

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 4, 2020 ~ MINUTES

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:31 p.m., and directed the record to show the meeting was held by videoconference and in accordance with the policies of the Board of Trustees, Ohio Revised Code, Section 121.22 and Chapter 3358, Ohio executive orders and Section 12 of Am. Sub. House Bill 197, as signed by the Ohio Governor.

Roll Call – Roll call was taken, and the following members were present: Charles Bills, Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Edwin Nagle, Rich Rowe, Rita Russell, and Diana Talmage. (9).

Minutes of the Board of Trustees – The minutes of the June 2, 2020 regular meeting were provided to the Board of Trustees; hearing no corrections, the chair declared the minutes were accepted as written.

EXECUTIVE SESSION

Chair Hammond announced an executive session for the discussion of the employment of a public employee. Ms. Talmage made a motion to adjourn to executive session as specified. Mr. Nagle seconded the motion, and the Chair called for a roll call vote. Roll Call: Charles Bills, yea; Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Jason Johnson, yea; Karil Morrissey, yea; Edwin Nagle, yea; Rich Rowe, yea; Rita Russell, yea; and, Diana Talmage, yea (9).

Upon return from executive session, roll call was taken and the following members were present: Charles Bills, Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Edwin Nagle, Rich Rowe, Rita Russell and Diana Talmage (9).

Finance Committee Report – Mr. Johnson reported the Finance Committee held a meeting on July 13, 2020. He commented that during the meeting, the members held a working session that amended the Delegation of Authority (DOA), as related to finances. He commented that the members of the Finance Committee felt it was important to review the DOA to provide prudent financial management and oversight of the Board during this economic time and to help guide administration when there is an Acting or Interim President. He commented on the related recommendation requesting the authorization of the Board for the amended Delegation of Authority approval levels to supersede language in the Purchasing, Financial Standards or other policies and procedures during the interim executive leadership period. Mr. Johnson also commented that during the Finance Committee meeting, Treasurer Jeff Ganues provided an update to the Fiscal Year 2021 Budget, based on updated revenue projections for tuition and the state share of instruction subsidy. He closed his report by noting the next Finance Committee meeting is scheduled for September 22.

Acting President's Report – Acting President Denise Smith highlighted preparations for the Fall Semester 2020 with guidance of Ohio's Responsible Restart for the COVID-19 pandemic. She commented that about 75 percent of courses are currently scheduled to be delivered online, which includes the traditional web courses as well as the new synchronous web courses that allow for real-time lecture and interaction between students and instructors. As such, upgrades to systems were made to support online courses and increased online trainings on both the technical and pedagogical sides. Dr. Smith stated that approximately 25 percent of classes are currently set up as face-to-face

or hybrid, and the majority of these are due to classes with hands-on instruction. Additionally, the face-to-face class sizes are either reduced or hybridized for alternate days or only part of the term. Dr. Smith commented that the classrooms and lab areas are reconfigured for safety, such as locking down seating to ensure social distancing, installation of hand sanitizer pumps, sanitizing wipes, signage, Plexiglas barriers where needed, and nightly deep cleanings.

Dr. Smith reported on the offices with direct services to students for academic and student support are seeing students with social distancing, giving one-on-one tours for interested students, and also continuing virtual appointments, when needed.

Dr. Smith commented that administration continues to monitor the multiple sources of federal, state and local health and safety information, to work with the local health departments, and to connect with higher education peers for best practices and improvements in processes. Dr. Smith closed her report by announcing that Opening Week activities and professional development will be online during the week prior to the August 31 start of classes. The online Teaching and Learning Symposium will include a choice of two of eleven educational sessions hosted by faculty and staff on August 26, and a guest speaker will be featured on August 27. She recognized all employees for their contributions and eye to detail in implementing the offerings and services to students.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, commented on a student survey created by Institutional Research. With the help of offices of Institutional Research, Center for Campus and Community Connections, Information Technology, the team of Student Services deployed the survey to better understand the type of support students are seeking, technology usage and needs, and connection to campus and community resources. The survey resulted in 695 responses, which will help guide Student Services and Academic Support. Additionally, there were about 267 students who were interested in personal follow up with the Center for Campus and Community Connection for resources.

Ms. Giordano provided an overview of the athletic seasons and student athletes. There will be no athletic competition until at least January 2021, pending direction of the National Junior College Athletic Association (NJCAA). She also announced that five Owens student-athletes received NJCAA First Team Honors for sustaining a 4.0 grade point average over the academic year; five student athletes received Second Team Honors for 3.80-3.99 grade point average, and seven student-athletes received Third Team Honors for 3.60-3.79 grade point average for the academic year. The softball team was recognized as an NJCAA All Academic Team for carrying an overall team 3.18 grade point average for academic year 2019-2020. Additionally, the College received for the seventh time, the Division III Ohio Community College Athletic Conference All Sports Award.

Ms. Giordano closed her report by commenting on new tactics to drive enrollment during these challenging times, including more than 1,200 letters sent to high school graduate parents in the legal district, yard signs, and social media highlighting in-demand jobs and transfer.

In response to a question from Ms. Russell on following safety guidance, Ms. Giordano commented that administration is working toward an environment of coaching staff to address people with guidance toward masks and social distancing; Human Resources will address employees and the Student Code of Conduct will address students. In response to a question from Dr. Hejeebu on the online student population and if there may be random COVID-19 testing of students on campus, Ms. Giordano commented that 25 percent of the Fall Semester courses are face-to-face, and there are no plans for random COVID-19 testing, as there are no student-residents on campus. She noted that

the administration is developing a testing plan, in accordance with Responsible RestartOhio Guidance for COVID-19 testing strategies for higher education, and the administration is working with the local health departments.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented that the fiscal year 2020 audit has begun, and that he will provide a preliminary financial report for fiscal year ending 2020 and the August monthly financial report at the September 22 Finance Committee meeting. Mr. Ganues noted that the State will be providing funding for the Higher Education CARES Act Coronavirus Relief Fund (CRF) and the allocation for Owens, is estimated to be around \$1.1 million to help cover costs incurred between March 1, 2020 and December 30, 2020. In response to a question from Mr. Nagel regarding the expenditures over \$50,000 and expenses related to COVID-19 preparedness, Mr. Ganues commented that the federal or state CARES funding is provided to the College on a reimbursement basis. Mr. Ganues is compiling the expenditure listing and reviewing the federal and state guidelines for reimbursement.

He commented that after today's regular meeting, the detail for the Then and Now certifications will be provided first to the Board Finance Committee, prior to requesting full Board approval. Mr. Ganues closed his report by commenting on an addendum recommendation for local funding for the Bipolar Ionization HVAC project for the College's physical plant COVID-19 preparedness. He noted that the bipolar ionization technology is used by the health care industry to purify the air recirculating through the HVAC system. He noted that the project will be phased into the seven buildings where the majority of classes will be. He commented that the second phase will include the building(s) with smaller rooftop units. The Business Affairs Division is in the process of requesting proposals for the project.

The Board Chair accepted the financial exhibits, as submitted.

Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire to the Same Position Public Hearing – Chair Hammond conducted the public hearing for the Acting President's recommendation to continue the employment of an individual as a reemployed retirant to the same position. Dr. Smith confirmed the recommendation and commented on the retention of the incumbent for the leadership and operation of the academic school.

<u>NAME</u>	<u>POSITION</u>
Catherine Ford	Dean, School of Nursing and Health Professions

The comments feature was open on Microsoft Teams and there were no comments posted. Chair Hammond then closed the public hearing.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

- Interim President/CEO

RESOLUTION 2020-08-04-01

BE IT HEREBY RESOLVED that the Board of Trustees appoints an Interim President/Chief Executive Officer on the basis indicated below.

NAME: William K. Balzer, Ph.D.
 ADDRESS: Toledo, OH
 EDUCATION: B.A. State University of New York at Stony Brook, 1978
 Major: Psychology
 M.S. Rensselaer Polytechnic Institute, 1979
 Major: Industrial-Organizational Psychology
 Ph.D. New York University, 1983
 Major: Industrial-Organizational Psychology
 Minor: Quantitative Methods
 EXPERIENCE: More than thirty-five years working in higher education, including teaching and higher education administration experience in academics, strategic initiatives, faculty affairs and development, collective bargaining, university advancement and fundraising, continuing education, and served as chief academic and fiscal officer of the Bowling Green State University Firelands branch
 ASSIGNMENT: Interim President/Chief Executive Officer
 EFFECTIVE: August 10, 2020

Ms. Talmage made a motion to approve the appointment, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted. Chair Hammond welcomed Dr. Balzer to the College, and she noted his start date was August 10, 2020 for a one-year appointment.

- Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire in Position Filled by Vote of Members of Board or Commission

RESOLUTION 2020-08-04-02

WHEREAS, prudent care has been given in the consideration of and the Acting President's recommendation to continue the employment of a reemployed retirant to the same position, which is deemed in the best interest of the College with respect to the retention of the specified employee's knowledge, experience, skills and leadership of the School of Nursing and Health Professions;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves to continue the employment as a reemployed retirant or to rehire as a reemployed retirant to the same position:

- Catherine Ford, Dean, School of Nursing and Health Professions

Mr. Nagle made a motion to approve the recommendation, which was seconded by Mr. Johnson. Following a voice vote, the motion was adopted.

- Employment of Personnel

RESOLUTION 2020-08-04-03

BE IT HEREBY RESOLVED that the recommendation of the Acting President to employ the following person(s), be approved by the Board of Trustees:

NAME: Jammie Cassoni
ADDRESS: Oregon, OH
EDUCATION: Bachelor of Science, with a major in Paralegal Studies, from The University of Toledo; Associate of Applied Business, with a major in Paralegal Studies, from Northwest State Community College
EXPERIENCE: Fifteen years of paralegal experience
ASSIGNMENT: Legal Services Coordinator

NAME: Stacy Cupps-Alexander
ADDRESS: Maumee, OH
EDUCATION: Master of Education, with a major in Curriculum and Instruction, from The University of Toledo; Bachelor of Science Education, with a major in English, from Bowling Green State University
EXPERIENCE: Two years of experience in higher education in admissions
ASSIGNMENT: Representative, Admissions

NAME: Drew Enderle
ADDRESS: Huron, OH
EDUCATION: Master of Education, with a major in Higher Education, from The University of Toledo; Bachelor of Education, with a major in Adolescent and Young Adult Education, from The University of Toledo
EXPERIENCE: Two years of experience in higher education with students providing customer service
ASSIGNMENT: Advocate

NAME: Jason Morris
ADDRESS: Sylvania, OH
EDUCATION: Bachelor of Arts, with a major in Political Science/Public Administration, from The University of Toledo
EXPERIENCE: Eight years of professional and progressive human resources experience
ASSIGNMENT: Executive Director, Human Resources

NAME: Tara Twigg
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Arts, with a major in Communications, from California University of Pennsylvania
EXPERIENCE: Four years of experience in a child care setting
ASSIGNMENT: Assistant Manager, Early Learning Center (Findlay)

NAME: Carrie Vanderhoff
ADDRESS: Ottawa, OH
EDUCATION: Associate of Applied Science, with a major in Early Childhood Education Technology, from Owens State Community College
EXPERIENCE: Two years of experience working with children in a child care setting
ASSIGNMENT: Teacher, Child Care Center (Findlay)

NAME: Nolan York
 ADDRESS: Perrysburg, OH
 EDUCATION: Associate of Science, with a major in General Concentration, from Owens State Community College
 EXPERIENCE: Five years of customer service experience
 ASSIGNMENT: Specialist, Testing Services

NAME: Susan Nichols
 ADDRESS: Toledo, OH
 EDUCATION: Bachelor of Individual Studies, with a major in Individualized Studies, from Lourdes University; Associate of Applied Science, with a major in Dental Hygiene Technology, from Owens State Community College
 EXPERIENCE: Thirty-two years of didactic/lab and clinical instruction
 ASSIGNMENT: Instructor, Dental

NAME: Makenzie Zesing
 ADDRESS: Fostoria, OH
 EDUCATION: Associate of Applied Science, with a major in Diagnostic Medical Sonography, from Owens State Community College
 EXPERIENCE: Three years of sonography teaching experience
 ASSIGNMENT: Instructor, Sonography

RESOLUTION 2020-08-04-04

BE IT HEREBY RESOLVED that the recommendation of the Acting President to revise the assignment on the basis indicated below, be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
Julie Chesser	Professor, Mathematics (Credit)

Mr. Nagle made a motion to approve the recommendation, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

President Search Ad Hoc Committee:

RESOLUTION 2020-08-04-05

WHEREAS, the Board Bylaws 3358:11-1-02(E)(4) provides for the Board Chair to appoint an ad hoc committee as necessary, which must be comprised of three trustees; and

WHEREAS, the Board Chair now appoints the following three trustees to form the President Search Ad Hoc Committee to execute a search for the position of President/Chief Executive Officer:

- Karil Morrissey
- Diana Talmage
- Mary Beth Hammond, who will chair the ad hoc committee; and

WHEREAS, the President Search Ad Hoc Committee will make recommendations to the Board of Trustees for consideration and action, including the selection of an executive search firm and a slate of finalists for the position, and all such meetings will be open to the public, in compliance with legal requirements, including Section 121.22, of the Ohio Revised Code and the policies of the Board of Trustees; and

WHEREAS, the Board Chair recommends six representatives from the College's internal and external stakeholders who are duly engaged with the College and with the community and who will serve and assist in a volunteer advisory capacity to the President Search Ad Hoc Committee;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Board Chair, and the following appointment of volunteers to assist the President Search Ad Hoc Committee, be approved by the Board of Trustees:

1. Steven Stockdale, Director, Human Resources, BCI Broadband and Publishing Divisions; and serves on the Owens Alumni Association
2. Jim Baehren, Retired - Former Senior VP and General Counsel at Owens-Illinois, Inc; and serves on the Owens Foundation Board of Directors
3. Larry Busdeker, Superintendent, Hancock County Educational Service Center
4. Erica Parish, Dean, Accreditation and Academic Support, Owens Community College
5. Yasmine Bachar, Director, Advising, Owens Community College
6. Robert Thomas, Instructor, Broadcast Technology, Owens Community College

Mr. Johnson made a motion to approve the recommendation, which was seconded by Ms. Talmage. Mr. Bills inquired about the six volunteers and how they were chosen, and Chair Hammond commented that the six volunteers have been engaged with the College for years and have interest, expertise and represent the areas of the College and the legal district. Following a voice vote, the motion was adopted.

Delegation of Authority Related to Financial Expenditures:

RESOLUTION 2020-08-04-06

WHEREAS, the Delegation of Authority guidance supports the 3358:11-1-12 Financial Standard Policy, 3358:11-4-12 Purchasing Policy, other policies, and the power and duties of the Board of Trustees through the Ohio Revised Code, generally Chapter 3358; and

WHEREAS, during the period of administration under an Acting President or an Interim President, the Board Finance Committee has amended the Delegation of Authority, which will supersede the approvals and amounts in the noted policies, for the purpose of maintaining an acceptable level of prudent professional financial management and the Board of Trustees oversight;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Delegation of Authority, as amended, (Appendix I) will be in effect for the period of administration under an Acting President or an Interim President and will temporarily restrict and supersede the approval/amount language of 3358:11-1-12 Financial Standard Policy, the 3358:11-4-12 Purchasing Policy or other policies and procedures, be approved by the Board of Trustees.

Mr. Nagle made a motion to approve the recommendation, which was seconded by Mr. Johnson. Following a voice vote, the motion was adopted.

Then and Now Certification of Appropriations Requiring Board Approval:

RESOLUTION 2020-08-04-07

WHEREAS, Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money was made then the fiscal officer may instead certify; and

WHEREAS, that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, thus the fiscal officer is certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now), and

WHEREAS, the amount of the certificate equals or exceeds \$3,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Owens Community College Board of Trustees that:

- SECTION I. Appendix II – is approved and the Board of Trustees hereby certifies both at the time of the making of the contract(s) and order(s) and at the date of the execution of this certificate, the amount of funds required to pay this contract(s) or order(s) has been appropriated for the purpose of this contract of order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrance.
- SECTION II. Open Meetings. It is found and determined that all formal proceedings and actions of the Board of Trustees concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of the Board of Trustees and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code and the policies of the Board of Trustees.

Mr. Nagle made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

Recommendation of Policies:

RESOLUTION 2020-08-04-08

WHEREAS, board policies and college procedures are reviewed on a five-year cycle, and the review process generally includes vetting and posting proposed revisions to employees for feedback; and,

WHEREAS, the Acting President and the Vice Presidents reviewed and recommend the listed college life (chapter 3) policies, as follows:

- Amendment of 3358:11-3-21 Refund of Tuition and Fees Policy for clarifying language for tuition and fees, student appeal language and cross reference to other related policy and procedures, (Appendix III);
- Amendment of 3358:11-3-61 Directory Information Disclosure Policy for standard language for policy implementation, (Appendix IV);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-3-21 Refund of Tuition and Fees Policy (Appendix III), and 3358:11-3-61 Directory Information Disclosure Policy (Appendix IV);

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file said policies with the Ohio Legislative Service Commission.

Ms. Talmage made a motion to approve the recommendation, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

RESOLUTION 2020-08-04-09

WHEREAS, pursuant to paragraph (C)(3)(c) of the 3358:11-4-12 Purchasing Policy, the purchase or lease of vehicles, furniture, equipment or other goods with an aggregate value of \$100,000 that are non-routine, non-recurring requires prior authorization of the Board of Trustees; and

WHEREAS, Governor DeWine declared a state of emergency in Executive Order 2020-01D, and College administration is preparing campus operations in accordance with the Responsible RestartOhio operating standards for higher education;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Acting President to purchase with local funds that may qualify for federal or state CARES funding reimbursement, for the College's physical plant COVID-19 preparedness, be approved by the Board of Trustees:

Owens Community College Bipolar Ionization for HVAC Project for COVID-19 Preparedness		
Local Funds	Not to exceed:	\$250,000.00

Mr. Rowe made a motion to approve the recommendation, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted.

REGULAR REPORTS

Financial Report – Members of the Board of Trustees were provided with the financial exhibits for the period, which the Chair accepted, as submitted.

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember.

Monthly Report to the Board of Trustees – Members of the Board of Trustees were provided with the monthly report. As there were no questions, the Chair accepted the monthly report, as submitted.

STATEMENTS AND COMMENTS BY BOARD MEMBERS

Mr. Bills inquired about the bipolar ionization equipment, which Dr. Smith responded that the project is specific to COVID-19 preparedness and that administration heard about the technology from conversations with health departments, hospitals and other colleges. Mr. Johnson suggested exploring combined buying power. Mr. Ganues commented that there is no state contract at this time and a request for proposal process is required for requesting reimbursement from the federal or state CARES funding. Mr. Ganues noted that he will follow up with college-members of Ohio Association of Community Colleges to check if other colleges are initiating similar projects.

Recognition of Outgoing Trustee ~ Ed Nagle – Chair Hammond recognized Mr. Nagle, as this was his last meeting on the Board. Mr. Nagle advised the Governor’s Boards and Commissions Office in Columbus that his obligations and leadership for two of his industry organizations have increased, and he was stepping off the Board, effective August 5, 2020.

Chair Hammond provided the following recognition of Trustee Nagle:

“We know how dedicated Ed Nagle is when he makes a commitment to a MISSION that really matter to him. Owens Community College was very fortunate to have Mr. Nagle’s leadership for eight years, especially as he led the Board Finance Committee with the implementation of fiscal controls, long-term projections and regular reporting to the Board that were instrumental to steering the College out of the fiscal crisis. Mr. Nagle also served as the Board Chair in 2016 when he demonstrated the value of Owens as a responsive partner through the return of investment that associate degrees generate over the lifetime of our graduates and to the quality of the workforce in our region, making life better for everyone in the communities that we serve. In fact, Mr. Nagle articulated the formula for success in a simple equation. As a Board, let’s continue to be mindful of “Ed Nagle’s Formula for Success”:

$$A + (B + C + D) = E$$

A represents Motivated Students; PLUS brackets

B + C & D, *which you know in math must be done first*, for the College to provide the BEST Quality Education for the lowest possible COST in a DECREASED amount of time...which EQUALS E, a HIGHER WAGE CAREER for our students and graduates that, in turn, develops our workforce, resulting in a better ECONOMY for Ohio

Chair Hammond continued. “This formula helped to model the revised Board of Trustees Scholarship that was opened up to recruit motivated students, especially non-traditional students, as an enrollment strategy. More importantly, Mr. Nagle challenged each of us to make every student’s experience at Owens Community College to be a WELCOMING EXPERIENCE. Mr. Nagle, we take you up on your challenge, and we thank you for the deep, lasting impact you made here at the College.”

Following a round of applause, Mr. Nagle presented a framed photo to Treasurer Ganues with a reminder to never forget when the College exited from fiscal watch.

Chair Hammond again welcomed Dr. Bill Balzer as Interim President. She closed by stating the College looks forward to academic year 2020-2021 and classes begin on August 31. Owens yard signs are available to show support of OWENS COMMUNITY COLLEGE in neighborhoods throughout northwest Ohio.

Adjournment – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 1:55 p.m.

APPENDIX I

Delegation of Authority

Amended by the Board Finance Committee - July 13, 2020

	Required Approvals											Sources
	Budget Authority	Budget Office	Controller's Office	Facilities	Vice President	Provost	Investment Committee	General Counsel	CFO	President	BOT	
OPERATIONAL												
New Agreements												
- All Non-Monetary Academic Program Agreements						X		X				
- All Contracts submitted with Request for Contract Review								X	X	X		
- All Personnel Employment and Collective Bargaining Agreements								X		X	X	Ohio Revised Code 3358
- All Other Agreements					X	X		X	X			
Sale of Assets												
- All equipment disposals	X		X	X								Asset Disposition Policy
- All Real Estate								X	X		X	Ohio Revised Code 3358
Purchase of Real Estate												
								X	X	X		BOT & Chancellor Approval Required via ORC.
Issuance of Purchase Cards												
	X	X										
Budget Transfers												
	X							X				Report to BOT Financial Standards Policy
Requisitions												
	X		X									Purchasing Policy
Required Purchase Order												
Please note if the purchase is related to construction (3358:11-4-24) or related to grants (3358:11-4-28), additional restrictions may apply.												
<= \$10,000		X										Purchasing Policy
> \$10,000		X						X				Purchasing Policy
> \$50,000 and non-routine		X						X	X		Report to BOT	Purchasing Policy
> \$100,000 and non-routine		X						X	X	X	X	Purchasing Policy
Direct Pay - exemptions to purchase order												
	X				X			X				Purchasing Policy
Then and Now Certification												
<\$3,000								X				ORC 5705.41(D)(1)
>\$3,000 or more								X			X	ORC 5705.41(D)(1)
Capital Improvement Projects												
> \$50,000								X	X	X		Ohio Revised Code & Const. Purchasing Policy
FINANCIAL												
Investment Committee General Counsel CFO President BOT												
- Purchase of securities							X	X	X			Investment Policy
- Issue non-public debt or line of credit								X	X	X		Investment Policy & ORC 3345.12B
LEGAL												
General Counsel CFO President BOT												
- Settlement of Lawsuits and Claims							X	X	X		Report to BOT	
<= \$100,000							X	X	X	X		
> \$100,000							X	X	X	X		
- Right to and interests in discoveries, inventions or patents							X	X	X	X		ORC 3345.14 & Institutional Review Board Policy

NOTE:- Questions Regarding Applicability of these Expenditure Authority Approvals should be Directed to the Chief Financial Officer. The Investment Committee consists of the CFO, Controller, and Budget Officer. In the absence of the CFO, the President will serve as the third member of the committee.

APPENDIX II Then and Now Appropriations Detail

Invoice Number	Invoice Date	Vendor Name	Amount
66547	5/6/2020	P&R Communication Services Inc.	\$ 6,878.40
Total of Then and Now Approvals for Board			\$ 6,878.40
Total Purchases for FY20			\$ 19,471,020.91
Percent of Total			0.04%

Invoice Number	Invoice Date	Vendor Name	Amount
347554	7/1/2020	Aztec Software	\$ 16,945.00
CL10342	7/11/2020	Campus Labs, Inc.	\$ 13,520.00
20/21 ACCRED FE	7/15/2020	AOTA	\$ 4,395.00
I-OS005592	6/22/2020	Omnigo Software	\$ 4,066.82
Total of Then and Now Approvals for Board			\$ 38,926.82
Total Purchases for FY			\$ 19,471,020.91
Percent of Total			0.20%

APPENDIX III

Amendment of 11-3-21 Refund of Tuition and Fees Policy

3358:11-3-21 Refund of tuition and fees policy.

- (A) Purpose. ~~Refunds~~ A refund 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) Implementation. The chief financial officer and the chief student affairs officer will implement posted schedules, procedures, guidelines, and forms, which are consistent with the provisions of this rule.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/7/2002, 4/16/2016

History of Reviews

CH 3 College Life Policy Committee 1-10-20, 2-14-20

VP Review 2-24-20

Legal Review 5-18-20

Post for Open Comment – 5-21-20 to 6-5-20

Rationale

The CH 3 College Life Policy Committee provided a five-year review and proposed revisions to the policy and procedures, including clarifying language for tuition and fees, student appeal language and cross reference to other related policy and procedures.

APPENDIX IV

Amendment of 11-3-61 Directory Information Disclosure Policy

3358:11-3-61 Directory information disclosure policy.

- (A) Purpose. The college discloses or makes available certain information concerning students and/or organizations of Owens community college.
- (1) Owens community college designates the following items as directory information:
- (a) Student name.
 - (b) Student telephone number.
 - (c) Student mailing address and college e-mail address.
 - (d) Student major fields of study.
 - (e) Student participation in officially recognized activities and sports.
 - (f) Weight and height of a member of an athletic team.
 - (g) High school and hometown of a member of an athletic team.
 - (h) Student dates of attendance.
 - (i) Student expected graduation date, degrees and awards received.
 - (j) Student enrollment status (full-time or part-time).
- (2) The college may disclose any of these items without prior written consent, in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may prohibit the release of directory information by submitting an authorization to withhold directory information form to the records office.
- (B) Implementation. The chief student affairs officer or designee will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/7/2002, 11/8/2014

History of Reviews

CH 3 College Life Policy Committee 2-14-20

VP Review 2-24-20

Legal Review 5-18-20

Post for Open Comment 5-21-20 to 6-5-20

Rationale: The CH 3 College Life Policy Committee provided a five-year review and included standard language for policy implementation.