The vice president for business affairs shall maintain a complete and accurate up-to-date inventory of all equipment and real estate property, maintain sound key and campus security control, and other duties as assigned by the president.

(d) Any of the duties set forth in this section may be assigned to the Vice President for Administration, at the President’s sole discretion.

(I) Amendments. The constitution of the board may be amended. All proposals must be in writing and initiated by a motion of resolution by a member of the board. Approval of a proposed resolution of amendment of the constitution requires a positive majority vote by the nine members of the board, which is five or more.
(J) Rules of parliamentary procedures. The latest published and released edition of “Roberts Rules of Order” shall be the official parliamentary guide for all business sessions when they are not in conflict with this constitution and bylaws, the rules adopted by the board, the Ohio Revised Code, or the federal laws of the land.

(K) Fiscal and legal procedures.

1. Board authority. The board may receive by devise, bequest, donation, or otherwise either real or personal property, or both, and hold the same absolutely or in trust, and invest, reinvest, and manage the same, and apply said property and the income arising therefrom to the purposes of the college. The board shall also have power to allocate funds for carrying out the purposes of the college. The board establishes and maintains the Owens State Community College Foundation to handle donations, gifts, awards, and other actions by benefactors to the college within legal restrictions.

2. Annual budget. The president shall recommend a budget to the board for each fiscal year. Action on the president’s recommendations shall take place before August first of each year. Reconciliation of the budget by the board action may take place at any meeting of the board by majority vote of the membership of the board.

3. Non-compensation. No member of the board acting in his/her capacity as an officer or trustee shall receive compensation for services rendered. Travel expenses incurred by board members involved in approved conferences or in attending to the approved business or meetings of the board, may be paid from the college resources, in accordance with rules and procedures adopted by the board.


   (a) Except as otherwise provided in this constitution and bylaws, the board at an approved meeting may authorize for specific purposes any officer or officers, members or groups of members to
investigate and/or to enter into contracts and to execute and/or draw any instruments on behalf of the college

(b) When the board has by resolution determined to let by contract the work of capital improvements pursuant to the official plan of such district, contracts in amounts exceeding ten thousand dollars, unless provided for by law for reasons of emergency, shall be advertised after notice calling for bids has been published once a week for three consecutive weeks in at least one newspaper of general circulation within the college district. The board may let such contract to the lowest and best bidder who shall give a good and approved performance bond, conditioned on the carrying out of the contract and payment for all labor and material. Such contract shall be approved by the board and signed by the president of the college as the board-authorized representative and by the contractor.

(5) Loan. No loan shall be contracted on behalf of the college and no negotiable paper other than checks shall be issued in its name unless and except as authorized by the board.

(6) Deposits.

(a) All funds of the college shall be deposited to the credit of the college in such depositories as the board may select, or as may be selected by an officer or officers, or agent or agents, delegated by the board.

(b) All funds of the college, except for investment accounts, shall be in depositories covered by the Federal Deposit Insurance Corporation and shall be withdrawn according to procedures specified by the board.

(7) Income. All income, donations, gifts, and other benefits for the college shall be collected and accounted for by such officer or officers, agent or agents, as the board may designated for that purpose. The vice president for business affairs for the college shall receive all gifts, collections, donation, fees, subsidies, and grants to the college or to the name of the college and shall account for the same, including student scholarships, awards, alumni, and auxiliary funds.
(8) Checks, drafts. All bills, drafts, acceptances, checks, endorsements or other evidences of indebtedness shall be signed by such officer or officers, agent or agents, or the college as the board may provide.

(9) Investments. Funds of the college may be invested and reinvested in such manner and for such purposes as may be lawful and authorized by resolution of the board.

(10) Disposition of surplus funds. Any surplus in excess of normal operating requirements, and in excess of a reasonable reserve to be determined by the board, shall be used to further the purposes of the college. Recommendations for specific allocation of such funds shall be made to the board by the president.

(11) Annual financial report. The vice president for business affairs shall provide to the president and the board annually on or before July tenth the written final report of all receipts and disbursements of the college funds for the preceding fiscal year. The approved annual financial report shall subsequently be published by the board.

(12) Incurring indebtedness. No board member, employee of the college or officer shall incur any indebtedness in the name of the college unless authorized to do so by action of the board. Specific provisions for personnel contracts, for purchase orders, and for service contracts are outlined in the operating manuals approved by the board.

(13) Surety bond. The vice president for business affairs and other officers or agents for the college as may be determined by the board shall give and file with the college a surety bond for the faithful performance of their duties in sums as may be fixed by the board with the cost of said bonds paid by the college under the board’s policy for payment or bills.

(14) Legal counsel. The board at any approved meeting may appoint legal counsel to act as general legal consultant and/or advise the board and the president in legal affairs of the college. Legal fees for such services may be paid by the college under the board policy for payment of bills.
(15) Audit. The board may appoint an independent certified public accountant to audit the financial records and performances of the college and submit an audit report.

(L) Appointment and compensation of faculty and staff. The board shall appoint and fix the contract of the president of the college and his/her annual benefits and salary increments. The board shall act on the president’s recommendations for the appointment of the faculty and such other employees as necessary and proper for the college and also for their individual compensations and benefits.

(M) Establishment of fee and tuition schedule. The board shall establish schedules of fees and tuition for: students who are residents of Ohio, students who are non-residents of Ohio, and for international students. The establishment of the fees and tuition schedules shall be subject to approval of the Ohio Board of Regents. Students who are non-residents of Ohio shall be required to pay higher rates of fees and tuition that the rates required of students who are residents of Ohio.

(N) Granting of degrees. Upon the recommendation of the president of the college, the board is empowered to grant the associate degree in applied science, the associate degree in applied business, and the associate degree of technical studies.

(O) Intergovernmental relations.

(1) The board is empowered to authorized, approve, ratify or confirm, with the approval of the Ohio Board of Regents, and agreement with the United States government, acting through any agency designated to aid in the financing of community college projects, or with any person, organization or agency offering grants-in-aid for community college facilities or operation; to receive assistance for the cost of equipment and for the operation of such community colleges from moneys appropriated for technical education or for matching of Title VIII of the “National Defense Education Act.”

(2) The board and its agents shall cooperate with boards of county commissioners of the county or counties comprising the district, with boards of education in the district, and with other public agencies
representing the people of the district, in providing for educational, social, civic, and recreational activities, in building and upon grounds under control of the board, provided that such cooperation shall not interfere with the principal purposes of such district which is to provide technical educational services beyond the high schools for the people of such district. The board shall prescribe such rules and regulations for occupancy of buildings and grounds as will secure fair, reasonable, and impartial use.

(P) Limitations of liability.

(1) Limitations of liability. Nothing herein shall constitute members of the board as partners for any purpose. No member during a session of the board, or officer, director, agent or employee of the college shall be liable for the acts of failure to act on the part of any other member, officer, director, agent or employee of the college nor shall any member during a session of the board, or officer, director, agent or employee be liable for his/her act or failure to act under this constitution and bylaws excepting the acts of omissions to act arising from his/her willful misfeasance.

(2) Indemnification. The college shall indemnify and hold harmless each officer, director, agent or employee from and against all claims and liability, whether the same are settled or proceed to judgement to which such person shall have become subject by reason of his/her having acted in the capacity or capacities heretofore or hereafter taken or omitted by him/her in such capacity and shall reimburse (to the extent not otherwise reimbursed) each such person for all legal and other expenses, including the cost of settlement, reasonable incurred by him/her in connection with any such claim or liability or threat or prospect thereof (except those based upon or arising out of his/her own willful misconduct) in performance of his/her duty. The rights accruing to any person under the provision of this paragraph shall not exclude any other right to which he/she may be lawfully entitled nor shall anything herein contained, restrict the right of the college to indemnify or reimburse such person in any case even through not specifically herein provided for.

(Q) Miscellaneous.

(1) Seal. The board may provide a corporate seal.
(2) Interpretation of constitution and bylaws. The board shall be the final authority on the interpretation of the board constitution and board bylaws.

(3) Waiver of notice. Whenever any notice whatever is required to be given under the provisions of the General Not for Profit Corporation Act of the state of Ohio, or under the provisions of the article of incorporation of the constitution and bylaws of the board, a waiver thereof, in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

(4) Inurement of income. No part of the net earnings and resources of the college shall inure to the benefit of or be distributed to its trustees, officers of other person except that the college shall be authorized and empowered to pay reasonable compensation for service rendered and for reimbursement of approved expenses incurred in the performance of board duties.

(5) Maintenance of law and order on campus.

(a) The board shall regulate the use of the grounds, buildings, equipment, and facilities of the college and the conduct of the students, staff, faculty, and visitors to the campus so that law and order are maintained and the college may pursue its educational objectives and programs in an orderly manner.

(b) The board shall adopt regulations for the conduct of the students, faculty, visitors, staff, and other employees and may provide for the ejection from college property and for suspension or expulsion of a person who violated such regulations. Regulations pertinent to this paragraph shall be published in a manner reasonably designed to come to the attention of, and be available to, all faculty, staff, visitors, and students.

(c) The board shall provide for the administration of its polices and enforcement of its regulations. The board may authorize the use of special policemen to assist in enforcing the regulations and the law on the campus of the college and for security. The board or appropriate officials of the college, when the authority to do so has
been delegated by the board, may seek the assistance of other appropriate law enforcement offices to provide security, to enforce the regulations, and to enforce laws and procedures for the preservation of good order on the campus and to prevent the disruption or obstruction of the educational functions of the college.

(6) Use of college facilities for speaking purposes.

(a) The board, which receives state funds in support of its operations, shall have full power and authority on all matters relative to the administration of the college. Such power shall include but not be limited to the authority to withhold use of the facilities of the college from persons who advocate or persons who hold membership in or support organizations which advocate the overthrow of the government of the United States and its free institutions by force or violence, from persons whose presence is not conducive to high ethical and moral standards, or from persons whose presence is not related to educational purposes and the orderly conduct of the functions of the college.

(b) The board may delegate any administrative authority mentioned in this paragraph, including but not limited to the enforcement of rules or regulations with respect to the use of the college facilities for speaking purposes, to the president of the college or such other administrative personnel as may be duly designated or appointed thereof.

(7) Duplication of keys. No employee, student, staff member or other person shall knowingly make or cause to be made any key for any building, laboratory, facility or room of the college without the expressed written approval of the president or his/her designee. The written approval shall remain on file in the office of the president and the office of the vice president for business affairs or the president’s board-approved custodian of keys and key security.

(8) Legislative or political activities. No substantial part of the activities of the college shall be for the carrying on of propaganda or for attempting to influence legislation other than legislation related to the financial support and administration of the college. The college shall not participate in or intervene in (including the publishing or
distribution of statements) any political campaign on behalf of any candidate for public office whether or not on an equal time basis.

(9) Operational limitations. Notwithstanding any other provisions of this rule, the college shall not carry on any other activities not permitted to be carried on a follows: by an entity or a corporation exempt from federal income tax under Section 501(c) or the Internal Revenue Code of 1954 (or by corresponding provisions of any future United States internal revenue law) or by an entity or a corporation, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States internal revenue law).

(10) Dissolution clause. Upon the dissolution of the college the board shall, after paying or making provisions for the payment of all of the liabilities of the college, return all of the remaining assets and properties of the college exclusively to the state of Ohio through the Ohio Board of Regents or other state agencies legally determined by the state to be appropriate.

(11) Affirmative action. All promotional and hiring actions performed by the board through the office of the president of the college and the college staff will adhere to the board approved affirmative action plan for use by the college.

(12) Rules and regulations, other. The board is empowered to prescribe rules and regulations for the effective operation of a community college and exercise such other powers as are necessary for the efficient management of the college.

Effective date: March 26, 2004

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002 March 26, 2004
(A) Name. The name of this organization shall be the Owens State Community College board of trustees, hereinafter referred to as “the board.”

(B) Members.

(1) Membership. Members of the board shall serve in accordance with the Ohio Revised Code and exercise authority appropriate under the Ohio Revised Code.

(2) Non-compensation. No member of the board acting in his/her capacity as a trustee shall receive compensation for services rendered. Expenses incurred by board members involved in approved business or meetings of the board, may be paid from the college resources, in accordance with rules and procedures adopted by the board.

(3) Conflict of interest. Each member of the board shall have a duty to reveal to the board any interest, whether economic or otherwise, that he/she has in a matter that comes before the board. Members who have such an interest shall not participate in the matter, shall not be present when the matter is discussed, and shall not be counted for purposes of determining a quorum.

(4) Attendance. Each member of the board must attend three-fifths of the regular and special board meetings held during any two-year period. Failure to do so will result in forfeiture of his/her board position.

(C) Meetings.

(1) Notification of meetings.

(a) The board will annually establish the time and place of all regularly scheduled meetings. The board may hold special meetings with at least twenty-four hours advance notice, except in the event of an emergency requiring immediate official action.

(b) The board shall provide any person, including news media, upon request and payment of cost, reasonable advance notice of all meetings at which any specific type of public business is to be discussed. Advance notification may include, but is not limited to, mailing the agenda in a self-addressed, stamped envelope provided by the person.

(2) Addressing the board. Any person, other than a member of the board or an officer of the college, who wishes to address the board must request approval at least one week prior to the board meeting. The request must be made in writing to the president and must state the purpose.

(3) Agenda. The agenda for meetings of the board shall be prepared by the president of the college and his/her staff. Copies of the agenda shall be mailed or delivered to each board member in advance of any regularly scheduled meeting. The president may, by announcement at the beginning of the meeting and without objection of the board, add or delete items from any such agenda.

(4) Quorum. A majority of the board shall constitute a quorum. A majority of voting members at a quorum may act. A majority vote of the board membership shall be required to: employ or terminate any officer of the college; acquire or dispose of lands or property and buildings; adopt, amend or repeal any paragraph of the bylaws of the board of trustees; or as otherwise required by law.
(D) Structure of the board.

(1) Officers. The chair and vice chair of the board shall be elected from the board membership. The president shall be appointed by the board. The treasurer and secretary shall be appointed by the board, upon nomination by the president, and need not be members of the board.

(2) Election and term of office. Election of officers shall take place at the first regular meeting of each calendar year. Officers shall be elected for one-year terms not to exceed a maximum of three consecutive terms.

(3) Vacancies. If, for any reason, a vacancy occurs in the office of the chair during his/her term of office, the vice chair shall succeed to the office of chair immediately and shall have all powers and perform all the duties of the office during the period of vacancy. If there is a continuing vacancy of the position of vice chair, the board shall elect a successor at the next regular meeting of the board following the declaration of such vacancy by the chair and the support of five or more members of the board. When both the chair and vice chair are unavailable, the most recent past chair who remains a board member will function as the chair on an interim basis. Vacancies in any other office shall be filled by action of the board.

(4) Committees. The board will function as a committee-of-the-whole; however, the chair may appoint ad hoc committees as necessary. A nominating committee made up of members of the board will be appointed annually prior to November thirtieth to develop the nominations for board officers.

(5) Duties and responsibilities of officers.

(a) Chair. It shall be the duty of the chair to call the meeting to order, to preside at all meetings of the board, to rule on the order and discussions of motions, to maintain proper decorum within the meeting place, to expedite the use of time during the meetings, to allocate the time for discussion, and to perform all duties incident to the office of chair and such other duties as may be prescribed from time to time by the board.

(b) Vice chair. It shall be the duty of the vice chair to perform the duties of the chair in his/her absence, or in the event of the chair’s inability or refusal to act. The vice chair, when thus acting, shall have the powers of and be subject to all restrictions placed upon the chair. A vice chair shall perform such other duties as from time to time may be assigned to him/her by the chair or the board.

(c) Secretary. The secretary shall keep the minutes of the meetings of the board; shall see that all notices of meetings are duly given in accordance with the provisions of the bylaws, or as required by law; and, in general, shall perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the chair or the board.

(d) Treasurer. The treasurer serves as the college’s fiscal officer and is responsible for the disbursement of funds and contracts involving expenditures of money. The accounts of the board shall be kept in the manner prescribed by law. The treasurer shall perform all other duties incident to the office of treasurer and such other duties as from time to time may be assigned by the chair or the board.

(e) President. The president is the chief executive officer and professional advisor of the board. He/she interprets and implements the board’s policies and regulations in their application to the various operations and personnel matters of the college. He/she has responsibility and authority necessary to provide professional leadership and
administrative direction for all operations. He/she may delegate authority to others but retains the final responsibility for the results of such delegation. The board delegates to and vests with the president the ability to employ, assign, promote, and terminate college personnel to the maximum extent permitted by law. He/she may change varying personnel assignments to carry out his/her responsibilities to the board for the overall leadership of the college.

(E) Fiscal and legal procedures.

(1) Fiscal year. The fiscal year of the college will be July first to June thirtieth.

(2) Annual budget. The president shall recommend a budget to the board for each fiscal year. Action on the president’s recommendations shall take place before July first of each year. Reconciliation of the budget may take place at any meeting of the board by action of the board.

(3) Contracts. The board at an approved meeting may authorize for specific purposes any officer or officers, members or groups of members to investigate and/or to enter into contracts and to execute and/or draw any instruments on behalf of the college. Contracts in amounts exceeding fifty thousand dollars, unless provided for by law for reasons of emergency, shall be advertised after notice calling for bids has been published once a week for three consecutive weeks in at least one newspaper of general circulation within the college district. The board may let such contract to the lowest and best bidder who shall give a good and approved performance bond, conditioned on the carrying out of the contract and payment for all labor and material. Such contract shall be approved by the board and signed by the president of the college as the board-authorized representative and by the contractor.

(4) Deposits. All funds of the college shall be deposited to the credit of the college in such depositories as the board may select or as may be selected by an officer or officers, or agent or agents, delegated by the board. All funds of the college, except for investment accounts, shall be in depositories covered by the Federal Deposit Insurance Corporation.

(5) Income. All income, donations, gifts, and other benefits for the college shall be collected and accounted for by such officer or officers, agent or agents, as the board may designate for that purpose. The treasurer shall receive all collections, donations, fees, subsidies, and grants to the college or to the name of the college and shall account for the same, including student scholarships, awards, alumni, and auxiliary funds. The board also establishes and maintains the Owens State Community College Foundation to handle donations, gifts, awards, and other actions by benefactors to the college within legal restrictions. The board may direct that any request, bequest or other donation to the college be transferred to the foundation.

(6) Investments. Funds of the college may be invested and reinvested in such manner and for such purposes as may be lawful.

(7) Disposition of surplus funds. Any surplus in excess of normal operating requirements and in excess of a reasonable reserve shall be used to further the purposes of the college. Recommendations for specific allocations of such funds shall be made to the board by the president.

(8) Surety bond. The treasurer and other officers or agents for the college as may be determined by the board shall give and file with the college a surety bond for the faithful performance of their duties in sums as may be fixed by the board with the cost of said bonds paid by the college.
(9) Legal counsel. The attorney general will appoint legal counsel to act as general legal consultant and/or to advise the board and the president or his/her designee in legal affairs of the college.

(10) Audit. In cooperation with the state auditor, the treasurer and the president will arrange for an independent certified public accountant to audit the financial records and performances of the college. An audit report will be submitted to the board.

(F) Appointment and compensation of faculty and staff. The board shall appoint and fix the contract of the president of the college and his/her annual benefits and salary increments. The board shall act on the president’s recommendations for the initial appointment/compensation of administrative officers, full-time faculty members, and operating staff. Subsequent changes in compensation levels and ranges shall be subject to board approval. The appointment and compensation of other staff, including part-time faculty, is delegated to the president and shall be made in accordance with approved general salary guidelines.

(G) Miscellaneous.

(1) Seal. The board may provide a corporate seal.

(2) Interpretation of the bylaws. The board shall be the final authority on the interpretation of the board bylaws.

(3) Waiver of notice. Whenever any notice whatever is required to be given under the provisions of the bylaws of the board or other regulation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

(4) Limitations of liability. Nothing herein shall constitute members of the board as partners for any purpose. No member during a session of the board, or officer, director, agent or employee of the college, shall be liable for the acts or failure to act on the part of any other member, officer, director, agent or employee of the college, nor shall any member during a session of the board, or officer, director, agent or employee, be liable for his/her act or failure to act excepting the acts or omissions to act arising from his/her willful misfeasance.

(5) Indemnification. The college shall indemnify each trustee, officer, agent or employee from and against all claims and liability to the maximum extent permitted by law. The foregoing right of indemnification shall not be deemed exclusive of other rights to which any trustee, officer, employee, agent or other person may be entitled in any capacity as a matter of law or under any agreement, vote of trustees, or otherwise. The college shall purchase and maintain insurance against liability on behalf of such person to the extent permitted by law in effect at the time of the adoption of these bylaws or as the law may be changed from time to time.

(6) Inurement of income. No part of the net earnings and resources of the college shall inure to the benefit of or be distributed to its trustees, officers, or other persons except that the college shall be authorized and empowered to pay reasonable compensation for services rendered and for reimbursement of approved expenses incurred in the performance of board duties.

(7) Legislative or political activities. No substantial part of the activities of the college shall be for the carrying on of propaganda or for attempting to influence legislation other than legislation related to the financial support and administration of the college. The college shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office whether or not on an equal time basis.
(8) Dissolution clause. Upon the dissolution of the college the board shall, after paying or making provisions for the payment of all of the liabilities of the college, return all of the remaining assets and properties of the college exclusively to the state of Ohio through the Ohio Board of Regents or other state agencies legally determined by the state to be appropriate.

(9) Rules and regulations, other. The board is empowered to prescribe rules and regulations for the effective operation of a state community college, and exercise such other powers as are necessary for the efficient management of the college.

(H) Amendments. The bylaws of the board may be amended. Approval of a proposed amendment to the bylaws requires a positive majority vote of the membership of the board.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.04
Rule amplifies: RC Sec. 3358.04
Prior effective dates: N/A
Statement of mission and purpose.

(A) Mission. The mission of Owens Community College is to provide quality technical and general education that meets the needs of its students and the employers in its service area. The college is committed to preparing every graduate to succeed in the world of technical service, to make a positive contribution to society and to support change as well as survive change.

(B) Purpose. The purposes for the college which enable it to fulfill its mission are identified as follows:

1. To offer the two-year associate degree in arts, sciences, applied science, business, and technical studies, short-term and one-year certificates and continuing education. The college has an obligation to provide current and relevant programs which reflect the requirements of employers and promote economic development in the college’s service area.

2. To facilitate access to the college for every student interested in learning. This includes effective assessment of academic skills and appropriate placement in courses.

3. To provide an environment conducive to learning for a diverse population and the services needed by students to succeed in their academic programs. To this end, students are provided accurate information on the college’s policies and expectations as well as student and academic services. Student services include initial information for a smooth transition to the educational setting, financial assistance, counseling, extracurricular activities and employment referral services. Academic services include academic advising, library and learning resource services and individualized academic support.

4. To provide developmental education in order to improve student potential for success in achieving educational and career goals.

5. To provide quality technical programs and lower division undergraduate programs which include a solid foundation in basic, ethical and technical principles and the application of these principles to current technology and the world of work. General education supports the technical education courses, develops skills in critical thinking and problem-solving and enhances student potential for the personal and cultural enrichment necessary for creative participation in life’s activities and as a citizen of a free society.

6. To ensure that the training and education provided is responsive to the employment needs of its service community. The college supports new, revised and innovative programs through coordination with the organizations, businesses and industries throughout the service area. Advisory committees, consisting of representatives with technical expertise, provide important insight and guidance in designing and reviewing relevant educational programs.

7. To provide lower division undergraduate programs and to articulate with universities and colleges in order to provide credit and program transfer for the college’s graduates who seek additional higher education.

8. To seek appropriate accreditation of its programs by accrediting organizations in order to maintain a continuous outside review and thus ensure a quality education for its graduates.

9. To maintain high quality education at the lowest possible cost to the constituencies. To this end the college seeks public and private sources of support.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-1-04  Trustees’ academic excellence scholarship program.

(A) Purpose. The Owens Community College trustees established the academic excellence scholarship to honor the academic achievements of high school students.

(B) Award guidelines.

1. One new scholarship will be offered annually to each high school that is chartered by the Ohio department of education and is in the college’s legal district as charted by the Ohio Board of Regents. Recipients for the legal district scholarships will be chosen through high school principal nomination for recommendation by the president to the college’s board of trustees.

2. Additional academic excellence scholarships may be offered each year to students from high schools outside the college’s legal district but within the college’s service area dependent upon available funding. Recipients for the service area scholarships will be recommended through their high school principal and selected by the council of deans for recommendation by the president to the college’s board of trustees.

3. The scholarship is renewable with a lifetime, maximum award of two thousand dollars per student. The scholarship will be awarded for two consecutive academic years (fall and spring semesters). The recipient will receive five hundred dollars for each of the four semesters if the award criteria is maintained.

(C) Criteria guidelines.

1. A recipient must be a high school graduate who has a minimum high school grade point average of 3.0.

2. A recipient must be enrolled in an associate degree program.

3. A recipient must maintain full-time enrollment at Owens Community College.

4. A recipient must maintain a minimum 3.0 cumulative grade point average at Owens Community College.

5. Service area scholarship. In addition to the nomination/recommendation from their high school principal, a student must submit a short essay containing a statement of educational goals. The student essay should not exceed three pages and should be typed and double-spaced.

(D) Administrative guidelines.

1. Distribution of nomination/recommendation forms to high school principals will be the responsibility of the office of college advancement. The office of admissions will be responsible for marketing the scholarship during high school recruitment visits.

2. The processing of nomination/recommendation materials will be the responsibility of the office of college advancement.

3. Selection of the service area scholarship awards will be made by the council of deans.

4. The Owens Community College board of trustees will approve the awarding of the scholarships at a public meeting.
(5) The offices of college advancement and student services will coordinate presentation of the award with a recipient’s high school.

(6) The financial aid office will administer the processing of awards.

(7) Unless the student has otherwise notified the college, scholarship funds will be applied directly to a recipient’s tuition and fees account within the college’s bursar’s office.

(8) If a recipient receives other scholarship/financial aid funds which have cleared a recipient’s tuition and fees account balance, then any surplus funds from the Owens Community College trustees’ academic excellence scholarship will be provided to a recipient as cash.

(9) Verification of continuing eligibility will be made by the college’s financial aid office, in conjunction with the college’s record’s office.

Funding guidelines.

(10) Funds for the Owens Community College trustees’ academic excellence scholarship will be provided from the college’s general operating budget with a specific dollar amount set aside each year to correspond with the amount of awards made.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-1-11 Policy for naming college facilities, spaces, endowments and programs.

(A) Applicability. This policy applies to the naming of facilities including buildings and structures, interior spaces, landscapes, roads, collections, programs, endowed chairs and professorships, and schools and departments on the various campuses of the college.

(B) Policy. Owens community college welcomes the opportunity to honor those who have rendered extraordinary service or support. Facilities, spaces, endowments or programs may be named for individuals or entities whose accomplishments or generosity advances the academic mission of the college, furthers the capacity of the college to meet its teaching and scholarly objectives and to serve its community, and enhances the growth and reputation of the college. A decision to construct or renovate a building, establish a chair or create a program is to be taken on the basis of established academic and other operational criteria and approved in keeping with the college’s established practices and academic mission. Naming will be independent of all appointment, admission and curriculum decisions which the college will continue to make in keeping with its established practices and academic mission. To ensure the appropriateness of the honor, the college will follow the guidelines listed in this policy as it makes decisions on a case-by-case basis with regard to naming facilities, spaces, endowments or programs.

(1) Criteria for selection of honorees. Naming a facility, space, endowment or program for an individual, organization or corporation is one of the highest honors that the college can bestow. This recognition is a lasting and powerful affirmation of the honoree’s connection to the college’s mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics. These factors are to be determined at the sole discretion of the Owens community college board of trustees and/or the college president.

(a) Extraordinary college service. Honorees who have been employed by the college shall have given extraordinary service to the institution in a teaching, service or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the college and elsewhere. The recognition
afforded the honoree may also include private financial contributions related to the naming opportunity. Honorees may not be in active service at the college or hold elected office at the time of the naming, unless the circumstances are exceptional.

(b) Private financial support. Individuals, corporations and other organizations may be considered for naming recognition if they have made significant financial contributions related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in this policy and any other applicable college policies and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity. The following guidelines should also be taken into consideration in determining a significant level of financial support in a given situation:

(i) New facilities. Require ten per cent of construction costs.

(ii) Space within a new facility. Fifty per cent of the construction cost based on average square footage.

(iii) Renovation of facilities. Fifty per cent of the cost of renovating a facility.

(iv) Existing facilities without renovation. Require ten per cent of the fair market value based on insured value.

(v) Space within existing facilities without renovation. Forty per cent of the fair market value based on total square footage of insured value.

(vi) Portable items. Donation of the collection or at least fifty per cent of the value of the collection.
(vii) Tribute markers. One hundred per cent of the cost or value of associated items (e.g. trees, gardens, benches).

(viii) Endowed positions. Fifty per cent funding of the endowment position.

(ix) Programmatic entities. Determined on a case-by-case basis.

(c) Financial commitments related to the naming opportunities may be pledged over several years. The number of years will be determined by the college and the donor but will be based upon the size of the donation, the nature of the naming opportunity and the financial (including tax benefits) consideration of the donor.

(2) Request for approval. Since naming facilities, spaces, endowments and programs has a long-term impact on the college, the approval process is designed to ensure such action is in the best interest of the college. All naming requests will be reviewed by a college naming review committee comprised of the provost, the vice president of business affairs, and the executive director of fund development. This committee will submit all recommendations to the president. Upon presidential review and approval, applicable naming recommendations will be submitted to the board of trustees for consideration. An opportunity that involves private financial support should first be approved by the Owens state community college foundation executive committee before any action can be taken by the college naming review committee.

(a) Naming facilities and/or interior spaces must be approved by the board of trustees.

(b) The naming of academic or non-academic programmatic entities (such as departments, schools, institutes and centers) must be approved by the board of trustees.

(c) Naming of endowed positions must be approved by the president.
(d) The display of tribute markers which includes plaques, medallions or other markers in association with features such as trees, benches or small monuments must be approved by the president.

(e) Naming facilities and spaces that are made up of portable items which are identifiable because of a specific focus or purpose (for example, collections of art) must be approved by the president, provost and dean of the school, depending on the location.

(f) The board of trustees reserves the right to review for approval, on a case-by-case basis, any naming request not specifically addressed above and not otherwise delegated by the board of trustees to the president of the college.

(3) Duration of name. Naming of facilities, spaces, endowments and programs in honor of individuals, corporations or other organizations is expected to last the lifetime of the facility, space, endowment or program.

(a) Special considerations.

(i) Renovations: If a previously named facility or property must be replaced or substantially renovated, the name will remain as set forth in any gift agreements related to the prior naming action.

(ii) Change in use: When a change in the use of a previously named facility occurs because a program moves/ends or space is reassigned or demolished, some form of continuing recognition may be appropriate, such as creating an alternative memorial.

(iii) Additional naming opportunities: Naming associated with a particular facility, space, endowment or program will not preclude further naming within the facility, space, endowment or program.
(iv) Form of naming display: The official name of a building, in honor of an individual or in recognition of an appropriate donation, shall be determined by the college in cooperation with the donor. In addition, a suitable plaque can be located in the lobby or other appropriate interior location, giving the full name and a brief biography of the person.

(v) Owens community college reserves the right to change the building’s name or to remove the naming right should a significant change in the circumstances of the donor or honoree occur. A significant change is determined at the sole discretion of the board of trustees and/or the president of the college.

(4) Request processing. Every reasonable effort will be made to ensure that a naming request will be acted upon within sixty days of the initial submission of that request to the college naming review committee.

(5) Recording and reporting. The president’s office will be responsible for recording the official decisions on all naming requests and reporting those decisions to the appropriate college officials.

(C) Implementation. The executive director of fund development will implement procedures consistent with this policy as well as ensure that all approved names of facilities, spaces, endowments and programs are consistent in look and design and are completed in a timely manner. It is also the responsibility of the executive director of fund development to keep the donor and/or honoree informed throughout the process.
Effective date: July 13, 2007

Patricia M. Jezak Certification

June 12, 2007 Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: 3/7/2003
3358:11-2-01 General admission policy.

Policy. Owens Community College has an open admission policy. This policy offers the opportunity to enroll to anyone who may benefit from the programs or courses offered by the College. High school graduation is not a requirement for admission.

Effective date: June 20, 2006

Eugene C. Lapko
Certification

May 9, 2006

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-2-02 Early admission policy.

(A) Purpose. Early admission enables high school students to experience college-level coursework, supplement their high school curriculum, enjoy courses of special interest, and/or accumulate college credit. Coursework may be applied toward a program at the college or be transferred to another college or university according to that institution’s transfer policy as well as the guidelines established by the office of the provost of Owens community college. Guidelines for early admission are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-2-03 Post-secondary enrollment options program policy.

(A) Purpose. Under this program, high school students may enroll for high school and/or college credit at Owens community college. Students may enroll in classes on the Toledo campus, Findlay campus or take selected post-secondary enrollment classes at their home high schools. The same standards for entry into the post-secondary enrollment options program apply for on-campus or off-campus classes according to the guidelines established by the office of the provost. Guidelines for post-secondary enrollment options are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-2-04 Admission of mature citizens policy.

(A) Purpose. The mature citizens program is designed for Ohio residents sixty years of age or older who want to take courses at the college according to the guidelines established by the office of the provost. Guidelines for admission of mature citizens are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
Purpose. Owens Community College welcomes qualified students from other countries. The college is authorized under federal law to enroll non-immigrant alien students. An international student is defined as one who is in the United States on an F-1 student visa. Acceptance as a new applicant from abroad or as a transfer student can be made for either fall, spring or summer semesters.

Admission requirements.

1. Proof of English language proficiency. Potential F-1 students must provide evidence of English proficiency by submitting test scores from the “Test of English as a Foreign Language” (TOEFL) or other recognized English proficiency tests. A minimum score of 500 is required on the written TOEFL or 173 on the computerized TOEFL. If a different English proficiency test is submitted, students must have the minimum passing score for the specific examination.

2. College placement exam. International students are required to take the Owens Community College placement exam (COMPASS) to determine writing, reading, and math placement. International students requesting consideration for acceptance to the college without appropriate evidence of English proficiency (TOEFL, other proficiency exam, transfer credit for English or math, etc.) are required to achieve the following scores on COMPASS for acceptance to the college: Writing 23, Reading 46, and Math 24. Students may be denied admission to the college based on COMPASS scores and referred to one of the nearby English language institutes for more intensive training in English. Owens Community College does not offer beginning courses in English as a second language.

3. Proof of adequate financial support. There are no scholarships or educational loans available for international students, and immigration regulations prevent the student from earning any substantial portion of the amount needed for tuition and living expenses while attending the college (estimated costs of thirteen thousand dollars per year). The international student is requested to transmit a letter from an appropriate government or bank official showing that there are sufficient funds to cover the cost of the education while attending the college and that these funds will be available.

4. Submission of official transcripts. Official high school transcripts are required before acceptance. If an international student has attended a college or university, those transcripts must also be submitted. All documents submitted to the college by the student or the student’s representative must be translated into the English language if the original language used is not English.

5. Transfer requirements. If an international student is presently in the United States and attending a college or university but wants to transfer to Owens Community College, all entrance requirements must be met and all required documents submitted.

6. Personal interview. Before final acceptance, a personal interview with the international student advisor is recommended if time and distance permits. Upon acceptance, a designated college official will contact each student with instructions on how to proceed for advising and registration. Students will be assigned to the college’s representative/advisor for international students throughout their enrollment at Owens.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Assessment program for entering students.

(A) Purpose. Assessment determines the level of academic readiness needed for a student to be successful in college. This policy supports the process of evaluating students’ academic skills for proper course placement. The information obtained during the assessment process is crucial to the proper advisement of students in course selection in order to provide educational experiences that strengthen and enhance current levels of competence.

(B) Guidelines.

(1) COMPASS/ASSET is a skills assessment in reading, language usage, and math.

(2) The COMPASS/ASSET assessment scores are used to advise and register students in classes suited to their academic achievement and skill level in an effort to help ensure their academic success.

(a) Should the COMPASS/ASSET results indicate that a student needs developmental courses in reading, writing or mathematics, satisfactory completion of developmental coursework is required before a student will be allowed to register for a college-level composition or mathematics course.

(3) All new students, full- or part-time, who plan to receive a degree or certificate or college federal financial aid must participate in the college assessment program (COMPASS/ASSET) or meet the COMPASS/ASSET waiver policy.

(4) COMPASS/ASSET waiver policy.

(a) High school/GED recipient. COMPASS/ASSET assessment may be waived if one of the following criteria is met.

(i) ACT cut-off scores less than two years old are Math 20, Reading 22, and English 21.

(ii) SAT cut-off scores less than two years old are Math 425 and Verbal 425.

(iii) CLEP college composition score of 47, English composition score of 650 (4/80-4/86) or 540 (5/86-present), and college algebra-trigonometry score of 45.

(iv) Advanced placement test scores from high schools may also waive part or all of COMPASS/ASSET.

(b) College transfer applicant. COMPASS/ASSET assessment may be waived if one of the following criteria is met.

(i) COMPASS/ASSET from Owens or other college. Tests over two years old are not accepted for waiver.

(ii) CLEP college composition score of 47, English composition score of 650 (4/80-4/86) or 540 (5/86-present), and college algebra-trigonometry score of 45.

(iii) Transfer credit for the equivalent of ENG 111 and MTH 105. Documented or verbal agreement from the record’s office confirming transfer eligibility required.
(iv) Proficiency credit for the equivalent of ENG 111 and MTH 105. Documentation indicating successful completion of appropriate proficiency exam must be available.

(5) Enrichment students. Students enrolling in courses that require math or language proficiency must demonstrate academic readiness as outlined above or by COMPASS/ASSET.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-11 Enrollment status.

(A) Purpose. Enrollment status is determined by the official number of credit hours for which a student is enrolled each semester. Enrollment status is often used to help determine eligibility for financial aid, veterans’ benefits, company and agency funding or other purposes.

(B) Guidelines.

(1) Full-time enrollment. Twelve or more credit hours.

(2) Three-quarter time enrollment. Nine, ten or eleven credit hours.

(3) Half-time enrollment. Six, seven or eight credit hours.

(4) Less than half-time enrollment. Five or less credit hours.

(5) Students are responsible for knowing their enrollment status and understanding the impact of changing credit hours by the add/drop process.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-12 Auditing courses.

Policy. A student may audit a course according to the guidelines established by the office of the provost. To audit means to enroll for a reason other than to receive a course grade and credit. Guidelines for auditing courses are in the online college catalog on the Owens community college web site.
3358:11-2-12
Effective date: July 13, 2007

Patricia M. Jezak
Certification

07/03/2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: 03/5/2002
3358:11-2-13 Adding a course policy.

(A) Purpose. Students may add a course to their schedule after the first day of classes according to the guidelines established by the office of the provost. Guidelines for adding a course are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
3358:11-2-14 Dropping a course policy.

(A) Purpose. A student may drop a course from their schedule according to the guidelines established by the office of the provost. Guidelines for dropping a course are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak Certification

04/03/2008 Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-2-15 Withdrawal from college policy.

(A) Purpose. A student may withdraw from the college according to the guidelines established by the office of the provost. Guidelines for withdrawal can be found in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak Certification

04/03/2008 Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-2-21 Catalog of record.

(A) Purpose. A student’s program requirements are those found in the program of instruction section of the catalog that was current at the time of initial enrollment in the college.

(B) Guidelines.

   (1) Program re-entry. If a student withdraws from a program and later re-enters, the program requirements in the catalog current at the time of re-entry are in effect.

   (2) Program change. If a student changes programs, the requirements in the catalog current at the time of the change are in effect.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-22  **Age of coursework.**

(A) Purpose. In situations in which coursework is six years old or older or where required skills may have been lost, transfer credit will not be accepted. Age of coursework accepted may vary in specific programs, e.g. health programs.

(B) Guidelines.

1. Courses will be aged from the date of course completion.

2. Courses submitted for acceptance for program requirements will be subject to review and approval by the department chair.

3. Those courses reviewed which do not substantially meet current requirements and standards will not be approved for credit.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Prerequisites and corequisites.

(A) Purpose. Courses specified as corequisites are courses that should be taken either with or prior to the course requiring the corequisite. Prerequisites are course requirements that must be met prior to the beginning of the course requiring the prerequisite.

(B) Guidelines.

(1) Students are not encouraged to attempt to enroll in a course whose co/prerequisites have not been met.

(2) In specific and limited situations, a student may seek permission to enroll in a course without having taken its co/prerequisite by submitting a request form. Permission must be granted by both the course instructor and the chair of the department in which the course is offered.

(3) Due to accreditation standards, this policy may not apply to any technical courses offered by the health technologies division.

(4) Students completing a degree program will have to complete all course requirements including corequisites and prerequisites.

(5) Students may take proficiency tests for co/prerequisite courses when available.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-24  Course substitution.

(A) Purpose. Under special circumstances, students may request the substitution of a different course for a required course within an academic program.

(B) Guidelines.

(1) Courses considered for substitution are of similar classification to the required course. For example, one technical course may be substituted for another technical course or one general education requirement for another. All general education requirements in communications, social and behavioral sciences, and humanities must still be met.

(2) Substitutions are initiated through the advising process and must be approved by student’s department chair.

(3) A form requesting approval of the substitution is initiated with the chair of the student’s major academic program. A course substitution should not be considered approved until the student receives a copy of the substitution form with all required signatures.

(4) In situations where students are requesting the substitution of a different course for a course that was previously attempted and failed, the grade received by the student in the substituted course will not replace the grade in the original course.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-25 Repeating a course policy.

(A) Purpose. A student may repeat any course regardless of the previous grade received according to the guidelines established by the office of the provost. Guidelines for repeating a course are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
Purpose. A proficiency examination is designed to measure the student’s level of knowledge and/or skill in the content covered by a given course or courses. Passing a proficiency examination replaces the need for a student to actually register for and complete a course or courses in a program.

Guidelines.

1. As long as a student has met the college’s graduation residency requirement, there is no limit placed upon the number of credit hours a student may obtain via proficiency examinations.

2. The following experiences are representative of those that may prepare a student to successfully complete a proficiency examination.
   a. The student has had extensive high school work above the normal curriculum which would make certain basic courses repetitious.
   b. The student has, through actual work experience, attained the knowledge and competency of skills required in certain courses.
   c. The student has taken coursework at another institution of post-secondary education which is not transferable but which has given him/her sufficient background to make certain courses repetitious.
   d. The student has completed coursework in an apprenticeship or vocational program.
   e. The student has completed studies in a civil or military training program.

3. College-administered course proficiency examinations.
   a. Proficiency examinations may be oral or written and may in certain circumstances require the demonstration of laboratory skills as well.
   b. A proficiency examination may be attempted only one time per course.
   c. Students enrolled in courses beyond the designated drop date(s) cannot petition for proficiency exams in those courses.
   d. If a student has completed a course by regular enrollment and received a grade (“A”, “B”, “C”, “D”, “F”, “IP”, “F/NC”), they are not eligible to take a proficiency examination for that course.
   e. A student’s failure of the first course in a sequence forfeits their right to take proficiency examinations for subsequent courses in the sequence.
   f. To be eligible for proficiency examinations, a prospective student must have completed all admissions application steps and be eligible for registration.
   g. All proficiency examinations are administered by a full-time employee of the college and must be completed within two weeks of proficiency application date.
   h. A picture identification is required of all students at the time a proficiency examination is administered.
Locally developed and administered proficiency tests such as the college’s proficiency examinations provide credit at Owens Community College but may not be transferable to other colleges.

(4) College level examination program (CLEP).

(a) CLEP test results are accepted by Owens Community College to award college credit.

(b) Credit may be awarded for one or more courses through CLEP scores but at least fifty per cent of a degree program must be taken through actual coursework at Owens Community College.

(c) A listing of CLEP tests and minimum cut-off scores accepted by Owens Community College is available through the record’s office.

(5) Advanced placement examination (AP).

(a) AP examinations are given to high school students who have excelled in advanced level high school courses. The test is not administered by Owens Community College.

(b) The AP test determines whether a student has sufficiently mastered course content to warrant receiving college credit for work completed in high school.

(c) The college will award advanced placement credit based on individual test results.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-27 Credit by waiver.

Policy. The requirement of a particular course(s) may be waived on the basis of the student’s previous work experience or education according to the guidelines established by the office of the provost. Guidelines for credit by waiver are in the on-line college catalog on the Owens community college web site.
3358:11-2-12
Effective date: July 13, 2007

Patricia M. Jezak
Certification

07/03/2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: 03/5/2002
3358:11-2-31 Course outline and syllabus.

Policy. The College requires that a current course outline and syllabus following the format required by the Office of the Provost be on file within each school for every course offered.

Effective date: June 20, 2006

Eugene C. Lapko
Certification

May 9, 2006
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-2-32 Grading system.

(A) Purpose. Faculty will use the letter grading system for evaluation of students’ achievements in their classes.

(B) Guidelines.

(1) The following system will be used in evaluating student achievement.

   (a) Grade “A.” Superior quality of achievement – 4.0 grade point value.

   (b) Grade “B.” Good quality of achievement – 3.0 grade point value.

   (c) Grade “C.” Passing quality of achievement – 2.0 grade point value.

   (d) Grade “D.” Poor but passing quality of achievement – 1.0 grade point value.

   (e) Grade “F.” Failure quality of achievement – 0.0 grade point value.

   (f) Grade “I.” Incomplete quality of achievement – 0.0 grade point value.

   (g) Notation “WD.” Withdrawal from course – 0.0 grade point value.

   (h) Notation “AU.” Audit of course – 0.0 grade point value.

   (i) Grade “P/NP.” Passing grade with no effect on cumulative average – 0.0 grade point value.

   (j) Grade “F/NC.” Failing grade with no effect on cumulative average – 0.0 grade point value.

   (k) Notation “PR.” Progress with no effect on cumulative average – 0.0 grade point value.

      (i) To be used only for MTH 100, ENG 100, ENG 101, ENG 104, and ENG 105. Indicates regular attendance and performance above “F” level but insufficient progress for “P/NP” or incomplete. Course needs to be repeated.

(2) Grade reports will be mailed to the student’s home address at the close of each semester.

(3) Grade disputes and appeals. Students have one semester in which to dispute/appeal an academic grade received.

(4) Grade point average calculation. The cumulative grade point average is computed by dividing the total number of quality points earned by the number of semester hours attempted.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Purpose. Dishonest scholarship practices include, but are not limited to, taking, using or copying another’s work and submitting it as one’s own or intentionally falsifying information or taking another’s ideas with the intention of passing these ideas as one’s own.

Guidelines.

(1) It is recognized by the college that the prime responsibility for academic honesty is the individual student. However, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

(2) The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor.

(3) The basic criterion that will be used to judge the dishonest scholarly practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable scholarly practice. Examples include, but are not limited to:

(a) Work copied verbatim from an original author without proper credit.

(b) Work copied with only a few words altered from the original without proper credit being given.

(c) Answers copied from another’s test paper.

(d) Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the exam time or the extraction of information regarding an examination from other students.

(e) Falsification of clinical records.

(4) The instructor shall report all incidents of dishonest academic practice to the appropriate dean and chair of the department. The dean shall see that appropriate action is taken and shall notify the instructor and chair of the action taken.

(5) The student shall be notified, in writing by the dean, of the consequences and the right to appeal.

(6) Consequences for proven cases of dishonest scholarly practices are as follows:

(a) The first offense will result in an equivalent grade of “F” being given for the particular test, project or paper on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project or paper, the grade will remain an “F”.

(b) The second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred.

(c) Any student involved in three total offenses (not necessarily in one course) will immediately be dismissed from the college for one full academic semester. Upon readmission, a student that had been dismissed for dishonest practices will be immediately dismissed from the college upon any subsequent single offense involving a dishonest academic practice.
If a student feels that he/she has been wrongly accused, appeal procedures exist. The penalty for a proven case of dishonest scholarly practice will stand through appeal.

(a) If the appeal ruling is in favor of the student, the following will apply:

(i) For the first offense, the test, project or paper will be graded on the criteria for that assignment.

(ii) For the second offense, the student’s grade will be evaluated based on the criteria for the course.

(iii) For the third offense, the student will be reinstated to the college without penalty.

(8) All reports of incidents of dishonest academic practice shall be maintained in the student’s permanent file in the record’s office until the student graduates.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-41 Academic honors.

A. Semester Honors. Students are eligible for semester honors at the end of a given semester if they complete six (6) or more credit hours in that semester and earn a grade point average of 3.5 or above for all credit hours completed that semester.

B. Graduation Honors. Students are eligible for graduation honors if they earn a cumulative grade point average of 3.5 or above for all coursework completed up to the point at which graduation honors are calculated. Honors are designated according to the following classifications:

1. 3.91 – 4.0 = summa cum laude
2. 3.8 – 3.9 = magna cum laude
3. 3.5 – 3.79 = cum laude

Effective date: January 4, 2005

Eugene C. Lapko
Certification

December 14, 2004
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-2-42 Academic probation.

(A) Purpose. Academic probation status serves as official notification that a student is not making acceptable progress toward graduation. Continuation of academic probation for a second semester may result in academic dismissal.

(B) Guidelines.

(1) A student will be placed on academic probation status if the student’s cumulative grade point average falls below the established minimum.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Cumulative Grade Point Average</th>
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<tr>
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<tr>
<td>40-49</td>
<td>1.85</td>
</tr>
<tr>
<td>50-59</td>
<td>1.95</td>
</tr>
<tr>
<td>60 or above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

(2) Notification of academic probation is provided on grade report forms and also through a letter of notification.

(3) Academic probation may require a student to reduce course load as determined by the chair of the major area of study or a counselor.

(4) Students placed on academic probation are to schedule an appointment with a counselor to develop a plan for resolving their academic problems.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-43 Academic dismissal.

(A) Purpose. Students are subject to academic dismissal upon unacceptable progress toward graduation on a continual basis.

(B) Guidelines.

(1) Criteria for dismissal.

(a) A student is subject to academic dismissal if the student has been on academic probation for one semester and does not achieve the required cumulative grade point average for the hours attempted during the next semester in which enrolled (see Rule 3358:11-2-42).

(b) A student who fails required courses within a major or fails to achieve the stipulated 2.0 GPA in courses within a technical major must meet specific program policies for continuation or readmission in the program. Before a student may continue or be readmitted into the program, an academic plan must be approved and on file.

(c) Students who change from one program of study to another while on academic probation will not be subject to academic dismissal provided they achieve a 2.0 GPA each semester in their new program of study. The 2.0 GPA required excludes developmental education coursework.

(2) Consequences of dismissal. Academic dismissal prohibits the student from enrolling in the college for one semester.

(a) Summer semester is not considered as a semester of prohibited enrollment unless the summer semester is required in the specific program of study.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-44 Readmission to the college.

(A) Purpose. Students desiring readmission to the college following academic dismissal.

(B) Guidelines.

(1) Students desiring readmission to the college should request that their file be reactivated by the record’s office.

(2) Students desiring readmission after dismissal for academic reasons must contact a counselor who will assist the student in the development of a required written academic plan to resolve the academic problem. This plan must have the approval of the appropriate program chair and dean.

(3) Students returning via readmission will re-enter the program using the program requirements found in the program of instruction section of the catalog current at the time of re-entry into the program.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-45 Academic forgiveness policy.

(A) Purpose. A student may request academic forgiveness according to the guidelines established by the office of the provost. Guidelines for academic forgiveness are in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak
Certification

04/03/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
Graduation requirements.

Policy. A student is eligible to become a candidate for an associate degree or a certificate when the student has completed all requirements as established by the office of the provost. Guidelines for graduation requirements are in the on-line college catalog on the Owens community college web site.
3358:11-2-27
Effective date: July 13, 2007

Patricia M. Jezak
Certification

07/03/2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
3358:11-2-52 Dual degrees and/or majors.

(A) Purpose. A student is eligible to receive degrees in more than one technology or program and/or more than one major within the same technology or program.

(B) Guidelines.

(1) Dual degrees.

(a) Students are eligible to receive only one degree within a technology or program.

(b) A student completing degrees in more than one program area must meet requirements for both degrees.

(2) Dual majors.

(a) If a student receives more than one major within the same technology or program, both majors are listed on the student’s transcript.

(b) If a graduate returns at a later date and completes a second major within the same technology area in which the student previously had received a degree, that student will then, at the time of graduation, receive a letter of commendation for the accomplishment rather than receiving a second diploma.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-2-53  Adding a second major.

(A) Purpose. Students may enroll in more than one program of study at the same time but must meet all requirements for both programs or majors.

(B) Guidelines.

(1) Students pursuing more than one major must officially declare their intent by completing the appropriate form in the record’s office. This must be done prior to beginning coursework on the second major.

(2) If there are technical electives in either of the majors, the electives must be different. The courses from one major cannot meet technical elective requirements in both majors.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Chapter 3 – College Life

3358:11-3-01 Drug free school.

(A) Purpose. To support and be in compliance with the Drug Free Schools and Communities Act Amendments of 1989.

(B) Guidelines.

(1) The unlawful possession, use or distribution of drugs and alcohol by students on college property or as part of any college activity is clearly prohibited.

(2) The college will impose appropriate sanctions on students, up to and including expulsion and referral for prosecution, for violation of this standard of conduct.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-11 Student Code of Conduct

Student Disciplinary Policy & Procedures

Owens Community College aspires to create a learning environment that provides quality technical and general education that meets the needs of its students and employers in its service area. Students attending Owens Community College are expected to conduct themselves in a manner that supports the academic atmosphere of the College and respects the rights of other students and employees. To accomplish these goals, this code of student conduct is intended to establish a set of guidelines that students and student organizations should conduct themselves by. This code of conduct extends to behaviors both on and off campus, which negatively impacts the college or its students or staff. Students not able to meet these expectations may be subject to disciplinary action. All regulations, policies and procedures appear in the college catalog.

I. Definitions

1. The term “College” means Owens Community College
2. Student – includes anyone taking credit or noncredit courses at Owens, whether full-time or part-time, pursuing an Associate Degree, certificate, transfer credits or taking courses as a guest student
3. Faculty member – refers to any person employed by Owens to teach classes.
4. Member of the college community – includes students, faculty, staff, administrators, or any person employed by Owens.
5. Premises – refers to all land, buildings facilities, and other property owned or used by Owens.
6. Disciplinary Administrator – person authorized to determine whether a student has violated a code and to administer sanctions or consequences of actions (as outlined under the Disciplinary process).
7. Student Appeals Committee – any person or persons authorized by the Disciplinary Administrator to consider an appeal resulting from the “Disciplinary Administrator’s” determination of a student’s violation of the student conduct or from the imposed sanctions or consequences.
8. Involuntary Administrative Withdrawal – The withdrawal of a student from Owens Community College with no rights to the disciplinary process.

II. Disciplinary Authority

1. The Vice President of Student Services has been delegated authority to be responsible for the administration of the student codes of conduct. Disciplinary authority may be delegated to other college officials as deemed appropriate by the Vice President of Student Services.
2. Faculty members have been delegated authority by the Vice President for Student Services in their classrooms to dismiss a student from class for
behavior that disrupts the learning environment. This authority is limited to that day's class session and the student may return to the next scheduled class.

3. Campus Security Officials have been delegated the authority to act in the best interest of safety for the campus community on all premises governed by Owens Community College. Their authority includes the authority to cite a student for violation of the student code of conduct or dismiss a student from campus for the duration of a given day for which the student is found participating in behaviors that present a threat to the campus community.

III. Prohibited Conduct

A. Acts of Dishonesty
   Includes, but is not limited to the following:
   1. Cheating, plagiarism or other forms of academic dishonesty (as outlined in the Cheating and Plagiarism section of this catalog)
   2. Falsification or misrepresentation of any college document or record by forgery or alteration.
   3. Furnishing false information to any college administrator, staff or faculty member.

B. Offenses against persons
   Conduct that threatens or endangers the health or safety of any person that includes but is not limited to: physical abuse, verbal abuse, threats, intimidation, harassment, sexual contact without permission and coercion.

C. Offenses against property
   1. The attempted theft, actual theft or the unauthorized use or possession of university property or services, or that of persons within the Owen community.
   2. Actual or threatened destruction of university or persons personal property whether intentional or with reckless disregard.

D. Activities that disrupt order
   Includes conduct that unreasonably interferes with the function of classroom or college activities, whether college sponsored or not such as engaging in violent, abusive, disruptive, or disorderly behaviors in classes or on campus.

E. Activities that disregard health and safety
   Participating in actions that threaten or endangers the safety, physical or mental health, or life of any person in the campus community whether intentional or as a result of recklessness or gross negligence resulting from, but not limited to the following:
   1. Use, possession or distribution of illegal drugs including the use of drug related paraphernalia on college premises.
   2. Use, possession or distribution of alcoholic beverages on college premises.
3. Use or possession of dangerous weapons or devices such as firearms, explosives, or dangerous chemicals, on college property, that is not authorized by the appropriate college official or permitted by college policy.

4. Participation in riotous behavior that results in injury to persons or property.

F. Violation of college policies, rules or regulations
   Such regulations may include, but are not limited to, the computer policies, parking and traffic regulations, and polices that govern student organizations.

G. Violation of Federal, State and Local laws
   Any act or omission that constitutes a violation of federal, state or local laws.

H. Failure to comply with College authority
   Failure to comply with legitimate directives of authorized college officials or law enforcement. This includes, but is not limited to, failure to identify oneself when requested or violation of a disciplinary sanction.

IV. Disciplinary Process
To maintain an environment conducive to scholastic achievement, freedom of discussion and inquiry where all members of the campus community feel safe, this student code of conduct must be maintained. Violation of the student code will result in disciplinary action. Students can expect any of the following to result depending on the nature and severity of the offense.

A. Informal Disciplinary Action

Any violation of the student code of conduct that results in continued disruption of the learning environment or that poses a threat to the campus community will result in immediate disciplinary action. The Vice President of Student Services, person designated by the Vice President of Student Services, campus security or a classroom instructor has the authority to act according to the delegated authority outlined under section II, Disciplinary Authority.

A student who is dismissed from the campus for the duration of a given day, for which the student is found participating in behaviors that present a threat to the campus community, may not return to the campus until he or she meets with the Vice President for Student Services or his designee. The student will report to the Security Office where an Owens Community College Security Officer will escort the student to the Office of the Vice President for Student Services.
B. Formal Complaint

1. A formal complaint filed against a student suspected of violating this Code may be filed by any person, but must be in writing and directed to the Vice president of Student Services.

2. Complaints should be submitted 7 to 10 calendar days after the violation occurs, except in exigent circumstances.

3. The Vice President of Student Services or designee may conduct an investigation into the merit of the complaint to determine whether it can be disposed of. If it is determined that the case has no merit and is disposed of, such findings shall be final. If further action is required, the student will begin the formal disciplinary process.

4. In the event that the complaint is due to a violation that endangers or threatens or may have endangered or threatened self, others or property within the Owens community, a student may be dismissed from Owens involuntarily. A preliminary investigation will be conducted to make such a determination and a hearing will be conducted within a reasonable period of time on the merits. In the event that a preponderance of evidence proves the complaint to be true, the student will be diverted from the formal disciplinary process and receive an Involuntarily Administrative Withdrawal.

C. Formal Disciplinary Process

A student found in violation of the code of conduct will be required to meet with the Disciplinary Administrator or designee. Prior to meeting with the Disciplinary Administrator or designee, the student will receive:

1. Written notice of the complaint, including the section of the Student Code of Conduct violated, prior to meeting with the Disciplinary Administrator or designee.
2. Reasonable access to the evidence of the alleged violation during the disciplinary meeting (if available).
3. An opportunity to respond to the complaint.
4. Final written notice of the determination of the Disciplinary Administrator or designee, including any sanction(s).
D. Sanctions

The following are examples of sanctions that may be imposed upon any student found to have violated this code, but does not constitute an exhaustive list of potential sanctions. Unlike with Involuntary Administrative Withdrawal, a student may appeal any of these decisions.

1. Warning – verbal or written that if the violation is continued, or repeated, the student may be subject to additional disciplinary action.
2. Disciplinary Probation – a written reprimand outlining the violation a student has committed. The probation is for a specified period during which the student is considered not to be on good academic standing.
3. Fines – Monetary charges for violation of the student codes such as parking violations, smoking in prohibited areas, etc.
4. Restitution – compensation for loss, damage or injury.
5. Loss of Privileges – loss or denial of privileges certain amenities, services, etc. for a specified period of time.
6. Discretionary Sanctions: work assignments in service to the college or other miscellaneous assignments.
7. Referral to an outside agency for assistance – A student may be required to an outside agency to seek assistance from a psychologist, substance abuse counselor, etc. if the Vice President of Student Services reasonably believes the student may need such services.
8. Suspension – Will result in the student’s separation from the college for a specified period of time.

E. Appeals

A student may appeal the decision rendered by the Disciplinary Administrator and request a hearing before a Disciplinary Hearing Committee. The only grounds for such an appeal are prejudicial procedural error, prejudicial error as to findings of fact, discovery of substantial new facts unavailable at the time of the hearing, or excessive severity of the sanction. A Student Appeals Packet that outlines the Appeal Procedures will be provided by the Vice President of Student Services’ office.

The Disciplinary Appeals Committee consists of six (6) members, including two faculty appointed by the Provost, one administrator and one staff member, both appointed by the Vice President of Human Resources,
and two students appointed by the President or Vice President of Student Government. The administrator will serve as chairman of the committee. Four committee members shall constitute a quorum.

The student may submit a written statement, may invite witnesses to testify on his/her behalf, and question a witness who appears against him/her. If the student elects not to attend the hearing, the charges will be reviewed as scheduled on the basis of the information available and a decision made.

During the Disciplinary Hearing, an advisor they choose at their expense may assist a student. The student is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before the Disciplinary Appeals Committee.

After hearing testimony and reviewing the documents submitted, the committee will retire to consider the evidence and render a decision. The committee will determine if the student did violate the Student Code of Conduct and, if so, what penalty to impose. The decision must be the results of a majority vote of the committee members present and voting.

Upon reaching its decision, the committee will forward its recommendations to the Vice President for Student Services. Upon review and acceptance of the recommendations, the Vice President will notify the student formally, by registered mail, of the decision, with copies to the Registrar.
Student grievance/appeals procedure.

(A) Purpose.

(1) Owens Community College encourages feedback from students at any time during their enrollment as part of the college’s continued attempt to provide services to meet student needs. In spite of the college’s efforts to serve students, there may be an occasion when a student:

   (a) Disagrees with a decision or action of an Owens administrator, faculty or staff member of the disciplinary hearing committee.
   
   (b) Disagrees with a policy of the college.
   
   (c) Disagrees with implementation of a policy.
   
   (d) Feels they have been discriminated against. (Discrimination on the basis of sex, race, color, religion, national origin, ancestry, age or disabilities is not lawful.)

(2) The student grievance/appeals procedure is intended to provide students, for any of the reasons listed in paragraph (1)(a) through paragraph (1)(d) of this rule, a process of communicating a grievance and appealing decisions. For the purposes of this procedure, a “day” is defined as a day Monday through Friday on which the college is open.

(3) The student grievance/appeals procedure is an internal procedure, which involves no external representation or intervention. If the student initiates legal action against the college or an employee of the college, the internal grievance/appeals process will terminate.

(B) Student appeals committee.

(1) The student appeals committee shall consist of:

   (a) Four faculty members – three voting faculty members and one non-voting faculty member who will serve as the chair and vote only in the event of a tie.

   (b) Three voting student members.

(2) A quorum will consist of at least two student members and two faculty members plus the chair. A vote of at least three members is necessary to recommend the appropriate action.

(3) Appeals committee members who have a vested interest in a particular case will remove themselves from deliberations regarding that case.

(4) Faculty representatives will be selected in the fall of each year by popular vote of the faculty. The faculty member receiving the greatest number of votes will serve as the chair. (Terms of office will run for one academic year.) In the event of a vacancy on the committee, the faculty member receiving the next highest number of votes will be asked to fill the vacancy.

(5) Student volunteers will be solicited for membership on the committee. The student members will be appointed by the vice president for student services at the beginning of each academic year.

(6) Transcripts will be made of all student appeals committee hearings.

(C) Procedures.
(1) Step one. Step one is an informal process by which the student discusses his/her grievance with appropriate persons.

(a) The student must first discuss the action, which is at the source of the disagreement, with the person directly involved with the disputed action. If an acceptable solution is not reached as a result of the discussion with the person at the source of the dispute, the student must bring the grievance for consideration to the various levels of administration through the appropriate vice president. (For example, if a student has a grievance with a faculty member and cannot resolve the matter with the faculty member, the student next talks with the chair of the faculty member’s technology, then the dean of the faculty member’s academic division, and then the vice president for academic services.) The discussions involved in step one must be completed within twenty days of the disputed action.

Step two.

(b) If it is not possible to resolve the grievance through the informal process outlined in step one, the student may advance the grievance to step two. Step two represents the beginning of a formal process for further discussion of the grievance. The formal process of the grievance procedure is facilitated by the vice president for student services unless the grievance is against or involves the vice president for student services. In that case, the vice president for academic services shall serve as the facilitator for the procedure.

(c) To initiate the formal process, the student must submit on the appropriate form a signed written request for a hearing before the student appeals committee (non-grade appeals) or council of deans (grade appeals).

(d) The vice president for student services will meet with the student to discuss the grievance. The vice president for student services, as necessary, may consult with other involved parties in an attempt to resolve the problem. If a resolution to the issue is not achieved through this discussion within ten days, the student will officially confirm his/her intent to proceed to step three.

(2) Step three.

(a) Process for a non-grade appeal.

(i) The vice president for student services will present the members of the student appeals committee and the appropriate vice president with a copy of the written charge within five days of completion of step two of the grievance procedure.

(ii) With the assistance of the vice president for student services, the committee will convene a hearing within ten days of receipt of the charge, notifying all parties involved.

(iii) During the appeals hearing, it shall be the responsibility of the student to provide information, call witnesses, and present testimony relevant to the grievance. The student filing the grievance may select a representative, which is defined as a full-time employee of the college, to assist him/her during the appeals process. (The full-time employee selected by the student may not have a vested interest in a particular case.) An appointed college representative may also provide information, call witnesses, and present testimony on behalf of the college. (Only the appropriate appointed representative and the individual presenting testimony will be permitted in the hearing room.)
(iv) The chair of the student appeals committee, on behalf of the student appeals committee, will render its decision, in writing, to the vice president for student services within five days of the appeals hearing. The decision of the student appeals committee must uphold the original action, dismiss the action or propose a compromise.

(b) Process for a grade appeal.

(i) The vice president for academic services will present the council of deans with a copy of the written charge within five days of completion of step two and a copy of the written report prepared by the student as to why he/she feels the grade is unfair.

(ii) Within ten days of receipt of the charge and report from the student, the involved faculty member will submit a written report justifying and giving rationale for the grade. During this same time period, the student and/or faculty member may submit written reports in support of their position from full-time or part-time college employees or Owens students.

(iii) Within ten days following receipt and review of all written materials, the council of deans will render a decision or convene for a hearing. In the event of a hearing, the student and faculty member and any witnesses who have submitted reports will be called upon to provide additional information, which they feel pertinent to the case, and to answer any questions from the council of deans. If a formal hearing is convened, the student and faculty member may have a representative who is a full-time employee of the college present while he/she and his/her witnesses provide testimony.

(a) The vice president for academic services facilitates the process and chairs the council of deans hearing but votes only to break a tie. The dean of the academic division in which the grade appeals is involved does not participate in the hearing.

(iv) The vice president for academic services will render the decision of the council of deans, in writing, within five days of the student grade appeals committee hearing to the student. Copies of the decision will be sent to the involved instructor and his/her chair and dean, as well as members of the council of deans. The decision of the council of deans must uphold the original grade, reverse the grade or propose a compromise. The decision of the council of deans shall be considered final for all grade appeals.

(3) Step four.

(a) If an acceptable resolution to the issue is not found, either the student or the person against whom the grievance was filed may appeal the action of the student appeals committee to the vice president for academic services. The signed appeal must be made in writing to the vice president for academic services within ten days of the decision of the student appeals committee.

(b) The decision of the vice president for academic services will be rendered within fifteen days of the conference with the person appealing the decision. The decision of the vice president for academic services shall be considered final for all grievance procedures.
(c) In cases of alleged discriminatory complaints, the vice president for academic services shall serve as a mediator. The student may move the complaint to the office of civil rights.

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Daniel R. Hauenstein
Certification

February 19, 2002
Date

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Prior effective dates: N/A
3358:11-3-13  Student records review.

(A) Purpose. The student’s right to inspect and review personally identifiable records and the right for a hearing to challenge the content of those records.

(B) Guidelines.

(1) Inspect and review records. Students attending Owens Community College have the right to inspect and review official records, files, and data directly related to themselves, including material incorporated into each student’s cumulative record folder in accordance with the college procedure on student records and privacy.

(a) A student may request, in writing, the opportunity to inspect and review his/her records.

(i) The request should be made to the chief administrator or his/her designee(s) of the department in which the records are on file.

(ii) A request must specify records to be inspected and reviewed.

(b) A request by a student to inspect and review his/her records will be granted within a reasonable period of time, but such time is not to exceed forty-five days after the request has been made.

(c) Records will be inspected and reviewed by the student in the presence of the department head or his/her designee(s).

(i) Records may not be changed or deleted during the process of inspection and review.

(ii) The student shall be advised of his/her rights to challenge any portion(s) of his/her school record.

(iii) Upon written request, the student shall be provided with a copy of that portion(s) of his/her school record subject to challenge.

(2) Hearing to challenge content of records. Students shall have an opportunity for a hearing to challenge the content of their school records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

(a) A student may request, in writing, an opportunity for a hearing to challenge the content of his/her school records.

(i) A request should be made to the president or his/her designee(s).

(ii) A request must:

(a) Identify in specific terms the portion(s) of the record to be challenged.

(b) State the reason(s) for challenging the portion(s) of the record so identified.

(c) State the remedy sought, i.e. the correction or deletion of the information under challenge.
(b) Hearing procedures.

(i) The hearing will be conducted by the president or his/her designee(s).

(ii) The hearing will be granted within ten days after the request has been made.

(iii) The department head or his/her designee(s) responsible for the student record under challenge shall represent that record in the hearing.

(iv) Prior to the hearing, the hearing officer shall notify the student and the department head (that person representing the record) of the time, place, and date of the hearing and of the specific portion(s) of the student’s school record to be challenged in the hearing.

(v) The hearing shall be limited to a consideration of that specific portion(s) of the student’s school record being challenged.

(vi) The student will have the right to be assisted by an advisor of his/her choice.

(vii) The burden of sustaining the challenge rests with the student.

(viii) The student and the department head have the right to present evidence and witnesses directly related to that portion(s) of the student’s record being challenged.

(ix) The hearing officer shall keep a taped record of the hearing.

(x) The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.

(c) Remedies.

(i) The record may stand.

(ii) The record may be corrected.

(iii) The record may be deleted.

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Refund of fees.

(A) Purpose. Refunds of tuition and other refundable fees may be available after the official withdrawal of classes during the designated period of time within the current semester.

(B) Guidelines.

(1) Sixteen week classes. Refunds of tuition and other refundable fees, less any amount owed, will be made on the following basis for the first four weeks of sixteen-week classes for fall and spring semesters.

(a) Credit hours dropped prior to the beginning or during the first five class days (any day, Monday through Sunday, during which the college is open for business and/or classes are conducted) of either semester – one hundred per cent of tuition and fees will be refunded.

(b) Credit hours dropped during the second week (sixth through tenth class days) of either semester – seventy per cent of tuition and fees will be refunded.

(c) Credit hours dropped during the third week (eleventh through fifteenth class days) of either semester – sixty per cent of tuition and fees will be refunded.

(d) Credit hours dropped during the fourth week (sixteenth through twentieth class days) of either semester – forty per cent of tuition and fees will be refunded.

(e) There will be no refunds of tuition and fees for students who drop credit hours after the fourth week of classes.

(2) Other classes. The refund policy for summer semester, weekend college, modular and other courses that vary from the standard schedule of full semester courses applies the same refund percentages. However, the periods of time provided for refunds are adjusted proportionately to match that of the fall and spring semesters.
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3358:11-3-22  Deferred tuition payment plan.

(A) Purpose. The deferred payment plan offers eligible students the opportunity to defer payment of tuition and fees over a four-month period for fall and spring semesters and a one and one-half month period for summer semester.

(B) Guidelines.

(1) Covered fees. Tuition and fees covered by the plan include instructional, general, laboratory, and parking fees.

(2) Eligibility. Any student who has a credible and regular source of income, has a good credit history with the college, is in good financial standing with the college (no financial hold or delinquency), and is in good academic standing (no academic dismissal or probation) is eligible to participate. A co-signer may participate in the plan with a student who does not meet the eligibility requirements stated in this paragraph. Students who receive financial aid are eligible for the deferred payment plan.

(3) Payment option fee. A non-refundable payment option fee is assessed to each participant each semester based on the total of tuition and fees deferred.

(a) Tuition/fees of $250.00-$449.99 has a payment option fee of $15.00. Tuition/fees of $450.00 or more has a payment option fee of $25.00.

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3358:11-3-23  Express card policy.

(A)  Purpose. The express card is an identification and debit card. Students use the express card as a student ID and to use the computer labs, testing center, and library.

(B)  Guidelines.

(1)  To obtain an ID card, students must be registered for classes and present a photo ID to the express card station in the record’s office. The card does not expire. There is no charge for the first ID card.

(2)  Debit card account. The express debit card account is non-interest bearing. Only the person pictured on the card is authorized to spend money from that account. The college reserves the right to change the account terms and conditions at any time. If a change reduces limits or restricts the account holder’s rights under the terms and conditions, the college will give at least twenty calendar days notice by mail. However, if an immediate change is necessary for security reasons, the college may first make the change and then notify the account holder.

(3)  Deposits. Currency deposits of one to twenty dollars may be made at any value transfer station. The use of credit cards and personal checks for deposits of five dollars or more will be accepted during business hours at the bursar’s office. The maximum deposit by check is thirty dollars. A ten dollar charge will be assessed upon receipt of a returned check. Receipts will be provided for all purchases or deposits at cashier attended stations and for all deposits at value transfer stations.

(4)  Refunds. Cash withdrawals and credit card reimbursements from the express card account are not permitted. Refunds by check are issued only after the account balance is two dollars or more and a written request is received by the bursar’s office. Refund checks are written in the name of the account holder and mailed to the current address on file in the record’s office. Accounts with no activity over a twelve-month period are considered inactive. Inactive accounts will be terminated regardless of balance.

(5)  Questions on deposits or charges to a cardholder account and error resolution procedures.

(a)  If the account holder believes there is a discrepancy with a charge to the account, the department which processed the transaction should be contacted within thirty calendar days. Questions regarding deposits made on an account need to be brought to the attention of the bursar’s office during normal business hours.

(b)  If there is a discrepancy on an account, the request to review the account must be in writing. The account holder will be requested to include the account holder name and account number, describe the transaction in question, and explain as clearly as possible the discrepancy and indicate the date and dollar amount of the transaction. The department responsible for reviewing the discrepancy will notify the account holder in writing of any corrective measures put in place. Any errors found through the investigation will be immediately corrected.

(6)  Reporting lost, stolen or damaged cards and liability for card use. It is the cardholder’s responsibility to report a lost or stolen card immediately. If a card is lost or stolen, the account holder’s liability for unauthorized charges is limited to the funds available on the account. During business hours, notice may be given to the record’s office by telephone or in writing. After normal business hours, contact the record’s office by telephone and leave a message stating name, card ID number, and brief description of the circumstances. If notice is given by telephone, it must be confirmed in writing within forty-eight hours to the record’s office. A fifteen dollar replacement fee will be charged for any lost or stolen card.
(7) Disclosure of account information to third parties. The college will disclose information to third parties about the account holder’s account or the transactions only in order to comply with court orders, to meet the requirements of applicable law, if the account holder gives written permission or if it is necessary to verify the existence and condition of the account for a third party vendor.

(8) Account termination. The account holder may close the account at any time by giving written notice to the record’s office and no longer using the card for any purchase or deposit. The college reserves the right to terminate the cardholder’s use of the card for purchase at any time. Any obligation of the account holder to make a payment or reimbursement to the college will survive account termination, and if a balance of two dollars or more remains in the account holder’s account after termination and full satisfaction of all obligations of the account holder, the college will refund the balance.

(9) Summary of fees.

(a) No transaction fee for purchase transactions.

(b) No transaction fee for deposit.

(c) No account closing fee.

(d) No annual service fee on inactive accounts.

(e) No charge for name change.

(f) No charge for feature change (i.e. long distance option).

(g) There is a ten dollar return check fee.

(h) There is a fifteen-dollar replacement fee for lost or stolen cards.

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Student worker policies.

(A) Purpose. The college provides opportunities for students to be employed by the college.

(B) Daily work schedule. The normal work schedule for student workers is set by the immediate supervisor. Daily schedules vary from job to job. Student workers - provided continued registration as a student - may work a maximum of twenty hours per week during the regular academic year and up to forty hours per week during the summer months or during holiday breaks if the workload within the department is sufficient. If a student worker ceases to be a registered student, their employment with the college will also be terminated.

(C) Retirement. Student workers are eligible to participate in the School Employees Retirement System (SERS). Nine per cent will be deducted from the student worker’s paycheck and the college will then contribute the employer portion, which is fourteen percent of the student worker’s salary. Student workers may, however, exempt themselves from the retirement program.

(D) Reassignment. If the student worker’s assignment ends in one area or they wish to transfer to another department, they will need to come to the human resources office to complete a new application. The application will be circulated to the various departments on campus, provided the applicant is a registered student. (There is no guarantee that a new assignment will be provided.) A new application is not needed if continuing employment in the same department each semester. (Applications are discarded at the end of each semester.)

(E) Resignation/end of assignment.

(1) Assignment as a student worker is contingent upon continued status as a student. If a student worker drops their classes, graduates or ceases taking classes, their employment with the college will end.

(2) If a student worker chooses to resign their position, a resignation must be submitted in writing and should allow for a two-week notice. The written resignation must be addressed and submitted to the student worker’s supervisor with a copy to the human resources office.

(3) At the end of each assignment, a separation form must be completed and signed by all parties.

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Student organizations.

(A) Purpose. Student organizations are available for interested students to enhance their educational and/or social experience at Owens Community College.

(B) Guidelines.

(1) Registration of student organizations. In order to be recognized by Owens Community College and be eligible for the appropriate benefits, student organizations must register with the student activities office. Registration signifies the organization's intent and agreement to comply with college policies and procedures.

(a) Registration of new student organizations. A new student organization must complete a new student organization application form. Each organization will present a copy of its constitution and bylaws, a list of members, and the name of the required faculty/staff advisor. Each new student organization is required to have at least ten members who regularly attend at least six credit hours at Owens Community College. Organization student leader(s)/officer(s) must also regularly attend at least six credit hours at Owens Community College.

(b) Annual registration of existing organizations. Previously recognized student organizations must renew their registration yearly by October thirtieth by completing an annual student organization renewal. These documents will be kept on file in the student activities office. Organizations that do not complete the registration renewal will be considered inactive.

(2) Registration privileges. Registration does not imply either college approval or disapproval of the organization’s purpose. Benefits include:

(a) Use of designated student activities bulletin boards.

(b) Ability to post notices in the student “Noteboard” and information on the electronic message board.

(c) The right to promote moneymaking projects on campus with student activities approval and within college limitations.

(d) The right to use duplication operations with the costs being charged back to the organization’s account.

(e) Use of college facilities, meeting rooms, lobby tables, etc.

(f) The right to set up an e-mail address for the organization in the common computer lab.

(g) Co-sponsorship of events.

(h) Use of voice mail services in the student health and activities center (SHAC).

(3) Nondiscrimination by organization. Every student organization registered by the college is expected to be free to select its membership upon the basis of individual merit. Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, color, religion, national origin, gender, age, disability, veteran status or sexual orientation will be considered to be operating in conflict with college policy and will be subject to termination.
Participation in student organizations. A student member is one who is enrolled in and regularly attends at least six credit hours per semester. Organizational officers/leaders must be enrolled in and regularly attend a minimum of six credit hours per semester. Each student organization may set such additional requirements as may be appropriate to its own purposes. An organization may allow other individuals in the college community to participate as associate members; these would include students carrying five or less credit hours, faculty, staff, and alumni. Such members may not outnumber student members, may not hold office, vote for officers or vote on the expenditures of money. Furthermore, they may not schedule college facilities or services on behalf of the organization.

Student organization advisors. Each student organization must be advised by at least one faculty or staff member. An advisor must be a full-time or part-time faculty or staff member. Advisors should attend all organization events and meetings and should remain informed of what is happening with the organization.
Releasing information relating to student organizations.

(a) The student activities office in accordance with the college’s policy on directory information has designated the following information concerning organizations as public information. This information will be made available to the college community and the public on an unrestricted basis at the time of registration or re-registration, unless notified, in writing, of the contrary:

(i) Name of student organization.

(ii) Campus mailing address of student organization.

(iii) Statement of purpose, powers, and scope of the organization.

(iv) Names of officers.

(v) Advisor’s name(s).

(vi) Telephone numbers of officers and advisor(s).

(b) The student activities office will not release the names of individual student members and home addresses to the college community or the general public without express written permission.

Organizational conduct. To provide a quality educational environment, an atmosphere conducive to study and educational growth must be maintained. Each organization has a responsibility to follow college policies and procedures and to operate within the scope of these policies and procedures. In addition to registration requirements, organizations are expected to observe and are bound by the same rules of conduct as individual students as described in the college catalog.

Termination of registration.

(a) The registration of a student organization may be terminated for any of the following reasons:

(i) At the written request of the officers of the organization.

(ii) When a constitutional provision dissolves the organization.

(iii) When an organization fails to hold meetings or activities for an entire year.

(iv) When an organization fails to renew its registration.

(v) For violation of regulations, policy, or other cause.

(b) A student organization which has its registration terminated shall, for all purposes, cease to exist and will no longer be afforded any benefits or have any privileges.

(c) Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

(d) All violations of college regulations or policy will result in an investigation by the student activities office.
(e) The director of student life will make the determination regarding the suspension or expulsion of registered group status. Appeals to the decision may be made through the appropriate appeals process (Rule 3358:11-3-12).

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Student organization finances.

(A) Purpose. This rule establishes procedures and guidelines for student organization finances.

(B) Funding guidelines. It is expected that all organizations will be financially self-sufficient. Sources of income may include:

1. Dues or fees charged to members. Organizations may decide to charge members for participation. This fee must be set fairly and must not be used to discriminate against membership.

2. Campus events. Organizations may raise funds by charging admission for club-sponsored campus events. Organizations will have the opportunity to partner with the student activities office in the promotion of major campus social events.

3. Fundraising. Any registered student organization wishing to engage in sales or fundraising on campus must complete a student organization activities request form and return it to the student activities office. This request must be approved a minimum of ten days in advance of the event; however, organizations are encouraged to seek approval at the earliest possible date. The student organization activities request form should include the name of the organization, a brief description of the fundraising activity, the date and time period for the activity, the location of the activity, and what set-up is required. Also, the form should indicate if refreshments will be available, if money will be raised through the activity, the use of the revenue, the names and phone numbers of the organization’s advisor(s) and other members responsible for fundraising, the best time to reach the individuals, and the organization’s president’s and advisor’s signatures.

(a) Solicitation and sales. The college permits registered student organizations to supplement their resources by selling or soliciting certain commodities or services. The student activities office does not provide funds for these commodities or services.

(i) Sales. The activity of exchanging a product or service in return for money, goods or other services. Sales within a registered student organization’s own membership do not fall within this rule. Individuals may not sell among the general college population while on college property unless as part of a project sponsored by a registered student organization or college department. Sales are permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor sales are permitted provided that free flow of traffic is not impeded and the area has been scheduled through the student activities office. Food sales by student organizations or outside vendors are expressly prohibited in food service areas. A member of the sponsoring organization or college department must be present at the sale site at all times. Members of student organizations and college departments directing or participating in the sale must be currently registered for classes or be employed by the college.

(ii) Solicitation. Any effort to ask for donations or contributions of money, goods, services or written advocacy of a cause. Solicitations limited to the membership of a particular registered student organization do not fall within this rule but are governed by the group’s own regulations. Individuals may not ask for donations or contributions of money, goods, services or written advocacy of cause unless sponsored by a registered student organization or college department. Solicitation is permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor solicitations are
permitted provided that free flow of traffic is not impeded, and the area has been scheduled through student activities.

(b) Outside vendors. Sales by outside vendors are prohibited unless directly sponsored by a campus office or student organization. The use of outside vendors by student organizations may be approved for events after a student activities request form has been submitted and approved by the coordinator of student activities.

(c) Raffles.

(i) Anything (except alcoholic beverages), which may legally be purchased in Ohio, may be raffled by a student organization to raise money for some designated purpose. A raffle is defined as the selling of chances to win a prize.

(ii) A student organization wishing to conduct a raffle must complete a student organization activities request form. At that time, the project or activity, which will be benefited by the raffle proceeds, must be specified.

(iii) The organization must have sufficient funds in its account to cover the cost of all prizes being offered in the event that the raffle does not generate sufficient funds to pay for the prizes offered.

(iv) Numbered tickets may be obtained through the student activities office. There is no charge for the tickets, however, all unused tickets must be returned to student activities and all ticket sales must be accounted for.

(C) Account guidelines. All student organizations must maintain their accounts through Owens Community College’s bursar’s office. Organizations that do not have an account may set one up by completing a new student organization club account form.

(1) Deposits. All monies collected by an organization may be taken directly to the bursar’s office for deposit. A cash collection statement with the signature of the person with budgetary authority should accompany the deposit. This slip shows the name of the organization, amount of deposit, and the date. A copy of the receipt from the bursar's office will be given to the organization.

(2) Disbursement of funds.

(a) Funds may be withdrawn from the organization’s account to pay for events or supplies for activities.

(b) A direct pay form, supported by documentation of what the funds will be used for, with the signatures of the advisor and person with budgetary authority (two signatures required), should be sent to accounts payable in the procurement office by the advisor. Direct pay form requests must be received in the procurement office by twelve p.m. on Mondays. Checks are available to be picked up at the business affairs office on Fridays of the same week after ten a.m. (Holidays, etc. will necessitate changes to these deadlines.)

(c) The organization’s advisor is responsible for obtaining receipts to verify how much was spent and that funds were spent properly. Extra funds must be redeposited in the organization's account.

(d) If any organization’s member orders good or services or if the member spends his/her own money on something for the organization, the college will not honor that order or
reimburse that expense unless the student activities office has previously approved it. Sales tax will not be reimbursed.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-43  Student organization use of college facilities.

(A) Purpose. Student organizations are permitted to use college facilities for their organization’s events.

(B) Room reservation guidelines. In order to reserve a room, a representative from the organization needs to complete a room reservation form. This form should be completed as far in advance as possible but must be approved a minimum of ten business days in advance to assure the availability of the facility. Information on this form includes:

(1) The person responsible for the event and his/her address and phone number. This person will be called to answer all questions about the event.

(2) Description of event including speaker’s or guest’s name/film titles/etc.

(3) Date or dates selected for the program. If the date is in conflict with spring break, vacation, holiday or a major campus event, the request may be denied. In case adequate facilities are not available on the first chosen date, be prepared with an alternate date for the program.

(4) Times the event will begin and end. This is very important. The security department unlocks and secures campus facilities.

(5) Specific location requested.

(6) Estimated attendance.

(7) Services or equipment needed.

(C) Usage fee guidelines. Special events may require set-up and/or security fees. Payment of fees is the responsibility of the sponsoring organization.

(D) Designated event official guidelines. The organization’s advisor, or approved representative, must be present for the duration of special events including set-up and clean up.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-51 Athletic policy.

(A) Owens Community College is a member of the National Junior College Athletic Association (NJCAA) and of the Ohio Community College Athletic Conference (OCCAC) and will follow the constitution, by-laws and practices of the NJCAA and OCCAC.

Student athletes will be given individual handbooks that describe the rules and regulations of the NJCAA and OCCAC.

(B) The Vice President of Student Services is authorized to implement procedures consistent with the rules and regulations of NJCAA and OCCAC.

Effective date: December 5, 2003

Daniel R. Hauenstein
Certification

November 18, 2003
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-61 Directory information disclosure.

(A) Purpose. Availability of certain information concerning students and/or organizations of Owens Community College.

(B) Guidelines.

(1) Owens Community College designates the following items as directory information:

(a) Students’ names.

(b) Students’ telephone numbers.

(c) Students’ dates of birth.

(d) Students’ major fields of study.

(e) Students’ participation in officially recognized activities and sports.

(f) Weight and height of members of athletic teams.

(g) High school and hometown of members of athletic teams.

(h) Students’ dates of attendance.

(i) Students’ degrees and awards received.

(2) The college may disclose any of these items without prior written consent, unless notified, in writing, to the contrary by October of each academic year.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-62 Residency determination.

(A) Purpose. The residency status of each student determines tuition surcharges to the student and the college’s subsidy payments.

(B) Guidelines.

(1) The residency status of each student is determined during the admissions process based upon the information available to make that particular decision.

(2) This decision is revocable, but the student must appeal through the residency review process.

(a) The completed petition is reviewed by the residency review committee for final determination by the residency officer.

(b) This process must be completed prior to the beginning of classes for the semester being petitioned.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-3-63 Reciprocity agreement for Monroe County, Michigan residents.

(A) Purpose. A reciprocity agreement between Owens Community College and Monroe County Community College enables Monroe County residents to attend Owens Community College at the in-state fee rate instead of being charged the higher out-of-state tuition surcharge.

(B) Guidelines.

(1) Reciprocity will apply when students from Monroe County enroll in programs at Owens Community College that are not offered at Monroe County Community College.

   (a) Not all Owens Community College programs are eligible for reciprocity.

(2) Monroe County residents attending Owens Community College must apply for reciprocity in order to be eligible to participate.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplies: RC Sec. 3358.08
Prior effective dates: N/A
Chapter 4 – General Administration

3358:11-4-01 Non-discrimination policy.

(A) Purpose. The continued success of the college depends heavily on full and effective utilization and education of qualified persons, regardless of gender, race, age, color, national origin, religion, sexual orientation, marital status, or disability. It is the policy of the board of trustees that equal employment and equal admission opportunity shall be afforded to all such qualified persons. Further, it is the college’s policy to support and abide by all legal requirements assuring non-discrimination in employment and admission for all qualified persons without regard to gender, race, age, color, national origin, religion, sexual orientation, marital status, or disability.

(B) Scope. This policy is applicable to all matters related to recruitment and admission of students and employment matters such as recruitment, selection, hiring, upgrading and promotion, staff development, transferring, layoffs and recall, and demotion and termination of employment. It also applies to employee compensation or benefits, participation in college-sponsored education or training, tuition assistance, college recreational programs, other forms of compensation, and to all student services and activities. Further, all curriculum and course offerings and matters pertaining to student environment and governance will continue to be evaluated for compliance with relevant regulations.

(C) College commitment. The college shall continue to direct employment/personnel and recruitment/admissions practices toward insuring truly equal opportunity for everyone and that all employment and admissions practices are free from discrimination.

(D) Affirmative Action. The college’s affirmative action officer will coordinate implementation of the college’s program. The officer will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving the affirmative action objectives as well as other established criteria. Any employee of this organization, or subcontractor to this employer, who does not comply with the Non-Discrimination policy and procedures as set forth will be subject to disciplinary action. Any subcontractor not complying with all applicable Non-Discrimination laws, directives, and regulations of the Federal, State, and Local governing bodies or agencies will be subject to appropriate legal sanctions. Periodic surveys will be the basis of action for correction of deficiencies through the cooperation and assistance of appropriate staff.
(E) Board support. The college intends to measure itself against specific objectives which will continue to move the college actively toward equal participation of all employees and students in the opportunities available at the College. The position of this board of trustees is one of full commitment to the principles of affirmative action and complete support of the practices outlined in this policy.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-02 Harassment policy.

(A) Purpose. Owens Community College does not and will not tolerate harassment of its employees or students. The college recognizes all employees should be able to work in security and dignity and should not have to endure insulting, degrading or objectionable treatment. Any individual who files a complaint or participates in investigations shall be protected from any form of retaliation arising out of the filing of the complaint or participation in the investigation.

The legal basis for this policy is that most forms of harassment are violations of both federal and state laws. These laws include Title VII of the 1964 Civil Rights Act, as amended in 1972, Title IX of the Education Amendment of 1972, State Fair Employment Laws, Executive Order 11246, and the Civil Rights Act of 1991.

(B) Definitions.

(1) The term “harassment” includes, but is not limited to slurs, jokes and other verbal, graphic or physical conduct; including e-mail and internet usage in prohibited sections relating to an individual’s race, color, sex, religion, national origin, age, or disability; including same sex harassment. Harassment based on gender, race, age, color, national origin, religion, sexual orientation, marital status or disabilities are all forms of discrimination. Examples of these forms of discrimination occur when:

   (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an employment/academic decision or action.

   (b) Submission to or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individuals.

   (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working/teaching/learning environment.

(2) Sexual harassment particularly is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature such as:

   (a) Deliberate, unsolicited sexually oriented comments or gestures.
(b) Display of offensive sexually oriented graphic materials.

(c) Physical contact such as patting, pinching or frequent brushing against another's body.

(d) Demands for sexual favors with implied promises of preferential treatment or threats.

(C) Supervisor's responsibilities. Supervisors are responsible for preventing incidents of harassment by affirmatively discussing the subject, expressing strong disapproval, and developing methods for sensitizing employees. Supervisors who become aware of incidents of possible harassment are required to investigate and ensure that the facts are brought to the attention of college's affirmative action officer. When the allegations of a complaint are verified or deemed to have merit, supervisors are responsible for taking prompt and appropriate corrective and/or disciplinary action.

(D) Employees'/Students’ responsibilities. All employees/students are responsible for reporting any incidents of possible harassment. A complaint will be kept as confidential as possible and an employee will not be penalized in any way for reporting such conduct. Each employee has the duty to answer all questions honestly and completely during any harassment investigation. An individual(s) alleged to have committed harassment has the right of being presented with allegations and has a responsibility and a right to respond to the allegations. Both the person(s) claiming harassment and the accused have the right to a prompt and complete investigation of the claim, as well as learning the result of the investigation.

(E) Confidentiality. All complaints will be investigated in a timely and responsible manner. Confidentiality of all information obtained during an investigation will be protected as much as possible, to the extent the investigation is not compromised. All witnesses and those interviewed during the investigation are expected to keep the matter confidential.

(F) Protection from retaliation. An employee or student who files a complaint or participates in investigations shall be protected from any form of retaliation arising out of the filing of the complaint or participation in the investigation. Anyone who impedes an investigation, covers up the truth or retaliates against a complainant shall be subject to disciplinary action up to and including dismissal.
(G) Disciplinary action. Verified harassment by any employee or student will result in disciplinary action up to and including dismissal and may lead to personal, legal and financial liability.

Effective date: December 2, 2002

Daniel R. Hauenstein
Certification

November 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-4-03  Smoke-free buildings/vehicles.

(A) Smoking is not permitted in any of the college's buildings, in any college vehicle, or in any area designated as a no-smoking area.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-04 Communicable disease policy.

(A) Purpose. It is the policy of Owens Community College to promote the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the college’s students and employees. The college will make all reasonable accommodations to persons infected with hepatitis B virus (HBV) and human immunodeficiency virus (HIV) and to employ/continue to employ persons so infected. As appropriate, faculty and staff will be provided training and/or information regarding blood borne pathogens, universal precautions, and work practice controls.

(B) Response to incidents. The college will be flexible in its response to incidents of disease at the college, evaluating each occurrence in light of all applicable federal, state, and local laws, its general policy, and the latest information available. A case review committee consisting of health services, an appropriate health professional, the department chair (in cases involving students), and the vice president for human resources will be available to meet to consider reported occurrences of disease.

(C) Exposure to blood or body fluids. The college affords a broad range of academic opportunities in diverse health care fields. Instruction in some health care fields may require communicable disease precautions against exposure to blood or body fluids. Blood and body fluids are defined as blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluids, amniotic fluid, saliva, other body fluids containing visible blood, human tissue or organs other than intact skin, HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

(D) Individual departmental policies. Each department of the college in which activities may be reasonably anticipated to have a risk of exposure to blood or other potentially infectious materials will develop a written communicable disease policy. Students and employees will be notified when such policies become available.

(E) General guidelines.

(1) The college will be guided in its actions by the most recent medical evidence, the federal regulations of the rehabilitation act, state law, guidelines from the centers for disease control (CDC), the public health services, the American College Health Association, and the department of health.

(2) The college will not routinely screen all members of the college community for communicable diseases unless and until required to do so by law, because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.

(3) The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the college, as an employer and a provider of educational services, must make reasonable accommodations for handicapped individuals, including those with communicable diseases.

(4) The college maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Education Rights and Privacy Act of 1974. This act requires that no specific or detailed information concerning symptoms or diagnoses be provided to faculty, staff, administrators or family members without the express written permission of the student/employee. Only individuals at the college with a legitimate need to know will have knowledge of the existence and/or employees with communicative diseases. The issue of a safe working environment can best be resolved by adequate educational programming.

(F) Education.
(1) The primary responsibility of the college in the prevention of the spread of communicable diseases shall be education. A committee on communicable diseases, whose members are appointed by the president, shall assist in coordinating the college's efforts in educating the college community on communicable diseases. The committee will be chaired by the vice president for human resources and shall consist of at least one faculty member and representation from the following areas: health services, health technologies division, maintenance, security, and student services (one each from Toledo and Findlay campuses).

(2) The college will make available to its students and employees information about the transmissibility of disease(s) and precautions that may be taken by infected persons to prevent the spread of disease. Coordination of this effort will be the responsibility of the committee on communicable diseases.

Effective date: March 5, 2002

Certification

Daniel R. Hauenstein

February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-05 Solicitation and distribution activities.

(A) Purpose. Solicitation and distribution activities on the college campus are allowed under the guidelines of this rule.

(B) Guidelines.

(1) Solicitation of employees by non-employees.

(a) An organization or non-employee which intends to solicit or distribute literature to employees must, each visit, give advance notice of at least forty-eight hours of such intention by submitting the appropriate form to the facility administrator.

(b) An organization or non-employee may solicit or distribute literature in areas designated by the facility administrator provided the employees being solicited are on non-working time.

(c) An organization or non-employee may not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.

(d) An organization or non-employee shall be permitted to submit notices for posting to the facility administrator.

(e) An organization or non-employee shall be permitted to solicit or distribute literature in designated parking lots without providing advance notice.

(2) Solicitation of employees by other employees.

(a) An employee may solicit other employees in both non-work and work areas only if all employees involved are on non-working time.

(b) An employee may distribute literature in a non-work area on non-working time only if all employees involved are on non-working time.

(3) Solicitations by student organizations. Solicitations by student organizations are permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor solicitations are permitted provided that free flow of traffic is not impeded, and the area has been scheduled through student activities.

(4) Disruptive conduct. The facility administrator reserves the right to regulate any solicitation or distribution activities by a non-employee or employee which disrupts or interferes with the normal workflow at the college.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-06 Campus closings/delays policy.

(A) Purpose. Circumstances beyond the college’s control may require delaying the opening of a campus or advancing the closing of a campus. Delays or closings are executed in accordance with college procedures.

(B) Implementation. The executive vice president of business affairs/chief financial officer will implement procedures consistent with this policy.

Effective date: 12/20/2008

Patricia M. Jezak
Certification
12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-4-07 College property/security.

(A) Purpose. To maintain control over and security of college property.

(B) Repairs. If equipment, furniture or repairs are needed in an office, work orders or purchase orders must be submitted.

(C) Change of location. If office equipment is moved to or from another office area, proper inventory control forms must be prepared. Contact the procurement office for more information and forms.

(D) Security.

1. Issued keys are not to be duplicated or loaned.

2. Doors unlocked should be immediately re-locked.

3. Employees intending to visit the campus during non-regular hours should notify security in advance and report again at time of arrival and departure.

4. Missing equipment should be promptly reported to the employee’s office manager.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-09  Motor vehicle regulations.

(A) Purpose. To provide control of the parking and operation of motor vehicles on any property owned or controlled by the college.

(B) Guidelines.

(1) Vehicle identification. Owens Community College requires identification of each motor vehicle as being the responsibility of each employee and student who operates and/or parks it on any property owned or controlled by Owens Community College or the University of Findlay.

(2) Parking permits.

(a) Parking permits must be affixed to the right rear window or bumper. (Parking permits must be displayed on motorcycles, motor bikes, and other types of vehicles in an easily seen location.) Failure to properly display a parking permit is a violation subject to penalty.

(b) If a vehicle is sold or otherwise disposed of, the parking permit must be removed. The parking permit may be transferred to a new vehicle.

(i) If the parking permit is left on the sold vehicle and the vehicle should subsequently reappear on any property owned or controlled by Owens Community College or the University of Findlay and is found in violation of any of the motor vehicle regulations, all such infractions may be charged to the individual to whom the permit was originally issued.

(c) If a permit is lost or stolen, the owner of the parking permit must immediately report it to campus safety and security or the bursar’s office.

(3) Handicapped parking. Owens Community College provides handicapped parking spaces for all major buildings. Additional spaces can and will be added if needed.
(4) General parking regulations, violations, and fines – Toledo campus.

(a) The term motor vehicle is intended to include motorcycles, motorbikes, trucks, buses, and vans as well as automobiles or any other vehicle required to be licensed by the state of Ohio.

(b) All persons, including visitors, shall park within a single parking space.

(c) Student parking is available in all parking areas of the campus.

(d) A motor vehicle improperly parked or found in violation of any paragraph of this rule may be towed (at owner's expense) by order of campus safety and security. The owner or driver is also subject to fine and other penalty.

(e) Parking in restricted areas (such as fire lanes, yellow curbs, no parking areas, driveways, parking spaces designated with a reserved sign, etc.) or parking in any area not specifically designated for parking constitutes a violation and is subject to penalty.

(f) No one may park in a driveway or entrance to a parking area even though his/her vehicle is not entirely blocking the entrance or driveway. All such driveways and entrances are fire lanes.

(g) Unauthorized vehicles cannot be parked in any parking space or area specifically designated by a reserved sign at any time.

(h) Parking in a designated handicapped space is restricted to individuals with temporary Owens handicapped permits or those with state-issued permanent handicapped permits or plates. All permits are to be placed in the front windshield of the vehicle.

(i) Parking on grass or ground areas, even though adjacent to legal parking areas, is illegal.

(j) Vehicles are not allowed in areas or spaces closed by the use of barricades or other traffic control devices.

(k) All motor vehicles parked or operated on any college-owned or controlled property shall display the number of license plates issued by the state of Ohio, another state or a duly authorized government agency for the current registration period. Such plates must be issued to the vehicle displayed thereon and be properly mounted as required by law. Vehicles with expired registration (plates) may be towed at owner's expense.

(l) Falsification of information provided at the time of registration constitutes a violation and the registrant is subject to penalty.

(m) If, for any reason, a permit holder brings a second or subsequent vehicle to campus, a new permit will be issued. There is a fee for students for the additional parking permit. If another vehicle is to be used for only a short time, temporary parking permits are available and may be obtained from safety and security. These permits must be displayed on the front dash above the steering wheel. For individuals having a temporary disability, short-term handicapped permits may be obtained from the health services office.

(n) The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space in a desired parking lot is not considered a valid excuse for violation of these regulations. Overnight parking in any college lot must be reported to campus safety and security.
In the absence of a specific college traffic regulation, all provisions of the Ohio Revised Code (relative to any traffic matter) shall be in full force and effect on all college-owned or controlled property and shall be enforced at all times.

Unless posted otherwise, the maximum speed limit on all college-owned and controlled streets, drives, and parking lots is fifteen miles per hour. All individuals shall operate motor vehicles on the streets of the campus within posted speed limits and with due regard for the traffic, surface, and width of the street, and for any other conditions then existing. No person shall drive any motor vehicle at a greater speed than will permit him/her to bring it to a stop within the assured clear distance ahead.

It shall be the duty of the operator of any vehicle to yield the right-of-way to a pedestrian walking on any street of the campus.

All college streets and driveways, designated by a sign for use by maintenance, service, and emergency vehicles only, are limited to this particular type of traffic at all times; and no other vehicles shall be permitted to use these streets and driveways. In cases where the only access to a loading zone is a restricted street or driveway, vehicles other than maintenance, service, and emergency will be permitted to use those streets and driveways only for the express purpose of loading and unloading.

It shall be unlawful to disobey the directions of any traffic sign, signal, control device or pavement marking on any college-owned or controlled street, drive or parking lot, unless otherwise directed by a campus security officer.

Motor vehicle accidents occurring on the college campus must be reported to the campus safety and security department, regardless of the extent of the damage.

Following is a listing of the fines for violations which take place on the Toledo and Findlay campuses. Penalties are payable at the bursar's office by students, faculty, and other employees. A request for parking violation appeal is available from the security office. Appeals will be considered if made within five days of the violation (Saturdays, Sundays, and holidays are excluded).

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegally parked in handicapped space</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to affix parking sticker to vehicle</td>
<td>$10</td>
</tr>
<tr>
<td>Illegally parked in loading zone</td>
<td>$5</td>
</tr>
<tr>
<td>Improper display of parking sticker</td>
<td>$5</td>
</tr>
<tr>
<td>Parked or driving on grass/landscaped area</td>
<td>$5</td>
</tr>
<tr>
<td>Parked or driving on sidewalk</td>
<td>$5</td>
</tr>
<tr>
<td>Parked in a crosswalk or curb set</td>
<td>$5</td>
</tr>
<tr>
<td>Illegally parked in reserved space</td>
<td>$5</td>
</tr>
<tr>
<td>Failure to park within lines</td>
<td>$5</td>
</tr>
<tr>
<td>Failure to observe posted parking restrictions</td>
<td>$5</td>
</tr>
<tr>
<td>Illegally parked in visitor space</td>
<td>$5</td>
</tr>
<tr>
<td>Displaying unauthorized, counterfeit, or fraudulent parking sticker or permit</td>
<td>$5</td>
</tr>
<tr>
<td>Failure to obey limits of temporary permit</td>
<td>$5</td>
</tr>
</tbody>
</table>

General parking regulations, violations, and fines -- Findlay campus.

The speed limit on campus is ten miles per hour.
(b) Restricted and reserved parking areas are marked. Parking in these areas is generally prohibited. Employees/students are encouraged to use the parking lot on the Owens Community College campus; however, parking lots on the University of Findlay campus (except as restrictions noted above) are available for Owens Community College use, subject to pertinent University of Findlay regulations.

(c) The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations. Overnight parking in the Owens Community College Findlay lot must be reported to campus security.

(d) Following is a listing of the fines for violations which take place on the University of Findlay campus. Following issuance of a ticket for the third parking violation, vehicles will be towed at your expense.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in a handicap parking space</td>
<td>$50</td>
</tr>
<tr>
<td>Reckless operation of motor vehicle</td>
<td>$30</td>
</tr>
<tr>
<td>Failure to register a motor vehicle or properly display a permit</td>
<td>$30</td>
</tr>
<tr>
<td>Parking in faculty/staff areas</td>
<td>$30</td>
</tr>
<tr>
<td>Unauthorized parking restricted areas (lawn, court yards, sidewalks)</td>
<td>$30</td>
</tr>
<tr>
<td>Improper or illegal parking</td>
<td>$30</td>
</tr>
</tbody>
</table>

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-10  Responsible computing policy.

(A) Purpose. Owens Community College provides access to distributed and local networked resources as a service to the campus community. It is the intent of the college that all technology resources will be used in accordance with any and all local, state and federal laws, and/or guidelines governing the use of information and technology with this and other policies and procedures of the college and with standards of professional and personal courtesy and conduct.

(B) Guidelines.

(1) It is expected that all students, faculty, and staff will utilize the information and technology resources of the college so as not to waste them, abuse them or interfere with or cause harm to other individuals, institutions or companies.

(2) Access to the college's information and technology resources is a privilege that may be wholly or partially restricted by the college without prior notice and without student/faculty/staff consent when required by and consistent with law, when there is substantiated reason to believe that violations of policy are taking place or when required to meet time-dependent critical operational needs.

(3) The college's information and technology resources, including all electronic mail addresses and user accounts, are the property of the college. The college does not uniformly or systematically monitor use of email or the internet. It does, however, maintain the right to do so if in receipt of a court order, public records request, freedom of information request, allegations of harassment or other similar type of situation.

(4) Account holders are responsible for maintaining the confidentiality of their password(s). Account holders must only use their account(s) and not use any other account. The information and technology resources of the college are intended for the use of students, faculty, and staff of the college. Account holders may only use accounts, files, software, and computer resources that are assigned to them under their user account(s). Account holders are expected to take all reasonable precautions to prevent unauthorized access to files and data and any other unauthorized usage within and outside the college.

(5) Both law and college policy prohibit, in general, the theft or other abuse of information and technology resources. Such prohibitions include, but are not limited to, unauthorized entry, use, transferring, tampering with accounts and files of others; interference with the work of others and with other computing facilities. Mischievous abuse of electronic mail and electronic campus information services that interferes with productivity or computer operations may result in suspension of computing privileges. Substantiated complaints regarding use of profanity, obscenity or offensive material may be cause for suspension of computing privileges.

(6) Attempting to circumvent security or administrative controls and/or assisting someone else or requesting someone else to circumvent security or administrative controls is prohibited.

(7) The college's information and technology resources are provided to support the teaching, research, and public service mission of the college and the administrative functions that support this mission. The college's information and technology resources must be used appropriately and only after receiving appropriate training. By completing the required training, the security and privacy requirements of the application are acknowledged.

(8) Upon termination of employment or job responsibilities and/or as requirements change, access to information resources will be changed or terminated.
A person who files a complaint or participates in investigations shall be protected from any form of retaliation arising out of the filing of the complaint or participation in the investigation. A person who impedes an investigation, covers up the truth or retaliates against a complainant shall be subject to disciplinary action.

The college may, from time to time, develop and publish procedures and practices that implement this policy.

Penalties for actions which violate this rule will be assessed through existing disciplinary channels, up to and including termination.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Model ethics policy (state).

(A) Purpose. It is the policy of the Owens Community College Board of Trustees to carry out its mission in accordance with the strictest ethical guidelines and to ensure that members of the Board of Trustees and employees of Owens Community College conduct themselves in a manner that fosters public confidence in the integrity of the Board, Owens Community College and its employees, processes, and accomplishments.

(B) General standards of ethical conduct.

(1) The Board of Trustees and employees must, at all times, abide by protections to the public embodied in Ohio’s ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the Board of Trustees, and receipt acknowledged, as required in R.C. 102.09(D).) Board members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

(2) A general summary of the restraints upon the conduct of all Board members and employees includes, but is not limited to, those listed below. No Board member or employee shall:

(a) Solicit or accept anything of value from anyone doing business with the college;

(b) Solicit or accept employment from anyone doing business with the college, unless the official or employee completely withdraws from Board activity regarding the party offering employment, and the Board approves the withdrawal;

(c) Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;

(d) Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, the college;
(e) Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than the college, unless the Board member or employee first discloses the services or sales and withdraws from matters before the Board of Trustees of Owens Community College that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;

(f) Hold or benefit from a contract with, authorized by, or approved by, the Board of Trustees of Owens Community College, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);

(g) Vote, authorize, recommend, or in any other way use his or her position to secure approval of a contract with the college (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;

(h) Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H));

(i) During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the college;

(j) Use or disclose confidential information protected by law, unless appropriately authorized; or

(k) Use, or authorize the use of, his or her title, the name “Owens Community College,” or “OSCC or OCC,” or the college’s logo in a manner that suggests impropriety, favoritism, or bias by the college or the official or employee;
(3) For purposes of this policy:

(a) “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment.

(b) “Value” means worth greater than de minimis or nominal.

(c) “Anyone doing business with the college” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Board of Trustees of Owens Community College.

(C) Financial disclosure. Every member of the Board of Trustees of Owens Community College or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

(D) Penalties. Failure of any college official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

The vice president of human resources is authorized to adopt procedures consistent with the terms of this policy.

Effective date: May 17, 2004

Daniel R. Hauenstein
Certification

April 6, 2004
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
(A) Purpose. The board of trustees of Owens Community College desires to give consideration to the objectives and policies of the institution, to obtain the maximum value of each dollar of expenditure, and to obtain quality merchandise from the lowest responsive and responsible vendor or bidder.

(B) Determination of Lowest, Responsive and Responsible Bid. A bidder shall be considered responsive if their proposal meets or exceeds specifications. The bidder shall be considered responsible for proper execution of contract or purchase order by demonstrating acceptable proof of proper experience, financial condition, insurance, conduct and performance on previous contracts, which shall include compliance with regulatory agencies, history of accidents and illness rates, safety training, references, licensing, and facilities and personnel. Wherever possible, consideration will be given to bidders utilizing a local workforce. All bidders are encouraged to participate in a quality of life programs for their employees to enhance the greater wellbeing of the local community.

Owens Community College, however, reserves the right to reject any and all bids or parts thereof or items therein and to waive any informality in bids received whenever such rejection or waiver is in the interest of the college. Owens Community College also reserves the right not to award a contract to the low bidder if the college determines that the low bid is not in the best interest of the college.

(C) Encumbering of Funds.

(1) The authority to obligate the college for any expenditure of funds shall be limited to the approval of either the board, the president, senior vice president, business affairs/treasurer, or to an employee who has been delegated that responsibility by the president or senior vice president business affairs/treasurer. Employees making an unauthorized purchase may be held personally liable for that purchase.

(2) The purchase or lease of goods and services requires prior authorization through the issuance of a purchase order. Such issuance of a purchase order shall encumber funds appropriated for the purchase. Authority to obligate the college for the purchase of goods and services and to enter into such contracts is limited to those individuals specifically designated by the board, the president, and the senior vice president business affairs/treasurer.
(3) The purchase or lease of vehicles, furniture and equipment with an aggregate value of $10,000 or more requires prior authorization by a president’s council member and the senior vice president business affairs/treasurer. The purchase or lease of vehicles, furniture and equipment with an aggregate value of $25,000 or more requires prior authorization by a president’s council member, the senior vice president business affairs/treasurer and the president.

(D) Fixed Assets. The capitalization amount for fixed assets with a useful life of at least three (3) years will be $5,000 per unit price.

(E) Competitive Bidding.

(1) It is recommended that college personnel involved in the procurement process exercise good judgment and secure informal competitive pricing for items requisitioned. All goods and services costing $10,000 or more, but less than $25,000, per unit price, shall have three (3) written proposals.

(2) All goods and services, excluding works of improvement, costing $25,000 or more, per unit price will be competitively bid and legally advertised once a week for three consecutive weeks in at least one newspaper of general circulation within the college district. The award will be given to the lowest responsive and responsible bidder pursuant to the competitive bidding requirements as established in the Ohio Revised Code.

(3) Competitive bidding requirements may be waived:

(a) Whenever the board, the president, or senior vice president, business affairs/treasurer has determined that an emergency situation exists.

(b) In the judgment of the procurement department and with the approval of the associate vice president, business services and senior vice president, business affairs/treasurer, it is deemed impossible or impractical to obtain more than one bid due to the product being a used item, a single source item, or for any other sufficient reason.

(c) Whenever State of Ohio, Inter-university, Metropolitan Toledo Educational Purchasing Association, or Educational and Institutional Cooperative (E & I) contracts are utilized as a source for an established price.
(d) Professional service providers (i.e., auditors, attorneys, architects, consultants, etc.)

(e) Distribution authorized by the college for whom the college is the fiscal agent or custodian of funds.

(F) Requests for Proposals.

(1) Requests for proposals for goods and services, excluding works of improvement, will be legally advertised in a newspaper of general circulation within the college district once a week for at least two consecutive weeks prior to the date specified by the college for receiving proposals.

(2) The college shall select for review at least three proposals. If fewer than three proposals are received, the college shall review every proposal. The college may cancel a request for proposals at any time before entering into an agreement with a respondent.

(3) Upon further review of the proposals selected, the college shall award a purchase order or enter into an agreement with the respondent that is considered to have the most merit, taking into consideration the scope, complexity and nature of the services to be performed by the respondent.

(G) Works of Improvement.

(1) Works of improvement costing $10,000 to $49,999, shall have three (3) written proposals to be purchased outright or it can be sought on a request for proposal basis.

(2) In accordance with State of Ohio H.B. 675, works of improvement costing $50,000 or more shall be sought through sealed bids. To obtain the sealed bids the college will advertise in at least one newspaper of general circulation within the college district, wherein the work is to be done, for once a week for three consecutive weeks. A bid opening date can be scheduled any time after eight (8) days from the last legal advertisement date. The board of trustees shall approve awarding of contracts for works of improvement costing $50,000 or more. Such contract will be signed by the board of trustee chair, the senior vice president business affairs/treasurer, the awarded contractor, and approved by the attorney general’s office, education section representative.

(H) College Library and Bookstore Operations.

(1) All purchases of library books, periodicals, and goods for resale shall be procured by securing informal competitive price quotations for items requisitioned.

(2) The responsibility and authority of the procurement of library books and periodicals for the college library is vested in the dean of the library.

(3) The responsibility and authority for the procurement of materials for resale in the bookstore is vested in the bookstore manager.

(I) Purchase of Printed Materials.

(1) Ohio law (Section 3345.10 ORC) mandates that all contracts for printed material shall be awarded to vendors who have manufacturing facilities within the State.

(2) If the required printed products are not available from a vendor who has manufacturing facilities within the State, the college shall be permitted to purchase from an out-of-state vendor.

Effective Date: July 15, 2005

Eugene Lapko
Certification

June 21, 2005
Date

Promulgated under: RC Sec. 111.15
Statutory Authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-13 Records Retention Policy.

(A) Purpose. In accordance with section 149.33 of the Ohio Public Records Act (Ohio Revised Code), the Board of Trustees of Owens Community College has full responsibility for establishing and administering a records program for Owens Community College, applying efficient and economical methods to the creation, maintenance, retention, preservation, and disposition of records of Owens Community College.

(B) Under the Ohio Public Records Act, a record is defined as: any document, device or item that is 1) stored on a fixed medium, i.e., paper, computer, film; 2) created, received, or sent under the jurisdiction of a public office, and; 3) documents the organization, functions, policies, procedures, operations or other activities of the office.

(C) The Vice President for Student Services is designated by the Board of Trustees as the officer responsible for administering the College records retention program. Each vice president or other officer having custody of College records, or his/her designee, is responsible for consulting with the Vice President for Student Services to establish and ensure compliance with an on-going records retention schedule specific to that office. The complete records retention schedule shall be maintained by the Vice President for Student Services as the Owens Community College Records Retention Manual and may be revised by the Vice President for Student Services as necessary.

(D) College records shall be retained for such period as is required by the retention schedules, and may be disposed of only in accordance with disposition instructions included in the Owens Community College Records Retention Manual or as further developed by the Vice President for Student Services. When records are destroyed in accordance with a records retention schedule, a certificate of records disposal must be filed with the Vice President for Student Services.

(E) As stated in Section 149.351 of the Ohio Public Records Act, all records are the property of the College, and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of except in accordance with the records management program of the College as outlined above.

Effective Date: October 17, 2005

Eugene Lapko
Certification

September 13, 2005
Date

Promulgated under: RC Sec. 111.15, 149.33, 149.351
Statutory Authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-14 Facilities use.

(A) Purpose. As a publicly funded institution of higher education, Owens state community college is responsible to students and the public for the appropriate and effective use of its facilities. The college shall allocate these resources for college and community functions that advance the mission of Owens state community college.

(B) Unless stated elsewhere in college policy, use and/or rental of college facilities will be authorized when one or more of the following objectives are met:

1. The use/rental of the facilities supports the college’s mission.
2. The use/rental of the facilities provides sufficient revenue to offset operational expenses.
3. The use/rental of the facilities promotes a positive awareness of the college’s core values, which are: innovation, service, excellence, collaboration, and learning.
4. The use/rental of the facilities shall be in compliance with appropriate building regulations, fire codes, and safety standards.

(C) First consideration of the use of Owens state community college facilities and/or equipment shall be given to the educational functions of the college.

(D) Procedures to implement this policy shall be the responsibility of the auxiliary services office in consultation with other departments when appropriate.

(E) All food services and cold beverages on the Owens state community college campus shall be provided by awarded contracted vendors, in accordance with exclusive rights agreements.
Effective date: July 13, 2007

Patricia M. Jezak
Certification

April 3, 2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-4-16 Wireless telecommunication devices for business purposes policy.

(A) Purpose. The purposes of this policy is for Owens community college to be compliant with federal regulations; for the eligibility of employees to receive supplemental compensation stipends (taxable to the employee) to cover business-related expenses of employee-owned wireless telecommunication devices; and for the discontinuance of college-owned wireless telecommunication devices exclusively used by individual employees.

(B) Definitions. Wireless telecommunication devices are defined as cellular phones, data card services, personal digital assistants, or any other portable wireless telecommunication devices that have voice and/or data capabilities.

(C) Exceptions. This policy does not apply to college-owned pagers or mobile radios issued to individual buildings and grounds, safety and security personnel. Additional exceptions will be handled on a case-by-case basis for approval by the executive vice president/chief financial officer or designee.

(D) Implementation. The executive vice president/chief financial officer will implement procedures, eligibility criteria and forms that are consistent with this policy.

Effective date: 09/20/2008

Patricia M. Jezak Certification

09/10/2008 Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: NA
3358:11-5-01 Salary administration program policy.

(A) Purpose. It is the objective of Owens community college to establish and maintain salary levels which reflect position responsibilities; are competitive with other employers in the same employment market; are capable of attracting, retaining, and motivating competent employees; and are within the budgetary resources of the college.

(B) Responsibility for the salary administration program.

(1) The board of trustees of Owens community college approves the salary administration program and reviews and approves the president's recommendations regarding all salaries and salary adjustments.

(2) The president will determine which positions are covered by this program and will recommend to the board of trustees salaries for new employees and salary adjustments for current employees.

(3) The vice president for human resources administers the program.

(C) Salary ranges.

(1) The president will establish salary range guidelines which reflect current competitive rates of pay each year in the relevant employment market and which are compatible with the budgetary resources of the college.

(2) Contract length effect. In order to compensate for different lengths of work years, the salary grade rate ranges may be modified to consider the number of days actually worked. Yearly contracts will be computed to a number of hours; therefore, a twelve-month contract will be considered as two thousand eighty hours, which includes vacations and paid holidays. Schedules for lesser work periods include paid holidays but do not include paid vacation. As a result, the following will be applied to the full-year schedule.

<table>
<thead>
<tr>
<th>Contract Length</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.0 months (260 days)</td>
<td>= 2,080</td>
</tr>
<tr>
<td>11.0 months (220 days)</td>
<td>= 1,760</td>
</tr>
<tr>
<td>10.5 months (210 days)</td>
<td>= 1,680</td>
</tr>
<tr>
<td>10.0 months (200 days)</td>
<td>= 1,600</td>
</tr>
<tr>
<td>9.5 months (190 days)</td>
<td>= 1,520</td>
</tr>
<tr>
<td>9.0 months (180 days)</td>
<td>= 1,440</td>
</tr>
</tbody>
</table>
(3) Salary range revision.

(a) The salary ranges may be adjusted annually if competitive data indicates the general salary line has shifted. The salary structure as a whole may be revised, rather than individual salary ranges, to preserve internal relationships of positions.

(b) Adjustments to the salary structure will not be passed on to the employees in the form of a general increase unless specifically authorized by the president and the board of trustees.

(D) Merit-based reviews and adjustments.

(1) All merit-based adjustments will be related to job performance. Employee salaries will be reviewed and adjusted periodically to ensure that each employee's salary reflects his/her contribution to the progress and viability of the college and is within the budgetary resources of the institution.

(2) Pay adjustments.

(a) Individual performance is the only basis for a merit increase. Length of service or time spent in a position does not, by itself, justify an increase. Employees who fail to meet expectations or whose performance or attitude is unacceptable are not eligible for merit increases.

(b) The primary advantages of the merit plan are:

(i) The higher performing employee receives a greater percentage increase than a lower performing employee.

(ii) The salary can be moved to a proper relationship with other employees based on performance.

(iii) Salary range increases are considered in the merit calculation in a systematic manner.

(c) In no event shall an employee receive a pay increase which places that employee’s calculated hourly rate above the maximum rate of their range. The budgeted amounts of annual increases shall be determined in consideration of available funds for such purposes as determined by the president.
3358:11-5-01
Effective date: 12/20/2008

Patricia M. Jezak
Certification

12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-5-02 Contracts/salary notices policy.

(A) Salaried exempt employees.

(1) A contract is an agreement entered into between the board of trustees of Owens community college and full-time non-bargaining unit salaried exempt employees. All contracts are “limited,” i.e., have a termination date.

(2) The contract is issued after the board, upon recommendation of the president, approves the contract.

(B) Non-exempt employees. Salary notices are issued to non-bargaining unit non-exempt staff as a confirmation of hourly wage. The salary notice is issued after the board, upon recommendation of the president, approves the salary notice. A salary notice is a communications device and does not imply any contractual arrangement.

(C) Salary Adjustments. Salary adjustments are normally made on an annual basis. Salary adjustments are subject to the sufficiency of funds and official action of the board.

(D) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: 12/20/2008

Patricia M. Jezak
Certification

12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-5-03 Payroll policies.

(A) Purpose. Owens Community College employees will be paid on a biweekly basis.

(B) Timesheets. Non-exempt staff are paid on the basis of a biweekly timesheet maintained by the employee and authorized by the immediate supervisor. Some non-exempt staff, because of the nature of their position, will be required to use a timeclock in lieu of filling out a timesheet.

(1) Overtime. There may be occasions when a supervisor may request an employee to work beyond the normal hours. In such cases, the employee shall earn overtime only when authorized by the appropriate supervisor. For those approved hours beyond forty (37.5) during the week, the employee shall be paid at 1.5 times the normal rate. An employee who elects compensatory time shall do so in accordance with established procedure and who elects compensatory time shall do so in accordance with established procedure and may not accumulate more than sixty hours of compensatory time at any one time. Compensatory time which from employment with the college, whichever happens first, shall have the accumulated hours paid in cash at 1.5 time the normal rate of pay.

(2) Missed work. The employee is expected to account for missed days or periods such as paid sick leave, paid vacation, unpaid leave or other circumstances which may prevail.

(3) Flex-time. Exempt and non-exempt staff will be allowed to flex their work schedules in accordance with established procedure.

(C) Payroll deductions.

(1) Federal tax. Federal income taxes are deducted from each biweekly paycheck on the gross salary of the employee.

(2) State tax. The employee will pay state taxes on gross salary earnings.

(3) City tax. City tax is deducted from the paychecks. If the community in which an employee resides has a city or village income tax, the employee should complete a city tax form and submit it to the human resources office.

(4) Medicare tax. Anyone hired or rehired on or after April 1, 1986, is required by the federal government to have 1.45 percent deducted from
their payroll check for medicare. (The college also pays an additional 1.45 per cent to medicare for each employee hired or rehired on or after April 1, 1986.)

(5) School district tax. If an employee’s school district levies a tax, this tax will be deducted from the employee’s gross pay.

(6) Annuities. College employees are able to make contributions to annuities through payroll deduction. If an employee is interested in participating in an annuity, contact the human resources office for a listing of approved annuity companies.

(7) Contributions. The college also provides a payroll deduction program for employees to make contributions to United Way, Community Shares, or the Owens State Community College Foundation.

(8) Ohio deferred compensation program. The college provides for payroll deduction for employees participating in the Ohio deferred compensation program.

(9) U.S. savings bonds. The college provides for payroll deduction for employees to purchase United States savings bonds.

(D) Pay schedule/check distribution.

(1) Pay schedule. Fridays, every other week, are the scheduled pay dates.

(2) Check distribution. Individual payroll checks may be picked up at the bursar's office on Thursday preceding a pay date after four-thirty p.m. Checks may also be included in a departmental pay batch group. Checks, which have not been picked up by three p.m. on Friday of a pay week, will be placed in the mail and sent to the employee's home. Changes to this schedule may occur and will be communicated to all employees.

(3) Direct deposit. With direct deposit, an employee’s pay will be automatically deposited in their account on payday. Employees will receive a pay stub, which shows their earnings, taxes, and deductions.

Effective date: September 9, 2002

Daniel R. Hauenstein
August 20, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-5-04 Travel.

(A) Purpose. It is the objective of Owens community college to establish travel guidelines, which are in the best interest of the college and promote its mission. The most effective and efficient form of travel will be used to ensure a safe travel environment. Approved business-related expenses will be funded by the college. The offices of business affairs and administrative services are authorized to develop and implement procedures that are consistent with this policy.

Effective date: 12/22/2007

Patricia M. Jezak
Certification

12/12/2007

Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
3358:11-5-05 Personnel file.

(A) Contents of personnel files.

(1) A personnel file is maintained in the human resources office. Changes of home address and telephone number must be reported to the human resources office immediately in order to maintain current personnel and payroll records.

(2) Other information relevant to an employee's work experience and responsibilities may be added by the employee to the personnel file as appropriate, i.e., education, copies of performance evaluations, upgrading of skills, letters of recognition, etc.

(B) Access to personnel files.

(1) Every employee is permitted to gain access to the records maintained by the college's human resources office, which contain personal data regarding that employee. It must be made clear, however, that these records may be reviewed only in the presence of the vice president for human resources (or his/her designee).

(2) The employee may not, of his/her own discretion, mark up, change or in any way correct the data contained in the file. In order to make corrections to a personnel file, the employee must submit a formal request in writing to the vice president for human resources. If the request is granted, then the vice president for human resources will make the changes while the employee is present.

(3) If the request for a correction is turned down, the employee can then request that his/her statement of disagreement with the personnel files be placed within the file.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
(A) Definitions.

(1) Grievance. A grievance is an allegation by a grievant that he/she has been adversely affected by a violation of one of the following:
   
   (a) The rules and regulations of the college as approved by the board of trustees.
   
   (b) The terms of a signed personnel contract between the grievant and the board.

(2) Grievant. A grievant may be any one of the following:
   
   (a) An employee of the college.
   
   (b) A group of employees of the college.

(3) Board. The board of trustees at Owens Community College shall be referred to as the “board” in this document.

(4) Day. A day is a day Monday through Friday for which the college is open.

(5) Immediate supervisor. The immediate supervisor is the lowest level administrator having immediate jurisdiction of the grievant.

(6) Designated administrator. An administrator appointed by the president to act in lieu of the highest-ranking administrator with jurisdiction of a grievant.

(7) Board of appeals. The three-person board of appeals shall be selected as follows for each grievance:
   
   (a) Grievant shall select one member from his/her peer group.
   
   (b) Highest-ranking administrator (or, where necessary, the designated administrator) shall select one member.
   
   (c) The affirmative action officer will call a meeting of the persons selected in paragraphs (A)(7)(a) through (A)(7)(b) of this rule and, in the presence of the affirmative action officer, they shall choose the third member of the board of appeals. In the event the persons selected in paragraphs (A)(7)(a) through (A)(7)(b) of this rule cannot come to agreement on the third member of the board of appeals, the affirmative action officer will appoint the third member.

(8) Peer. Peer groups under the grievance policy will be organized as follows:
   
   (a) Administrative staff.
   
   (b) Professional staff.
   
   (c) Technical staff.
   
   (d) Support staff.

(9) Informal level. The informal level takes place between the immediate supervisor and appropriate line supervisors up to, but not including, the president and the grievant.
Formal level. The formal level begins after discussion at the informal level has been exhausted and once written communication starts between the immediate supervisor and the grievant concerning the offense.

Purpose. This grievance policy is used to handle disputes involving alleged violations of employee rights as defined in paragraph (A)(1) of this rule and covers administrative, professional, technical, and support staff. Salary and fringe benefit disputes are not included within the contents of the grievance policy. Actions to challenge or change the rules and regulations of this college must be undertaken through other legally acceptable processes. Other matters for which a specific method of review is provided by law or by action of the board are not within the scope of this procedure.

Informal grievance.

1. The informal aspect of the grievance procedure must be initiated in writing within ten days of the alleged violation of employee rights. The grievant should first discuss his/her problem or grievance on an informal basis with the supervisor closest to the origin of the problem. If a grievance still exists after this informal discussion with the immediate supervisor, the grievant should continue informal discussion with line supervisors up to, but not including, the president. The informal process must be completed within ten days, except when agreed upon by both parties. If there is a problem in contacting any supervisor, the grievant should contact the affirmative action officer.

2. If resolution to the grievance is not achieved through informal discussions, the grievant may initiate the formal aspect of the procedure. The formal aspect of the grievance procedure must be initiated in writing within ten days of the failure of the informal process outlined in paragraph (C)(1) of this rule. To ensure the expeditious handling of the matter on the formal level, there is a limitation at each step of the formal procedure. Dates are prescribed as outer perimeters. In this policy, it should be understood that it is in the best interest of all parties concerned that any grievance matter be handled as expeditiously as possible from the date of the filing of the said grievance.

Formal grievance.

1. Written communications. All written communications are to be signed by the sender. The recipient must initial and date the written communication upon receipt.

2. Step one.

   a. The grievant must send a written statement to the immediate supervisor, with a copy to the affirmative action officer. The written statement must:

      i. Detail the grievance.

      ii. Request a conference.

      iii. State specific remedy sought.

   b. The written statement must be sent to both the immediate supervisor and the affirmative action officer within ten days of the grievable offense. A conference between the grievant and the immediate supervisor must take place within five days of receipt of the written statement by the immediate supervisor. A written response from the immediate supervisor to the grievant, with a copy sent to the affirmative action officer, must be sent within five days of the conference.

3. Step two.
(a) In the event the grievance was not resolved to the satisfaction of the grievant at step one of the formal level, the grievant must send a written statement to the highest ranking administrator (exclusive of the president) with jurisdiction of the grievant within ten days of completion of step one of the formal level. A copy of the written statement must be sent to the affirmative action officer. In cases where the immediate supervisor and the highest-ranking administrator are the same or the immediate supervisor or the highest-ranking administrator is the president, the statement must be sent to a designated administrator through the affirmative action officer. The written statement must:

(i) Detail the grievance.

(ii) Request a conference.

(iii) State specific remedy sought.

(iv) Explain dissatisfaction with remedy offered at step one of the formal level.

(v) Have attached to it a copy of the decision rendered at step one of the formal level.

(b) When a designated administrator is required, the grievant must send a memorandum to the affirmative action officer, along with the written statement described above, stating the need for the appointment of a designated administrator. The memorandum must be sent to the affirmative action officer within ten days of the completion of step one of the formal level. Within five days of receipt of the memorandum, the affirmative action officer will notify the grievant in writing of the name of the designated administrator.

(c) A conference involving the immediate supervisor and the grievant will be called by the highest-ranking administrator or, where necessary, the designated administrator within ten days of receipt of the written statement from the grievant. The purpose of the conference will be to allow the grievant and the immediate supervisor to explain the incidents involved in the grievance and to come to an understanding of the grievance.

(d) Within ten days of the conference, the highest ranking administrator or, where necessary, the designated administrator will send a written statement to both the immediate supervisor and the grievant, with a copy sent to the affirmative action officer. The written statement will outline the administrator's understanding of the situation and the grievance remedy.

(4) Appeals level.

(a) If the grievance has not been resolved by the informal level or, subsequently, by the formal level, the dissatisfied party (namely, the grievant or the immediate supervisor) may file within ten days of receipt of the written statement by the highest ranking administrator a request for a hearing before the board of appeals with the affirmative action officer. The "Request for Board of Appeals Form" asks the dissatisfied party (namely, the grievant or the immediate supervisor) to list the following:

(i) Clear, concise statement of grievance.

(ii) Circumstances involved.

(iii) Copies of written decisions rendered at both steps of the formal level.

(iv) Specific remedies sought.

(v) Explain dissatisfaction with remedy offered at both steps of the formal level.
Within ten days of receipt of the "Request for Board of Appeals Form", the affirmative action officer shall select a date for the selection of the board of appeals members and will communicate that date in writing to (1) the grievant, (2) the immediate supervisor, (3) the highest ranking administrator or, where necessary, the designated administrator, and (4) the president. The board of appeals selection will take place within twenty days of receipt of the "Request for Board of Appeals Form" in the office of the affirmative action officer.

The board of appeals will meet within fifteen days of completion of the selection process. The board of appeals process is limited to employees of Owens Community College exclusively. Exceptions will be made for students if their statements are germane to the incident in question. Present at the board of appeals hearing will be the following persons:

(i) Board of appeals members.
(ii) Affirmative action officer.
(iii) Grievant.
(iv) Immediate supervisor.
(v) Highest ranking administrator or, where necessary, the designated administrator.
(vi) Witnesses (only during the time they are giving statements).

Prior to the hearing, the affirmative action officer will submit to the board of appeals a copy of the appeals request and a response to it, if one is available. During the hearing, the grievant and the immediate supervisor shall have the right to call witnesses to present evidence. The immediate supervisor and the grievant will have fifteen minutes each to question each witness. The grievant and the immediate supervisor must submit a listing of their witnesses to the affirmative action officer no less than three working days prior to the hearing. All proceedings of a board of appeals hearing will be recorded as a reference for the board during their deliberations.

The board of appeals must render a decision and communicate it in writing to the grievant, the immediate supervisor, the affirmative action officer, and the president within ten days after the board of appeals hearing.

The finding and recommendation of the board of appeals may be appealed to the president of the college by either the immediate supervisor or the grievant. The appeal to the president must be in writing, with a copy sent to the affirmative action officer, and occur within ten days of receipt of the board of appeals written decision. The president will have twenty days to meet with the parties involved, if necessary, and to render a written decision. The written decision will be sent to the grievant, the immediate supervisor, and the affirmative action officer. The decision of the president is final.

The grievant may not initiate legal action against the college or any employee of the college until the internal grievance process has been completed.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-07 Daily work schedule policy.

(A) Exempt staff. The normal work schedule for salaried staff is forty hours per week.

(B) Non-exempt office staff.

(1) The normal work schedule for office support employees is 37.5 hours per week, because they forego morning and afternoon breaks, thus earning an additional half hour each full day on the job. As such, they are paid for forty hours per week.

(2) Employees (such as buildings and grounds staff) who take two fifteen-minute breaks each day work forty hours per week.

(C) Part-time staff members. The normal work schedule for part-time staff members is set by the immediate supervisor.

Effective date: 12/20/2008

Patricia M. Jezak
Certification

12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
3358:11-5-08 Tardiness.

(A) Purpose. Chronic tardiness on the part of the employee will not be tolerated.

(B) Guidelines.

(1) If more than three instances of tardiness appear in one biweekly period, the employee will receive an oral reprimand.

(2) If this same employee has at a later date three or more instances of tardiness, the result will be a written reprimand.

(3) A third such instance within a one-year period of time will result in a one-day suspension without pay.

(4) Further instances could result in immediate dismissal.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-09  Outside employment/education.

(A) Education. Enrollment in college-level course work shall be limited to two courses per term and must be reported in writing to the president.

(B) Outside employment. Outside paid activity is not subject to a limitation on the amount of time involved; however, such activities must be reported in writing to the president.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-10 Reduction in force.

For a variety of reasons during the life of any institution, circumstances may dictate that a reduction in force is necessary. These reasons may include, but are not limited to, declining or insufficient enrollment in one or more program areas; lack of work; lack of funds; or abolishment of positions. Should any of the aforementioned reasons result in the elimination of positions, Owens community college will make a reasonable effort to reassign the affected employees to other positions at the college before enacting a reduction in force.

With respect to employees covered by a negotiated agreement, the board of trustees will comply with all of the provisions set forth in said agreement.

(A) Implementation. The vice president of human resources will implement procedures consistent with this policy.
3358:11-5-10
Effective date: July 13, 2007

Patricia M. Jezak
Certification

07/03/2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
3358:11-5-11 Resignation.

(A) Salaried full-time employees. All salaried full-time employees are issued contracts. If an employee wishes to resign during the term of a contract, a mutual agreement must be reached between the employee and the employee’s President’s Council member.

(B) Hourly employees. An hourly employee who wishes to resign should submit their resignation in writing to his or her President’s Council member and must allow for a two-week notice.

(C) Retirement (all employees). If an employee plans on retiring, they should submit their resignation as soon as possible.

(D) Use of accrued vacation. Accrued vacation may be taken prior to the effective date of a resignation and/or retirement. When determining the effective date of a resignation, an employee should take into consideration any unused accrued vacation. Vacation leave that is accrued but unused on the effective date of resignation will be paid to the employee in a lump sum. Effective May 1, 2004, this lump sum payment will be directed by the College into the Owens Community College Special Pay Plan and will be distributed in accordance with the employee’s choices under the plan thereafter. Payments that are not eligible for deposit into the special Pay Plan will be made to the employee in cash.

Effective date: April 27, 2004

Daniel R. Hauenstein
Certification

April 6, 2004
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: December 12, 2002
(A) Purpose. Pursuant to the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, it is Owens Community College's policy to provide a drug free workplace.

(B) Guidelines.

(1) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at the college. This is a condition of employment pursuant to federal law.

(a) If any employee of the college engages in any of the these prohibited activities, that employee will be subject to disciplinary action by the college which may include termination of employment.

(2) Federal law requires that employees notify the college of any criminal drug statute conviction for a violation occurring at the college within five days after such conviction. Such notice should be given in writing to the college's vice president for human resources at the college's human resources office. This notice requirement is a condition of employment. The college is required by law to relay said information to the appropriate federal authorities.

(3) Upon notification of any criminal drug statute conviction for a violation occurring at the college, the college, within thirty days of such notification, is required by federal law to either:

(a) Take appropriate personnel action against such employee, up to and including termination.

(b) Require such 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.

(C) Educational resources. Owens Community College maintains several educational resource packages regarding the use of drugs and the dangers associated with such use.

(1) The health services office maintains a file of current literature and pamphlets which are available for review by students, staff, faculty, and administrators.

(2) Drug awareness issues are addressed by displaying posters on bulletin boards and making pamphlets available in a rack outside of the health services office.

(3) Timely issues regarding drugs are addressed through items published in the “Bulletin Board” and the “Noteboard.” Both of these are on-campus publications which are readily available to students, staff, faculty, and administrators.

(4) The library maintains a file of literature which is available for review by students, staff, faculty, and administrators.

(D) Rehabilitation programs. Drug counseling, rehabilitation, and employee assistance programs will be made available by the college through referrals from the human resources office.

(1) Both the Owens Community College counseling department and the health services office can provide initial drug counseling and/or information.

(2) The college counseling department regularly sponsors support groups.

(3) If necessary, information on referrals to off-campus, community based rehabilitation programs can be provided.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-13 Exempt and non-exempt employment policy.

A. Purpose: Employment positions at Owens community college will be classified as exempt or non-exempt based on the provisions of the Fair Labor Standards Act of 1938, as amended.

B. The vice president of human resources shall be responsible for the review of all positions and appropriate classification to ensure compliance with the Fair Labor Standards Act of 1938, as amended.

Effective date: 12/20/2008

Patricia M. Jezak Certification

12/10/2008 Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 12/29/2003
3358:11-5-21 Faculty course assignments.

(A) Purpose. Process of assigning courses to faculty members.

(B) Guidelines.

1. Assignment of courses. Chairs or deans will assign the courses faculty members are to teach during the ensuing semester. The room assignment is published on the class schedule several weeks prior to each semester. The schedule lists the course number, course title, credit hours, room assignment, building, class hours, and days of week.

2. Course outline/syllabus. If the course(s) assigned have been offered previously in the curriculum, a course outline and syllabus is on file for the faculty member to review and to assist in planning their course. The course description in the current college catalog should also be reviewed. It is important for faculty members to maintain the course content consistent with these documents. Substantive changes in course content must be submitted to the faculty member's chair for approval.

3. Textbooks. Chairs will issue a textbook authorization note so that faculty members can obtain each textbook used in their assigned courses. Faculty members should go to the bookstore to exchange their authorization note for texts. Faculty members should verify the number of copies on hand or ordered and other supplies required in their course for student use.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-22 Faculty evaluation procedures.

(A) Purpose. The college provides a process for faculty evaluation (by self and by supervisor) in addition to faculty evaluation of supervisor.

(B) Guidelines.

(1) Self-evaluation by the instructor.

   (a) Faculty members should prepare a concise self-evaluation of each course taught the previous semester. This self-evaluation should be submitted to the faculty member’s chair one week after receiving the results of the student evaluations. The self-evaluation should include the following information:

      (i) An analysis of the results of the summative student evaluations - both positive comments about the faculty member’s performance and areas needing improvement.

      (ii) Other factors that the faculty member believes is pertinent to their teaching performance. These may include analysis of such areas as current text, the nature of their classes, the personality of their classes, etc.

      (iii) An analysis of the faculty member’s performance outside the classroom. This may include contribution(s) to the department, to the division, to Owens Community College, to the faculty member’s profession, and/or to the community. The faculty member may also include an analysis of their own professional development.

(2) Chair evaluation of the instructor.

   (a) If a faculty member is on a tenure-track appointment or has a temporary appointment, once each year the chair will submit an evaluation of the faculty member’s performance to the dean. For tenured faculty members, the chair will submit an evaluation of the faculty member’s performance to the dean during the second-year of the three-year contract. (More frequent evaluations may occur if there are identified areas of concern.)
(b) The following elements will contribute to that evaluation:

(i) The faculty member’s self-evaluation.

(ii) The faculty member’s chair evaluation.

(c) The chair’s evaluation will address the following five areas:

(i) The chair’s observation of teaching performance in the classroom, laboratory, and/or clinical areas. The chair will have an informal conference with the faculty member within one week of this (these) classroom, laboratory, and/or clinical observation(s).

(ii) The faculty member’s contribution to the department and college.

(iii) The faculty member’s availability and assistance to the students.

(iv) The student evaluations of the faculty member’s teaching performance.

(v) The faculty member’s efforts to remain current in knowledge and skill in their field.

(d) The following areas may be included in the evaluation on an optional basis:

(i) The faculty member’s contributions to the profession by publications, presentations, etc.

(ii) The faculty member’s contributions to the community.

(e) The chair’s sources for this evaluation are:

(i) The faculty member’s self-evaluation.

(ii) The chair’s observations of the faculty member’s performance in the classroom, laboratory, and/or clinic; in the department; in inservice meetings; in on-campus professional activities; etc.

(iii) The chair’s review of the faculty member’s student evaluation printouts and student comments.

(f) The chair will compose the evaluation, will give one copy to the faculty member, and will submit the original copy of the evaluation to the division dean by March fifteenth. The dean will review the evaluation and will then send it to the vice president of academic services for review by April first. The vice president will then send it to the human resources office by April tenth, where the evaluation will be placed in the faculty member’s confidential personnel file.

(3) Faculty review of evaluation. After the chair has completed the written evaluation, the faculty member will be asked to read and to sign the evaluation in order to acknowledge receipt of the evaluation. At this point, the faculty member may submit a written response to the evaluation if they believe a response is warranted. Copies of the response should be sent to the chair, the dean, and the vice president of academic services. The vice president of academic services will review the response and then forward it to the human resources office where it will be placed in the faculty member’s personnel file.
Confidentiality. The chair's evaluation and faculty response are confidential. Access to these documents (other than above-mentioned offices) will be given to other sources only with the faculty member’s permission.

Instructor evaluation of supervisory administrator. At the end of each semester (within two weeks of the last day of the final exam), any teaching faculty member may forward to the office of the dean an evaluation of his/her immediate supervisor’s efforts and activities throughout the semester. To assure confidentiality, this report should be submitted directly to the dean. The dean may then address those issues (areas of positive achievement and areas where improvement is necessary) in his/her evaluations of the faculty member’s supervisor.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-23 Faculty/counselor professional development plan.

(A) Purpose. To allow faculty/counselors to further their education through the obtainment of additional academic degrees.

(B) Guidelines.

(1) Participation in the program. Participation is optional unless required as part of a contract at the time of employment. Participation may begin at any time.

(C) Procedures.

(1) The faculty member/counselor should contact their immediate supervisor for an initial conference to discuss a tentative proposal.

(2) Meet with the vice president for academic services or the vice president for student services to discuss the tentative proposal and arrange an educational plan committee. This committee shall consist of the individual’s immediate and next level supervisors, one peer of choice, and the administrator who is assigned responsibility for the professional development program.

(3) Meet with an educational plan committee to formally develop a plan that includes rationale, objectives, implementation, and special provisions. This committee shall assist the faculty member/counselor by developing, reviewing, revising, and unanimously recommending approval of a plan. The length of each plan shall be decided by the educational plan committee. Once this decision is made, the plan may not be shortened.

(4) The plan will be presented to the president, through the vice president for academic services or the vice president for student services, for final approval.

(5) At the end of each year, the progress of the plan shall be reviewed. The educational plan committee may allow extension or revision of plans caused by circumstances beyond the faculty member’s/counselor’s control. The revision will be presented to the president, through the vice president for academic services or the vice president for student services, for final approval.
(D) Policies of program.

(1) Any degree that contributes to the faculty member’s/counselor’s expertise in their field (teaching and/or technology) as determined by the education plan committee shall be eligible for approval. In determining acceptable degree programs, the following considerations will be given:

(a) Accreditation requirements.

(b) Program accessibility.

(2) A degree plan must encompass more than twenty-five quarter hours and shall be approved as a total program.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-24 Faculty/counselor tuition reimbursement.

(A) Purpose. Faculty and counselors furthering their education are eligible for reimbursement of tuition costs.

(B) Guidelines.

(1) Reimbursement. Only tuition costs will be reimbursed. The following costs will not be reimbursed: commuting costs, lab fees, parking, general fees, books, equipment expenses, out-of-state surcharge, etc.

(2) Deadline. The deadline for submittal of reimbursement requests is the last day of the contract year (February sixteenth). Only course work completed within the contract year will be approved. (For purposes of this program, the contract year runs from February seventeenth to February sixteenth.)

(3) Course requirements. Each approved course in which a grade of "C" or better is achieved will be eligible for reimbursement.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
Faculty rank.

(A) Introduction.

(1) Owens Community College has a system of faculty rank which categorizes into four classes: instructor; assistant professor; associate professor; and professor. The initial rank for new employees is determined by the president with input from the chair, the dean, and the vice president for academic services. A new member coming from another regionally accredited post-secondary institution may enter at the rank held at the other institution. Years in rank is defined as "years in rank held at Owens Community College."

(2) Promotion from one rank to the next is accomplished by applying for rank promotion; meeting predetermined criteria and receiving the recommendation of supervisors; receiving the recommendation of the rank committee; and, upon the recommendation of the vice president of academic services and the president, receiving the approval of the board of trustees. Consideration for rank promotion includes evaluation of teaching effectiveness and contributions to department, college, profession, and community. Teaching effectiveness must be documented through the evaluation by the immediate supervisor in the academic area.

(3) The college recognizes that contributions to Owens Community College take many forms.

(a) Evidence of teaching effectiveness. Demonstrated competency in the instructional activity; including, classroom/laboratory instruction, curriculum and/or program development, development of innovative teaching methods, and other course involvement.

(b) Performance of departmental duties. Demonstrated involvement in and a contribution toward departmental activities.

(c) Performance of non-departmental duties. Demonstrated contribution to the overall growth and betterment of the institution.

(B) Persons eligible for consideration of change in rank.

(1) Any member of the teaching faculty with a full-time, tenure-track faculty contract with a three-quarter time teaching load. Teaching faculty holding temporary contracts are not eligible for tenure and, thereby, ineligible for rank promotion. Eligibility for future rank promotions begins with the issuance of the first full-time, non-temporary contract. Temporary and part-time contracts will not be considered when determining "years in rank."

(2) Certain full-time members of the administrative/professional staff holding non-temporary contracts who teach a minimum of one credit course per academic year.

(C) Criteria for rank change.

(1) Activities to be evaluated as consideration for rank promotion must be activities in which the faculty member has been involved since the spring semester of the calendar year last rank was awarded and must be directly related to education or to the applicant's field of specialization. A candidate for rank change must meet the following minimum requirements to be considered for rank change. (The meeting of these basic criteria does not in itself qualify an applicant for rank promotion; a demonstration of sound teaching is essential for the recommendation and subsequent approval of rank change.)

(a) Have three years in current rank at Owens Community College prior to promotion to each rank level.
If applying for the rank of associate professor, have a bachelor’s degree.

If applying for the rank of professor, have a masters degree.

Demonstrate a contribution to the overall growth and betterment of the college through performance of non-departmental duties. Contributions may include involvement in special grant programs, participation in special college programming activities and events, development of specialized training programs, membership on committees/task forces, relevant outside employment, educational pursuits, community service, and public presentations. Pre-employment experience is considered under performance of non-departmental duties for those persons applying for promotion from the rank of instructor to the rank of assistant professor, provided the pre-employment experience has occurred within the last six years.

(D) Procedures for applying for promotion.

(1) Applicant.

(a) The applicant must meet the minimum requirements for consideration of rank change and submit the application for change in rank, along with the required documentation for participation in non-departmental duties on or before December fifteenth preceding the academic year for which the rank change may become effective.

(b) The required documentation which must be submitted with the application for change in rank relates to the applicant's participation in non-departmental duties and must be directly related to education or to the applicant's field of specialization. The applicant must obtain ten points through participation in non-departmental duties. Applicants are encouraged to include additional points, if applicable, in the event of discrepancies. It is the applicant's responsibility to obtain copies of all documented materials for his/her rank file and to supply the documentation required so that an adequate evaluation of activities can occur. Documentation must be from a responsible, primary source; e.g., if you serve on a committee, the letter must be from the chair of the committee. Documentation, including reference and verification letters, must contain the applicant's name. Documentation which is smaller than 8-1/2” x 11” should be affixed to or copied onto an 8-1/2” x 11” sheet of paper. (An activity, publication, etc. during any given period of time cannot be used in more than one criterion; however, if an activity exceeds the maximum in one criterion, additional years can be applied toward another criterion, if appropriate.) Each piece of documentation must have a cover sheet. Candidates are to organize their application materials in a three-ring binder that includes tabbed dividers in the portfolio.

(c) Points in the following categories must have been earned since the last rank change. All documentation must be dated, contain your name, and must be on official stationary.

(i) Textbook. A published work in a related field. Three points per text.

(a) Documentation. A copy of the text or a commitment letter from the publisher.

(b) Points. Three points maximum.

(ii) Major article. A scholarly, researched, and documented work published in a professional journal. Applicant must be (co)author. One point per article.

(a) Documentation. A copy of the publication containing the article and verification of authorship.
(i) In addition to the above documentation, two letters from the applicant’s peers describing the article submitted as a “major” article are also required for each article submitted.

(b) Points. Two points maximum.

(iii) Minor article. An article in a popular magazine, newspaper or journal. One half point per article.

(a) Documentation. A copy of the publication containing the article and verification of authorship.

(i) In addition to the above documentation, two letters from the applicant’s peers clearly describing the article as a “minor” article are also required for each article submitted.

(b) Points. 1.5 points maximum.

(iv) In-house publishing. Author/editor of a workbook, lab manual or study guide for use at the college. One half point per publication.

(a) Documentation. A copy of the publication and a letter from supervisor verifying the significant contribution of the applicant.

(b) Points. Two points maximum.

(v) Published study guide. Author of a study guide to accompany a published textbook. One point per guide.

(a) Documentation. A copy of the text or a commitment letter from the publisher.

(b) Points. Two points maximum.

(vi) Editing/reviewing a text or a professional journal or publication. Applicant is given credit for the work in the textbook or professional journal or publication. One half point per text. One half point per year.

(a) Documentation. For a text, a copy of the contract or a commitment letter from the publisher. For a professional journal or publication, documentation of annual appointment.

(b) Points. Two points maximum.

(vii) Published computer software. Must be available through retail outlets and relevant to the applicant’s profession. One point per program.

(a) Documentation. A copy of the contract or a commitment letter from the publisher.

(b) Points. Two points maximum.

(viii) Presenting a paper. Presentation occurring before a professional organization. One half point per paper.
(a) Documentation. A program for the conference or meeting bearing presenter’s name or an acknowledgement letter.

(b) Points. 1.5 points maximum.

(ix) Public address. An address in which the applicant’s expertise and experience are used to present a topic relevant to one’s teaching. One half point per address.

(a) Documentation. A program for the conference or meeting bearing presenter’s name or an acknowledgement letter.

(b) Points. 1.5 points maximum.

(x) Seminar or workshop. A seminar or workshop in which one is heavily involved in preparation and/or presentation. One half point per seminar or workshop.

(a) Documentation. A program for the seminar or workshop bearing the applicant’s name or an acknowledgement letter.

(b) Points. 1.5 points maximum.

(xi) Community service. Work in community service projects while at Owens. Each twenty hours of volunteer work equals one half point.

(a) Documentation. Letter of acknowledgement documenting hours.

(b) Points. Two points maximum.

(xii) Professional organizations. Membership in an organization providing materials that improve teaching or professional knowledge (one fourth point per year of membership per organization). Phi Theta Kappa or other similar honors will be given one fourth point per organizational membership, not per year. Additional one fourth point per year for service as president, vice president, secretary or treasurer of the organization.

(a) Documentation. Fee receipt, membership documentation or cancelled check.

(b) Points. Three points maximum.

(xiii) Professional development. Points earned under an approved professional development plan (.15 points per semester credit hour or .10 per quarter credit hour). If the degree has already been attained, the hours leading to the degree cannot be counted in addition to degree.

(a) Documentation. Transcripts and professional development plan on file in the human resources office.

(b) Points. Two points maximum.

(xiv) Professional consulting or other post-employment professional experience. Each forty hours of experience equals one half point. Applicants for the rank of assistant professor may include pre-employment experience under this
category provided said experience is not older than six years. All experience claimed must be started prior to application for rank change.

(a) Documentation. Letters of acknowledgement or contracts documenting number of hours worked.

(b) Points. Three points maximum.

(xv) Post-employment teaching experience. Part-time teaching, summer teaching, overload teaching, and continuing education teaching. One semester credit hour or 1.25 contact hours or one CEU equals one half point. Applicants for the rank of assistant professor may include pre-employment experience under this category provided said experience is not older than six years. All experience claimed must be started prior to application for rank change.

(a) Documentation. Letter of acknowledgement or contracts indicating number of hours worked.

(b) Points. Three points maximum.

(xvi) Campus club advising. One point per club per year advised.

(a) Documentation. Letter of acknowledgement or copy of group form from student activities.

(b) Points. Three points maximum.

(xvii) Campus committees. One point per membership on a committee/task force per year or per search committee. Cannot use a committee and a subcommittee of that committee for points. Committees which are part of the daily functioning of the faculty member’s department may not be included.

(a) Documentation. Letter of acknowledgement or copy of “Bulletin Board.”

(b) Points. Five points maximum.

(xviii) On/off campus projects. Contributions to college-based projects beyond normal expectations such as VICA, DECA, career days, alumni phonathon, high school advisory board. One fourth point per function.

(a) Documentation. Letter of acknowledgement.

(b) Points. Three points maximum.

(xix) Educational achievement awards. Recognition by professional organizations for outstanding educational contribution or achievement. One point per award.

(a) Documentation. Copy of plaque or certificate.

(b) Points. Three points maximum.

(d) Points in the following categories do not have to have been earned since the last rank change.
(i) Current academic degree. Points may only be claimed for the highest degree earned.

Associate – one point.
Bachelors – two points.
Masters – three points.
Specialist – 3.5 points.
Doctorate – Four points.

(a) Documentation. Transcripts on file in the human resources office.

(b) Points. Four points maximum.

(ii) Licenses/certification. Any current license/certificate that is granted by a professional, state or federal licensing agency that is relevant to the academic area taught. Examples of applicable items are certified public accountant and registered professional engineer. One point per license/certificate.

(a) Documentation. Copy of current license/certificate, a notation that it is available in the human resources office or a letter from an official agency verifying the license/certificate.

(b) Points. Three points maximum.

(e) In addition, the applicant may, at his/her discretion, submit with the application any supporting documentation relating to teaching effectiveness and/or performance of departmental duties, including a self-evaluation and/or evaluations derived from student observations of teaching methods.

(f) All original materials submitted as documentation will be kept confidential and will be returned to the applicant by the vice president of academic services’ office when the rank review committee has completed its work. (A copy of all application materials, however, will be maintained in a historical file in the vice president of academic services’ office.)

(g) The original application and all supporting documentation for participation in non-departmental duties are to be submitted to the office of the vice president of academic services on or before December fifteenth. The applicant must send a copy of the application for change in rank to the immediate supervisor in the academic discipline of courses taught on or before December fifteenth.
(2) Academic supervisor.

(a) Each candidate must demonstrate a competency in the instructional activity through sound teaching. The academic supervisor, which will be the chair of the academic department in which courses are taught, must submit a written evaluation of the applicant's teaching ability. (If the supervisor does not feel that he/she can support the application for rank promotion, the supervisor needs to send a memo which states that he/she is unable to write a letter in support of this application for rank promotion.) Specific activities in which the applicant has been involved may be cited if those activities have enhanced the applicant's teaching effectiveness. The prime focus of the evaluation, however, is the applicant's activities within the classroom/laboratory setting, which may also include curriculum and/or program development, the development of innovative teaching aids and/or methods and other course involvement.

(b) For full-time teaching faculty, the chair may also comment on specific contributions that the faculty member has made to the growth and development of the department.

(c) The candidate should be aware that the demonstration of sound teaching is essential for the recommendation of and subsequent approval of the rank change.

(d) The evaluation, along with the copy of the application for change in rank, must be submitted to the appropriate departmental supervisor on or before January tenth. For candidates who are members of the teaching faculty, the application and evaluation should be submitted to the academic dean. For candidates who are members of the administrative/professional staff, the application and evaluation should be submitted to the appropriate departmental supervisor. A copy of the evaluation must also be sent to the applicant by the academic supervisor on or before January tenth.

(3) Departmental supervisor.

(a) Each candidate must demonstrate an involvement in and a contribution to his/her own department. The evaluation by the departmental supervisor should outline the applicant's specific involvements in and contributions to his/her department.

(i) For candidates who are members of the teaching faculty, the academic dean of his/her academic area must submit an evaluation which addresses the faculty member's contributions to the department. If the dean has firsthand knowledge of a candidate's teaching effectiveness, the dean may also include those comments in the evaluation of departmental duties. Specific activities in which the applicant has been involved may be cited.

(ii) For candidates who are members of the administrative/professional staff, their immediate supervisor must submit an evaluation which addresses the candidate's contributions to their respective department. The immediate supervisor should address the candidate's ability to perform duties outlined in their respective job description as well as performance of goals and objectives.

(b) The copy of the application for change in rank, the academic supervisor's recommendation, and the departmental supervisor's recommendation are to be submitted to the office of the vice president of academic services on or before January twenty-fifth.

(c) A copy of the evaluation must also be sent to the applicant by the departmental supervisor on or before January twenty-fifth.
Human resources office. The human resources office will review the applications for change in rank to verify that documentation of academic degrees is on file and that years in rank are correct. The human resources office will also review documentation and points submitted under performance of non-departmental duties. Any discrepancies between the human resources office records and any of the information contained in the material supplied by the applicant will be communicated to the applicant by the human resources office prior to the first meeting of the rank review committee.

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Rank review committee.

Membership. The rank review committee shall consist of two persons from each of the five instructional divisions -- general education, business/public service, health, industrial, and engineering technologies. Membership on the rank review committee shall be for a period of two years, with at least one member from each instructional division elected each year.

Elections.

(a) All persons holding faculty rank who have not applied for a rank change shall be eligible to serve as a member of the rank review committee, unless the faculty member has served on a rank review committee for the last two years. (Persons holding temporary contracts are not eligible for rank change and, therefore, are not eligible to serve on the rank review committee or to vote for rank review committee representation.) Rank review committee members who apply for rank change during their term of membership on the committee shall be ineligible to complete their term.

(b) Election of the divisional representatives shall be within the respective instructional division. (Administrative/professional staff members will vote for representation on the rank review committee within the academic division in which they hold rank. Clarifications can be obtained from the human resources office.)

(c) The election to determine the rank review committee representation shall occur on Tuesday and Wednesday during the second full week of classes following January first in the instructional division deans’ offices. Ballots and sign-in sheets shall be provided to the instructional deans by the human resources office.

(d) The human resources office will collect the ballots and sign-in sheets from the offices of the five instructional division deans. The vice president for human resources will be responsible for tabulating the ballots and notifying the members of the rank review committee of their election. Participation as a member of the rank review committee is considered a professional responsibility, but is not mandatory. (In the event of a tie, a coin flip will be used to determine the representative.) If an uncompleted term on the rank review committee needs to be filled, it will be offered to the next highest vote getter behind the person accepting the two-year term in the appropriate instructional division.
Meetings.

(a) The vice president for academic services will convene the rank review committee on or before February fifteenth to:

(i) Explain the role of the committee.

(ii) Present a list of faculty members who have applied for rank promotion.

(iii) Present the applications and supporting documentation for the individual candidates for rank promotion.

(b) During this first meeting, the committee membership will elect a chair and a recorder to facilitate meeting discussion and record keeping. (Both chair and recorder have full voting privileges.) Confidential secretarial support will be provided to the rank review committee by the office of the vice president of academic services.

(c) The office of the vice president of academic services shall forward to the rank review committee the applications for rank change. All applications will be verified by the human resources office before they are sent to the rank review committee.

Balloting and recommendations.

(a) Confidentiality will be maintained by all rank review committee members. All voting on rank recommendations will be done by secret ballot. A majority vote is required for each recommendation; therefore, in the event of a tie vote, the applicant will not be recommended for promotion.

(b) The rank review committee shall provide a written report of their recommendations for rank promotion to the vice president of academic services on or before April first. An explanation as to why a favorable recommendation was not made will be included in the written report to the vice president of academic services.

(c) The rank review committee may also forward to the vice president of academic services recommendations regarding the rank review process. This does not pertain to individual cases but rather to the mechanics of the process involved. An individual case may highlight the need for a change in the process, but the case itself will not be included in the submitted material.

Functions.

(a) The primary function of the rank review committee is to determine whether an applicant for consideration for change of rank should receive the requested change of rank and to forward its recommendations to the vice president of academic services. The meeting of basic criteria does not in itself qualify an applicant for rank promotion. The rank review committee should critically evaluate the quality of experiences contained in each candidate's application. Rank promotions recommended by the rank review committee will not be automatic but will be reviewed by the vice president of academic services. The actual process used by the rank review committee in its deliberations is outlined below:

(i) Review any information provided by the human resources office which verifies information provided by the applicant - years in rank, academic credentials, and participation in non-departmental duties.

(ii) Review evidence of teaching effectiveness.
Review activities related to departmental participation.

Upon completion of the review process, vote by secret ballot.

The recommendation with appropriate documentation will be submitted in writing to the vice president of academic services. Confidentiality is to be maintained by all rank review committee members.

All recommendations for rank promotion are contingent upon completion of all qualifications prior to September first of the year of the effected fall term.

Upon completion of deliberations, all members of the rank review committee will return to the office of the vice president of academic services any materials regarding the individual applicants or the committee deliberations. All records of meetings (e.g., minutes) will also be turned into the office of the vice president of academic services. The office of the vice president of academic services will keep an historical file of all committee deliberations. Duplicates of materials used by the rank review committee will be destroyed.

The vice president of academic services and the vice president's office.

1. All applicants must have an application for change in rank on file in the vice president of academic services’ office on or before December fifteenth. Academic supervisors and departmental supervisors are expected to adhere to time lines established within this rank procedure.

2. The vice president of academic services will distribute copies of the applications to the members of the rank review committee at the first meeting of the committee. Confidentiality will be maintained by all the committee members and by the vice president of academic services’ office.

3. Every effort will be made by the vice president of academic services to submit his/her recommendations for rank promotion to the board of trustees by the April board meeting. The vice president of academic services will notify in writing each applicant for consideration for change of rank of his recommendation to the board of trustees within seven days of the board action regarding those recommendations. Those applicants denied rank promotion will be provided with an explanation of why the request was denied. Any change in a rank review committee recommendation will be documented as to why the change was made and forwarded to the rank review committee chairman prior to official board action.

4. The vice president of academic services may reconvene the rank review committee to inform its members of any change in recommendation or of any new information received for its consideration.

5. All original materials submitted as documentation will be returned to the applicant by the vice president of academic services’ office when the rank review committee has completed its work. One copy of all application materials, however, will be maintained in a historical file in the vice president of academic services’ office.

Appeals. If an applicant is not recommended to the board of trustees for rank promotion and disagrees with the decision, the applicant may appeal to the vice president of academic services. Such an appeal must be made within fourteen calendar days of receipt of the letter from the vice president of academic services which outlines the reason(s) why rank promotion was not awarded. If the applicant submits sufficient evidence, the vice president of academic services may reconvene the rank review committee.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

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3358:11-5-31 Health/life insurance.

(A) Health insurance. Medical, dental, and prescription drug insurance benefits are provided to full-time employees. New full-time employees should apply for health insurance coverage when hired no later than thirty-one days from date of employment. Coverage becomes effective for medical including prescriptions, on the first day of the fourth month following date of hire. Dental becomes effective first day following the fifth month of hire.

(B) Life insurance. Each full-time employee of the college is provided with a fully paid term life insurance policy in an amount not less than fifty thousand dollars and not more than two times the employee’s regular full time salary, maximum cap of three-hundred thousand dollars. Coverage is provided for the duration of employment, within restrictions of the policy itself.

Effective date: June 20, 2006

Eugene C. Lapko
Certification

May 9, 2006

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: September 9, 2002
March 5, 2002
(A) Purpose. College employees are required to participate in the State Teachers Retirement System of Ohio (STRS) or State Employees Retirement System (SERS) depending upon their assignment. Certain eligible employees may elect, upon hire, to participate in one of the alternative retirement programs.

(B) Alternative retirement programs. Newly hired employees may elect to participate in an alternative retirement program provided election is made within ninety days of hire. The college will contribute to the alternative retirement plan on behalf of the employee an amount equal to the amount that the college would have contributed to the respective state retirement system in which the employee would have normally participated, less the amount specified in Section 3305.06(E) of the Ohio Revised Code.

(C) Sick leave payoff. A college employee with ten or more years service at Owens Community College who resigns from the college to retire directly into STRS or SERS is eligible to be paid for one-fourth of the value of his/her accrued, but unused, sick leave upon retirement. Such payment shall be based on the employee's rate of pay at the time of retirement and shall be considered to eliminate all sick leave that has been accrued by the employee at that time. The maximum payment, which may be made under this provision, shall be for one-fourth of two hundred sixty days. Effective May 1, 2004, payment for such accumulated but unused sick leave will be directed by the College into the Owens Community College Special Pay Plan and will be distributed in accordance with the employee’s choices under the plan thereafter. Payments that are not eligible for deposit into the Special Pay Plan will be made to the employee in cash.

Effective date: April 27, 2004

Daniel R. Hauenstein
Certification

April 6, 2004

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-5-33  Workers compensation/report of injury.

(A)  Purpose. Ohio Workers Compensation Law covers employees of the college. Any covered employee who is injured in the course of, or arising out of, his/her employment may file a claim with the bureau of workers compensation. Such a claim must be filed within two years from the date of injury. Any covered employee who experiences a workplace injury or illness should be aware of the following:

(1) If it is an emergency situation, employees should seek medical treatment at the closest health facility.

(2) Employees must notify their supervisor, the safety and security office, and the human resources office as soon as possible after the injury or illness occurs.

(3) The human resources office will send the employee a workers’ compensation claim packet.

(4) The employee will receive an identification card with their workers’ compensation claim packet indicating that Crawford & Company is the college’s managed care organization who will process any medical bills.

(5) Crawford & Company will work with the employee, their health provider, the bureau of workers’ compensation, and the college in monitoring the employee’s medical treatment with a bureau of workers’ compensation certified health provider and submitting the employee’s first report of injury form to the bureau of workers’ compensation.

(B)  On-campus injuries. If an employee is injured on either campus while performing their assigned duties, the safety and security office or the health services office should be notified immediately. Safety and security and/or health services will assess the injury and the employee will be asked to complete a "Report of Injury Form." This form will be used to collect information about how the injury occurred, how to prevent reoccurrence, and medical action taken. This information will also be used to determine if the injury is recordable on the OSHA Log 200 on file in the human resources office.

(C)  Off-campus injuries. If the college employee is injured at an off-site location, the security department must be notified within two working days of the injury. (Working day is defined as Monday through Friday, eight a.m. to five p.m.) At that time, a report will be prepared and forwarded to the human resources office. Failure to report the injury within the stated time may result in delays when processing claims.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002

Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-34 Holidays.

(A) Holiday schedule. The following days are designated as holidays for twelve-month employees:

- New Year's day and last working day before New Year's day*
- Martin Luther King day*
- Mid-semester break (last working day before spring break)*
- Memorial day
- Independence day
- Labor day*
- Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving*
- Christmas day and last working day before Christmas*
- All weekdays between Christmas and New Year’s day*

(B) Holiday pay.

(1) Only those holidays during which an employee would normally be scheduled to work are paid holidays. A person holding a contract for a specified number of days may not consider a holiday as one of the contracted days.

(2) Employees under an academic year, summers as needed assignment, will only be eligible for the days marked with an asterisk if that employee is normally scheduled to work on those days.
Effective date: July 1, 2008

Patricia M. Jezak________
Certification

07/03/2007_______________
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
3358:11-5-35 Fund transfer (tuition waiver).

(A) Purpose. Employees, their spouses, and dependent children are eligible for tuition waivers for credit and non-credit classes at the college. Spouses and dependent children of employees who died while in service to the college are eligible for tuition waivers for credit and non-credit classes at the college, as are retirees from the college and their spouses and dependent children.

Effective date: May 14, 2006

Eugene C. Lapko
Certification
April 11, 2006
Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-5-36 Staff educational assistance program.

(A) Purpose. The college is committed to the continued training and development of its employees. One method of providing an opportunity for training and development is through an educational assistance program. This program is designed to encourage employees to increase their education and to assist them in that pursuit. Each year the college sets aside monies to be expended as reimbursement for full-time staff members.

(B) Guidelines.

(1) All regular full-time employees with satisfactory work and attendance standards are eligible to participate. An employee must have completed one year of regular full-time continuous service with the college as of the first day of the term for which they are registered and employment must continue through the end of that term. Courses must be taken on the employee's own time and cannot interfere with the employee's regularly scheduled on-campus hours. Not more than two courses may be taken by an employee in any one academic quarter or semester and all comparable transferable courses must be completed at Owens Community College.

(2) Employees on a leave of absence other than Family Medical Leave are not eligible for reimbursement under this policy. Employees separated from the college due to a Reduction in Force shall be eligible for reimbursement for the fiscal year in which they are laid off, but shall be ineligible thereafter unless recalled to work from layoff status. If an employee’s program is terminated because the employee is not recalled within one year from the effective date of layoff, the employee will not be required to repay any monies awarded under this program.

(3) To receive reimbursement under this program, the employee must pursue a program which is either directly related to their current position or which is designed to improve their qualifications for transfer or promotion to other positions at the college. The program must be part of a degree curriculum or certification program offered through a regionally accredited institution of higher education or, in the case of a certification program, through a qualified vendor deemed acceptable to the college. Degrees and certifications that may be required as part of an employee’s minimum qualifications for the employee’s current position shall not be eligible for reimbursement under this program.
(4) The college will reimburse for tuition only. The employee must bear all other expenses which include, but are not limited to, books, insurance, supplies, penalties/late fees, parking, copy costs, transportation, social activities/clubs, transcripts, equipment, application fees, tests. Persons eligible for educational assistance under the G.I. Bill or through other grants should participate in those plans. Participation in the college's plan is only for that portion of the tuition those plans do not cover.

(5) The employee’s plan must be approved prior to registering for courses in order to be eligible for reimbursement.

(6) Following approval, the application form will be submitted to the human resources office to determine if funds are available to cover the request for the first year. The total amount of money set aside by the college each year for this program will be divided among eligible applicants on a pro-rata basis, consistent with procedures adopted by the Human Resources Division. The maximum amount the college will reimburse per credit hour for degree-bearing programs is the mean tuition rates for all public higher education institutions in Ohio at both the graduate and undergraduate levels, as appropriate to an employee’s particular program, and excluding both the highest and lowest cost schools from the calculations. The employee will be obligated to assume any tuition costs beyond the applicable mean, regardless of institution attended.

(a) If there are no funds available when the employee’s program is approved, the employee will be placed on a waiting list.

(b) As monies are released from another employee's fund, the waiting list is reviewed and one or more employees on the list may receive reimbursement in accordance with established procedure.

(7) Each year the employee wishes to participate in the program, the employee must complete an update/encumbrance form to set money aside for the next year.

(8) Following completion of the course work, a "Tuition Reimbursement Request" must be submitted to the human resources office. A grade report or transcript must be provided for each course. Coursework will be reimbursed based on the following guidelines:

<table>
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<th>Undergraduate</th>
<th>Graduate</th>
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(a) Courses taken on a pass/fail basis must be "passed" and will be reimbursed at one hundred per cent. Nongraded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade and will be reimbursed at one hundred per cent.

(9) An employee who is in the program must maintain at least a B average to remain eligible for reimbursement under this program. Should the employee fall below a B cumulative average the employee’s status in the program will be considered “probationary”. An employee whose cumulative average remains below a B for two consecutive semesters, or three consecutive academic quarters, shall be removed from the program.

(10) An employee who receives reimbursement from the college for tuition expenses as part of this program shall be required to work for Owens Community College not less than two years after the employee’s completion of the most recent year of coursework under the employee’s approved plan. An employee who elects to leave employment with Owens Community College, prior to completion of this commitment shall be obligated to reimburse the college for all monies received in conjunction with this program. Such reimbursement shall be accomplished through the forfeiture of any accumulated paid time off which may be to the employee’s credit at the time of separation from the college, and/or a repayment plan whose terms are deemed acceptable to the college. Employees who are non-renewed or terminated for cause prior to the completion of their programs will not be required to reimburse the college for monies received under this policy.

(11) The Vice President of Human Resources is authorized to adopt procedures consistent with this policy.

Effective date: July 4, 2003

Daniel R. Hauenstein
Certification
June 17, 2003
Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-5-41 Vacation (twelve-month employees) policy.

(A) Purpose. Vacation time is provided to employees on twelve-month assignments. Employees must schedule vacation at a time that is convenient to meet the particular needs of their department. All vacations must be submitted in writing on the appropriate form and approved in advance by the employee’s immediate supervisor.

When an employee begins employment before the sixteenth day of the month, the employee will begin accruing the last pay date of that month. Otherwise the employee will begin accruing the last pay date of the following month. (Persons on unpaid leave will not earn vacation during such absence.)

(B) Guidelines.

(1) Accrual.

(a) Full-time exempt staff accrue twenty-three days (one hundred eighty-four hours) vacation per year, which represents a monthly accrual of 15.33 hours per month.

(b) Full-time non-exempt staff accrue vacation as follows:

(i) Full-time, twelve-month employees will for their first five years of service receive twelve vacation days (ninety-six hours) per year, which represents a monthly accrual of 8.0 eight hours per month.

(ii) At the completion of the employee's fifth year of service, the monthly accrual rate will be revised to 11.33 hours per month so that at the end of the sixth year the employee will have accrued seventeen days (one hundred thirty-six hours) vacation per year.

(iii) At the completion of the employee's tenth year of service, the monthly accrual rate will be revised to 14.67 hours per month so that at the end of the eleventh year the employee will have accrued twenty-two days (one hundred seventy-six hours) vacation per year.

(2) Vacation leave may be taken in half-hour increments. If an employee takes a day off, the number of hours used will be equal to the number of
hours that they were scheduled to work on that day. Vacation time can only be used after it has been earned. Maximum accrued vacation, which can be carried over from one fiscal year to the next fiscal year, cannot exceed two years of vacation accrual.

(3) Employees who transfer from a less-than-twelve-month position to a twelve-month position will have their years of service counted toward the calculation of the appropriate accrual. Vacation accrual for the twelve-month assignment will begin at the end of the first full month of service in the twelve-month assignment.

(C) Part-time staff working twenty hours or more per week accrue as follows:

(i) Part-time, twelve-month employees will for their first five years of service receive six vacation days (forty-eight hours) per year, which represents a monthly accrual of four hours per month.

(ii) At the completion of the employee’s fifth year of service, the monthly accrual rate will be revised to 5.67 hours per month so that at the end of the sixth year the employee will have accrued 8.5 days (sixty-eight hours) vacation per year.

(iii) At the completion of the employee’s tenth year of service, the monthly accrual rate will be revised to 7.33 hours per month so that at the end of the eleventh year the employee will have accrued eleven days (eighty-eight hours) vacation per year.

(D) Part-time staff working less than twenty hours per week do not accrue vacation time.

Effective date: 12/20/2008

Patricia M. Jezak
Certification
12/10/2008

Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
3358:11-5-42 Personal leave policy.

(A) Purpose. For full-time non-exempt staff a limit of sixteen hours per fiscal year of leave (non-accruable) will be allowable. For part-time staff working twenty hours or more per week, a limit of eight hours per fiscal year of leave will be allowable.

(B) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: 12/20/2008

Patricia M. Jezak
Certification

12/10/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002, 10/16/2005
3358:11-5-43 Sick leave plan.

(A) Purpose. Sick leave benefits are provided to college employees. Paid sick leave is a benefit of employment with the college. As such, it may only be used as outlined in this policy and the corresponding procedures adopted by the Office of Human Resources.

(B) Sick leave benefit provided for full-time employees.

(1) Each full-time employee is entitled to fifteen days of sick leave per year accumulated at the rate of one and one-fourth days (ten hours) for each completed month of service. The maximum days accumulated shall be two hundred sixty days.

(2) All full-time employees new to the college shall be granted five sick leave days at the time of hire. These five days are construed as being concurrent with, but not in addition to, the one and one-fourth days per month allowed. At the completion of the fifth month of service and the completion of each month thereafter, one and one-fourth days of sick leave (up to fifteen days per year) shall be credited to the sick leave account of the full-time employee. The same monthly accrual of one and one-fourth days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

(3) Full and part-time employees who have accumulated a minimum of four hundred (400) hours of sick leave may contribute up to one hundred (100) hours of their accumulation annually to a catastrophic illness “bank” provided that an employee’s balance cannot be reduced below three hundred (300) hours as a result of such a contribution. The amount of accumulation that is contributed by an employee will be deducted from the employee’s sick leave balance and cannot be recovered. The catastrophic illness bank will be managed in accordance with procedures developed by the Office of Human Resources.

(4) Any full-time college employee whose personal illness extends beyond the period of compensation provided by the accumulated or additional sick leave provisions may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. If one hundred twenty days have been worked during the previous school term, full-time employees on leave of absence without pay shall be entitled to consideration in any board-approved plan for advancement on the salary schedule for experience upon return from leave. The maximum duration of any such unpaid leave of absence shall be one calendar year starting with the first day of absence for which the employee does not receive pay.


(5) Accrued credits shall be allowed to full-time employees transferring their employment from other governance boards of educational institutions or political subdivisions in Ohio and contiguous states, provided said credits have been computed under the minimum requirements of the laws of the state of Ohio.

(C) Sick leave benefit provided for part-time employees. Each part-time employee is entitled to accumulate sick leave for each completed month of service. Sick leave is accumulated based on twenty or more hours per week worked with a maximum of two hundred sixty days. The same monthly accrual shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

(D) Part-time staff working less than twenty hours per week do not accrue sick time.

(E) Causes for absence from employment covered by sick leave. Sick leave must be taken in one-half hour increments and shall be allowed for a period not to exceed an employee’s accumulated sick leave account but with the limitation hereinafter stipulated and for the following causes:

(1) Personal doctor appointments and doctor appointments for immediate family members where the employee’s absence is required. That portion of a day required for the appointment. When possible, an employee shall attempt to flex his/her schedule or otherwise attempt to schedule appointments to cause the least impact on the employee’s work day.

(2) Illness. For duration of illness. An employee who has been absent for five or more consecutive working days because of an illness, must submit to the Office of Human Resources office a physician’s statement indicating that the employee has restrictions or no restrictions. An employee released to work with restrictions may only return to work in accordance with procedures adopted by the Office of Human Resources and if the college can reasonably accommodate such restrictions.

(3) Injury. For duration of injury.

(4) Exposure to contagious disease. Until quarantine is lifted or danger removed.

(6) Death of an aunt, uncle, or grandparent. Maximum of three days for each such death.

(7) Death of a close friend, distant relative or neighbor. One day for each such death, not to exceed five days per year.

(8) Hospitalization/Illness/Injury in the employee's family. It should be noted that staying with children or family members who are ill, injured or hospitalized and cannot attend school or be left alone, but who are not critically ill, will be permitted on a limited basis.

(F) Failure to make a reasonable attempt to report illness or neglecting to notify the immediate supervisor may result in forfeiture of the sick leave benefit. Falsification of information shall be grounds for disciplinary action.

(G) Family and medical leave may run concurrent with sick leave usage.

(H) Except as otherwise provided in a collective bargaining agreement between the college and certain employees, an employee having ten (10) or more years service at the college who resigns from the college to retire directly into STRS, SERS or an Alternate Retirement Plan (ARP) is eligible to be paid in cash for one-fourth of the value of his or her accrued, but unused sick leave upon retirement. Such payment shall be based on the employee’s rate of pay at the time of retirement and shall be considered to eliminate all sick leave that has been accrued by the employee at that time. The maximum payment which may be made under this provision is one-fourth of 260 days.

(I) The Office of Human Resources is authorized to adopt procedures consistent with the provisions of this policy.

Effective date: July 15, 2005

June 21, 2005

Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: December 31, 2002
3358:11-5-44 Family and medical leave policy.

(A) Purpose. Owens community college understands the importance of family issues in today's work force. The college also recognizes that more of its employees than ever before face conflicting demands of family obligations and work. Because an employee may find it necessary to take leave from their job for a temporary period to address certain family responsibilities or their own serious health conditions and in order to comply with the Family and Medical Leave Act of 1993 Public Law 103-3, Owens community college hereby establishes its family and medical leave policy.

(B) Eligibility. In order to qualify under this policy, an employee must meet both of the following conditions:

(1) Must have been employed by Owens community college for at least twelve months or fifty-two weeks prior to the leave request. The twelve months, or fifty-two weeks, need not be consecutive.

(2) Must have worked at least one thousand two hundred fifty hours during the twelve month period immediately before the date when the leave would begin.

(C) Type of leave covered. The college will grant an eligible employee up to twelve weeks of family and medical leave during each twelve month period (July first through June thirtieth) in accordance with the Family and Medical Leave Act of 1993 Public Law 103-3, if the procedures in this policy are followed and leave is requested for any of the following reasons:

(1) The birth of a son or daughter of an employee and in order to care for that child.

(2) The placement of a son or a daughter with an employee for adoption or foster care.

(3) To care for a spouse, son, daughter or parent of an employee if the family member has a serious health condition.

(4) An employee’s own serious health condition that renders them unable to perform the functions of their position.
(5) Qualifying exigency (as secretary (of defense) shall, by regulation, determine) arising out of the fact that the spouse, or son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation.

(D) Type of leave covered. The college will grant an eligible employee up to twenty-six weeks of family and medical leave during each twelve month period (July first through June thirtieth) in accordance with the Family and Medical Leave Act of 1993 Public Law 103-3, if the procedures in this policy are followed and leave is requested for any of the following reasons:

(1) Leave to care for a family member (spouse, son, daughter, parent, or next of kin) of a service member who is recovering from a serious illness or injury sustained in the line of active duty.

(E) Serious health condition. An employee may take leave because of a serious health condition that makes them unable to perform the functions of their position. A serious health condition includes any of the following:

(1) Hospital care. Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

(2) Absence plus treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:

(a) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider.

(i) Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations.

(b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
A regimen of continuing treatment includes, for example, a course of prescription medication (e.g. an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

(3) Pregnancy. Any period of incapacity due to pregnancy or for prenatal care.

(4) Chronic conditions requiring treatments. A chronic condition which:

(a) Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider.

(b) Continues over an extended period of time (including recurring episodes of a single underlying condition).

(c) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)

(5) Permanent/long-term conditions requiring supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under continuing supervision of, but need not be receiving treatment by, a health care provider. Examples including Alzheimer’s, a severe stroke or the terminal stages of a disease.

(6) Multiple treatments (non-chronic conditions). Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
3358:11-5-44

(7) The college requires the employee to provide a doctor's certification of a serious health condition. If an employee has questions about what illnesses may be covered under Family and Medical Leave Act of 1993 Public Law103-3 or under the college's sick leave plan policy 3358:11-5-43, they should contact the human resources office.

(8) If an employee takes paid sick leave for a condition that progresses into a serious health condition and they request leave as provided by this policy, the college will designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

(F) Benefits while on leave. While on leave under Family and Medical Leave Act of 1993 Public Law103-3, the college will continue the employee’s health benefits during the leave period at the same level and under the same conditions as if they had continued to work. If an employee chooses not to return to work for reasons other than the continuation, recurrence or onset of a serious health condition which would entitle them to leave or other circumstances beyond their control, the college will require them to reimburse the college for the amount it has paid for their health insurance premium during the leave period.

(G) Status after leave. If an employee takes leave under FMLA, they will be able to return to the same job or an equivalent job. (In accordance with the law, the college may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position.)

(H) Use of paid and unpaid leave.

(1) If an employee has accrued sick leave and if they are taking leave because of their own serious health condition or the serious health condition of a family member, they must use paid sick leave first and take the remainder of the twelve weeks as unpaid leave. If they have vacation leave available to them, they must also use this paid leave before taking unpaid leave. (For example, if they have one week of vacation and one week of sick leave, they would be able to take two weeks of paid leave and ten weeks of unpaid leave under this policy.)

(2) If an employee is taking leave for the birth of a child, they must use paid sick leave for physical recovery following childbirth per doctor's note. They must then use vacation leave, if available. They will then be eligible for the remainder of the twelve weeks as unpaid leave.
If an employee is taking leave for adoption or foster care of a child and they have paid vacation available to them, they must use paid vacation leave prior to taking unpaid leave.

If an employee is taking leave to care for a family member with a serious health condition and they have paid vacation available to them, they must use paid vacation leave prior to taking unpaid leave.

Leave under this policy shall be for a maximum of twelve weeks total. This total shall include both paid and unpaid leave.

Intermittent leave or a reduced work schedule. For a personal illness or to care for a sick family member, an employee need not take such leave continuously. They may take it on an intermittent basis or by reducing their scheduled work hours if they provide certification from the health care provider that leave must be taken in that manner. The college may temporarily transfer the employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent leave or reduced leave schedule. Request for intermittent leave or reduced leave schedule after the birth, adoption or foster care placement of a child will not be considered.

Certification of serious health condition.

The college requires certification of a serious health condition by a health care provider to support a request for leave. The employee must respond to such a request within fifteen days of the request or provide a reasonable explanation for the delay. Failure to provide certification will result in a denial of leave.

The college has a right to ask for a second opinion if it has reason to doubt the certification. The college will pay for the employee to get a certification from a second doctor, whom the college will select. If necessary to resolve a conflict between the original certification and the second opinion, the college will require the opinion of a third doctor. The college and the employee will jointly select a third doctor, and the college will pay for the opinion. This third opinion will be considered final.

Procedure for requesting leave. Except where leave is not foreseeable, the employee must submit a family and medical leave request form to their immediate supervisor and the human resources office thirty days prior to the
start of requested leave. (If an employee is undergoing planned medical
treatment, they must make a reasonable effort to schedule the treatment to minimize disruptions to the college's operations.) If it is not possible to give thirty days notice, they must give as much notice as practicable. If they fail to provide thirty days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty days from the date the college receives notice. While on leave, the employee must report periodically to the human resources office regarding the status of the medical condition and their intent to return to work.

Effective date: 12/26/2008

Patricia M. Jezak
Certification

12/16/2008
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-5-45 Leave without pay.

(A) Purpose. Any employee who requests time off without pay must complete the appropriate form to cover unpaid maternity leave, unpaid sick leave, etc.

(B) Guidelines.

(1) Unpaid leave may only be requested in half-day (four hour) or full day (eight hour) increments. If taken in conjunction with paid leave, it may be taken in smaller increments.

(2) Leave without pay may only be used after accrued vacation has been exhausted.

Effective date: July 15, 2005

Eugene C. Lapko
Certification

May 10, 2005
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: March 5, 2002
3358:11-5-46 Jury and other civil service duty.

(A) Purpose. Owens community college expects its employees to carry out their civic duty by performing jury or other related civil service when called. Other related civil service may include, but is not limited to, legal proceedings and/or other outside business directly related to the operation of the college.

(B) Personal legal proceedings or other personal business is not covered by the provision of this policy and require the use of appropriate leave time.

(C) Implementation. The vice president of human resources will implement procedures consistent with this policy.
Effective date: 11/24/2007

Patricia M. Jezak
Certification

11/14/2007
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002
3358:11-5-47 Military leave.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) prohibits discrimination against persons because of their service in the armed forces reserve, the national guard, or other uniformed services and also protects the right of veterans, reservists, national guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training. It is the policy of the board of trustees of Owens community college to comply with all provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994.

(A) Implementation. The vice president of human resources will implement procedures consistent with this policy.
3358:11-5-47
Effective date: July 13, 2007

Patricia M. Jezak
Certification

07/03/2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: 03/5/2002
3358:11-5-48 Owens Community College 401(a) Special Pay Plan

(A) Purpose: The Owens Community College 401(a) Special Pay Plan provides a means for eligible retired employees to limit potential tax liability and promotes flexibility for employees regarding the use of such payments after retirement.

(B) Eligibility: All employees of Owens Community College who have attained the age of fifty-five at the time of retirement into one of the state pension systems or into an alternative retirement plan and who have accumulated sick and/or vacation leave amounts in the aggregate of one thousand dollars or more shall have such payoff amounts directed by the college into the 401(a) Special Pay Plan at the time their final pay is issued by the college.

(C) Plan Administrator: Owens Community College’s plan administrator for the 401(a) Special Pay Plan is Penco, Inc., 1313 East Kemper Road, Suite 211, Cincinnati, OH 45246.

(D) The Vice President of Human Resources is authorized, in conjunction with Penco, Inc., to implement administrative and communications procedures consistent with the terms of the plan and to effectuate employee choice of disbursement options available through the plan.

Effective date: May 17, 2004

Daniel R. Hauenstein Certification

April 6, 2004 Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates:
Owens community college does not prohibit the employment of relatives of current employees, provided that an employee does not directly report to a relative, and that no supervisor/subordinate relationship exists between relatives. That is, no employee is permitted to work in a position where work responsibilities, salary, evaluation of performance, or other terms and conditions of employment could be influenced by a relative.

A relative is defined as a member of the employee’s immediate family and includes spouse, parent, child, grandparent, sibling, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parent, step-child, other person living in the employee’s home, or legal guardian or other person who stands in place of a parent.

(A) Implementation. The vice president of human resources will implement procedures consistent with this policy.
Effective date: July 13, 2007

Patricia M. Jezak
Certification

June 12, 2007
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A
3358:11-5-50 Zero tolerance/workplace violence.

(A) Purpose. It is the goal of Owens community college to maintain a work environment, which is free from threats, threatening behavior and acts of violence. The college will not tolerate workplace threats, intimidation or violence of any type from any source. The purpose of this policy is to promote an atmosphere that encourages learning and productive employment.

(B) Employees found to be in violation of this policy or who intentionally bring false charges shall be subject to disciplinary action up to and including termination, including civil and/or criminal penalties.

(C) Implementation. The vice president of human resources will implement procedures consistent with this policy.
Effective date:  11/24/ 2007

Patricia M. Jezak
Certification

11/14/2007
Date

Promulgated under:   111.15
Statutory authority:  3358.08
Rule amplifies:      3358.08
Prior effective dates:  N/A
Pre-employment background check.

(A) Purpose. Owens community college seeks to provide a safe learning and working environment for students, faculty, staff and campus visitors.

(B) Offers of employment for certain positions are contingent upon clear results of a thorough background check. Pre-employment background checks may include, but are not limited to, a social security number trace report, verification of education and professional licensure, multi-county, state, and/or federal criminal record check, personal and professional reference check and secondary database search including sex offender, fugitive and terrorist lists. In addition, if applicable to a position, a motor vehicle report and/or a credit history report that is consistent with the guidelines set forth by the Federal Credit Reporting Act may be completed prior to employment.

(C) Implementation. The vice president of human resources will implement procedures consistent with this policy.

Effective date: 12/22/2007

Patricia M. Jezak
Certification

12/12/2007
Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: N/A
Chapter 6 – Center for Development and Training

3358:11-6-01 Class registration.

(A) Purpose. Registration for classes at the center for development and training (CDT).

(B) Guidelines.

(1) Full tuition must be received before a student will be enrolled in a class.

(2) If CDT cancels a class, students will receive a refund or credit voucher to use for other CDT courses.

(3) If a student withdraws prior to the start of a class, a refund will be given. No refund will be given after the start of a class.

(4) Classes are filled on a first-come, first-served basis. CDT reserves the right to change locations, times or dates where necessary or to cancel classes.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A