

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 2, 2021 ~ MINUTES

**Call to Order** – Chair Mary Beth Hammond called the meeting to order at 12:34 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, and Section 1 of Am. Sub. House Bill 404.

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Rich Rowe, and Diana Talmage. (6).

**Minutes of the Board of Trustees** – The minutes of the December 1, 2020 regular meeting were provided to the Board of Trustees; hearing no corrections, the chair declared the minutes were accepted as written.

**President Search Ad Hoc Committee Report** – Chair Hammond commented that the ad hoc committee met on January 13, and the search was on schedule with the established timeline. The application due date for full consideration was February 5.

**Finance Committee Report** – Mr. Johnson reported the Finance Committee held meetings on December 8, 2020 and January 26, 2021. He commented that the Treasurer continued to monitor the monthly financial projections with adjustments in progress for the budget projections of the State Share of Instruction, Tuition and Fee revenue and the State Capital appropriation. He noted that Interim President Balzer provided a brief update of anticipated CARES-Higher Education Emergency Relief Round II funding, and the College may be eligible for \$9 million, which will be allocated toward student aid and to defray expenses or make up lost revenue due to the pandemic. Mr. Johnson noted that the Finance Committee reviewed the recommendation for the use of local funds for Phase I projects of the Deferred Maintenance Plan, which prioritized building projects based on life safety, structural, mechanical or electrical needs. He noted that the recommendation for the major Phase I capital projects would not exceed \$2.8 million, with the work to start in 2021 and be completed in 2022. He closed his report by noting the next Finance Committee meeting was scheduled for April.

**Nominations from the Floor and Election of Officers** – Chair Hammond commented on the Board's action from December 1 to continue the slate of officers for the 2021 election: Mary Beth Hammond for chair and Srini Hejeebu for vice chair. In accordance with Robert's Rules of Order, she called for nominations from the floor. No further nominations were made, and Chair Hammond closed the nominations. Chair Hammond conducted the election by voice vote, and Mary Beth Hammond was elected as Chair and Srini Hejeebu was elected as Vice Chair. Ms. Hammond thanked the members of the Board for their confidence in her and Dr. Hejeebu.

**Interim President's Report** – Interim President Bill Balzer provided a brief update on the COVID-19 health/safety initiatives and federal funds; and on the recommendation for an equity statement. Specifically, he commented on the College's expanded communication on the COVID-19 testing plan, the completed installation of the bipolar ionization air filtration systems, the touchless water-filling stations in the high-activity buildings and the touchless faucets in high-traffic restrooms. He also noted that the College was a member of Toledo-Lucas County Health Department "V" project

and will be actively promoting the vaccination process. Dr. Balzer provided further detail on the national \$22.7 billion Higher Education Emergency Relief Funds. The federal funds will help to keep the campuses and the community safe. Dr. Balzer addressed the tabled equity statement from last December. He provided background on the ongoing work to understand and identify equity, as part of the implementation of the 2019-2022 Strategic Plan 2.3 and 5.2 goals, and he noted the college-wide feedback, including from members of the Board for the updated proposed equity statement that will provide the framework for promoting and assessing progress on equity outcomes for students. He noted that the recommendation included the equity statement and the related definitions. He thanked the members of the Board for their helpful feedback, and he shared examples of equity in action at the College in Table 1.

**Table 1**

Addressing Equity Gaps in College Setting Through Social Justice Initiatives: Examples

Student Example of Equity Gap	Owens Community College Social Justice Initiatives to Help Resolve Inequity
Pell-eligible student living in a rural area facing challenge of completing online courses from home with limited internet access using dated computer/software shared with other household members.	On campus access to computer labs, campus library use of college lap tops.  ITS support on campus and from home.
Adult learner facing food and housing insecurities affects the time and effort that can be put into coursework.	Center for Campus and Community Connections provides walk-in services to students to provide retention support through financial stability initiatives (e.g., food pantry) and community connections (e.g., connecting students to campus and community resources/services).
Minority student facing results of underserved P12 educational opportunities (e.g., limited opportunities to participate in co-curricular activities, outdated educational resources, large class sizes).	Federally-funded TRIO program provides individual services and group workshops to help students reach their educational goals.  Academic Success Centers.  Wide variety of student engagement and leadership opportunities  Small classes and more individualized help.
Pell-eligible student facing challenge of limited financial resources which affects ability to fully participate in their educational experience (e.g., taking fewer than 12 credit hours per semester, not purchasing course textbooks, avoiding STEM degrees/courses due to higher supplemental laboratory course fees).	Part-time college employment supported through Federal Work-Study in departments on campus, with hours that can be worked around academic schedule.  “Fast Track Program” and guided pathways for full-time course enrollments every semester to promote degree completion and path to workforce.  Internship opportunities for all academic programs to better prepare student for post completion job search and provide concrete experience to help student stay engaged.
Adult learner facing challenge of anxiety and low confidence given lengthy period of time away from educational setting with skill decay in math, writing, and study skills.	Free college based mental health services Student success courses.  Providing faculty with best practices on adult learner learning styles.  Tutoring services (e.g., accounting, math, science, writing).

**Academic Affairs Report** – Denise Smith, Provost/Vice President of Academic Affairs, announced that the Registered Nursing program was reapproved for the maximum five years by the Ohio Board of Nursing on January 14, 2021, as a result of their October 21-24, 2020 survey visit. She recognized the faculty and staff dedication to the students and the program. Dr. Smith also announced the State’s approval of a new program, Associate of Applied Business in Dental Office Coordinator, and four new technical certificates: Dental Office Coordinator, Dana Mechatronics Controls Technician, Dana Mechatronics Engineering Technician, and Dana Mechatronics Maintenance, that will be offered for Fall Semester 2021. She closed her report by recognizing students, Paul Adya and Isabel Zeiter, who virtually presented their essays for the Ohio Valley Shakespeare Conference. Ms. Zeiter’s essay “The Paradox of Parody” won the M. Rick Smith Award for the best undergraduate essay.

**Student Services Report** – Amy Giordano, Vice President of Enrollment Management and Student Services, commented on Spring Semester 2021 enrollment, the return to athletic activities and the recommendation for the Student Preferred First Name policy. Specifically, she noted that as of the current date, the Spring Semester 2021 subtotal enrollment was down 16.3 percent, compared to Spring Semester 2020 enrollment. She stated, “This is not where we want to, or need to be, as an institution. Spring subtotal enrollment is very much a function of fall enrollment, which was down 14.9 percent. In planning for the negative impact, the Student Services division focused efforts on the recruitment of new Direct from High School students and Returning students.” She noted some of the tactics that helped to recruit new or returning students, including the Class of 2020 Spring Start scholarship and targeted outreaches through direct mail and social media. She noted that the pandemic continued to create challenges across business, industry and education, and the Student Services division is very focused on student enrollment and retention for next academic year. Ms. Giordano commented on athletic practices and activities returning to campus, the new Athletic Director who has led collegiate athletics departments, and 17 student-athletes who were recognized for Ohio Community College Athletic Conference, “Academic All-Conference Distinction” for their 3.3-4.0 grade point averages. She closed her report by noting the policy recommendation will provide an option for students to use a preferred first name and a more welcoming student-centered environment.

**Financial Report** – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, provided the background of the Space Planning and Facility Condition Index study by The Collaborative Inc., the development of the overall three-phased Deferred Maintenance Plan, and the guidance of the Board Finance Committee on the recommendation for the use of \$2.8 million local funding to conduct the major repair or replacements of the first phase projects of the Deferred Maintenance Plan.

Members of the Board of Trustees were provided with the financial exhibits for the period ending December 31, 2020, which the Chair accepted, as submitted. Chair Hammond commented on the thoughtful process that was conducted with the guidance of the Finance Committee on the Deferred Maintenance Plan.

## **RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**

### **Employment of Personnel:**

RESOLUTION 2021-02-02-01

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

NAME: Kristen Babcock  
ADDRESS: Perrysburg, OH  
EDUCATION: Bachelor of Arts, with a major in Management and Organizational Development from Spring Arbor University  
EXPERIENCE: Eleven years of customer service and economic experience  
ASSIGNMENT: Representative, Business and Sales Development

NAME: Christine Brink  
ADDRESS: Whitehouse, OH  
EDUCATION: Bachelor of Arts, with a major in Political Science, from Grove City College  
EXPERIENCE: Six-months of secretarial experience  
ASSIGNMENT: Secretary, Humanities

NAME: Abigail Brown  
ADDRESS: Toledo, OH  
EDUCATION: Bachelor of Business Administration, with a major in Business Administration, from The University of Toledo. Professional in Human Resources (PHR) certification  
EXPERIENCE: Seven years of human resources experience  
ASSIGNMENT: Manager, Human Resources

NAME: Carissa Dagostaro  
ADDRESS: Sherwood, OH  
EDUCATION: Master of Business Administration, with a major in Business Administration, from Defiance College; Bachelor of Arts, with a major in Business Administration, from Defiance College  
EXPERIENCE: Three years of customer service experience  
ASSIGNMENT: Advocate

NAME: Robert Elliott  
ADDRESS: McComb, OH  
EDUCATION: Graduate of Findlay High School  
EXPERIENCE: Two years of knowledge of building maintenance and repairs  
ASSIGNMENT: Facilities Specialist II (Findlay)

NAME: Gregory Gibbs  
ADDRESS: Portsmouth, OH  
EDUCATION: Bachelor of Science in Applied Science, with a major in Engineering Technology, from Miami University; Associate of Applied Science, with a major in Electro-Mechanical Engineering Technology, from Shawnee State University  
EXPERIENCE: Thirteen years of higher education and management experience  
ASSIGNMENT: Chair, Applied Engineering and Industrial Technologies

NAME: Vivian Hackney  
 ADDRESS: Toledo, OH  
 EDUCATION: Master of Science, with a major in Nursing, from Lourdes University; Bachelor of Science, with a major in Nursing, from Lourdes University; Bachelor of Arts, with a major in Psychology, from The University of Toledo; Associates of Applied Science, with a major in Nursing, from The University of Toledo  
 EXPERIENCE: Nine years of clinical practice experience  
 ASSIGNMENT: Clinical Teaching Faculty (Findlay)

NAME: Jasmin Pfouts  
 ADDRESS: Oregon, OH  
 EDUCATION: Graduate of State of Ohio GED  
 EXPERIENCE: Three years of experience with public contact  
 ASSIGNMENT: Dispatcher

NAME: Wendy Zettel  
 ADDRESS: Wauseon, OH  
 EDUCATION: Master of Science, with a major in Nursing, from Lourdes University; Bachelor of Science, with a major in Nursing, from Bowling Green State University  
 EXPERIENCE: Fifteen years of clinical practice experience  
 ASSIGNMENT: Clinical Teaching Faculty

NAME: Shelley Whitaker  
 ADDRESS: Oak Harbor, OH  
 EDUCATION: Master of Education, with a major in Secondary Education, from Muskingum College; Bachelor of Science, with a major in Physical Education, from the University of Rio Grande  
 EXPERIENCE: Three years of athletics administration experience  
 ASSIGNMENT: Director, Athletics, contingent upon the satisfactory completion and result of the pre-employment background check, in accordance with the 3358:11-5-51 policy and procedures

#### RESOLUTION 2020-02-02-02

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Tracy Campbell	Assistant Director, Advanced Manufacturing and FAME (Findlay)
Marcos Gomez	Assistant Director, Admissions
Randall Haar	Instructor, Robotics and Automation
Eric Paul	Computer Technician
Adam Schock	Specialist, Customer Service, Public Safety
Beth Williams	Instructor, Dietetics and Nutrition

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

**Then and Now Certification Of Appropriations Requiring Board Approval:**

## RESOLUTION 2021-02-02-03

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; and

WHEREAS, the listing was reviewed by the Board Finance Committee;

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

- SECTION I. Appendix I – 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. Rowe made a motion to approve the recommendation, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

**Chartering of the Standing Committees and Appointments:**

## RESOLUTION 2020-02-02-04

WHEREAS, 3358:11-1-02(E)(4)(a) of the Bylaws states that standing committees shall be chartered annually and approved by majority vote; and

WHEREAS, the Board Chair has the authority to appoint members to standing and ad hoc committees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charts and charges the following ad hoc and standing committees for 2021:

- **Finance Committee** ~ to ensure the implementation of the 3358:11-1-12 Financial Standards Policy and other finance-related policies;

- **President Search Ad Hoc Committee** ~ to execute a search for the position of President/Chief Executive Officer;
- **Student Life Committee** ~ to recognize and celebrate individual students or groups of students who are nominated for their exemplary achievements in academics, extraordinary community engagement/volunteerism, and exceptional student leadership or student life involvement;

BE IT FURTHER RESOLVED that it is now appropriate for the Board Chair to appoint the trustees to serve on the committees and to appoint a designee to serve on the Owens Community College Foundation Board of Directors in accordance with the Owens Community College Foundation Code of Regulations Section 4.01.

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

Chair Hammond continued the appointments through 2021, as follows:

- Finance Committee ~ Jason Johnson, committee chair, Rita Russell and Rich Rowe
- President Search Ad Hoc Committee ~ Mary Beth Hammond, committee chair, Karil Morrissey and Dee Talmage
- Student Life Committee ~ Dee Talmage, committee chair, and Srini Hejeebu
- Designee of the Board Chair for the Foundation Board of Directors ~ Karil Morrissey

#### **Appointments of Ohio Association of Community College Delegate and Alternate:**

RESOLUTION 2021-02-02-05

WHEREAS, Owens Community College is a member of the Ohio Association of Community Colleges (OACC); and

WHEREAS, OACC is governed by a board made up of one trustee (designated to serve as the delegate) and the president of each such college; and

WHEREAS, the OACC bylaws require that a trustee delegate and an alternate be appointed by resolution of their respective board of trustees and submitted to the OACC in advance of the governing board meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Diana Talmage is appointed to serve as the delegate and Mary Beth Hammond is appointed to serve as the alternate of the Ohio Association of Community Colleges Governing Board, be approved by the Board of Trustees.

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

#### **Facilities/Capital Improvements:**

##### **- Deferred Maintenance Plan – Phase I Projects – Local Funds:**

RESOLUTION 2021-02-02-06

WHEREAS, in Fall 2019, the Collaborative Inc., completed a facilities analysis and campus master plan for the Toledo-area Campus, which was presented at the February 25, 2020 Board of Trustees Retreat; and

WHEREAS, the facilities analysis assessed each building on its condition of life safety, structural, mechanical and electrical; and

WHEREAS, the former chair of the Board Finance Committee requested a proposal from the Treasurer to determine deferred maintenance priorities and costs for future consideration of utilizing a portion of the operating gains to reinvest into campus facilities over a two-year period; and

WHEREAS, on May 26, 2020 and December 8, 2020, the Board Finance Committee held in-depth discussions on the deferred maintenance priorities, including a phased-plan based on priorities, as follows:

- Phase I includes projects for electrical, fire protection, HVAC and plumbing renovations, identified as priority 1 and for some projects, priority 2:
  - Priority 1 – non-functioning and need replacement or major repair
  - Priority 2 - need significant repair to restore function; excessive wear and tear; obsolete or at the end of service life; affect systems that are not fully functioning as intended; repair parts not easily obtainable; or for building code or aesthetic reasons

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Interim President, as reviewed with the Board Finance Committee, to allocate local funds, estimated not to exceed \$2.8 million for the Deferred Maintenance Plan Phase I renovation projects that have an aggregate cost greater than \$100,000 for fiscal year 2021 and fiscal year 2022, be approved by the Board of Trustees.

Owens State Community College Deferred Maintenance Plan		
Phase I	Fiscal Year 2021 and Fiscal Year 2022	Not to exceed \$2.8 million

- **Prior Authorization of the Board of Trustees for Local Funds:**
  - **Sonography Equipment**

RESOLUTION 2021-02-02-07

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;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Interim President to purchase three GE sonography machines in the aggregate amount of \$233,138.96 with local funds from GE Healthcare, be approved by the Board of Trustees.

- **Fiber Loop Project:**

RESOLUTION 2021-02-02-08

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Interim President to award a contract to the following firm for the Fiber Loop project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Toledo-area Campus Fiber Loop Project		
Architect and Engineering Services	JDRM Engineering 5604 Main Street Sylvania, Ohio 43560	\$29,500

- **College Hall Phase III Project:**

RESOLUTION 2021-02-02-09

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Interim President to award a contract to the following firm for the College Hall Phase III project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College College Hall Phase III Project		
Architect and Engineering Services	The Collaborative, Inc. One SeaGate, Park Level 118 Toledo, Ohio 43604	\$345,062.50

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

**Equity Statement:**

RESOLUTION 2021-02-10

WHEREAS, the 2019-2022 Strategic Plan (“Strategic Plan”) adopted by the Board of Trustees addresses and promotes equity, diversity and inclusion to “Address and improve equity outcomes for students” (Strategic Plan Key Objective 2.3) and “Intentionally promote diversity and inclusion among college faculty and staff” (Strategic Plan Key Objective 5.2; together “Key Objectives”); and

WHEREAS, the College has initiated a number of activities to implement these Key Objectives including establishing a college-wide equity committee (“Equity Committee”), benchmarking best practices, hosting sponsored dialogues and professional development for employees, and hosting workshops and mentoring for students; and

WHEREAS, in order to carry out the Board’s Strategic Plan, a college-wide Equity Statement (“Equity Statement”) is needed to provide a framework for promoting and assessing the College’s progress on equity outcomes for students and employees; and

WHEREAS, the Equity Committee and other members of the college community proposed language for the Equity Statement to the College senior leadership team (“Senior Leadership”); and

WHEREAS, both the February 25, 2020 and October 6, 2020 Board Retreats committed significant time to advance these Key Objectives, and the Board provided input on early versions of the Equity Statement at the October 6, 2020 Board Retreat and the December 1, 2020 Board Meeting; and

WHEREAS, the Senior Leadership endorses the following Equity Statement that reflects feedback received from the members of the Board of Trustees and the Equity Committee:

“Owens Community College is dedicated to cultivating an equitable and inclusive college community that considers the impact of its actions on all members. Owens Community College will continue to assess the needs of students, faculty, and staff to provide an environment and resources that foster success. As a community, we will adopt practices that promote equity, nurture a culture of inclusion, promote social justice, and use that power to ensure success for all our members.”

WHEREAS, the following definitions will help clarify and guide the ongoing implementation of the Equity Statement:

- Equity: An environment where every individual has the support and resources they need to be successful;
- Equity Gap: Recognizing the differences in individuals’ success rates due to systematic disparities;
- Inclusion: Creating a sense of belonging for all community members by promoting a welcoming environment where all individuals feel supported, valued, and respected; and
- Social Justice: An ongoing collaborative process to ensure full and equal participation of all groups within the educational process to resolve inequities and create an environment where they feel physically and psychologically safe and secure;

AND, WHEREAS the Interim President requests the Board of Trustees to adopt the endorsed Equity Statement to further the implementation of Key Objectives in the Strategic Plan to improve equity outcomes for students and promote diversity and inclusion among faculty and staff;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the endorsed Equity Statement to further the implementation of Key Objectives in the Strategic Plan and to promote equity, diversity, and inclusion at Owens Community College.

Dr. Hejeebu made a motion to approve the recommendation, which was seconded by Ms. Morrissey. Mr. Rowe asked about the process of the December tabled motion, which the Board Secretary confirmed that with first meeting of the year, all old business from last year ended. Mr. Rowe commented that he liked this resolution and the path going forward. Following a voice vote, the motion was adopted.

**Recommendation of Policies:**

## RESOLUTION 2021-02-02-11

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 Interim President and the Vice Presidents reviewed and recommend the listed college life (chapter 3) and employment (chapter 5) policies, as follows:

- Amendment of 3358:11-3-01 Drug-free School and Alcohol Prevention Policy for clarifying language, (Appendix II);
- Amendment of 3358:11-3-11 Student Conduct Policy for clarifying language, (Appendix III);
- Adoption of 3358:11-3-68 Student Preferred First Name Policy for a more welcoming student-centered environment, (Appendix IV);
- Amendment of 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy for alignment with the policy for students, (Appendix V);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-3-01 Drug-free School and Alcohol Prevention Policy (Appendix II), 3358:11-3-11 Student Conduct Policy (Appendix III), 3358:11-5-12 Drug-free Workplace and Alcohol Prevention Policy (Appendix V); and adopts 3358:11-3-68 Student Preferred First Name 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.

Dr. Hejeebu made a motion to amend or adopt said policies, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

**Dates to Remember** – Members of the Board of Trustees were provided with the dates to remember. Chair Hammond requested the members to reserve dates, March 30-April 2, for the president search interview process.

**Monthly Report to the Board of Trustees** – Members of the Board of Trustees were provided with the monthly report. Ms. Talmage commented that the report was well done. The Chair accepted the monthly report, as submitted.

**Statements and Comments by Members of the Board** – Ms. Talmage commented on participating in the January 28 Ohio Association of Community Colleges Governing Board (remote) meeting. She noted that there were more than 100 participants, including Chair Hammond and Interim President Balzer; it was well done and well run by Jack Hershey, President, OACC, and Tom Walsh, Vice President, OACC. She noted that presentations were provided on the subjects of higher education compensation and benefits trends and student motivation as impacted by the pandemic. Additionally, Mr. Hershey rolled out the 2021 OACC policy agenda and a workforce training proposal, Rapid Recovery Ohio Initiative. Ms. Talmage encouraged trustees to participate in the OACC virtual monthly webinar series providing overviews and updates on the state budget, equity issues in higher education, federal policy updates and in-demand jobs/post-covid workforce.

**EXECUTIVE SESSION**

Chair Hammond announced an executive session for the discussion of the purchase or sale of property. Mr. Rowe made a motion to adjourn to executive session as specified. Dr. Hejeebu seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Rich Rowe, aye; and, Diana Talmage, aye (6).

Upon return from executive session, roll call was taken and the following members returned to open session: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Rich Rowe, and Diana Talmage (6).

**Adjournment** – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 1:48 p.m.

**APPENDIX I**

## Owens Community College

## Then and Now Certification of Appropriations - FY 2021

<b>For the Period of 9/1/20 through 12/1/20</b>			
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Amount</u>
71665033	9/1/2020	Cengage Learning	\$ 6,346.74
68361 1/2	10/19/2020	Belmont Country Club	\$ 15,522.47
P-248	7/31/2020	Antech Systems, Inc.	\$ 15,500.00
22004	10/15/2020	Producer One Media LLC	\$ 3,802.50
145641	9/22/2020	WCD Enterprises LLC	\$ 3,500.00
MEM0011011	4/23/2020	ACE	\$ 3,307.00
		Total of Then and Now Approvals for Board	\$ 47,978.71
		Total Purchases for FY20	\$ 19,471,020.91
		Percent of Total	0.25%
Please note there were 24 Then and Nows totaling \$13,509.57 below the \$3,000 threshold			

**APPENDIX II**  
**Amendment of 11-3-01 Drug-free School and Alcohol Prevention Policy**

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

- (A) Purpose. To support and be in compliance with the ~~Drug-free~~ Drug-free Schools and Communities Act Amendments of 1989 and the ~~Drug-free~~ Drug-free Workplace Act of 1988. Owens community college is a ~~drug-free~~ 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) Discipline.
- (1) 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.
- ~~(2)(4) The unlawful possession, use or distribution of drugs or alcohol by students on college property or as part of any college activity is prohibited. Prohibited conduct, includes:~~
- (a) The use, possession, manufacturing, or distribution of narcotics, or other controlled substances, and/or related paraphernalia except as expressly permitted by law.
- (b) The use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), public intoxication, or any violation. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty- one (21) years of age.
- ~~(3)(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 program resources. The college provides drug and alcohol abuse prevention program resources regarding the use of drugs and alcohol and the dangers associated with such use.

- (1) The college counseling services offers free consultation, assessments, and linkage to community resources for students.
  - (2) Drug awareness and alcohol prevention information is made available to students.
- (E) The chief student affairs officer or designee will initiate a A biennial review of the drug and alcohol prevention program ~~will be conducted~~ to determine the effectiveness of the drug and alcohol abuse prevention program.
- (F) Implementation. The chief student affairs officer or designee will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule. ~~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, 8/13/2016, 2/17/2018

#### History of Reviews

CH 3 College Life Policy Committee 10-20-20

VP Review of Policy/Procedures 12-21-20

Legal Review 1-6-21

Post for Open Comment 1-8-21 to 1-20-21

#### Rationale

The CH 3 College Life Policy Review Committee provided a two-year review of the policy with the Director, Financial Aid. Clarifications were made to the policy application to students, as there is a separate policy for employees. The Director, Financial Aid noted that the policy language meets compliance with the Drug Abuse and Alcohol Prevention (DAAPP) program.

**APPENDIX III**  
**Amendment of 11-3-11 Student Conduct Policy**

**3358:11-3-11 Student conduct policy.**

- (A) Purpose. Owens community college seeks to maintain a learning environment where students are expected to conduct themselves in a manner that supports the academic atmosphere of the college and respects the rights of other students and employees. The establishment of a conduct system with clear standards, which:
- (1) ~~1)~~ defines expected behaviors,
  - (2) ~~2)~~ articulates prohibited behavior,
  - (3) ~~3)~~ describes the disciplinary process,
  - (4) ~~4)~~ outlines possible sanctions,
  - (5) ~~5)~~ provides for due process rights, and ~~6) provides an opportunity for appeal are promulgated in the associated procedures by the vice president, student services.~~
- (B) Application. This policy applies to credit-seeking ~~all full-time and part-time students, both credit and non-credit~~ students.
- (C) Implementation. The chief student affairs officer or designee(s) ~~vice president, student services~~ will implement procedures, guidelines, forms and operational processes, which are consistent with the provisions of this rule. ~~policy as well as communicate said procedures to students.~~

Promulgated under:

111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/5/2002, 3/26/2004, 11/22/2009

[History of Reviews](#)

CH 3 College Life Policy Committee 11-24-20

VP Review of Policy/Procedures Draft 12-21-20

Legal Review 1-6-21

Post for Open Comment 1-8-21 to 1-20-21

**APPENDIX IV**  
**Amendment of 11-3-68 Student Preferred First Name Policy**

**3358:11-3-68 Student preferred first name policy.**

- (A) Purpose. Owens community college recognizes that as a community, students may use a name other than their full legal name to identify themselves. Except when an individual's legal name is required by law, policy or business need, an individual student may request to be identified by a preferred first name that they have designated. The college will acknowledge a preferred first name in addition to a legal name in certain information systems, and the college will use the preferred first name where possible.
- (B) Application. This rule applies to students.
- (C) Definitions.
- (1) Preferred first name. A first name by which a person prefers to be identified that is not the same as their legal name. For example, a preferred first name may represent personal identity, professional name or a nick name.
  - (2) Legal name. The first and last name that a person is given at birth and appears on a birth certificate/official document recognized by a government or other legal entity; or, the first and last name that appears on a marriage certificate, court-issued or government-issued document on which a legal name change is recorded.
- (D) Exceptions. The legal name will be used where required by college policy, business or legal need, which include, but are not limited to: college identification card, degree, certificate, transcript, financial aid record, and health record.
- (E) Responsibility. A student is responsible for requesting and providing written authorization for a name change with the records office.
- (F) Disciplinary sanction and appeal. The college will address a report of misuse or abuse of a preferred name in accordance with the Owens community college rule 3358:11-3-11 of the Administrative Code (student conduct). The use of a preferred first name cannot be for the purpose of misrepresentation or fraud; any preferred name reasoned to be an attempt at misrepresentation, fraud or interpreted as offensive will be removed. The college will reserve the right to not accept a preferred name, if it is deemed inappropriate.
- (G) Implementation. The chief student affairs officer or designee(s) will implement procedures, guidelines, forms, and operational processes, which are consistent with the provisions of this rule. The implementation of this rule will occur after Banner 9 self-service is available.

History of Reviews

VP Review of the Proposal Concept 7-22-19

IT Governance Review 9-29-20

CH 3 College Life Policy Committee 10-20-20, 11-24-20

VP Review of Policy/Procedures Draft 12-21-20

Legal Review 1-6-21

Post for Open Comment 1-8-21 to 1-20-21

Rationale

The CH 3 College Life Policy Committee received a request to consider proposal from Vice President, Student Services to implement a preferred name policy for students for a more welcoming student-centered environment. The proposal allows a student to have an option of requesting to use a preferred first name, which they may better self-identify with. The proposal was reviewed by IT Governance and recommended that it may be implemented with Banner 9 self service; a preferred first name will be able to sync to other services such as Blackboard, Degree Works, a student's email address and username. From the proposal, the draft policy was developed for review and consideration. The Records Office will be responsible to develop procedures. (Reviewed best practices/policies of Oakland University, University of Iowa, Indiana University, Tufts University, Ferris State University.)

**APPENDIX V**  
**Amendment of 11-5-12 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~~ Drug-free Workplace Act of 1988, Owens community college is a ~~drug free~~ 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.
- (1) This rule applies to all campuses, any location where college activity takes place, ~~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 while working or participating in college-related activities. ~~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. 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 and rule 3358:11-5-52 of the Administrative Code (standards of conduct and disciplinary procedures).~~
- (E) Notification. 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 vice president of administration. 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.

Upon notification of any criminal drug statute conviction for a violation occurring at the 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 disciplinary action against such employee, which may include 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) Drug and alcohol abuse prevention program resources. Owens provides drug and alcohol abuse prevention program resources regarding the use of drugs 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.
  - (2) Drug awareness and alcohol prevention information may be made available to ~~students~~ ~~and~~ employees.
- (G) The chief student affairs officer or designee will initiate a A biennial review of the drug and alcohol prevention program ~~will be conducted~~ to determine the effectiveness of the drug and alcohol abuse prevention program.
- (H) Implementation. The vice president of 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, 8/13/2016, 2/17/2018

#### [History of Reviews](#)

[Employment Policy Committee 10-27-20, 11-10-20 via email](#)

[VP Review 12-21-20](#)

[Legal Review 11-20-20](#)

[Post for Open Comment 1-8-21 to 1-20-21](#)

#### [Rationale](#)

The CH 5 Employment Policy Committee provided a review and proposes the revisions to the policy to align with the CH 3 3358:11-3-01 Drug-Free School Policy for students.