

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 3, 2019 ~ MINUTES

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

Call to Order – Chair Diana Talmage 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, Karil Morrissey, Edwin Nagle, Rita Russell and Diana Talmage. (6).

Minutes of the Board of Trustees – The minutes of the November 6, 2019 regular meeting were provided to the Board of Trustees, and the chair declared the minutes were accepted as written.

Finance Committee Report – Mr. Nagle reported the Board’s Finance Committee met on December 2, 2019, and held an audit conference with auditors Clark Schaefer and Hackett. He commented that the auditors provided an unmodified opinion on the Fiscal Year 2019 financial statements (highest opinion from an auditor), and noted that there were no material weaknesses and no significant deficiencies in internal control; no material instances of noncompliance; and for the fourth consecutive fiscal year, an unmodified opinion was provided for the College’s federal financial aid program, which he commented as a significant task to achieve due to the complexity of the federal financial aid process. Mr. Nagle noted that the auditors provided the preliminary calculation of an anticipated Senate Bill 6 composite score of 4.5 for Fiscal Year 2019. Mr. Nagle commented on the auditor’s recognition of the Controller and the staff of the Business Affairs Division and the Office of Financial Aid during the audit process, which was very complimentary of the quality of the work and the processes. Mr. Nagle extended congratulations to Treasurer Jeff Ganues and the entire team. Mr. Nagle closed his report by noting the audit was certified by the Auditor of State and was posted on the Ohio Auditor of State’s website. The next Finance Committee meeting is scheduled for January.

**Recognition of the Owens Express Volley Ball Team
NJCAA Division III National Championship 2019:**

RESOLUTION 2019-12-03-01

WHEREAS, the Owens Express volleyball team won the National Junior College Athletic Association Division III Championship 2019; and

WHEREAS, this national title is the second consecutive championship for the Owens Express women’s volleyball team; and

WHEREAS, the Owens Express volleyball team achieved a winning record of 43-4 overall season and 16-0 conference; and

WHEREAS, freshman *Tyriana Settles* (Fostoria) was named the most valuable player for the NJCAA Division III and the Ohio Community College Athletic Conference (OCCAC) player of the year; and,

WHEREAS, sophomore *Kayla Bekier* (Northwood) and freshman *Rebecca Brown* (Maumee) were named to the All-Tournament Team and to the All-OCCAC First Team; and

WHEREAS, freshman *Semira Neely* (Sylvania) was an All-OCCAC Honorable Mention; and

WHEREAS, Head Coach *Sonny Lewis* was named the OCCAC Coach of the Year for the tenth straight season; the NJCAA Division III Coach of the Year for the second straight season; and, Coach Lewis has an overall record of 708-200, now in his 19th year with the Owens Express volleyball team; and

WHEREAS, all 11 student-athletes are from northwest Ohio with 8 freshmen and 3 sophomores who exemplify the core values of academic excellence and athletic intensity in competing at their highest level;

NOW, THEREFORE, BE IT HEREBY RESOLVED that President Steve Robinson and the Owens Community College Board of Trustees extend heartfelt congratulations to the student-athletes of the 2019 Owens Express volleyball team, Head Coach Sonny Lewis, and Assistant Coaches Denny Caldwell (12th year), Kristen Gyori (3rd year), Maddy Smyth (2nd season), upon the occasion of the team's second consecutive NJCAA Division III National Championship.

Congratulations!!



Ms. Hammond read the recognition aloud, and she made a motion to approve the recognition, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted. Chair Talmage invited Coach Lewis and Assistant Coach Caldwell to receive the certified resolution. A photograph was taken of the members of the team with the members of the Board of Trustees.

President's Report – President Steve Robinson shared his activity report for November. He commented on the November 7 First Generation Day student celebration with a live podcast/panel discussion that was facilitated by federally funded TRIO Student Support Services. He commented on attending the November 17 certificate ceremony for the first cohort of students completing the programs in Welding, Tool & Die/Machining at the Life Revitalization Center, Toledo. Dr. Robinson was a speaker at the November 20 Northwood Business Luncheon and shared a video clip of Kayla Bekier from Northwood, who made the winning score at the NJCAA Division III National Championship. Dr. Robinson commented on making a cameo appearance as Mother Ginger in *The Nutcracker Ballet: All Jazzed Up* performance at the Center for Fine and Performing Arts. He commented on participating in the Findlay and Hancock County area, Northwest Ohio Tech Prep stakeholders fall meeting at Millstream and the Raise the Bar board, and the scheduled December 9 Hancock County Educational Collaborative with the Ohio Department of Higher Education Chancellor Randy Gardner, who will make the keynote address. He provided an update on the #EndCCStigma that is raising the profile of Owens Community College through earned media, including the Associated Press syndication of Bowling Green Sentinel article by reporter Marie Thomas in the Cleveland Plain Dealer, the Chicago Tribune, U.S. News and World Report, and the Washington Examiner. He also commented on a syndicated radio interview on WBNS-The Fan, Columbus that was aired across Ohio. Dr. Robinson observed that the more that he shares about Ohio's community colleges, the more he is asked about Owens-specific initiatives such as the Start Here Scholarship, the Dana Advanced Manufacturing Training Center work-in-progress, the Ohio

FAME program and the Express programs with Bowling Green State University, University of Toledo, Lourdes University, and University of Findlay. Additionally, more community college presidents across the country have picked up on Owens best practice of “Pop-Up President Office” to meet with students and faculty in the student areas of campus.

Academic Affairs Report – Denise Smith, Provost/Vice President of Academic Affairs, provided an update from the Higher Learning Commission (HLC) Comprehensive Quality Review site visit. She noted the peer reviewers’ draft report was received for a factual review and returned. The report will be reviewed by the HLC Institutional Actions Council in the first-half of 2020. President Robinson commented that the peer reviewer draft report highlighted the work of the faculty, Owens Faculty Association, and the administration and staff of the Academic, Student Services and Business Affairs divisions and others who met with the peer reviewers during the site visit.

Dr. Smith commented on Trellis Financial Wellness Survey, a national survey to explore the connection between student finances and academic success. She anticipates the data for Owens and other community colleges to be shared in February 2020, which will help guide new program development and emergency aid programs through the College’s Center for Campus and Community Connections.

She closed her report by commenting on the College’s Center for Campus and Community Connections’ Giving Tree to assist about 17 families with gifts and clothing. She also noted the December 7 Help Portrait event, in partnership with United Way; the third year taking photographs and bringing families together.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, presented on the Board of Trustees Scholarship, now in its third year under the new design to recruit direct-from-high school and nontraditional adult students. She noted the increase of scholarship awards from 29 in 2017; 40 in 2018 and 50 in 2019. She shared demographics of the student profile, and she noted that Institutional Research compared the student scholarship cohort to similar college students, and it was found that the scholarship students had better grade point averages, attempted and completed more credit hours and fall-to-fall semester retention rates. She noted that the Admissions team is developing a targeted recruitment plan for the Board of Trustees Scholarship in order to attract non-traditional students and how might it be used to support and strengthen the College’s access agenda and recruitment goals.

Ms. Giordano reported that the continued reduction of the financial aid cohort default rate for the sixth year in a row, as follows. She noted that the default prevention services with EdFinancial and the improved processes in reviewing the draft and official cohort rates.

The following is a summary of the College’s rate for the past six fiscal years: Table 1.

FISCAL YEAR	FINAL COHORT DEFAULT RATE
2011	32%
2012	26.3%
2013	22.5%
2014	24.2%
2015	18.6%
2016	17.8%

Following the presentation, Trustees asked the following questions, which follow up will be provided.

1. How are the high schools that have multiple Board of Trustees Scholarship recipients communicating to recruit students to come to Owens?
2. What is the makeup of the comparison group for the scholarship analysis?
3. How does the Owens default rate compare to the national average?

President Robinson commented on the persistence of direct from high school students that helps to raise the community college profile, and he noted the competitive marketplace in northwest Ohio for the high-achieving students; *we need to continue to tell the value proposition of Owens Community College.*

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, provided the financial statements for the period ending October 31, 2019. He noted the October projections indicate a year-end net gain in position of approximately \$5.7 million. The change in the year-end projection from the Board-approved budget was an increase of approximately \$318,000. He also noted that the October projections recognize the actual summer and fall semesters' tuition revenue, which netted to an approximate \$214,000 increase in revenue and it will be used to offset any potential shortfall for the pending spring semester tuition revenue.

President Robinson commented on Mr. Nagle's observations of the College's preparedness for the annual audit, the accounting controls, and the changing culture of the cost center managers and the departmental budgets.

The Board Chair accepted the financial statements, as submitted for the period ending, October 31, 2019.

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of collective bargaining, pending litigation and the compensation of public employees. Dr. Hejeebu 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: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Karil Morrissey, yea; Edwin Nagle, yea; Rita Russell, yea; and, Diana Talmage, yea (6).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Karil Morrissey, Edwin Nagle, Rita Russell, and Diana Talmage (6).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**Employment of Personnel:**

RESOLUTION 2019-12-03-02

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

NAME: Melissa Falk
ADDRESS: Perrysburg, OH
EDUCATION: Associate of Applied Science, with a major in Nursing, from Owens Community College
EXPERIENCE: Two years of registered nursing experience
ASSIGNMENT: Clinical Coordinator, Nursing

NAME: Elizabeth Hayes
ADDRESS: Maumee, OH
EDUCATION: Bachelor of Arts, with a major in Art Education, from Kent State University
EXPERIENCE: Fourteen years of student services experience
ASSIGNMENT: Advocate

NAME: Alexandra Kuebbeler
ADDRESS: Toledo, OH
EDUCATION: Associate of Applied Science, with a major in Criminal Justice, from Owens Community College
EXPERIENCE: Ohio Peace Officer Training Council (OPOTC) Certification
ASSIGNMENT: Police Officer

NAME: David Leighton
ADDRESS: Perrysburg, OH
EDUCATION: Bachelor of Arts, with a major in Linguistics, from The Ohio State University
EXPERIENCE: Seven years of information systems and network experience
ASSIGNMENT: Associate Network Engineer

NAME: Jennifer Kiene
ADDRESS: Columbus Grove, OH
EDUCATION: Bachelor of Science, with a major in Early Childhood Education, from The Ohio State University; Associate of Sciences, with a major in Early Childhood Education, from Rhodes State College
EXPERIENCE: Two years of early childhood education experience
ASSIGNMENT: Teacher, Child Care Center (Findlay)

NAME: Christopher Naugle
ADDRESS: North Baltimore, OH
EDUCATION: Graduate of Van Buren High School
EXPERIENCE: Two years of building maintenance experience
ASSIGNMENT: Facilities Specialist II (Findlay)

NAME: Rudy Yovich
 ADDRESS: Saint Clairsville, OH
 EDUCATION: Master of Business Administration, with a major in Sports and Fitness Administration/Management, from Columbia Southern University; Bachelors of Arts, with a major in Speech, from Edinboro University of Pennsylvania
 EXPERIENCE: Eight years of athletics administration as an athletic director at the college level
 ASSIGNMENT: Director, Athletics, contingent upon the satisfactory completion of the pre-employment background check, in accordance with the 3358:11-5-51 policy and procedures

RESOLUTION 2019-12-03-03

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>
LaShawn Staples	Academic Coach Representative, TRiO Student Support Services (Grant-Funded)

President Robinson introduced the new employees in attendance to the members of the Board and other college employees attending the meeting.

Conferral of Honorary Degree:

RESOLUTION 2019-12-03-04

WHEREAS, The Honorable Wade Kapszukiewicz, Mayor of Toledo, has graciously agreed to be the keynote speaker of the 39th Fall Commencement Ceremony of Owens Community College; and

WHEREAS, serving as the 58th Mayor of the City of Toledo, The Honorable Wade Kapszukiewicz is focused on services, progressive policies and strengthening economic development to improve the quality of life for the community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to confer an Honorary Associate of Arts – Political Science Concentration to Wade Kapszukiewicz at the December 13, 2019, Commencement Ceremony as an expression of the College's appreciation, be approved by the Board of Trustees.

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

Candidates for Graduation:

RESOLUTION 2019-12-03-05

WHEREAS, pursuant to paragraph (G) of Ohio Revised Code 3358.08, the Owens Community College Board of Trustees has the power and duty to grant appropriate associate degrees and certificates of achievement to students successfully completing programs of the state community college; and

WHEREAS, pursuant to 3358:11-2-51 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; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer with the ability to confer associate degrees and certificates to candidates who meet all necessary requirements for graduation; and

WHEREAS, there are an estimated 394+ candidates for associate degrees who may participate in the Commencement Ceremony on Friday, December 13, 2019;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Summer Semester 2019 and Fall Semester 2019, in accordance with the 3358:11-2-51 Graduation Requirements Policy and procedures.

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

College Credit Plus – Academic Year 2020-2021:

RESOLUTION 2019-12-03-06

SYNOPSIS: Ohio Administrative Code 3333-1-65.6 Funding, established procedures for institutions participating in an alternative funding structure agreement for the College Credit Plus program. Specifically, OAC 3333-1-65.6 (B)(1)(g) states that each year such an agreement must have an attached letter indicating that the institution's board of trustees' has authorized the terms of the alternative payment structure agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President of the terms of an alternative payment structure agreement for the College Credit Plus program for the 2020-2021 academic year, be approved by the Owens Community College Board of Trustees, as follows:

- (A) \$140 per credit hour rate: college course delivered on the college campus
- (B) \$80 per credit hour rate: college course delivered on-line
- (C) \$80 per credit hour rate: college course delivered at the district high school and taught by credentialed college faculty
- (D) Default floor amount (\$41.64) per credit hour rate: college course delivered at the district school and taught by credentialed district school faculty

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

Recommendation of Policies:

- **Including the Non-bargaining Unit Salary Schedule**

RESOLUTION 2019-12-03-07

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 President and the Vice Presidents reviewed and recommend the amendment of the listed employment policy and the adoption of the new salary schedule for non-bargaining unit employees, as follows:

- **Amendment of 3358:11-5-01 Salary Administration Program Policy** to streamline the responsibility and implementation of the salary administration program with best practices, as recommended from the human resources consultant, Findley Inc., (Appendix I);
- **Adoption of the Non-bargaining Unit Salary Schedule**, developed with Findley Inc., and, recommended by President Robinson, in accordance with the 3358:11-5-01 Salary Administration Program Policy, (Appendix II);

WHEREAS, the President and the Vice Presidents reviewed and recommend the listed general administration, employment and information technology policies, as follows:

- **Amendment of 3358:11-5-32 Retirement Plans Policy** for alignment with Ohio Revised Code 124.39 and the College's leave procedures, (Appendix III);
- **Rescission of 3358:11-4-10 Responsible Computing Policy** to be replaced by the recommended policies for information technology, (Appendix IV);
- **Adoption of 3358:11-6-01 Information Technology Policy**, (Appendix V), and **3358:11-6-02 Data Use and Protection Policy**, (Appendix VI), as Information Technology Services has developed a set of rules, standards and procedures to support and protect resources of the College, to meet compliance obligations and to assist information technology users with access of information technology resources;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the policies and adopts the Non-bargaining Unit Salary Schedule, as referenced in the listed Appendixes I, II, III, IV, V and VI;

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

Owens Community College & Fraternal Order of Police Tentative Labor Agreement (Dispatchers):

RESOLUTION 2019-12-03-08

WHEREAS, Resolution 2018-02-06-10 approved the provisions as incorporated into the collective bargaining agreement between the Fraternal Order of Police, Ohio Labor Council, Inc. (Dispatchers) and Owens Community College for the term ending October 31, 2019; and

WHEREAS, the parties negotiated a tentative memorandum of agreement for a subsequent contract on or about November 1, 2019; and, the Union membership ratified the tentative agreement for a subsequent contract on or about that same date, November 1, 2019; and, the tentative agreement is now pending approval of the Owens Community College Board of Trustees; and

WHEREAS, the President and General Counsel/Vice President of Administration recommend the terms of the tentative agreement subject to the approval of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the terms of the tentative agreement. The agreed-upon terms shall be incorporated as part of a collective bargaining agreement, effective November 1, 2019, through October 31, 2022.

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

Recommendations for Non-Bargaining Unit Staff Compensation:

RESOLUTION 2019-12-03-09

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the President's recommendation, as follows: Effective January 1, 2020, in compliance with Fair Labor Standards Act Part 541 – Overtime Final Rule 2019, an increase to qualifying exempt employee's compensation to the minimum earning threshold (\$684 per week or \$35,568 annual).

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the President's recommendation, as follows: Effective January 1, 2020, a market adjustment to those non-bargaining, full-time exempt and non-exempt staff and part-time staff, whose compensation is currently below the minimum rate of the position's grade range of the new salary schedule for the non-bargaining unit.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the President's recommendation, as follows: Effective January 1, 2020, a two percent (2%) compensation increase to full-time exempt and non-exempt staff and part-time staff, who are not part of any bargaining unit, and who are in their current position on or before December 31, 2019, in accordance with the 3358:11-5-01 Salary Administration Program Policy and Procedures.

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

REGULAR REPORTS

Monthly Report to the Board of Trustees – Members of the Board of Trustees were issued the monthly report, and the Chair accepted the monthly report, as submitted.

STATEMENTS AND COMMENTS BY BOARD MEMBERS

Chair Talmage commented positively on the meeting, and she thanked Ms. Hammond for coordinating the nominal gift for the members of the Owens Express volleyball team.

Ms. Hammond commented she was looking forward to the December 9 Hancock County Educational Collaborative meeting, which both President Robinson and Julie Baker, Dean, Findlay Campus, will be panelists.

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

APPENDIX I

Amendment of 11-5-01 Salary Administration Program Policy

3358:11-5-01 Salary administration program policy.

- (A) Purpose. It is the objective of Owens community college board of trustees 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.

The president will recommend for the board's adoption, the initial, formal pay and grades structure for the non-bargaining positions.

- (B) Responsibility. The president is responsible for the salary administration program, which includes the president's approval of an adjustment or amendment to the board-adopted formal pay structure and grades that may include but is not limited to, any validated adjustment such as for the cost of living or for external market or internal equity factors.
~~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.~~ Implementation. The vice president of administration or human resources designee will be responsible for the regular review and the implementation of the salary administration program, which is comprised of position descriptions, the formal pay structure and grades; and, related practices that are consistent with this rule.

~~(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.~~

Contract Length	=	No. of Hours
12.0 months (260 days)	=	2,080
11.0 months (220 days)	=	1,760
10.5 months (210 days)	=	1,680
10.0 months (200 days)	=	1,600
9.5 months (190 days)	=	1,520
9.0 months (180 days)	=	1,440

~~(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.~~ Supplements. This rule supplements and supports the Owens community college rules of 3358:11-5-02 (employment agreements/salary notices) and 3358:11-5-13 (exempt and non-exempt employment) of the Administrative Code.

- ~~(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.~~

History of Reviews

HR Review 4-18-19, 6-13-19, 7-16-19, 9-26-19, 10-18-19

Legal Review 11-7-19

VP Review 11-18-19

Human Resources provided a five+ year review and proposes revisions to the policy and the procedures. The proposed language of the policy and procedures clarifies and streamlines the responsibility and implementation of the program, and adopts best practices recommended from the human resources consultant, Findley Inc. Additionally, the processes of Central Ohio Technical College, Zane State College, Eastern Gateway College, Columbus State Community College were reviewed during the development of the proposed revision.

APPENDIX II

Adoption of the Salary Schedule for the Non-Bargaining Unit

Owens Community College

Salary Schedule - Non-bargaining Unit ("NBU")

Salary Range	Hourly Rates				Salary Rates			
	Minimum	1st Q	Midpoint	Maximum	Minimum	1st Q	Midpoint	Maximum
01	\$11.54	\$12.98	\$14.42	\$17.31	\$24,000	\$27,000	\$30,000	\$36,000
02	\$12.93	\$14.54	\$16.15	\$19.42	\$26,900	\$30,250	\$33,600	\$40,400
03	\$14.47	\$16.27	\$18.08	\$21.73	\$30,100	\$33,850	\$37,600	\$45,200
04	\$16.20	\$18.22	\$20.24	\$24.33	\$33,700	\$37,900	\$42,100	\$50,600
05	\$18.17	\$20.43	\$22.69	\$27.26	\$37,800	\$42,500	\$47,200	\$56,700
06	\$20.38	\$22.91	\$25.43	\$30.53	\$42,400	\$47,650	\$52,900	\$63,500
07	\$22.79	\$25.63	\$28.46	\$34.18	\$47,400	\$53,300	\$59,200	\$71,100
08	\$25.53	\$28.70	\$31.88	\$38.27	\$53,100	\$59,700	\$66,300	\$79,600
09	\$28.61	\$32.16	\$35.72	\$42.88	\$59,500	\$66,900	\$74,300	\$89,200
10	\$32.02	\$36.01	\$40.00	\$48.03	\$66,600	\$74,900	\$83,200	\$99,900
11	\$36.49	\$41.03	\$45.58	\$54.71	\$75,900	\$85,350	\$94,800	\$113,800
12	\$41.59	\$46.78	\$51.97	\$62.40	\$86,500	\$97,300	\$108,100	\$129,800
13	\$47.40	\$53.32	\$59.23	\$71.11	\$98,600	\$110,900	\$123,200	\$147,900
14	\$54.04	\$60.77	\$67.50	\$81.01	\$112,400	\$126,400	\$140,400	\$168,500

EXEC As recommended by Findley, Inc., the vice president positions have individual minimum and maximum ranges based on market data

APPENDIX III

Amendment of 11-5-32 Retirement Plans Policy

3358:11-5-32 Retirement plans policy.

- (A) Purpose. College employees are required to participate in the state teachers retirement system of Ohio or the school employees retirement system of Ohio depending upon their assignment. Certain eligible employees may elect, upon hire, to participate in an alternative retirement plan.
- (B) Alternative retirement plan. Newly hired employees may elect to participate in an alternative retirement plan provided election is made within one hundred twenty days of hire. The college shall contribute to the alternative retirement plan in accordance with section 3305.06 of the Revised Code.
- (C) Sick leave payoff. A college employee with ten or more years of service with the state or any of its political subdivisions ~~at Owens community college~~ who resigns from the college to retire directly into the state teachers retirement system of Ohio or the school employees retirement system of Ohio or an alternative retirement plan may elect to be paid for one-fourth of the value of his/her accrued, but unused, sick leave at the time of 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.

If an employee does not elect to be paid for one-fourth of the value of his/her accrued, but unused, sick leave at the time of retirement, the unused sick leave shall be cumulative without limit in accordance with division (C) of section 124.38 of the Revised Code.

- (D) Vacation payoff. Vacation leave that is accrued but unused on the effective date of resignation or for a retirement directly into the state teachers retirement system of Ohio or the school employees retirement system of Ohio or an alternative retirement plan will be paid to the employee in a lump sum. Such payment shall be based on the employee's rate of pay at the time of retirement and shall be considered to eliminate all vacation leave that has been accrued by the employee at that time.
- (E) Employees may reference Owens community college rule 3358:11-5-53 of the Administrative Code (prior public service policy) and section 9.44 of the Revised Code. For the employment of a retirant, reference section 3309.341 of the Revised Code.

Promulgated under: 111.15
 Statutory authority: 3358.08
 Rule amplifies: 3358.08
 Prior effective dates: 3/7/2002, 4/27/2004, 8/18/2014, 9/12/2014, 12/23/2016

[History of Reviews](#)

[HR Review 11-12-19](#)

[Legal Review 11-12-19](#)

[Post for Open Comment – 11-12-19 to 11-22-19](#)

[Recommendation to amend Item C language for correction and alignment with the language of the Ohio Revised Code 124.39 and with the 11-5-55 Leave Procedures.](#)

APPENDIX IV**Rescission of 11-4-10 Responsible Computing Policy****TO BE RESCINDED****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 the rule 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 rule 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.
- (9) 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.
- (10) The college may, from time to time, develop and publish procedures and practices that implement this rule.
- (11) Penalties for actions which violate this rule will be assessed through existing disciplinary channels, up to and including termination.

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

[History of Reviews](#)

IT Group Reviews: 3-21-19

Legal Review: 11-7-19

VP Review: 10-28-19

Post for Open Comment from Employees: 11-12-19 to 11-21-19

[Rationale for Rescission of Policy](#)

Information Technology Services (ITS) has developed a set of rules and procedures for all individuals who access and use the College's IT resources. The Responsible Computing Policy is outdated and will be recommended to be rescinded for replacement by the new Information Technology Policy and related procedures.

APPENDIX V**Adoption of 11-6-01 Information Technology Policy****3358:11-6-01 Information technology policy.**

- (A) Purpose. Owens community college provides information technology resources to support the academic, administrative, instructional, research and business operations of the college. The purpose of this rule is to maintain and protect the confidentiality, integrity, and availability of the college's information technology resources.
- (B) Application. This rule and accompanying standards and procedures are applicable to all information technology devices owned by the college, to any device obtaining connectivity to the college network, and to all relevant data on such devices.
- (C) Responsibility.
- (1) All users of information technology resources are responsible for reading, agreeing and abiding to this rule.
 - (2) All users of information technology resources are responsible for practicing safe computing and must use and protect data in a manner consistent with all relevant standards and procedures of information technology services and the rules of the college.
 - (3) A user of information technology resources must notify college officials upon discovery if an assigned information technology resource has been accessed, attempted to be accessed, or is vulnerable to access by an unauthorized user.
 - (4) All users of information technology resources are responsible for activity resulting from their assigned information technology resources.
 - (5) All users of information technology resources must be aware of and comply with all applicable federal, state and other applicable laws, contracts, regulations and licenses, including but not limited to:
 - (a) United States Code, including but not limited to:
 - (i) Digital Millennium Copyright Act, Pub. L., No. 105-304, 112 Stat. 2860 (1998), 17 U.S.C. 101
 - (ii) Electronic Communications Privacy Act of 1986, Pub. L., No. 99-508, 100 Stat. 1848, 18 U.S.C. 2510
 - (iii) Computer Fraud and Abuse Act of 1986, Pub. L., 99-474, 100 Stat. 1213, 18 U.S.C. 1001
 - (iv) Family Educational Rights and Privacy Act of 1974, Pub. L., 93-380, 88 Stat. 571, 20 U.S.C. 1232g

- (v) Health Insurance Portability and Accountability Act of 1986, Pub. L., 104-191, 110 Stat. 1936, 42 U.S.C. 201
- (vi) Gramm-Leach-Bliley Act, Pub. L., 106-102, 113 Stat. 1338 (1999), 12 U.S.C. 1811
- (b) Ohio Revised Code, including but not limited to:
 - (i) Section 1349.19 of the Revised Code.
- (6) The college must employ reasonable measures to mitigate security threats and will enforce standards and rules to protect college owned or controlled information technology resources.
- (7) The college may permit the use of information technology resources for either experimental use or limited social purpose, if it is determined in advance that it will not interfere with institutional operations or violate standards and procedures of information technology services and the rules of the college.
- (8) The college may restrict or block any subsidiary application or protocol that becomes a risk to the security of the information technology infrastructure, as deemed appropriate or necessary and without prior notice.
- (9) The college prohibits the following actions, including but not limited to:
 - (c) An attempt or the circumvention of an information technology security system such as a firewall, anti-virus software, encryption, password or by a physical method;
 - (d) The disruption of college operations such as a configuration of devices that disrupt network service, a launch denial of service attacks or the disturbance to public access of resources;
 - (e) The use of information technology to conduct reconnaissance, vulnerability assessments, or similar activity by unauthorized personnel;
 - (f) Anonymous use, impersonation, or use of pseudonyms on an information technology resource to escape accountability; examples include but are not limited to: forging email or the use of any internet service not affiliated with the college that can prevent accountability for its usage;
 - (g) The use of devices that broadcast any wifi signal is prohibited on any college owned or occupied property, unless it is part of the wireless service being deployed by the college.
- (D) Security and privacy statement. Owens community college respects the privacy of all information technology data users. The college does not routinely monitor the content of material but does reserve the right to access and review all aspects of its information technology infrastructure to investigate performance or system problems, search for harmful programs, or upon reasonable cause, to determine if a user is in violation of any college rule, standard or procedures, state or federal laws, contract or license. The college may monitor,

keep and audit detailed records of information technology usage; traces may be recorded routinely for troubleshooting, performance monitoring, security purposes, auditing, recovery from system failure, etc.; or in response to a complaint, in order to protect the college's and others' equipment, software and data from unauthorized use or tampering. Extraordinary record keeping, traces and special techniques may be used in response to technical problems or complaints, or for violation of law, rules, standards or regulations, but only on approval by college administration specifically authorized to give such approval. In addition to the privacy of an individual being respected under normal circumstances, the privacy of those involved in a complaint will be respected, and the college will limit special record keeping in order to do so, where feasible. Information will be released in accordance with law. Users should be aware that while the college implements various security controls to protect information technology resources, protection of data from unauthorized individuals cannot be guaranteed.

- (E) Non-compliance. Non-compliance with this rule and corresponding procedures may be subject to the Owens community college rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary process policy and corresponding procedures) or the college's student code of conduct. Access privilege may be suspended without prior notice if it is determined that a violation is causing a current or imminent threat to the confidentiality, integrity or availability of information technology resources. Furthermore, failure to abide or comply with applicable federal, state or other applicable law, regulation, contract or license may result in a potential civil or criminal sanction under the law.
- (F) Implementation. The treasurer/chief financial officer or the chief information officer has the authority to promulgate procedures, guidelines and forms consistent with this rule.
- (G) Effect on prior policy. This rule repeals and supersedes all portions of the Owens community college rule of 3358:11-4-10 of the Administrative Code (responsible computing policy).
- (H) All users of information technology resources may reference definitions and standards for the college's information technology services at the following webpage link.
<https://www.owens.edu/helpdesk/definitions.pdf>

Promulgated under: 111.15
 Statutory authority: 3358.08
 Rule amplifies: 3358.08
 Prior effective dates: NA
 Replaces: 3358:11-4-10

[History of Reviews](#)

IT Review: 7-24-19, 9-18-19, 10-8-19

VP Review: 10-28-19

Legal Review: 11-7-19

Post for Open Comment from Employees: 11-12-19 to 11-21-19

[Rationale:](#) Information Technology Services has developed a set of rules, standards and procedures to support and protect resources of the college, to meet compliance obligations and to assist information technology users with access of information technology resources.

APPENDIX VI

Adoption of 11-6-02 Data Use and Protection Policy

3358:11-6-02 Data use and protection policy.

- (A) Purpose. Information in the form of data is a critical asset and essential to the operation of Owens community college. The purpose of this rule is to ensure faculty, staff and students appropriately access and protect data from improper use or release and that Owens community college is in compliance with all applicable federal, state and other laws, contracts, regulations and licenses.
- (B) Definitions.
- (1) Data at the college, includes but is not limited to: student records, personnel data, financial/accounting data, administrative records, institutional research, confidential legal or medical information, alumni and donor information. Data may include facts, files, records, reports, or any information meant only for internal use and/or is restricted, limited or public information. Such data and information may be in existing or archived form, or in physical or digital form.
 - (2) A data owner or steward is a college employee who is assigned planning and management-level responsibility for defined segments of institutional data and for data within their functional area. A data owner is responsible within their functional area for assigning and overseeing authorized data users, overseeing the establishment of data classification and processes, determining legal and regulatory requirements for data and promoting appropriate data use and data quality.
 - (3) A data user is any authorized college faculty, staff or student that accesses, modifies or handles data.
- (C) Data Classifications. A data owner should determine the data classification for institutional data in their area of responsibility.
- (1) Public. Data that must be released under Ohio public record law or where the college unconditionally waives an exception to the public record law.
 - (2) Limited access. Data that may be released by the college if it chooses to waive exception to the Ohio public record law and places a condition or limitation on such release. A notification of unauthorized access is not required to any such victim or other outside entity. Examples include but are not limited to: college identification numbers, research data, intellectual property.
 - (3) Restricted. Data release is prohibited by federal law, state law, and/or contractual obligation. For data to be defined as restricted, a notification of unauthorized access is required to any such victim or other outside entity. Examples include but are not limited to: social security numbers, personal health information, driver's license numbers.

(D) Responsibility.

- (1) A data user must use and protect data in a manner consistent with all relevant standards and procedures of information technology services and the rules of the college.
- (2) A data user must be aware of and comply with all applicable federal, state and other applicable laws, contracts, regulations and licenses. A data user may reference Owens community college rule 3358:11-6-01 of the Administrative Code (information technology policy).
- (3) A data user must understand the classification of the data being accessed and must protect the data appropriately, as based on the classification.
- (4) A data user must only access or attempt to access data, as based on the authorization to use and then only use such in the manner and to the extent authorized.
- (5) A data user must only provide data to another data user who is authorized to receive such data.
- (6) A data user must not share or use accounts, passwords or other authentication mechanisms other than those that are assigned by the college.

(E) Non-compliance. Non-compliance with this rule and corresponding procedures may be subject to the Owens community college rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary process policy and corresponding procedures) or the college's student code of conduct.

(F) Implementation. The treasurer/chief financial officer or the chief information officer has the authority to promulgate procedures, guidelines and forms consistent with this rule.

(G) All users of information technology resources may reference definitions and standards for the college's information technology services at the following webpage link.
<https://www.owens.edu/helpdesk/definitions.pdf>

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: N/A

History of Reviews

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Post for Open Comment from Employees: 11-12-19 to 11-21-19

Rationale

Information Technology Services has developed a set of rules, standards and procedures to support and protect resources of the college, to meet compliance obligations and to assist information technology users with access of information technology resources.