

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 2, 2016 ~ MINUTES

A meeting of the Board of Trustees was held in the Board Room, Administration Hall, on the Owens Community College Toledo Campus.

Call to Order – Chair Ed Nagle called the meeting to order at 12:30 p.m., and directed the record to show the meeting was held in accordance with the Ohio Revised Code and the policies of the Board of Trustees.

Roll Call – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (8).

Approval of the Minutes of the Board of Trustees – The minutes of the June 7, 2016 regular meeting were provided. The Chair declared the minutes approved as written.

President's Report – President Mike Bower presented his activity report for June and July. He commented on participating in a Regional Growth Partnership panel discussion on June 16, 2016 with regional college and university presidents for an audience of economic development consultants. He commented on meeting with a human resources consultant to assist in the transition during the position search for a Vice President, Human Resources.

Provost/Vice President of Academic Affairs Report – Steve Robinson, Provost/Vice President of Academic Affairs, shared information on the Owens Community College radio station and supporting the Fine and Performing Arts program. Dr. Robinson commented on the recommendation of the Completion Plan in accordance with Ohio Revised Code 3345.81. The Completion Plan was developed by the team of Owens Faculty and Chairs attending the Student Success Leadership Institute through the Ohio Association of Community Colleges, and the plan has five institutional focuses consistent with strategic priorities, including direct from high school student population, completion rates in developmental and first-year courses, fall-to-fall persistence and graduation rates, time to completion, and the regional needs for high-wage, high-demand employment. Dr. Robinson provided an update on a partnership with the Maritime Academy. He also announced that one of the three proposals for an Ohio Department of Higher Education Innovation Grant Program was awarded: the Ohio Association of Community College's: AdAstra's Pathways to Careers – Leveraging Data Analytics to Improve Efficiency and Increase Student Success, which Owens Community College will be a participant. In closing, Dr. Robinson commented that offices of Hancock Hires is expected to move onto the Findlay Campus, as an initiative of the Findlay-Hancock County Economic Development and Raise the Bar, which demonstrates a partnership of education, business and social services focused on employment.

Dr. Robinson responded to Ms. Hammond's question with respect to feedback from the College's grant submittals to the Ohio Department of Higher Education Innovation Grant program.

Amy Giordano, Vice President of Student Services, responded to Mr. Nagle's question with respect to providing a follow up of Fall Semester enrollment information and trends. Ms. Giordano also responded to Mr. Nagle's question on the scope of Owens' Student Mental Health Services, which

she noted is a dedicated office staffed with a Director for direct services in counseling, assessment, and referrals to community resources.

Ms. Hammond commented on the collaboration with Hancock Hires, which was an indirect outcome from her outreach in facilitating a meeting with Findlay-Hancock County Economic Development and College administration last January. She commented that it is a wonderful example of collaboration of the Owens team and outside resources for the benefit of Hancock County and Findlay – more than 22,000 people commute to work in Hancock County.

Financial Report – Dave Cannon, Vice President/Chief Financial Officer, presented the preliminary June 30, 2016 and the May 31, 2016 financial statements, which the Board Chair accepted, as submitted. He commented that the May financial statements were very positive with a projected \$1.8 million net gain, which was above April’s projected \$1.2 million net gain. May’s balance sheet cash position was positive at \$10 million. He commented on monitoring unrestricted net assets, which is a key driver in the calculation for the Senate Bill 6 composite ratio. Mr. Cannon commented on the preliminary June financial statements, which will continue to change due to year-end adjustments and accruals such as accounts receivable, wages and timing issues. He noted the preliminary June projected \$2 million net gain, which was due to an increase in capital appropriation spending. He commented that June’s year-end operating results were significantly different than the May figures, as some departments processed year-end payments, and these areas will be monitored going forward. Preliminary June’s balance sheet cash position decreased to \$7.1 million, due to timing of apprenticeship payments and there will be an offset of an accounts receivable on the balance sheet for the payments. Overall, he commented that the unrestricted net assets were in a better position at this time, as compared to Fiscal Year 2015, and significant strides have been made in the College’s financial condition for Fiscal Year 2016.

Mr. Uhler commented that it is imperative that departments adhere to the Treasurer’s spending guidelines to control year-end spending, and he commented on the tuition revenue coming in before the expenditures are booked. Mr. Cannon commented that he has spoken with the auditor about the summer term revenue coming in between March and May when the expenditures are booked in the next fiscal year; he is in discussions of the possibility of splitting the summer term revenue with respect to year-end processing. Mr. Cannon anticipates an auditor’s comment on this item.

Mr. Nagle commented on the improvement of capital appropriation spending and the anticipated year-end closing period, which Mr. Cannon responded near the last week of August.

Mr. Cannon reviewed the finance-related recommendations, which included a recommendation of the College’s efficiency report, which he commented that the College is ahead of the curve due to the implementation of the Financial Recovery Plan in 2015. He noted that the Financial Recovery Plan will be included as supplementary information with the submittal of the efficiency report to the Ohio Department of Higher Education.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2016-08-02-16

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following person(s), in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Rachelle Wunder
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Science, with a major in Journalism, Public Relations, from Bowling Green State University
EXPERIENCE: Three years of experience in academic advising
ASSIGNMENT: Advisor

RESOLUTION 2016-08-02-17

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Tomisha Henry	Secretary, Department of Therapeutic Services

Mr. Uhler made a motion to approve the employment recommendations, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

RESOLUTION 2016-08-02-01

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following person(s), in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Denise Belkofer
ADDRESS: Maumee, OH
EDUCATION: Master of Counseling, with a major in Counseling, from Regent University; Education Specialist, with a major in Education Administration/Supervision, from the University of Toledo; Master of Education, with a major in Education Administration/Supervision, from the University of Toledo; Bachelor of Education, with a major in Elementary Education, from the University of Toledo
EXPERIENCE: Thirty-one years of budget, management/supervision experience
ASSIGNMENT: Manager, ABLE* Program (Grant-Funded)

NAME: Shannon Bolles
ADDRESS: Perrysburg, OH
EDUCATION: Associate degree, with a major in Psychology, from The Ohio State University
EXPERIENCE: Twenty years of data entry and customer service experience
ASSIGNMENT: Specialist, Financial Aid Office

NAME: Nicole Impellizzeri
ADDRESS: Toledo, OH
EDUCATION: Graduate of Brighton High School
EXPERIENCE: Six years of custodial experience
ASSIGNMENT: Custodian (Third Shift)

NAME: Daniel Litt
ADDRESS: Allen Park, MI
EDUCATION: Master of Business Administration, with a major in Marketing/Market Research, from Wayne State University; Bachelor of Arts, with a major in Psychology, from Wayne State University
EXPERIENCE: Eight years of experience with at-risk diverse student population in a public school system
ASSIGNMENT: Specialist, College Coach Labor Youth Career Connect (Grant-Funded)

NAME: Lindsey Minnig
ADDRESS: Van Wert, OH
EDUCATION: Bachelor of Arts, with a major in communications, from Bowling Green State University; Associate of Arts, with a major in communications, from Owens State Community College
EXPERIENCE: Three years of working, mentoring and coaching first year student's experience
ASSIGNMENT: Academic Coach Representative, TRiO Student Support Services (Grant-Funded)

NAME: Christopher Pejoro
ADDRESS: Bellevue, OH
EDUCATION: Master of Education, with a major in Higher Education Administration, from Tiffin University; Bachelor of Liberal Studies, with a major in Liberal Studies, from Bowling Green State University
EXPERIENCE: Four years of customer service and federal and state regulation experience
ASSIGNMENT: Advocate

NAME: Kenneth Rutski
ADDRESS: Bowling Green, OH
EDUCATION: Master of Public Administration, with a major in Public Administration, from Bowling Green State University; Master of Science, with a major in Computer Science, from Bowling Green State University; Bachelor of Science in Education, with a major in Education, from Kent State University
EXPERIENCE: Twelve years of customer service experience and three years of federal and state regulation experience
ASSIGNMENT: Advocate

RESOLUTION 2016-08-02-02

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Kimberly Cook	Manager, Labor Relations, Workers' Compensation and Immigration
Randi Elliott	Specialist, College Articulation and Graduation
Ken Erard	Systems Engineer, Senior
Amy Giordano	Vice President, Student Services
Amy Holmes	Administrative Assistant Vice President, Human Resources and Administration
Rodney Hough	Web Administrator
Michael Jerzykowski	Application Specialist II
Samantha LaPointe	Supervisor, Security
Judith Loehrke	Advisor, Athletics Compliance
Scott Massari	Director, Systems and Security
Lori Maynard	Assistant Chair, Surgical Technology Program
Carla Pinson	Web Developer
Debra Pratt	Records Specialist, Center for Emergency Preparedness
Denise Smith	Associate Vice President, Academic Affairs
James Specht	Director, Desktop Technology, Operations and Telecommunications
Scott Steinke	Executive* Director, Public Safety/Chief of Police <i>*Board Secretary's correction of the title for the minutes.</i>
Jaime Wineland	Administrative Assistant, Executive Director, Workforce and Training

Dr. McMaster made a motion to approve the employment recommendations, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted.

Ohio Revised Code 3345.81 Completion Plan Recommendation:

RESOLUTION 2016-08-02-03

WHEREAS, the Ohio Revised Code 3345.81 requires that the Board of Trustees of each institution of higher education update its strategic completion plan at least once every two years and provide a copy of to the Chancellor of the Ohio Department of Higher Education upon adoption; and

WHEREAS, in accordance with the Revised Code, the plan shall be consistent with the mission and strategic priorities of the institution, include measureable student completion goals and align with the state's workforce development priorities; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to adopt the 2016-2018 Strategic Completion Plan for Owens Community College, be approved by the Board of Trustees.

Mr. McAlear made a motion to approve the resolution, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted.

House Bill 64 Section 369.560 Efficiency Report Recommendation:

RESOLUTION 2016-08-02-04

WHEREAS, the 131st Ohio General Assembly adopted House Bill 64, the main operating budget FY 2016-FY 2017, which includes Section 369.560 that requires all board of trustees for state institutions of higher education to complete an efficiency review by July 1, 2016 and to provide a report of findings and implementation plans to the Chancellor of the Ohio Department of Higher Education for the purpose of improving efficiency and academic practices, which will advance the quality of education and lower costs for students;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to adopt the institutional efficiency review and implementation plan in compliance with House Bill 64 Section 369.560 for Owens Community College, be approved by the Board of Trustees.

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

Policy Recommendations:

- **Amendment of 3358:11-3-01 Drug-free School and Alcohol Prevention Policy**
- **Amendment of 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy**

RESOLUTION 2016-08-02-05

WHEREAS, the Vice President of Human Resources/Administration and the President reviewed and recommend the listed policies in accordance with legal compliance and current practice:

- Amendment of 3358:11-3-01 Drug-free School and Alcohol Prevention Policy
- Amendment of 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 11-3-01 Drug-free School and Alcohol Prevention Policy (Appendix I) and 11-5-12 Drug-free Workplace and Alcohol Prevention Policy (Appendix II);

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.

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

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2016-08-02-06

BE IT HEREBY RESOLVED that the report of monthly budget transfers, in accordance with the 3358;11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

Mr. Uhler made a motion to approve the resolution, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted.

Report of Purchase Requisitions, Orders, Bids and Expenditures Requiring Board Approval:

RESOLUTION 2016-08-02-07

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, bids or expenditures, \$50,000 or more, in accordance with the 3358;11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

Mr. McAlear made a motion to approve the resolution, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

- Heritage Hall Boiler Replacement Project

RESOLUTION 2016-08-02-08

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award an architectural/engineering contract to the following firm for the Heritage Hall Boiler Replacement project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Heritage Hall Boiler Replacement Project		
Architectural/Engineering Services	JDRM 5604 N Main Street, Suite 200 Sylvania, Ohio 43560	\$ 7,015

- **Heritage Hall Emergency Chiller Project**

- RESOLUTION 2016-08-02-09

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board and due to the emergency nature of replacing the 170-ton chiller for Heritage Hall for the start of semester classes, the recommendation of the Treasurer/Chief Financial Officer and the President to waive a formal competitive bidding process (3358:11-4-14 Purchasing Policy) (3358:11-4-24 Construction Purchasing Policy) and to accept the lowest responsive and responsible quote meeting the emergency chiller scope of work, using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Heritage Hall Emergency Chiller Project		
Emergency Chiller Replacement	Not to exceed:	\$158,904

- **Pedestrian Bridge Renovation and Safety Updates Project**

RESOLUTION 2016-08-02-10

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Pedestrian Bridge Renovation and Safety Updates project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Pedestrian Bridge Renovation and Safety Updates Project		
Bridge Inspection and Load Rating	Mannik & Smith Group 1800 Indian Wood Circle Maumee, Ohio 53537	\$ 17,600

- **Administration Hall Water Infiltration Project**

RESOLUTION 2016-08-02-11

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Administration Hall Water Infiltration project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Administration Hall Water Infiltration Project		
Architectural/Engineering Services	SSOE Group 1001 Madison Avenue Toledo, Ohio 43604	\$ 81,750

- **Math Science Boiler Replacement Project**

RESOLUTION 2016-08-02-12

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Math Science Boiler Replacement project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Math Science Boiler Replacement Project		
Boiler	The Macomb Group 2830 Crane Way Northwood, Ohio 43619	\$ 26,303.81

- **Founders Hall Roof Replacement Project**

RESOLUTION 2016-08-02-13

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Founders Hall Roof Replacement project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Founders Hall Roof Replacement Project		
Architectural/Engineering Services	Poggemeyer Design Group 1168 N Main Street Bowling Green, Ohio 43402	\$ 24,450

- **South Campus Electrical Upgrade Project**

RESOLUTION 2016-08-02-14

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the South Campus Electrical Upgrade project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College South Campus Electrical Upgrade Project		
Architectural/Engineering Services	MDA Engineering, Inc. 1415 Holland Road Maumee, Ohio 43537	\$ 20,300

- **Prior Authorization for Utilities Purchases**

RESOLUTION 2016-08-02-15

BE IT HEREBY RESOLVED in accordance with the intent of the 3358:11-4-12 Purchasing Policy and the 3358:11-1-12 Financial Standards Policy, that the granting of prior authorization to the President and Treasurer, when time is of the essence and when in the College's best interest to negotiate for the best competitive price and execute an agreement or purchase order for utilities (natural gas, electricity or water), contingent upon prior review by Legal Services and the certification of funds by the Treasurer, be approved by the Board of Trustees.

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

Statements and Comments by Members of the Board of Trustees – Ms. Talmage commented on the Ohio Association of Community Colleges (OACC) annual conference in June, hosted by Sinclair Community College, which was well organized and excellent presentations. She noted that the Ohio Association of Community Colleges annual conference for 2017 will be hosted by Terra Community College. Mr. Nagle commented on the influence of Ms. Talmage, as immediate past OACC Chair, on the annual conference format. Ms. Talmage also commented on the recent Toledo Mud Hens spotlight on donations for the Owens Harvest Food Pantry.

EXECUTIVE SESSION

Chair Nagle announced an executive session for discussion of pending or imminent litigation, employment of public employees, collective bargaining matters and for the sale of property. Ms. Hammond made a motion to adjourn to executive session as specified. Mr. Rowe seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Michael McAlear, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea; (8).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (8).

Owens Faculty Association President Report – Paul Adams, Professor, Math and Science, addressed the Board for the stated purpose of college and union issues.

REGULAR REPORTS

Monthly Reports to the Board of Trustees – Members of the Board of Trustees were issued monthly reports from Academic Affairs, Business Affairs, Student Services and other reports to the President, including the Foundation, Alumni Relations, Marketing/Communications and Department of Public Safety.

Adjournment – As there was no further business to come before the Board of Trustees, Chair Nagle declared the meeting adjourned.

APPENDIX I
Amendment of Drug-free School and Alcohol Prevention Policy

3358:11-3-01 Drug-free school and alcohol prevention policy.

- (A) Purpose. To support and be in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Owens community college is a drug-free institution. Accordingly, unlawful activities are prohibited, which include but are not limited to: the possession, use, manufacture, distribution and/or dispensation of a controlled substance on college-owned or college-controlled property.
- (B) ~~Guidelines.~~ Discipline.
- (1) The unlawful possession, use or distribution of drugs ~~and~~ or 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.
 - (3) As referenced in the procedures for rule 3358:11-3-11 of the Administrative Code (student conduct), conduct involving prohibited activities shall be subject to disciplinary or remedial action, which may depend on a variety of factors.
- (C) Application. This rule applies to all campuses, satellite locations and property owned or controlled by the college and includes college vehicles and buses.
- (D) Drug and alcohol abuse prevention programs and resources. The college provides drug and alcohol abuse prevention program and resources regarding the use of drugs and alcohol and the dangers associated with such use.
- (E) A biannual review will be conducted to determine the effectiveness of the drug and alcohol abuse prevention program.
- (F) Implementation. The vice president of student services will implement the provisions of this rule.

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

APPENDIX II
Amendment of Drug-free Workplace and Alcohol Prevention Policy

3358:11-5-12 Drug-free workplace and alcohol prevention policy.

- (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 community college is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to: the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property.
- (B) Application. Guidelines.
- (1) This rule applies to all campuses, satellite locations and property owned or controlled by the college and includes college vehicles and buses.
 - (2) This rule applies to all employees as well as contractors.
 - (3) This rule applies during work hours, on or off college property.
- (C) Compliance. Compliance with the provisions of this rule shall be a condition of employment at Owens community college. (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 activities prohibited by this rule, that employee will be subject to disciplinary action by the college which may include termination of employment, and/or referral for prosecution.~~
- (D) Discipline. As referenced in the procedures for rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary procedures), conduct involving prohibited activities shall be subject to disciplinary or remedial action, which may depend on a variety of factors, including the severity of the work rule violation, the pattern or frequency of an observed substance-related problem, past work record or any other consideration as considered relevant by college administration. When such conduct occurs, including when it affects the position responsibilities, or the services or reputation of the college, the supervisor, in conjunction with human resources, may impose progressive discipline, suspension or termination, as promulgated under this rule, rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary procedures).
- (E) Notification. (2) Federal law requires that employees notify the college of any criminal drug statute conviction involving a violation occurring at the workplace or in the course of employment within five calendar 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, in turn, 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 workplace or in the course of employment, the college, within thirty calendar days of such notification, is required by federal law to either:

- (1) Take appropriate ~~personnel~~ disciplinary action against such employee, which may include up to and including termination of employment; or
 - (2) 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.
 - (a) The details of the selected method of treatment or any related medical condition will be kept confidential and maintained in a separate medical file apart from the employee's regular personnel file.
 - (b) As a condition of returning to work, the employee must present a release from the physician or medical provider stating, that the employee is fit to return either with a restriction (including detailed restriction(s) and length of time in place) or without restriction including the date of return. An employee attempting to return to work without the required documentation will be sent home.
- (F) ~~(C) Educational resources~~ Drug and alcohol abuse prevention programs and resources. Owens Community College ~~maintains several provides educational drug and alcohol abuse prevention program resources packages~~ regarding the use of drugs ~~and or alcohol and the dangers~~ associated with such use.
- (1) ~~The employee assistance program provides referrals to off-campus, community-based rehabilitation and drug counseling programs. 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 and alcohol prevention issues are addressed by displaying posters on bulletin boards and making pamphlets information may be made available to students and employees. in a rack outside of the health services office.~~
 - (3) ~~The Owens library has applicable literature available for review. 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.~~
- (G) A biannual review will be conducted to determine the effectiveness of the drug and alcohol abuse prevention program.

(H) Implementation. The vice president of human resources and administration will implement the provisions of this rule.

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