

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DEFINITIONS
Policy No. 1-01
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Effective October 30, 1987

- (A) "State community college district" means a political subdivision composed of the territory of a county, or of two or more contiguous counties, in either case having a total population of at least one hundred fifty thousand, and organized for the purpose of establishing, owning, and operating a state community college within the district or a political subdivision created pursuant to division (A) of section 3358.02 of the Revised Code.
- (B) "State community college" means a two-year institution, offering a baccalaureate-oriented program, technical education program, or an adult continuing education program. The extent to which the college offers baccalaureate-oriented and technical programs shall be determined in its charter.
- (C) "Baccalaureate-oriented program" means a curricular program of not more than two years' duration that is planned and intended to enable students to gain academic credit for courses comparable to first- and second-year courses offered by accredited colleges and universities. The purpose of baccalaureate-oriented coursework in state community colleges is to enable students to transfer to colleges and universities and earn baccalaureate degrees or to enable students to terminate academic study after two years with a proportionate recognition of academic achievement through receipt of an associate degree.
- (D) "Technical education program" means a post high school program of not more than two years' duration that is planned and intended to prepare students to pursue employment or improve technical knowledge in careers generally but not exclusively at the semiprofessional level. Technical education programs include, but are not limited to, programs in the technologies of business, engineering, health, natural science, and public service and are programs which, after two years of academic study, result in proportionate recognition of academic achievement through receipt of an associate degree.
- (E) "Adult continuing education program" means the offering of short courses, seminars, workshops, exhibits, performances, and other educational activities for the general educational or occupational benefit of adults.
- (F) Unless defined otherwise, the word "day" shall mean calendar day. The phrase "work day" shall mean any day excluding Saturdays, Sundays, and holidays listed in paragraph (C) of Section 5-13 of college policy.

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VISION, MISSION, AND VALUES
STATEMENTS, AND THE STRATEGIC PLAN
Policy 1-02
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Effective September 21, 2023

- (A) Vision, Mission, Values, and the Strategic Plan are fundamental components of the College's framework and serve as the guiding documents that reflect Columbus State's direction and purpose. The President is responsible for formulating statements and undertaking the process of renewing the College's Vision, Mission, Values, and Strategic Plan. Potential modifications may encompass adjusted values, linguistic expressions, technical terminology, and approaches. The President has the responsibility of providing periodic updates to the Board of Trustees.

- (B) The President may establish procedures for administering this policy.

Board Approved: January 24, 2013 (clh); September 21, 2023 (cb)

Last Effective Date: August 15, 1998 (Mission, and Goals Statements); January 24, 2013 (Vision, Mission, and Values Statements);

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LEGAL BASIS AND AUTHORITY
OF THE BOARD OF TRUSTEES

Effective October 30, 1987

Policy No. 1-03

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- (A) The powers and duties of the Columbus State Community College District are described in Chapter 3358 of the Ohio Revised Code.
- (B) The Columbus State Community College District is chartered as a state community college district by the authority of the Ohio Board of Regents in accordance with Chapter 3358 of the Ohio Revised Code, effective July 1, 1987.
- (C) The Columbus State Community College District is incorporated as a political subdivision of the state and as a body corporate with all the powers of a corporation as described in Chapter 3358 of the Ohio Revised Code.
- (D) The Columbus State Community College District shall include all the territories of Delaware, Franklin, Madison, and Union Counties.

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MEMBERSHIP OF AND APPOINTMENT
TO THE BOARD OF TRUSTEES

Effective February 15, 1996

Policy No. 1-04

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- (A) Nine members shall constitute the full membership of the Columbus State Community College District Board of Trustees. The duration of appointment for each trustee shall be for six years, staggered such that three terms will expire every second year. Each term shall end on the same day of the same month of the year as did the term which it succeeds.
- (B) Each member shall be a qualified elector as defined in Section 3503.01 of the Ohio Revised Code residing in the Columbus State Community College District.
- (C) Members and officers of the Columbus State Community College District Board of Trustees, before entering upon their official duties, shall take and subscribe to an oath that they will honestly, faithfully, and impartially perform the duties of their offices.
- (D) No member of the Columbus State Community College District Board of Trustees shall, at any time, act or purport to act on behalf of the Board of Trustees without prior authority from the Board of Trustees.
- (E) The trustees shall serve without compensation but may be paid for their necessary expenses when engaged in the business of the Board of Trustees.
- (F) The members of the Board of Trustees of the Columbus State Community College District are appointed by the Governor of the state of Ohio with the advice and consent of the senate.
- (G) Trustees shall continue in office subsequent to the expiration date of their terms until their successors take office or until a period of sixty days has elapsed, whichever occurs first.
- (H) Effective January 1, 1995, in accordance with Section 3.17 (A) of the Ohio Revised Code, any member of the board of trustees of an institution of higher education who fails to attend at least three-fifths of the regular and special meetings held by that board of trustees during any two-year period forfeits his position on that board of trustees.
- (I) If there is a vacancy on the Board of Trustees, such vacancy shall be filled by the Governor of the state of Ohio with the advice and consent of the senate. Any trustee appointed to fill a vacancy occurring prior to the expiration of the term for which his/her predecessor was appointed shall hold office for the remainder of such term.

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MEMBERSHIP OF AND APPOINTMENT
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- (J) Three months prior to the completion of a term of a trustee, or immediately upon the existence of a vacancy on the Board of Trustees, the President will notify the Governor's office of such event.

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ORGANIZATION OF THE BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-05

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- (A) Officers of the Board of Trustees shall be a Chairman and a Vice-Chairman who shall be members of the Board of Trustees, a Secretary who may be a member of the Board of Trustees, and a Treasurer who is not a member of the Board of Trustees. The Board of Trustees may elect one or more Deputy Treasurers who are not members of the Board of Trustees.
- (B) The Chairman and Vice-Chairman shall be elected during the first regular scheduled meeting following the beginning of the calendar year for terms of one year. Neither the Chairman nor the Vice-Chairman shall serve in that office for more than two consecutive years in each position. The Secretary, Treasurer, and Deputy Treasurers shall serve at the pleasure of the Board of Trustees.
- (C) The duties of the officers of the Board of Trustees are:
 - (1) The duties of the Chairman of the Columbus State Community College District Board of Trustees shall be to preside at all sessions of the Board of Trustees; to preserve order; to enforce rules; to sign all documents, bonds, notes, agreements, deeds, and leases ordered to be executed by the Board of Trustees except as may be delegated to the President by action of the Board of Trustees; and to appoint all standing committees and all special committees not otherwise provided for. In addition to the duties prescribed by law or by the rules of the Board of Trustees, the Chairman shall exercise such other powers as may be delegated to this office by the Board of Trustees.
 - (2) In cases of absence or disability of the Chairman of the Board of Trustees, the Vice-Chairman shall perform all duties of the Chairman until the Chairman resumes office or until such vacancy is filled.
 - (3) The Secretary of the Board of Trustees may be a member of the Board of Trustees or the President of the college or his/her designee. The Secretary of the Board of Trustees shall perform the duties usually pertaining to this office and such other duties as are imposed by law or by action of the Board of Trustees. A non-member Secretary may be compensated for services by action of the Board of Trustees.

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- (4) The Treasurer shall be the fiscal officer of the district and shall receive and disburse all funds of the district under the direction of the college President. No contract of the Board of Trustees involving the expenditure of money shall become effective until the treasurer certifies that there are funds of the Board of Trustees otherwise unappropriated sufficient to provide therefor. The Treasurer shall keep accounts of the Board of Trustees in the manner required by law or requested by the Ohio Board of Regents or by the State Department of Education, the Board of Trustees, or the President.
 - (5) In cases of absence or disability of the Treasurer or a vacancy in the office of Treasurer, the Deputy Treasurer shall perform all of the duties of the Treasurer until the Treasurer resumes office or until such vacancy is filled. The Deputy Treasurer shall from time to time perform the duties of the Treasurer as may be directed by the Treasurer.
- (D) The Board of Trustees may appoint consultants as follows:
- (1) The Board of Trustees may request the Ohio Attorney General to appoint an attorney who will act as its counsel on legal matters by direction of the Board of Trustees.
 - (2) The Board of Trustees may request the Ohio State Auditor to appoint auditors who will audit the financial records and status of the Columbus State Community College District in accordance with state code.
 - (3) The Board of Trustees may appoint other consultants who will serve at the pleasure of the Board of Trustees to advise on specific matters pertinent to the planning, development, evaluation, or operation of the college.
- (E) Committees of the Board of Trustees may be appointed in concurrence with the following:
- (1) The Chairman of the Board shall appoint members of the Board of Trustees to appropriate committees of the Board of Trustees to consider matters to be acted upon by the Board of Trustees.

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- (2) The committees of the Board of Trustees may be standing committees and special committees and shall be advisory only.
- (3) No member shall be appointed concurrently chairman of more than one standing committee.
- (4) Standing and special committees of the Board of Trustees may include, as ex officio members, appropriate representation of employees and students as selected by a procedure approved by the Board of Trustees.

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ORGANIZATION OF THE BOARD OF TRUSTEES

Effective January 1, 1997

Procedure No. 1-05 (B)

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- (1) The current Chairman of the Board will select a Nominating Committee for election of officers.
 - (a) The Nominating Committee will be composed of two Board members and the President of the college.
 - (b) The Nominating Committee will be selected no later than the November Board of Trustees meeting. The election of officers will take place at the January Board of Trustees meeting.
 - (c) Members of the Nominating Committee will be ineligible for nomination.
 - (d) Should the Chairman serve a second term, he/she may serve on the Nominating Committee.

- (2) Terms and Responsibilities of Board Officers
 - (a) Officers will be elected annually. The Chairman and Vice-Chairman will serve no more than two consecutive years in each position.
 - (b) The Chairman of the Board serves on and is active in the Development Foundation Board of Directors in addition to the responsibilities described in Chapter 1 of the college's *Policy and Procedures Manual*.

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POLICY & PROCEDURES MANUAL

MEETINGS OF THE BOARD OF TRUSTEES

Effective September 23, 2021

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- (A) The Board of Trustees may convene for specific types of meetings:
- (1) Regular meetings will be convened by the Chairperson at a time and place established by the Board of Trustees during its annual organization meeting held during January of each year. During regular meetings, the Board of Trustees may consider action on items duly presented before the Board of Trustees. During the regular meeting in January, the Board of Trustees will elect its officers and consider action of an organizational nature.
 - (2) Special meetings may be convened by the Chairperson or by a majority vote of the members of the Board of Trustees to consider action on specific items for which the meeting was called. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees at least three (3) working days in advance of the meeting.
 - (3) Special emergency meetings may be convened by the Chairperson or by a majority of the members of the Board of Trustees to consider action on specific items for which the meeting was called. Items to be considered must be of an emergency nature. A notice of the meeting, including a list of items to be considered, shall be conveyed to the members of the Board of Trustees as far in advance of the meeting as practicable.
- (B) The Board of Trustees may hold an executive session only at a regular or special meeting, in accordance with Section 121.22 of the Ohio Revised Code, for the sole purpose of any of the following matters:
- (1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee(s) or any official(s) or the investigation of charges or complaints against an employee(s), licensee(s), or regulated individual(s) except as otherwise provided by law unless said employee(s), official(s), licensee(s), or regulated individual(s) request a public hearing.
 - (2) To consider the purchase of property for public purposes, or for the sale of property at a competitive bidding if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public. No member shall use this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a Trustee that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.
 - (3) To have conferences with an attorney for the Board of Trustees concerning disputes involving the Board of Trustees that are subject to pending or imminent court action.

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- (4) To prepare for, conduct, or review negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment.
 - (5) To discuss matters required to be kept confidential by federal law or rules or state statutes.
 - (6) To review specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for violation of the law.
 - (7) Any other matters that may be provided for in future amendments to the Ohio Revised Code.
- (C) Any regular or special meeting or executive session may be adjourned for the purpose of considering specific items or issues at a later date(s) established by the Board of Trustees. The reconvened, adjourned session shall be open to the public unless the adjourned meeting was an adjourned executive session which was closed to the public since the items being considered were those specifically permitted to be discussed at a meeting closed to the public.
- (D) By a majority vote of Board of Trustees membership present at a regular or special meeting, the Board of Trustees may decide to hold a public hearing or a discussion session at which time the public may be invited to participate in the discussions of specific programs, proposals, issues, or problems. The purpose, time, and place of such hearings or sessions shall be given to the various agencies of public information.
- (E) Meetings of the Board of Trustees shall be held in an appropriate location designated by the Board of Trustees.
- (F) In accordance with Section 3345.82 of the Ohio Revised Code, the Board of Trustees can conduct a meeting as defined in Section A of this policy (“meeting”) using electronic communication so long as the following criteria in Sections 2 and 3 below are met:
- (1) Electronic communication is defined as live, audio-enabled communication that permits the trustees attending a meeting, the trustees present in-person at the place where the meeting is conducted, and all members of the public present in-person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting.
 - (2) Trustee’s Responsibility:
 - (a) Each trustee must be present annually for one-half of the regular meetings of the Board. Trustees should provide at the annual organization meeting, the meetings they intend to attend in-person for the year to the extent practical.

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- (b) If a trustee intends to attend a board meeting through electronic communication, the trustee must notify the Chairperson of the Board within 48 hours of intent to attend. In the event of a declared emergency, the trustee must notify the Chairperson of the Board as soon as practical. If the Chairperson intends to attend electronically, they shall notify the Vice Chairperson.
 - (3) Meeting Conduct:
 - (a) During a meeting conducted by electronic communication, one third of the trustees must be present in-person. If the Chairperson determines within 48 hours of a scheduled meeting this criterion will not be met, they shall either:
 - (i) Work with the trustees previously intending to attend by electronic means to attend in-person to meet with one-third requirement.
 - (ii) Reschedule the meeting.
 - (b) During a meeting conducted by electronic communication, votes of the Board of Trustees are conducted using a roll call.
 - (c) The Board of Trustees will follow all other established procedures during a meeting conducted by electronic communications.
- (G) The President of the College shall prepare and deliver to each member of the Board of Trustees, at least three (3) working days prior to each regular and special meeting, a written agenda of business to be considered during the meeting. The President of the College shall deliver, at least three (3) working days prior to each regular meeting, unapproved minutes of previous meetings.
- (H) Unless in conflict with these rules of procedure or the laws of the state of Ohio, "Roberts Rules of Order" as revised shall govern the procedure of all Board of Trustees meetings.
- (I) A resolution, rule, or formal action of any kind by the Board of Trustees is valid only when adopted in a regular or special meeting of the Board of Trustees. A resolution, rule, or formal action adopted in an open meeting of the Board of Trustees that results from deliberations in meetings of the Board of Trustees not open to the public is invalid unless the deliberations were for the purpose specifically authorized above and were conducted at an executive session of the Board of Trustees held in compliance with these regulations.
- (J) All regular and special meetings of the Board of Trustees shall be open to the public.
- (K) A majority of the Board of Trustees shall constitute a quorum. Less than a quorum may adjourn any meeting to a future date.

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- (L) The following matters shall be considered non-administrative and require a majority vote of the whole membership of the Board of Trustees: election of officers; approval of contracts, bonds, notes, and agreements; approval of fiscal operating budget and revisions thereof; appointment of a President; amendment or repeal of college policy; approval of student fee schedules; approval of salary programs; approval to propose operating levy to citizens; and suspension of rules during a meeting.
- (M) All matters not listed in Section L of this policy will be considered administrative and require a majority vote of those present when a quorum is in session.
- (N) The order of business of regular meetings of the Board of Trustees shall be determined by the Chairperson of the Board of Trustees.
- (O) Any policy or procedure related to conducting regular or special meetings of the Board of Trustees not required by law may be suspended by a majority vote of the Board of Trustees, but such suspension shall be in effect only during the meeting at which such suspension was voted.
- (P) The minutes of regular or special meetings of the Board of Trustees of the Columbus State Community College District shall be recorded and open to public inspection after adoption by the Board of Trustees. The minutes of executive sessions need only reflect the general subject matter of discussion. If the minutes of the Board of Trustees show that all meetings and deliberations of the Board of Trustees have been conducted in compliance with the above regulations, any instrument executed by the Board of Trustees purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with the Ohio Revised Code insofar as title or other interests of any bona fide purchases, lessees, or transferees of the property are concerned.
- (Q) Individuals or groups who wish to be heard relative to an item not appearing on the agenda of a meeting of the Board of Trustees shall file such a request, in writing, with the President of the College at least three (3) working days prior to the meeting. The request must state the purpose and topic which the individual or group wishes to present. The hearing will be held at a time of the meeting deemed appropriate by the Chairperson. Individuals or groups who wish to be heard relative to an item appearing on the agenda must make such a request, in writing, to the President of the College prior to the call to order of the meeting. The Chairperson of the Board of Trustees may, on certain occasions within their authority, ask for and grant public participation on issue(s) being considered by the Board of Trustees without prior written request having been made.

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NOTICE OF MEETINGS OF THE
BOARD OF TRUSTEES

Effective August 15, 1999

Policy No. 1-07
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- (A) Any person may ascertain the time and place of all regular meetings of the Board of Trustees and the time, place, and purpose of all special meetings of the Board of Trustees by:
- (1) Writing to the following address: Columbus State Community College, 550 East Spring Street, P.O. Box 1609, Columbus, Ohio 43216, c/o President's Office.
 - (2) Telephoning the following number during normal business hours: (614) 287-2402.
 - (3) Reading the bulletin board located on the ground floor of the Columbus State Community College Franklin Hall.
- (B) Any representative of the news media may obtain notice of all regular and special meetings of the Board of Trustees by requesting in writing that such notice be provided. Such notice will only be given, however, to one representative of any particular publication or radio or television stations. A request for such notification shall be addressed to: President's Office, Columbus State Community College, 550 East Spring Street, P.O. Box 1609, Columbus, Ohio 43216.
- (C) The President's Office shall notify all media representatives on the list described in Section 1-07 (B) of all regular meetings of the Board of Trustees by doing at least one of the following:
- (1) Providing an annual schedule of regular meetings.
 - (2) Providing telephone notice, which must be made no later than twenty- four hours prior to the start of the meeting; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the President's Office has been unable to provide such telephone notice.
 - (3) Sending written notice, which must be mailed no later than three working days prior to the day of the meeting.
 - (4) Informing such representative personally no later than twenty-four hours prior to the start of the meeting.

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NOTICE OF MEETINGS OF THE
BOARD OF TRUSTEES

Effective August 15, 1999

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- (D) In the event of a special meeting of the Board of Trustees not of an emergency nature, the President's Office shall notify all media representatives on the list described in Section 1-07 (B) of such meeting by providing either the notice described in Section 1-07 (C)(2), that described in Section 1-07 (C)(3), or that described in Section 1-07 (C) (4).
- (E) In the event of a special meeting of the Board Trustees of an emergency nature, the President's Office shall notify all media representatives on the list described in Section 1-07 (B) of such meeting by doing at least one of the following:
 - (1) Notifying such representatives by telephone as far in advance of the meeting as possible; such telephone notice shall be complete if a message has been left for the representative or if, after reasonable effort, the President's Office has been unable to provide such telephone notice.
 - (2) Informing such representatives personally as far in advance of the meeting as possible.
- (F) In providing the notices required in Sections 1-07 (C), (D), and (E), the President may rely on assistance provided by any member of the Columbus State Community College; any such notice is complete if given by such a member in the manner provided in Sections 1-07 (C), (D), and (E).
- (G) The President's Office shall maintain a list of all persons who have requested, in writing, notice of all meetings of the Board of Trustees of the Columbus State Community College at which specific subject matters designated by such persons are scheduled to be discussed. Any person may have his/her name placed on such list. The President's Office shall, no later than three working days prior to each meeting, send by first-class mail, an agenda of the meeting to such persons. The Board of Trustees may establish a reasonable fee for this service.
- (H) The President's Office will prepare and distribute the agenda of regular meetings of the Board of Trustees three working days prior to the date of the meeting for proper posting(s) in various areas of the college.

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RESPONSIBILITIES OF THE BOARD
OF TRUSTEES

Effective October 30, 1987

Policy No. 1-08

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- (A) The Board of Trustees may:
- (1) Own and operate a state community college.
 - (2) Hold, encumber, control, acquire by donation, purchase or condemnation, construct, own, lease, use, and sell real and personal property as necessary for the conduct of the state community college program on whatever terms and for whatever consideration may be appropriate for the purpose of the college.
 - (3) Accept gifts, grants, bequests, and devise absolutely or in trust for support of the college.
 - (4) Employ a President, faculty, and such other employees as necessary and proper for the college and fix their compensation.
 - (5) Provide for the college necessary lands, buildings or other structures, equipment, means, and appliances.
 - (6) Establish schedules of fees and tuition.
 - (7) Grant appropriate associate degrees to students successfully completing the state community college's programs and certificates of achievement to those students who complete other programs.
 - (8) Prescribe rules and regulations for the effective operation of the college and exercise such powers as are necessary for the efficient management of the college.
 - (9) Enter into contracts and conduct state community college programs or technical courses outside the college district.
 - (10) Purchase a policy or policies of insurance insuring the district against loss or damage to property, whether real, personal, or mixed, which is owned by the district or leased by it as lessee or which is in the process of construction by or for the district. Purchase a policy or policies of fidelity insurance in such amounts and covering such trustees, officers, and employees of the district as the board may

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consider necessary or desirable. Purchase a policy or policies of insurance insuring its officers and employees against liability on account of damage or injury to persons and property, including liability on account of death or accident by wrongful act, occasioned by the operation of a motor vehicle, motor vehicles, or auxiliary equipment, or self-propelling equipment or trailers while any such vehicle, equipment, or trailer is being used or operated in the course of the business of the district. Purchase a policy or policies of insurance insuring the district against any liabilities to which it may be subject on account of damage or injury to persons or property, including liability for wrongful death.

- (B) The Board of Trustees, on its own behalf, reserves unto itself, without limitation, all powers, right and authority, duties, and responsibilities conferred upon and vested in by the laws and Constitution of the State of Ohio and of the United States in the executive management and administrative control of the college and its properties and facilities and of its employees.

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AMENDMENT OR REPEAL OF POLICY

Effective October 15, 1985

Policy No. 1-09

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- (A) Policy for the governance of the Board of Trustees may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board of Trustees. A majority of the membership of the Board of Trustees shall be required for the adoption of any amendment, alteration, repeal, or addition to this policy.

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HONORARY ASSOCIATE DEGREE

Effective August 15, 1999

Policy No. 1-10

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- (A) The name of the degree shall be "Honorary Associate Degree in Technical Education Administration."
- (B) In order to be considered a candidate for the degree, an individual must have demonstrated his/her support of technical education through membership on the Ohio Board of Regents or board of trustees of an institution of technical or other higher education or a technical education advisory committee; as a member of the administration of the Ohio Board of Regents, of the Division of Vocational Education, or an institute of technical or other higher education; or as an individual who has publicly contributed time, resources, and prestige to technical education.

In order to be considered a candidate for the degree, an individual must be an outstanding personality of the local, state, or national community as demonstrated through participation in professional, public, and service organizations.

In order to be considered a candidate for the degree, an individual must have demonstrated an interest in the community through participation and support of public and private programs involving the local, state, or national community.

- (C) An Honorary Associate Degree can be conferred on an individual upon approval by the Board of Trustees.
- (D) Awarding of the degree shall be by the President during a graduation or other appropriate ceremony.

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DISTRICT AND COLLEGE NAMES

Effective October 30, 1987

Policy No. 1-11

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- (A) The official name of the district in which the college operates shall be known as the Columbus State Community College District.
- (B) The official name of the institution operated within the district shall be known as the Columbus State Community College.
- (C) Columbus State Community College shall also be known as "Columbus State" and "CSCC."

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TRUSTEE EMERITUS STATUS

Effective April 10, 1992

Policy No. 1-12

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- (A) The Trustee Emeritus title is an honorary title granted in recognition for outstanding service on the Columbus State Community College Board of Trustees and is reserved for those who are departing from that service.
- (B) A departing Board member who has served as a Trustee of Columbus State Community College for at least six (6) years may be granted Trustee Emeritus status.
- (C) The recommendation for Trustee Emeritus status may be submitted by a member of the Board of Trustees or by the President of the college. Final approval of Trustee Emeritus status is granted by action of the current Board of Trustees.
- (D) Trustee Emeritus status is without financial compensation but may include privileges normally offered Trustees within the resources of the college.

- A. **Independent Auditing Firms.** The President shall not engage the independent audit firm in the performance of non-audit services during its tenure as the independent audit firm auditing the college's annual financial statements.
- B. **Audit Committee.** Acting as a committee of the whole, the Board of Trustees shall perform the functions of the Audit Committee including:
- (1) The appointment, retention, and oversight of the work of any registered public accounting firm employed by the college.
 - (2) The establishment of procedures for the receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, and auditing matters.
- C. **Certification.** The President shall certify to the Board of Trustees the following:
- (1) S/he has reviewed the annual audit report.
 - (2) Based on his/her knowledge, the annual audit report does not contain any untrue statement of material fact or omission of a material fact necessary in order to make the statement misleading.
 - (3) Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operation.
 - (4) S/he has established and maintained internal controls.
 - (5) S/he has disclosed to the auditors and to the Board of Trustees all significant deficiencies in the design or operation of internal controls that could adversely affect the college's ability to record, process, summarize, and report financial data and has identified for the auditors any material weaknesses in internal controls.
 - (6) S/he has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- D. **Assessing Internal Controls.** The President shall periodically report to the Board of Trustees on an external assessment of the college's internal control structure and procedures for financial reporting.

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POLICY & PROCEDURES MANUAL

NAMING RIGHTS

Effective July 27, 2017

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(A) PURPOSE, PROPRIETY AND DUE DILIGENCE

The Board of Trustees establishes this policy to bestow the honor of naming College facilities and units to:

- (1) Honor individuals by recognizing exceptional service to the College, community, state or nation;
- (2) Honor long-term and significant financial contributions to the College; or
- (3) Honor financial contributions to support the physical space names.

This policy:

- (1) Provides clarity, consistency and transparency to the naming process;
- (2) Authorizes the implementation of guidelines and/or procedures for the naming of College units, buildings and physical spaces; and
- (3) Serves as a reference document for the College's Board of Trustees, the College's President, the Foundation's Executive Director and the College administration.

A College unit or facility shall be named only after careful consideration of the potential impact the naming will have on the College and the College community at the time of the naming and over time. Due diligence will be exercised to ensure that the proposed name will be consistent with College's mission, tradition, and values. The College will also evaluate the distinction a proposed name will lend to the College

(B) NAMING RESPONSIBILITY

The responsibility and authority for naming a unit or facility shall be that of the Board of Trustees, acting after receiving a recommendation from the Naming Advisory Committee, which is chaired by the President.

The Naming Advisory Committee ("Committee") shall have the responsibility with respect to such actions.

- (1) Naming shall be consistent with the College's interests, commensurate with the contribution, and equitable in relationship to contributions for similar naming actions.

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- (2) For units, the Committee shall seek and receive advice of representative members of faculty, staff and students directly affected by the proposed naming action before acting on a proposal.
- (3) The Committee may recommend exceptions to this policy as may be deemed appropriate, subject to approval by the Board of Trustees and after consultation with College leadership when appropriate.
- (4) The Committee shall establish appropriate opportunities, stipulations and minimum financial parameters applicable to naming opportunities, including specific naming plans for new facilities to be constructed and major renovations of existing facilities and spaces.
- (5) The Committee shall include at least the President as its ranking member, the Executive Director of the Foundation and the College's General Counsel. Others may be invited by the President as proposals and circumstances may warrant. The Committee shall be an advisory body and shall have no policy-making or administrative authority.
- (6) A gift associated with a naming opportunity shall be documented in a written gift agreement executed by the donor and the College which specifies the terms of pledge payments, projected lifespan of the named facility, space or program, duration of naming, and the form of alternative donor recognition thereafter.

(C) DEFINITIONS AND CONSIDERATIONS FOR FUNDING AND RECOGNITION

- (1) General – Units and facilities generally will be named for individuals; however, in very selective situations, a corporation or organization may name an academic program.

The President and the College's Foundation will partner to seek financial gifts commensurate with the project under consideration and compatible with the mission of the College, as determined by the College in its sole discretion.

- (2) Units – A “unit” means any academic program, department, center, institute or other organizational entity of the College. In recommending funding levels for naming units, factors to consider include operating budget, national ranking, similar naming opportunities at peer institutions and the potentially transformative nature of a philanthropic contribution. Gifts to name units should focus on establishing endowments to enhance and support programs and faculty.
- (3) Facility – A “facility” means every building, addition to a building, space in a building, outdoor space (such as garden, court, plaza, memorial, or marker), street and other tangible and relatively permanent feature located on College property.

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Naming opportunities may include:

- (a) New facilities that are to be constructed or acquired;
- (b) Existing facilities that are undergoing major or minor renovations; or
- (c) Existing facilities that are not undergoing renovations.

In recommending a facility naming, factors to consider include construction or renovation costs, location, visibility, and prominence of facility or space; frequency of use by College and non-College constituents; appropriate reflection of age of facility or space; and replacement cost or cost of comparable recent new construction for similar college facility.

Naming a facility is given in recognition of a gift to the College that represents a significant share of the facility costs, as recommended by the President. In-kind gifts may be considered for naming, provided that the life-cycle costs of acquiring and maintaining the equipment are considered in the calculation of the value of the in-kind gift.

- (4) Duration – The naming of College units and facilities will endure for the useful life of the program or space and/or a minimum period of years. In the event that a unit or facility ceases to exist, is substantially altered, or is replaced, the original donor or his/her heirs/successors will be offered the first opportunity to make a new gift to retain the naming. If no such gift is forthcoming, then a new donor may be sought and the new name will be subject to the approval of the Board of Trustees. The original donor's gift will be acknowledged in perpetuity in an appropriate way, such as a commemorative plaque in a public part of the new/renewed facility.
- (5) Term Naming – In appropriate instances, most often involving a corporate donor, a naming may be granted for a pre-determined fixed term, generally not more than 10 years. At the end of the term, the name of the facility or physical space shall expire but may be renewed with the same or a new name. The gift agreement should clearly specify the period of time for which the facility will be named.

(D) STEWARDSHIP

The Committee shall appoint a steward of approved naming opportunities who will ensure the naming and gift agreements are appropriately administered, communicated, and implemented consistent with established College procedures and guidelines.

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(E) RIGHT OF REMOVAL

In the interest of maintaining its reputation, the College reserves the right to remove the name given to any unit or facility should the College, in its sole discretion, determine that the name adversely impacts or may adversely impact the College's reputation. The College shall notify donors of such decisions and shall bear no financial responsibility to return any received contributions to the donor.

These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

A name may also be removed if a donor fails to maintain payments on a pledge upon which the naming was bestowed, or if a planned gift upon which a naming was bestowed does not result in the value agreed upon.

The College also reserves the right to dispose of any named property or facility as deemed necessary via sale, demolition, etc. Named properties would be amended, removed or disposed of only upon recommendation of the Committee or the Board Chair and approval by the Board of Trustees, with notification to the donor or a donor's representative.

(F) The President may establish procedures and/or guidelines to administer this policy.

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EMPLOYEE DEFINITIONS

Effective May 25, 2023

Policy 3-01

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- (A) A full-time employee is employed forty (40) hours per week. Procedure 3-01 (F) defines the four (4) employment categories for full-time employees: (1) Staff; (2) Administrative (Managerial) and Professionals; (3) Executive; and (4) Faculty. The College is authorized to make reallocations of positions, provided that the overall employee headcount remains within the Board-approved budget for the applicable fiscal year.
- (B) A part-time employee is employed less than forty (40) per week in an approved classification in the College's classification plan.
- (C) A student worker is either an employee in the federal student aid program or the College work study program. Both must be enrolled in for-credit classes in the College at all times and employed twenty (20) hours or less per week when classes are in session, and thirty (30) hours or less per week between terms and during spring break, for the duration of their funding or end of the fiscal year, whichever comes first.
- (D) A temporary employee is employed for up to one (1) year in duration and may be renewed by the President or designee as needed.
- (E) The President may establish procedures that define work categories.

Last Effective Dates: June 1, 2010
October 1, 2007
August 21, 2000
March 28, 2013

*Administrative Updates: Reflect current department names and language (6-28-16)

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WORK CATEGORY DEFINITIONS

Effective September 22, 2016

Procedure 3-01 (F)

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- (1) Full-time employees are defined in the following categories:
 - (a) Staff: Employees who are responsible for providing clerical, technical, maintenance, para-professional, professional, and safety services that support the instructional and operational units of the College. Some employees also assume coordinating responsibilities for their functional areas.
 - (b) Administrative (Managerial) and Professional: Employees who are responsible for planning, organizing, monitoring, directing projects or programs, budgeting, supervising or evaluating employees, and assisting in the staffing of the instructional and operational units of the College. Administrative (managerial) and professional employees that occupy a position of trust, serve at the pleasure of the President. Such positions include the President, vice presidents, business managers, administrative officers, deans, chairpersons, directors, supervisors, and employees that are engaged in educational or research duties, such as advisors, counselors, coordinators and program coordinators. Administrative (managerial) and professional employees also include employees who act on behalf of the College or who hold a fiduciary or administrative relation to the College.
 - (c) Faculty: Employees who are responsible for instructional presentation and delivery; the planning and design of instructional programs; student advising; and service to the department, division, and the College. See Columbus State Education Association (CSEA) Faculty Collective Bargaining Agreement for additional information.
- (2) Full-time employees are also provided the following employment options with the approval of their administrator and a Cabinet member, provided it does not conflict with the College's needs. Employees need to work at least 75 percent of full-time in a Board-approved position in order to be eligible for benefits.
 - (a) Alternative work schedules: Result when the days or hours worked are adjusted by an administrator due to operational need, federal statutes, policy and procedure, or an approved employee request.
 - (b) Reduced work schedules: Result when the hours worked are reduced due to operational need, federal statutes, policy and procedure, or an approved employee request.

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- (3) Part-time employees are defined in the following categories:
- (a) Part-time Staff: Non-teaching employees who are employed twenty-nine (29) hours or less per week, depending upon operational need and budget. Part-time employees must hold a classification with a full-time equivalent. Part-time positions are compensated on an hourly basis at a rate consistent with the base hourly rate of its full-time equivalent. Part-time employees must obtain prior approval from their primary supervisor in order to hold a secondary part-time position.
 - (b) College Work Study: Non-teaching employees who are enrolled students taking at least three (3) credit hours per term and are employed twenty hours or less per week for the duration of the fiscal year. College work study positions are managed by the Career Services Department and are compensated on an hourly basis. Student worker employees, while listed on the College payroll, are excluded from Policy and Procedures: 3-08 (Fringe Benefits); 3-09 (Employee Privileges); 3-32 (Disciplinary Action); and from Board-approved action, unless specifically referenced.
 - (c) Federal Work Study: Non-teaching employees in the College's Federal Student Aid Program who are enrolled students taking at least six (6) credit hours while classes are in session and are employed twenty hours (20) or less per week while classes are in session, and twenty-nine (29) hours or less per week during breaks, for the duration of their funding or end of the fiscal year, whichever comes first. Federal work study positions are managed by the Career Services Office and are compensated on an hourly basis. Federal work study employees, while listed on the College payroll, are excluded from Policy and Procedures: 3-08 (Fringe Benefits); 3-09 (Employee Privileges); 3-31 (Employee Problem Solving); 3-32 (Disciplinary Action); and from Board-approved action, unless specifically referenced.
 - (d) Adjunct Instructors: Employees who are employed on a contractual basis and are responsible for the instruction of a course or courses not to equal or exceed 75 percent of full-time faculty instruction. Adjuncts are compensated in accordance with a one-term contract on a per-contact-hour basis.
 - (e) Non-credit Instructors: Employees who are employed on a contractual basis not to exceed twenty-nine (29) hours per week who are responsible for the instruction of a non-credit course or courses. Non-credit instructors are compensated in accordance with a short-term contract on an hourly basis. Non-credit instructors must obtain prior approval from their primary supervisor in order to hold a secondary part-time position.

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- (4) Temporary employees are defined in the following categories:
- (a) Staff: Employees who are hired to work on a project of limited duration or to fill a vacancy created by a full-time employee on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time.
 - (b) Faculty: Employees who are hired to fill a specific need or vacancy created by a faculty member on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time. These positions are contracted for and renewed one term at a time.
 - (c) Administrative (managerial) and Professional: Employees who are hired to fill a specific need or vacancy created by an administrator on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time. Administrative (managerial) and professional employees occupy a position of trust.
 - (d) Intermittent: Employees who work as needed on a periodic or occasional basis, less than twelve hundred hours per year, to supplement the regular workforce not to exceed one year unless approved by the President or designee.
 - (e) Full-time Temporary Position: This is a temporary appointment type that is used for no more than one (1) calendar year, or for the duration of a specific project, and may be renewed by the President or designee as needed.

Temporary employees may be used for a number of reasons, including, but not limited to:

- (1) Fill in during the recruitment process for a vacant Board-approved position.
- (2) Fill in while an employee is off on Family Medical Leave or Disability.
- (3) Fill in while an employee is on an unpaid Leave of Absence.
- (4) Fill in while an employee is on Sabbatical.
- (5) Used to demonstrate the need for a full-time position prior to taking the request to the Board of Trustees.

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- (6) Fill external/grant funded positions, which may be appointed without competitive recruitment based on the personnel needs of the grant. If permanent funding becomes available for a Board-approved position, competitive recruitment will be required if competitive recruitment was not conducted at the initial time of hire

The use of temporary employees for faculty positions complies with all of the above criteria except that one (1) employee may not fill the appointment type longer than two (2) consecutive terms.

Temporary employees who are not employed by the College under a contract of employment for a definite period of time are “at will” employees who serve at the pleasure of the President. The “At will” status may only be changed by a written contract for employment for a definite period of time signed by the employee and an authorized College representative.

Externally funded employees will be placed in one of the above temporary employment categories.

- (5) Personnel actions are defined by the following terms and require approval by the appropriate administrator and division Vice President.
 - (a) New Appointment: The placing of a person into a vacant position that the College has posted and decided to fill through a competitive process outlined in Chapter 3 of the College’s Policy and Procedures Manual. This position may be filled in one of the following manners:
 - 1. New Hire: The selection and appointment of a person who is not currently employed by the College.
 - 2. Internal Selection: The selection and appointment of a person who is currently employed by the College.
 - (b) Promotion: An employer-initiated action that moves an employee from his/her current classification to a higher classification based on targeted hiring range, performance, knowledge, skills, and abilities.
 - (c) Reclassification: The change of an employee’s classification based on either the accretion or denigration of duties and responsibilities over time or due to programmatic or operational need of the College. For salary purposes, the reclassification may constitute a promotion, transfer, or demotion.

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The employee, the supervisor, or the Vice President may initiate the request for a review of a position(s) for reclassification.

- (d) **Transfer:** An employer-initiated movement of an employee to any position in the same targeted hiring range as the employee currently holds.
- (e) **Reassignment:** The movement of a position and the employee to another department or division of the College. Reassignment consists of moving the person and the position and not creating a new “headcount” or moving the employee into a vacant position. Reassignment requires that the classification of the employee remain the same and the duties performed fit within that classification.
- (f) **Interim:** A designation given to an employee who is temporarily assigned to replace an employee who vacates a position that the College is actively recruiting to fill. Such a designation may be made for any position and classification and is not limited to administrative or supervisory positions. During the period of time that the employee is designated as “interim,” the employee assumes the responsibilities of the “interim” position with the scope and level of authority designated by the College.
- (g) **Acting:** An appointment of an employee for a period longer than two weeks to fill a position that is temporarily vacated due to an extended leave of absence of another employee. The extended leave may be for an approved disability or any other form of approved leave. The employee filling in on an “acting” basis shall vacate the position upon return of the employee on the extended leave.

The two employees may hold the same position for up to 30 days upon the return of the employee for the purposes of continuity and operational need.

The head of Human Resources shall approve the 30-day period. An employee shall hold the acting position for no more than one year unless renewed by the President.

- (h) **Demotion:** The movement of an employee from his/her current classification and pay to a lower classification and pay.

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1. Voluntary Demotion: A demotion that is initiated by the employee who voluntarily wishes to be appointed to a lower classification and pay. This demotion may be for a number of reasons to include personal, reduction in force, or as a means of reasonable accommodation and compliance with the Americans with Disabilities Act Amendments Act (ADAAA).
 2. Involuntary Demotion: A demotion that is initiated by the employee's supervisor and approved by the head of Human Resources. This demotion may be for disciplinary reasons.
- (i) Separation of Employment: Any personnel action that results in an employee's separation from employment with the College shall be coded as one of the following:
- Resignation, eligible for rehire
 - Resignation, not eligible for rehire
 - Discharge/Removal/Termination
 - Long – Term Disability (LTD)
 - Disability Retirement
 - Retirement, eligible for rehire
 - Retirement, not eligible for rehire
 - Death
 - Layoff
 - Position Elimination
- (j) Probationary Periods:
- (i) At-will employees do not serve probationary periods.
 - (ii) Probationary periods for employees represented by bargaining units are established in accordance with the terms of applicable collective bargaining agreements.

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- (iii) Probationary periods are served upon:
 - 1. Initial appointment.
 - 2. Promotion, except when a position is reclassified.
 - 3. Rehire after resignation, retirement or termination.
 - 4. Lateral change to a different classification.

- (iv) Probationary periods are not served:
 - 1. When a position is reclassified and the incumbent has previously successfully completed a probationary period in the position being reclassified.
 - 2. Upon recall from layoff and the employee has previously successfully completed a probationary period for the classification.
 - 3. Upon reinstatement from disability separation to the same classification.
 - 4. Upon demotion.

- (v) Conditions of probationary period:
 - 1. An employee serving a probationary period is not eligible to apply for other College positions.
 - 2. Time spent on a layoff or any leave that exceeds five days will not be calculated as part of the probationary period.

- (vi) Performance Management, Demotion and Termination:
 - 1. Managers/supervisors must provide coaching and feedback during the probationary period.
 - 2. Managers/supervisors must provide an informal performance review prior to the end of the probationary period.
 - 3. An employee may be terminated or demoted for unsatisfactory performance during a probationary period only by direct action of the president or the president's designee
 - 4. The head of human resources may approve an extension of a probationary period in lieu of termination. Such extensions shall not be for more than 60 days.
 - 5. The effective date of termination or demotion must be on or before the last day of the probationary period.
 - 6. An employee whose performance is unsatisfactory during a promotional or lateral probationary period may be returned to the former classification.
 - 7. Terminations or demotions from a probationary period cannot be appealed to the state personnel board of review.

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(vii) Length of Probationary Period

1. The probationary period for bargaining unit members is determined by the collective bargaining agreement.
2. The standard original appointment probationary period for non-bargaining employees is 180 calendar days. The probationary period is completed at midnight on the 180th day.
3. The office of Human Resources determines length of probationary periods by classification, not to exceed one year.
4. The standard lateral or promotion probationary period for non-bargaining employees is 90 calendar days. The probationary period is completed at midnight on the 90th day.

(6) Salary Adjustments

- (a) **Internal Selection:** If the internal selection places the employee in a classification higher than what the employee currently holds, then the promotion rules apply. If the internal selection places the employee into a classification that is in the same targeted hiring range as the employee currently holds, then the transfer rules apply. If the internal selection places the employee into a lower classification than the employee currently holds, then the demotion rules apply (See Policy 3-02 and related Procedure 3-02 (G)).
- (b) **Promotion:** The employee shall receive the base of the targeted hiring range for the new position or a five percent increase in salary, whichever is greater.
- (c) **Reclassification:** If the reclassification places the employee in a classification higher than what the employee currently holds, then the promotion rules apply. If the reclassification places the employee into a classification that is in the same targeted hiring range as the employee currently holds, then the transfer rules will apply. If the reclassification places the employee into a lower classification than the employee currently holds, then the demotion rules apply.
- (d) **Transfer:** No salary increase shall apply.
- (e) **Reassignment:** No salary increase shall apply.

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- (f) Interim: If the “interim” position is higher than the employee’s current classification, the employee will be paid at the level of the base of the pay range or a five percent increase in salary, whichever is greater than the employee’s current salary. If the “interim” position is the same or a lower classification than the employee currently holds, then no salary change will apply.
- (g) Acting: If the employee filling in the “acting” appointment holds a lower classification and pay than the classification of the employee on extended leave, then the acting appointment shall be paid at the level of the base of the pay range of the classification or a five percent increase in salary, whichever is greater, during the period of “acting.” If the appointment is to a position of the same or lower pay range than the employee currently holds, no salary change will apply.
- (h) Demotion: The employee shall be moved to the appropriate targeted hiring range for the classification to which the employee is demoted, and compensation within the hiring range of the new classification shall be established by the Vice President of the division, in consultation with the head of Human Resources.

Last Effective Date: April 22, 2013
June 1, 2010
October 1, 2007
July 1, 2002

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JOB DESCRIPTION

Effective September 22, 2016

Procedure 3-02 (B)

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- (1) Copies of all current position descriptions will be maintained in the Human Resources Department. Every position must be evaluated when job duties have changed and have a current position description on file prior to beginning any recruitment efforts.
- (2) In order to create a new position description or revise a current position description, the hiring manager must submit a formal position request form to Human Resources.
- (3) To establish a new Board approved position, the hiring manager must contact the Human Resources Representative for his/her department. The Human Resources Representative will work with the manager to evaluate the position description for proper classification, qualifications, and pay rate. Once the evaluation is complete, the Human Resources Representative will submit the position request form to the Budget Office, the appropriate Cabinet member, the President and the Board of Trustees for approval. If the request is approved, the position must be created through the Applicant Tracking System by the hiring manager.
- (4) To create a requisition for an existing available Board of Trustees-approved position, the hiring manager must submit the position through the Applicant Tracking System for appropriate signatures, up to, and including the President, if required.
- (5) For reclassification, reassignments, transfers, promotions or demotions of a current employee's position, or vacancy the hiring manager must contact the Human Resources Representative for his/her department to complete a formal request form. The Human Resources Representative will work with the manager to review the position description for proper classification qualifications, and pay rate. Once the evaluation is complete, the Human Resources Representative will submit the request form for appropriate signatures, up to, and including the President, if required. Positions will not be reviewed during the first year of employment.

Last Effective Dates: June 1, 2010
August 21, 2000

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HIRING FULL-TIME FACULTY
AND MANAGERIAL POSITIONS

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Procedure 3-02 (C)

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- (1) These procedures are designed for the hiring of full-time, Board-approved faculty and managerial administrators. The College utilizes a performance-based promotion plan and/or a competitive recruitment process to attract qualified applicants. This process is coordinated through the Human Resources Department.
- (2) Positions become available by Board of Trustees approval of a new position, replacement of a current Board of Trustees approved position, or through external funding. Once a position becomes available, the hiring manager must review the current job description on file with the Human Resources Representative and create a requisition in the Applicant Tracking System for appropriate approvals.
- (3) In most cases, after approval, vacancies will be posted according to Procedure 3-01 (F) (6). Hiring managers are encouraged to assist with the recruitment efforts and to refer candidates for the formal application process. Internal employees who wish to apply for a posted vacancy must submit an application and resume. Newly hired employees (less than 1 year) or employees who have voluntarily transferred from one position to another may not apply or transfer for one year from the date of hire or transfer to their current position without the approval of their manager and Human Resources. Based on the College's commitment to hiring qualified candidates, only those candidates meeting the minimum qualifications as defined in the job description may be granted an interview. The previous Columbus State Community College employment record of an internal candidate is considered part of the application.
- (4) The decision to advertise externally in addition to the posting process is made by the Human Resources Department in collaboration with the hiring manager. All advertisements for vacancies are approved and processed by the Human Resources Department. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants.
- (5) All applications for vacant positions are received through the Human Resources Department's Applicant Tracking System where the applicant pool is reviewed by the hiring manager for minimum and preferred qualifications as defined by the job description.

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- (6) Concurrent with the posting and advertising process, the hiring manager will make recommendations for members of the search committee (see the guidelines for search committee composition that follow). Recommendations must be reviewed and approved by the Dean, Associate Vice President, Vice President, Senior Vice-President, and Human Resources.
- (7) Once the committee has been approved, the hiring manager will designate a committee chairperson, invite the committee members to serve, and schedule the first meeting for the committee to be briefed by Human Resources on the recruitment and selection process. The committee members are given their official charge by the hiring manager.
- (8) The search committee must review all resumes in the pool and forward the names of the candidates to be interviewed to the Human Resources Representative, who will review the selections to ensure a diverse slate was put forward. Hiring managers should make every attempt to interview multiple candidates, depending on the size of the applicant pool, to ensure it selects a diverse pool of candidates.
- (9) The Human Resources Department or search committee chair will contact the candidates and coordinate the interview process through the Applicant Tracking System.
- (10) After completion of the interview process, the chair will forward the selected final candidates to the hiring manager and Human Resource Representative in an unranked order for further interviews.
- (11) The final candidate for faculty and managerial positions will be selected as follows:
 - (a) The final candidate for faculty positions will be selected after a consultative meeting with the committee Chairperson, Dean, and Senior Vice President of Academic Affairs. With approval of the President, the hiring decision rests with the Senior Vice President of Academic Affairs.
 - (b) The final candidate for managerial positions (Chairperson, Dean, Director I, Director II, Executive Director, Associate Vice President, Vice President, and Senior Vice President) will be selected after a consultative meeting with the committee chairperson, the hiring manager, Vice President/Senior Vice President, and the President. Vice President/Senior Vice President and the President. The hiring decision rests with the Vice President/Senior Vice President and/or the President.

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AND MANAGERIAL POSITIONS

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- (c) The final candidate for all other supervisory positions (Administrator, Assistant Director and Supervisor I/II) will be selected after a consultative meeting with the committee chairperson, the hiring manager, and the Vice President/Senior Vice President. With approval of the President, the hiring decision rests with the Vice President/Senior Vice President.
 - (d) All reference checks on final candidates are conducted by either the hiring manager or the Human Resources Department. Background checks are conducted by Human Resources and may include requesting recommendations, verifying past employment, criminal background checks, educational credentials, drug screening, motor vehicle record checks, skills testing, and behavioral testing.
- (12) A position may be re-opened/re-posted at any point in the search process if it is evident that the pool is not sufficient in terms of diversity of candidates, decreased pool or qualifications. If the search is re-opened/re-posted, or if a new position becomes available in the same classification (or discipline) within 120 days (CSEA and FOP follow an alternative timeframe) after the committee forwards its recommendations to the next level, the hiring manager may use the same committee and the same pool of candidates, in addition to any new applicants who may apply. The position may be re-posted and advertised externally as needed. The Human Resources Department will notify all existing candidates of the process.
- (13) Once a candidate has been selected for hire, the hiring manager will notify the Human Resources Representative, extend a verbal offer of employment contingent on pre-employment checks and establish a start date and salary. Salary will be determined as set forth in Procedures 3-02 (G), 3-02 (H) and 3-01 (F).
- (14) The Human Resources Representative will initiate the written, contingent offer letter and route it for approvals through the Applicant Tracking System.
- (15) Every attempt will be made to notify candidates of their standing in a timely manner during the search. Notification must be sent to all candidates by the hiring manager at the conclusion of the search by either changing the applicant's status in the Applicant Tracking System, or by direct contact. Internal candidates applying for a full-time position should be given the courtesy of a personal notification by the hiring manager if not selected for an interview or hired for the position.

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HIRING FULL-TIME FACULTY
AND MANAGERIAL POSITIONS
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- (16) In any search, committee membership may be expanded at the hiring manager's request to include additional faculty, management, staff, students or community members.

**SEARCH COMMITTEE MEMBERSHIP GUIDELINES
FOR FULL-TIME FACULTY POSITIONS**

The hiring manager with the vacancy will be responsible for forming the search committee with assistance from the Human Resources Department. The committee membership will be diverse and the members will be appointed as follows:

- Chairperson of department (will serve as the committee chair)
- Three to five tenured faculty members (if available) from the department with the vacancy. In the rare case that the only faculty with proper expertise in a content area are non-tenured, the departmental faculty may choose to select a non-tenured faculty member. The process for selecting these faculty members will be established and implemented by the department's full-time faculty; and
- One tenured faculty member and/or a manager from outside the department appointed by the College.

The committee will choose up to three candidates per vacancy. The Dean will meet with the department chairperson and one or more of the department faculty on the committee to discuss the committee's recommendation. After the hiring decision is made and upon request of the committee, the Dean will meet with the committee to discuss the decision.

If another tenure-track faculty position becomes available in the same department within 90 days of the completion of a hiring committee's work, and that committee has appropriate expertise, that committee may be reconvened to choose up to three candidates for the new position from the original candidate pool, a new candidate pool, or a combination of both as determined by the committee.

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**SEARCH COMMITTEE MEMBERSHIP GUIDELINES
FOR ANNUALLY CONTRACTED FACULTY (ACF)
POSITIONS**

Annual Contract Faculty (ACF) will be hired through a modified departmental search process consisting of the department chairperson and up to three tenured faculty members from the department. The process for selecting the faculty committee members will follow the guidelines established by the department's full-time tenure track faculty and implemented by the chairperson.

**SEARCH COMMITTEE MEMBERSHIP GUIDELINES FOR
MANAGERIAL AND SUPERVISORY**

The hiring manager with the vacancy will be responsible for forming the search committee and appointing a committee chairperson with assistance from the Human Resources Department.

The committee membership for academic Chairperson and Dean searches will be diverse, and the members will be appointed as follows:

- One manager from the division/functional area with the vacancy
- One manager from another division/functional area
- One faculty member from the department
- One faculty member from another division
- One staff member
- One student (optional)

The committee membership for all other managerial and supervisory searches will be diverse, and the members will be appointed as follows:

- One manager from the division/functional area with the vacancy
- One manager from another division/functional area
- One staff member from the division/functional area with the vacancy
- One staff member from another division/functional area
- One faculty member
- One student (optional)

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Finalists for Dean-level positions and above (Director II, Executive Director, Associate Vice President, Vice President, Senior Vice President or In-House Counsel) will participate in a variety of campus meetings and open forums, which will be coordinated by Human Resources, in addition to the search process.

Last Effective Date: June 1, 2010
August 21, 2000

COLUMBUS STATE COMMUNITY COLLEGE
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HIRING FULL/PART-TIME STAFF

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Procedure 3-02 (D)

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- (1) These procedures are designed for the hiring of full-time, Board-approved staff. The College utilizes both a performance based promotion plan and/or a competitive recruitment process to attract and retain qualified applicants. Vacancies may be posted, but those that are part of a performance-based promotion plan need not be posted. This process is coordinated through the Human Resources Department.
- (2) Positions become available by Board of Trustees approval of a new position, replacement of a current Board of Trustees-approved position, or through external funding. Once a position becomes available, the hiring manager must review the current job description on file with Human Resources Representative and create a position requisition in the Applicant Tracking System for appropriate approvals.
- (3) In most cases, after approval, vacancies will be posted. Hiring Managers are encouraged to assist with the recruitment efforts and to refer candidates for the formal application process. Internal employees who wish to apply for a posted vacancy will submit an application and resume. Newly hired employees (less than 1 year) or employees who have voluntarily transferred from one position to another, within the year, may not apply for a vacancy for one year from the date of hire for the most recent position without prior approval of their manager and Human Resources. Based on the college's commitment to hiring qualified candidates, only those candidates meeting the minimum qualifications as defined in the position description may be granted an interview. The previous Columbus State Community College employment record of an internal candidate is considered part of the application.
- (4) The decision to advertise externally in addition to the posting process is made by the Human Resources Department in collaboration with the hiring manager. All advertisements for vacancies are approved and processed by the Human Resources Department. This includes decisions about frequency and size of advertisements. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants. Employees and faculty are encouraged to assist with the recruitment efforts and to refer candidates to the online application process.
- (5) Applications for vacant positions are received through the Human Resources Applicant Tracking System where the entire applicant pool is reviewed by the hiring manager for minimum and preferred qualifications as defined by the position description.

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HIRING FULL/PART-TIME STAFF

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- (6) The Human Resource Department, in conjunction with the hiring manager, will determine whether there is a sufficient qualified pool of diverse candidates or if the posting deadline needs to be extended. If extended, the hiring manager will further review the pool based on the position description, department needs, and established criteria. Upon completion of the review process, the hiring manager will notify Human Resources of the additional candidates to be interviewed.
- (7) The hiring manager will contact the candidates and coordinate the interview process. Hiring managers should interview multiple candidates to ensure opportunity for a diverse pool of candidates.
- (8) The hiring manager must change the status of those candidates selected for interview in the Applicant Tracking System and disposition candidates not moving forward for an interview.
- (9) A position may be re-opened/re-posted at any point in the search process if it is evident that the pool is not sufficient in terms of diversity of candidates, decreased pool or qualifications. If the search is re-opened/re-posted, or if a new position becomes available in the same classification (or discipline) within 120 days (CSEA and FOP follow an alternative timeframe), the hiring manager may use the same pool of candidates, in addition to any new applicants who may apply. The position may be re-posted/re-opened and advertised externally as needed.
- (10) Once a candidate has been selected for hire, the hiring manager or the human resources department will verify references. If acceptable, the hiring manager will notify the Human Resources Representative, extend a verbal offer of employment contingent on pre-employment checks, establish a start date and confirm the starting salary. The human resources representative will initiate the written, contingent offer letter and route it for approvals through the Applicant Tracking system.
- (11) Background checks, which could include fingerprinting, if appropriate, are coordinated by Human Resources. Background checks could also include verifying past employment, motor vehicle record checks, criminal background checks, educational credentials, drug screening, skills testing and behavioral testing.
- (12) The hiring manager will notify all candidates of their status in a given requisition by the time the position has been hired, except in cases of multiple openings on the same requisition. Notification is initiated hiring manager by changing the applicant's status in the Applicant Tracking System. The change in status will generate an automatic email notice to the candidate. Internal candidates applying for a full time position should be given the courtesy of a personal notification by the hiring manager, if not selected for an interview or hired for the position.

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HIRING ADJUNCT FACULTY/NON-CREDIT

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Procedure 3-02 (F)

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- (1) These procedures are designed for the hiring of adjunct faculty and non-credit instructors. The college utilizes a competitive recruitment and employment process to attract and retain qualified applicants. All vacancies will be posted. This process is coordinated through the Human Resources Department.
- (2) The need for adjunct instructors is determined by class enrollment in each department on a term-by-term basis.
- (3) The decision to advertise externally in addition to the posting process is made by the Human Resources Department in collaboration with the hiring manager. All advertisements for vacancies are approved and processed by the Human Resources Department. This includes decisions about frequency and size of advertisements. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants. Employees and faculty are encouraged to assist with the recruitment efforts and to refer candidates to the on-line application process.
- (4) The hiring managers will review all of the applications received for vacant positions, and schedule qualified candidates for interviews. The Human Resources Department, in conjunction with the hiring manager, will determine whether there is a sufficient qualified pool of diverse candidates.
- (5) The hiring manager must change the status of those candidates not moving forward for an interview in the applicant tracking system. The change of status will generate an automatic email notice to the candidate.
- (6) Once a candidate has been selected for hire, the hiring manager will verify references. If acceptable, the hiring manager will notify the Human Resources Representative of candidate(s) selected, extend a verbal offer of employment contingent upon pre-employment checks, establish a start date and confirm the starting salary. The Human Resources Representative will initiate the written, contingent offer letter and route it for approvals through the applicant tracking system.

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HIRING ADJUNCT FACULTY/NON-CREDIT

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- (7) All final candidates for adjunct positions are subject to background checks, including a criminal background check, motor vehicle record check, fingerprinting and drug screen, if applicable for the discipline. Background checks will be coordinated by Human Resources and are required for all employees prior to beginning employment with the college.
- (8) An adjunct instructor will not be assigned in excess of 75 percent of full-time faculty instructional hours per term unless requested in writing by the hiring manager, reviewed by Human Resources and approved by the Office of Academic Affairs.

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SALARY PLACEMENT
Procedure 3-02 (G)
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(1) External

Under normal circumstances, new employees who are hired to fill posted vacancies will be hired at the base of the targeted hiring range as established by the Human Resources Department. New employees are expected to perform the basic duties and responsibilities of the position after normal training. These employees often have limited relevant experience and will require learning certain aspects of the job. They will require closer supervision over a longer period of time. Employees shall be hired at no less than the minimum salary of the targeted hiring range of the broad band to which the classification is assigned. Likewise, the salary of an employee shall not exceed the top of the salary hiring range to which the classification is assigned.

In circumstances where a new hire possesses significant education, experience, skills, certification(s), and/or knowledge that are valuable to the success of the position, the new hire may be advanced within the targeted hiring range with the following approval and with the appropriate request form:

- (a) The hiring manager may request approval of the Senior/Vice President of the area to hire a candidate up to the second first quartile of the targeted hiring range.
- (b) The President must approve any salary above the midpoint of the targeted hiring range. If the President approves a salary above the midpoint, he/she shall notify the Chair of the Board of Trustees no later than the next scheduled Board Meeting.
- (c) To provide consistency and prevent claims of discrimination, the Human Resources Department must review all documentation, including market and internal comparison data, and concur with the advance placement of all new employees above the base of the targeted hiring range.

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SALARY PLACEMENT
Procedure 3-02 (G)
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The standard used to determine a recommendation above the base of the targeted hiring range shall be as follows:

1. 1st Quartile – exceeds minimum qualifications for the position with documented experience, competencies and education above requirements, with an ability to be fully functioning in the position with close supervision during the orientation period and six months of training.
2. Mid-point - the midpoint or the market reference point is considered appropriate for experienced and fully qualified employees whose performance and experience fulfill the major requirements of the position and enables them to perform most aspects of the job effectively with little or no supervision and/or training.
3. Above the mid-point - placement above the mid-point is considered appropriate in very limited circumstances only for a very broad and highly experienced, educated, and skilled employee. The individual should be highly knowledgeable in the job and related areas, and may have specialized skill or unique knowledge and serve as an expert resource. The individual requires little supervision or coaching with a very short orientation period.

(2) Internal

The above procedure will apply for all internal candidates that are hired to fill posted vacant positions. Under normal circumstances Procedure 3-02 (G) (1) will apply. In this case employees who are promoted will receive 5 percent above their current salary or the base of the targeted hiring range, whichever is greater. However, in cases where the internal employee possesses significant criteria as stated above in Procedure 3-02 (G) (1), the employee may be placed in the same manner as stated in Procedure 3-02 (G) (1).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

HARD-TO-RECRUIT POSITIONS

Effective September 22, 2016

Procedure 3-02 (H)

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- (1) From time to time, the College may experience extraordinary circumstances for certain positions due to market forces or due to new or emerging needs. The President may declare these positions as hard-to-recruit under the current pay system. This designation will give the President the authority to use different/extraordinary methods of compensation that are generally accepted in the business work to attract hard-to-recruit candidates (e.g., hiring bonuses or higher starting salaries). The President will establish criteria to determine what constitutes a hard-to recruit position.
- (2) This procedure established by the President for filling hard-to-recruit positions does not apply to faculty or employees represented by labor unions.
- (3) Generally a hard-to-recruit position is a job or classification for which the College has difficulty finding qualified candidates due to labor market trends/shortages or salary misalignment.

The following criteria shall be used to declare a position as hard-to-recruit:

- The College has explored the impact of job redesign.
- The College has performed a competitive salary review from the appropriate sources.
- Must document the labor shortage information from the appropriate sources such as Bureau of Labor Statistics, CUPA, OACC and AACC.
- The College has documented shortages of like positions at other community colleges.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

TALENT MANAGEMENT

Effective: July 28, 2016

(MANAGERS AND NON-BARGAINING UNIT STAFF)

Policy 3-03

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(A) PURPOSE

The College needs talented employees, with a broad range of backgrounds and experience, to be able to excel at our mission and achieve our strategic goals. The College's Talent Management System is designed to support the institution to attract, engage, train, retain, motivate, and reward individuals who can build and maintain an academic institution that exceeds student expectations. The compensation philosophy for covered staff and supervisors will reflect a system that rewards high levels of performance, job engagement, competency development, leadership development, scope of responsibility, and years of service.

(B) DEFINITIONS

Break in Service: Any employee who leaves the College for whatever reason for more than (30) thirty calendar days is considered to have a break in service for both salary and benefits, except where in conflict with the Ohio Revised Code.

Competencies: Knowledge, skills, abilities, and work behaviors that have been identified for each classification as necessary for contributing to employee and organizational success.

Core Competencies: A set of competencies aligned with the College's mission, vision, and strategic goals, which are applicable to all positions.

Job Classification: A group of positions that are connected due to similarities in position attributes, nature, scope of work, and competencies required to meet business needs; sometimes referred to as a role (e.g., Technician, Specialist, Office Associate, Advisor).

Job Families: Major groupings of jobs that represent the general fields of work (e.g., Administrative, Managerial, IT, Skilled Trades). Jobs within job families are similar in the broad character of work, but differ in terms of the level of responsibility, decision making, or complexity that the work may entail.

Performance Bonus: A compensation award for successfully completing a special initiative, project, or exhibiting exemplary performance in job duties, the request of which must be formally submitted to Human Resources with the approval of the applicable Vice President and President.

Performance Review: Written documentation of employee performance based on measurable outcomes of goals and objectives established collaboratively between supervisors and employees.

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TALENT MANAGEMENT
(MANAGERS AND NON-BARGAINING UNIT STAFF)
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Effective: July 28, 2016

It is a key tool for organizational effectiveness and the primary responsibility of each supervisor and manager to administer. Its main purposes are training and development, compensation, and personnel actions including transfer and promotion.

Performance Period: For annual reviews of managerial and staff positions, the performance period shall be January 1st through December 31st of each year, unless adjusted by the President for business purposes.

Performance Criteria: The core competencies, key job duties, and goals of an employee's position.

Performance Management: An on-going, two-way process of communication and partnership between a supervisor and employee that occurs throughout the year to support accomplishing the goals and objectives of both. This process includes clarifying expectations, setting objectives, identifying goals, providing feedback, coaching, reviewing results, recognizing accomplishments, and taking corrective action.

Promotion-in Place: An increase in pay without reclassification, submitted in writing to Human Resources, due to either increased duties, an external market adjustment, an internal pay equity adjustment, or a counteroffer.

Salary Bands: Several similar/related job families combined or "banded" together into one group with a single salary structure.

(C) PERFORMANCE MANAGEMENT

It is expected that the accomplishments of all staff and supervisors at the College contribute to the successful completion of organizational goals and service delivery.

Employees will be provided with a set of tools for establishing and tracking performance criteria. This includes a Planning Guide created at the beginning of the review year that supervisors and employees will collaborate upon to establish performance criteria in the form of goals, core competencies, and key job responsibilities. Regular performance discussions should be held and documented throughout the review year based on the criteria established in the Planning Guide. Supervisors are responsible for ensuring every employee receives feedback on a consistent basis.

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TALENT MANAGEMENT
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Each employee is expected, at minimum, to accomplish performance expectations/objectives set in partnership with his or her supervisor for the employee's current position. Supervisors must meet with any employee whose performance is found lacking and establish a plan with specific performance objectives to assist the employee in improving performance results.

(D) INCREASES AND PERFORMANCE BONUSES

Salary increases may be awarded when an employee has received a performance review establishing accomplishment of performance expectations and goals described in his or her performance plan. Employees may receive a percentage increase whenever one is established by the President and approved by the Board of Trustees, unless an employee's performance is determined to be unsatisfactory or when an employee has received disciplinary action during the year prior. Employees whose performance is deemed unsatisfactory may not receive the percentage increase unless exempted by the applicable Vice President.

Upon completion of a performance review, supervisors of employees with exemplary performance may submit a formal request for a performance bonus of up to \$5,000.

- (1) New employees are not eligible for a pay increase until they have successfully completed their probationary period. In addition, new employees must have started at the College six months prior to the award date of any annual increases, one-time compensation, or performance bonuses in order to be eligible.
- (2) Job Families: The Human Resources Department is responsible for maintaining and monitoring the integrity of classification plans, including the creation, adjustment, and development of all classifications and job families. All job classifications will be placed in a job family for salary administration and performance management purposes. Each classification will then be placed into the appropriate salary broadband based on a number of factors that include, but are not limited to: knowledge, skills, abilities, responsibilities and duties of the position, and how the position compares to other benchmarked positions internally and externally.
- (3) Salary Bands: Supervisory and staff positions will be placed into a system of broad salary bands. The size and shape of the bands will be determined by the market data and benchmarked classifications with consideration of providing an opportunity for salary growth.

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TALENT MANAGEMENT
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- (4) Progression within Salary Bands: Supervisors' and staff employees' salary movement through their respective salary bands will be based on a review of their performance, engagement, competency development, leadership development, scope of responsibility, and years of service. The College may use traditional merit increases and alternative methods of compensation such as one-time compensation/bonuses and promotions-in-place as methods of compensation.
 - (5) External Market Competitiveness: The College will utilize standard external resources to benchmark salaries and benefits. Where applicable, both private and public sector resources and organizations will be used for comparisons.
 - (6) Internal Comparisons: The College believes that administrative and staff positions within our organization with comparable responsibilities, skills, decision-making authority, education, and/or experience should be paid within the same salary band. However, higher pay in a band should be associated with:
 - Greater responsibility
 - Decision-making authority
 - Meritorious performance
 - Engagement activity
 - Leadership activity
 - Stretch and other assignments/services
 - Competency attainment
- (E) The President will establish procedures to administer this policy.

Last Effective Date: June 1, 2008

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

COLLEGE CORE COMPETENCIES

Effective September 22, 2016

Procedure 3-03 (B)

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- (1) There are five college-wide core competencies (with three definitions for each competency) established for all employees of the college and two additional competencies (with six definitions for each competency) established for managers. Employees are encouraged to understand and embrace these competencies and make all efforts to obtain or improve their skill level with these competencies. The competency categories are as follows:

For all employees:

1. Customer/student focus
2. Professionalism
3. Collaboration
4. Managing work
5. Continuous improvement

For all managers:

1. Managing people
2. Leadership

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PERFORMANCE MANAGEMENT
Procedure 3-03 (D)
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Effective September 22, 2016

(1) Yearly Process

At the beginning of each review period, the supervisor and employee shall establish goals (both departmental and professional) and activities that shall be performed during the review period and how the activities will be measured and documented. The plan shall describe how the goals and activities will further the needs of the employee, department, division and/or the college. The supervisor and employee should jointly develop the plan. Throughout the review period, the supervisor and employee shall regularly meet to review the status of the plan to make necessary adjustments, clarifications and address misunderstandings or deficiencies.

After the end of the evaluation period, the employee and the supervisor shall meet to perform a formal performance review and discuss the plan for that year using the performance review form/system. The employee shall do a self-appraisal/review documenting the activity and progress in all areas and submit it to the supervisor prior to the formal performance review. This supervisor's performance review will provide the necessary information to be used for both the salary/bonus recommendation as well as form the basis for next year's Performance Planning meeting. The outcome of the meeting and subsequent recommendation shall be one of the following. The employee's performance is rated as:

- Unsatisfactory
- Needs Development
- Accomplished
- Exemplary

The finalized performance review document and salary/bonus recommendation will be submitted through the formal chain of supervision and filed with the Human Resources Department prior to the end of the evaluation period.

(2) Once the review is complete, the steps to completing an annual review are:

- (a) The next level administrator has the option to view the annual review before the supervisor delivers it to the employee to provide feedback.

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PERFORMANCE MANAGEMENT

Effective September 22, 2016

Procedure 3-03 (D)

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- (b) The supervisor delivers the review to the employee.
- (c) The employee signs off on the review (the signature does not indicate that the employee agrees or disagrees with the content, but rather acknowledges the employee received the review).
- (d) The supervisor signs the review.
- (e) The next level administrator signs the review.
- (f) The review is submit to Human Resources for filing through the performance management system.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE SALARIES

Effective July 21, 2023

Policy 3-04

Page 1 of 1

- (A) Schedules of salary bands and pay ranges for all positions shall be maintained by the Human Resources (HR) Department.
- (B) The Board of Trustees shall annually review changes to salary bands and pay ranges.
- (C) The Board of Trustees shall determine the salary of the President.
- (D) Initial placement of employees in the salary band will be made in accordance with Procedures established by Section F of this policy.
- (E) Employees who earn an academic degree more advanced than they already possess shall be compensated for earning that degree in accordance with Section F of this policy.
- (F) The President may establish procedures for administering this policy.

Last Effective Dates: June 1, 2010; March 2, 1987; March 26, 2015

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SALARY SYSTEM ADMINISTRATION

Effective June 1, 2010

Procedure No. 3-04 (E)

Page 1 of 1

- (1) Faculty, management, and staff salary bands and pay ranges are approved upon recommendation of the President by the Board of Trustees. Pay ranges indicate a minimum to maximum salary. The Board of Trustees must approve any adjustments to the salary bands/ ranges.
 - (a) Staff and management jobs are placed in a salary bands based on the position description and market comparison study.
 - (b) Faculty members are compensated in accordance with salary ranges based upon the academic rank of the faculty member and in accordance with the CSEA Faculty Collective Bargaining Agreement (CBA).
- (2) Initial placement of new employees into appropriate pay ranges shall be in accordance to Policy/Procedure 3-03 (H).
- (3) From time to time the Board of Trustees may approve the funding of salary increases for all employees. Unless otherwise provided by action of the Board of Trustees, such salary increases shall be effective with the beginning of the college's fiscal year, and shall be contingent upon the availability of financial resources and satisfactory job performance.
- (4) Professional part-time employees who are appointed to full-time positions will be placed in the appropriate targeted hiring range in accordance with paragraph 3-03 (H).
- (5) Staff and management employees who are appointed to faculty positions will be placed In the salary range per the Collective Bargaining Agreement (CBA) appropriate to their academic rank upon the recommendation of the Provost and approval of the President.
- (6) Full-time faculty members will be assigned appropriate workload for the following three academic terms: Autumn, Winter, and Spring. If a full-time faculty member is awarded a course load supplemental contract to work Summer term, it will be at a rate of $11/34$ of the annual value of the contract in effect during the immediate preceding Spring term. $\text{July 1 Salary} \div 170 \text{ (Daily Rate)} \times 55 \text{ Days/Summer}$.

Last Effective Date: February 15, 1991

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POLICY AND PROCEDURES MANUAL

COMPENSATION FOR STAFF MEMBERS AND
MANAGERS EARNING ADVANCED DEGREES

Effective June 1, 2010

Procedure No. 3-04 (F)

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- (1) Staff members and managers who receive an academic degree more advanced than that which they already possess shall receive a one-time salary adjustment of five hundred dollars (\$500) on their base pay. This award will be considered an integral part of the employee's salary for future salary adjustments. The employee will be eligible for this degree recognition award regardless of whether or not it initially results in a salary above the maximum of the pay band to which the employee's job is assigned. If the \$500 adjustment places the employee's salary above the maximum salary of his/her pay band, and if the maximum salary of that pay band range is later increased above the employee's adjusted salary, this new maximum will not be exceeded by subsequent salary adjustments.
- (2) The degree must be from an accredited institution. The salary adjustment will become effective the first day of the pay period immediately following the submission of the paperwork from the supervisor and subsequent awarding of the degree. If the request is not submitted during this time, there will be no retroactive pay, in which case, the salary adjustment will be effective the pay period following submission.

The degree must be in a field of study related to the employee's job or to a college job for which the employee may become eligible in the future.

To be eligible for this adjustment, an employee and his/her supervisor must determine:

- (a) During the planning for the degree program, what benefit to the college is to be realized and what measurable objectives are to be accomplished.
 - (b) Upon awarding of the degree, determine whether the benefits have been realized and objectives accomplished.
- (3) During both of these activities, the manager will seek the advice of his/her dean or director and appropriate Provost/ Vice-President.
 - (4) The employee's manager has the responsibility to make a matter of record with Human Resources that (a) and (b) above have been met to request the salary adjustment. The employee's official transcript must also accompany the paperwork.

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COMPENSATION FOR STAFF MEMBERS AND
MANAGERS EARNING ADVANCED DEGREES

Effective June 1, 2010

Procedure No. 3-04 (F)

Page 2 of 2

- (5) The receipt of the degree will have no effect on the job specifications or the job description of the employee; that is, the employee's pay range will not be changed solely on the receipt of the degree.

Last Effective Date: October 15, 1985

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION
Policy 3-05
Page 1 of 2

Effective March 1, 2021

(A) PURPOSE

The College supports a work environment that provides employees with the opportunity to have time away from work in order to ensure their physical and mental well-being. This vacation time is accrued per pay period from the date of hire, based upon length of service, except where specified below.

(B) ELIGIBILITY

- (1) All full-time administrative and professional staff employees will accrue vacation.
- (2) Full-time employees (as defined in College Policy 3-01 and Procedure 3-01 (F) (2) (A) and (B)) who work less than a 100 percent schedule will accrue vacation on a prorated basis in accordance with their length of employment and percentage of annual time worked.
- (3) Staff employed on a semester basis do not accrue vacation.
- (4) Bargaining unit members are governed by the negotiated vacation leave provision within their respective collective bargaining agreements.

(C) VACATION ACCRUAL

- (1) The President's vacation accrual rate is set by the Board of Trustees.
- (2) The President sets vacation accrual rates for Director-level employees and above.
- (3) The vacation accrual rates for all other full-time staff, covered by this policy, are in accordance with the following annualized schedule:
 - (a) Employees from hire date through five (5) years of employment are eligible for up to 80 hours per year.
 - (b) Employees with six (6) through ten (10) years of employment are eligible for up to 120 hours per year.
 - (c) Employees with eleven (11) through twenty-four (24) years of employment are eligible for up to 160 hours per year.
 - (d) Employees with twenty-five (25) years of employment or more are eligible for up to 200 hours per year.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION

Policy 3-05

Page 2 of 2

Effective March 1, 2021

- (4) Adoption of this policy will not reduce the accrual rate of vacation time already accrued by persons employed by the College at the time of adoption of this policy.
- (5) Pursuant to Ohio Revised Code, Section 9.44, employees previously employed by the state or any political subdivision of the state, currently earning vacation credits, are entitled to have their prior service with any of these employers counted as service with the College for the purpose of computing the employee's vacation accrual rate, except those retired from the state as set forth in Ohio Revised Code, Section 9.44.
- (6) Vacation credit may be accumulated by employees up to a maximum amount that can be earned in three (3) years. Further accumulation will not continue when the maximum is reached.

(D) PAY IN LIEU OF VACATION

Employees who have completed three (3) years of service may request pay in lieu of vacation. Employees must first take two (2) weeks/eighty (80) hours of vacation within a rolling 12-month period measured backward from the date the request for pay in lieu of vacation is submitted. Employees may receive payment once per rolling 12-month period for up to forty (40) hours of their accumulated vacation balances by submitting a vacation payout form for such payment to their supervisor. Such payment shall be issued within a reasonable timeframe following submission of the employee's request.

(E) SEPARATION OF EMPLOYMENT

- (1) Unused accrued vacation will be paid to employees upon separation of employment or retirement at their current rate of pay.
- (2) Vacation time shall not be taken on the employee's last day of employment.

(F) The President may establish procedure(s) to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION
Procedure 3-05 (A)
Page 1 of 1

Effective August 1, 2007

- (1) An employee's request for vacation must be submitted on the Leave Request Form to the employee's supervisor.
- (2) Except in the case of an emergency, vacation must have prior approval by the supervisor.
- (3) The supervisor may refuse to grant part or all of a request for vacation if the request violates the department's published vacation guidelines. Guideline factors to be followed in all departments include:
 - (a) The operational needs of the department.
 - (b) The number of employees on vacation concurrently.
- (4) Vacation may be used with one (1) hour being the minimum to be charged per occurrence, and one half (1/2) hour increments thereafter.
- (5) The employee's supervisor is responsible for submitting the Leave Request Form to the Payroll Department within three (3) working days from the date of leave.
- (6) Vacation may be used in lieu of sick leave only in cases of Family and Medical Leave (FML). See College Procedure 3-36 (D) for additional information.
- (7) Employees eligible to have their prior service with the state or any political subdivision of the state counted as service with the College for purposes of computing their vacation accrual rate must obtain a letter from the appropriate retirement system. The letter must include the employee's prior service, designated in years, with the state or any political subdivision of the state and must be submitted to Human Resources.
- (8) Employees are responsible for utilizing their vacation in the manner it was intended. See College Policy 3-05 for additional information. Abuse of this policy or procedure shall be grounds for disciplinary action.

Last Effective Date: August 21, 2000

**March 15, 2021: Administrative changes made to align procedures with updated policy.*

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OVERTIME
Policy No. 3-06
Page 1 of 1

Effective February 1, 2012

- (A) Staff employees who are defined as non-exempt in current wage-hour regulations as they apply to the college are eligible for overtime compensation.
- (B) Overtime is defined as time worked in excess of forty (40) hours in any week beginning at 12:01 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday. Accrued vacation, sick, personal business leave, court service and holidays will be credited to the forty (40) hours for the purpose of overtime.
- (C) The rate of overtime compensation will be one and one-half times the employee's regular rate of pay, calculated on an hourly basis for every hour worked over forty (40) hours, within the work week.
- (D) Overtime must be approved in advance by the appropriate supervisor. Supervisors should maintain a regular work and lunch break schedule for all employees. Generally, an employee should not be allowed to work through his/her lunch period, come in early or work late unless authorized by the supervisor.
- (E) Employees may be expected to work overtime when requested by their managers, especially during an emergency situation.
- (F) The President will establish procedures to administer this policy.

Last Effective Date: October 15, 1985
Approved by BOT: January 26, 2012
BOT:clh

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

OVERTIME

Effective October 15, 1985

Procedure No. 3-06 (F)

Page 1 of 1

- (1) To compensate a staff employee who has worked approved overtime, the employee's manager must submit an overtime card to the Payroll Clerk for each employee to be paid.
- (2) The overtime card covers one payroll period, either from the first of the month through the fifteenth of the month, or from the sixteenth through the end of the month.
- (3) The overtime card must be received by the Payroll Clerk the first working day after the period covered on the card, and the staff employee will receive the overtime pay on the next payday.
- (4) An eligible full-time staff employee who is assigned to work on an official college holiday will receive seven and one-half hours pay for the holiday, the same as employees who do not work. If the time worked on the holiday places the staff employee over thirty-seven and one-half hours in one week, the employee will be paid time and one-half for the time worked in excess of thirty-seven and one-half hours. If at the end of the work week the staff employee does not exceed thirty-seven and one-half hours worked, the time worked on the holiday will be paid at the additional straight time hourly rate of the staff employee.
- (5) If an official college holiday falls on a staff employee's regularly scheduled day off, the staff employee will not work but will be paid seven and one-half hours straight time for the holiday. The staff employee's manager is responsible for notifying the Payroll Clerk, on a regular overtime card, clearly stating the situation and informing the Payroll Clerk that the individual is to be paid straight time for the holiday.
- (6) If a staff employee who is eligible for overtime is called into work, other than the normal work schedule for that employee, the employee will be guaranteed a minimum of two hours' pay. If, at the end of the payroll week, the staff employee has worked in excess of thirty-seven and one-half hours, the amount paid for the call-in period will be at the appropriate overtime rate. In the interest of efficiency, a staff employee who is called in may be assigned to any available work which the employee is capable of performing. Since phone calls for overtime work are made from the information within the personnel records, it is each employee's responsibility to maintain a current and accurate telephone number in the personnel records.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PAYROLL
Policy 3-07
Page 1 of 1

Effective November 17, 2022

- (A) The Payroll Office prepares and processes payroll actions for all employees of the College. The payroll shall be processed in accordance with the procedures and guidelines adopted by the College in accordance with this policy.
- (B) Employee pay shall be in the form of direct deposit to the financial institution(s) of their choice every other Friday except when banks will be closed on Friday in which case the deposit will be processed on the last business day prior to the closure. The College will require all of its employees to be paid by direct deposit except where prohibited by law, in which case, a paper check will be issued. Employees making changes to a bank account and employees new to the College may receive a paper check for their first pay.
- (C) The Senior Vice President of Business Services or their designee is authorized to make payroll deductions required by law or approved by the Board of Trustees.
- (D) The President may establish procedures to administer this policy.

Replaces Policy 9-04 (Effective October 15, 1985). Moved to Chapter 3 in the CSCC Policy and Procedures Manual. Last effective date: April 1, 2011.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PAYROLL
Procedure 3-07 (D)
Page 1 of 2

Effective August 7, 2023

1. The Payroll Office will process all payroll data, including but not limited to, pay for time worked, absences and personnel and benefits-related data administered by the College's Human Resources Department. Payroll information should be entered into the College's Enterprise Resource Planning (ERP) System or other designated ancillary system or submitted to the Payroll Office where appropriate, by noon on the second business day after the end of the pay period to ensure processing for the upcoming payday. Where the first or second business day after the end of the pay period falls on a holiday, due dates for payroll information may be adjusted earlier or changes may be delayed to the subsequent pay period.
2. All necessary payroll documentation must be entered into the College's ERP System or completed and submitted to the Payroll Office or to the College's Human Resources Department as appropriate and according to designated deadlines, by the employee before payroll may be processed. Pay cannot be issued without proper documented information. Failure to meet established deadlines may result in some payments or adjustments not being processed properly until the next pay period.
3. Non-exempt employees must complete time tracking for their hours worked. The time tracking must be approved by both the employee and the appropriate supervisor. Time tracking will be accessed through the College's ERP System, including associated mobile apps, as applicable.
4. Electronic pay slips will be available in the College's ERP System the morning of payday. All new hires and any employee making changes to their direct deposit may receive a paper check for the first pay date after the change has been made. Pay checks not picked up at the Payroll Office, with proper identification, by noon on payday will be mailed by the close of business on payday.
5. All employees of Columbus State Community College are paid bi-weekly every other Friday except for the following:
 - a) If the payday falls on a Friday when the College is closed for a holiday, employees will be paid on the last business day before the normal payday.
 - b) In the event of a college closure beyond a one-day holiday, such as winter break, the College will make every attempt to pay employees on the last business day before the College closure. However, the College reserves the right to pay employees on the normal payday during the closure, while still adhering to guidelines listed in Section 5(a).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PAYROLL
Procedure 3-07 (D)
Page 2 of 2

Effective August 7, 2023

6. All new employees hired or rehired after August 2004 will be paid one pay period in arrears. The pay period starts on Sunday and ends on the second following Saturday. The corresponding pay date is the second Friday following the end of the pay period. Calendars will be available detailing the pay periods and pay dates each year.

Replaces Procedure 9-04 (Effective October 15, 1985). Moved to Chapter 3 in the CSCC Policy and Procedures Manual.

Last Effective Date: April 1, 2011

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FRINGE BENEFITS

Effective February 1, 2012

Policy No. 3-08

Page 1 of 2

- (A) Full-time, percentage of full-time employees, and annually contracted faculty (ACF's) are eligible to participate in the college's fringe benefits program provided in this section. Part-time and temporary employees, adjunct instructors, and guest lecturers are not eligible to participate in the program, except as required by federal and state regulations or as may be specifically defined in this section. However, temporary employees, whose appointment will exceed two (2) academic semesters or eight (8) calendar months, are eligible to begin receiving benefits.
- (B) All eligible employees participate in the State Teachers Retirement System, the School Employees Retirement System, or an Alternative Retirement Plan, if applicable. Eligibility for participation in these systems is governed by Chapters 3307 and 3309 of the Ohio Revised Code.
- (C) Medical health insurance coverage is available to full-time, percentage of full-time employees, ACF's and their dependents within the salary and benefit program approved by the Board of Trustees.
- (D) Dental health insurance coverage is available to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (E) A life insurance program is available to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (F) Long-term disability insurance coverage is provided to full-time, percentage of full-time employees, and ACF's within the salary and benefit program approved by the Board of Trustees.
- (G) **Fee Waiver/Tuition Reimbursement**

Columbus State Community College encourages employees to become avid learners and to continually develop their knowledge, skills, and abilities. To that end, the college provides both a Fee Waiver Program (FWP) and a Tuition Reimbursement Program (TRP).

The Fee Waiver Program provides full-time, percentage of full-time, adjunct instructors, ACF's, and part-time employees the opportunity to take credit courses at Columbus State Community College.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FRINGE BENEFITS

Effective February 1, 2012

Policy No. 3-08

Page 2 of 2

The college will waive 100 percent of the appropriate instructional fees for all full-time employees who take degree-credit classes at Columbus State Community College.

Employees who are a percentage of full-time will receive a waiver of their appropriate instructional fees at a percentage paid in proportion to the degree of their full-time employment. Adjunct employees' instructional fees will be waived on a prorated basis based on the number of contact hours taught in the previous quarter. In addition, the college will waive instructional fees for part-time employees at one-half of one class after six months of employment, and one-half of two classes after one year of employment with the college. It also provides for 75 percent tuition waiver for spouses and dependent children of full-time employees, and ACF's. Textbook expenses will be paid by the employee.

The Tuition Reimbursement Program provides full-time and percentage of full-time employees the opportunity to obtain skills, knowledge, and abilities that may improve the effectiveness of their performance in their current positions and/or for career-related opportunities within the college through participation in credit courses at accredited colleges and universities. The tuition reimbursement rates shall be \$6,000 per year for undergraduate and \$8,000 per year for graduate degree programs. Approval to enroll in degree-credit courses will be granted at the discretion of the employee's supervisor.

- (H) The President will establish procedures to administer this policy in accordance with Internal Revenue Code Section 117(d) and all provisions thereunder.

Last Effective Date: August 15, 2003

Approved by BOT: January 26, 2012

BOT:clh

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

FRINGE BENEFITS
Procedure No. 3-08 (G)
Page 1 of 3

Effective August 15, 2003

(1) Fee Waiver

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of personnel who have been full- or percentage of full-time employees for a minimum of one quarter, and who are enrolled in Columbus State Community College degree-credit courses, will be paid by the department to which the employee is assigned. Textbook expenses will be paid by the employee.

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of percentage of full-time employees will be paid in proportion to their degree of full-time employment. Course participation must take place such that no employment time is lost. Fee support will cease when the employee is no longer employed by the college. Approval to enroll in degree-credit courses will be granted at the discretion of the employee's supervisor.

If an employee registers for a course within the provision of this paragraph, and later withdraws from the course following the date for one hundred percent refund of fees as provided in Section 7-06 (O) of this policy, the employee will be permitted to register again for that course under the provisions of this paragraph only with the express written consent of the employee's supervisor.

The college will waive on a prorated basis the instructional and general fees of the Columbus State Community College degree-credit courses scheduled by adjunct instructors who have been employed by the college a minimum of two quarters. Five percent of the fees will be waived for each contact hour instructed by the adjunct faculty member during the previous quarter.

Instructional and general fees, initial application fee, matriculation fee, laboratory fees, and proficiency examination fees of personnel who have been part-time employees for a minimum of six (6) months and who are enrolled in a Columbus State Community College degree credit course will be paid by the department to which the employee is assigned at a rate of 50% of one (1) class per quarter. After the employee has been working for the college for one year, the rate will change to 50 percent of two (2) classes per quarter.

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FRINGE BENEFITS
Procedure No. 3-08 (G)
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Effective August 15, 2003

The college will waive 75 percent of the instructional and general fees of Columbus State Community College degree-credit courses scheduled by spouses and dependent children and dependent stepchildren of full-time college employees who have been employed by the college for a minimum of two (2) quarters.

A dependent child is one whom the employee can legally claim on his/her taxes or as specified in a divorce/dissolution decree. Fee waiver will cease when the employee is no longer employed by the college. Fees waived will be paid by the department to which the employee is assigned. Fees will be waived to a maximum of one hundred and ten credits. Fees will not be waived for courses for which the student has previously received a failing grade or from which the student has withdrawn after the date on which a fraction of fees would be reimbursed. Seventy-five percent of the instructional and general fees of spouses and dependent children and dependent stepchildren of percentage of full-time employees will be waived in proportion to their degree of full-time employment. In order to participate in the fee waiver program, employees must complete the fee waiver form and obtain the appropriate approvals.

(2) **Tuition Reimbursement:**

Tuition reimbursement at accredited institutions of higher education other than Columbus State Community College is provided to full-time and percentage of full-time employees who have completed one year of continuous service to the college. An employee's application to participate in this program must include a description of the employee's proposed educational program. The application must be approved by the employee's supervisor, with the advice of the supervisor's immediate superior. The following conditions apply to the fee reimbursement program:

- (a) The educational program must be related to the employee's job at the college or to a job the employee might expect to hold at the college in the future.
- (b) The employee will be permitted each fiscal year to be reimbursed for a maximum of \$6,000 for an undergraduate degree and \$8,000 for a graduate degree. Unused funds may not be carried from one year to the next.

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FRINGE BENEFITS
Procedure No. 3-08 (G)
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Effective August 15, 2003

- (c) Reimbursement will be granted for 100 percent of eligible fees. Eligible fees include instructional and general fees, but not application, matriculation, laboratory, or parking fees; and not for textbooks.
- (d) Course enrollment must take place such that no employment time is lost.
- (e) Reimbursement will be granted only upon presentation of evidence of satisfactory completion of courses. Satisfactory completion is defined as a grade of "C" or better in graded courses or of "Pass," "Satisfactory," or "Progress" in ungraded courses.
- (f) Fees of percentage of full-time employees will be reimbursed in proportion to their degree of full-time employment.
- (g) The provisions of this paragraph are not extended to an employee who is on a leave of absence as defined in Section 3-13 of this policy. If an employee is granted a leave of absence for academic study, and if that employee pays the academic fees from his/her personal resources, the college will reimburse one-third of the instructional and general fees at the end of each of the three (3) years immediately following the leave of absence that the employee remains in the employ of the college.

In order to participate in the Tuition Reimbursement Program, it is the responsibility of the employee to submit a completed application for reimbursement thirty (30) calendar days prior to the anticipated start date of the first quarter/semester. An employee's application to participate in this program must include a description of the employee's proposed educational program. The application must be approved by the employee's supervisor.

In order to be reimbursed, the employee must submit a completed reimbursement form, along with official documentation of paid fees and a final grades report, to the Human Resources Department within sixty (60) calendar days after completion of the academic quarter/semester. If an extension has been granted, written documentation regarding the nature of the extension must be submitted within the same sixty (60) days.

COLUMBUS STATE COMMUNITY COLLEGE
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FRINGE BENEFITS
Procedure No. 3-08 (H)
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Effective August 15, 2003

- (1) All eligible new employees will be given the opportunity to thoroughly review and understand all benefits and to enroll in the fringe benefit insurance programs of their choice during the orientation program at time of hire.
- (2) Fringe benefit insurance programs require that new employees enroll within thirty days from the date of hire. If an employee fails to meet this requirement, subsequent enrollment, if allowed, will be at a time designated by the individual insurance carriers.
- (3) Some fringe benefit insurance programs require the employee to pay some portion of the premium. These payments will be made through payroll deductions which will be noted on each paycheck stub.
- (4) When an employee is away from work due to vacation, personal business leave, military absence of not more than thirty-one calendar days, sick leave, short-term leave of absence, or sabbatical, payment of benefit premiums by the college will not be affected. An employee on a long-term leave of absence or leave for professional development may elect to continue receiving fringe benefits by paying both the college's and their own portion of the premium through the Human Resources Department. When an employee is absent due to court service, the specifics of the absence dictate the manner in which fringe benefits will be affected. Therefore, the policy on absence due to court service should be consulted.
- (5) An employee employed for three (3) quarters may elect to continue insurance coverage during the quarter away from work by paying the employee portion of the insurance premium through the Human Resources Department. If the employee does not continue the employee portion of the insurance premium, coverage for the quarter not worked will be discontinued.
- (6) When an employee is paying fringe benefit insurance premiums through the Human Resources Department, the payment must be received in the office by the first week of the month following receipt of the last paycheck issued.
- (7) Some of the fringe benefit insurance coverages have conversion privileges Consolidated Omnibus Budget Reconciliation Act (COBRA) for individuals leaving employment with the college.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE PRIVILEGES

Effective October 15, 1985

Policy No. 3-09

Page 1 of 1

- (A) Campus privileges are extended to all employees at no cost. These privileges include parking in employee lots, use of the facilities of the Educational Resources Center, and use of campus recreational facilities. Procedures for use of these facilities will be adopted by the appropriate vice president.
- (B) The college will provide payroll deductions for employees participating in group programs such as credit union and annuity plans, which deductions shall be paid entirely by the employee.
- (C) Employees are entitled to a discount on purchases from the college Bookstore. The rate of discount is established by the Vice President for Business and Administrative Services.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

SICK LEAVE

Effective November 17, 2022

Policy 3-10

Page 1 of 2

- (A) The College recognizes that employees may need to take sick leave. Paid sick leave maybe used only for personal illness, healthcare appointments (including medical, dental, vision, and/or mental health), adoption, injury, pregnancy, exposure to a contagious disease which could be communicated to others, or for bereavement, illness, or injury to a member of the employee's immediate family, other persons residing in the home of the employee, or a domestic partner.

[See also: benefits available under the College's Family and Medical Leave Policy 3-36.]

- (B) Full-time employees who work a 100 percent schedule are credited with time for sick leave at a rate of fifteen (15) days/120 hours per calendar year of completed service. Other full-time employees working reduced work schedules shall have their time for sick leave credited and deducted at a rate in proportion to their appointment.
- (C) Full-time faculty will be credited at a rate of fifteen (15) days per academic year (autumn and spring semesters). Full-time faculty may accrue sick leave without limit. Annually contracted faculty (ACF's) will accrue at a rate of twelve (12) sick days per academic year (autumn and spring semesters). No sick leave is accrued during summer semester.
- (D) Adjunct instructors are credited with time for sick leave at a rate equal to the total number of contact hours for that semester multiplied by 1.0, with a maximum accrual of 10. Adjunct instructors may not carry over sick leave.
- (E) Regular and casual part-time employees earn sick leave at a prorated amount of what a full-time employee earns based on the number of hours the part-time employee works each pay period. Full-time employees shall not earn additional sick leave for secondary, part-time, non-adjunct employment at the College.
- (F) Sick leave accumulated by an employee while previously employed by another public agency is transferable in accordance with the provisions of the Ohio Revised Code, Chapter 124, and related regulations. The leave is coded as transferred sick leave.

COLUMBUS STATE COMMUNITY COLLEGE
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SICK LEAVE
Policy 3-10
Page 2 of 2

Effective November 17, 2022

- (G) College employees who at the time of their disability or service retirement have ten or more years of service with the college or any agency of the state or any of its political subdivisions may convert only their accrued but unused time for sick leave with Columbus State Community College to monetary compensation. Sick leave balances transferred from another public agency employer shall not be paid out upon separation.

Unless otherwise addressed by the terms of an applicable collective bargaining agreement, employees who participate in a state retirement system or an alternative retirement program and who retire from the College may convert one-fourth of their accumulated sick leave earned as an employee of the College to a maximum of forty-five (45) days to a cash payment at the time of retirement. The conversion rate will be based upon the employee's rate of compensation at the time of retirement. Converting sick leave to a cash payment will reduce the employee's sick leave balance to zero (0), regardless of the number of hours accumulated from employment by the college or another employer.

(H) **Bereavement Leave**

Full-time employees may use up to five (5) paid sick leave days for the death of an immediate family member, other persons residing in the home of the employee, or a domestic partner. Part-time employees may use up to three (3) paid sick leave days for the death of an immediate family member, other persons residing in the home of the employee, or a domestic partner. To use sick leave for the death, illness, or injury of a domestic partner, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.

Immediate family for the purpose of this policy includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner.

- (I) The President may establish procedures to administer this policy.

Last Effective Dates: November 20, 2014, February 1, 2012; December 1, 2008; June 1, 2004
Approved by the Board of Trustees: November 20, 2014; November 17, 2022

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

SICK LEAVE

Effective August 7, 2023

Procedure 3-10 (H)

Page 1 of 2

- (1) Employees who must be absent because of sick leave shall notify their manager or supervisor as soon as possible; at least within-one hour prior to the scheduled reporting time. Disciplinary action may be taken if an employee fails to comply with reporting requirements established by the human resources department.
- (2) Immediate family, for the purpose of this section, includes parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. To use sick leave for the death, illness, or injury of a domestic partner, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.
- (3) When medical attention is required, the employee may be asked to present a health care provider's statement confirming the nature of the illness. A manager or supervisor may request information from an employee requesting sick leave to determine whether the sick leave request should be approved.
- (4) An employee's sick leave that meets the conditions of the College's Family and Medical Leave (FML), will be counted as FML in accordance with Policy 3-36.
- (5) When an employee is taking FML for a reason that meets the criteria for taking sick leave [see Sick Leave Policy 3-10(A)], the employee shall, while on FML, utilize their accumulated sick leave balance [see FML Procedure 3-36(D), paragraph (5)]. When an employee's absence due to a reason covered by FML policy exceeds the employee's earned sick leave, vacation and personal leave, the employee will continue to be eligible for leave pursuant to the FML policy and procedure but will not be paid for the balance of the FML absence.
- (6) There may be times when an employee has utilized FML available to them in a given year but needs additional leave because of a serious medical condition. As long as the employee has a sufficient accumulated leave balance to cover the additional leave needed, the employee will be entitled to reinstatement at the end of said leave, under the same conditions reinstatement is available under the FML policy. [See Procedure 3-36 (D), paragraph (7).]

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

SICK LEAVE

Effective August 7, 2023

Procedure 3-10 (H)

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- (7) Sick leave may not be taken in increments of less than one hour. While an employee is absent from work and on sick leave, that employee continues to earn sick leave credit.
- (8) The Human Resources Department shall maintain a record of the balance of sick leave available to each employee and make that information available to the employee. It is the responsibility of an employee who was previously employed by another public agency to obtain documentation as to the amount of sick leave that can be transferred to the College. The Human Resources Department will provide assistance in arranging for the transfer. Employees should contact their designated business partner to get the process started.

Last Effective Date: February 15, 2001

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ABSENCE DUE TO COURT SERVICE

Effective August 21, 2000

Policy No. 3-11

Page 1 of 1

- (A) The college recognizes that it is occasionally the civic duty of its employees to participate in court service.
- (B) Court service is defined as a situation in which an employee is summoned for jury service or subpoenaed to appear before a court or other legally constituted body authorized by law to compel the attendance of witnesses as a witness, except when the employee is a party to a civil or criminal action.
- (C) An employee who is a party to a civil or criminal action will not be paid for the absence unless the employee elects to take personal business absence or vacation as provided in Policy No. 3-12 or Policy No. 3-05.
- (D) The college will establish procedures for administering this policy.

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POLICY AND PROCEDURES MANUAL

ABSENCE DUE TO COURT SERVICE

Effective August 21, 2000

Procedure No. 3-11 (D)

Page 1 of 2

- (1) When an employee is summoned or subpoenaed for court service as defined in this policy,
 - (a) The employee will immediately submit a copy of the summons or subpoena to his/her administrator.
 - (b) The employee will not have the time away from work charged against vacation, personal business absence, or sick leave and will not lose pay due to this absence.
 - (c) Court reimbursement of personal expenses such as transportation, parking costs, and meals made to the employee need not be turned over to the college.
 - (d) An employee excused or discharged from court service before the end of the employee's normal work day shall report to work as soon as possible after being excused or discharged.

- (2) If an employee is subpoenaed to serve the court as an interpreter or as an expert witness and receives compensation other than personal expenses for this service, the following conditions will determine whether the compensation will or will not be retained by the employee:
 - (a) If an employee receives any monies for court services while the employee would normally be working at his/her assigned position, all monies paid for court services will be turned over to the Vice President for Business and Administrative Services within thirty days of receipt of these funds, or retained by the employee and the amount reported to the Vice President for Business and Administrative Services within thirty days for the purpose of deduction from the employee ' s net college pay.
 - (b) If an employee receives any monies for court services and performance of these services falls outside his/her normal working hours, these monies may be retained by the employee. Examples of this situation might be while the employee is on vacation, taking approved time off without pay, holidays, leave of absence periods, or time outside the normal working hours.
 - (c) With the administrator's approval, working hours may be adjusted in order to fulfill these court requirements while still maintaining the assigned workload within the area of

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responsibility. If such a substitution of hours occurs, all monies received for court services may be retained by the employee. All substitution of outside court time must occur within thirty days of the court service. If the substitution does not occur within thirty days, all monies paid for court services will be turned over to the Vice President for Business and Administrative Services within the next five days. The employee may retain the monies paid for court services by reporting the amount to the Vice President for Business and Administrative Services within the next five days for the purpose of deduction from the employee's net college pay. The administrator is responsible for maintaining accurate time records of the substitution of hours for purposes of future audit and verification.

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LEAVE OF ABSENCE

Effective March 26, 2015

Policy 3-13

Page 1 of 1

- (A) The College recognizes that occasionally some employees may need to take a leave of absence from their jobs to address illness or disability not covered by sick leave and/or Family Medical Leave policy, personal needs, for professional development purposes, or to participate in a faculty exchange program.
- (B) Leave of absence is defined as a pre-authorized, extended absence from employment for employees for which regular compensation is not paid.
- (C) Full-time employees granted a long-term leave of absence who are currently enrolled in the medical, vision, and/or dental plans offered by the College are eligible to continue the plans at their own expense, through COBRA, for the period of the leave of absence or as specifically stated in the terms of the approved leave of absence or as may be restricted by the benefit plan and/or by the applicable law.
- (D) Employees returning from a leave of absence who have complied with all aspects of the College's Leave of Absence Procedure 3-13 (E) will be reinstated in either their original job, if vacant, or another job within a similar classification.
- (E) The President will establish procedures for administering this policy.

Last Effective Date: August 21, 2000

COLUMBUS STATE COMMUNITY COLLEGE
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LEAVE OF ABSENCE
Procedure No. 3-13 (E)
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Effective August 21, 2000

(1) Requests for leave of absence must be in writing and state the reason for which the leave is requested. The length of the requested leave and a statement that the employee does, in fact, intend to return to regular employment status with the college at the end of the leave of absence must also be included in the request.

(2) Reasons for and conditions pertaining to a leave of absence include:

- (a) **Illness or Disability** – An employee may request a leave of absence for his or her own illness or disability or the illness or disability of an immediate family member. Such leave may be granted for no more than one year (including any time taken pursuant to the Sick Leave or Family and Medical Leave policies for the illness or disability).

Request for Leave: A request for such a leave must be accompanied by a statement from a health care provider certifying the basis for leave (or for additional leave if it is an extension of FML) and that the length of time requested is reasonably necessary given the medical condition.

Reinstatement: Before the employee can be reinstated, he or she must submit to the Human Resources Department a health care provider's statement, certifying that the employee has been examined and is able to resume the essential functions of his or her job. In addition, the Human Resources Department may request that the employee be examined by a physician appointed by the college.

- (b) **Professional Development** – Professional development may include but is not limited to academic study, educational fellowship, and employment in a related business, industry, or profession. Approval of such leave requires the recommendation of the employee's immediate administrator and concurrence of all other administrators in the organizational chain. A request for a leave of absence for professional development, including academic or practical experiences, shall include an outline of the program of development to be pursued. An approved leave of absence without pay or fringe benefits for professional development shall be granted for no longer than one year. A leave of absence for a fraction of any academic quarter will be granted to an employee with instructional responsibilities only with the approval of the department administrator to ensure that instruction is not disrupted. In order to maintain the quality

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LEAVE OF ABSENCE
Procedure No. 3-13 (E)
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Effective August 21, 2000

- of service at the college, an administrator may limit the number of concurrent leaves of absence for that department.
- (c) **Faculty Exchange/Visitation Program** – A request for a leave of absence to participate in an approved faculty exchange or visitation program may be granted on request for not more than one year. The request must be approved by the faculty member's administrator, dean, and the provost. Terms of compensation and benefits will be designated by the President at the time the leave of absence is granted. If the employee involved in the faculty exchange program receives regular full-time compensation from the college visited, the employee will earn one year's service credit at the college.
- (d) **Personal Needs** – A leave of absence for personal reasons may be requested and approved for a period not to exceed one year.
- (3) Leaves of absence shall be classified as either short-term or long-term. Both require the approval of the employee's immediate administrator.
- (a) **Short-term leave of absence** shall be for a period of 30 calendar days or less and shall be requested in writing. Credit for service accumulation, salary calculation, promotional consideration, and payment of benefit premiums by the college will not be affected. The employee on unpaid leave of absence may elect to continue receiving fringe benefits by paying the employee's portions of this premium, except as may be provided elsewhere in this procedure or as may be restricted by the benefit carrier.
- (b) **Long-term leave of absence** shall be for a period of more than 30 calendar days and shall be requested in writing. Credit for service accumulation, salary calculation, sick leave, personal leave, vacation leave, and promotional consideration will not be accrued. The employee on unpaid leave of absence may elect to continue receiving fringe benefits by paying both the College's and employee's portions of this premium, except as may be provided elsewhere in this procedure or as may be restricted by the benefit carrier.
- (i) Amendments to an approved long-term leave of absence must be requested in writing. Amendments require approval by the employee's immediate

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LEAVE OF ABSENCE
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administrator and the concurrence of the next-level administrator in the organizational chain.

- (ii) Upon completion of not more than three-fourths of the approved long-term leave of absence, the employee on leave will notify the Human Resources Department of his/her intention to return to employment with the college. Failure to make such notification could delay reinstatement or result in the employee's not being reinstated.
- (4) Factors: For all leaves of absence, the factors to be considered in determining whether to grant or deny the leave of absence will include, but will not be limited to, the following:
 - (a) whether the work unit can function effectively without the employee for the time of leave requested;
 - (b) whether the employee's work can effectively be accomplished in his or her absence by someone else within the work unit;
 - (c) whether the employee's work can effectively be accomplished by the short-term hire of another employee;
 - (d) the availability of other employees or potential employees with similar skills and experience necessary to accomplish the employee's work;
 - (e) whether denial of the leave serves the best interests of the work unit or the college; or
 - (f) ability of the college to reinstate the employee at the conclusion of the requested leave to his or her original job or another job at a similar level of responsibility.
- (5) Failure to return from a leave of absence on the scheduled date of leave termination, or failure of the employee to abide by the terms of the leave of absence, shall be just cause for discharge of the employee, effective on the day following the last day worked. Benefits eligibility, if any, shall be based on benefits due the employee on the last day worked.

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ABSENCE FOR MILITARY DUTY

Effective August 21, 2000

Policy No. 3-14

Page 1 of 3

- (A) All employees of the college are eligible for military leave benefits and reemployment rights in accordance with state and federal law.

- (B) Employees, except temporary employees, who are members of the Ohio organized militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, shall be paid up to a maximum of one month in any calendar year for such time as they are in the uniformed service on training or active duty.
 - (1) One month means 176 hours. This leave is not required to be in one continuous period.

 - (2) This leave does not affect vacation or sick leave credits.

 - (3) To be eligible for this payment, the employee must submit to his or her supervisor an order or statement from the appropriate military commander authorizing the military service.

 - (4) During this paid leave, the individual and/or any covered dependents are entitled to continue medical, dental, and vision insurance coverages. The college and the individual continue to pay the same costs for coverage as if the individual were not on leave.

- (C) Employees entitled to leave under section (B) who are ordered to extended active duty in the uniformed services by executive order of the President of the United States or by an act of Congress, which results in active duty status exceeding one month in a calendar year, shall for each subsequent monthly period of that leave of absence receive the following:
 - (1) The college will provide a monthly pay differential, equal to the lesser of
 - (a) the amount by which current gross salary exceeds military pay and allowance [if military pay and allowance exceeds the current gross salary for any monthly period, this number is zero, and no pay differential will be paid];

 - (b) \$500.

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ABSENCE FOR MILITARY DUTY

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- (D) Employees, except temporary employees, are eligible for military leave without pay for service in the uniformed services and reemployment after such service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 USCA 4301 *et seq.* and R.C. §§124.29, 5903.01, and 5903.02. Uniformed services include the U.S. Armed Services, the Coast Guard, the Army National Guard, the Air National Guard, the commissioned Corps of the Public Health Service, and the Ohio organized militia.
- (E) Under the law, a veteran's right to reemployment includes the right to restoration of the employee benefits in which the veteran, and his or her dependents, participated at the time the uniformed service leave began, as well as to benefits that began during the leave for which the service member would reasonably have become eligible. Such benefits include, for example, rights and benefits under a pension plan, a health plan, insurance coverage and awards, bonuses, severance pay, supplemental unemployment benefits, increased vacation leave, and opportunity to select work hours or location of employment. The veteran is not entitled to wages and salary that would have accrued during the leave.
- (F) Individuals on military leave for 31 days or less may continue their current college health care coverage at the normal employee rate for such coverage. Individuals on military leave beyond 31 days will have the right to elect continuation of medical coverage up to eighteen months, but will have to pay 100 percent of the full premium for the coverage elected. Individuals who return from military leave in accordance with section (D) are entitled to reenroll in health benefit coverages without any waiting period, and the benefits must be applied as if coverage had remained in force during the period of the leave (e.g., a new preexisting condition exclusion will not be applied). Individuals' dependents also are entitled to health benefits reinstatement as described in this paragraph.
- (G) Individuals on military leave may, at the employee's option, use any accrued vacation or personal business leave.
- (H) The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits discrimination and retaliation for a person's membership (voluntary or involuntary) in the uniformed services with regard to any aspect of employment, and the college adopts and follows this principle.

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- (I) The college will establish procedures for administering this policy.

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Procedure No. 3-14 (I)

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- (1) The following requirements apply to individuals who seek to be reemployed after a leave of absence for service in the uniformed services.
 - (a) The maximum tour of active duty is normally five years. Absence beyond that period relinquishes the individual's right to reemployment, unless the absence is due to reasons set forth in 38 U.S.C.A. §4312(c).
 - (b) An employee returning from uniformed service leave without pay, or who was paid pursuant to Policy No. 3-14 (C), must first apply for reinstatement. The application should be made to the Human Resources Department within the period set forth below.
 - (i) Leave of less than 30 days: The application shall be made immediately upon release from uniformed service, with allowance for travel time and eight hours of rest.
 - (ii) Leave of 31 to 180 days: The application shall be made within 14 days of completing uniformed service requirement.
 - (iii) Leave of more than 180 days: The application shall be made within 90 days of completing uniformed service requirement.

Failure to provide timely notice, however, does not mean that an individual forfeits his or her rights; rather, it subjects the individual to the college's conduct rules, established policies, and general practices. An exception will be made to these required periods if the delay is due to circumstances beyond the employee's control.

If the leave of absence was for more than 90 days, it is required that the individual submit with the application evidence showing that the application is timely, the duration of all such leaves of absence does not exceed five years or the time set forth in (1) (a), and the employee's entitlement to reemployment has not terminated according to the circumstances described in the Uniformed Services Employment and Reemployment Rights Act of 1994, 108 Stat. 3149 (1994), 38 U.S.C.A. 4301 and 4304, as amended. Inability to obtain the required paperwork, if not the employee's fault, will not be the basis to deny benefits under the law.

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- (c) Upon compliance with the law and the application process, the individual returning from uniformed service shall be reinstated as follows:
- (i) Uniformed service of less than 91 days: A person whose uniformed service was less than 91 days is to be promptly reemployed in the position that he or she would have attained by remaining continuously employed, unless the college can demonstrate that the employee is not qualified or is incapable of becoming qualified for that position, in which case the employee is entitled to the position the employee was in at the time the employee's service commenced.
 - (ii) Uniformed service for more than 90 days: A person whose uniformed service was for more than 90 days has the same reemployment rights as persons with a shorter term of uniformed service, except that the employee may be placed in any position of like seniority, pay, and status.
 - (iii) The college will make reasonable efforts to update the skills of an employee who is not initially qualified for the position to which he or she is entitled, unless such efforts would create an undue hardship. This effort will include, where applicable, refresher training and any training the employee would have received if he or she had remained on the job.
 - (iv) Regardless of the duration of duty, if reinstatement is impossible or would impose undue hardship, the employee may be assigned to another position with like seniority, status, and pay or the nearest approximation thereof consistent with the circumstances of the case.
 - (v) If the employee is unable to perform the duties of his or her former position by reason of injury or illness incurred or aggravated during uniformed service, the college will make reasonable efforts to accommodate the employee's disability. If the employee cannot be accommodated in the former position, the accommodation effort shall include placing the employee in another position in which the employee is qualified and able to perform the essential duties that will provide similar status, seniority, and pay, or to a lesser position consistent with

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the employee's case.

- (vi) If an employee who is entitled to reinstatement under this rule is unable to report for or perform the duties of his or her position at the date of his or her application for reinstatement because of an injury or illness incurred or aggravated during uniformed service, he or she shall have up to two years to recover from that illness or injury before being required to report or reapply.
- (d) Upon reinstatement, a reinstated employee shall receive all rights and benefits generally available to employees in a comparable leave of absence without pay, and shall receive the following:
 - (i) All sick leave, vacation leave, and personal business leave which had been accrued at the time of entering service, and which was not used during the military leave;
 - (ii) All seniority which would have accrued had the employee been on the job;
 - (iii) Automatic salary adjustments associated with the position and due the employee had the employee been on the job;
 - (iv) Any change in position or pay range which would be due the employee had the employee been on the job;
 - (v) Reinstated health insurance and related insurance benefits with no waiting periods or pre-existing condition exclusions; and
 - (vi) Service credit and employer contributions to School Employees Retirement System (SERS) or State Teachers Retirement System (STRS) which are applicable under state and federal law.
- (e) Termination

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- (i) Uniformed service lasting between 31 and 180 days: Employees reinstated after uniformed service leave without pay lasting from 31 to 180 days shall not be terminated from their position within 180 days of reinstatement without cause.
 - (ii) Uniformed service lasting 181 days or more: Employees reinstated after uniformed service leave lasting 181 days or more shall not be terminated from their positions within one year of reinstatement without cause.
- (2) The employee is required to:
 - (a) provide copies of official orders or other official documentation as soon as available;
 - (b) submit an Application for Leave form as far in advance of the leave as possible under the circumstance; failure to provide advance notice will deprive the employee of rights under the federal act unless the provision of notice was impossible, unreasonable, or precluded by military considerations;
 - (c) indicate on the application the length of leave, if known; and
 - (d) apply for reemployment in a timely manner.
- (3) The employing department should:
 - (a) maintain copy of official orders and leave request; and
 - (b) forward Leave Request form to Human Resources Department.
- (4) The Human Resources Department should:
 - (a) process the Leave Request form;
 - (b) process any health care request forms;

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- (c) arrange payment of wages or benefits as provided in and in accordance with this policy and procedure; and
- (d) process any application for reemployment.

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POLICY AND PROCEDURES MANUAL

FURLOUGH
Policy 3-15
Page 1 of 2

Effective October 1, 2008

(A) Purpose

(1) From time to time, the college may need to temporarily reduce the workforce/budget due to numerous foreseen and unforeseen circumstances. The goal of a furlough is to allow the college to effectively manage its resources during adverse and fluctuating circumstances, while retaining valuable human resources. Furloughs are designed to address those temporary circumstances due to but not limited to:

- Lack of funds
- Lack of work
- Seasonal business/work
- Operational need

A furlough is defined as a temporary reduction in force limited to less than one calendar year and is an alternative to a permanent layoff.

(2) Depending upon the circumstance necessitating a furlough, the furlough may be declared as either or all of the following; voluntary or involuntary; emergency or nonemergency; and intermittent or continuous.

(B) Furlough Definitions

Furlough – is a temporary reduction in force for less than one calendar year. Furloughed employees will be placed in a non-active pay status for the duration of the furlough.

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FURLOUGH
Policy 3- 15
Page 2 of 2

Effective October 1, 2008

Voluntary Furlough – is a scheduled period of time away from work or duty whereby eligible employees volunteer to take a furlough. The volunteer will be placed in an authorized leave of absence from work without pay. This furlough may be intermittent or continuous.

Involuntary Furlough- a scheduled period of time away from work or duty whereby identified employees will be involuntarily furloughed for a specified period of time. This furlough may be intermittent or continuous.

Intermittent Furlough - (a) a reduced number of work hours in a day(s) (for non-exempt employees only); (b) a reduced number of work days in a week, or (c) random days. All types are time off without pay.

Continuous Furlough – without a break. Furloughed employees may be recalled to work or duty at identified periods of the year in accordance with college policy and procedure.

Emergency – a furlough that is due to circumstances identified above that necessitate less than 30-days notice.

Nonemergency – a furlough that is due to circumstances identified above that will permit more than 30-days notice.

Active pay status – any period of time in which an employee is being actively paid including all forms of accrued leave.

- (C) The president shall adopt procedures to administer this policy.

New Policy

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FURLOUGH
Procedure No. 3-15 (C)
Page 1 of 3

Effective October 1, 2008

(1) FURLOUGH NOTICES

- (a.) The decision to furlough employees, which employees will be furloughed, and the duration of a furlough will be made by the President subject to operational need and in accordance with college policies and procedures.
- (b) In emergency furlough situations, employees will be given as much advance notice as possible.
- (c) In nonemergency furlough situations, employees will be given as much advance notice as possible but not less than 30 calendar days.
- (d) Employees will be provided written notice of furlough which will include the following:
 - 1. A general statement of the reason for the furlough.
 - 2. In the event of a non-emergency, the notice will state the projected maximum number of furlough days.
 - 3. In the event of an emergency furlough, the number of furlough days will become known after the onset of the furlough, and the college will make reasonable efforts to communicate this information to the furloughed employees. The college may attempt to solicit voluntary furloughs in the affected areas.
- (e) In nonemergency furlough situations when not all employees in an affected area are being furloughed, the college will first ask employees to volunteer to be furloughed. Volunteers must be approved by the college due to the essential functions, responsibilities and duties of the volunteer.
 - 1. If there are insufficient volunteers to satisfy the need for furlough, employees will be selected for furlough on the basis of their full-time seniority status in the affected area with the employee having the least amount of full-time service being the first furloughed.

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2. If there are more than enough volunteers to satisfy the need for the furlough, employees will be placed in furlough status on the basis of their full-time seniority status in the affected area with the volunteer having the most amount of full-time service being given the first right of being furloughed.
 3. Part-time employees will be furloughed on the basis of their part-time seniority with the college.
- (f) Employees are prohibited from performing any work during the furlough period. This includes checking work-related e-mail and voice mail.
- (g) Essential employees to college operations may be excluded from furlough consideration.

(2) BENEFITS COVERAGE

(a) Vacation & Sick Leave Accruals

1. Employees that are not in an active pay status during a furlough period will not accrue vacation and sick leave.
2. Employees on an intermittent furlough will remain in an active pay status and will accrue a prorated amount of leave during such furlough.
3. Furloughed employees are not permitted to use accrued leave during a furlough, except in the case of scheduled hours/days during an intermittent furlough. Any paid leave approved for use by an employee during a furlough is cancelled. However, a furloughed employee is eligible to apply for unemployment compensation. (see below)

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Effective October 1, 2008

(b) Holiday Pay During Furlough

If a holiday falls during the furlough period, the furloughed employee will be eligible to receive holiday pay provided they are not receiving unemployment benefits.

(c) Health Benefits (health, dental, vision)

The furlough is designed to minimize the adverse impact to employee benefits. Employee coverage will stay in effect during the furlough period provided the employee remains in active pay status. Employees will be responsible for their normal contributions if there are insufficient earnings to cover the payments. Once an employee is no longer in an active pay status, they will be eligible for COBRA coverage.

(d) Unemployment Compensation

Employees are eligible to receive unemployment compensation benefits during a continuous furlough.

(e) Service Time Accrual

Employees shall continue to accrue service time during a furlough provided they are recalled to work at the end of the furlough period.

(f) Internal Opportunities

Employees shall be eligible to apply for other positions within the college as an internal candidate while on a furlough.

(g) External Employment

Employees may work for an employer other than the college while on a furlough provided that such employment does not violate pertinent college policies and procedures.

New Procedures

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

INTERRUPTION OF CAMPUS OPERATIONS

Effective February 1, 2012

Policy No. 3-16

Page 1 of 1

- (A) The President has responsibility and authority to interrupt all or a specific part of the operations of the college due to weather conditions, natural calamity, at the direction of state or federal offices, or if in his/her judgment the health, safety, or well-being of employees and students is jeopardized.
- (B) In the event of the college's operations being interrupted for not more than three (3) days per semester, all employees will be compensated at their normal rate of pay for the interrupted period. Non-exempt staff employees required to work during this period will be compensated at time and one-half for hours worked over the forty hour normal work week.
- (C) In the event the operation of the college is interrupted for more than three (3) days per semester, the Board of Trustees will decide if the interrupted days will be rescheduled and, if so, the nature of that schedule. Employees may elect to use vacation in lieu of work for the rescheduled days.
- (D) The President will determine when an emergency is declared.
- (E) The President will establish procedures to administer this policy.

Last Effective Dates: October 1, 2007; October 15, 1985

Approved by BOT: January 26, 2012

BOT:clh

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

INTERRUPTION OF CAMPUS OPERATIONS
DURING WEATHER EMERGENCIES

Effective October 1, 2007

Procedure No. 3-16 (A)

Page 1 of 1

- (1) For purposes of this procedure, college personnel will follow guidelines established by local, county, and state police authorities in determining roadway conditions. These are defined as follows:
 - (a) Level I: Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.
 - (b) Level II: Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
 - (c) Level III: All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.
- (2) While the college rarely closes for weather emergencies, outlying counties frequently come under Level III conditions. In those instances where an employee resides in an area under a Level III emergency, when the college remains open, he/she will be compensated at his/her regular rate of pay for the missed period, up to two regular workdays. If more than two workdays are missed, employees may use vacation for the missed days.
- (3) Employees are responsible to listen to radio, television, etc., for announcements of closure during inclement weather.

Last Effective Date: November 1, 1996

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POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM

Effective October 1, 2007

Policy No. 3-20

Page 1 of 2

- (A) This policy is established to ensure that hiring, transfers, promotions, disciplinary action, supervision, and all other aspects of the college's day-to-day operations are conducted in a manner which helps prevent partiality, preferential treatment, improper influence, or conflict of interest or the appearance thereof. This policy is necessary to ensure the efficient operation of the college and to increase public confidence that officials and employees of the college act with integrity to promote the goals and welfare of the college. It applies to all college employees.
- (B) Nepotism - No employee or trustee shall use his or her authority or influence because of his or her position at the college to transfer, effect promotion for, give preferential treatment to, or to hire or cause to be hired any person closely related by blood, marriage, or other significant relationship to serve in any position at the college. This includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. No employee shall directly supervise a relative as defined above.
- (1) The college recognizes that occasionally, relationships develop in the workplace that may present the possibility of a conflict of interest/nepotism when co-workers marry or an employee's relatives come to work for the college.
 - (2) No relative of a member of the Board of Trustees shall be appointed as an employee of the college without the Board of Trustees' being specifically informed of the relationship prior to the appointment.
 - (3) No relative of an employee of Columbus State Community College shall be appointed as an employee of the college without the President's being specifically informed of the relationship prior to the appointment.
- (C) Conflict of Interest - Employees, trustees, and their families will neither solicit nor accept personal gifts or services from vendors or potential vendors to the college. Gifts do not include advertising or promotional items such as pens, calendars, or note pads, nor do they include complimentary copies of textbooks that are being considered for adoption. Columbus State Community College complies with the law as set forth by the Ohio Ethics Commission. Vendors include firms or individuals that provide equipment, materials, or professional services to the college.

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CONFLICT OF INTEREST/NEPOTISM

Effective October 1, 2007

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- (D) Individual employees shall not solicit nor accept, for their personal gain, special discounts from vendors. Employees shall not use their employment status with the college to seek/receive anything of value for personal gain or for the avoidance of taxes.
- (E) In making statements as private citizens, employees have the responsibility to make it clear that they are not representing the college.
- (F) Procedures to monitor this policy will be adopted by the President.

Last Effective Date: June 15, 2001

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM
Procedure No. 3-20 (B)
Page 1 of 1

Effective June 15, 2001

- (1) In the event employees marry or develop a significant relationship after both are employed by the college, the college shall take reasonable steps to ensure that such employees do not work for the same immediate supervisor. If this is not possible, the college shall take steps to ensure that the employees do not have a supervisor/subordinate relationship.

- (2) If a situation mentioned in (1) above occurs, it is the responsibility of the affected employees to notify their supervisor. The supervisor and the employees will meet with the appropriate vice president to determine the best resolution of the situation. Specific steps will be taken by the Vice President/Provost to ensure that the affected employees are not in a direct supervisor/subordinate relationship. Such steps may include but are not limited to one of the following:
 - (a) Transfer the affected subordinate employee to another position in the college as long as there is a need for that position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.
 - (b) Transfer the supervisor to another position in the college as long as there is a need for the position and the transfer does not create a new violation of the Conflict of Interest/Nepotism policy.
 - (c) Voluntary resignation.
 - (d) Termination of one of the affected employees if there is no other way to resolve the supervisor/subordinate relationship.

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POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM
Procedure No. 3-20 (C)
Page 1 of 1

Effective June 15, 2001

- (1) No employee will engage in any non-college activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's assigned working hours without the express consent, in writing, of the President. In the case of faculty members who have a non-traditional teaching schedule such as distance learning, practicum, or primarily night or weekend classes, such faculty may not engage in non-college activity for the purpose of profit or gain to the degree that such activity hinders their ability to fully carry out the duties of their instruction/counseling. As Columbus State Community College continues to meet the needs of learners in the community, faculty schedules shall be subject to change on a quarterly basis. Any faculty member who has a non-traditional teaching schedule and wants to engage in non-college activity for profit or gain shall notify the President of the college prior to commencing the activity.
- (2) Employees shall not represent any vendor nor be an employee of any vendor that does business with the college without the express consent, in writing, of the President.
- (3) Employees shall not engage the services of any vendor on behalf of the college with a person closely related by blood, marriage, or other significant relationship as defined in Policy No. 3-20 without the express consent, in writing, of the President.
- (4) Employees shall not conduct classes under their own auspices or on behalf of another educational institution or agency using the college's resources without the express consent, in writing, of the President. This includes use of institutional time and facilities for personal purposes.
- (5) Employees shall not use confidential information obtained as a result of their association with the college for personal gain. Employees shall not knowingly permit unauthorized disclosure of confidential information.
- (6) Annually, a conflict of interest questionnaire will be given to each employee to complete. Any exceptions disclosed as to current policy will be handled on an individual basis among the employee, the Vice President for Business and Administrative Services, and the President. If necessary, the Board of Trustees may be informed by the President of special situations or actions taken as a result of such disclosures.
- (7) Failure to obtain consent for activities mentioned in this procedure or falsification of the conflict of interest questionnaire shall be grounds for disciplinary action, up to and including immediate discharge.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

GARNISHMENT OF PAY
Policy No. 3-21
Page 1 of 1

Effective October 15, 1985

- (A) Garnishment of pay is a court order to the college to deliver a specified amount of an employee's wages to the court.
- (B) A single garnishment is a judgment by the court that an employee must pay a specified amount to a specified party. A single garnishment may involve payment of this amount in fixed increments.
- (C) An employee may elect to pay a garnishment directly to the court. If an employee does not elect to pay the garnishment directly to the court, the college will deduct the amount of the garnishment from the employee's wages.
- (D) If an employee receives garnishment for more than one debt within a single year, the employee may be subject to disciplinary action, including discharge, as determined by the manager with advice of his/her superior and the Director of Personnel. A single year is the twelve-month period immediately following the date of the initial garnishment.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PERSONNEL FILES

Effective October 15, 1985

Policy No. 3-22

Page 1 of 1

- (A) All individuals will have required personnel information completed and forwarded to the Director of Personnel prior to their employment. Upon request to the Director of Personnel, all employees shall have access to information within their respective personnel files. This review of the individual's personnel file will only be conducted in the presence of the Director of Personnel. Employees may add pertinent documents to their files related to their employment. Documents may be removed from the personnel file after an appropriate period of time, with the approval of the employee, the Director of Personnel, and the manager of the office who originally placed the document in the file. In the event of the Director's absence, another employee of the Personnel Office will be appointed to act in his/her behalf.
- (B) Personnel files will be maintained in accordance with all governmental regulations concerning right-of-privacy legislation. The Director of Personnel may collect, store, maintain, duplicate, expunge, and use information as required about the employee needed in the performance of college responsibilities. Employee records (an entire personnel file or specific data from the personnel file) will only be reviewed by designated individuals as specified by the President and for purposes of: record maintenance, promotion, retention, salary determination, grievance, tenure consideration, audit of records to meet college needs, governmental, or legal requirements.
- (C) Employees may waive their right to privacy in relation to review or release of information from their personnel file. Written permission must be received by the Director of Personnel prior to release of any information to outside sources.

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PERSONNEL FILES
Procedure No. 3-22 (B)
Page 1 of 1

Effective October 15, 1985

- (1) Information contained in the personnel file of any employee will be treated with utmost confidentiality and, therefore, only the following people may review the files or obtain information from the files, in performance of college responsibilities, without a specific release from the employee.
 - (a) Members of the Personnel Department.
 - (b) The employee's manager or a superior higher in the line organization of the functional area.
 - (c) A manager considering the employee for a position in his/her functional area or department.
 - (d) Members of the payroll function may be provided with information from the personnel files by the Director of Personnel, but only in conjunction with their responsibilities.
 - (e) Members of the Tenure Review Committee in conjunction with their responsibilities.
 - (f) Members of a grievance panel in conjunction with their responsibilities.
 - (g) Members of the Research and Planning Department may be provided with information from the personnel files by the Director of Personnel, but only in conjunction with their responsibilities.
- (2) Employees wishing to release information from their personnel file to an organization or individuals must complete an appropriate release form provided by the Director of Personnel.
- (3) The Director of Personnel has the responsibility of determining what documents are pertinent in relationship to an employee's personnel file.
- (4) Before an employee may have pertinent documents added to his/her file, the Director of Personnel has the responsibility of determining that the employee's manager is aware of the documents.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMERITUS STATUS

Effective October 15, 1985

Policy No. 3-23

Page 1 of 1

- (A) Employees who have retired from college service may have emeritus status conferred on them by the college according to procedures adopted by the President. Emeritus status is without financial compensation but may include office, clerical, committee, and parking privileges normally offered employees within the resources of the college.

(Note: This policy reviewed and reaffirmed with no changes during the year 2000.)

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EMERITUS STATUS
Procedure No. 3-23 (A)
Page 1 of 1

Effective November 15, 1995

- (1) The emeritus title is an honorary title granted in recognition for outstanding service and is reserved for those who are retiring from service as full-time employees.
 - (a) A retiring employee who has served continuously at Columbus State Community College for at least fifteen years and who retires from the college may be appointed to emeritus status. The title must be recommended concurrently with the member's retirement.
 - (b) The recommendation must be submitted by the employee's manager and concurred with at all levels through the appropriate vice president to the President.
 - (c) Final approval of emeritus status is granted by the Board of Trustees upon the recommendation of the President.
 - (d) Emeritus status carries a number of privileges such as use of the ERC, free parking, attendance in classes without payment on a space- available basis, and employee Bookstore discount. In unusual cases, where an emeritus person is involved in special activity for the college, office space may be provided for the duration of that activity.

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WORK SCHEDULE

Effective October 15, 1985

Policy No. 3-24

Page 1 of 1

- (A) All employees will comply with the work schedule established within their respective work areas.

- (B) Repeated failure to meet the required work schedule may result in pay deductions for the missed time, warning, or suspension. Unapproved and unexcused absence will be reported to the Director of Personnel by the manager for deduction of the required amount of pay. Repeated failure to meet the required schedule of work may result in discharge.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT

Effective March 28, 2013

Policy No. 3-30

Page 1 of 1

- (A) Employees may resign their employment with the college.
- (B) Employees may separate their employment with the college by retirement.
- (C) Employees are ordinarily separated from employment with the college at the expiration of a contract, grant, or temporary assignment.
- (D) Employees may be separated from employment with the college due to a layoff, reduction in workforce, or position elimination.
- (E) Final paychecks will be processed in accordance with Procedure No. 3-30 (F).
- (F) The Board of Trustees will be notified of all employee separations of employment.

Last Effective Date: April 15, 1999

*Revised Policy (Approved by the Board of Trustees 3-28-13)

clh

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT - RESIGNATION
Procedure No. 3-30 (A)
Page 1 of 1

Effective April 15, 1999

- (1) Letters of resignation will be submitted to the employee's administrator. The employee shall give at least a fifteen-day notice of his/her intent to resign.
- (2) Faculty members should not resign during an academic quarter.
- (3) An employee who has resigned, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place in accordance with Procedure 3-30 (E).
- (4) An employee who has resigned will receive his/her final paycheck in accordance with Policy 3-30 (F).

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NON-DISCIPLINARY SEPARATION
FROM EMPLOYMENT - RETIREMENT
Procedure No. 3-30 (B)
Page 1 of 1

Effective April 15, 1999

- (1) Employees shall notify their manager of their pending retirement not less than thirty days prior to the effective date of their retirement.
- (2) Employees planning to retire are responsible for submitting appropriate documents to a state retirement system.
- (3) An employee who has retired, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place, in accordance with Procedure 3-30 (E).
- (4) An employee who has retired will receive his/her final paycheck in accordance with Policy 3-30 (F).

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POLICY AND PROCEDURES MANUAL

NON-DISCIPLINARY SEPARATION

Effective April 15, 1999

FROM EMPLOYMENT - EXPIRATION OF CONTRACT

Procedure No. 3-30 (C)

Page 1 of 1

- (1) The hire letter and/or contract will state the terms, conditions, and length of employment.
- (2) An employee whose contract has expired, by not later than the final day of employment, shall remove personal property from the campus and return all college property to its rightful place, in accordance with Procedure 3-30 (E).
- (3) An employee whose contract has expired will receive his/her final paycheck in accordance with Policy 3-30 (F).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

REDUCTION IN STAFF WORKFORCE
Procedure No. 3-30(D)
Page 1 of 5

Effective April 22, 2013

(A) Reductions in force for college staff may occur any time during the year and may be based on lack of funds, lack of work, or abolishment of positions due to reorganization for efficient operation, reasons of economy, or more than one of these reasons. Layoffs or position eliminations and any resulting displacement of staff members will generally occur in accordance with the procedures below. This policy does not apply to administrators and professional employees, and it does not apply to faculty and staff who are subject to the terms of a collective bargaining agreement.

(B) Elimination of a Position

The abolishment of a position means the permanent deletion or removal of an encumbered position or positions from the organization or structure of the college as a result of a reorganization for the efficient operation of the college, for reasons of economy, or due to a lack of work.

(C) Layoff Due to Lack of Work or Lack of Funds

A layoff is a non-disciplinary separation from employment due to a lack of funds, lack of work, or the elimination of a position(s). If the college determines that a reduction in the work force is necessary, the appropriate administrator shall determine the classification(s) in which layoffs will occur and the number of staff to be laid off within each classification.

(D) Approval

(1) The business unit of the college requesting a reduction in force must submit its request in writing to Human Resources and provide supporting information and justification. Human Resources may prescribe a form for this purpose. The submission must be made at least 30 days in advance of the proposed date for implementing a reduction in force. The documentation must explicitly state the reasons for the reduction in force.

(2) The business unit should review and reduce temporary staff prior to any reduction of non-temporary staff. Staff members to be laid off should be considered for vacancies within the college for which they are qualified.

(3) A business unit may not implement a reduction in force until approval is obtained from the Vice President of Human Resources.

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REDUCTION IN STAFF WORKFORCE
Procedure No. 3-30(D)
Page 2 of 5

Effective April 22, 2013

(E) Notice of Layoff or Displacement

Human Resources will notify each staff member to be laid off or displaced, in writing, at least fourteen (14) calendar days (if by hand-delivery) or at least seventeen (17) calendar days (if by certified mail) prior to the effective date of layoff or layoff due to displacement.

(F) Order of Layoffs

The order of layoffs will generally be determined by seniority. A staff person's job performance, skills, training and qualifications will also be considered. Seniority is defined as the staff member's current continuous service, which is from the most recent hire date. Staff members who change between less than full-time and full-time without lapse will be treated as one continuous employment. In the classification(s) selected for layoff, the college will lay off staff in the following order:

- (1) Part-time probationary staff in the same classification who have completed six months of continuous service in the position.
- (2) Part-time permanent staff in the same classification who have completed six months of continuous service in the position.
- (3) Full-time probationary staff in the same classification who have completed six months of continuous service in the position.
- (4) Full-time permanent staff in the same classification who have completed six months of continuous service in the position.

(G) Displacement Rights - Layoff

Laid-off staff members may have certain displacement rights and may exercise any such displacement rights in the following order:

- (1) A staff member who is to be laid off or displaced may fill an available vacancy within his or her classification.

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REDUCTION IN STAFF WORKFORCE

Effective April 22, 2013

Procedure No. 3-30(D)

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- (2) If no available vacancy exists, the staff member will ordinarily displace the least senior staff member within the classification from which he or she is laid off.
- (3) If the staff member is unable to displace due to having the least seniority within the classification from which he or she is being laid off or due to failure to meet requisite qualifications for a position, the staff member may displace another staff member with the least seniority in the next lower and then successively lower classifications in the classification series.
- (4) A staff member who is to be laid-off or who is displaced may fill an available vacancy, or if no vacancy exists, displace the least senior staff member in the classification the laid-off or displaced staff member held immediately prior to his or her current classification, provided:
 - (a) the classification is lower than or equivalent to the staff member's current classification;
 - (b) the laid-off or displaced staff member held a position in the previous classification within the three years preceding the layoff or displacement;
 - (c) the laid-off or displaced staff member still meets the minimum qualifications of the previous classification; and
 - (d) the laid-off or displaced staff member successfully completed his or her original probationary period.

(H) Displacement Rights - Position Elimination

If a position elimination results in a reduction of the work force, the college will follow the above procedures regarding the order of layoff, with the following modifications:

- (1) The staff member whose position has been eliminated will have the right to fill an available vacancy within his or her classification.
- (2) If the staff member whose position has been eliminated has more seniority than other staff members serving in the same classification, the staff member with the least seniority may be displaced.

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REDUCTION IN STAFF WORKFORCE

Effective April 22, 2013

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- (3) If the staff member whose position has been eliminated has the least seniority in the classification, the staff member may fill an available vacancy in a lower classification in the classification series.
- (4) If the staff member whose position has been eliminated has the least seniority in the classification, the staff member may displace the staff member with the least seniority in the next or successively lower classification in the classification series.

Staff members who are unable to exercise displacement rights will be laid off. In addition, no staff member may fill a vacancy or displace a staff member for whose position or classification requires special minimum qualifications unless the staff member desiring to displace possesses the requisite minimum qualifications or bona fide occupational qualifications for the position or the classification and is able to perform the required duties. Special qualifications are established by a position description for the position, by classification specifications, or by bona fide occupational qualifications for the position(s).

A staff member exercising displacement rights to a position, or a staff member displaced as a result of a layoff or abolishment, will be paid according to the pay range assigned to the classification into which the staff member displaced or was displaced.

Staff members must notify Human Resources, in writing, of their intention to exercise their displacement rights within five calendar days after receipt of notice of layoff or displacement.

Staff members who do not provide timely notice of their intention to displace, who decline placement into a vacant position, or who decline any displacement rights to which they are entitled, waive such rights.

(I) Benefits and Compensation

Employees who are laid off may elect to be compensated for their unused accumulated vacation at the time of layoff or at any time they are eligible for recall. The Payroll Department will provide a check for vacation compensation within fifteen days of an employee's request.

(J) Recall and Reinstatement Rights

Staff members who are laid off may exercise recall and reinstatement rights for a period of one calendar year from the date the staff member was first laid off or displaced from

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REDUCTION IN STAFF WORKFORCE
Procedure No. 3-30(D)
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his or her original position. The college will maintain a recall-of-laid-off-staff-members list by classification in descending order of seniority. A staff member recalled from layoff will be notified of the offer of reinstatement or reemployment by certified letter. It is the staff member's duty to verify that Human Resources has an accurate mailing address on file, to notify Human Resources of any change in the staff member's mailing address, and to promptly obtain any undelivered certified mail. Absent extraordinary circumstances, a recalled staff member who does not report to work within 10 calendar days of written notice of recall waives any reinstatement rights and will be removed from the recall list.

A staff member's right to reinstatement will immediately cease if he or she secures another position at the college, retires from the college, refuses or waives reinstatement, does not successfully complete any pre-employment screening process in place, or if a year has passed since the layoff.

New Procedure

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POLICY AND PROCEDURES MANUAL

EMPLOYEE SEPARATION APPROVALS

Effective April 15, 1999

Procedure No. 3-30 (E)

Page 1 of 1

- (1) Full- and part-time employees who separate their employment with the college are required to obtain a separation approvals form from the Director of Human Resources prior to receiving final pay. To complete this form, an employee must receive signed clearances from the appropriate managers in the following areas:
 - (a) Employee's Administrator--stating that all safety equipment, books, teaching supplies, uniforms, or any other equipment has been returned and that all leave forms have been submitted.
 - (b) Educational Resources Center--stating that all equipment and materials have been returned.
 - (c) Business Office--stating that the employee has no outstanding accounts receivable balances.
 - (d) Public Safety Department--stating that all keys, ID, and parking stickers have been returned.
 - (e) Human Resources Department--stating that all leave forms have been received and leave accumulation balances updated and an exit interview scheduled.
- (2) The release form must be presented by the separating employee to the Director of Human Resources before the final paycheck will be released.
- (3) The Director of Human Resources will inform the Payroll Department of all employee separations within twenty-four hours of receiving documented notice of an employee's separation.

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FINAL PAYCHECK
Procedure No. 3-30 (F)
Page 1 of 1

Effective April 15, 1999

- (1) All final pays will be by payroll check, not automatic deposit.
- (2) Separation information required for processing final pay will include: final time card, overtime card if applicable, all leave forms, separation of employment release form, and resignation letter if applicable.
- (3) Separating employees will receive final pay on the next regularly scheduled payday providing separation information is received by the Director of Human Resources prior to the processing deadline.
- (4) Final pay will include:
 - (a) All regular time worked from the beginning of the final pay period through the last day worked at regular rate of pay.
 - (b) Any time worked prior to the final pay period, but not yet paid, at regular rate of pay.
 - (c) All unused vacation accumulated through the last day worked at regular rate of pay.
 - (d) All overtime, as defined in Section 3-06, worked through the last day worked, at overtime rate as determined in Section 3-06.
 - (e) Retiring employees will receive unused disability leave at their regular rate of pay in accordance with Section 3-10.

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DISCIPLINARY ACTION

Effective March 28, 2013

Policy No. 3-32

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- (A) The college subscribes to the principle of performance improvement that is typically progressive in nature when performance is deficient. It is important for supervisors to manage performance and to take steps to support individuals improving their performance when appropriate. Disciplinary action will generally take the form of verbal warning, written warning, suspension without pay, and termination. However, any of the progressive steps may be omitted depending on the nature of the behavior. In appropriate cases, the college reserves the right to move to immediate termination when warranted.
- (B) The disciplinary action process for faculty and staff represented by labor unions must be implemented in accordance with the terms of applicable collective bargaining agreements.
- (C) The disciplinary action process may be initiated for, but not limited to, the following reasons: incompetence, failure to perform, neglect of duty, inefficiency, dishonesty, use of or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, failure to return from a leave of absence, other failure of good behavior, misfeasance in office, malfeasance in office, nonfeasance in office, other unsatisfactory job performance, conviction of a felony and/or a violation of the college's workplace violence policy. This is not an exhaustive list.
- (D) Behaviors upon which immediate termination may be based include, but are not limited to, the following:
 - (1) Illegally bringing or bearing firearms or other lethal weapons on campus
 - (2) Misuse or misappropriation of college equipment, materials, funds, or other resources
 - (3) Insubordination
 - (4) Falsification of college records
 - (5) Conviction of any violent offense covered by division (D) of Section 3345.23 of the Ohio Revised Code which automatically effects discharge from the college, except as provided in division (E) of that section
 - (6) The unlawful possession or use of illicit drugs, a controlled substance, and/or alcohol

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on college property

- (7) The unlawful distribution of illicit drugs or a controlled substance
 - (8) Violation of the college's policies on discrimination, harassment, sexual harassment, or sexual misconduct
 - (9) Failure to call or report to work for three consecutive, assigned working days (no call-no show)
 - (10) Theft
 - (11) Threat of physical harm to a College employee or student
 - (12) A violation of the college's workplace violence policy
- (E) Administrators, managers and staff may be reprimanded, demoted, or terminated for violation of college rules, policies, and/or any misconduct listed in the foregoing paragraphs (C) or (D).
- (F) Full-Time Administrative and Professional employees (as defined in Procedure 3-01(F)) serve at the discretion of the President. Certain infractions may necessitate the termination of an administrative or professional employee without going through the progressive disciplinary action process and without advance notice. Such infractions may include violations of college rules, policy and/or the law.
- (G) Temporary Employees and Part-Time Staff (as defined in Procedure 3-01(F)) serve at the discretion of the President. Such employees may be terminated without going through the progressive disciplinary action process and without advance notice. Certain infractions by such staff may necessitate the termination of a temporary employee or part-time employee without advance notice. Such infractions may include violations of college rules, policy and/or the law.
- (H) Full-Time Staff (as defined in Procedure 3-01(F)) may be terminated for certain infractions without going through the progressive disciplinary action process. Such infractions may include violations of college policy and/or the law.

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DISCIPLINARY ACTION

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- (I) The college may place an administrator, professional, manager or staff member on administrative leave with pay at its discretion. Such leave is to be used in circumstances when the health or safety of any employee or of any person or property entrusted to the employer's care could be adversely affected, or during an administrative investigation as determined by the Office of Human Resources. Compensation for administrative leave will be equal to the administrator, professional, manager or staff member's base rate of pay. The length of such leave is solely at the discretion of the college. The college may place an administrator, manager or staff member on unpaid administrative leave. The Vice President of Human Resources and the division vice president must approve placing a staff member on administrative leave.
- (J) The President shall adopt procedures for the disciplinary action and involuntary termination processes.

New Policy (Approved by the Board of Trustees 3-28-13)

clh

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DISCIPLINARY ACTION

Effective April 22, 2013

Procedure No. 3-32 (C)

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- 1) The progressive disciplinary action process will generally take the form of verbal warning, written warning, suspension without pay, and termination. However, any of the progressive steps may be omitted depending on the nature of the behavior. In appropriate cases, the college reserves the right to move to immediate termination when warranted.
- 2) The disciplinary action process for faculty and staff represented by labor unions must be implemented in accordance with the terms of applicable collective bargaining agreements.
- 3) A verbal warning may be issued when it is necessary to warn the employee that the behavior is unacceptable. The warning must instruct the employee as to what corrective action is required.
- 4) A written warning may be issued when unacceptable behavior continues. The written warning must include the nature of the unacceptable behavior and instruct the employee as to what corrective action is required.
- 5) A suspension without pay may be issued by the Vice President of Human Resources when unacceptable behavior continues after written warning. An employee that is suspended without pay will be relieved of all of his/her assigned duties. The length of time the employee is placed on time off without pay will be determined by the employee's supervisor and the Vice President of Human Resources. The employee's supervisor will document the corrective action to be taken by the employee and continued infractions will serve as cause for further discipline.
- 6) In instances where suspension or involuntary termination of an employee is sought for disciplinary reasons, written notice will be issued to the employee by the Vice President of Human Resources. Written notice shall state the reasons for the proposed suspension or involuntary termination and advise the employee that he/she has the right to present mitigating or explanatory facts at a pre-disciplinary meeting or provide a written response.
- 7) Pre-disciplinary meeting attendees will include the employee, the employee's supervisor, the appropriate Human Resources Representative, the division Vice President, the Vice President of Human Resources or designee, and other necessary witnesses. The meeting shall be scheduled during the employee's normal working hours.

An employee's unexcused failure to appear for the meeting shall be interpreted as a waiver of the opportunity by the employee to present a response to the proposed discipline.

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DISCIPLINARY ACTION

Effective April 22, 2013

Procedure No. 3-32 (C)

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- 8) At the conclusion of the pre-disciplinary meeting, the employee's supervisor, the appropriate division Vice President, and the Vice President of Human Resources shall meet and decide whether to issue a suspension, recommend to the President termination of the employee, or take other disciplinary action. The employee will receive written notice of the decision within 15 calendar days of the pre-disciplinary meeting, unless considerable investigation or a second meeting is deemed necessary.
- 9) The final determination for termination shall rest with the President.
- 10) If the President determines that separation is appropriate, then Procedures 3-30 (E) and 3-30 (F) will be followed.
- 11) Documentation of verbal warnings, written warnings, suspension without pay and termination will be placed in the employee's personnel file. Documentation of disciplinary action will remain in the employee's personnel file for a minimum of two years. Following the two-year period, the employee and the employee's supervisor may agree to have the documentation removed from the personnel file.

New Procedure

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FAMILY AND MEDICAL LEAVE

Effective November 17, 2022

Policy 3-36

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- (A) The College supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) Any employee who has been employed by the College for at least one (1) year and has worked for 1,250 hours during the twelve (12) months preceding the start of Family and Medical Leave is eligible for FML.
- (C) Employees seeking to use FML are required to provide at least a 30-day advance notice of the need to take the leave when the need is foreseeable and such notice is possible. When the need for leave is not foreseeable, the employee must provide notice as soon as possible under the facts and circumstance of the particular case.
- (D) If an employee is absent for the following reasons, the absence may qualify as FML:
- (1) Birth of and care for a child during the first year following birth.
 - (2) Care for the employee's child after placement for adoption or foster care.
 - (3) A serious health condition that makes the employee unable to perform their job. This includes incapacity due to pregnancy and prenatal medical care.

Under FML, a "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:
 - (a) Inpatient care in a hospital, hospice or residential care facility; or
 - (b) Continuing treatment by a health care provider.
 - (4) To care for the employee's immediate family member who has a serious health condition.

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FAMILY AND MEDICAL LEAVE

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- (5) Military family leave entitlements
 - (a) for qualifying exigencies arising out of the active duty or call to active duty of an employee's spouse, son, daughter or parent; or
 - (b) twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.

- (E) The President may establish procedures to administer this policy.

*Last Effective Date: August 21, 2000; September 25, 2014
Approved by the Board of Trustees 9-25-14,clh; 11-17-22*

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FAMILY AND MEDICAL LEAVE

Effective August 7, 2023

Procedure 3-36 (D)

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- (1) The College has adopted the following procedures to administer Family and Medical Leave (FML) in accordance with federal law.
- (2) DEFINITIONS
 - (a) Eligibility: In order to be eligible for FML, a full-time employee must have been employed by the College for one (1) year and have worked 1,250 hours during the twelve (12) months preceding the start of FML. The twelve (12) months do not need to be consecutive months of service; previous service with the College may be counted. However, periods of employment that occurred prior to a break in service of seven (7) years or more do not need to be counted in determining if an employee has been employed by the College for at least twelve (12) months unless:
 - (i) The employee's break in service was due to the employee's fulfillment of military service obligations.
 - (ii) A written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service.
 - (b) Health Care Provider: To certify FML, the provider must be licensed by the state to deliver health care services within the scope of his/her practice. A health care provider may be a doctor of medicine or osteopathy, dentist, clinical psychologist, social worker, optometrist, podiatrist, chiropractor, nurse practitioner, nurse-midwife, or Christian Science practitioner.
 - (c) Immediate Family: For purposes of this section, includes: parent, sibling, grandparent, child, spouse, parents-in-law, children-in-law, sibling-in-law, grandchild, stepparents, stepchildren, a legal guardian or other person who stands in the place of a parent, other persons residing in the home of the employee, or a domestic partner. To use FML for a domestic partner who has a serious health condition, a completed and notarized Affidavit of Domestic Partnership form must be on file with the Human Resources Department.
 - (d) Spouse: For purposes of Policy 3-36 and this procedure only, "spouse" includes individuals in lawfully recognized marriages, which includes same-sex marriages and common law marriages. Lawful recognition is based on the applicable law in the jurisdiction in which the marriage occurred.

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- (e) HR Benefits Analyst: Designated employee in the Human Resources Department who manages FML claims for the College including the following:
 - (i) Conducting initial intake process to establish FML claims, determine eligibility and entitlement of benefits for FML.
 - (ii) Sending all FML paperwork, including the FMLA Rights and Responsibility packet.
 - (iii) Accepting employee absence notifications for intermittent FML.
 - (iv) Notifying supervisors of their employees' FML reported absences.
 - (v) Tracking FML hours.
 - (vi) Maintaining FML records and other documentation.
- (f) Medical Certification: A request for FML for a serious health condition must be substantiated with satisfactory certification from the appropriate health care provider. A health care provider certification form may be obtained by contacting the HR Benefits Analyst. Claims must be initiated either by requesting the leave of absence in Workday self-service or by contacting the HR Benefits Analyst directly to talk about the impending leave needed by the employee.
- (g) Need to Care for a Family Member: Encompasses both physical and psychological care as certified by an authorized health care provider. This includes situations where a family member is in a state of incapacity and unable to provide their own medical, hygienic, nutritional, safety and/or transportation needs.
- (h) Serious Health Condition: In order to qualify for FML, an employee must provide documentation that meets one of the following criteria:
 - (i) Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity (defined as inability to work, attend school, or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care.

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- (ii) Continuing treatment by a health care provider: a period of incapacity of more than three (3) full consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - 1. Treatment of two (2) or more times by a health care provider, within thirty (30) days of the first (1st) day of incapacity.
 - 2. Treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment.
- (iii) A period of incapacity due to pregnancy or for prenatal care.
- (iv) A period of incapacity or treatment for a chronic, serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period, and may cause episodic rather than a continuing period of incapacity.
- (v) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member need not be receiving active treatment by a health care provider (e.g., Alzheimer's disease, terminal cancer).
- (vi) A period of absence to receive multiple treatments for an injury or condition which would result in incapacitation of more than three (3) consecutive days if not treated.
- (i) Military Caregiver Leave: Eligible employees with an immediate family member on covered active duty or called to covered active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12)-week FML entitlement to address certain qualifying exigencies. Qualifying exigencies may include:
 - (i) Short notice deployment and attending post-deployment reintegration briefings.
 - (ii) Attending certain military events and related activities.
 - (iii) Arranging for alternative childcare.
 - (iv) Addressing certain financial and legal arrangements.
 - (v) Attending certain counseling sessions.
 - (vi) Rest and recuperation.

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FML includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12)-month period.

- (j) Covered Service Member: A current member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5)-year period prior to the first date the eligible employee takes FML leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- (k) Sick leave: Paid leave that is used in the event of personal illness or injury; or illness, injury, or death of an immediate family member. Usage must be approved in accordance with College Policy 3-10.

(3) APPLICATION AND UTILIZATION OF FAMILY MEDICAL LEAVE

- (a) All leave requests that meet the FML criteria will be considered FML for the purpose of calculating the twelve (12)-week entitlement period. If an employee is absent from work for more than three (3) consecutive days, they may be eligible for FML. The employee must report their absence by:
 - (i) Notifying their manager or supervisor of the absence within one (1) hour of reporting time and that the absence may be, or is FML qualifying; and
 - (ii) Notifying the HR Benefits Analyst of the absence by telephone or through email within three (3) days of the absence.
- (b) In the event that an employee is unable to communicate with their manager or supervisor or the HR Benefits Analyst, a designated family member may make the notifications.
 - (i) In the event of a planned absence, an employee must notify the HR Benefits Analyst at least thirty (30) days in advance of the anticipated reason, duration and start date. If advance notice is not provided,

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leave may be delayed or denied.

- (ii) If the need for leave is foreseeable and more than thirty (30) days in advance, the employee must provide notice as soon as possible, either the same or next business day. All employees must comply with the normal call-in procedures of their department as specified by the supervisor or unit of operation.
- (c) The HR Benefits Analyst shall inform the employee of their rights and obligations when requesting leave for reasons that meet (or appear to meet) FML requirements.
- (d) The employee must provide medical certification to the HR Benefits Analyst, within fifteen (15) calendar days after receiving the FMLA Rights and Responsibilities packet. Before approving FML, the College reserves the right to require a second medical certification from a health care provider. This will be done at the College's expense. If the first and second opinions differ significantly, the College reserves the right to request that the employee obtain a final and binding third opinion of a jointly selected health care provider whose fee will be paid by the College. The HR Benefits Analyst may request recertification with updated information if a condition persists or changes. Certifications are valid for one (1) year from the date the initial certification is obtained.
- (e) When leave is designated as FML, the HR Benefits Analyst shall notify the employee in writing of such designation within five (5) business of the employee's request for leave.
- (f) The HR Benefits Analyst shall keep records of employee FML balances, and all employees and their supervisors shall have access to the FML balance by contacting the HR Benefits Analyst directly to obtain the information. The College will maintain records of all other leave balances separately.
- (g) If the employee is unable to return to their job at the scheduled termination of the leave, but still has available FML, the employee must contact the HR Benefits Analyst to provide additional information to support the need for additional FML. If leave is needed beyond the twelve (12)-week FML period, an employee may be eligible for long-term disability benefits (LTD). The

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employee should contact the Human Resources Department prior to the expiration of the twelve (12) weeks of FML to discuss possible options.

(4) CALCULATION OF AVAILABLE LEAVE

FML balances are determined on a rolling twelve (12)-month period, measured backward from the date FML is used. For example, if an employee has taken eight (8) weeks of leave during the past twelve (12) months, the employee still has an available balance of four (4) weeks. FML hours used will be restored on the anniversary date of when the leave was used (i.e., if two (2) hours are used in January 2014, then two (2) hours will be restored to the FML balance effective January 2015, on the exact date the leave was used in the previous year).

(5) RELATIONSHIP TO PAID OR UNPAID LEAVE

An employee taking FML must, while on FML, utilize their accumulated sick leave first, if the leave meets the criteria for taking sick leave. Sick leave is available only in instances where the employee or a member of the immediate family is ill pursuant to College Policy 3-10. The employee must then use their vacation leave or personal business leave. If sick and vacation leave balances are insufficient, FML may be taken as leave without pay. If an employee is absent from work due to a work-related injury and receives lost-time compensation from the Bureau of Workers' Compensation, that employee is not eligible to use sick leave or receive pay from the College for any absence related to the work-related injury for which they receive lost-time compensation. However, this time will be tracked as FML time.

(6) INTERMITTENT OR REDUCED LEAVE

In some circumstances FML may be taken intermittently or on a reduced schedule, as approved.

- (a) Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition.
- (b) Intermittent, reduced or modified schedule leave to care for a newborn or newly placed adopted or foster care child may be taken only with the approval of the appropriate supervisor upon the submission of a written

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request by the employee.

- (c) Only the amount of leave actually taken while on intermittent/reduced schedule leave will be charged as FML. Employees will not be required to take more FML than necessary to address the circumstances that cause the need for leave. FML for periods of less than a full day will be accounted for in quarter (1/4) hour increments.
- (d) An employee needing intermittent/reduced schedule leave for foreseeable medical treatment must coordinate with their supervisor and schedule the leave so as not to unduly disrupt the operations of the work unit, subject to the approval of the employee's health care provider. Where such leave is needed, the College may transfer the employee temporarily to an alternative job with equivalent pay and benefits that better accommodates recurring periods of leave.

(7) RETURN TO WORK AND MAINTENANCE OF BENEFITS

- (a) When FML is concluded, the employee will be returned to the same or an equivalent position with equivalent pay, benefits, and other terms of employment, with the possible exception of key employees.
- (b) Employees must submit to the Human Resources Department a written release completed by their health care provider prior to their return to work. This release must clearly state when the employee is able to return to work and whether the employee has any restrictions in performing their regular job duties. The release should be submitted in advance of the employee's return to work if possible, but no later than the employee's first day back to work. Reasonable attempts will be made to restore an employee to the same position as they held prior to FML.
- (c) The use of FML will not result in the loss of any employment benefit that had accrued prior to the start of the employee's leave.
- (d) In accordance with the Federal Family and Medical Leave Act (FMLA), the College reserves the right to withhold reinstatement to certain "key employees," as that term is defined by federal law, under the conditions and procedures established by the FMLA. At the College, key employees are the

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Effective August 7, 2023

Procedure 3-36 (D)

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President, Senior Vice Presidents, Vice Presidents and Executive Directors.

- (e) Health insurance and other employer sponsored benefits will be continued during FML according to the prevailing coverage provisions, subject to changes that may occur within the group plan while the individual is on leave. Employees taking FML using unpaid leave will be responsible for their portion of health care and other benefits.
- (f) An employee's failure to return to work at the conclusion of the twelve (12) weeks provided for in this procedure may result in the employee being terminated for cause. However, if the employee has other leave (sick, vacation, or personal) available to cover the additional time needed for a serious medical condition of the employee or an immediate family member, the employee's employment will continue pursuant to the College policies and procedures governing the leave requested. As long as the employee has sufficient paid leave available to cover the additional leave, they will be afforded the same reinstatement rights they would have had upon returning at the conclusion of the twelve (12) weeks of FML. If an employee cannot return to work and is without additional leave, they may apply for an unpaid leave of absence pursuant to College Policy 3-13 or apply for disability retirement through the appropriate retirement system. The denial or granting of a request for such leave will be based upon the considerations set forth in that policy and its procedures.
- (g) Employees on approved FML for their own serious health condition may not work for any other employer during the period of approved FML.
- (h) Any requests to work from home while on a FML absence will be considered on a case-by-case basis and may require additional documentation for approval.

Last Effective Date: August 21, 2000; August 11, 2016

**June 7, 2018: Administrative changes made to reflect updated process*

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LEAVE DONATION PROGRAM
Policy 3-37
Page 1 of 1

Effective November 20, 2014

- (A) Full-time employees of the College may voluntarily donate any type of accrued paid leave to full-time College employees who are in critical need of leave due to a catastrophic illness/injury of the employee or his/her immediate family.
- (B) Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner, or someone with whom the employee has an *in loco parentis* relationship.
- (C) A catastrophic illness/injury is one that is life threatening or requires an extensive period of recovery.
- (D) Once leave is donated, it shall not be returned.
- (E) Donated leave is paid at the rate of pay of the employee for whom the leave is donated.
- (F) Once an employee qualifies for another leave benefit such as Long-Term Disability (LTD), or Disability Retirement with one of the retirement systems (School Employees Retirement System or State Teachers Retirement System), the employee may no longer receive or use donated leave.
- (G) The College shall ensure that the program is strictly voluntary. Employees may not solicit the donation of leave from any individual employee.
- (H) The College shall respect the right of privacy of the employee and shall not solicit leave donations on behalf of any employee without permission of the employee or his/her immediate family.
- (I) The President may establish procedures for administering this policy.

Last Effective Date: June 15, 2001

Approved by the Board of Trustees: November 20, 2014

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LEAVE DONATION PROGRAM

Effective June 15, 2001

Procedure No. 3-37 (I)

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- (1) The intent of the Leave Donation Program is to allow full-time employees to voluntarily provide assistance to co-workers who are in critical need of leave due to a catastrophic illness or injury to themselves or a member of their immediate family. Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner.
- (2) An employee who wishes to receive donated leave shall:
 - (a) Contact the Human Resources Department.
 - (b) Not have any form of accrued leave.
 - (c) Only receive donated leave up to the number of hours that he/she was scheduled to work in that pay period excluding any overload contract or overtime.
 - (d) Have applied for any paid leave program for which he/she qualifies.
 - (e) Cease to receive or use donated leave once he/she becomes eligible for a paid leave/retirement program such as Long-Term Disability (LTD), Workers Compensation, or disability retirement under the retirement systems (School Employees Retirement System or State Teachers Retirement System).
- (3) Employees who wish to donate leave shall:
 - (a) Donate 7.5 hours as a minimum.
 - (b) Maintain a balance of no less than 37.5 hours of sick leave.
 - (c) Designate the number of hours and type of leave they wish to donate.
 - (d) Sign a donation form and acknowledge that the donation was voluntary.
- (4) Donated leave will be paid in the following manner:
 - (a) Employees shall receive pay from donated leave at their individual current rate of pay no matter what rate of pay of the donor.
 - (b) All donated leave will be treated and paid as sick leave and will qualify for Family and Medical Leave (FML).
 - (c) Once leave is donated, it cannot be returned. Any unused donated leave shall stay with the employee.
 - (d) Donated leave shall not be paid out in any form upon separation.

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LEAVE DONATION PROGRAM

Effective June 15, 2001

Procedure No. 3-37 (I)

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- (5) Due to the right of privacy, employees may not solicit other employees for the purpose of donating sick leave. The Human Resources Department will initiate all solicitation for donations of leave upon meeting the criteria of a catastrophic illness or injury and upon receiving a waiver from either the employee or the employee's immediate family.
- (6) Employees receiving donated leave will be considered in a pay status and shall accrue all benefits for which they normally would be eligible.

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Transitional Work Program
Policy No. 3-38
Page 1 of 1

Effective October 1, 2004

- (A) The purpose of this policy is to provide full-time employees of Columbus State Community College a quick, efficient and safe return to work from an on-the-job injury, illness, or a temporary disability. The goal is to gradually return the employee to his/her original position with an ability to perform the essential duties of that position.
- (B) The employee must have a physician's approval to participate in this program, at which point their participation is mandatory.
- (C) The hours of work and the duties may be modified in various forms pursuant to a review and approval from the attending physician or Vocational Rehabilitation Case Manager/occupational therapist.
- (D) The employee may continue to participate in this program as long as there is progress toward rehabilitation not to exceed 90 calendar days. A 30-day extension may be approved by the Human Resources Department. If after the time period the employee cannot perform the essential duties of the position, the employee in question will be returned to whatever appropriate status they were before the Transitional Work Program (TWP). The employee will then be covered by all of the rules, policies, and procedures of that status as if they had never participated in the TWP.
- (E) Employees will maintain their regular rate of pay while participating in this program.
- (F) Employees participating in this program are not eligible to work or be offered overtime during this program period.
- (G) Absences unrelated to the injury/illness for which the employee is in the TWP program shall be handled in the same manner and by the same policy and procedure already established for that appropriate form of leave.
- (H) All TWP plans shall be in writing with appropriate signatures.
- (I) The President shall establish procedures to implement this policy.

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Transitional Work Program
Procedure 3-38 (I)
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Effective Date: August 11, 2016

TRANSITIONAL WORK PROGRAM

1. The College has adopted the following procedures to administer the Transitional Work Program (TWP).
2. An employee sustains an injury or illness that prevents performance of his/her regular job duties.
 - a) For work-related injuries:
 - i. Employees must report an injury to their supervisor on duty within 24 hours of the incident or as soon as possible. The employee should follow the employee accident reporting the procedure and complete the incident/injury report forms found on the Human Resources webpage at: <http://www.csc.edu/about/human-resources/injury.shtml>. Failure to timely report an injury may result in discipline.
 - ii. The Human Resources Department processes Workers' Compensation claims. Prior to returning to work, the employee will submit documentation from his/her attending physician to indicate any physical or psychological work restrictions, including any reduced or modified work schedules.
 - b) For other injuries/illnesses:

The employee or the employee's supervisor will contact the TWP Coordinator to request a Transitional Return to Work Agreement for medical reasons.
3. The TWP Coordinator will forward the position description to the employee's attending physician in order to determine which duties the employee is able to perform safely. Employees who enter into a Transitional Work Program may be assigned to their original position with modified duties and/or modified hours, or to a different position which complies with the limitations set forth by a medical professional.
4. The attending physician will be asked to review the position description and provide restrictions for the employee and a date when the employee may return to his/her regular job duties.

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Transitional Work Program
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5. The TWP Coordinator will review the attending physician's report in order to determine whether the employee will be able to participate in the Transitional Work Program. If appropriate transitional work is not available, the employee will continue on the appropriate approved leave. The College has the right not to accept part-time reinstatement.
6. The TWP Coordinator or designee will coordinate the transitional work assignment (work schedule, type of position duties, process to original job duties, etc.) with the attending physician, employee, and the immediate supervisor.
7. An employee who enters the Transitional Work Program will be assigned to either:
 - a. Their original position, with modified duties and/or modified hours/shift.
 - b. Another position or schedule which complies with the limitations set forth by his/her attending physician.
 - c. Employees who are restricted to working less than their regular number of hours will be paid at their regular rate of pay for hours worked. Accrued paid leave may be used for the difference in hours worked and the employee's regular number of hours. Eligible employees without accrued paid leave shall use FML hours with no pay.
 - d. If the transitional work agreement is as a result of an occupational injury, an employee who refuses the transitional work agreement may have any additional treatment or benefits received under Workers' Compensation terminated.
8. The employee's transitional work progress will be reviewed by both the supervisor and the TWP Coordinator during the transitional work assignment. Supervisors should submit periodic progress reports to Human Resources to monitor the transitional work assignment. The employee must submit updated medical documentation, so that progress can be noted and monitored by the attending physician and/or rehabilitation specialist, if applicable. This will assist in determining whether the employee has progressed as expected.
9. Tasks and duties associated with an employee's transitional work may change as the treatment plan progresses and the attending physician gradually eases the restrictions required for the employee to safely return to original duties/job.

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Transitional Work Program

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10. At the conclusion of the TWP, the final evaluation of the transitional work assignment shall be performed by the TWP Coordinator and the supervisor in consultation with the attending physician.
11. The attending physician shall sign an official return to work release with no restrictions.

Last Effective Date: October 1, 2004

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

PHASED RETIREMENT

Effective: July 28, 2011

Policy 3-39

Page 1 of 2

(A) PURPOSE

To establish a program that plans the exit strategy of identified key employee(s)/positions that balance the needs of both the college and the employee before they decide to leave the college or retire. The program allows the college to protect against unplanned loss of institutional expertise and provides the opportunity to transfer that knowledge to other individuals or sources. In addition, the program will allow the college to provide stability within departments by retaining important knowledge and competencies of long-term employees while also providing mentoring and training of new or junior employees.

(B) DEFINITION

An employment arrangement designed to allow an employee who is approaching retirement age or years of service to continue working at the college with a modified or reduced workload and eventually transition from full-time work to full-time retirement. The Phased Retirement Program (PRP) may include Pre-Retirement Activities (PRA) such as but not limited to:

- Gradual reduction in duties
- Change in duties/role
- Mentoring of a replacement
- Modified work hours or days

(C) ELIGIBILITY REQUIREMENTS

- Must hold a key position as designated by the president/designee;
- Full-time employee;
- Must have at least five (5) years of continuous service at Columbus State Community College;
- Must be eligible to receive retirement benefits through any of the state systems or ARP.

(D) DURATION OF PHASED RETIREMENT PARTICIPATION

Phased Retirement may continue for a period of up to three (3) years. The reduced work schedule shall not be less than 50% of full-time work schedule.

(E) SALARY AND BENEFITS

- Salary during (PRP) will be based on the participant's rate at the beginning of the program and determined by the percent time of appointment.
- Group insurance will be available to the extent provided by current college policy.
- The college's contribution to life insurance will continue while under (PRP).
- Leave time will accrue on a pro-rated basis determined by the percentage of time worked while in the program.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL

PHASED RETIREMENT

Effective: July 28, 2011

Policy 3-39

Page 2 of 2

The following benefits will be determined on a case-by-case basis:

- Sabbatical Leave
- Tuition Reimbursement
- Professional Development

(F) SPECIAL TERMS AND CONDITIONS

- All Phased Retirement Agreements will be reduced to writing and maintained in the Human Resources Office.
- Should a faculty member be accepted into the (PRP), they must forfeit Tenure.
- Employees who are covered by an employment contract may have to modify the contract to meet the joint needs of the (PRP).
- Participants will be subject to the regular appraisal system and eligible for the annual increase under that system, which may be prorated for the percent of full-time work load.
- Participation in the (PRP) is not an entitlement or a right automatically available to all employees who meet the eligibility criteria, but is subject to administrative approval.

(G) The President will establish procedures to administer this policy.

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Phased Retirement
Procedure 3-39 (G)
Page 1 of 1

Effective: December 1, 2011

1. Program Request Process

- A written request to participate in the Phased Retirement Program (PRP) must be submitted to the Human Resources Department for verification of eligibility no less than six (6) months before the retirement date.
- Once verified, the employee must complete and submit a proposed work schedule, duties and terms of an agreement for approval by their direct supervisor. The Vice President of the division has final approval of the proposal.

2. Once the request and proposal to participate in the program has been approved, the Phased Retirement Agreement Form will be completed and signed by all parties involved up to and including the appropriate Vice President of the Department/Division.

- The agreement must include the employee's work schedule, duties, FTE, salary (prorated to reflect the FTE), and length of participation in the program.
- An agreement may be changed only by mutual consent of all parties. Any amendment to the original agreement must comply with the policy, be in writing, and be signed and dated by all parties.
- Additional agreed upon terms or conditions must be reflected on the signed agreement.

3. Failure to fulfill the responsibilities under an agreement may result in sanctions, including but not limited to, loss of Emeritus status or actions by the college to recoup any salary or cost of benefits paid under the agreement. The employee remains subject to all college policies and procedures.

4. The agreement may be discontinued by the employee or the college at any time with appropriate notice.

5. College Policy and Procedure 3-31 and 3-32 do not apply to those participating in the PRP.

New Procedure

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TELECOMMUTING
Policy 3-40
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Effective July 28, 2011

(A) Introduction

Columbus State Community College recognizes the need for flexibility and alternative work arrangements for eligible employees. Telecommuting is one such option among the college priorities that not only promotes employee productivity, work/life balance, and addresses issues of scarce office space, but is good for the environment and society in general.

Telecommuting supports the Columbus State Community College sustainability initiative by reducing energy consumption, lowering fuel costs, and lessening traffic congestion and pollution with fewer cars on the road. A telecommuting arrangement is not available for all employees, but is only available to those employees whose job duties and responsibilities can be successfully performed offsite or at a remote location.

(B) Definition

Telecommuting is a work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near the home. Telecommuting is an alternative method of meeting the needs of Columbus State Community College and eligible employees.

(C) Authority

Administrators or their designees have the authority and responsibility to establish telecommuting arrangements, and are encouraged to consider all reasonable requests. However, arrangements should be authorized only when it is in the best interest of Columbus State Community College and where work can be documented easily.

(D) Eligibility

Non-bargaining unit employees may be eligible for telecommuting as a work alternative. Employees may be approved on a suitability basis and an evaluation of their manager's ability to manage remote employees. A signed Telecommuting Work Agreement must be on file with Human Resources prior to telecommuting.

Generally to be eligible, an employee must have:

- Satisfactorily completed their probationary period;
- A history of reliable and responsible performance of duties; and
- No pending disciplinary action.

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(E) Compensation

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the telecommuting program. There shall be no additional pay for telecommuting nor shall mileage be paid for transportation between an employee's telecommuting site and Columbus State Community College Campuses/Sites. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the Telecommuting Program.

(F) Termination of agreement

The availability of telecommuting as a flexible work arrangement for employees of Columbus State Community College can be discontinued at any time at the discretion of the college. Every effort will be made to provide thirty (30) days notice of such a change to accommodate commuting, child care and other circumstances that may arise from such a change. There may be instances, however, where no notice is possible. A telecommuter's failure to fulfill both qualitative and quantitative work requirements while working under a Telecommuting Agreement may be cause for disciplinary action, up to and including termination.

(G) The President will establish procedures to administer this policy.

New Policy

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

AMERICANS WITH DISABILITIES ACT (ADA),
THE AMERICANS WITH DISABILITIES ACT
AMENDMENTS ACT (ADAAA) AND
SECTION 504 OF THE REHABILITATION
ACT OF 1973
Policy 3-41
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Effective September 24, 2015

(A) PURPOSE

The Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Columbus State Community College to comply with all federal and state laws concerning the employment, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment of persons with disabilities.

It is also the policy of Columbus State Community College to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities.

Columbus State Community College does not discriminate on the basis of disability in any of its educational programs and activities and in any of its employment practices.

(B) REASONABLE ACCOMMODATIONS

It is the policy of Columbus State Community College to make reasonable accommodations as defined in this policy which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by the College. It is the intent of the College to provide accommodations to such applicants, employees, and students with a qualified physical, mental, or learning disability, unless to do so would fundamentally alter the nature of the employment, educational program or service; would result in an undue hardship to the College; or would result in a direct threat to the health or safety of the individual or others.

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Effective September 24, 2015

(C) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

Disability - a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major Life Activities - include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major Bodily Functions - include but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Direct Threat - a significant risk to the health or safety of others that cannot be eliminated by a reasonable accommodation.

Qualified Individual - an individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other College-sponsored programs and services such that he/she can perform the essential functions of:

- (1) An employment position that such employee holds or an employment applicant wishes to hold.
- (2) An educational program or other College-sponsored program or service in which an individual is enrolled or wishes to enroll or participates or wishes to participate.

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Reasonable Accommodations - making appropriate and needed changes or modifications without imposing undue hardship so individuals with disabilities can enjoy the same rights and privileges of others without disabilities.

Undue Hardship - an action requiring significant difficulty or expense to the college. This determination is made on a case-by-case basis. Factors to be considered in determining whether an accommodation would impose an undue hardship include, but are not limited to:

- (1) The nature and cost of the accommodation;
- (2) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation;
- (3) The number of persons at such facility;
- (4) The effect on expenses and resources or the impact of such accommodation upon the operation of the facility;
- (5) The overall financial resources of the College;
- (6) The number, type and location of facilities;
- (7) The composition, structure and functions of the workforce;
- (8) The ownership and/or lease relationship of the facility in which the College conducts business.

Essential Functions of the Job - those activities that are determined by the College to be essential or core to performing the job, completion of an academic program or participation in other college sponsored programs or services. These functions cannot be modified.

(D) EMPLOYEES

- (1) Accommodations for employees may include: job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies and other similar adjustments.

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- (2) The types of accommodations needed and provided will depend on the limitations of the disability and the individual employee's ability to perform the essential duties of the position. One standardized type of accommodation may not meet the needs of employees who have similar disabilities but different impairments/limitations when performing their essential job functions. Accommodations are designed to meet the specific circumstances of the individual.
- (3) All employees who wish to request a reasonable accommodation are directed to follow the procedures found in Procedure 3-41 (A).

(E) APPLICANTS

Reasonable accommodations for qualified employment applicants are modifications or adjustments to the application process which shall allow persons with disabilities equal access to employment opportunities that are available to persons without disabilities.

(F) STUDENTS

Reasonable accommodations for qualified students shall include: those services or academic adjustments which will ensure the student has access to services or auxiliary aids which will afford them access to and allow them to benefit from educational programs or services; and that the student's participation in the delivery of educational programs or services is equal to those opportunities of students without disabilities.

- (1) All student applicants of educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the College requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the College.

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- (2) A student who is not satisfied with a determination about his/her request for accommodations should consult with Disability Services. The student may appeal the decision in accordance with the Student Complaint Policy 7-13.

(G) PARTICIPANTS OF OTHER COLLEGE-SPONSORED PROGRAMS AND SERVICES

Participants of other College-sponsored programs or services may request reasonable accommodations. Any College-sponsored programs (job fairs, open house, workshops, etc.) will include in their registration procedures the appropriate methods for participants to request reasonable accommodations.

All applicants of other College-sponsored programs and services who wish to request a reasonable accommodation should follow the procedures found in Procedure 3-41 (A).

(H) ADA/SECTION 504 COORDINATORS

The Director of Equity and Compliance is the designated coordinator for employees. The Director of Disability Services is the designated coordinator for students.

(HI) REPORTING ADA DISCRIMINATION

Any individual with a disability who believes that he/she has been a victim of discrimination because of his/her disability should contact the Equity and Compliance Unit in Human Resources or file a complaint at:

https://publicdocs.maxient.com/reportingform.php?ColumbusStateCC&layout_id=3.

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Effective October 1, 2018

(1) STUDENTS

Current or prospective students with a disability in need of a reasonable accommodation should contact Disability Services. Information about Disability Services can be found at:
<http://www.csc.edu/services/disability/>.

(2) APPLICANTS

Employment applicants needing an accommodation to participate in the application and/or interview process shall inform the College of the need for an accommodation prior to starting the process. That request shall be forwarded to the ADA Coordinator. The ADA Coordinator will then make a decision regarding the accommodation request and, if approved, take the necessary steps to see that the accommodation is provided.

(3) EMPLOYEES

- (a) Employees shall inform the ADA Coordinator and/or their supervisor of the need for an accommodation. The ADA Coordinator shall provide the employee with a “Request for Reasonable Accommodation” form. This form is not required, but employees are encouraged to submit their request in writing. Additional information and definitions related to the ADA can be found on the Columbus State website on the [Americans with Disabilities Act \(ADA\)](#) webpage.
- (b) When a supervisor has reason to believe that an employee may need an accommodation, the ADA Coordinator shall be contacted. The ADA Coordinator shall provide the employee with a “Request for Reasonable Accommodation” form. This form is not required, but the employees are encouraged to submit their request in writing.
- (c) Upon receipt of a reasonable accommodation request, the ADA Coordinator shall:
 - (i) Initiate the interactive process with the employee.
 - (ii) Consider the essential functions of the employee’s position.
 - (iii) Determine the precise job-related limitation(s).

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- (iv) Identify the potential accommodation(s) and determine:
 - 1. Whether the accommodation is reasonable and does not impose an undue hardship on the College, as defined in Policy 3-41.
 - 2. Whether the accommodation will allow the employee to effectively perform the essential functions of their job.
 - (v) In order to make a determination about the appropriateness or effectiveness of an accommodation, the ADA Coordinator may consult with the employee's supervisor regarding potential accommodations and the effectiveness each may have in allowing the employee to perform the essential functions of their job. Protected Health Information (PHI) shall not be shared with the supervisor without the employee's express consent.
 - (vi) Select and implement the accommodation that is the most appropriate for both the employee and the College. While an employee's preference will be given consideration, the College is free to choose among equally effective accommodations.
 - (vii) The ADA Coordinator may require an employee requesting a reasonable accommodation to have their health care provider complete a "Medical Questionnaire" form when the disability and/or its limitations are not obvious. Information from the health care provider will be used to assess the employee's request for a reasonable accommodation. Documentation related to an ADA accommodation, including information from health care providers, will be maintained on separate forms and in files kept separately from the employee's personnel file.
 - (viii) Once the accommodation is in place, the ADA Coordinator and/or supervisor, with input from the employee, shall periodically evaluate the accommodation(s) to ensure effectiveness. The supervisor or employee will notify the ADA Coordinator if modifications are needed.
- (4) Issues with access to physical and/or Electronic Information Technology (EIT) on College property shall be directed to the ADA Coordinator.

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(5) APPEAL PROCESS

- (a) An individual who is dissatisfied with the resolution of a reasonable accommodation request may ask for reconsideration from the Director of the Office of Equity and Compliance. The request for reconsideration shall be made in writing within ten (10) business days of receiving notice of the outcome of the reasonable accommodation request.
- (b) The Director of Equity and Compliance will review and respond in writing to the request for review within ten (10) business days of receiving the appeal. The decision of the Director of Equity and Compliance is final.

(6) REPORTING DISCRIMINATION, HARASSMENT OR RETALIATION BASED ON A DISABILITY

Any employee, student, job applicant or participants of any College-sponsored programs or services who believes that they are a victim of discrimination, harassment or retaliation based on a disability may file a complaint with any or all of the following:

- (a) The Office of Equity and Compliance at Columbus State
- (b) The Ohio Civil Rights Commission (OCRC)
- (c) The Equal Employment Opportunity Commission (EEOC)
- (d) The U.S. Department of Education, Office of Civil Rights (OCR)

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
Policy 3-42
Page 1 of 3

Effective November 15, 2012

(A) PURPOSE

It is the policy of Columbus State Community College to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, ancestry, genetic information (GINA) disability, or veteran status.

Further, Columbus State Community College shall take affirmative action to ensure that the college's policies and practices are non-discriminatory and to advance employment opportunities for veterans, individuals with disabilities, women, and minorities.

The college shall also promote equal educational opportunities to students and student applicants for admission and enrollment and participation in athletics or other college programs and services.

(B) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

AFFIRMATIVE ACTION – A process used to analyze current practices, policies, and procedures, identify areas for improvement, and adopt new practices, policies and procedures to eliminate past and present discrimination and to ensure there are equal opportunities for qualified individuals from underrepresented groups.

UNDERREPRESENTED – Means there are lower numbers of qualified veterans, individuals with disabilities, women, and minorities employed than would reasonably be expected based upon their availability.

AVAILABILITY – Refers to the numbers of qualified veterans, individuals with disabilities, women, and minorities who are available for employment in a recruitment area.

(C) EEO/AFFIRMATIVE ACTION PRINCIPLES OF THE COLLEGE

- (1)** Ensure the utilization of fair recruitment, selection, training retention, and promotion processes to attract a diverse pool of qualified applicants, with due consideration of persons from underrepresented groups.

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
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- (2) Undertake good faith efforts to reach underrepresented groups with information about the college's Equal Opportunity/Affirmative Action Policy and about employment opportunities at the college.
- (3) Establish and maintain an affirmative action plan to measure progress in employing qualified individuals from underrepresented groups.
- (4) Create proactive initiatives, employment practices, and policies and procedures that are designed to prevent discrimination and harassment.
- (5) Provide equal educational and athletic opportunities to all individuals who meet the college's admission and enrollment requirements.

(D) EEO/TITLE IX COORDINATOR OBJECTIVES:

- (1) Maintain and implement an affirmative action plan and ensure good faith efforts to meet affirmative action goals.
- (2) Provide administrators and managers with affirmation action, EEO, non-discrimination and anti-harassment information, training and resources, as defined in this policy and in the Non-Discrimination and Anti-Harassment Policy 3-43.
- (3) Investigate complaints and reports of discrimination and harassment utilizing the EEO Reporting and Investigation Procedure 3-42 (A).

(E) ADMINISTRATOR OBJECTIVES

- (1) Support equal opportunities and affirmative action by hiring, training and promoting diverse pools of qualified applicants.
- (2) Ensure that management practices prevent discrimination and/or harassment and support affirmative action and equal opportunities in both employment and academic environments.
- (3) Model and encourage inclusive environments.

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Effective November 15, 2012

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- (F) The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

**New Policy (Approved by the Board of Trustees 11-15-12)(clh)
Rescind current Policy 3-28, Affirmative Action, Effective August 15, 1995*

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POLICY & PROCEDURES MANUAL

DISCRIMINATION/ HARASSMENT/RETALIATION

Effective May 25, 2023

Policy 3-43

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(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to supporting a respectful and productive learning, athletic and working environment free of discrimination, harassment and retaliation. The College prohibits discriminatory or harassing behavior based on a protected class by or against students, employees, persons participating in a College program or activity, vendors and College visitors.

While the College does not tolerate any form of discriminatory or harassing behavior, this policy applies only to discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child, status as a nursing mother, status as a foster parent and gender identity and expression.

While the College does not tolerate any retaliatory behavior, this policy's prohibition of retaliation applies only to retaliation that is based on individual's participation in an investigation of discrimination and/or harassment and/or an individual's exercise of rights under the Americans with Disabilities Act and its Amendments (ADA/ADAAA) and/or under the Family and Medical Leave Act (FMLA) and/or the Pregnant Workers Fairness Act (PWFA).

Employees and students are expected to assist in the College's efforts to prevent discrimination, harassment and/or retaliation from occurring. Administrators, supervisors, faculty members and employees who have been designated to act on behalf of the College are responsible for reporting such behavior to the Office of Equity and Compliance. However, any person is encouraged to report potential violations of this policy, even if they were not the intended target of the potential violation.

In furtherance of this commitment, all employees must participate in required training.

If the determination is made that the alleged conduct is not based on a protected class or on the exercise of rights under the ADA and/or FMLA and/or PWFA, the information may be referred for follow-up and/or remediation according to relevant policy.

(B) DEFINITIONS

- (1) Discrimination - Any act or failure to act based in whole or in part on a person's or group's membership in a protected class, that when viewed objectively, adversely affects benefits, privileges, working conditions, educational or athletic conditions or negatively impacts a substantial College interest.

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DISCRIMINATION/ HARASSMENT/RETALIATION

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Examples of discrimination include, but are not limited to:

- (a) Disparate Treatment - When an individual or group is treated differently from another similarly situated person or group because of membership in a protected class.
 - (b) Disparate Impact - When a College policy, procedure, practice or decision is neutral on its face but has an adverse impact on a protected class.
- (2) Harassment - Any unwelcome physical, non-verbal or verbal conduct based on a protected class which is sufficiently severe, persistent or pervasive so that it unreasonably interferes with, denies or limits a person's ability to participate in or benefit from the College's educational and/or athletic programs and/or activities and/or work activities and/or negatively impacts a substantial College interest. Harassment does not have to include an intent to harm. A single instance can constitute harassment.

Examples of harassment include, but are not limited to:

- (a) Comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms to identify someone in a protected class;
- (b) Graphic communications (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class.

Conduct which may constitute sexual harassment will be addressed under Columbus State Policy 3-44, Sexual Misconduct.

- (3) Hostile Environment - Any unwelcome and severe or pervasive conduct based on a protected class which creates an objectively intimidating, abusive or offensive work, learning or athletic environment even if the conduct does not lead to tangible consequences. A single instance may be sufficient to create a hostile environment.
- (4) Retaliation – See section (G).

(C) CONSEQUENCES OF DISCRIMINATION/HARASSMENT/RETALIATION

- (1) For Employees - Violations of this policy can result in disciplinary action, up to and including termination of employment.

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DISCRIMINATION/ HARASSMENT/RETALIATION

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- (2) For Students - Sanctions for violating this policy range from formal warning to expulsion. Recommended violations of this policy will be referred to the Office of Student Conduct for resolution in accordance with the Student Code of Conduct.

(D) REPORTING RESPONSIBILITIES

- (1) Human Resources employees, supervisors, directors, deans, chairpersons, coaches, faculty members including adjuncts, persons with significant responsibility for students and College activities and Columbus State Police Department employees who have direct or constructive knowledge that a faculty or staff member, student, person participating in a College program or activity, vendor or College visitor's behavior may constitute a violation of this policy are responsible for promptly reporting the behavior to the Office of Equity and Compliance. Failure to follow this reporting requirement may result in disciplinary action, up to and including termination of employment.
- (2) An employee who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to the College's disciplinary policy and procedures.
- (3) A student who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to sanctions under the Student Code of Conduct.

(E) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The College is committed to supporting a respectful and productive learning, athletic and working environment that protects the civil rights of individuals while also recognizing the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in training and academic situations. In order to prevent claims that course or training content is discriminatory, harassing or offensive, it is strongly encouraged that participants in such discussions are provided with a disclosure that the content may be controversial.

(F) CONFIDENTIALITY

To the extent possible, College officials will limit the sharing of information related to the reporting, investigation and resolution of allegations of discrimination, harassment and/or retaliation except to the extent it is necessary to disclose information in order to investigate,

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prevent or address the effects of the conduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process are expected to observe the same standard of discretion and respect for everyone involved in the process.

(G) RETALIATION

Retaliation in any form against an individual who brings forth a good faith allegation of discrimination and/or harassment, participates in an investigation of discrimination and/or harassment or supports someone involved in a report of discrimination and/or harassment is strictly prohibited by College policy and state and federal law. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual for reporting discrimination and/or harassment, participating in a discrimination and/or harassment investigation or supporting someone involved in a report of discrimination and/or harassment.

Retaliation in any form against an individual who exercises their rights under the ADA/ADAAA and/or under FMLA and/or PWFA is strictly prohibited. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual who exercises their rights under ADA/ADAAA and/or FMLA and/or PWFA.

Retaliation is a serious violation that can subject the offender to sanctions, and allegations of retaliation should be promptly reported to the Office of Equity and Compliance.

(H) The protocol for evaluating and investigating concerns of discrimination/harassment/retaliation is found here: [3-43 Protocol](#).

(I) The President may establish procedures to administer this policy.

Last Effective Dates: September 27, 2018; September 25, 2014; November 15, 2012

**July 8, 2019: Administrative changes made to reflect updates in legislation*

**May 25, 2023: Administrative changes made to reflect Executive Order updates and new federal legislation*

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Effective August 14, 2020

Policy 3-44

Page 1 of 1

(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to supporting a safe, respectful and healthy college environment. In furtherance of this commitment, the College prohibits sexual harassment, which includes sexual violence (dating violence, domestic violence, sexual assault and stalking) in compliance with applicable statutory and regulatory guidance.

To support this commitment, all employees must participate in required training.

(B) The President may establish procedures to administer this policy.

Last Effective Date(s): September 24, 2014 (previous title: Sexual Misconduct), November 15, 2012

**July 30, 2019: Administrative changes made to reflect updates in accordance with ODHE.*

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POLICY AND PROCEDURES MANUAL

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Effective August 14, 2020

Procedure 3-44 (A)

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(1) INTRODUCTION

This procedure outlines the process the College will follow when it receives notice of sexual harassment, sexual assault, dating violence, domestic violence, stalking and other types of Prohibited Conduct as defined below.

This procedure also addresses prohibited consensual sexual relationships, which are addressed separately in Section 21.

(2) JURISDICTION

This procedure applies to all students, employees, volunteers, vendors and visitors to the College.

This procedure applies to Prohibited Conduct that is reported to have occurred:

- (a) in connection with a College's education program or activity; or
- (b) on property owned or controlled by the College; or
- (c) using computer or internet networks, digital platforms or computer hardware or software owned or operated by, or used in the operations of, the College's programs or activities over which the College has substantial control; or
- (d) where the conduct is reported to have a continuing adverse effect on an educational program or activity of the College, including employment, regardless of where the conduct is reported to have occurred.

The College's response to Prohibited Conduct depends in part on its control over the respondent. This procedure applies when the respondent is a member of the College community, or was a member of the College community at the time of the alleged incident and intends to participate in an education program or activity of the College. However, if Prohibited Conduct is reported when the College does not have control over the respondent, the College will still work with the complainant regarding their options and appropriate supportive measures. The College also will consider whether it is appropriate to take any other actions to protect the safety of the College community under these circumstances.

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The elements established in this procedure have no effect and are not transferable to any other policy or procedure of the College except as narrowly defined in this procedure. This procedure does not set a precedent for other policies, procedures or processes of the College and may not be cited for or against any right or aspect of any other policy, procedure or process.

(3) NOTICE OF NON-DISCRIMINATION AND DESIGNATION OF TITLE IX COORDINATOR

The College does not discriminate in its education programs and activities, admissions or employment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or status as a foster parent or gender identity and expression. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972 and its implementing regulations (34 C.F.R. Part 106, as amended by 85 FR 30026 [May 2020]).

Sex Discrimination does not include where such differential treatment is explicitly permitted by federal law or regulations, such as where sex or gender is a bona fide occupational qualification reasonably necessary to the normal operation of the College, or where sex or gender is used to determine athletic participation or chorus participation.

This procedure prohibits certain conduct, referred to as Prohibited Conduct that includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (including sexual assault, dating violence, domestic violence and stalking). Prohibited Conduct under this procedure also is prohibited under the Clery Act as amended by the Violence Against Women Act, Title VII of the Civil Rights Act of 1964, Ohio Revised Code Chapter 4112 and other applicable statutes, regulations and administrative code provisions. The College will respond promptly in a manner that is not deliberately indifferent when the College has actual knowledge of Prohibited Conduct under this procedure.

This procedure sets forth the manner in which individuals can report or file a Formal Complaint of potential Prohibited Conduct, as well as the process that will be used to provide for the prompt and equitable resolution of such reports or Formal Complaints. Any person may report potential Prohibited Conduct, whether or not the person reporting is the person alleged to have experienced the Prohibited Conduct.

The College hereby designates and authorizes the following individual as the Title IX Coordinator to coordinate its efforts to comply with Title IX:

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Joan Cook
Title IX Coordinator
550 East Spring Street
Columbus, Ohio 43215
jcook60@csc.edu / (614) 287-2636

Any inquiries or complaints concerning the application of Title IX may be referred to the Title IX Coordinator using the contact information above, or pursuant to Section 7 of this procedure. Questions or concerns about Title IX or the application of Title IX in this procedure also may be referred to the U.S. Department of Education's Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr>.

The Title IX Coordinator is responsible for managing the College's compliance with Title IX and the effective implementation of this procedure. Any references to the actions of the Title IX Coordinator in this procedure may be performed by the Title IX Coordinator or designee.

In addition to addressing complaints against a particular party, the Title IX Coordinator also facilitates the handling of reports that College policies or practices may discriminate on the basis of sex, gender identity, gender expression or sexual orientation. The Title IX Coordinator conducts an assessment of such concerns and, using procedures the Title IX Coordinator determines to be appropriate given the circumstances, works with the College to ensure that its policies and practices are compliant.

(4) NON-DISCRIMINATION IN APPLICATION

The requirements and protections of this procedure apply equally regardless of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or status as a foster parent and gender identity and expression covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a complainant, respondent or witness. Individuals who wish to file a complaint about the College's procedure may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

(5) DEFINITIONS

- (a) Actual Knowledge - notice of Sexual Harassment or allegations of Sexual Harassment to the College's Title IX Coordinator or any of the following officials who have the authority to institute corrective measures on behalf of the College:

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- (i) Senior Director of Equity and Compliance
- (ii) Deputy Title IX Coordinators
- (iii) Employees of the Police Department
- (iv) Employees of Human Resources
- (v) Non-student employees of the Office of Student Conduct
- (vi) Athletic coaches and assistant coaches
- (vii) Administrative employees with managerial responsibilities, including all academic chairpersons

This standard is not met when the only official of the College to have knowledge is the respondent (see Section 9 of this procedure for further information about individuals who have the responsibility to report allegations).

- (b) Business Day - the hours between 8 a.m. and 5 p.m. Monday through Friday, excluding holidays and other times when the College is closed.
- (c) Calendar Day - the period from one midnight to the following midnight.
- (d) Coercion - a type of force that relies on unreasonable pressure for sexual activity against an individual's will. Coercion includes a wide range of behaviors which override the voluntary nature of participation in sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- (e) Complainant - an individual who is alleged to have experienced conduct that could constitute Prohibited Conduct under this procedure.
- (f) Confidentiality - See Section 8 of this procedure.

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- (g) Consent - a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that the initiator has the other person's consent to engage in sexual activity, throughout the entire sexual activity. At any time, a participant can communicate that they no longer consent to continuing the activity. Consent may never be obtained through the use of force, including coercion, or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous intimate relationship or sexual encounter. Additionally, the initiator's use of alcohol or drugs does not diminish the initiator's responsibility to obtain consent. There is no requirement of a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- (h) Education Program or Activity - includes all of the College's operations, which encompasses employment, as well as locations, events or circumstances over which the College exercises substantial control over both the respondent and the context in which the conduct occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College.
- (i) Exculpatory Evidence - evidence that tends to suggest that the respondent did not commit a policy violation.
- (j) Force - the use of physical violence and/or imposing on someone physically to engage in sexual activity and/or the use of threats, intimidation and coercion to overcome resistance to sexual activity.
- (k) Formal Complaint - a document, including an electronic submission, filed by a complainant with a signature or other indication that the complainant is the person filing the Formal Complaint, alleging Prohibited Conduct against a respondent about conduct within the College's jurisdiction (as defined in Section 2 of this procedure) and requesting initiation of the formal procedure to investigate the allegation of sexual harassment. The Title IX Coordinator or designee also may file Formal Complaints as explained in Section 13(b) of this procedure.
- (l) Inculpatory Evidence - evidence that tends to suggest that the respondent committed a policy violation.

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- (m) Incapacitation - a state in which a person cannot make rational decisions about engaging in sexual activity. Incapacitation may result from a temporary or permanent mental or physical disability, from sleep or unconsciousness, or from the taking of alcohol or other drugs. Apparent consent by an incapacitated complainant is not valid where a respondent knew or should have known that the complainant was incapacitated.
- (n) Preponderance of the Evidence - the standard of evidence used to resolve the disputed issue of fact and to make decisions as to whether Prohibited Conduct occurred. A preponderance of the evidence exists where the evidence establishes that the disputed fact is more likely than not to be true. A preponderance of the evidence also exists where the evidence establishes that the Prohibited Conduct is more likely than not to have been committed. In determining whether a preponderance of the evidence exists, the decision-maker relies on the quality and relative weight of the evidence rather than the quantity of evidence.
- (o) Privacy - See Section 8 of this procedure.
- (p) Prohibited Conduct - the conduct prohibited by this procedure. This includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (Types A and B). Sexual Harassment (Type A) further includes sexual assault, dating violence, domestic violence and stalking (see Section 6 of this procedure).
- (q) Relevant Evidence and Questions - Relevant evidence and questions refer to any questions and evidence that tend to make an allegation of sexual harassment more or less likely to be true.

Relevant evidence and questions do not include the following types of evidence and questions, which are deemed irrelevant at *all* stages of this procedure:

- (i) Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
 1. They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 2. They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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- (ii) Any party or witness' medical, psychological and similar records unless the individual to whom the record pertains has given voluntary, written consent.
 - (iii) Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege, unless the individual who holds the privilege has waived it.
 - (r) Respondent - an individual who is alleged to have committed conduct that could constitute Prohibited Conduct under this procedure.
 - (s) Supportive Measures - non-disciplinary and non-punitive resources and measures available to the parties. When a complainant reports potential Prohibited Conduct as defined in this procedure, the Title IX Coordinator or designee will contact the complainant to assess their immediate needs and offer supportive measures as appropriate. Complainants have the right to receive supportive measures from the College regardless of whether they decide to file a Formal Complaint. The Title IX Coordinator also shall offer supportive measures to respondents when they are notified of a Formal Complaint. Supportive measures also include "protective measures" as that term is defined by the Clery Act and implementing regulations. See Section 10 of this procedure for additional information.
- (6) PROHIBITED CONDUCT

Prohibited Conduct includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (Types A and B), as well as any attempt to commit any of these types of Prohibited Conduct.

Lewd/Obscene Conduct is behavior that includes, but is not limited to:

- (a) Disrobing in a public space or streaking;
- (b) Possession or distribution of obscene materials;
- (c) Public urination/defecation; and
- (d) Sexual acts performed in public or on College premises.

Sexual Exploitation occurs when someone takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the person being exploited. Examples of Sexual Exploitation include, but are not limited to:

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- (a) Prostituting another person;
- (b) Using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts of another person without that person's consent;
- (c) Intentionally observing nudity or sexual acts of another person without that person's consent; and
- (d) Inducing incapacitation for the purpose of facilitating sexual assault.

Sexual Harassment (Type A) as defined by the Title IX regulations includes any one of the following:

- (a) Quid Pro Quo - An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct;
- (b) Hostile Environment - Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- (c) Sexual Assault - A forcible or non-forcible sex offense as defined by the Uniform Crime Reporting system used by the Federal Bureau of Investigation pursuant to 20 U.S.C. 1092(f)(6)(A)(v), including rape, sodomy, sexual assault with an object, fondling, incest and statutory rape. These definitions prohibit the following behaviors:
 - (i) Vaginal, anal or oral sexual intercourse with a person without their consent;
 - (ii) Touching the private body parts of another person for the purpose of sexual gratification without their consent;
 - (iii) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry;

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- (iv) Sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code Section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

- (d) Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

- (e) Domestic Violence - Felony or misdemeanor crimes of violence on the basis of sex committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction. Domestic violence also includes felony or misdemeanor crimes of violence committed by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, where such conduct is on the basis of sex.

- (f) Stalking - Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Sexual Harassment (Type B) means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one of the following occurs:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access by the individual to aid, benefits or services;

- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or access by the individual to aid, benefits or services; or

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- (c) Such conduct has the purpose or effect of being severe or pervasive to the extent that it unreasonably interferes with an individual's job performance or learning ability or creating an intimidating, hostile or offensive educational, athletic or working environment.

Stalking and domestic violence, as defined above, that are not conducted on the basis of sex will be addressed by the Office of Student Conduct, if the respondent is a student, or Human Resources, if the respondent is an employee.

(7) REPORTING PROHIBITED CONDUCT

(a) Reporting Options

Anyone who feels they are in immediate danger are strongly encouraged to call 911.

When an individual experiences Prohibited Conduct, the following options are available to them, which can be explained in more detail by the Title IX Coordinator:

- (i) If the Prohibited Conduct constitutes a crime, the option to notify College law enforcement and/or local law enforcement. The College can help facilitate such notification;
- (ii) The option to seek a protection order and/or other legal orders through a court with jurisdiction, which will be enforced by the College as may be required by the order;
- (iii) The option to seek medical attention, counseling services or other confidential resources (see Section 8 of this procedure);
- (iv) The option to file a report with the Title IX Coordinator and request appropriate supportive measures;
- (v) The option to report Prohibited Conduct to an employee who is required to file the information with the Title IX Coordinator, except where the disclosure is made in the context of a confidential relationship (e.g., counselor-patient);
- (vi) The option to file a Formal Complaint with the Title IX Coordinator to pursue informal resolution or a formal investigation.

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A complainant may choose multiple options, and the options they choose may change over time. For example, a complainant may choose initially to proceed with a criminal investigation, or this process, both or neither. Regardless of those choices, the complainant may seek a protection order, confidential resources, supportive measures and/or file a Formal Complaint.

(b) Making a Report to Law Enforcement

Where an individual has been subjected to violence or other criminal acts, the College encourages such individuals to seek assistance from medical providers and/or law enforcement immediately after the incident, whether or not the complainant intends to pursue criminal charges. This is to assist in the preservation of evidence and to begin a timely response by law enforcement. Preserving evidence may later assist in proving that an alleged criminal offense occurred, or it may be helpful in obtaining a protection order if one is desired.

The Title IX Coordinator can assist in notifying law enforcement authorities if the complainant chooses. Complainants also may decline to notify such authorities. Also see Section 9 of this procedure regarding Ohio's felony reporting law.

(c) Making a Report to the College

The College strongly encourages individuals who have experienced or witnessed Prohibited Conduct to file a report with the Title IX Coordinator as soon as reasonably possible. Making a report does not require further action on the part of the reporter.

Certain employees of the College who become aware of behavior that may constitute Prohibited Conduct are required to report all information regarding such Prohibited Conduct to the Title IX Coordinator as soon as reasonably possible (see Section 9 of this procedure).

Any person may report potential Prohibited Conduct in person, by mail, by telephone or by email, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours. Contact information for the Title IX Coordinator is found at: <https://www.csc.edu/services/title-ix/title-ix-coordinator.shtml>.

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The College's preferred reporting method for sexual harassment or sexual violence is the College's secure, online report form which is accessible at <http://csc.edu/services/title-ix/#submitting>. The online report form is automatically sent to the Title IX Coordinator and Deputy Title IX Coordinators. While any person may use this secure online report form, a complainant may use it to submit a Formal Complaint if they include the elements of a Formal Complaint as described in Section 13(b) of this procedure. The Title IX Coordinator and/or the Deputy Title IX Coordinators will consult with the complainant to determine if it is appropriate to make a Formal Complaint, regardless of whether the online report form constitutes a Formal Complaint. Anonymous reports may be made through this form, but depending on the level of information included in the report, anonymous reporting may limit the College's ability to respond. Employees who are required to make reports under this procedure are not permitted to make such reports anonymously. If the anonymous report includes a crime, it will be counted in the College's crime statistics.

Any student, employee or third party who reports that they have experienced sexual assault, domestic violence, dating violence or stalking on the basis of sex shall be provided with a written explanation of their rights, options and available services. These rights and options include the opportunity to access specific support services at the College and in the community, such as assistance with changing academic and working arrangements upon request. Appropriate College officials will determine if the request is reasonable. Such rights also apply to the respondent.

Students or employees who knowingly or maliciously make a false or frivolous allegation of Prohibited Conduct will be subject to sanctions by the Office of Student Conduct under Procedure 7-10 (G) or discipline by Human Resources under Procedure 3-32 (C), as appropriate.

Where it is alleged that the Title IX Coordinator has engaged in Prohibited Conduct, such report may be directed to the Senior Director of Equity and Compliance, who will designate an appropriate individual to act as the Title IX Coordinator for purposes of that report.

(8) CONFIDENTIALITY AND PRIVACY

Confidentiality and privacy are two distinct concepts under this procedure.

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Privacy means that information will be protected except to the extent it is necessary to disclose information in order to respond to a report, effectuate supportive measures, facilitate an informal resolution, administer a Formal Complaint under this procedure, provide remedies to those who experience Prohibited Conduct and ensure the safety of individuals and the College community. The Title IX Coordinator and other College employees are expected to respect the privacy of the parties and witnesses to a report or Formal Complaint and share information only on a “need to know” basis. Personally identifiable information regarding students is further protected by the federal Family Educational Rights and Privacy Act (FERPA), but sharing information as required by this procedure is permitted under that Act. To learn more about privacy and disclosures, see <https://www.csc.edu/services/title-ix/privacy-info.shtml>.

Confidentiality means that information will not be shared by the individual who receives the information except in limited circumstances, such as where there is an imminent threat of harm to the individual or to others, or where there is knowledge or suspicion of child abuse (including sexual abuse and molestation) or neglect. Confidential resources include licensed counselors, medical providers, attorneys, clergy and certified rape crisis counselors.

Individuals seeking confidential assistance through College resources may contact the following:

- (a) Columbus State Counseling Services – (614) 287-2818 (currently enrolled students only)
- (b) Matrix EAP Counselors – (614) 475-9500 (full-time and part-time employees, administrators, ACFs, tenured and tenure track faculty)

Individuals seeking confidential assistance outside of the College may contact the following:

- (a) Medical and mental health providers, a list of which can be found here: <https://www.csc.edu/services/student-advocacy/pdf/Mental%20Health%20Facilities.pdf>
- (b) Legal support through the following:
 - (i) Legal Aid Society of Columbus – www.columbuslegalaid.org
 - (ii) Southeastern Ohio Legal Services – www.seols.org

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- (c) Domestic violence and intimate partner violence assistance through the following:
 - (i) Choices 24 hour Crisis Line/Shelter – (614) 224-HOME
<https://lssnetworkofhope.org/choices/home/get-help/>
 - (ii) Lighthouse Domestic Violence Shelter (Fairfield County) – (740) 687-4423
 - (iii) Ohio Domestic Violence Network - <https://www.odvn.org/find-help/>
- (d) Sexual Assault Response Network of Central Ohio (SARNCO) -
<https://www.ohiohealth.com/services/neuroscience/our-programs/behavioral-and-mental-health/sarnco>
- (e) 24/7 Hotlines:
 - (i) ChildHelp National Child Abuse Hotline – (800) 422-4453
 - (ii) Crisis Text Line – text “HOME” to 741741
 - (iii) Gay, Lesbian, Bisexual and Transgender National Hotline – (888) 843-4564
 - (iv) National Domestic Violence Hotline – (800) 799-7233
 - (v) National Human Trafficking Hotline – (888) 373-7888
 - (vi) National Sexual Assault Hotline – (800) 656-HOPE
 - (vii) National Suicide Prevention Lifeline – (800) 273-8255
 - (viii) National Teen and Young Adult Dating Abuse Helpline – (866) 331-9474 or text “loveis” to 22522
 - (ix) Ohio Hispanic Coalition Domestic Violence Hotline – (614) 746-3534 (Spanish and English)
 - (x) Ohio Sexual Violence Helpline – (844) OHIO HELP

The most current list of College and community resources, many of which provide confidentiality, is available at <https://www.csc.edu/services/title-ix/resources.shtml>.

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The College is required by the Clery Act to keep certain publicly available records regarding crimes that are reported on or near campus property. Such records do not include personal information regarding victims of such crimes, to the extent permissible by law.

(9) EMPLOYEE AND VOLUNTEER REPORTING RESPONSIBILITIES

While all employees are strongly encouraged to notify the Office of Equity and Compliance when they learn of an alleged incident of Prohibited Conduct as defined in this procedure, the following employees must notify the Senior Director of Equity and Compliance, Title IX Coordinator or Deputy Title IX Coordinators upon learning of Prohibited Conduct:

- (a) Employees of the Police Department
- (b) Employees of Human Resources
- (c) Non-student employees of the Office of Student Conduct
- (d) Athletic coaches and assistant coaches
- (e) Administrative employees with managerial responsibilities, including all academic chairpersons

Although the employees named above cannot provide confidentiality when they learn of potential Prohibited Conduct, they will maintain the privacy of those involved to the greatest extent possible.

All individuals, including employees and volunteers of the College, are required by Ohio law to report felonies, including sexual assault, to law enforcement unless they learn of such conduct in the context of a confidential relationship, such as counselor-patient treatment. The Title IX Coordinator can assist in facilitating this reporting upon request.

All employees and volunteers of the College are required to report potential sexual abuse and molestation of a minor to law enforcement or child protective services. The Title IX Coordinator can assist in facilitating this reporting upon request.

Employees and volunteers who fail to comply with these reporting responsibilities are subject to disciplinary action, up to and including termination of employment.

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(10) SUPPORTIVE MEASURES

Upon receipt of a report of potential Prohibited Conduct, the Title IX Coordinator shall offer the complainant reasonably available and appropriate supportive measures. The Title IX Coordinator also shall offer supportive measures to respondents when they are notified of a Formal Complaint. The supportive measures that are offered to the parties may evolve as circumstances change, and either party may request different or additional supportive measures from the Title IX Coordinator at any time. It is not necessary for a party to file a Formal Complaint or make a report to law enforcement in order to receive supportive measures.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the recipient of the measures. The measures shall be designed to restore or preserve equal access to the College's education program or activity, including employment, without unreasonably burdening the other party. Supportive measures may be designed to protect the safety of a party or of the College's educational, athletic and/or working environment, or they may be designed to deter Prohibited Conduct. The Title IX Coordinator is responsible for determining and coordinating the effective implementation of supportive measures.

Examples of supportive measures that may be offered include:

- (a) Counseling
- (b) Extensions of deadlines or other course-related adjustments
- (c) Modifications of work or class schedules
- (d) Campus escort services
- (e) Mutual restrictions on contact between the parties
- (f) Changes in work locations
- (g) Increased security and monitoring of certain areas of the campus
- (h) Changes to academic, living, transportation and working situations
- (i) Other similar measures as deemed appropriate by the Title IX Coordinator

College employees are expected to keep supportive measures private except as may be necessary to provide the supportive measures.

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The Title IX Coordinator is responsible for maintaining records of all supportive measures that are given to each party, information about which measures were requested by a party but not offered and the rationale for such decision, and information about which supportive measures were offered but rejected by a party. If the College does not offer supportive measures to a party, it must document the reasons why such response was reasonable in light of the known circumstances.

As required by the Clery Act, the College provides written notification to student and employee complainants about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for complainants who report being victims of crimes. Columbus State Victim Advocates can provide further assistance for victims of crimes by contacting them at (614) 287-5979 or victimadvocacy@csc.edu. More information about supportive measures is found here: <https://www.csc.edu/services/title-ix/support-measures.shtml>.

(11) EMERGENCY REMOVAL

The College retains the authority to remove individuals who are alleged to have committed Prohibited Conduct under this procedure from its program(s) or activity(ies) on an emergency basis. If a respondent is alleged to have committed Sexual Harassment (Type A), the College will undertake an individualized safety and risk analysis in order to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct which justifies a removal.

If the College determines such removal is necessary, the respondent who is alleged to have committed Sexual Harassment (Type A) will be provided notice and an opportunity to challenge the decision immediately following the removal.

(12) ADMINISTRATIVE LEAVE

The College retains the authority to place a non-student employee respondent on administrative leave during this procedure. Administrative leave is not considered to be an “emergency removal” for purposes of Section 11 of this procedure.

(13) FORMAL INVESTIGATION AND DECISION-MAKING PROCESS

(a) Overall Timeframe

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The timeframe for the formal investigation and resolution process begins with the filing of a Formal Complaint. The process will be concluded within a reasonably prompt manner, and no longer than sixty (60) business days after the filing of the Formal Complaint. However, the process may be extended for good cause, including but not limited to the unavoidable absence of a party, a party's advisor, or a witness; the complexity and scope of the allegations; the complexity and amount of evidence submitted for consideration; the number of witnesses involved; concurrent law enforcement activity; intervening College breaks or closures; or the need for language assistance or accommodation of disabilities. In the event that an extension is granted by the Title IX Coordinator, the parties will be notified in writing of the reason(s) for the delay and the expected adjustment in timeframes.

Parties may request the extension of deadlines within this process for good cause provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties. The Title IX Coordinator shall have sole discretion to determine such extensions, which if granted, shall be provided to the parties to the extent applicable.

(b) Filing a Formal Complaint

To file a Formal Complaint, the complainant must file a signed written document (which may be electronic) that alleges Prohibited Conduct against a respondent and requests that the College investigate the allegation of Prohibited Conduct. Such complaints must be filed with the Title IX Coordinator in person, by mail, by email or through the College's secure, online system for making such reports. If a complainant is not 18 years of age and is not enrolled in the College, the College must obtain the voluntary, written consent of a natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian before proceeding with an investigation.

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Upon receipt of a Formal Complaint from a complainant, the Title IX Coordinator will conduct an initial assessment to determine whether the Formal Complaint properly alleges Prohibited Conduct under this procedure. The Title IX Coordinator may gather additional information if necessary to make such a determination. Formal Complaints alleging Prohibited Conduct will be handled according to this procedure. The Title IX Coordinator also may consolidate potential violations of other College policies into a Formal Complaint where they relate to the alleged Prohibited Conduct and the Title IX Coordinator determines, in their sole discretion, that it is appropriate to do so under the circumstances. Formal Complaints that do not allege any Prohibited Conduct under this procedure will be addressed by the appropriate policy and/or procedure and/or forwarded to the appropriate College office, if any, for further consideration.

If a Formal Complaint is brought against a respondent that is not subject to substantial control by the College, such as where the respondent is not an employee or student, the Title IX Coordinator may, in their sole discretion, consult with the Police Department to determine if a Criminal Trespass Order is appropriate and/or take other steps to protect the safety of the campus in lieu of any further investigation or decision-making. In such situations, the complainant shall be notified in writing that the Formal Complaint has been dismissed and what steps were taken to address the situation. The respondent may or may not be notified of the Formal Complaint, depending on the Title IX Coordinator's assessment of the situation and the relationship of the respondent to the College. The Title IX Coordinator still shall offer appropriate supportive measures to the complainant pursuant to this procedure.

The Title IX Coordinator also may file a Formal Complaint where they have received a report that potential Prohibited Conduct has occurred. Factors to consider when making this decision include the preferences and concerns of the complainant, the nature and circumstances of the allegations in the report, the severity and impact of the reported conduct, allegations of repeated behavior by the respondent, whether the respondent has admitted to the conduct, whether there are multiple complainants or respondents, whether the respondent has threatened further Prohibited Conduct or violence against the complainant or others, whether the respondent is an employee and whether the College possesses independent means to obtain relevant evidence if the complainant is not willing or able to participate. If a complainant requests that no formal action be taken, the College will balance that request with its responsibility to protect the College community from Prohibited Conduct. The Title IX Coordinator will inform the complainant of whether the College will take formal action on the Formal Complaint in writing. If the Title IX Coordinator decides to take formal action, the Title IX Coordinator will inform the complainant of this decision prior to notifying the respondent of

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the Formal Complaint. If the complainant chooses not to participate in the Formal Complaint and the process that follows it, they are still entitled to receive all notices issued under this procedure.

The Title IX Coordinator may consolidate Formal Complaints alleging Prohibited Conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances.

The Title IX Coordinator or designee will acknowledge receipt of the Formal Complaint within two (2) business days.

Nothing in this procedure prevents a complainant from seeking the assistance of law enforcement alongside the appropriate College process. If a Formal Complaint is filed in relation to a concurrent law investigation, the College will coordinate with law enforcement to ensure its procedures do not interfere with that investigation.

The Title IX Coordinator may, in their sole discretion, dismiss a Formal Complaint or any of the allegations therein if at any time during the investigation or decision-making process:

- (i) A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations therein;
- (ii) The respondent is no longer enrolled in or employed by the College; or
- (iii) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If a Formal Complaint is dismissed, the College will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Where a Formal Complaint is dismissed, the College may take action under another provision of its policies and/or codes of conduct.

(c) Title IX Hearing Eligibility

When a Formal Complaint is filed, the Title IX Coordinator will determine whether the matter is *potentially eligible* for a Title IX Hearing.

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Under the federal Title IX regulations, only certain cases are eligible for a Title IX Hearing. To be eligible for a Title IX Hearing, all of the following must be true:

- (i) The Formal Complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a College education program or activity, including employment;
- (ii) The Formal Complaint alleges Sexual Harassment (Type A);
- (iii) The Sexual Harassment (Type A) is alleged to have occurred against a person in the United States;
- (iv) The Sexual Harassment (Type A) is alleged to have occurred within the College's education program or activity.

Sexual Harassment (Type B) and/or other Prohibited Conduct under this procedure that does not meet the above criteria will be addressed by the Non-Title IX Resolution process described in Section 13(g) of this procedure.

This determination of whether the matter will proceed to a Title IX Hearing or a Non-Title IX Resolution will be finalized after the investigative report is submitted, as described below.

(d) Notice to the Parties

Where a Formal Complaint has been determined through an initial assessment to properly allege Prohibited Conduct, the Title IX Coordinator or designee shall provide written notice to the parties that shall include the following:

- (i) Notice of this procedure
- (ii) Notice of the allegations of Prohibited Conduct, including sufficient details known at the time of the notice and with sufficient time to prepare a response before any initial interview. Such notice shall contain:
 - 1. The identities of the parties involved in the incident(s), if known;
 - 2. The allegations of Prohibited Conduct;
 - 3. The date and location of the reported incident(s), if known.

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- (iii) A statement that the respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the process
- (iv) A statement that the parties may have an advisor of choice, who may be an attorney, accompany them to any related meeting or proceeding under this procedure
- (v) A statement that the parties may inspect and review evidence as provided in this procedure
- (vi) A statement that the parties may suggest witnesses and provide statements and evidence as permitted by this procedure
- (vii) A statement that the allegations may be eligible for a Title IX Hearing under this procedure, or whether they may be subject to a “mandatory dismissal” from the Title IX Hearing process under this procedure
- (viii) Notice that the College prohibits knowingly making false statements or knowingly submitting false information during the process of filing and addressing a Formal Complaint
- (ix) Notice of how to request supportive measures under this procedure
- (x) A statement that retaliation is prohibited under this procedure
- (xi) Information about how to request reasonable accommodations relating to a disability

If, during the course of an investigation, the Title IX Coordinator determines it is appropriate to include additional allegations in the investigation, the Title IX Coordinator or designee will provide written notice of those additional allegations and sufficient details of such allegations to the parties.

- (e) Role of the Advisor

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Each party may bring an advisor of their choice with them to all meetings and/or proceedings under this procedure. The advisor may be an attorney, a bargaining unit representative or another individual that the party chooses. Advisors may not be disruptive to the process. At any point, advisors may be removed or dismissed from the process for disruptive behavior or where they do not abide by the restrictions on their participation. Except as described below with regard to live hearings in Section 13(i) of this procedure, the advisor's role is limited to providing advice and support to the party.

(f) Informal Resolution

After the initiation of a Formal Complaint, if all parties voluntarily consent in writing, the College may determine whether it is appropriate to assist the parties in an informal resolution process. An informal resolution process is available at any time prior to reaching a determination regarding responsibility, except that federal regulations prohibit informal resolution in the cases of reports of Sexual Harassment (Type A) brought by a student against a College employee.

Before initiating an informal resolution process, the College will: (1) provide the parties a written notice that an informal resolution process is available to them; and (2) obtain the parties' voluntary, written consent to the informal resolution process. The written notice to the parties will disclose the allegations, the requirements of the informal resolution process (described below) and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The College does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to an investigation and adjudication of Formal Complaints under this procedure. Similarly, the College will never require the parties to a Formal Complaint under this procedure to participate in an informal resolution process.

The College's informal process provides any party, at any time prior to agreeing to a resolution, the right to withdraw from the informal resolution process and resume the formal resolution process with respect to the Formal Complaint.

When allegations of Prohibited Conduct can be resolved through informal resolution by mutual consent of the parties and on a basis that is acceptable to the Title IX Coordinator, the resolution process shall be considered final and binding and there will be no subsequent process or appeal.

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(g) Investigation

Formal Complaints shall be investigated by a trained investigator who is free from bias or conflicts of interest. The Title IX Coordinator, in their discretion, may assign more than one investigator to a case and may perform the role of investigator while carrying out the duties of Title IX Coordinator. The investigator(s) shall gather relevant evidence sufficient to reach a determination regarding responsibility, as the burden of proof and the burden of gathering evidence is an obligation that rests on the College and not the parties.

(i) Submission of Evidence and Witnesses

The parties each have the opportunity to be interviewed by the investigator(s), submit relevant evidence and witness names and contact information to the investigator(s) and provide a written statement to the investigator(s) if they choose. The parties may present fact and expert witnesses to the investigator(s).

Each party shall be provided with written notice of the date, time, location, participants and purpose of all investigative interviews or other meetings that they are expected to attend, with sufficient time for the party to prepare to participate. Each party may bring an advisor to all investigative meetings or interviews. Except as described with regard to live hearings in Section 13(i) of this procedure, the advisor's role is limited to providing advice and support to the party.

(ii) Review of Evidence

When the investigator(s) believes they are ready to prepare the investigation report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The College will not consider or provide for inspection and review of evidence which the College knows was illegally or unlawfully created or obtained.

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Parties and their advisors are not permitted to download, print, share or otherwise disseminate any of the evidence subject to inspection and review. Parties who download, print, share or otherwise disseminate the evidence will be subject to sanctions or disciplinary actions.

(iii) Preparation of Investigative Report and Party Response

The investigator(s) will review the parties' written responses, conduct any follow-up investigation the investigator(s) deems appropriate and prepare an investigative report that summarizes relevant evidence. The investigative report will not include a summary of evidence not considered to be relevant. If the complaint involves multiple complainants, multiple respondents, or both, the College may issue a single investigative report.

Each party and their advisor shall receive a copy of the investigative report for their review and written response, at least ten (10) calendar days prior to a hearing or other time of determination regarding responsibility. If a party disagrees with the investigator's determination about which evidence is relevant, the party may include arguments for or against relevance of evidence in their written response.

(iv) Final Determination as to Hearing Eligibility

The investigative report will include an assessment as to whether the reported conduct is eligible for a Title IX Hearing. Under the federal Title IX regulations, only certain cases are eligible for a Title IX Hearing. To be eligible for a Title IX Hearing, all of the following must be true:

1. The Formal Complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a College education program or activity, including employment;
2. The Formal Complaint alleges Sexual Harassment (Type A);
3. The Sexual Harassment (Type A) is alleged to have occurred against a person in the United States; and
4. The Sexual Harassment (Type A) is alleged to have occurred within the College's education program or activity.

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The Title IX Coordinator will review the assessment and determine whether they concur with the assessment of the investigator(s) and whether a Title IX Hearing will be held.

If the Title IX Coordinator determines that none of the conduct, if proven, meets the requirements for a Title IX Hearing, the Title IX Coordinator shall notify the parties that the case is subject to mandatory dismissal from the Title IX Hearing process found in this procedure and the case shall proceed to a Non-Title IX Resolution pursuant to Section 13(g) of this procedure.

If the Title IX Coordinator determines that the case is eligible for a Title IX hearing, the case shall proceed to a Title IX Hearing pursuant to Section 13(i) of this procedure.

(h) Non-Title IX Resolution

Cases that do not proceed to a Title IX Hearing will be resolved through the Non-Title IX Resolution process. Such process is typically completed within thirty (30) calendar days of referral for decision, except where extensions are appropriate for good cause as determined by the Title IX Coordinator in consultation with the Office of Student Conduct, if the respondent is a student, or Human Resources, if the respondent is an employee. The Office of Student Conduct or Human Resources, as appropriate, will give written notice to both parties of the reason for the extension.

Where the respondent is a student or former student, the case shall be referred to the Office of Student Conduct for resolution through the Student Conduct Hearing Board Procedure pursuant to Procedure 7-10(G) Sections (6), (9), and (10). The Student Conduct Hearing Board shall be treated as the decision-maker under this procedure.

Where the respondent is an employee or former employee, the case shall be referred to Human Resources, who shall resolve it pursuant to College Procedure 3-32(C) using the preponderance of evidence standard.

The decision-maker in this process will inform the respondent and the complainant, as appropriate, of the determination and options to appeal, in writing.

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(i) Title IX Hearing

The College will hold a live hearing after the investigation, where the case is determined to be eligible for such hearing. Hearings are typically held within thirty (30) calendar days of referral for hearing, except where extensions are appropriate for good cause as determined by the Title IX Coordinator with written notice to both parties of the reason for the extension.

The Title IX Coordinator will appoint a Hearing Officer to serve as decision-maker during the hearing. The Hearing Officer will not be the Title IX Coordinator, the investigator(s) who investigated the allegations, or the informal resolution officer. The Hearing Officer is under an obligation to objectively evaluate all relevant evidence both inculpatory and exculpatory. The Hearing Officer has the right to ask questions and elicit information from parties and witnesses on the Hearing Officer's own initiative.

The College will not limit the choice or presence of an advisor for complainant or respondent in any meeting or related proceeding. Advisors are required to abide by College restrictions regarding the extent to which they may participate in proceedings, and any restrictions will apply equally to the parties. If a party's advisor refuses to comply with restrictions set by the College, the College may require the party to use a different advisor.

At least five (5) business days prior to the hearing, a separate pre-hearing conference will be held with each party, the party's advisor, the Title IX Coordinator and the Hearing Officer. At the pre-hearing conference, the party and advisor must disclose the witnesses that will be requested and the evidence that will be submitted for consideration. Evidence and witnesses may only be considered at the hearing if they were submitted to the investigator, unless they were previously unknown or unavailable to the party during the investigation. The Hearing Officer will decide whether to grant any requests for new evidence and new witnesses at the pre-hearing conference. The Hearing Officer also will discuss guidelines for appropriate behavior and decorum during the hearing.

Hearings will be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

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The College will create a recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the live hearing, the Hearing Officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a complainant, respondent or witness answers a question, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The Hearing Officer is not required to give a lengthy or complicated explanation of a relevancy determination during the hearing and may send to the parties after the hearing any revisions to the Hearing Officer's explanation that was provided during the hearing.

Cross-examination at the live hearing will be conducted directly, orally and in real time by the party's advisor of choice and never by a party personally. All questioning will be relevant, respectful and non-abusive. No party will be "yelled" at or asked questions in an abusive or intimidating manner.

If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, a respondent's alleged verbal conduct that itself constitutes the reported Prohibited Conduct at issue is not considered the respondent's "statement" and therefore may be considered even if the respondent does not submit to cross-examination. Similarly, video or audio evidence showing the conduct alleged within a complaint may be considered, even if the party does not submit to cross-examination. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party. That advisor may be, but is not required to be, an attorney.

Relevancy determinations will be made pursuant to Section 13(j). Credibility will be considered pursuant to Section 13(k). Decisions will be prepared pursuant to Section 13(l). Sanctions, if any, will be determined pursuant to Section 13(m). Additional remedies, if any, will be determined pursuant to Section 13(n). All references to Sections refer to sections in this procedure.

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(j) Relevance

Relevant evidence is evidence that tends to make a fact that is important to the case either more probable or less probable. Relevant questions are those questions that are designed to elicit relevant evidence.

The following may be considered *irrelevant*:

- (i) Repetitive or duplicative questions or evidence;
- (ii) Information that is protected by a legally recognized privilege, such as attorney-client privilege;
- (iii) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless:
 - 1. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
 - 2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- (iv) Any party's medical, psychological and similar records, unless the party has given voluntary, written consent for their use in the process.

The College will not exclude relevant evidence because such relevant evidence may be unduly prejudicial, concern prior bad acts (unless excluded above) or constitute character evidence. However, the Hearing Officer may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.

Pattern evidence may be determined to be relevant by the Hearing Officer where the respondent was previously found to be responsible for the offense, the previous incident was substantially similar to the present allegation and the information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

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(k) Credibility

The Hearing Officer will evaluate all admissible, relevant evidence for weight and credibility. The degree to which any inaccuracy, inconsistency or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Hearing Officer, either after reviewing the case file in the case of non-hearing resolution, or after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party in the case of a hearing. Corroborating evidence is not required.

Credibility determinations are not based solely on observing demeanor, but also are based on other factors such as the level of specific details and consistency of each person's account, whether corroborative evidence is lacking where it should logically exist and the inherent plausibility of the statement. Credibility determinations will not be based on an individual's status as a complainant, respondent or witness.

The Hearing Officer should evaluate the answers given by anyone testifying in context, including taking into account that the person testifying may experience stress while trying to answer questions.

(l) Decision

The Hearing Officer will conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and issue a written determination of responsibility for Prohibited Conduct using a "preponderance of the evidence" standard. The same standard of evidence applies to all Formal Complaints regardless of the status or title of the respondent.

The determination of responsibility will include:

- (i) Identification of the allegations potentially constituting Prohibited Conduct;
- (ii) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence and hearings held;
- (iii) Findings of fact supporting the determination;

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- (iv) Conclusions regarding the application of this procedure to the facts;
- (v) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions or disciplinary actions the College imposes on the respondent (see Section 13(m) of this procedure), and whether remedies will be provided by the College to the complainant (see Section 13(n) of this procedure), and;
- (vi) The College's procedures and permissible bases for the complainant and respondent to appeal (see Section 14 of this procedure).

The nature of remedies, if any, will not be included within the determination. The determination will be provided to the parties simultaneously. The determination becomes final only after the time period for appeal has expired or, if a party does file an appeal, after the appeal decision has been sent to the parties.

(m) Sanctions

The College recognizes that not every case of Prohibited Conduct is alike in severity. Therefore, the College reserves the right to consider a range of reasonable sanctions. This range includes a formal warning, receiving a reprimand in the course of employment, mandatory training, behavioral contracts, administrative referrals, community service, loss of privilege, disciplinary probation, removal from a course, restitution, facility suspension/expulsion, ban from College property, revocation of admission, revocation of degree, suspension, expulsion, employment demotion and/or termination of employment. See College Procedure 7-10 (G) for a full list of sanctions for students found to be responsible for a violation and College Procedure 3-32 (C) for a full list of disciplinary actions for employees found to be responsible for a violation.

Where a respondent is found to have engaged in sexual assault, dating violence, domestic violence (regardless of whether based on sex) or stalking (regardless of whether based on sex), the sanction will generally result in either suspension or permanent removal from the College.

A respondent's prior disciplinary record will be taken into consideration in assigning sanctions. More than one sanction may be imposed for any single violation. Any sanction imposed will be in effect on all College-owned or – controlled property, and at all events or functions sponsored by or under the supervision of the College, unless otherwise provided in the written decision.

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(n) Remedies

Where a determination of responsibility for Prohibited Conduct is made, the College will provide remedies to a complainant designed to restore or preserve equal access to the College's education program or activity, including employment. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX Coordinator is responsible for effective implementation of remedies.

Where the final determination has indicated that remedies will be provided, the complainant can then communicate separately with the Title IX Coordinator or designee to discuss what remedies are appropriately designed to preserve or restore the complainant's equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent.

(14) APPEALS

The Title IX Coordinator shall appoint a trained Appeals Officer to issue a written decision. The Appeals Officer will not be the Title IX Coordinator or designee who coordinated the case, the investigator(s) who investigated the case or the Hearing Officer who reached a decision in the case. The Appeals Officer is typically an administrator of the College.

(a) Appealing the Dismissal of a Formal Complaint or Allegations

Any party may appeal the College's dismissal of a Formal Complaint or any allegations therein. The parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the dismissal. The appeal of the dismissal of the Formal Complaint or any allegations therein must be made in writing to the Appeals Officer within three (3) calendar days of the written notice of the dismissal decision. The appeal must identify the appropriate grounds for appeal and must contain information in support of such grounds. The Appeals Officer will notify the other party in writing when an appeal is filed and provide access to the appeal. The non-appealing party may submit a written response within three (3) calendar days of receiving access to the appeal from the Appeals Officer.

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The Appeals Officer shall issue a written decision within five (5) business days of receiving the appeal(s) of the dismissal. Extensions may be granted by the Title IX Coordinator for good cause and with written notice provided to the parties, including the reason for the extension. The Appeals Officer's decision will include the result of the appeal and the rationale for the result. The decision will be provided simultaneously to the parties and is final and binding on the parties.

(b) Appealing the Determination Regarding Responsibility

Any party may appeal the determination regarding responsibility. The parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. The appeal must be made in writing to the Title IX Coordinator within five (5) calendar days of the written notice of the outcome. The appeal must identify the appropriate grounds for appeal and must contain information in support of such grounds. The College will notify the other party in writing when an appeal is filed and provide access to the appeal. The non-appealing party may submit a written response within five (5) calendar days of receiving access to the appeal from the Title IX Coordinator.

The Appeals Officer shall issue a written decision within ten (10) business days of receiving the appeal(s) of the determination of responsibility and response(s) from the Title IX Coordinator. Extensions may be granted by the Title IX Coordinator for good cause and with written notice provided to the parties, including the reason for the extension. The Appeals Officer's decision will include the result of the appeal and the rationale for the result. The decision will be provided simultaneously to the parties and is final and binding on the parties.

(c) The only appropriate grounds for any appeal are:

- (i) Procedural irregularity that affected the outcome of the matter;
- (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and;
- (iii) The Title IX Coordinator, investigators, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Disagreement with the dismissal or determination regarding responsibility, by itself, is *not* sufficient grounds for an appeal. All grounds for appeal will be available to all parties.

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(15) TRAINING, IMPARTIALITY AND BIAS

The Title IX Coordinator, investigator(s), Hearing Officer(s), Appeals Officer(s), and facilitator of informal resolution for each case must be trained as required pursuant to the Title IX regulations and, if applicable, pursuant to the Clery Act regulations.

Such individuals must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent. An individual's current job title, professional qualifications, past experience, identity or sex shall not automatically indicate bias. The Title IX Coordinator will apply an objective, common sense approach to evaluating whether a particular person serving in a Title IX role is biased and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

(16) RETALIATION

Retaliation is strictly prohibited and takes the following forms:

- (a) Intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by these procedures or by Title IX and its implementing regulations;
- (b) Intimidating, threatening, coercing or discriminating against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under these procedures or under Title IX and its implementing regulations; and
- (c) Pursuing charges against an individual for code of conduct or disciplinary violations that do not involve sex discrimination or Sexual Harassment (Type A), but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of Sexual Harassment (Type A), for the purpose of interfering with any right or privilege secured by this procedure or under Title IX and its implementing regulations.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct or disciplinary violation for making a materially false statement in bad faith in the course of any portion of this procedure does not constitute retaliation. A determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

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An allegation of retaliation as defined above will be addressed by the Office of Student Conduct when the individual accused of retaliation is a student and by Human Resources when the individual accused of retaliation is an employee.

(17) RECORD-KEEPING

The Title IX Coordinator shall ensure that the College maintains the following records for a period of seven (7) years after a case file is closed:

- (a) Records of each investigation regarding Sexual Harassment (Type A), including any determination regarding responsibility and any audio or audiovisual recording or transcript of the hearing, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
- (b) Any appeal of a decision regarding Sexual Harassment (Type A) and the result therefrom;
- (c) Any informal resolution of a Formal Complaint regarding allegations of Sexual Harassment (Type A) and the result therefrom;
- (d) All materials used to train the Title IX Coordinator, investigators, decision-makers and any person who facilitates informal resolutions. Such materials shall be made available on the College's website;
- (e) Information regarding the College's response to any reports of Sexual Harassment (Type A) that may meet the hearing eligibility requirements, including any supportive measures provided by the College. The College's documentation must include the basis of its conclusion that its response was not deliberately indifferent, as well as documentation that measures were designed to restore or preserve equal access to the College's education program or activity;
- (f) If the College does not provide a complainant with supportive measures in a case involving allegations of Sexual Harassment (Type A), then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

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(18) DISABILITY ACCOMMODATIONS

This procedure does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during this procedure that do not fundamentally alter the process. The Title IX Coordinator may consult with the College's Disability Services Department or with the College's ADA Coordinator when considering a request for accommodations. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even when the parties may be receiving accommodations in other institutional programs and activities.

(19) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

The College is committed to providing a safe, anti-harassing and nondiscriminatory environment that protects the civil rights of individuals. The College also recognizes academic freedom and the constitutional protections of the First Amendment.

This procedure is not intended to restrict serious discussion of relevant controversial issues in a training or academic situation. In order to prevent claims that course or training content is discriminatory, harassing or offensive, it is highly recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(20) EDUCATION PROGRAMS

The College offers education programs to promote the awareness of Prohibited Conduct. These programs include both primary and ongoing prevention and awareness.

The programs include:

- (a) A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking
- (b) The legal definitions of domestic violence, dating violence, sexual assault and stalking in this jurisdiction
- (c) The lack of a legal definition of consent in this jurisdiction, as well as the definition of consent in this procedure

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- (d) Safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of sexual harassment/sexual violence
- (e) Risk reduction information to recognize warning signs of abusive behavior and to provide guidance on how to avoid potential attacks
- (f) An explanation of the procedures related to addressing allegations of Prohibited Conduct as described herein

Information about specific education programs may be found on the College's Title IX website: <https://www.csc.edu/services/title-ix/index.shtml>.

(21) PROHIBITED CONSENSUAL SEXUAL RELATIONSHIPS

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The College recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the College, create the potential for the abuse of authority or create the inability to remain impartial. Consensual sexual relationships also may create a third-party perception that a subordinate is receiving preferential treatment.

(a) Prohibited Consensual Sexual Relationships Among Employees

Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise, professionally advise, counsel or employees over whom they have direct impact on the employee's terms and conditions of employment are strictly prohibited.

(b) Prohibited Consensual Sexual Relationships With Students

Consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success are strictly prohibited.

Consensual sexual relationship between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, coach or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success are strictly prohibited.

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The College strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(c) Consequences of Prohibited Sexual Relationships

Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this procedure has the responsibility to notify their administrator, dean or chairperson, Human Resources, the Title IX Coordinator or a Deputy Title IX Coordinator/Compliance Officer about the relationship as soon as it is known that it may violate this procedure.

The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.

An employee who does not notify their administrator, supervisor, dean or chairperson, Human Resources, the Title IX Coordinator or a Deputy Title IX Coordinator/Compliance Officer that they are involved in a consensual sexual relationship in violation of this procedure shall be subject to disciplinary action, up to and including termination of employment.

If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this procedure, disciplinary action may be expedited.

When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this procedure, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

Last Effective Date(s): October 1, 2015 (previous title: Sexual Misconduct)

**November 2, 2020: Administrative changes made to update list of College officials with authority to institute corrective measures on behalf of the College.*

**November 24, 2020: Administrative changes made to reduce confusion around the appeals process.*

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WORKPLACE/COLLEGE VIOLENCE

Effective March 23, 2017

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(A) PURPOSE

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

(B) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

Workplace/College Violence – any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.

Deadly Weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon).

Bullying – a type of workplace or college violence that consists of repeated, abusive verbal or physical conduct directed against a person or persons in the course of employment or in the educational environment that would cause a reasonable person to feel threatened, humiliated or intimidated, or to experience interference in the work or educational environment.

(C) PROHIBITED CONDUCT OR BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

1. Threatening to harm an individual or his/her family, friends, associates or property, including pets;
2. Hitting or shoving an individual or other intentional physical contact that results in harm;

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3. Unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place;
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property, with the exception that a person with a valid concealed handgun license may store a firearm and ammunition in the trunk, glove box, or other enclosed compartment, or container in the person's privately owned vehicle parked in a Columbus State parking lot. Firearms are not permitted outside of the vehicle while on Columbus State property.
5. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety;
6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

(D) RISK ASSESSMENT PROTOCOLS FOR EMPLOYEES AND STUDENTS

1. Behavioral Intervention Teams (BIT) consist of a cross-section of trained personnel whose task is to identify and assess low-risk behaviors before they escalate and recommend appropriate intervention strategies.
2. Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.

(E) CONSEQUENCES OF POLICY VIOLATIONS

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment, or sanctions through the Office of Student Conduct. Criminal charges also may be filed, as appropriate.

1. Employees who are perpetrators of workplace/college violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the employee Behavioral Intervention Team (BIT).
2. Students who are perpetrators of workplace/college violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of Student Conduct and/or the student Behavioral Intervention Team (BIT).

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3. Non-employees who are perpetrators of workplace/college violence will have their consequences determined by the Police Department or the appropriate entity, including being transferred to the Columbus Police Department or other appropriate criminal justice facility.

(F) RESOURCES FOR CONSULTATION AND SUPPORT AT COLUMBUS STATE:

1. Human Resources Department
2. EEO/Title IX Coordinator/Deputy Title IX Coordinators
3. Police Department
4. Student Conduct Director/Program Coordinator
5. The College provides resources to students and full-time employees to help manage stress and prevent occurrences of violence.
 - a. Full-time employees may seek support and assistance with personal concerns affecting their work or home lives through the Employee Assistance Program (EAP).
 - b. Students may seek support and assistance with personal concerns affecting their education or home lives through Student Counseling Services.

(G) COMMUNITY REOURCES FOR CONSULTATION AND SUPPORT INCLUDE:

1. Choices 24-hour Crisis/Shelter
2. The Center for Family Safety and Healing
3. Ohio Domestic Violence Network
4. Mental Health America of Franklin County
5. Community resource information also can be found at:
<http://www.csc.edu/services/title-ix/resources.shtml>

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(H) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation and resolution of workplace/college violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) This policy is not meant to address personality or communication conflicts.

(K) The President will establish procedures to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Drug-Free Workplace
Policy No. 3-46
Page 1 of 3

Effective: September 19, 2013

(A) Purpose:

To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

(B) Definitions:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Chain of custody is tracking storage of specimens to be analyzed from point of collection to final disposition to ensure the integrity of the process.

Collection site is a place designated by a testing laboratory where employees present themselves for providing a specimen to be analyzed.

College property includes any building, land, parking lots, or facilities owned, leased, or used by Columbus State Community College.

College time is any time spent conducting official business or travel for, or on behalf of the college, regular work hours, or while on or in state-owned or leased property.

College vehicles are any vehicles owned, leased or operated by Columbus State Community College.

Controlled substance / Drug, Compound, Common Mixture or Substance includes any drug listed in the Federal Food Drug & Cosmetic Act, federal narcotics law, and/or Ohio Revised Code Chapter 3719 or 3715, including but not limited to:

- (1) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (2) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (3) stimulants, such as cocaine (and any derivatives) and amphetamines;

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- (4) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, and Ecstasy;
- (5) cannabis, such as marijuana and hashish; and
- (6) Any chemical compound added to federal or state regulations and denoted as a controlled substance.

Licensed medical provider is one who is licensed, certified, and/or registered under federal, state or local laws and regulations to prescribe controlled substances/drugs.

Positive test result is a test result that was positive on an initial approved immunoassay test, confirmed by a gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and acceptable method that provides quantitative data about the detected drug or drug metabolites or a positive result from an alcohol breath test (.04 percent impairment) for all employees except those covered under the random testing that is administered by a person qualified under Ohio Administrative Code 3701-53-07 or a facility meeting standards promulgated by the US Department of Health & Human Services.

Random testing means a testing process in which participants are selected by a computer-driven random selection process for unannounced controlled substances or alcohol and/or pre-selected but unannounced testing on a particular employee, who has previously tested positive for drugs and/or alcohol.

Reasonable suspicion testing means drug or alcohol testing based on a reasonable cause to believe that an employee is using drugs or alcohol in violation of College policy.

Refusal to submit occurs when an employee: (1) fails to provide adequate breath for alcohol testing without a valid medical explanation; (2) fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability; (3) engages in conduct that obstructs the testing process; or (4) takes any measure to dilute, alter or substitute a sample provided.

Specimen is a tissue or product of the body chemically capable of revealing the presence of drugs or alcohol in the body.

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Substance abuse professional means a licensed or certified physician, psychologist, psychiatrist, counselor or social worker with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Workplace is College owned or leased property or any place where official College business is conducted and/or while on College time.

- (C) Employees of Columbus State Community College are:
- (1) Required to report to work in a fit condition to perform their duties;
 - (2) Prohibited from being under the influence of alcohol (equivalent to the statutory level for impairment) or unlawfully controlled substances as defined in Ohio Revised Code 3719.01 and 3719.41 at the workplace, while on College property or vehicles and/or on College time (however, reasonable use of alcohol at workplace events where alcohol is served is exempted);
 - (3) Prohibited from using, misusing, dispensing, transferring, purchasing, selling, or possessing alcohol and controlled substances and abusing alcohol or prescription drugs in any way that is illegal in the workplace, on College property, on College time, or while conducting official business on behalf of the College; and
 - (4) Prohibited from operating college vehicles or equipment while under the influence of alcohol or drugs.
- (D) The President shall adopt procedures to implement this policy.

New Policy

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SUICIDE PREVENTION AND RESPONSE

Effective September 22, 2016

Policy 3-47

Page 1 of 2

(A) PURPOSE

Columbus State Community College is committed to providing education, prevention, emotional support, intervention and postvention to all students, faculty, staff and managers at a high risk for suicide and for those impacted by suicide with the goal of reducing suicides and other self-destructive behaviors.

(B) DEFINITIONS

As used in this policy or protocols incorporated therein, the following terms are defined and will be adhered to as follows:

At-risk Individual: Characterized by a high level of risk for suicide and/or a low level of protection against suicide risk factors.

Intervention: An activity or set of activities designed to decrease risk factors or increase protective factors related to suicidal behaviors.

Postvention: Activities following a suicide to help alleviate the suffering and emotional distress of the survivors and prevent additional trauma and contagion.

Prevention: Activities implemented with intent to reduce the risk of self-inflicted harm with intent to complete suicide.

Safe Messaging: Media or personal communications about suicide or related issues that do not increase the risk of suicidal behavior in vulnerable people and that may increase help-seeking behavior and support for suicide prevention efforts.

Suicide: Death caused by self-directed injurious behavior with an intent to die as a result of the behavior.

Suicide Loss Survivor: A person who has lost a family member, friend, classmate or colleague to suicide.

(C) The following suicide prevention and response resources are available to Columbus State students, faculty and staff:

(1) For immediate crisis intervention access:

For immediate help in a crisis situation – dial 911

National Suicide Prevention Hotline – 1-800-273-TALK (8255)

Columbus Suicide Hotline - 614-221-5445

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Netcare Access (Franklin County) – Crisis Services – 614-276-CARE (2273)
or 1-888-276-CARE (2273)

Additional resources can be found on the College’s Suicide Prevention
webpage found at: <http://www.csc.edu/services/suicide-prevention/>.

- (2) For mental health program access:

Columbus State Counseling Services 614-287-2818, Nestor Hall Room 010
(for currently enrolled students)

Matrix Psychological Services 614-475-9500, matrixpsych.com (for full-
time employees)

Additional resources can be found on the College’s Suicide Prevention
webpage found at: <http://www.csc.edu/services/suicide-prevention/>.

- (3) The College recognizes that critical touch points in suicide prevention exist; therefore, it offers ongoing suicide prevention information and campaigns, which include regular distribution of informational flyers and posters throughout both campuses and the Regional Learning Centers. Educational and campaign materials also are made available at New Student Orientation, New Hire Orientation and outreach programming events. These multimedia materials include crisis hotline information, suicide warning signs and information about available resources.
- (4) The College has student communication plans in place which consist of educational and outreach suicide prevention activities each semester at both campuses and at the Regional Learning Centers. These plans include, but are not limited to, regular suicide prevention tabling events at mental health and wellness fairs and semester programming and outreach.
- (5) The College has postvention strategic plans that foster effective communication with students, faculty, staff and parents after a loss of a person to suicide.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PARENTAL LEAVE
Policy 3-48
Page 1 of 3

Effective March 1, 2021

(A) PURPOSE

The College supports a work environment that offers solutions to the complex issues employees face in balancing their work and family commitments. Parental leave provides a parent with paid time off to recover from childbirth and/or to care for and bond with a newborn, newly adopted or newly fostered child.

(B) ELIGIBILITY

- (1) In order to be eligible for parental leave, an employee must meet all of the following criteria:
 - (a) The employee must be a parent as defined in Section C (5) of this policy.
 - (b) The employee is full-time, as defined in College Policy 3-01, Sections A, D and E, excluding bargaining unit members.
 - (c) The employee has completed at least one (1) year of service and has worked 1250 hours prior to the date of the birth, adoptive or foster event for which parental leave is to commence, as defined in College Procedure 3-36 (D), Section 2.
- (2) Bargaining unit members are governed by the negotiated parental leave provision within their respective collective bargaining agreements.

(C) DEFINITIONS

- (1) Adoptive child - A minor child who is legally adopted and who is not the stepchild of the adoptive parent and who is not a current or former foster child of the adoptive parent.
- (2) Birth Mother - One who gives birth to a child.
- (3) Foster child - A minor child who has undergone a legal placement proceeding to live with a foster parent.
- (4) Minor Child - A child who is seventeen (17) years of age or younger.
- (5) Parent - One who is legally responsible for childrearing. For purposes of this policy, this includes any of the following: biological mother or father of a newly born child, spouse of a parent, adoptive parent of a newly adopted child, foster parent of and reside in the same house as a newly fostered child or an employee using a surrogate/gestational carrier.

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PARENTAL LEAVE

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(D) LEAVE AMOUNT

- (1) Eligible employees may take up to 240 hours of parental leave following the birth, adoption or foster placement of a minor child.
- (2) Parental leave is paid at 100% of the employee's current rate of pay. Parental leave is not considered hours worked for purposes of overtime calculation.
- (3) One (1) parental leave benefit is available, per employee, per birth, adoptive or foster placement event. The number of children involved in the birth, adoptive or foster placement event does not increase the length of the parental leave for that event.
- (4) Parental leave is capped at two (2) events or 480 hours per rolling twelve (12) month period.

(E) USAGE

- (1) Parental leave shall be continuous and begin on the date of birth of an employee's child or on the date in which custody is taken by the employee for adoption or foster placement. An intermittent or reduced work schedule after the birth, adoption or placement of a foster child may be approved only if the employer agrees, pursuant to 29 CFR §825.120 (The Family and Medical Leave Act of 1993).
- (2) Parental leave shall run concurrently with available Family and Medical Leave (FML). If the amount of FML available is less than the amount of parental leave to be taken, parental leave shall be granted as specified in this policy.
- (3) Parental leave must be exhausted prior to the use of vacation or sick leave when such leave is requested for the purpose of a birth, adoptive or foster event.
- (4) A birth mother's return to work is subject to the return to work guidelines in College Procedure 3-36 (D).
- (5) Still-birth parental leave
 - (a) Still-birth is defined as the loss of a fetus during or after the 20th week of pregnancy.
 - (b) Employees eligible to receive parental leave may use up to eighty (80) hours of parental leave with appropriate medical documentation.

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PARENTAL LEAVE

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- (6) Sick or vacation leave shall not be used to extend parental leave unless it is pursuant to College Procedure 3-10 (H) and College Procedure 3-36 (D).
- (F) The President may establish procedure(s) to administer this policy.

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RESPONSIBILITY AND ACADEMIC FREEDOM

Effective October 15, 1985

Policy No. 5-01

Page 1 of 1

- (A) Columbus State Community College instructional personnel are employed to provide instructional services or close support to that effort. The college engages in only a limited amount of technical and educational research. Academic staff members are not employed nor evaluated on the basis of their research or publications.
- (B) Instructional personnel have freedom to perform their educational assignments. Instructional personnel have freedom in the classroom for presenting their assigned subjects in the order and manner of their choice.

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SABBATICAL LEAVE
Policy No. 5-03
Page 1 of 5

September 25, 2014

In keeping with Columbus State Community College's goal of encouraging lifelong learning, the college has developed a sabbatical leave policy for full-time faculty, full-time staff, and full-time administrators. This policy is intended to give employees the opportunity to pursue professional development and growth while improving the quality of education and services provided to students. Section (B) of the policy applies to faculty members and Section (C) of the policy applies to staff and administrators.

(A) DEFINITIONS

- (1) Sabbatical – a paid period of absence from ordinary work duties for the purpose of professional development.
- (2) Semester sabbatical – any such leave for a minimum of one semester.
- (3) Nonstandard professional development sabbatical – any such leave lasting longer than two weeks where the approval process needs to be shortened to accommodate the opportunity. A professional development opportunity lasting less than two weeks in length will be considered as a training or conference request.

(B) FACULTY

- (1) ELIGIBILITY: Traditional Academic Semester Sabbatical

Sabbatical leave may be granted to tenured full-time faculty who have completed a minimum of SIX (6) years of full-time faculty status with the college. Faculty may apply for subsequent sabbaticals after an additional five full years for faculty who have a minimum of six years of additional service time after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and in Procedure 5-03 (B). Faculty in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

- (2) GENERAL GUIDELINES: Non-Standard Professional Development Sabbaticals for faculty are governed by the CSCC-CSEA Collective Bargaining Agreement.

Sabbatical leave will generally be granted for a period of one semester for faculty. Special circumstances and opportunities, however, may merit the granting of an extended sabbatical not to exceed two (2) consecutive semesters.

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Each faculty member granted sabbatical leave shall receive compensation during his/her leave as follows:

- (a) First semester of leave: one hundred percent (100%) of salary and benefits.
- (b) Second semester of leave: One hundred percent (100%) of salary and benefits.

Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval. Policy 13-05 (Copyright & Royalty), and Article 9 of the CSCCC-CSEA Collective Bargaining Agreement (Intellectual Property) will apply to any income earned during the sabbatical related to the creation of original works of authorship. Compensation from the college will be adjusted so that total compensation monies will not exceed one hundred percent (100%) of full salary.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of instruction be maintained during a faculty member's sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a positive experience for all concerned.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure program continuity as needed during the faculty member's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and to give retirement credit for service during the sabbatical period.

Upon approval of a requested sabbatical, the faculty member agrees to:

- (a) Provide assistance to his/her department chairperson in making arrangements for instructional/administrative coverage of the faculty member's job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related products--reports, instructional materials, department/division/college presentations, etc.--by the date(s) provided in the sabbatical application.

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(4) CONDITIONS

- (a) All candidates for sabbatical must meet all deadlines and requirements as set forth in Procedure 5-03 (B).
- (b) Faculty members granted sabbatical leave must take the leave the semester(s) and year for which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college in light of department/division priorities.
- (c) Pre-agreed-upon products of the sabbatical experience--written reports, department/division/college presentations, instructional materials, etc.-- must be completed by the date agreed to on the employee's sabbatical application.
- (d) The number of sabbatical leaves granted each year will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time faculty members receiving sabbatical leave are required to return to Columbus State Community College for a period of one academic year following the sabbatical leave. Failure to do so shall require that the faculty member reimburse the college for salary paid to the employee, as well as fringe benefits paid on the employee's behalf.

(C) STAFF AND ADMINISTRATORS

(1) ELIGIBILITY

Sabbatical leave may be granted to full-time staff/administrators who have completed a minimum of six (6) years of full-time service to the college. Staff/administrators may apply for subsequent sabbaticals after an additional five (5) full years for staff/administrators who have a minimum of six (6) years of additional service time after the satisfactory completion of a previously granted sabbatical. Candidates for sabbatical must meet all other deadlines and requirements for sabbatical leave as noted in this policy and Procedure 5-03 (C). Staff/administrators in any phase of the college's employee disciplinary process are not eligible to apply for sabbatical leave.

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(2) GENERAL GUIDELINES

Sabbatical leave will be granted in flexible time periods not to exceed four (4) months within a one-year period. Each staff/administrator granted sabbatical leave shall receive one hundred percent (100%) of salary and benefits during his/her leave for up to four (4) months (equivalent to one (1) semester). Special circumstances may merit the granting of an extended sabbatical as approved by the vice-president of the area:

- (a) Up to four (4) months: One hundred percent (100%) salary and benefits.
- (b) Up to an additional four (4) months: One hundred percent (100%) salary and benefit.

Monies received by an employee on a sabbatical leave cannot exceed the amount he/she would normally receive in salary from the college. Fellowships, grants-in-aid, or earned income to assist the purpose of the sabbatical may be permissible with prior approval.

Policy 13-05 (Copyright & Royalty) will apply to any income earned during the sabbatical related to the creation of original works of authorship.

Compensation from the college will be adjusted so that total compensation money will not exceed one hundred percent (100%) of full salary plus benefits.

(3) RESPONSIBILITIES

It is critical that the quality and continuity of services available for continued efficient operation of the college be maintained during a staff/administrator sabbatical leave. All parties in the sabbatical approval process are encouraged to work together to ensure a smooth transition of duties.

Upon approval of a requested sabbatical, the college agrees to:

- (a) Ensure work continuity as needed during the staff/administrator's absence; and
- (b) Continue all employee benefits such as life insurance, health and dental insurance, disability insurance, retirement contributions, and retirement credit for service during the sabbatical period.

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Upon approval of a requested sabbatical, the staff/administrator agrees to:

- (a) Provide assistance to his/her administrator in making arrangements for coverage of the job responsibilities; and
- (b) Complete and/or conduct all appropriate sabbatical-related reports, materials, presentations, etc., by the date provided in the sabbatical application.

(4) CONDITIONS

- (a) All candidates for sabbatical leave must meet all deadlines and requirements as set forth in Procedure 5-03 (C).
- (b) Staff/administrators granted sabbatical leave must take the leave during the year in which it is granted. The college reserves the right, however, to grant the requested sabbatical at a time more convenient to the college when department priorities intervene.
- (c) Pre-agreed-upon sabbatical reports, presentations, or materials must be completed by the date agreed to on the employee's sabbatical application.
- (d) The total number of sabbatical leaves granted each year to staff/administrators will be determined annually by the President as approved by the Board of Trustees.

(5) CONTINUATION OF SERVICE

Full-time staff/administrators receiving sabbatical leave are required to return to Columbus State Community College for a period of one full year (365 days) following return from the sabbatical leave. Failure to do so shall require that the full-time staff/administrator reimburse the college for one hundred percent (100%) of the salary paid to the employee during the sabbatical, as well as benefits paid on the employee's behalf during that period.

- (D) The President will establish procedures to administer this policy.

Last Effective Date: January 26, 2012, April 15, 1998
Approved by the Board of Trustees: September 25, 2014

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SEMESTER SABBATICALS

- (1) Faculty members are eligible to apply for sabbatical leave as early as Autumn Semester of their sixth year of full-time faculty status for granted sabbaticals scheduled to begin during the faculty member's seventh year of full-time faculty status. Subsequent semester sabbaticals may be applied for after an additional five full years for faculty who will have a minimum of six years of additional service after the satisfactory completion of the previous granted sabbatical. Faculty members who wish to be considered for sabbatical leave are required to submit the "Application for Sabbatical Leave" along with documentation in support of how the sabbatical will contribute to the candidate's professional growth, as well as departmental, divisional and college goals and initiatives. This should be done at least two semesters prior to the beginning of leave. Applications must be submitted to the department chairpersons and the Human Resources Department within the first two weeks of the semester for initial eligibility screening. In light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical. For the purposes of this procedure, the timeline begins during the week that the semester officially begins regardless if the semester begins on a Monday.

- (2) During week three of the semester, department chairpersons will confirm initial eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met. Department chairpersons will schedule a meeting of the Departmental Sabbatical Review Committee for the following week.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the Senior Vice President of Academic Affairs for a review of their "Application for Sabbatical Leave." Appeals must be submitted in writing to the Senior Vice President of Academic Affairs during week four of the semester. The Senior Vice President will review the candidate's request for appeal and return a decision to the candidate during week five of the semester. If the appeal is granted, the Departmental Sabbatical Review Committee must consider this request for Sabbatical Leave along with any other requests.

- (3) During week four of the semester, department chairpersons will convene a meeting of the Departmental Sabbatical Review Committee, which consists of the chairperson and at least three tenured faculty members elected by full-time, tenure track faculty from the sabbatical candidate's department, to consider the candidate's request for sabbatical leave.

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The faculty member receiving the most votes will automatically serve on the Division Level Sabbatical Review Committee. The Departmental Review Committee will make a recommendation to the division dean of whether the sabbatical should be approved during week five of the semester.

- (a) In reviewing the candidate's request for sabbatical leave, the Departmental Review Committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate's application for sabbatical leave.
 - (b) The faculty on the Departmental Review Committee will utilize the Sabbatical Evaluation Rubric as a tool to help determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by two-thirds of the department committee members in all categories to receive a favorable recommendation and have their request forwarded to the Divisional Committee.
- (4) During week six of the semester, the division dean(s) and the Divisional Sabbatical Review Committee, which is made up of representatives selected by each Departmental Sabbatical Review Committee, (as established in a(3)) will review the candidate's sabbatical request and will make their recommendation of the candidate's request for sabbatical. The Divisional Review Committee will utilize the Sabbatical Evaluation Rubric as a tool to help determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by two-thirds of the division committee members in all categories to receive a favorable recommendation and have their request forwarded to the appropriate dean. Final approval from the dean is required for a candidate to be granted sabbatical leave.
- (a) The department chairperson and/or the division dean(s) will meet with the candidates who are not approved to receive sabbatical leave to discuss the reasons for which their applications were not approved. Applications not approved for sabbatical leave will be returned to faculty members by the end of week six of the semester.

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Department chairpersons and deans should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.

- (b) In the event that there are more affirmative recommendations than can be funded by the college, the divisional sabbatical committee will review and rank the sabbatical applications. Application rankings will be given to the division dean during week seven of the semester. The division dean will notify the vice president of academic affairs of the highest ranked applications within the division and will forward all approved applications to the vice president of academic affairs. In light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical.
- (5) In the event that a faculty member wishes to appeal the recommendation of his/her application for sabbatical, he/she must submit a written request for appeal, along with his/her sabbatical application, to the Senior Vice President of Academic Affairs by the end of week eight of the semester.
 - (a) The Senior Vice President of Academic Affairs will appoint a review panel consisting of one faculty member, one chairperson, and one dean, each selected from outside the candidate's department and division.
 - (b) The panel will review the candidate's application and documentation for sabbatical leave and forward its recommendation to the Senior Vice President of Academic Affairs by the end of week nine of the semester. The Senior Vice President will review the recommendations of the candidate's department, chairperson, dean, and review panel and make a final recommendation by the end of week ten of the semester.
- (6) By the end of week ten of the semester, the Senior Vice President of Academic Affairs will notify department chairpersons, deans, and the President of final recommendations to their requests for sabbaticals.
- (7) During week eleven of the semester, the Senior Vice President or his/her designee will notify sabbatical candidates whether their request has been approved and if so, for which semester(s) sabbaticals were granted.

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- (8) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review relevant wage and benefit details related to the sabbatical such as payroll adjustments, continuation of benefits, and accumulation of service credit.

A. NON-STANDARD PROFESSIONAL DEVELOPMENT SABBATICALS

- (1) Faculty members are eligible to apply for non-standard professional development sabbatical leave at any time beginning after at least one year of full-time faculty status. Professional development sabbaticals are limited to no more than one opportunity within two academic years and can be taken during any semester (including summer) in which the faculty member is under contract.
- (2) Faculty members who wish to be considered for non-standard professional development sabbatical leave are required to submit the “application for sabbatical leave” along with documentation in support of how the sabbatical will support the candidate’s professional growth, as well as department, divisional and college goals and initiatives to their department chairpersons at least two months prior to the beginning of leave. If an opportunity arises that prevents a two-month notice, special permission from the division dean will be required. However, in light of recent budgetary constraints, it is recommended that faculty apply by autumn of the academic year prior to the year of the requested sabbatical.
- (3) Within one week from the date of application, department chairpersons will confirm eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met. Department chairpersons will schedule a meeting of the Departmental Sabbatical Review Committee for the following week.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the Senior Vice President of Academic Affairs for a review of their “application for sabbatical leave.” Appeals must be submitted in writing to the Senior Vice President of Academic Affairs within one week of ineligibility notice. The Senior Vice President will review the candidate’s request for appeal and return a decision to the candidate within one week. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (2).

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- (4) An expedited process will be used to review non-standard professional sabbatical leaves. Within one week of the sabbatical application, department chairpersons will convene a meeting of the standing Departmental Sabbatical Review committee as established in Section A (3), to consider the candidate's request for sabbatical leave. The Departmental Review Committee will make a recommendation to the division dean of whether the sabbatical should be approved.
 - (a) In reviewing the candidate's request for sabbatical leave, the Departmental Review Committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate's application for sabbatical leave.
 - (b) The Departmental Review Committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by the committee in all categories to receive a favorable recommendation.
- (5) Within three weeks of the application for sabbatical, the dean and the Divisional Sabbatical Review Committee as established in Section a.(4) will review the candidate's sabbatical request and will make their recommendation of the candidate's request for sabbatical.
 - (a) The Divisional Review Committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved. Candidates must have minimum ranking of "acceptable" by the committee in all categories to receive a favorable recommendation. In the event that there are more affirmative recommendations than can be funded by the college, the Divisional Sabbatical Committee will review and rank the sabbatical applications. The division dean will notify the Senior Vice President of Academic Affairs of the highest ranked applications within the division and will forward all approved applications to the Senior Vice President of Academic Affairs.
 - (c) Favorable recommendations from the candidate's departmental committee, divisional committee and dean are required for a candidate to be granted sabbatical leave.

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- (6) The department chairperson and/or the division dean will meet with the candidates who are not approved to receive sabbatical leave to discuss the reasons for which their applications Applications not approved for sabbatical leave will be returned to faculty members within four weeks of initial application.

Department chairpersons and deans should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.

- (7) Sabbatical leave awardees will be notified by the Senior Vice President or his/her designee that their request has been approved.
- (8) In the event that a faculty member wishes to appeal the recommendation to his/her application for sabbatical, he/she must submit a written request for appeal, along with his/her sabbatical application, to the Senior Vice President of Academic Affairs within one week of notification of sabbatical denial.

The Senior Vice President of Academic Affairs will appoint a review panel consisting of one faculty member, one chairperson, and one dean, each selected from outside the candidate's department and division. The panel will review the candidate's application and documentation for sabbatical leave and forward its recommendation to the Senior Vice President of Academic Affairs within one week of the request for appeal. The Senior Vice President will review the recommendations of the candidate's department, chairperson, dean, and review panel and make a final recommendation within one month of the initial application.

- (9) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review relevant wage and benefit details related to the sabbatical such as payroll adjustments, continuation of benefits, and accumulation of service credit.

Last Effective Date: April 15, 1998 (5-03 (A))

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SABBATICAL LEAVE (STAFF/ADMINISTRATORS)

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SEMESTER SABBATICALS

- (1) Staff/Administrators are eligible to apply for sabbatical leave as early as their sixth year of full-time status for granted sabbaticals scheduled to begin during the Staff/Administrator's seventh year of full-time status. Staff/Administrators who wish to be considered for sabbatical leave are required to submit the "Application for Sabbatical Leave" form to the Human Resources Department within the first two weeks of the semester for initial eligibility screening. Sabbatical leave forms are available in the Human Resources Department. Supporting documentation is not required to be submitted with the application at this time. This should be done at least two semesters prior to the beginning of leave. For the purposes of this procedure, the timeline begins during the week that the semester officially begins regardless if the semester begins on a Monday.
- (2) The Human Resources Department will complete an initial eligibility screening and will return applications to sabbatical candidates during week three of the semester. Candidates who do not meet initial eligibility requirements will be notified in writing of the eligibility requirement(s) that was not met.

Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to their division Vice President for review of their "Application for Sabbatical Leave." Appeals must be submitted in writing to the division Vice President's office during week four of the semester. The division Vice President will review the candidate's request for appeal and return a decision to the candidate during week five of the semester. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (3).

- (3) Staff/Administrators who meet initial eligibility requirements must forward the "Application for Sabbatical Leave" form, along with supporting documentation, to their department administrator during week six of the semester.
- (4) During week seven of the semester, the department administrator will review the candidate's sabbatical request and add his/her recommendation to the candidate's "Application for Sabbatical Leave" form and forward to the division Vice President.

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- (a) In reviewing the candidate's request for sabbatical leave, the department administrator will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives. Department administrators are required to meet with the candidate to ensure a complete understanding of the proposed sabbatical experience. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate's application for sabbatical leave.
 - (b) The department administrator will return applications that do not receive a positive recommendation for sabbatical leave, and meet with these individuals by the end of week eight of the semester to discuss the reasons. Department administrators should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.
- (5) In the event that a staff/administrator member wishes to appeal the recommendation to his/her application for sabbatical, he or she must submit a written request for appeal, along with his/her sabbatical application, to the division Vice President responsible for his department within one week of sabbatical denial.
- (a) The division Vice President will appoint a review panel consisting of one staff/administrator from the candidate's department and division and two staff/administrators from outside the candidates department and division. The panel will review the candidate's application and documentation for sabbatical leave and forward a final recommendation to the Vice President. Candidates will be notified in accordance with paragraph (7) of this procedure.
- (6) Each of the division Vice Presidents will select a staff/administrator from his/her area to serve on a committee that will review and comment upon the strengths and weaknesses of each recommended sabbatical application.
- (a) In reviewing the candidate's request for sabbatical leave, the review committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate's professional development needs as well as their utility in furthering departmental goals and objectives.

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Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources that would reflect positively on the candidate's application for sabbatical leave.

- (b) The review committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved. Candidates must have a minimum ranking of "acceptable" by the committee in all categories to receive a favorable recommendation. In the event that there are more affirmative recommendations than can be funded by the college, the committee will review and rank the sabbatical applications. The department administrator will notify the division Vice President of the highest ranked applications within the department and will forward all applications to the division Vice President.

If possible, the committee will select at least twice the number of available sabbaticals. The selected applications will be given to the President's Office for final recommendations by the end of week eleven of the semester.

- (7) By the end of week twelve in Autumn Semester, the President's Office will notify sabbatical leave candidates, Human Resources Department, division Vice President's, and department administrators of final recommendations to requested sabbaticals.
- (8) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review all relevant wage and benefit details related to the sabbatical, such as payroll adjustments, continuation of benefits, and accumulation of service credit.

NON-STANDARD PROFESSIONAL DEVELOPMENT SABBATICALS

- (9) Staff/Administrators are eligible to apply for non-standard professional development sabbatical leave at any time beginning after at least one year of full-time status. Professional development sabbaticals are limited to no more than one opportunity within two academic years and can be taken during any semester in which the staff/administrator is employed by the college.

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- (10) Staff/Administrators who wish to be considered for non-standard professional development sabbatical leave are required to submit the “application for sabbatical leave” along with documentation in support of how the sabbatical will support the candidate’s professional growth, and well as the department, divisional and college goals and initiatives to the Human Resources Department at least two months prior to the beginning of leave. If an opportunity arises that prevents a two-month notice, special permission from the department administrator will be required.
- (11) Within one week from the date of application, human resources will confirm eligibility. Candidates who do not meet eligibility will be notified in writing of the eligibility requirements that were not met.
- (12) Sabbatical leave candidates who fail to meet initial eligibility requirements may appeal to the division Vice President for a review of their “application for sabbatical leave.” Appeals must be submitted in writing to the division Vice President within one week of ineligibility notice. The Vice President will review the candidate’s request for appeal and return a decision to the candidate within one week. Candidates who are found to meet initial eligibility requirements on appeal must proceed through the application process per paragraph (10).
- (13) An expedited process will be used to review non-standard professional sabbatical leaves. Within two weeks of the sabbatical application, division Vice Presidents will convene a meeting of the standing Sabbatical Review committee as established in paragraph (6), to consider the candidate’s request for sabbatical leave. The Review Committee will make a recommendation to the department administrator of whether the sabbatical should be approved.
 - (a) In reviewing the candidate’s request for sabbatical leave, the Review Committee will consider a variety of factors, including proposed sabbatical activities and their relationship to the candidate’s professional development needs as well as their utility in furthering departmental goals and objectives. Candidates are encouraged to fully disclose known details of their proposed sabbatical within their application and supporting materials, especially unique opportunities or external sources of funding that would reflect positively on the candidate’s application for sabbatical leave.
 - (b) The Review Committee will utilize a Sabbatical Evaluation Rubric as a tool to determine whether applications for sabbaticals should be approved.

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Candidates must have a minimum ranking of “acceptable” by the committee in all categories to receive a favorable recommendation. In the event there are more affirmative recommendations than can be funded by the college, the committee will review and rank the sabbatical applications. The department administrator will notify the division vice president of the highest ranked applications within the department and will forward all applications to the division Vice President.

- (14) Within three weeks of the application for sabbatical, the department administrator and the Sabbatical Review Committee as established in paragraph (6), will review the candidate’s sabbatical request and will make their recommendation of the candidate’s request for sabbatical.

Favorable recommendations from the candidate’s review committee and administrator are required for a candidate to be granted sabbatical leave.

- (15) The department administrator will meet with the candidates who are not approved. Applications not approved for sabbatical leave will be returned to staff/administrators within four weeks of initial application. Department administrators should inform and/or remind candidates of leave or other policies and benefits at the college that might also be used to assist the candidate in meeting his/her professional development goals.
- (16) Sabbatical leave awardees will be notified by the division Vice President or his/her designee that their request has been approved.
- (17) In the event that a staff/administrator wishes to appeal the recommendation to his/her application for sabbatical, he/she must submit a written request for appeal, along with his/her sabbatical application, to the division Vice President within one week of notification of sabbatical denial.

The division Vice President will appoint a review panel consisting of one staff/administrator from the candidate’s department and division, and two staff/administrators from outside the candidates department and division. The panel will review the candidate’s application and documentation for sabbatical leave and forward its recommendation to the Vice President within one week of the request for appeal. The Vice President will review the recommendations of the review panel and the committee, and make a final recommendation within one month of the initial application.

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- (18) The President's Office or designee will notify sabbatical leave candidates, Human Resources Department, division Vice Presidents, and department administrators of final recommendations to requested sabbaticals.

- (19) A representative of Human Resources will schedule a meeting with all sabbatical recipients, prior to the beginning of their approved sabbatical leave, to review relevant wage and benefit details related to the sabbatical such as payroll adjustments, continuation of benefits, and accumulation of service credit.

Last Effective Date: April 15, 1998 (5-03 (B))

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COLUMBUS STATE COMMUNITY COLLEGE
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DEGREES AND DIPLOMAS

Effective July 1, 1987

Policy 5-04

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- (A) The academic degrees awarded by the Columbus State Community College are the Associate of Applied Science, the Associate of Technical Studies, the Associate of Arts, and the Associate of Science.
- (B) Degrees are conferred by the President to individuals who have met the requirements of Policy 5-08 and in the college's catalog.
- (C) Diplomas shall be presented to all individuals who have earned academic degrees. The diplomas shall state the name of the degree awarded and technology in which the degree was earned. Diplomas shall be signed by the Chairman of the Board of Trustees and the President of the college.

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ACADEMIC COURSES AND CREDITS

Effective August 29, 2012

Policy No. 5-05

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- (A) Generally, one (1) academic credit will be earned for one (1) hour of lecture, seminar or for two (2) or three (3) hours of laboratory or clinic lab assigned per week for a period of one (1) academic semester. Since an academic credit is earned for each three (3) hours of work accomplished per week for a period of one (1) academic semester, an instructor may assign work to be completed outside the classroom, laboratory, station, or clinic. Generally, one (1) credit will be earned for a minimum of five (5) clock hours per week of directed practice, a minimum of seven (7) clock hours per week of practicum, a minimum of twelve (12) clock hours per week of field experience. A minimum of ten (10) clock hours of cooperative work experience, a minimum of three (3) clock hours for a studio course, a minimum of two (2) clock hours for a studio course with one (1) hour of outside work and a minimum of seven (7) clock hours for miscellaneous application courses for a period of one(1) semester.
- (B) A credit course is a course which fulfills a requirement for graduation in an associate degree program.
- (C) A developmental educational course is a course designed for students who need to be better informed in specific areas of study to succeed in credit and special course work.

Approved by the Board of Trustees: November 17, 2011

Last Effective Date: October 15, 1985

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POLICY AND PROCEDURES MANUAL

DEGREE PROGRAM REQUIREMENTS

Effective August 29, 2012

Policy No. 5-06

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- (A) This policy specifies the minimum requirements for each degree program offered at the College.

- (B) The following minimum number of semester credit hours is required for a technical education program that leads to the degree Associate of Applied Science:
 - (1) Thirty (30) semester credit hours of non-technical studies to include fifteen (15) semester credit hours in general education studies:
 - (a) Three (3) semester credit hours in English Composition.
 - (b) Three (3) semester credit hours in the Social and Behavioral Sciences
 - (c) Three (3) semester credit hours in the Arts and Humanities.
 - (d) Three (3) semester credit hours in the Biological and Physical Sciences.
 - (e) Three (3) semester credit hours in Mathematics, Statistics, and Logic.
 - (f) Remaining non-technical credit hours in basic studies.
 - (2) Thirty (30) semester credit hours in technical studies.
 - (3) A total of a minimum of sixty (60) semester credit hours..
 - (4) A total of a minimum of ninety quarter credit hours.

- (C) The following minimum number of semester credit hours is required for a technical education program that leads to the degree Associate of Technical Studies:
 - (1) Thirty (30) semester credit hours in non-technical studies to include fifteen (15) semester credit hours in general education studies as described in paragraph (B) of this section.
 - (2) Remaining non-technical semester credit hours in basic studies.
 - (3) Thirty (30) combined semester credit hours in two or more (maximum four) areas of

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DEGREE PROGRAM REQUIREMENTS

Effective August 29, 2012

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technical studies.

- (4) A total of a minimum of sixty (60) semester credit hours.
- (D) The following minimum number of semester credit hours is required for a transfer program that leads to the degree Associate of Arts:
- (1) General Education Core (twenty-eight (28) semester credit hours)
 - (a) Six (6) semester credit hours in composition to include a first-year English composition course and a second-year writing course.
 - (b) Three (3) semester credit hours in mathematics, statistics, and logic at the level of college algebra or above.
 - (c) Six (6) semester credit hours in the arts and humanities to include two courses in different content areas.
 - (d) Six (6) semester credit hours in the social and behavioral sciences to include two courses in different content areas.
 - (e) Seven (7) semester credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component.
 - (2) Additional Requirements (thirty-two (32) semester credit hours)
 - (a) To ensure the added breadth in the liberal arts that is characteristic of the Associate of Arts degree, as well as the completion of the Ohio Transfer Module, an additional nine (9) hours is required from a combination of course work in the arts and humanities, social and behavioral sciences, and biological and physical sciences, to include at least three (3) of these hours in the arts and humanities.
 - (b) An additional twenty-three (23) semester credit hours of course work in the arts, humanities, social and behavioral sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
 - (3) A total of a minimum of sixty (60) semester credit hours will be required.

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- (E) The following minimum number of semester credit hours is required for a transfer program that leads to the degree Associate of Science:
- (1) General Education Core (twenty-eight (28) semester credit hours)
 - (a) Six (6) semester credit hours in composition to include a first-year English composition course and a second-year writing course
 - (b) Three (3) semester credit hours in mathematics, statistics, and logic at the level of college algebra or above
 - (c) Six (6) semester credit hours in the arts and humanities to include two courses in different content areas
 - (d) Six (6) semester credit hours in the social and behavioral sciences to include two courses in different content areas
 - (e) Seven (7) semester credit hours in the biological and physical sciences to include two courses, one of which must contain a laboratory component
 - (2) Additional Requirements (thirty-two (32) semester credit hours)
 - (a) To ensure the added breadth in mathematics and the biological and physical sciences that is characteristic of the Associate of Science degree, as well as the completion of the Ohio Transfer Module, an additional nine (9) semester hours is required from a combination of course work in the areas of mathematics and the biological and physical sciences.
 - (b) An additional twenty-three (23) semester credit hours of course work in mathematics and the biological and physical sciences, other general education, and professional disciplines that replicate the first two years of specific majors and programs at four-year institutions as specified in the College Transfer Guides and the College Catalog. This work will be compatible with the Ohio Transfer Module and with Transfer Assurance Guides approved by the Ohio Board of Regents.
 - (3) A total of a minimum of sixty (60) semester credit hours will be required.

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DEGREE PROGRAM REQUIREMENTS

Effective August 29, 2012

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- (F) Specific degree program requirements for each degree offered by the college, as approved by the Board of Trustees and Ohio Board of Regents, will be published in the college's catalog.
- (G) An associate degree curriculum may be of four (4) or five (5) full-time semesters of generally fifteen (15) through eighteen (18) credits each. A student may take as many academic semesters to complete an associate degree program as meets his/her goals and meets the requirements of the program and this section.
- (H) All degrees and degree programs offered will comply with requirements of outside agencies, such as the Ohio Board of Regents, accrediting bodies, etc.
- (I) The President of the college shall establish procedures to administer this policy.

Approved by the Board of Trustees: November 17, 2011

Last Effective Date: September 23, 2009; July 1, 1997

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ASSOCIATE OF TECHNICAL STUDIES DEGREE PROGRAM
APPLICATION PROCESS

Effective September 23, 2009

Procedure No. 5-06 (B)

Page 1 of 2

The Associate of Technical Studies (ATS) degree program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any one of the College's technical programs. This is accomplished by selecting courses from up to four different technical disciplines.

1. Students interested in developing an ATS degree program must follow the following procedure:
 - a. Meet with a Business and Engineering or Pre-Health, Human and Public Service academic advisor to determine if an ATS degree is the appropriate program to reach the student's academic and career goals. If deemed the appropriate program, the student will be sent an electronic version of the "Application for Admission to the Associate of Technical Study Degree Program" (Application).
 - b. The student completes the Application that includes a detailed statement of the academic goals and what is planned to be accomplished by pursuing the ATS degree. The Application is sent electronically to the academic advisor for review. The Advisor will contact the student if there are any issues with the Application.
 - c. The Application is forwarded to the Dean of Career and Technical Program's Office for initial approval. The Dean's office will contact the student within three weeks with a decision. If the Application is approved, the Dean will convene the appropriate academic program chairpersons and coordinators to develop a program of study that is consistent with the stated academic and career goals and departmental requirements and contains the depth, rigor, and coherence at levels comparable with existing career and technical degree programs.
 - d. The chairperson of the department where the "major" program exists and the chairperson(s) of the department(s) where the "minor(s)" exist will create a rough draft of a Program Plan and send it to the student, along with the contact information for the assigned faculty advisor. The student then meets with the assigned faculty advisor to review program requirements, and the Basic, General, and Technical credits that have to be completed. The faculty advisor and student then sign off on the Final Draft ATS Program Plan.

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Effective September 23, 2009

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- e. The “major” chairperson and the “minor” chairperson(s) and the Dean of Career and Technical Programs will approve or deny the Final Draft ATS application and the student and the assigned faculty advisor will be informed of that decision.

- f. If approved, the Final Draft ATS application will be forwarded to Records and Registration for processing and copies will be sent to the student, the assigned faculty advisor, and the Degree Audit Coordinator. An official copy will be maintained in the Records and Registration Office.

New Procedure

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POLICY AND PROCEDURES MANUAL

APPROVAL OF DEGREES AND
DEGREE PROGRAMS

Effective October 15, 1985

Policy No. 5-07

Page 1 of 1

- (A) All degrees and degree programs must be reviewed and approved by the Board of Trustees and Ohio Board of Regents before being offered. The approval process shall be in accordance with procedures adopted by the Vice President for Academic Affairs.
- (B) Changes in degree programs will require the following types of approval:
 - (1) Changes in degree programs that cause a major change in the philosophy, mission, or goals of the degree program shall be approved by the Vice President for Academic Affairs with the concurrence of the appropriate staff member of the Ohio Board of Regents.
 - (2) Changes in degree programs that do not cause a major change in the philosophy, mission, or goals of the degree program and are other than an administrative change will be approved by the Vice President for Academic Affairs after appropriate curriculum review.
 - (3) Changes in degree programs that are of an administrative nature shall be approved by the Vice President for Academic Affairs. Changes of an administrative nature shall include, but are not necessarily limited to, course number and course title changes.

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APPROVAL OF DEGREES AND
DEGREE PROGRAMS

Effective August 29, 2012

Procedure No. 5-07 (A)

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- (1) Establishing and implementing programs of study require adherence to procedures established by the Ohio Board of Regents, governing the establishment of new degree offerings in the public two-year colleges, and the procedures listed below as established by the Columbus State Community College.
- (2) Preliminary approval of the President and the Ohio Board of Regents must be secured prior to extensive program planning. Preliminary approval forms are available in the office of the Senior Vice-President for Academic Affairs. Requests for preliminary approval must include:
 - (a) The reason for considering such a new degree program.
 - (b) The number of students expected to enroll.
 - (c) The availability of similar programs offered by other institutions (private or public) within a thirty-mile radius of the institution initiating the request.
 - (d) Annual operating cost estimates.
 - (e) The availability of laboratory equipment and/or how it is to be obtained.
 - (f) Evidence that someone on the campus has contacted at least one other college offering a similar program to review their experience regarding cost, student enrollment, and placement.
- (3) Upon favorable recommendation of the appropriate dean, the Senior Vice-President for Academic Affairs may deny or recommend to the President that the President authorize further development of the proposal. Upon the President's authorization to proceed, the Vice President for Academic Affairs shall submit the request to the Ohio Board of Regents for its preliminary approval of program development.
- (4) Upon being informed that the Ohio Board of Regents has granted preliminary approval for the development of a proposal, the Senior Vice-President for Academic Affairs shall authorize the formation of a professional advisory committee in accordance with Procedure 5-15 (C).

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APPROVAL OF DEGREES AND
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- (5) The appropriate dean, with the cooperation and assistance of the advisory committee and Senior Vice-President for Academic Affairs, will develop a program proposal encompassing the materials and information required in Section 400 of the Ohio Board of Regents Operating Manual for Two-Year Campus Programs in a format provided by the Senior Vice-President for Academic Affairs.
- (6) With the approval of the professional advisory committee and upon the recommendation of the dean, the Senior Vice-President for Academic Affairs shall submit the complete program proposal to the Shared Governance Councils for their respective recommendations.
- (7) Upon receiving these recommendations, the Senior Vice-President for Academic Affairs shall review the proposal and recommend to the President that it be submitted to the Ohio Board of Regents for approval.
- (8) Upon the approval of the Ohio Board of Regents, the proposal shall be submitted to the Board of Trustees for approval.
- (9) The proposal shall be submitted to the appropriate Board Committees as applicable. The recommendation shall include:
 - (a) A budget for the new program for the fiscal year. This budget shall include, where applicable, sufficient funds for advance hiring of the department chairperson to prepare for full program implementation.
 - (b) Staffing request.
 - (c) Remodeling and alterations required with budget, if applicable.
 - (d) Anticipated number of students.
 - (e) The semester and year the new program is to be initiated.
- (10) Upon the approval of the Board of Trustees, the President shall authorize the Senior Vice-President for Academic Affairs to implement the program.

Last Effective Date; April 1, 1994

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

GRADUATION REQUIREMENTS

Effective September 19, 2013

Policy No. 5-08

Page 1 of 1

- (A) In order for a student to be considered a candidate for an associate degree, he/she must have completed all the requirements for that degree as described in the college catalog in effect at the time the student enrolled in the program leading to that degree. If the requirements for the degree change while the student is enrolled in a degree program, the original requirements will apply to the student until he/she earns the degree or for a period of three (3) years from the time the student initially enrolled in the degree. If the student does not receive a degree within three (3) years of initial enrollment, and there is a change in the degree requirements, the Senior Vice-President of Academic Affairs shall decide what requirements the student shall meet in order to be awarded a degree.
- (B) In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all college level courses. Only courses completed at Columbus State Community College will be used to calculate this average.
- (C) A student may request to be considered for an associate degree by filing a petition in accordance with procedures established by the college. A student may also authorize degree consideration through their four-year partner institution via the reverse transfer process; students with bachelor of arts or bachelor of science degrees may only pursue associate of arts or associate of science degrees if degree audits reflect missing course work at the associate degree level following evaluation of transcripts from their four-year institutions.
- (D) The college shall verify eligibility of individual students to receive degrees in accordance with established procedures.
- (E) Individuals may earn more than one associate degree from Columbus State Community College provided they meet all requirements stated in this policy and in the catalog.
- (F) In order for a student to be awarded an associate degree from Columbus State Community College, the student must earn at least twenty (20) credit hours through enrollment in courses offered by the Columbus State Community College, as approved by the college.

clh: Approved by the Board of Trustees: September 19, 2013

Last Effective Dates: August 29, 2012, January 26, 2012, June 26, 2000; July 1, 1987

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POLICY & PROCEDURES MANUAL

GRADUATION APPLICATION

Effective October 9, 2017

Procedure 5-08 (C)

Page 1 of 1

- (1) Students are responsible for completion of all requirements for graduation as specified in the Columbus State Community College Catalog. Each student has an academic or faculty advisor to assist with academic planning and to help assure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student. The college shall review degree audits on a regular basis and administratively graduate any student that has completed degree requirements.
- (2) The Graduation Application is available online. The priority submission deadline for autumn and spring semester is the fourth Friday of the semester. The priority submission deadline for summer semester is the second Friday of the semester. All forms are electronically submitted via web self-service.

Students graduating in the summer semester will not have a commencement in the summer, but will be invited to participate in the following autumn semester commencement ceremony.

A student who receives an administratively granted degree will receive notification via letter and may contact the college for the diploma.

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VERIFICATION OF GRADUATION REQUIREMENTS

Effective October 9, 2017

Procedure 5-08 (D)

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- (1) The Graduation Application is available online. A student applying to graduate should meet with their appropriate faculty or academic advisor. The advisor and student review the degree audit for course requirements for the degree. The advisor indicates to the student any outstanding courses.
- (2) The student completes and submits the Graduation Application via self-service on the web.
- (3) The Graduation Coordinator verifies the student's current schedule, degree requirements completed, required courses yet to be completed and required grade point averages.
- (4) Students who do not meet the degree requirements are notified by mail. The student must submit a new Graduation Application for the projected semester of graduation.
- (5) Students who have applied for graduation within the time frames specified in Procedure 5-08 (C) (2) and who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.
- (6) The student's diploma will be mailed to the address listed on the Graduation Application.
- (7) A student who receives an administratively granted degree will receive notification via letter and may contact the college for the diploma.

Last Effective Date(s): August 29, 2012; September 15, 2007; June 26, 2000

**July 30, 2019: Administrative changes made reflect process change.*

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POLICY AND PROCEDURES MANUAL

GRADING AND ACADEMIC REQUIREMENTS

Effective September 24, 2008

Policy No. 5-09

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- (A) Columbus State Community College (CSCC) is proud of its commitment to open-access admissions. At CSCC, teaching and learning are our most important assets; thus, student academic success is encouraged, nurtured, and valued.

The college will establish the criteria for satisfactory Academic progress and achievement.

- (B) For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system defined by the college. The student will be informed of the criteria via the course syllabus for each course.
- (C) The student must take full responsibility to be cognizant of the college policy and procedures on grading requirements in the various instructional programs.
- (D) The President shall establish procedures to administer this policy.

Last Effective Date: March 1, 1988 (Title: Academic Grades)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

(1) GRADING SYSTEM: ACHIEVEMENT AT COLUMBUS STATE COMMUNITY COLLEGE

- (a) Letter grades based on student achievement will be assigned to students enrolled in individual degree-credit courses by the faculty member assigned responsibility for that course. The assigning of the grades shall be in accordance with the standards of expected achievement of the College and each course.

GRADING DEFINITIONS	GRADE NOTATION	GRADE POINTS per Academic Credit Hour
High Achievement	A	4.0
Good Achievement	B	3.0
Satisfactory Achievement	C	2.0
Below Satisfactory	D	1.0
Failing	E	0.0
Failing due to Nonattendance / Nonparticipation	EN	0.0
Satisfactory	S	0.0
Unsatisfactory	U	0.0

- (b) An individual who is not enrolled in a course at the time of grade reporting is not eligible to register for the course and receive a grade after the course ends.

(2) ACADEMIC PROGRESS AND ACHIEVEMENT: STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

- (a) Satisfactory academic progress is defined as progress in credit courses taken at the College that result in the credit hour to grade point average (GPA) ratio as specified:

GPA CREDITS	CUMULATIVE GPA
1-16	1.50 OR HIGHER
17-32	1.60 OR HIGHER
33-43	1.75 OR HIGHER
44-54	1.90 OR HIGHER
55 HOURS OR MORE	2.0 OR HIGHER

- (b) Programs may have additional academic progress requirements for students which must also be followed, as outlined in student handbooks and program guidelines.

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(3) OTHER GRADE NOTATIONS

Other grade notations that may be given by an instructor or administrator include:

OTHER GRADE NOTATIONS	NOTATION	DEFINITION
Non-Traditional Credit	N	A student may receive non-traditional credit when life experiences provide knowledge of a subject equivalent to that of a required course in accordance with evaluative procedures adopted by the College. A notation of “N” will be entered on the student’s academic transcript. This credit is not calculated into the student’s GPA.
Proficiency Examination	X	A student may receive credit for a course by successfully completing a proficiency examination in accordance with procedures adopted by the College and the academic department in which examination credit is earned. Proficiency exams will be given when it is evident that previous study or experience warrants. A notation of “X” will be entered on the student’s academic transcript. The credit for this course will not be calculated into the student’s GPA.
Withdraw	W	A withdrawal before 20% of a course has elapsed is not recorded on the permanent grade transcript. A withdrawal after 20% and before 61% of the course has elapsed is recorded as a “W.” Students cannot withdraw from a course if 61% or more of the course has elapsed. The credit for this course will not be calculated into the student’s GPA.

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GRADING AND ACADEMIC REQUIREMENTS

Effective June 4, 2021

Procedure 5-09 (D)

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Administrative Withdrawal	AW	<p>A withdrawal that requires a petition and documents extenuating circumstances for approving the course withdrawal past the 61% deadline. The credit for this course will not be calculated into the student's GPA.</p> <p>This process may be used by dean level or higher administrators to procedurally drop a student from a course(s) due to College error or other situations.</p>
Incomplete	I	<p>When circumstances beyond the control of a student prevent the completion of course requirements, the student may make a request to the instructor for an Incomplete (I) in the course. The student must arrange with the instructor specific procedures for fulfilling the course requirements. Course work must be completed within six (6) weeks after the beginning of the next semester. If the course work has not been satisfactorily completed in the specified time, the "I" will automatically be changed to an "E."</p>
Audit	R	<p>Students must declare their preference for audit at the time of registration and no later than the fifteenth (15) day of the semester. Some courses may be subject to College approval to audit. Students shall pay regular fees for this course. No credit may be earned or claimed nor will proficiency credit be given. The student will understand this course is to be taken for information only. The course may be taken at a later date for credit. An "R" is not calculated as part of the GPA.</p>
Fresh Start	Z	<p>Grades that are approved to be deleted from the academic transcript for Fresh Start will receive a notation of "Z" on the transcript. Grades of "Z" will not be calculated into the student's GPA.</p>

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GRADING AND ACADEMIC REQUIREMENTS

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Nonattendance / Nonparticipation	EN	The credit for this course will be calculated into the student's GPA as an "E" grade notation and will function like receiving a failing grade.
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(4) TRANSFER GRADE NOTATIONS

Transfer	K KD	A student may receive credit for a course taken at another institution of higher education. A minimum grade of "D" must have been earned in the course in order to permit its transfer. In the case of an earned grade of "D," the letter "K" followed by the letter grade of "D" will be recorded on the student's transcript for each course in which transfer credit is awarded. "K" grades will not be calculated into the student's GPA. The student will still need to meet College prerequisites for courses.
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(5) GRADE POINT AVERAGE (GPA)

- (a) The basis for determining scholastic standing is the GPA. The GPA is computed by:
 - (i) Multiplying the grade points for the letter grade earned (A, B, C, D, E, EN) by the number of GPA credits for the course;
 - (ii) Adding the grade points earned in all courses taken;
 - (iii) Dividing the sum of the grade points by the total number of GPA credits.
 - (iv) Grade notations of S, U, N, X, W, AW, I, R, K, KD and Z are not used to calculate the GPA.
 - (v) The grade a student earns for a developmental course will be calculated into the total GPA but not into the graduation GPA.

- (b) All credit courses taken by the student at the College will be included as part of the student's permanent record and used to calculate the student's cumulative GPA.

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GRADING AND ACADEMIC REQUIREMENTS

Effective June 4, 2021

Procedure 5-09 (D)

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- (c) Students transferring from one degree program to another shall have only those credit courses applicable to the student's new degree program considered in the calculation of the GPA or GPAs used to determine graduation eligibility.

(6) GRADE REPORTING

- (a) Faculty will report grades in accordance with prescribed deadlines.
- (b) Once a grade is assigned to a student for achievement in a course, it can be changed (higher or lower) only when there has been an error in evaluating or entering the grade.

If it is obvious to the department chairperson or dean that a clerical or data entry error has been made, they may order the grade corrected with the concurrence of the instructor of record, unless the instructor of record is no longer with the College and/or unavailable. Until an official grade change has been submitted to the Office of the Registrar, a grade assigned by the instructor of record shall be assumed correct and of full effect.

(7) GRADE GRIEVANCE

- (a) The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error.

This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class or failed to follow the grading policy as stated in the course section syllabus.

- (b) The College will maintain a Grade Grievance Committee whose purpose is to determine if a grade grievance appeal is warranted in accordance with Section 7(A) of this procedure and facilitate the grade grievance hearing panel appeal process. The committee is composed of thirteen (13) members: three (3) of whom are faculty members from the Arts and Sciences Division, three (3) of whom are faculty members from the Health and Human Services Division, three (3) of whom are faculty members from the Business and Engineering Division, three (3) of whom are faculty members from the Information Systems Technology Division and one (1) of whom is a faculty representative from the Columbus State Education Association (CSEA).

Committee members are chosen by the dean of the respective division. Committee members will serve a term of three (3) years with approximately one-third of the members rotating off the committee each year after the second year. Four (4) committee members, one (1) from each division, are appointed to serve as co-chairpersons by the division deans.

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GRADING AND ACADEMIC REQUIREMENTS

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- (c) The Grade Grievance Committee's decision on appeal is limited to disputed final course grades where an error in grading is alleged to have occurred. The committee cannot effectively evaluate student requests to remain within a program or plan of study based on a final grade determination unless it is believed an error in grading occurred. In instances of this nature, any submitted grievance requesting this aspect will be remitted back to the attention of the chairperson for redress.

(8) GRADE GRIEVANCE PROCESS

- (a) At the time a student's final grade has been posted to their transcript and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the semester following the posting of the grade. If the instructor of record is no longer affiliated with the College, the student shall contact the department chairperson or designee.

After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate their decision to the student and department chairperson within five (5) business days of the student contact.

If the instructor agrees that an error in grading has occurred, the instructor must authorize the Office of the Registrar to change the grade on the student's transcript.

- (b) If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor's reasoning, the student must complete and submit a Grade Grievance Form and supporting documentation to the department chairperson or designee within seven (7) calendar days of notification from the instructor. If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a Grade Grievance Form. When submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student's claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor their decision within four (4) business days.

When extenuating circumstances prevent a student from appealing a grade within the required timeline, such appeals will be considered on a case-by-case basis by the co-chairpersons of the Grade Grievance Committee. Such circumstances may include extenuating personal or family emergency, active military duty, changes in work schedule that the College was unable to accommodate or other special circumstances.

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- (c) If the chairperson upholds the awarded grade, the chairperson informs the student that they may appeal the decision to the Grade Grievance Committee. Should the student wish to pursue the grievance process, the chairperson submits the Grade Grievance Form with supporting documentation to the Grade Grievance Committee co-chairpersons within five (5) business days for determination on whether a formal panel hearing is required.

Documentation that should be provided to the committee co-chairpersons includes, but is not limited to:

- (i) Completed grievance form;
 - (ii) Copy of the course syllabus;
 - (iii) Copies of email correspondence between student and instructor on this matter;
 - (iv) Copies of email correspondence between chairperson and student on this matter;
 - (v) Summary of facts by the faculty member;
 - (vi) Copy of final grade report which denotes student's academic performance for any/all assessment measures utilized to determine final course grade; and
 - (vii) Any related documentation.
- (d) The Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.
- (e) If insufficient documentation is provided by the chairperson and respective faculty member for the committee co-chairpersons to make a determination whether the grievance warrants a formal hearing panel, the committee will notify the chairperson accordingly. The chairperson will have seven (7) business days to generate the requested documentation.

If insufficient documentation is provided or if the chairperson fails to provide requested documentation within the stated timeline, the Grade Grievance Committee co-chairpersons will notify the student, chairperson, faculty member and respective dean of the applicable division that a determination cannot be made on whether a formal hearing panel is appropriate and the matter will be referred back to the department and divisional levels for redress.

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- (f) If a hearing panel is warranted, a hearing panel will be formed to review the grievance. The hearing panel will be comprised of three (3) faculty members.

The Grade Grievance Committee co-chairpersons will select two (2) committee members from the Grade Grievance Committee, one (1) of whom will chair the hearing panel. The third faculty member on the hearing panel will be from the department in which the grievance originated and chosen by the department chairperson.

- (g) The student may be accompanied at the hearing by a College official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.
- (h) The hearing panel shall consult with both the instructor and the student, separately, at a time agreed upon by the hearing panel, the student and the instructor, to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will decide upon the validity of the grade grievance based upon timely submitted information. If the instructor is no longer affiliated with the College, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.
- (i) After recommending, the hearing panel shall inform both the student and instructor of the hearing panel's decision and submit a report of its findings to the department chairperson either confirming the student's grade remains as assigned by the instructor or asserting the grade be changed. In the latter case, the department chairperson will implement a change of grade to the Office of the Registrar.
- (j) The decision of the hearing panel is final and may not be appealed. Minor changes to this procedure which do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

(9) CLASS RECORD

- (a) Class records will be maintained on file in the department. At the end of each semester or term the class record will be submitted to the department chairperson or designee.

In accordance with other procedures or guidelines such as those required for accreditation or certification some departments may require attendance or other records to be submitted along with the class record.

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- (b) The class records will be maintained on file by the College while any student is actively enrolled and for six (6) years after the student has graduated or is no longer actively enrolled.

(10) COURSE WITHDRAWS

- (a) A student may process a withdrawal in person, by phone or electronically. Appropriate information is to be supplied by the student.
- (b) The instructor's permission is not required to drop or withdraw from a course; however, the decision should be discussed with an academic or faculty advisor to determine its effect on the student's educational program and with a financial aid advisor and/or veterans' affairs representative to determine its effect upon financial aid awards and/or further entitlement.
- (c) If a student has registered for a course and wishes to withdraw from the course without having the course appear on the permanent academic transcript with a grade of "W," the course must be dropped before 20% of the course has elapsed. A withdrawal before 20% of a course has elapsed is not recorded on the permanent grade transcript.
- (d) If a student wishes to withdraw from a course after 20% and before 61% of the course has elapsed, a grade of "W" will be given and the course will appear on the permanent academic transcript. The credit for this course will not be calculated into the student's GPA.
- (e) Students cannot withdraw from a course if 61% or more of the course has elapsed.

(11) ADMINISTRATIVE WITHDRAWS

- (a) After the deadline for withdrawing from a course for a given semester, students who meet one or more of the following criteria can petition for administrative withdrawal from one or more courses. Those criteria must be documented and may include extenuating personal or family emergency, active military duty, changes in work schedule that the College was unable to accommodate or other special circumstances.

Unsatisfactory performance, non-attendance, neglects to withdraw within the posted deadline, non-extenuating circumstances or the failure to make up incompletes will be denied. If the student has already received a grade of A, B, C or S in a course, the student is not eligible to apply for an administrative withdrawal. The instructor of record will be notified and offered the option to provide additional information regarding the request for administrative withdrawal.

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- (b) Administrative withdrawal petitions can be submitted to the Office of the Registrar for up to twenty-four (24) months from the end date of the term for which administrative withdrawal is being sought. Administrative withdrawal petitions submitted after this time will not be considered.
- (c) The Administrative Withdrawal Review Committee considers petitions for administrative withdrawal submitted by students. The committee will be composed of one (1) faculty member, one (1) staff member and one (1) academic administrator. The committee will render a decision approving or denying the petition. Approved petitions will be notated on the student transcript with an “AW” and may not subsequently be reversed.
- (d) Approved petitions for administrative withdrawal do not resolve students of the responsibility to pay fees in accordance with the procedures of the College. Other College department petitions may also be pursued, but are independent of this process.
- (e) Approved petitions for administrative withdrawal do not absolve students from following specific program requirements.
- (f) Petitions denied upon initial review may be appealed in cases where additional information or documentation can be provided by the student. Administrative withdrawal appeals must be received in the Office of the Registrar before the deadline indicated in the administrative withdrawal denial letter.
- (g) An Administrative Withdrawal Appeal Committee reviews appeals submitted by students that are denied in the administrative withdrawal request process. Administrative Withdrawal Appeal Committee membership is separate from membership on the Administrative Withdrawal Review Committee. The Appeal Committee will be composed of one (1) faculty member, one (1) staff member, who is a member of Counseling Services and one (1) academic administrator. Decisions made by the Administrative Withdrawal Appeal Committee are final.
- (h) This process may be used by dean level or higher administrators to procedurally drop a student from a course(s) due to College error or other situations.
- (i) Applications for and documentation supporting administrative withdrawal petitions will become and remain a part of the student’s permanent academic record.

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(12) ACADEMIC STANDING

A student's academic standing is determined by their progress in credit courses taken at the College that meet the College Standards of Satisfactory Academic Progress as explained in Section 2 of this procedure.

(a) Academic Warning

A student whose term GPA is less than 2.00 will be placed on academic warning.

(b) Academic Probation

A student who is beyond their first semester and whose cumulative GPA is below that designated by the College Standards of Satisfactory Academic Progress will be placed on academic probation. The student will have twenty-four (24) additional credit hours (over two or more semesters) to raise their cumulative GPA to that designated by the College Standards of Satisfactory Academic Progress. The student will be restricted from registration activity including adding or dropping classes until they meet with an academic advisor.

Alternatives to meeting with an academic advisor may be available for students based on an individual student's needs as determined by the advisor.

(c) Academic Dismissal

A student will be academically dismissed from the College if after being placed on academic probation and registering for twenty-four (24) additional credit hours (over two or more semesters), the student's cumulative GPA remains below the designated College Standards of Satisfactory Academic Progress.

A student who is academically dismissed from the College will not be permitted to enroll the following semester. If the student has already registered for the next semester, their courses will be dropped and the student will not be permitted to attend.

The student may petition for readmission according to College procedures.

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(d) Readmission (1st Dismissal)

A student petitioning for readmission must submit a Petition for Academic Readmission Form prior to the semester for which the student seeks readmission. At least two (2) College reviewers will determine conditions under which the student may return. One (1) reviewer must be an academic advisor; the second must be the student's academic department chairperson or designee.

For undeclared, transient, transfer and pre-health students, the second reviewer will be an academic advisor, administrator of Advising Services or designee.

If a student is readmitted to the College, the student then is able to schedule classes and pay fees. The student must make satisfactory progress in accordance with the College Standards of Satisfactory Academic Progress and meet the conditions as specified on the Petition for Academic Readmission Form.

The entire readmission process (including all needed signatures) must be completed prior to the semester for which the student seeks readmission. Readmission dates are published in the College catalog. The readmitted student must make satisfactory progress in accordance with the College Standards of Satisfactory Academic Progress and meet the conditions as specified on the Petition for Academic Readmission Form.

(e) Academic Review (2nd Dismissal)

A student will be placed on academic review if after being dismissed from the College, both the student's term and cumulative GPA fall below the designated requirement. A student placed on academic review will not be permitted to enroll the following two (2) semesters. If the student has already registered for the next semester, their courses will be dropped and the student will not be permitted to attend. The student may petition for academic review according to College procedures.

(f) Dismissal after Academic Review (3rd Dismissal)

Failure to satisfy the requirements of the Academic Review Board will result in a third academic dismissal. A student dismissed for the third time may apply for readmission after they are separated from the College long enough to meet the required time of non-attendance condition of the Fresh Start Rule.

Upon a second or any subsequent dismissal, students must appeal to the Academic Review Board for readmission. Students must submit a Petition for Academic Review Form to the Dean of Enrollment Services or designee.

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The Dean of Enrollment Services or designee will chair and convene an Academic Review Board. The Academic Review Board will be a standing committee which meets as needed at least once per semester. The Academic Review Board will review student petitions (explaining the situation leading to the additional dismissal) as well as supporting documentation and students' verbal explanations. Following its review and consideration of the information, the board will determine whether another readmission is warranted. Four (4) members present shall constitute a quorum. The decision of the Academic Review Board will be final.

The entire readmission process (including all needed signatures) must be completed prior to the semester for which students seek readmission. Readmission dates are published in the College catalog.

(g) Notification of Academic Status

Students will be sent an email notifying them of the status of academic warning, probation, or dismissal with the explanations of available student support services.

(13) HONORS

- (a) To recognize outstanding scholastic achievement, a Dean's List is compiled each semester. To qualify for the Dean's List, a student must complete a minimum of six (6) credit hours and earn a GPA of 3.5 or higher in that semester. Only courses providing College credit will be included in the calculation of the GPA. No student is eligible for the Dean's List who has a grade notation of "I."
- (b) All students completing their degree program with a cumulative GPA of 3.5 or above will graduate with honors, which will be noted in the graduation program and on each graduate's diploma.
- (c) The honors graduates are divided into three (3) groups: Cum Laude graduates earn a 3.500 – 3.799 cumulative GPA; Magna Cum Laude graduates have attained a 3.800 – 3.949 GPA; and Summa Cum Laude graduates have achieved a 3.950 – 4.000 GPA.
- (d) In each graduating class, a class valedictorian and salutatorian are awarded special honors. The class valedictorian is the student with the highest GPA who has completed the greatest number of credit hours at Columbus State Community College. The class salutatorian is the student with the next highest GPA who has completed the greatest number of credit hours at the College.

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(14) FRESH START RULE

The Fresh Start Rule is intended to help a student who was unsuccessful in their previous academic attempts. A student who earned below-average or failing grades at Columbus State who leaves and later returns to the College may petition under the Fresh Start Rule to have selected courses in which they earned a D, E, EN or U removed from their Columbus State academic record. The following conditions must apply:

- (a) The student must not have attended the College for a minimum twenty-four (24) consecutive months prior to returning to the College for additional coursework.
- (b) Since their return, the student must have completed a minimum of twelve (12) credit hours earning grades of “C” or better, or “S” (satisfactory). The number of credit hours reflecting withdrawals (W or AW) may not exceed the number of credit hours completed at the time the petition is filed. Transfer credit may not be used in meeting the minimum credit hour requirement.
- (c) At the time the petition is filed, all grades earned since returning to the College must be “C” or better, audit (R) and/or “S.”
- (d) Credit earned at another institution may not be applied to the requirements of application of this procedure.
- (e) This procedure may not be applied retroactively upon completion of a certificate program with more than twelve (12) credit hours or an associate degree at the College.
- (f) Deletion of the grade of “D” from the transcript will result in the deletion of credit earned for the course. The student is required to satisfactorily complete the course(s) for which the “D” grade(s) and credit was deleted in order to reestablish credit for the course(s). At the time the student requests application for this procedure, they may choose to exempt specific course(s) for which a grade of “D” was received.
- (g) Non-traditional credit (N) or proficiency credit (X) may not be subsequently granted for courses deleted from the transcript through this procedure.
- (h) This procedure may be applied only one (1) time for each student.
- (i) This procedure applies only to students who remain actively enrolled in the courses petitioned for deletion through the end of the semester. Students whose failing grades were the result of suspending attendance without officially withdrawing and who have had extenuating circumstances may pursue the administrative withdrawal procedure.

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- (j) To utilize this procedure, the student must have met all financial obligations to the College.

Fresh Start petition forms shall be available from the Office of the Registrar. Completed petitions are to be submitted by the student to the Office of the Registrar for review by the Registrar.

Petitions and documentation supporting application of this procedure will become and remain part of the student's permanent academic file. Approved application of this procedure will result in the failing (E), failing due to nonattendance / nonparticipation (EN), unsatisfactory (U) and non-exempted below-average (D) grades being deleted from the academic transcript.

A notation of (Z) shall appear on the transcript indicating application of this procedure. The student's GPA will be recalculated accordingly.

Academic status will be determined according to the standards in effect at the time of application of this procedure.

- (k) In those instances in which the student's petition is denied by the Registrar, the student may appeal the decision by requesting, in writing, a review by an appeals committee. The request must be submitted to the Vice President of Enrollment Management and Marketing Communications. The vice president will chair and convene an appeals committee. The appeals committee will review the petition, its supporting documentation and consult with the Registrar. The student may also make a verbal presentation to the committee. Following its review and consideration of this information, the appeals committee will make a decision either sustaining or overruling the Registrar's decision. The decision of the appeals committee will be final.
- (l) Issues relative to the refunding of fees, effects upon financial aid status and other related considerations are to be resolved through respective procedures which exist for the purpose of such policy resolution.
- (m) In the event the application of this procedure is subsequently discovered to have been based upon erroneous, inaccurate or untruthful information supplied by the student, the deleted grades will be reinstated and the academic status will revert to the original on the transcript. Corrected transcripts will be issued by the College to known recipients and program and degree completions certified as an outcome of the application of this procedure will be revoked. The student will also be subject to disciplinary action by the College.

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(15) REPEATING COURSES

- (a) Only the most recent course grade will be considered in the GPA. The repeated course grade, as well as the initial course grade, will be maintained as part of the student's permanent record.
- (b) A student must repeat a failed course to earn a passing grade to satisfy graduation requirements. Once issued, the repeated course grade will replace the previous failing grade in computing the student's GPA. The initial grade will continue to appear on the student's transcript.
- (c) If a student has failed or withdrawn (E, EN or W as a course grade) a course twice, the academic dean or designee may require additional restrictions upon third and subsequent attempts to repeat the course. The dean may also require academic or faculty advisor intervention for the student. The student will be blocked from registration into the course until meeting with the academic or program advisor to develop a plan for success. The advisor may or may not lift the block based on evaluation of the student's academic success plan.
- (d) If the student is permitted to enroll in the course a third time and fails or withdraws (E, EN or W as course grade), the student will not be permitted to repeat the course at Columbus State.

(16) REPORTING GRADES

Grades earned by students for their achievement in individual degree-credit, general studies and non-credit courses, as well as credits earned by transfer, examination or non-traditional credit, will be made available to students each semester.

(17) TRANSCRIPTS

- (a) Official transcripts of grades will be made available to students and graduates upon request in accordance with procedures adopted by the College and in accordance with College policy and federal and state statutes and regulations.
- (b) Official transcripts may be requested by the student electronically through the approved third-party vendor.
- (c) The student's accounts must be paid in full and any record holds resolved before transcripts are released.

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- (d) Official transcripts will be sent to the student or any third party designated by the student.

(18) PLACEMENT TESTING - READING

- (a) A student who places into reading must register for the appropriate level course in the first term of enrollment.
- (b) A student who places into the intermediate reading course must earn an “A” to be exempt from taking the advanced reading course.
- (c) A student who earns a “B” or “C” in the intermediate reading course must enroll in the advanced reading course in the subsequent semester of enrollment.
- (d) A student who earns a “D,” “E” or “EN” in either intermediate or advanced reading course must repeat the course in the subsequent semester of enrollment.

Last Effective Date(s): October 9, 2017; August 31, 2015; August 29, 2012; October 15, 2011; September 22, 2010; September 24, 2008

**July 30, 2019: Administrative changes made reflect title and process changes.*

**December 20, 2019: Administrative changes made to reflect academic status notification process.*

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COURSE PROPOSALS AND SYLLABI

Effective September 22, 2016

Policy No. 5-10

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- (A) A master course proposal shall be prepared for each degree credit course in accordance with the format and procedures adopted by the College and shall be placed on file as described in Procedure 5-10 (A).
- (B) A master course syllabus shall be prepared for each degree credit course in accordance with the format and procedures adopted by the College and shall be placed on file as described in Procedure 5-10 (B).
- (C) A course section syllabus shall be prepared for each degree credit course section in accordance with the format and procedures adopted by the College and shall be placed on file as described in Procedure 5-10 (B). The course section syllabus will be made available to the students enrolled in that section, as described in Procedure 5-10 (B).

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COURSE PROPOSALS

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- (1) The purpose of the Master Course Proposal is to ensure consistency across all sections in the institutional learning goals, student learning outcomes, and units of instruction.
- (2) Instructions for preparing the Master Course Proposal may be obtained through the Office of the Senior Vice President of Academic Affairs.
- (3) A Master Course Proposal will be on file in the department office and in the Office of Curriculum Management for every degree credit course offered by the College. A course will not be taught until the Master Course Proposal is approved.

Last Effective Date: December 1, 2005

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COURSE SYLLABI
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- (1) Master Course Syllabus
 - (a) A Master Course Syllabus is required for every degree credit course taught at the College. The student learning outcomes and units of instruction on the Master Course Syllabus shall be consistent with the Master Course Proposal for that course.
 - (b) Instructions for preparing the Master Course Syllabus may be obtained through the Office of the Senior Vice President of Academic Affairs.
 - (c) The Master Course Syllabus will be on file in the department office and in the Office of Curriculum Management for every degree credit course offered by the College. A course will not be taught until the Master Course Syllabus is written and on file.
 - (d) The Master Course Syllabus shall include the following information:
 - Course Name
 - Credits
 - Class Hours Per Week
 - Prerequisites
 - Description of Course (as it appears in the course catalog)
 - Student Learning Outcomes
 - Institutional Learning Goals
 - Course Materials Required
 - Textbook, Manuals, References and other Readings
 - General Instructional Methods
 - Assessment
 - Standards and Methods for Evaluation
 - Grading Scale
 - Special Course Requirements
 - Attendance Policy
 - Units of Instruction
 - (e) The Master Course Syllabus shall include the College Syllabus Statements. The College Syllabus Statements may include, but are not limited to:
 - Student Code of Conduct
 - Americans With Disabilities Act Policy

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- Audio/Video Recording of Class
- Title IX Information
- Tobacco Policy
- Weather Emergencies
- Financial Aid Attendance Reporting

(2) Course Section Syllabus

- (a) A Course Section Syllabus is required for each section of a degree credit course. The Course Section Syllabus will be on file in the department for each section taught, each semester.
- (b) The Course Section Syllabus must include the same information as the Master Course Syllabus, as shown in Procedure 5-10 (B) (1) (d) and the name and contact information for the instructor.
- (c) The Course Section Syllabus must reflect department guidelines.
- (d) The Course Section Syllabus will be distributed (or made available online) by the first day of class.
- (e) The Course Section Syllabus must include a link to the College Syllabus Statements on the Columbus State Community College's website.

Last Effective Dates: August 29, 2012
December 1, 2005
October 15, 1985

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NON-RESIDENT CREDIT

Effective June 26, 2000

Policy No. 5-11

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- (A) Non-resident credit is credit earned for other than classroom, laboratory, clinical, or internship study offered by the college.
- (B) Additional credit shall not be required when credit has been granted for non-resident work.
- (C) Non-resident credit may be granted for: transfer, departmental and standardized national examinations; military schools and work experiences; civilian work experiences; university extension; company training programs; professional seminars; self-study leading to certification or licensing; formal, non-credit continuing education courses; and other like experiences.
- (D) Guidelines for granting credit for non-resident study shall be in accordance with procedures adopted by the college. Necessary documentation and criteria for awarding of non-resident credit shall be established by the appropriate department.

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NON-RESIDENT CREDIT

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- (1) Columbus State Community College is committed to facilitating student mobility to and from Columbus State and facilitating transfer from and to other accredited postsecondary institutions, particularly those that have adopted the Policy on Articulation and Transfer of the Commission on Articulation and Transfer of the Ohio Board of Regents. As a general principle, undergraduate-level coursework for which credit was granted by the sending institution irrespective of when that credit was earned shall be eligible for transfer to Columbus State Community College.

Students who have official transcript(s) forwarded to the Records and Registration Office will automatically have the transcript(s) evaluated for transfer credit. In some cases, additional information such as course descriptions may be required. Transfer credit is not used in computing grade point average.

- (2) The following process will be followed for the awarding of transfer credit applicable to degree requirements:
 - (a) Upon receipt of the official transcript, the Academic Credit Coordinator will complete a Transfer of Credit form. The Academic Credit Coordinator will enter "K" credit on the form for those courses that have previous transfer approval from department chairpersons. The Academic Credit Coordinator will also review the transcript to identify other courses that may be transferable. Forms with additional courses which may be considered for transfer will then be reviewed by the chairperson(s).
 - (b) The chairperson will review the transcript and decide if the courses selected should or should not be given "K" credit for courses in his/her department offerings. The chairperson will also identify the degree requirements for which "special credit" will be applied. If additional information is needed before a decision can be made, the chairperson will indicate this to the Academic Credit Coordinator. The chairperson will also examine the transcript to see if other courses are acceptable for credit for courses or degree requirements in his/her department offerings.
 - (c) After the evaluation, the student will receive a copy of the Transfer of Credit form and a copy of a Columbus State transcript indicating the courses that have been accepted for transfer. Degree-seeking students will receive a degree audit report

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indicating the applicability of transferred courses. Regular transfer credit (transfer

credit awarded for specific courses offered by Columbus State Community College) is applicable to degree program graduation requirements in the same manner as the equivalent Columbus State Community College course credit.

- (d) When legitimate college credit is presented for a course for which there is not an equivalent course at Columbus State, but which meets the intent of a degree requirement, "special credit" shall be awarded for that course. Applicability of special credit to degree requirements shall be determined by the chairperson of the department responsible for that content area. Special credit will also be noted on the Transfer of Credit form and posted on the Columbus State transcript.
- (e) If a student believes additional courses should transfer and/or be applicable, the student should contact the Academic Credit Coordinator in the Records and Registration Office. The student must appeal applicability in writing within 90 calendar days of receiving initial notice of applicability of transfer credit. Within 20 calendar days, the chairperson(s) will re-evaluate credit transferability and/or applicability and notify the Academic Credit Coordinator in writing of the reason(s) for denying the appeal. The student will be notified in writing by the Director of Records and Registration, or a designee, within 10 calendar days of the outcome of the appeal, to include the reason(s) if the applicability is denied.
- (f) Students who wish to appeal the chairperson's decision concerning re-evaluation of applicability of credit must within 90 calendar days request in writing of the Director of Records and Registration to convene the college's Articulation and Transfer Appeals Committee. This Committee shall consist of one faculty member and two deans appointed by the Provost, the Director of Records and Registration, and the Director of Student Life. The committee shall meet within 20 calendar days of the Director of Records and Registration's receiving the student's written appeal. The student may submit to the Committee all pertinent information and may make a presentation to the Committee. The chairperson will be invited by the Committee to provide the reasons for his/her determination. Following these consultations, the Committee will decide

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whether and how much credit will be applicable. The Director of Records and Registration will inform the student in writing within 10 calendar days of the Committee's decision, to include the reason(s) if applicability is denied. Should the student wish to appeal the Committee's decision, the Director of Records and Registration will advise the student of the process for appealing the decision to the State Appeals Review Committee, Ohio Board of Regents; of the Review Committee's address; and of the 90-calendar-day period for filing an appeal.

- (3) The following process will be followed for the awarding of proficiency examination credit:
- (a) The candidate will arrange a meeting with the department chairperson who administers the course in which the proficiency examination is requested.
 - (b) The department chairperson or the chairperson's designee will review the candidate's qualifications to take the examination. If the qualifications are appropriate, a date will be set for the examination. Examinations for technical courses in the Nursing Technology curriculum are available to Nursing Technology students after their acceptance into the technology.
 - (c) After the examination date is set, but before the examination is given, the candidate must go to the Business Office and pay the fee determined by the college. A receipt from this payment must be made available to the examination administrator prior to the examination.
 - (d) Students who successfully complete the proficiency examination must fill in the appropriate sections of the Request for Proficiency (X) Credit form. The chairperson will then complete the form and forward the original and one copy of the form to the Academic Credit Coordinator in the Records and Registration Office.
 - (e) The proficiency examination credit is entered by the Academic Credit Coordinator into the student's transcript file as "X" credit. A copy of the transcript and this form are forwarded to the student for verification that the proficiency credit has been awarded and entered on his/her transcript file. A copy of the transcript is filed along with the original of the proficiency examination credit form.

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NON-RESIDENT CREDIT

Effective June 26, 2000

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- (f) Proficiency examination credit is calculated as part of the earned credit hours but is not part of the grade point average.

- (4) Non-traditional (N) credit is awarded in recognition of the attainment of knowledge and skills judged to be of collegiate level and equivalent to a course offered by Columbus State Community College, but obtained through experiences or in settings other than traditional collegiate settings. These include military training programs; work experience; university extension programs; company training programs; professional seminars; self-study leading to certification or licensing; formal, non-credit continuing education courses; courses offered by non-collegiate schools or institutes judged equivalent to a course offered by Columbus State; and other like experiences. The following process will be followed for the awarding of non-traditional credit:
 - (a) Students who wish to request non-traditional credit will complete the Request for Non-Traditional (N) Credit form and meet with the chairperson of the department offering the course for which non-traditional credit is requested for a preliminary interview.
 - (b) In the preliminary interview, the department chairperson will share with the student the outcomes of the course for which non-traditional credit is sought and ask the student to describe the experiences by which he/she believes these course outcomes have been achieved. If the department chairperson determines there are sufficient grounds for considering a request for non-traditional credit, he/she shall accept the student as a candidate for non-traditional credit and assign the student to a faculty advisor for guidance in the preparation of a learning portfolio.
 - (c) With the assistance of the advisor, the student shall prepare a portfolio which shall document the attainment of the outcomes of the course(s) for which non-traditional credit is sought. The learning portfolio may include, as applicable, a list of short courses, seminars, workshops, or other learning experiences with supporting documents (certificates/letters, etc.); national examinations taken and results with supporting documents; courses or programs completed in the military services with supporting documents; self-employment information; and names of employers, employment dates, and names of supervisors. A list of all competencies which the

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applicant believes he or she has mastered and those which are of significance in determining credit to be approved must be included.

- (d) Upon completion of the portfolio, the faculty advisor shall evaluate the portfolio and submit the portfolio to the department chairperson with a recommendation to approve or deny the request for non-traditional credit.
- (e) The department chairperson will forward the decision as to non-traditional credit to be granted by completing the Request for Non-Traditional Credit Form and forwarding it, along with the portfolio, to the Academic Credit Coordinator in the Records and Registration Office. The Academic Credit Coordinator will process the credit granted and mail a copy of the non-traditional credit form to the student. The portfolio will be retained in the Records and Registration Office.
- (f) A student with only non-traditional credit on his/her academic records will be unable to obtain a transcript until the student has successfully completed a Columbus State course.
- (g) Non-traditional credit is calculated as part of the earned credit hours but not as part of the grade point average.

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POLICY AND PROCEDURES MANUAL

NON-CREDIT COURSES

Effective April 15, 2006

Policy No. 5-12

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- (A) Non-credit courses are courses offered by the college for other than degree credit. Non-credit courses may be career, informational, or consultative in nature, but not necessarily limited to these. They may be offered for continuing education units, professional development, personal enrichment, or in anticipation of articulation or transfer into a degree program.
- (B) Non-credit courses shall be offered in accordance with procedures adopted by the college.

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NON-CREDIT COURSES
Procedure No. 5-12 (B)

Effective April 15, 2006

PROGRAMS OFFERED FOR CONTINUING EDUCATION UNITS

- (1) Continuing education units are awarded by an organization authorized to provide continuing education. For certain re-licensure or re-certification, the professional organization awarding the license or certification is responsible for establishing the continuing education programmatic requirements. Unless the professional organization allows International Association for Continuing Education and Training (IACET) approved continuing education units to be applied for re-licensure or re-certification, the application process of the professional organization must be used.

- (2) For continuing education units awarded by the college, the following procedures must be used:
 - (a) Continuing Education Units are approved and awarded through the Continuing Professional Education Department pursuant to the standards set forth by the International Association for Continuing Education and Training (IACET).

 - (b) In order for CEUs to be awarded, the following procedures must be followed:
 - (1) The applicant must request and complete an application for CEUs from the Continuing Professional Education Department.

 - (2) The completed application for CEUs is submitted to the Continuing Professional Education Department in advance of the requested program. The application must include:
 - (a) The scheduled time for the program
 - (b) Advertising material containing program outcomes
 - (c) The needs assessment
 - (d) Expected program outcomes
 - (e) Program assessment methods
 - (f) Program evaluation tool
 - (g) Resume or Biographical abstract of the instructor
 - (h) The application fee as established by Continuing Professional Education

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Effective April 15, 2006

- (i) The completed application is reviewed by the Community Education and Workforce Development Division Curriculum Committee and must be approved by the committee.
3. The Applicant will be notified by the Continuing Professional Education Department in writing if CEUs are granted or not. The Applicant may be asked to provide additional information before CEUs can be granted. If denied, reasons for the denial will be given. The Applicant may make corrections and resubmit the application for reconsideration.
4. Approved offerings are approved for two years, providing there are no material changes to the application. Material changes include, but are not limited to a change in objectives or outcomes in the program or a change in contact hours. If the instructor changes, the applicant must submit the resume of the new instructor to the Continuing Professional Education Department two weeks before the course begins. The person responsible for the offering must resubmit the application for re-approval of the offering every two years or when changes are made.
5. Awarding of CEUs:
 - (a) CEUs are awarded only for the time the student attends the offering and completes the course outcomes and other identified requirements for completion.
 - (b) Students will be informed of how many CEUs will be awarded prior to the offering. This can be accomplished by placing a statement on the syllabus or advertising flyer.
 - (c) Evaluations and course materials (sign-in sheets, assessment of students, etc) must be submitted to CPE within one business week after the course is completed. Participants must complete evaluations. A participant may not be eligible to receive a certificate unless a completed evaluation is returned.
 - (d) CEUs will not be awarded retroactively.
6. Continuing Professional Education will maintain records of continuing education units awarded consistent with IACET requirements and the college record retention policy.

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NON-CREDIT COURSES
Procedure No. 5-12 (B)

Effective April 15, 2006

**NON-CREDIT PROGRAMS NOT AWARDING CONTINUING EDUCATION
UNITS**

1. All College non-credit programming is housed in the Community Education and Workforce Development Division. All college departments shall work with the appropriate CEWD Division department to plan and deliver non-credit courses. The CEWD department responsible for non-credit activities shall be based upon the audience served.
2. The CEWD department assisting the requesting department shall be responsible for providing process to the requesting department establishing application or registration information; registration fees; program cost; marketing tools; assessments; evaluations; records and registration processes; and other materials necessary prior to the offering of non-credit programming.
3. If the requesting department anticipates use of the program for articulation or non-traditional credit to a degree program, then the program must follow the procedure for programs requesting Continuing Education Units.
4. A record of all non-credit programming shall be maintained for the College in the Community Education and Workforce Development Division by the Continuing Professional Education Department.

**NON-CREDIT PROGRAMS OFFERED IN ANTICIPATION OF ARTICULATION
OR NON-TRADITIONAL TRANSFER TO A CREDIT PROGRAM**

1. Non-credit courses may be offered in anticipation of that course receiving articulated or non-traditional credit from a degree program. Such courses must follow the procedure for receiving continuing education units.
2. Although CEUs may not be awarded retroactively, courses offered in anticipation of articulation or non-traditional transfer to a credit program, which did not request CEUs or follow the procedure for receiving CEUs must complete the procedure for receiving CEUs prior to making application for articulation or non-traditional transfer to the degree program.

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ACADEMIC CALENDAR

Effective August 29, 2012

Policy No. 5-13

Page 1 of 1

- (A) The Academic Year shall consist of at least thirty (30) weeks in length and the thirty (30) week requirement shall be measured exclusive of a compressed Summer Semester. The length of the semester shall be aligned to guidelines established by the Ohio Board of Regents (OBOR).
- (B) The three (3) Semesters shall be named Summer Semester, Autumn Semester, and Spring Semester.
- (C) Academic and office activities will not be scheduled for the following holidays:
- Independence Day (July 4)
 - Labor Day (First Monday in September)
 - Veterans Day (November 11)
 - Thanksgiving Holidays (Fourth Thursday and Friday in November)
 - Christmas Day (December 25)
 - New Year's Day (January 1)
 - Memorial Day (Last Monday In May)

If one of the above holidays is a Saturday, it will be observed on the preceding Friday. If one of the above holidays is on Sunday, it will be observed on the succeeding Monday. If Christmas and New Year's Eve are on Monday through Thursday, evening academic and office activities will not be scheduled.

The college will be closed in observance of the following holidays on days determined by the President:

- MARTIN LUTHER KING DAY
 - COLUMBUS DAY
 - PRESIDENTS DAY
- (D) The President shall approve the Academic Calendar, adjust the Academic Calendar as necessary to accommodate unforeseen circumstances, and establish procedures to administer this Policy.

Approved by the Board of Trustees: November 17, 2011

Last Effective Date: June 17, 1988

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ACADEMIC CALENDAR COMMITTEE

Effective July 1, 2013

Procedure No. 5-13 (A)

Page 1 of 1

- (1) The Academic Calendar Committee (ACC) is responsible for creating, seeking review and input, securing the President's approval and distribution of an approved three-year rolling Academic Calendar for Columbus State Community College by August 1st each year.

The ACC is chaired by the Registrar, and consists of Faculty, Staff and Administrators representing areas including, but not limited to, Academic Affairs, Enrollment Management and Student Services, Business and Administrative Services, Human Resources, Staff Advisory Council, Columbus State Education Association. Members of the Committee are appointed by their respective division Vice Presidents, Staff Advisory Council and Columbus State Education Association. Each entity will develop its own appointment process.

- (2) The ACC will utilize pertinent Columbus State Community College policy, procedures, guidelines, as well as local, state and federal laws and mandates to determine the rationale for the dates that comprise the calendar framework.
- (3) The ACC will present a draft Academic Calendar for review and comment by:
 - a) Columbus State Education Association
 - b) Academic Council
 - c) Staff Advisory Council
 - d) Academic Affairs Senior Vice President/Deans
 - e) Enrollment Management and Student Services Vice President/Deans
 - f) Cabinet
 - g) President
- (4) The President, or his/her designee, will approve the Academic Calendar.
- (5) The Registrar will distribute the approved Academic Calendar to the College and make it available for posting.
- (6) In the event there are unanticipated modifications approved by the President, or his/her designee, the Registrar will distribute the revised Academic Calendar to the College and make it available for posting.

New Procedure

Note: 3-31-15: Administrative Revision: Changed department name to reflect new name. Corrected (1), and 3 e), Student Affairs to Enrollment Management and Student Services. (Request submitted by College Registrar: RLR) clh

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EDUCATIONAL RESOURCES CENTER
Policy No. 5-14
Page 1 of 1

Effective July 1, 2010

- (A) The purpose of the Educational Resources Center is to support the educational programs of the college through an organized and readily accessible collection of information resources, and by providing library and multimedia services to meet the institutional, instructional, and individual needs of the college community.
- (B) The Educational Resources Center shall serve students, faculty, staff, administrators, and individuals with emeritus status, alumni, and the board of trustees of the college in accordance with procedures approved by the President. Limited services are available to other groups as defined within procedures approved by the President.
- (C) The President is authorized to approve operating procedures, including a system of fines, for the Educational Resources Center.

Last Effective Dates:
October 15, 1985
April 15, 2006

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POLICY AND PROCEDURES MANUAL

EDUCATIONAL RESOURCES CENTER (ERC)
SERVICES AND OPERATIONS
Procedure No. 5-14 (B)
Page 1 of 2

Effective August 29, 2012

- (1) Most library and OhioLINK items circulate in accordance with OhioLINK procedures. Certain library items do not circulate to all categories of users.
- (2) The normal circulation period for some of the library collection may be adjusted to meet faculty and staff needs. Reminder notices of due dates are sent out to all borrowers before the due date, and overdue notices will be sent out after the due date. For those administrators, faculty, and staff members who abuse the flexibility of the circulation period, an additional memo is sent to the individual with copies to the chairperson, dean, or immediate supervisor.
- (3) The Educational Resources Center (ERC) builds and maintains its collection to support the college curriculum. In order to request materials for the collection, a “New Materials Request” form is filled out, signed by the chairperson, and forwarded to the ERC. Requests from other departments are to be signed by the cost center manager and forwarded to the ERC.
- (4) All students, faculty, staff, administrators have access to library resources and materials via their college assigned Cougar ID number. An individual account is activated upon verification of enrollment or employment. A valid picture ID (Columbus State Community College ID, driver’s license, passport, etc.) must be presented to library staff in order to check out materials. These individuals may use their Cougar ID number for access to online resources.
- (5) All Columbus State Community College library accounts expire at the end of every academic semester. Individual accounts are reactivated upon verification of enrollment or employment or continued viable need for the library services.
- (6) The supervisor of circulation services may suspend borrowing privileges from any person abusing the circulation system.
- (7) The following procedure applies to current members of the Board of Trustees, or individuals who are not students, faculty, staff, or administrators and wish to use the library services provided by the ERC.

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EDUCATIONAL RESOURCES CENTER (ERC)
SERVICES AND OPERATIONS
Procedure No. 5-14 (B)
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Effective August 29, 2012

- (a) Students, faculty, and staff of OhioLINK institutions must present a valid picture ID and any other library card or library account number that the home institution requires for checkout.
- (b) Columbus State Community College members of the Board of Trustees and alumni may request a library courtesy card by the supervisor of circulation services. The courtesy card will allow them to check out Columbus State library materials, but it does not afford them access to online databases or OhioLINK borrowing. Courtesy cards must be renewed each semester.

Last Effective Date: July 1, 2012; April 15, 2006(Replaces Procedure 5-14(A))

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ADVISORY COMMITTEES

Effective June 1, 2008

Policy No. 5-15

Page 1 of 1

- (A) Program advisory committees provide advice, information, guidance, and evaluation in establishing and operating occupational and technical programs. They contribute effectively to maintaining high standards, to employment of graduates, and to interpreting the college to the various community stakeholders.
- (B) The role of the advisory committee is to provide consultation and information on the needs of the industry, potential employers, and the general public. It provides a two-way system of communication between the college and the community which is essential to all educational programs. It does not have legislative nor administrative authority; its function is to give advice.
- (C) The President, in accordance with adopted procedures, will appoint individuals to specific advisory committees.

Last Effective Date: October 15, 1985

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ADVISORY COMMITTEES

Effective June 1, 2008

Procedure No. 5-15 (C)

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- (1) Advisory Committees are appointed and maintained for all approved Career and Technical Programs and other programs as identified by the Provost.

The program faculty and chairperson will make recommendations for Advisory Committee members to the division dean. The division dean will forward recommended candidates to the provost for approval. The recommended list is then forwarded to the President for formal appointment to the Advisory Committee.

- (2) Potential appointees should be selected from a broad cross section of program or accreditation related organizations, primarily from our four (4) county service district; have demonstrated competence in the specified academic program area; have an interest in the ongoing improvement of such programs; and have adequate time to serve in an advisory capacity.

- (3) Number of Members, Length of Service, and Frequency of Meetings:

- (a) The number of members appointed to an Advisory Committee may range from six (6) to Twelve (12). No more than 25% of the membership will be employed by the college. This includes members such as adjuncts, students, and administrators. If the committee votes on a recommendation only members not associated with the college may vote.
- (b) Advisory committee members will be appointed to a three-year term and may be reappointed to a second consecutive three-year term. Committee appointments should be staggered to allow for continuity of experience among committee members. The division dean may waive the term limitation in circumstances where industry/educational committee members represent the primary industry/consumer organizations for that program and/or not having a certain organization represented on the Advisory Committee would be detrimental to the program.
- (c) All Advisory Committees are required to meet a minimum of twice a year. However, committees are encouraged to meet as often as needed to address important issues and concerns.

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ADVISORY COMMITTEES

Effective June 1, 2008

Procedure No. 5-15 (C)

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(4) Chairing the Committee:

- (a) The Advisory Committee will select its own chairperson from either external or internal members. The chairperson will preside over all of the committee members.
- (b) All full-time faculty are encouraged to attend Advisory Committee meetings for the purpose of providing information to the Advisory Committee and to hear the input and suggestion(s) of the committee.
- (c) The Advisory Committee chairperson should plan and distribute the meeting agenda. The agenda should be planned with the college representative, if the chairperson is not an employee of the college. Notices of meetings should be sent by the college department chairperson.

(5) Administrative Support:

The department chairperson will provide administrative support for the purpose of recording and disseminating meeting minutes to all committee members. Advisory Committee minutes will be kept in the department file and will be available for review by program faculty.

- (6) Advisory committees will report and make recommendations to the faculty and the department chairperson. Under some circumstances, the committee may report and/or ask or may be asked and make recommendations to other members of the college's faculty and administration.

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ACCREDITATION

Effective October 15, 1985

Policy No. 5-16

Page 1 of 1

- (A) The college shall strive to maintain the standards of excellence considered appropriate for continued membership in the North Central Association of Colleges and Schools. The college will continually analyze its operations and offerings by self-studies, periodic reviews, and evaluation visits by the association and other agencies.
- (B) Degree programs requiring approval by a state or federal agency will be designed and operated to meet the requirements of such agency.
- (C) The college will strive for and maintain accreditation of individual programs where the program can be considered and within the resources of the college and the needs of the students.

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FIELD TRIPS
Policy No. 5-17
Page 1 of 1

Effective December 1, 2005

- (A) Field trips are off-campus educational visits, that provide experiences not available on campus which enhance the teaching and learning of course objectives. Clinical placements, internship, and field experience assignments are not to be considered as field trips.
- (B) The college will establish procedures for the conduct of field trips.
- (C) Neither the college nor any of its employees shall be held liable for injury sustained by a student while traveling to and from or participating in a field trip.
- (D) The college will not reimburse a student for the operation of a private vehicle for transportation during a field trip. The college may arrange, at its expense or at the expense of the students, for public transportation during a field trip.

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FIELD TRIPS

Effective December 1, 2005

Procedure No. 5-17 (B)

Page 1 of 1

- (1) Faculty members are encouraged to plan field trips prior to the start of the quarter and include notification of the trip in the course syllabus. Faculty members must obtain approval from the department chairperson and register their trip with their department chair three (3) weeks prior to the field trip, using the appropriate form. The form is available in each academic department. The faculty member must register in writing each field trip and include the following information:
 - (a) Method of transportation.
 - (b) Departure and return time and date(s).
 - (c) Destination.
 - (d) Number of students.
 - (e) Purpose of trip.
- (2) Because of liability and personal safety concerns, it is necessary for participating student to sign a release form. If private transportation is used, the faculty member should attempt to schedule the class at the field trip site. In those cases where the length of the field trip conflicts with other scheduled classes, the faculty member responsible for the field trip must at least two (2) weeks in advance, request that students be excused from class. The student will take the request to the faculty member teaching the other class(es).
- (3) Faculty and staff members may request reimbursement for approved field trips utilizing departmental local travel funds. Students cannot receive compensation for use of their automobiles or any other expenses incurred through the trip.

Last Effective Date: October 15, 1985

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ASSESSMENT FOR STUDENT LEARNING
Policy 5-18
Page 1 of 1

Effective October 1, 2009

Columbus State Community College is committed to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies. The assessment process allows for faculty to explore ways to continually improve student learning, course design, the effectiveness of programs, and overall teaching and learning. Unlike evaluation, which looks at mastery of content, assessment looks at the process of learning. Assessment should enhance learning and should reflect the outcomes, purpose, and direction of learning design. Assessment also provides the means for transformative learning by providing relevant, clear, and timely feedback to students and other stakeholders.

(A) Definition of Outcomes Assessment for Student Learning

Outcomes assessment is the process for ongoing measurement and continuous improvement of student learning at Columbus State Community College and has specific and interrelated purposes:

- To improve student academic achievement;
- To improve teaching strategies;
- To document best practices;
- To identify opportunities for systemic improvements; and
- To provide evidence for institutional effectiveness.

(B) Outcomes Assessment Process:

The Columbus State assessment process is ongoing and mission driven. This process includes the assessment of student learning outcomes, course learning outcomes, program outcomes, and general education goals. In addition, the process validates program outcomes.

(C) The President shall establish procedures to administer this policy.

New Policy

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POLICY AND PROCEDURES MANUAL

ASSESSMENT FOR STUDENT LEARNING
Procedure No. 5-18 (C)
Page 1 of 2

Effective January 12, 2015

(1) Assessment of General Education Outcomes

General Education Outcomes represent the measurable knowledge and skills that serve as the foundation for success in society and in one's discipline, vocation, and life. Classroom data is collected and analyzed by faculty from across the campus to determine whether or not students are meeting the expectations described by these outcomes.

(2) Validation of General Education Outcomes

The General Education Outcomes are periodically reviewed and updated by a college-wide faculty committee.

(3) Assessment of Credit Education

All credit programs are required to assess their learning outcomes related to the College General Education Goals. Assessment of General Education Outcomes is conducted by the program/department faculty and then reviewed by division assessment committees led by faculty. The entire General Education Assessment process can be found in the College *Outcomes Based Assessment **FOR Student Learning Handbook***.

(4) Validation of Program Outcomes

The process for validating Program Outcomes is conducted by faculty and the process is maintained and posted on the Columbus State Community College Assessment website.

(5) Assessment of Non-Credit Education

Non-credit courses may be career, informational, or consultative in nature, but not necessarily limited to these categories. These courses may be offered for continuing education units, professional development, personal enrichment, or in anticipation of articulation or transfer into a degree program. For assessment of non-credit courses, see Policy 5-12 and Procedure 5-12 (B) of the *Columbus State Community College Policy and Procedures Manual*.

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POLICY AND PROCEDURES MANUAL

ASSESSMENT FOR STUDENT LEARNING
Procedure No. 5-18 (C)
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Effective January 12, 2015

(6) Outcomes Based *Assessment Handbook*

This handbook provides a comprehensive outline of the college assessment processes and procedures. The handbook reflects the collaborative work of faculty across all divisions. Changes to the handbook will be completed by the Academic Council Assessment Committee in consultation with division committees, and faculty fellows in order to maintain relevancy with changes at the college. The faculty fellows will maintain an updated version of the handbook on the Assessment website.

(7) Assessment Plans and Reports

The process for the plans and reports is explained in the Outcomes Based Assessment Handbook.

Last Effective Date: October 1, 2009

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PROMOTION AND TENURE

Effective November 17, 2022

Policy 5-19

Page 1 of 4

- (A) The purpose of promotion and tenure is to ensure academic excellence, reward service and contributions, and retain the College's most valued faculty. Tenure assures faculty members continued employment with dismissal only for just cause or a reduction in the number of faculty required to deliver the College's academic programs.
- (B) The College employs a four-tier faculty ranking system of Instructor, Assistant Professor, Associate Professor and Professor. Tenure is conferred with the candidate's first promotion, usually to the rank of Assistant Professor, although this may differ based on initial placement in rank upon hiring.
- (C) At time of hire, faculty are assigned the rank of Instructor. Under unusual circumstances, a faculty member may be appointed outside the rank of Instructor with the approval of the President and in accordance with Article 38 of the CSEA Bargaining Agreement and in accordance with Procedure 5-19 (D).
- (D) Tenure is granted after the completion of an appropriate evaluation of each faculty member's work, as defined in Procedure 5-19 (D), and upon the approval of the Board of Trustees.
- (E) Full-time tenure-track faculty members are eligible to receive tenure after seven semesters of qualifying full-time tenure-track service as defined below:
 - (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
 - (2) Faculty members who resign and later return to Columbus State Community College shall receive no years of past service credit toward tenure eligibility.
 - (3) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (4) Faculty who are granted tenure and the first promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (5) All persons granted tenure before the acceptance of this policy shall continue to be tenured according to the rights and privileges of this policy.
- (F) Regardless of placement into rank at hiring, faculty members are required to apply for tenure in their fourth year of full-time tenure-track employment with the College. A faculty member may petition the dean of the division for a one-time delay of one year in application for tenure due to circumstances in the third or fourth year of full-time tenure-track employment. Such circumstances must have a demonstrable negative

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PROMOTION AND TENURE

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Policy 5-19

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impact on the faculty member's ability to perform duties required for tenure or to complete the portfolio for tenure. The petition must be submitted in writing to the Dean no later than October 1 of the fourth year.

- (G) A candidate not awarded tenure may elect to seek due process through the appeal process provided for in this policy. Such action precludes the faculty member from pursuing other forms of due process provided by College policy.
- (H) A faculty member who is not awarded tenure will be terminated at the completion of the academic year in which tenure and the first promotion was considered.
- (I) Tenure will be terminated in the following situations:
 - (1) A tenured person has submitted their resignation.
 - (2) If a tenured faculty member has been placed on layoff due to a reduction in faculty, the faculty member will retain tenure if recalled for employment within two years of the layoff. If a tenured faculty member is recalled at any time and voluntarily refuses recall, tenure will be terminated at that time. If a tenured faculty member is not recalled within the two-year period, tenure will be terminated at the end of the second year. If a tenured faculty member is laid off, it is the faculty member's responsibility to notify the Human Resources Department in writing of any changes in address and/or telephone number.
 - (3) For just cause, which shall include but is not limited to, the following:
 - (a) Serious violations of important College policies such as harassment, discriminatory language or behavior, sexual harassment/sexual violence, academic misconduct and conflict of interest.
 - (b) Any behavior that presents imminent serious threat to the health, welfare, or safety of College employees, students or others in the campus community or to College property.
 - (c) Serious insubordination (i.e., willful disregard of direction by supervisor except as permitted by law).
 - (d) Unlawful possession or distribution of illicit drugs or controlled substances on campus.
 - (e) Illegally bringing or bearing firearms or other lethal weapons/devices on campus.

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POLICY AND PROCEDURES MANUAL

PROMOTION AND TENURE

Effective November 17, 2022

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- (f) Intentional falsification of College records.
 - (g) Serious misuse or misappropriation of College equipment, materials, funds, or other resources.
 - (h) Job abandonment (i.e., no call-no show for three consecutive, scheduled workdays).
 - (i) Conviction of a felony that negatively impacts either the College or the ability of the faculty member to perform their responsibilities.
- (J) Full-time tenure-track faculty members are eligible to receive second and third promotions any time after seven semesters of qualifying full-time tenure-track service in rank as defined below:
- (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service and contributions.
 - (2) No more than one year of service credit will be granted for employment during any one fiscal year.
 - (3) Faculty who are granted promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
 - (4) All persons granted promotions before the acceptance of this policy shall continue in that rank according to the rights and privileges of this policy.
- (K) A candidate not awarded a promotion may elect to seek due process through the appeal process provided for in this policy. Such action precludes the faculty member from pursuing other forms of due process provided by College policy.
- (L) After a faculty member has received tenure, further promotion in rank is not a condition of employment.
- (M) Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
- (N) All proceedings and decisions related to promotion and tenure process shall be held in confidence and made available only to those persons involved in the process.
- (O) The President will adopt and implement procedures for the following:

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- (1) Initial placement in rank.
 - (2) The presentation of a faculty member's work for the promotion and tenure process.
 - (3) The evaluation of a faculty member's work by peers and administrators.
 - (4) The timeline for submissions and evaluations.
 - (5) The composition and tasks of Promotion and Tenure Review Committees.
 - (6) The composition and tasks of the Promotion and Tenure Appeals Committee.
- (P) If for any reason the President determines that there is an issue with the implementation of this policy and related procedures, the President, in consultation with the Senior Vice-President for Academic Affairs and CSEA, may take whatever steps are deemed appropriate to ensure the proper functioning and integrity of the procedures. Such issues might include, but are not limited to, paid or unpaid leaves of absence (due to illness, military duty, jury duty, parental leave, etc.) or catastrophic events (fire, flood, death in the family, etc.). A request for special consideration should be made in a timely manner, and documentation of the situation (if available) should be provided.

Previous Effective Date: August 31, 2015

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A. Initial placement in rank

1. Upon initial appointment to a full-time tenure-track faculty position, the dean of the appropriate division will assign the faculty member the rank of Instructor. Starting pay in Instructor rank shall be based upon a point system, as delineated in Article 38 of the CSEA Labor Agreement.
2. Under unusual circumstances, a faculty member may be appointed outside the rank of Instructor with the approval of the Senior Vice President for Academic Affairs and in accordance with Article 38 of the CSEA Labor Agreement. Under no circumstances will a faculty member be granted tenure upon hiring.

B. Presentation of Work for Promotion and Tenure

1. Each faculty member shall be responsible for maintaining documentation required for promotion in rank.
2. Documented activities should be related to the promotion and tenure categories of teaching and learning activities, professional activities, service activities, supporting the overall goals and initiatives of the College including diversity, equity and inclusion.
3. A member of the faculty may be promoted in rank upon application by the faculty member when the basic eligibility requirements for that rank have been met, when documented evidence is presented demonstrating sustained performance consistently exceeding expectations of current rank, and upon endorsement by the Senior Vice President for Academic Affairs after due consideration of the recommendations of the department, division, and college committees.
4. The application for promotion, tenure, or promotion and tenure should be supported by a portfolio of evidence, consisting of narrative explanations of the faculty member's contributions, materials documenting the activities, and other required documents. Organization and required contents of the portfolio are specified in the current *Promotion and Tenure Handbook*.
5. The portfolio should contain information that is accurately, honestly, and objectively presented, with reliable documentation. Misrepresentation, plagiarism or other lapses in integrity may cause the candidate to be denied promotion and/or tenure.
6. Activities included in the portfolio must have been completed by Friday of the

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first week of spring semester of the academic year in which the faculty member is applying for promotion.

7. Documentation used in previous portfolios cannot be used in current or future portfolios. Documentation of an activity may go back more than four years; however, promotion committees should give more weight to recent activities. Activities that have been continued or are ongoing may appear in more than one portfolio. Appraisals, observations, and activities completed by the candidate during service as an annually contracted faculty member or as a temporary full-time faculty member may be included in the portfolio but are not required; these items are considered supplemental, not replacing any items required from the point of full-time tenure-track hiring.
8. A faculty member seeking promotion to the next highest rank shall submit evidence of sustained performance consistently exceeding expectations of current rank in the following categories:
 - a) Teaching and learning activities: those related to serving the students' educational needs (e.g., instruction, assessment and advising)
 - b) Professional activities: those related to the personal improvement or sharing of skills and knowledge (e.g., development, scholarship and other contributions to the profession)
 - c) Service activities: those related to the advancement of the college's mission (e.g., department, division, college, and community service)
9. In the fourth year of tenure-track employment, anticipating a minimum of seven semesters in rank by the end of spring semester, faculty members must apply for tenure. In most cases, this will coincide with the application for the first promotion, from Instructor to Assistant Professor. Faculty who were placed at higher initial ranks apply for tenure only or tenure and their next rank. By October 1, the eligible faculty member will submit the letter of intent to apply for promotion and tenure to the department chairperson, copying the division dean and Senior Vice President for Academic Affairs. A portfolio must be submitted to the department chairperson by the end of the first week of the following spring semester. The portfolio must document sustained performance consistently exceeding expectations of current rank in the three categories.
10. To receive promotion in rank from Assistant Professor to Associate Professor and from Associate Professor to Professor, the candidate must have served a minimum of seven semesters (excluding summers) in rank. A letter of intent to

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apply for promotion must be submitted to the department chairperson, copying the division dean and Senior Vice President for Academic Affairs, by October 1 of the academic year in which the candidate is applying, and a portfolio must be submitted to the department chairperson by the end of the first week of the following spring semester. The portfolio must document sustained performance consistently exceeding expectations of current rank in the three categories.

11. Category expectations of the ranks are as follows:

- a) Teaching and Learning Activities are central to faculty at all levels. At the Instructor level, these activities are expected to consume significantly more than one-third of the faculty member's total effort. At the levels of Assistant, Associate and Professor, these activities should continue to be the focus of approximately one-third of total effort, with many activities benefiting faculty beyond the individual's classroom.
- b) Professional Activities of the Instructor are customarily professional development activities. At the levels of Assistant, Associate, and Professor, these activities often expand to include productive and/or creative activities that benefit other professionals in education and the specific discipline.
- c) The Service Activities performed at the Instructor level customarily involve a limited time commitment and/or enable the Instructor to learn more about College resources, issues and initiatives. At the levels of Assistant, Associate and Professor, these activities should progress into deeper and longer-term commitments, active participation, significant responsibilities and leadership.

These expectations reflect the usual and customary progression of faculty through the ranks; however, due to the needs of programs and the strengths of each individual, many faculty members will exceed these expectations.

12. Faculty members who are assigned to special projects or positions may be released from some or all instructional duties. Faculty should not be penalized during the promotion and tenure process for this reallocation of effort.

C. Evaluation of a Faculty Member's Work by Peers and Administrators

1. In the promotion and tenure process, candidates will be treated equitably with

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respect to their race, ethnicity, religion, color, age, sex, national origin, sexual orientation, gender identity or expression, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law and College policy. Evaluators with conflicts of interest should abstain from both discussing and voting on a candidate's portfolio.

2. Decisions on promotion and tenure shall be based on the contents of the submitted portfolio. No substantive changes may be made after initial submission to the chairperson.
3. Committee members and administrators may seek information regarding the accuracy, significance, or source of information presented in the portfolio as deemed necessary. Findings of misrepresentation, plagiarism, or other lapses in integrity may cause the candidate to be denied tenure and/or promotion.
4. Portfolios may include activities and documentation more than four years old; however, more weight should be placed on recent activities.

D. The Timeline for Submissions and Evaluations

1. **In May of their third year of full-time employment as tenure-track faculty members**, anticipating a minimum of seven semesters in rank by the end of spring semester, the Associate Vice President/Chief Human Resources Officer or their designee will notify candidates that they are eligible for tenure and direct them to the promotion and tenure policies and procedures.
2. **By October 1**, all candidates will submit a letter of intent to the department chairperson, copying the division dean and the Senior Vice President for Academic Affairs.
3. **By October 15**, Senior Vice President for Academic Affairs will distribute a list of candidates for tenure and/or promotion to the deans and chairpersons.
4. **Prior to the beginning of spring semester**, the Promotion and Tenure Process Committee will set dates for each committee and administrator in the process to complete assessment of the portfolios. This schedule will be based on factors such as the number of portfolios submitted and the College's spring semester schedule. These deadlines will be published to the College community.
5. **By Friday of the first week of spring semester**, each candidate will submit a portfolio supporting the application for promotion and/or tenure.
6. Once portfolios have been submitted, the evaluation process will take place in

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the following order, according to the timeline published by the Promotion Process Committee:

- a) Department Promotion and Tenure Review Committee/departement chairperson
 - b) Division Promotion and Tenure Review Committee/division dean
 - c) College Promotion and Tenure Review Committee/Senior Vice President for Academic Affairs
 - d) President
7. Specific guidelines for each committee are found in Section E of this procedure, but the following apply to all levels of evaluation including department, division and the College.
- a) Administrators will convene committees, either by meeting or email, prior to their evaluation windows in order to review promotion and tenure policies and procedures, to explain access to the portfolios, and, at the division and college levels, to ensure the election of a secretary and chairperson.
 - b) Committee members will review portfolios independently prior to the meeting for discussion, debate, voting and writing of recommendation letters.
 - c) Negative recommendation letters must include a detailed explanation of the reasons.
 - d) Committees and administrators will provide recommendation letters that will be placed in the portfolios. Copies of all letters will be sent to the candidates when added to the portfolios. Additional copies from committees will be sent to the administrator at that level. Deans will forward copies to candidates' chairpersons, and The Senior Vice President for Academic Affairs will forward copies of the letters to candidates' deans and chairpersons.
8. **Prior to March 25**, the President shall inform the candidate of the tenure/promotion decision.
9. A candidate may appeal an unfavorable decision from the President. A candidate wishing to make such an appeal must do so by notifying the President and the Senior Vice President for Academic Affairs in writing by **April 1**. The notification should include a written rebuttal statement, explaining the grounds for the appeal, which will be added to the portfolio

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prior to the Promotion and Tenure Appeals Committee's review of the case. The appeal of the candidate will be processed in accordance with Section F of this procedure.

10. **By April 22**, the Promotion and Tenure Appeals Committee will have examined the appeal and forwarded to the President a recommendation to grant or not to grant promotion and/or tenure, if applicable.
11. **In advance of the Board of Trustees meeting in May**, the President will forward tenure decisions and all other recommendations to the trustees.
12. **At the regular May meeting of the Board of Trustees**, the Board will take formal action to grant or not to grant tenure. Changes will be effective at the beginning of autumn semester of the next academic year.
13. If any of the preceding dates falls on a Saturday, Sunday or holiday, the action will be the next workday. If the College is closed for emergency reasons on any of these dates, the action due date will be the next workday.
14. The candidate may withdraw their application for promotion and portfolio at any point in the promotion process.
15. Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
16. Upon promotion in rank, faculty will receive a salary increase to the base salary of the new rank or receive a salary increase of 5%, whichever is greater. If a faculty member receives promotion to the rank of Associate or Professor within five years of the previous promotion, then the faculty member will receive an additional bonus in accordance with the CSEA Labor Agreement.

E. The Composition and Tasks of Promotion and Tenure Review Committees

1. The responsibilities of the Promotion and Tenure Review Committees are to review the qualifications, as set forth in the portfolios, of candidates being considered for tenure and/or promotion and to vote on recommendations about the granting or denial of such.
 - a) All committee members must be tenured. Those who will be candidates or who are relatives of candidates for tenure and/or promotion shall not be eligible for service on any Promotion and Tenure Review Committee

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that will consider their applications. Relatives shall include immediate and extended family, including those related by marriage.

- b) A faculty member may serve as a voting member on only one level of Promotion and Tenure Review Committees (Department, Division, or College) in a given year. (A faculty member may serve on their own department committee as well as serving as the outside chairperson on a different department committee since both are at the same level of review.) A faculty member may serve as a non-voting member on a second level of committee for the purpose of providing content expertise and departmental information.
 - c) Elected committee members at or below the rank of a candidate for promotion must absent themselves from deliberations and voting on the candidate.
 - d) All eligible members of all committees, including chairpersons of the committees, are expected to vote on all portfolios. Abstentions are only permitted in cases of conflict of interest or a member's insufficient review of the portfolio. All committee members should sign recommendation letters, regardless of individual vote or abstention, as the signatures indicate the decision of the committee as a whole.
 - e) A simple majority of votes is necessary for a recommendation for or against a candidate's tenure and/or promotion. If a tie in voting occurs, committees should return to review and discussion and revote until a majority is achieved.
 - f) Committees must provide a detailed explanation for negative recommendations in the recommendation letter. A copy of the letter will be placed in the portfolio, with a copy provided to the candidate and the level's administrator.
 - g) Committee chairpersons at all levels have the responsibility of ensuring the committees' strict adherence to CSCC Policy and Procedures regarding promotion and tenure and the equitable application of those guidelines for all candidates.
2. The guidelines for the College Promotion and Tenure Review Committee shall be as follows:

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- a) Membership: The College Promotion and Tenure Review Committee shall consist of five members: two faculty members with the rank of Professor elected from and by the Arts and Sciences Division, one faculty member with the rank of Professor elected from and by the Health and Human Services Division, one faculty member with the rank of Professor elected from and by the Business and Engineering Technologies/Information Systems Technology Divisions, and one tenured faculty member with the rank of Professor elected by the college faculty at large. In the event of changes in Academic Divisions, efforts shall be made to ensure equitable faculty representation.
- b) Terms: Elected membership shall be one year. Members may serve two consecutive terms and be eligible for re-election after a one-year interim. The immediate past chairperson of the College Promotion and Tenure Review Committee may serve as an *ex officio*, non-voting member of the committee for the following year.
- c) Election Procedures:
 - i. By September 1, the Senior Vice President for Academic Affairs will issue a call for nominations for the College Promotion and Tenure Review Committee. The call will include information on the responsibilities of the committee, procedures for completing and submitting petitions for nominations, and the deadline for submission, by September 15.
 - ii. The Senior Vice President for Academic Affairs must arrange for the election of candidates by October 1. Full-time tenure-track faculty shall vote for both their divisional representatives and at-large candidates. The Senior Vice President for Academic Affairs will tabulate election ballots and communicate the results of the election to the electorate by October 15. All nominees will be notified in writing of election results. The official ballot counts will be kept on file in the Office of Academic Affairs for one year.
 - iii. Should an elected member of the College Promotion and Tenure Review Committee be required to terminate service, a replacement will be made from those candidates in the same category of membership who received the next highest number of votes. The replacement will serve the unexpired term and be

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- eligible for re-election per the procedures in paragraph 2-b.
- d) Convening: Prior to receipt of the portfolios, the Senior Vice President of Academic Affairs will communicate with the committee members to review promotion and tenure policies and procedures, to explain access to the portfolios, and to ensure the election of a secretary and chairperson.
 - e) Task: The College Promotion and Tenure Review Committee shall review each portfolio according to the guidelines set out in the current *Promotion and Tenure Handbook*, invite discussion and vote. Recommendation letters should be generated and signed. Negative recommendation letters must include detailed explanations. Originals shall be placed in the candidates' portfolios, with copies distributed to the candidates and submitted to the Senior Vice President for Academic Affairs.
 - f) Records: The Senior Vice President for Academic Affairs is charged with maintaining a permanent record of committee recommendations.
3. The guidelines for Division Promotion and Tenure Review Committees shall be as follows:
- a) Membership: Division Promotion and Tenure Review Committees shall consist of one elected full professor from each academic department in the division. If the department has no eligible full professor, the department may elect representation from the next-highest rank. Elected committee members at or below the rank of a candidate for promotion may not vote on the candidate.
 - b) Terms: Elected membership shall be one year; however, there is no limitation on consecutive terms.
 - c) Election Procedures:
 - i. By November 1, the department chairperson shall conduct an election for a department representative. All full professors in a department shall be *de facto* candidates for the Division Promotion and Tenure Review Committee. All balloting shall be conducted in secret. A candidate must receive a majority of the votes to be elected.
 - ii. Should an elected representative be required to terminate

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service, the replacement will be the candidate who received the second-highest number of votes. If no second candidate exists, the department shall conduct another election to select a representative.

- d) Convening: Prior to receipt of the portfolios, the division dean will communicate with the committee members to review promotion and tenure policies and procedures, to explain access to the portfolios and to ensure the election of a secretary and chairperson.
 - e) Task: The Division Promotion and Tenure Review Committee shall review each portfolio according to the guidelines set out in the current *Promotion and Tenure Handbook*, invite discussion, and vote. Recommendation letters should be generated and signed. Negative recommendation letters must include detailed explanations. Originals shall be placed in the candidates' portfolios, with copies distributed to the candidates and the dean of the division.
 - f) Records: The division dean is charged with maintaining a permanent record of committee recommendations and communicating such information to the next level.
4. The guidelines for the Department Promotion and Tenure Review Committee shall be as follows:
- a) Membership:
 - i. The Department Promotion and Tenure Review Committee shall consist of faculty members above the rank of the candidate.
 - ii. In circumstances in which there are no higher-ranking faculty members in the department, the division dean, in consultation with CSEA, will appoint up to two faculty members from other departments in the division to serve on the candidate's Department Promotion and Tenure Review Committee. A department faculty member at or below the candidate's rank maybe asked to join the committee as a non-voting member for the purpose of providing content expertise and departmental information.
 - iii. The Department Promotion and Tenure Review Committee

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shall be chaired by a faculty member of the rank of Professor from another academic department in the same division and appointed by the division dean.

- b) Terms: Membership shall be one year; however, there is no limitation on consecutive terms.
- c) Committee Formation Procedures: Department faculty and chairpersons shall determine their own process for forming Department Promotion and Tenure Review Committees, asking for volunteers or holding elections as deemed appropriate. All faculty above the rank of the candidate are eligible to serve; no faculty member may be compelled to serve.
- d) Convening: Prior to the receipt of the portfolios from the department chairperson, the department chairperson will communicate with the committee members to review promotion and tenure policies and procedures and to explain access to the portfolios.
- e) Task: The Department Promotion and Tenure Review Committee shall review each portfolio according to the guidelines set out in the current *Promotion and Tenure Handbook*, invite discussion and vote. Recommendation letters should be generated and signed. Negative recommendation letters must include detailed explanations. Originals shall be placed in the candidates' portfolios, with copies distributed to the candidates and the chairperson of the department.
- f) Records: The department chairperson is charged with maintaining a permanent record of committee recommendations and communicating such information to the next level.

F. The Composition and Tasks of the College Promotion and Tenure Appeals Committee

- 1. The College Promotion and Tenure Appeals Committee is a standing committee. The purpose of the College Promotion and Tenure Appeals Committee is to review the appeal of the candidate who disagrees with the President's decision.
- 2. The guidelines for the College Promotion and Tenure Appeals Committee shall be as follows:
 - a) Membership: The College Promotion and Tenure Appeals Committee shall be made up of two faculty members with the rank of Professor elected from and by the Arts and Sciences Division, one faculty member with the rank of Professor elected from and by the Health and

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Human Services Division, one faculty member with the rank of Professor elected from and by the Business and Engineering Technologies/Information Systems Technology Divisions and one at-large faculty member with the rank of Professor elected by a vote of the entire faculty. In the event of changes in Academic Divisions, efforts shall be made to ensure equitable faculty representation. Members of the College, Division, and Department Promotion and Tenure Review Committees are excluded from serving on the Appeals Committee.

- b) Terms: Elected membership shall be one year. Members may serve two consecutive terms and be eligible for re-election after a one-year break. The immediate past chairperson of the college promotion and tenure appeals committee may serve as an *ex officio*, non-voting member of the committee for the following year.
- c) Election Procedures:
- i. By September 1, the Senior Vice President for Academic Affairs will issue a call for nominations for the College Promotion and Tenure Appeals Committee. The call will include information on the responsibilities of the committee, procedures for completing and submitting petitions for nominations, and the deadline for submission, by September 15.
 - ii. By October 1, election for membership of the College Promotion and Tenure Review Committee will be completed. Full-time tenure-track faculty shall vote for both their divisional representative and an at-large candidate. The Senior Vice President for Academic Affairs will tabulate election ballots and communicate the results of the election to the electorate by October 15. All nominees will be notified in writing of election results. The official ballot counts will be kept on file in the Office of Academic Affairs for one year.
 - iii. Should an elected member of the College Promotion and Tenure Appeals Committee be required to terminate their service, a replacement will be made from those candidates in the same category of membership who received the next-highest number

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of votes.

- d) Convening: If an unfavorable promotion or tenure decision is appealed, the Senior Vice President for Academic Affairs will communicate with the committee members to review promotion and tenure policies and procedures, to review the appeal process, to explain access to the portfolio and all relevant materials and to ensure the election of a secretary and chairperson.
- e) Task: The College Promotion and Tenure Appeals Committee shall do the following:
 - i. Review the contents of the portfolio according to the guidelines in the current *Promotion and Tenure Handbook*.
 - ii. Secure and review necessary information from any parties relevant to the appeal.
 - iii. Ensure the good-faith application of the promotion and tenure policy and procedures. Examine the process to determine if there were violations that contributed significantly to the decision not to recommend a candidate for tenure and/or promotion.
 - iv. Vote on the candidate's appeal.
 - v. No later than April 22, forward to the President a written recommendation on the granting of tenure and/or promotion to the candidate.
- f) Records: The President's office is charged with maintaining a permanent record of committee recommendations.

Last Effective Date (s): August 31, 2015

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TERMINATION OF TENURE

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Procedure 5-19 (I)

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- (1) The operating procedures for termination of a faculty member's tenured status will be as follows:
 - (a) When a tenured faculty member is charged in writing by the appropriate administrative office(s) of violation of the Promotion and Tenure Policy, (5-19, Section (I), 3, (a-j)), the faculty member is eligible for termination.
 - (b) Within three days of receipt of the charges, the faculty member may request in writing that a Tenure Hearing Committee be established. The faculty member is responsible for delivering the request to the President's Office. Failure of the faculty member to request the establishment of a Tenure Hearing Committee means forfeiture of the right to appeal termination.
 - (c) The responsibilities of the Tenure Hearing Committee are:
 - (i) To consider statements of grounds for dismissal.
 - (ii) To secure and review all obtainable information relating to the charges.
 - (iii) To transmit in writing their recommendation to the President to terminate or not to terminate the faculty member's tenured status.
 - (d) Selection procedures for the Tenure Hearing Committee will be as follows:
 - (i) Within three days of receipt of the request from the tenured faculty member, the President will charge the Vice-President of Human Resources to select five persons at random from a list of tenured faculty members for potential committee membership.
 - (ii) Within two days, the Vice-President of Human Resources will forward the list to the faculty member who will select three members for the committee.
 - (iii) Within three days, the faculty member will inform the Vice-President of Human Resources of his/her choices.
 - (e) Within two days, the Vice-President of Human Resources will convene the first meeting

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TERMINATION OF TENURE

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of the Tenure Hearing Committee. The agenda for this meeting will include:

- (i) Election of a chairperson and a secretary.
 - (ii) Distribution and review of the tenure policy and procedures.
 - (iii) Review of all information relating to the charges.
- (f) Within two weeks of the first meeting of the Tenure Hearing Committee, they shall conduct a private hearing on a mutually agreeable date.
- (i) The President may attend the hearing, and he/she may designate a representative to assist in presenting the charges.
 - (ii) The faculty member must attend the hearing. Failure of the faculty member to appear at the hearing without just cause will constitute forfeiture of the right to appeal. The faculty member may be assisted by counsel at the faculty member's expense. The faculty member will be responsible for counsel's presentation of all details within the case. He/she shall have the opportunity to be confronted by witnesses adverse to him/her.
 - (iii) The record of the hearing shall be available to the faculty member.
- (g) Within one week of the hearing, the Tenure Hearing Committee shall transmit their recommendations in writing to the President.
- (h) The President shall present the recommendation of the Tenure Hearing Committee and his/her recommendation to the Board of Trustees. The Board shall make the final decision to terminate or not to terminate the faculty member's tenure status.
- (i) A faculty member whose actions have resulted in removal of tenure will be terminated according to college personnel policy.
- (j) A faculty member under review for termination of tenure may be suspended from duty by the President according to college personnel policy and procedures.

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ADMISSIONS
Policy No. 7-01
Page 1 of 1

Effective August 15, 2005

- (A) The Columbus State Community College is committed to the principle of providing each student access to quality educational programs and lifelong learning. Information provided on the Columbus State Community College admissions application will be used to determine initial admission status.
- (B) Additional documentation is required for certain applicant categories such as international, felony, underage, and transfer students. Specific information pertaining to each category will be maintained in the Admissions office. Applicants not meeting established procedures will be denied admission.
- (C) Admission to a specific program of study for the purpose of earning a degree or certificate shall be according to requirements and procedures established for the specific program of study and adopted by the college.
- (D) Admission procedures, including determination of the ability to benefit and changes in conditions of admission status, will be adopted and implemented by the college.
- (E) An application for enrollment in academic credit courses is not required for students enrolled exclusively in non-credit courses.

Last Effective Date: June 26, 2000

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Procedure No. 7-01 (A)
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Effective August 29, 2012

- (1) An admissions application is required for enrollment in academic credit courses.
- (2) Information provided by the student on the Columbus State Community College admissions application will be used to determine initial admission status.
 - (a) Incomplete applications lacking federal, state, or college mandated information will not be processed.
- (3) Applicants who are beyond the age of compulsory high school attendance, and who do not possess either a high school diploma or the recognized equivalent (e.g., G.E.D. Certificate), will be admitted to the college. They will be ineligible for participation in financial assistance programs unless they demonstrate the ability to benefit from college programs by achieving the required scores on the college's Ability to Benefit Placement Test.
- (4) Applicants who are high school graduates or possess the recognized equivalent (e.g., G.E.D. Certificate) will be admitted to the college.
- (5) Applicants who are currently in high school will be admitted upon high school graduation.
- (6) Applicants within the age of compulsory school attendance currently enrolled in high school may be required to submit additional documentation to determine admission status.
- (7) Applicants within the age of compulsory school attendance who are home-schooled may be required to submit additional documentation to determine admission status.
- (8) Applicants with a prior felony conviction and/or any other conviction involving violence, harm to others, or weapons in any state or country are required to submit additional documentation to determine admission status and conditions of enrollment.
- (9) Transfer applicants are required to complete the section on the admissions application referring to dismissal from another educational institution(s) due to academic dismissal (GPA), academic misconduct, or other student misconduct resulting in disciplinary suspension or expulsion.
 - (a) Applicants dismissed from another educational institution(s) due to academic misconduct or other student misconduct, are required to submit additional documentation. This information will be used to determine admission status and conditions of enrollment.

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POLICY AND PROCEDURES MANUAL

ADMISSION TO THE COLLEGE
Procedure No. 7-01 (A)
Page 2 of 2

Effective August 29, 2012

- (b) The Admissions Review Committee will review all applications of students who have been dismissed from a previous college due to academic misconduct or other student misconduct. The Admissions Review Committee will consist of one faculty representative appointed by the Provost, one representative from Admissions appointed by the Dean of Enrollment Services, and one representative appointed by the Dean of Student Life.
 - (c) The Admissions Review Committee will make recommendations to the Dean of Enrollment Services on admission to the college and conditions of enrollment. These recommendations will be based on standards housed in the Admissions office consistent with Policy 7-01 and *Procedure 7-01 (A)* and other governing college policies and procedures.
- (10) Applicants who are not United States citizens are required to submit additional documentation to determine admission status.
- (a) Acceptance on non-United States citizens is determined by federal and state law and admissions standards housed in the Admissions office.
- (11) Any applicant denied admission will be informed by written notice.

Last Effective Date: August 15, 2005

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ADMISSION TO A PROGRAM OF STUDY

Effective June 26, 2000

Procedure No. 7-01 (B)

Page 1 of 1

- (1) Criteria for establishing admission requirements and procedures for individual programs of study:
 - (a) Admission requirements and procedures must consider elements including the nature of the program, such as physical requirements and academic skills; and the requirements of the career area, such as eligibility to be licensed, physical requirements, and the ability to meet basic employment criteria. The inclusion of specified preparatory courses, attainment of minimal levels of achievement on standardized tests, or possession of certain personal character or physical traits as admissions requirements must be clearly shown to be related to satisfactory progression and graduation from a program.
 - (b) Admission requirements and procedures must be clearly communicated to the various publics served: prospective students, school counselors, employers, and other agencies that are involved in assisting individuals in career choices.
 - (c) Admission requirements and procedures for selection must be equitably applied to all applicants.
 - (d) Educational achievement, as measured by traditional means such as high school record or standardized tests, might not be representative of the applicant's potential. Demonstrated competencies attained through developmental activities or non-academic life experiences may, in these instances, be used in lieu of the traditional measures. Admission requirements and procedures shall reflect this practice.
 - (e) Admission requirements and procedures will be established, applied, and evaluated by a committee composed of representatives of the program of study and others involved in the educational process and other facets of student life.
 - (f) Admission policies and procedures shall be in accord with the policies of the college.

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POLICY AND PROCEDURES MANUAL

CLASSIFICATION OF STUDENTS

Effective June 26, 2000

Policy No. 7-02

Page 1 of 1

- (A) The college classifies students for purposes of local, state, and/or federal reporting requirements or regulations. Students are classified as identified in Procedure No. 7-02 (A).

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POLICY AND PROCEDURES MANUAL

CLASSIFICATION OF STUDENTS

Effective August 29, 2012

Procedure No. 7-02 (A)

Page 1 of 1

- (1) New students are defined as students who are currently enrolled in Columbus State Community College credit courses for the first time. Continuing students are students who are currently enrolled in credit courses and were previously enrolled.
- (2) Daytime students are those students who are registered for credit courses beginning at 6:00 a.m. through 4:00 p.m., but not necessarily limited to these hours. Evening students are those students who are registered exclusively for credit courses beginning after 4:00 p.m. Weekend students are those students who are registered exclusively for credit courses on Fridays after 4:00 p.m. through Sundays. Distance learning students are those students who are registered exclusively for credit courses offered at a distance (i.e., the Internet and electronic communications, computer technologies, and video-based programming).
- (3) A declared student is a student enrolled in a credit course who has declared the program of study in which a degree is to be sought. An undeclared student is a student enrolled in a credit course who has not declared the program of study in which a degree is to be sought. A pre-program student is a student awaiting acceptance to a declared program of study.
- (4) A non-credit student is a student enrolled in a non-credit course.
- (5) A transient student is a student enrolled in a credit course for the sole purpose of transferring the credit to another institution of higher education where the student is enrolled.
- (6) A full-time student is a student enrolled in twelve or more credits during a term.
- (7) A first-year student is a student who has completed up through and including thirty (30) degree credits. A second-year student is a student who has completed greater than thirty (30) or more degree credits. The degree credits may be resident credit or non-resident credit. (See Policy No. 5-11.)

Last Effective Date: June 26, 2000

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT TRAVEL
Policy 7-03
Page 1 of 1

Effective July 1, 2010

- (A) Columbus State Community College provides numerous educational and college programs for the students it serves including but not limited to course-related travel, education abroad, and student athletic travel. The student travel policy applies to all students and/or student groups who travel with college approval in support of the college mission and student learning. Clinical placements, internships, field experiences and field trips are not considered student travel. For field trips, see Field Trips Policy and Procedure 5-17 and 5-17 (B).
- (B) The college supports domestic and international student travel for the following reasons:
 - (1) Travel to enhance educational and college experiences;
 - (2) Travel to accomplish college business such as approved representation at community, governmental, or other external events or activities.
- (C) The college will financially support student travel pursuant to college policies and procedures.
- (D) Student athletic travel must also be in compliance with appropriate inter-collegiate athletic governing bodies.
- (E) The President shall establish procedures to administer this policy.

New Policy

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT TRAVEL
Procedure 7-03 (E)
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Effective July 1, 2010

(1) GENERAL

- (a) All college-sponsored Student Travel must have a designated employee travel coordinator or coach who is responsible for leading and/or coordinating the student travel pursuant to college policies and procedures.
- (b) All college-sponsored student travel other than student inter-collegiate athletic travel outside of the college's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses other than mileage must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life, and a Cabinet member.
- (c) All student inter-collegiate athletic travel during the regular season of play including pre-season warm-ups or tournaments, regular games or meets which requires college-sponsored transportation for student-athletes, must be pre-approved by the appropriate Cost Center Manager, Student Activities and Athletics Director, and the Dean of Student Life.
- (d) All inter-collegiate athletic travel to post-season district, regional and/or national championship tournaments must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life, and a Cabinet member.
- (e) Commuting expenses between the student's residence and the departure location are not reimbursable under any circumstances.
- (f) Third party funding may be used to supplement student travel activities with proper documentation and pre-approval by the appropriate Cost Center Manager, Dean of Student Life, Cabinet member, and Grant Representative.

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STUDENT TRAVEL
Procedure 7-03 (E)
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- (g) For the employee travel coordinator, guidelines on meal allowances are found in the Employee Travel and Reimbursement Policy and Procedures 9-06 and 9-06 (A). Student meal allowance will be made on a case-by-case basis in conjunction with the appropriate Cost Center Manager, Dean, and Cabinet members.
- (h) For international travel students are responsible for any additional documentation that may be required.
- (i) Students on college-sponsored travel are subject to disciplinary action by the college for violations of the Student Code of Conduct. The accompanying Travel Coordinator is authorized to maintain good order during the trip. If student behavior is found to be in violation of the established expectations or otherwise considered to be detrimental to or incompatible with the interest, harmony and welfare of the College, host entities, other students, or the community, interim sanctions may be administered by the Travel Coordinator after consultation with the Dean of Student Life or designee. These sanctions may include but are not limited to, limitations on participation or expulsion from the program and immediate return home at the student's expense and no refund of fees).

Upon returning to the campus students will be subject to due process procedures under the Student Code of Conduct for the actions that allegedly took place on the trip. For students who are determined to be responsible, disciplinary sanctions may be administered for misconduct which occurred during the trip.

- (j) Student travelers are responsible for unforeseen expenses not covered or otherwise disclosed on the approved Student Travel Request Form and accompanying documentation. Exceptions may be made on a case-by-case basis as approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.

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- (k) The employee Travel Coordinator who incurs extraordinary expenses as a result of unforeseeable or unavoidable situations must request reimbursement per Procedure 9-06(A) (1) (f).

- (l) A sudden illness or a family emergency prior to departure may result in a student needing to cancel their travel. It is recommended that all student travelers purchase trip insurance to insure against potential loss. The student remains responsible for any costs pre-paid by the college. The college assumes no obligation to make refunds to students in the event a trip is cancelled, postponed, or altered. Deposits made pursuant to a tour agency's written policies may be non-refundable.

- (m) There may be times when it is necessary to end a travel program early or cancel it completely. Such decisions are made when it has been determined that a particular travel site has become so dangerous and unpredictable that the College believes the risks to students are unacceptable. Examples of such situations include but are not limited to occasions where:
 - the site is experiencing a period of exceptional political and/or civil unrest that is unlikely to be resolved or may worsen in the immediate future.
 - the site has experienced a major natural disaster.

- (n) Prior to departure, students shall provide 24/7 emergency contact information to the college.

- (o) In case of emergency, family members may call Public Safety at 614-287-2525 for further direction 24 hours per day, seven days per week.

- (p) Personal expenses including but not limited to annual or late fees for credit cards, alcoholic beverages, or loss or theft of personal cash or property will not be reimbursed.

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STUDENT TRAVEL
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(q) Request to Travel

- a. The employee Travel Coordinator or Coach must initiate a request for student travel on the Student Travel Request Form. The Employee Travel Coordinator must also submit an employee Travel Request Form for him/herself if traveling with students. Coaches do not have to submit a separate request and are included with the Student Athletic Team Travel Request.
- b. On all travel request forms, travelers must provide their birth date and legal name as it appears on a driver's license, state identification, or other picture id, for the purpose of booking airfare.
- c. Registration-only requests may be made using the Registration Fees Form.
- d. The appropriate Employee Travel Coordinator and Cost Center Manager will work in conjunction with Business Services to make necessary travel arrangements as needed.
- e. Students are strongly advised to carry health insurance during the term of travel. Students electing not to carry health insurance must sign a waiver of liability form prior to travel.
- f. A copy of the list of student travelers, travel itinerary, appropriate waiver forms and emergency contact information must be filed with the Dean of Student Life Office and Public Safety prior to the date of travel by the employee Travel Coordinator. Emergency contact information for student travelers will be carried by the accompanying Travel Coordinator during travel.

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STUDENT TRAVEL
Procedure 7-03 (E)
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Effective July 1, 2010

(r) Payment and Reimbursement

a. The college will provide prepayment for student travel for the following:

- (i) Registration fees.
- (ii) Application fees.
- (iii) Hotel accommodations.
- (iv) Airfare.
- (v) Chartered transportation.
- (vi) Meal allowances as stated in (1) (G) above.
- (vii) Other as pre-approved.

b. Reimbursement for student group travel expenses

(i) The employee Travel Coordinator or Coach must submit a Student Travel Expense Form for any expenses not covered in (3) (a) within 30 days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. The employee Travel Coordinator or Coach must attach all receipts (including e-tickets with confirmation number) and itinerary for commercial transportation. Approval of the Student Travel Expense Form must be made by the Cost Center Manager and a Cabinet member.

(ii) Consistent with the Ohio Ethics Commission (see <http://ethics.ohio.gov>), employees or coaches may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees and coaches are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

New Procedure

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SERVICES TO STUDENTS

Effective June 26, 2000

Policy No. 7-04

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- (A) The college provides supportive services to students to assist in their educational, career, and personal development. Supportive services include, but are not limited to, admissions and information-giving, records and registration, academic advising, counseling, mental health services, alcohol and other drug prevention education, tutoring, services to students with disabilities, financial aid, student activities, athletics, intramural sports, recreation, health and wellness, and placement and career services. Services to students will be provided in accordance with procedures adopted by the college.

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STUDENT RECORDS

Effective June 26, 2000

Policy No. 7-05

Page 1 of 1

- (A) Access to and release of student records shall be in accordance with college policy and federal and state statutes and regulations, and in accordance with procedures adopted by the college.
- (B) Students will be advised of their rights concerning educational records and of certain categories of public information the college designates as directory information in accordance with procedures adopted and implemented by the college.

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ACCESS TO STUDENT RECORDS/
RIGHTS AND PRIVACY

Effective June 26, 2000

Procedure No. 7-05 (A)

Page 1 of 1

- (1) Columbus State Community College rules and procedures regarding student rights and the Family Educational Rights and Privacy Act of 1974, as amended, are published in the college Catalog.

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STUDENT FEES
Policy No. 7-06
Page 1 of 3

Effective July 15, 2012

- (A) The Board of Trustees shall establish the following fees to defray the costs associated with admission, establishing and maintaining a college record, registration, instruction, student support services of a non-instructional nature, and student activities.

Application, Records, and ID Fee: The application, records, and ID fee defrays the cost of enrolling at the college, including application and permanent record maintenance, and the cost of one (1) student identification card, which can be obtained in the semester the fee is paid or a future semester. The fee is assessed at the time of initial registration, and is non-refundable. For students who were not charged and/or did not pay a Matriculation fee or Application, Records, and ID fee during a prior quarter/semester for any reason, the Application, Records, and ID fee is charged and due the current semester of registration in which the fee is invoiced to the student's account. International students may be assessed an application, records, and ID fee different from domestic students to offset the cost of doing business.

Tuition: Tuition shall equal the total of the instructional fee and a general fee:

Instructional Fee: The instructional fee for Ohio residents defrays the cost of expenses incurred for instructional, educational resources, physical plant operation and administrative services.

The instructional fee for students who are non-Ohio residents of the United States or are international students defrays the costs of instructional, educational resources, physical plant operation and administrative services not subsidized by the State of Ohio.

General Fee: A general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.

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STUDENT FEES
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Timely Payment: Tuition, laboratory, and all other fees must be paid in full, each semester, by the date established by the college. The college may drop student schedules if tuition, laboratory, and all other fees are not paid by established deadlines, or if an outstanding balance is owed for a prior term. Outstanding balances may also result in restrictions from registering for future semesters and obtaining transcripts.

Tuition Refund: Tuition is refundable pursuant to college procedure.

- (B) The college shall establish the following fees:

Laboratory Fees: Laboratory fees for individual courses shall be assessed for the purpose of purchasing materials used for laboratory purposes. Laboratory fees are refundable pursuant to college procedure.

Parking Permit Fees: Parking permit fees shall be assessed each semester to defray the cost of providing parking for students. Parking permit fees are non-refundable.

Assessment Fees: A fee shall be assessed for the purpose of developing, administering, evaluating and reporting placement, prior learning assessments, and other third-party tests or exams that the college deems necessary.

- (C) The college may establish the following fees:

Late Application Fee: Students who apply to the college beyond established application deadlines each semester may be assessed a late application fee.

Course Registration, Late Registration, and Re-Registration fee: Fees may be assessed on students' accounts with add, drop, or other changes in the status of courses as defined in college procedure.

Educational Records: A fee may be assessed for providing students with duplicate copies of official transcripts and of other educational records as defined in college policy and federal and state statutes and regulations.

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STUDENT FEES
Policy No. 7-06
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Replacement Fees: The college may assess a fee for the replacement of student identification cards and other items purchased or borrowed.

Graduation and Commencement Exercises Fee: Students who petition for graduation may be assessed a fee to defray expenses.

- (D) The college shall comply with Federal and State of Ohio Financial Aid Program regulations.
- (E) By law, outstanding balances and fines will be referred for collection to the State of Ohio Office of the Attorney General, or other third-party collection agency as deemed appropriate. Accounts referred for collection may incur collection or other fees.
- (F) The President may waive fees in extenuating circumstances.
- (G) The President shall establish procedures to administer this policy.

Approved by the Board of Trustees: November 17, 2011

Last Effective Dates: February 1, 2006; June 26, 2000

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STUDENT FEES

Procedure No. 7-06 (O)

Effective July 15, 2012

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- (1) The schedule of instructional and general fee refunds for all courses shall be rounded up to the nearest day (including holidays and weekends). Each course is evaluated by the length of that course:

Percent of term elapsed	Percent of refund
10% of term	100%
20% of term	50%
Beyond 20% of term	0%

Refunds pursuant to this section are calculated by the college and automatically refunded to the student.

- (2) Laboratory fees may be refundable on a prorated basis. The amount of refund may be determined by prorating the full laboratory fee based upon the same percent of refund schedule used to refund instructional and general fees.
- (3) If there are extenuating circumstances that warrant exception to the refund procedure, the student must complete a tuition refund request form available in the records and registration department.

Tuition refund requests must be received in the records and registration department by the following dates. Refund requests submitted after these dates will not be considered.

Courses taken in:

- (a) Autumn Semester – March 15th of the following year
 - (b) Spring Semester – September 15th of the same year.
 - (c) Summer Semester – November 15th of the same year
- (4) A tuition refund appeals committee reviews tuition refund appeals submitted by students that are denied by the Tuition refund Request Committee. Decisions made by this committee are final.

Tuition refund appeals must be received in the records and registration department before the deadline date indicated in the tuition refund denial letter.

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STUDENT FEES

Procedure 7-06 (O)

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(5) Re-registration and Late Fees:

Re-registration Fees. Students dropped for non-payment of fees may be assessed a one time per quarter/semester re-registration fee for re-registering for the same course during the quarter/semester which the student was dropped for non-payment.

Refunds of re-registration fees may be requested in extenuating circumstances. Fee refund appeal forms are available in the Cashiers and Student Account Departments. Requests must be received no later than the expiration of the full term 50% tuition refund date if the quarter/semester in which the fee was charged.

Re-registration fee refunds are reviewed by a Re-registration Appeals Committee. Decisions made by this committee are final.

Late registration fee. A late registration fee may be assessed to a student account when registration has occurred starting two (2) weeks before the start day of the semester for Full-Term, First 8-week Term, and First 5-week Term classes. For Second 8-week Term, Second 5-week Term, Third 5-week Term, and Flex Courses, the fee may be assessed when registration has occurred starting two (2) weeks before the start day of the term. This fee may be a progressive fee. The maximum amount of this per semester fee must be approved by the Sr. V.P. of Business and Administrative Services or their designee.

Refunds of late registration fees may be requested in extenuating circumstances. Late Registration Fee Refund request forms are available in the Records and Registration Department.

Late Registration Fee refund requests must be received in the Records and Registration Department by the following dates. Late Registration Fee refund requests submitted after these dates will not be considered. Courses registered for:

- (a) Autumn Semester – January 15th of the following year
- (b) Spring Semester – July 15 of the same year
- (c) Summer Semester – September 15, of the same year

A late Registration Refund Appeals Committee reviews late Registration Refund Appeals submitted by students that are denied by the late registration Refund Request Committee. Decisions made by this committee are final.

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STUDENT FEES

Procedure 7-06 (O)

Effective July 15, 2012

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- (6) *Parking Permit Fees and Fines.* Parking Permit fees are determined by the college. Parking violations are established by the Public Safety Department. The amount of each fee and fine must be approved by the Sr. V.P. of Business and Administrative Services or their designee.

Those receiving parking citations may appeal parking fines, which they feel were unjustified within five (5) working days of receipt of the citation. Parking citation appeals are reviewed by a parking Citation Appeals Committee. Decisions made by this committee are final.

Last Effective Date: February 1, 2006
June 26, 2000

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POLICY AND PROCEDURES MANUAL

STUDENT FINANCIAL AID

Effective June 26, 2000

Policy No. 7-07

Page 1 of 1

- (A) Financial aid, in the form of grants, scholarships, loans, and employment, will be made available to qualified applicants without discrimination against an individual for reasons of race, color, religion, ancestry, national origin, sex, age, disability, or veteran status.
- (B) Applications for financial aid can be obtained and filed in accordance with procedures adopted by the college.
- (C) Information pertaining to financial aid available to students shall be published in the college Catalog and other appropriate media.

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POLICY AND PROCEDURES MANUAL

FINANCIAL AID APPLICATION
Procedure No. 7-07 (B)
Page 1 of 1

Effective August 29, 2012

- (1) Students wishing to apply for Federal and State Financial Aid Programs must complete the Free Application for Federal Student Aid (FAFSA) each academic year. The college maintains a link to the FAFSA website on the college's website.
- (2) Application deadlines for Federal and State Aid Programs are established by the U.S. Department of Education and the Ohio Board of Regents (OBOR). Information regarding these deadlines is available via the college website or in the Financial Aid Office.
- (3) First time applicants for Federal Stafford Loans and/or Federal Parent Plus Loans must complete entrance interview counseling and a master promissory note. These processes can be completed via the college website.
- (4) Columbus State Community College establishes priority deadlines for the receipt of FAFSA results each term. FAFSA results received after these deadlines will be processed as quickly as possible, but students may be required to make alternative payment arrangements until processing is completed. These deadlines are posted on the college website and in the Enrollment Services Departments.
- (5) Federally mandated consumer information about Columbus State Community College is available via the college's website.
- (6) Columbus State Community College is required to establish, publish, and apply reasonable standards for measuring satisfactory academic progress of students applying for or receiving Federal Student Aid. Information regarding these standards is available via the college website or from the Financial Aid Office.

Last Effective Dates: August 15, 2005 (rescinding and replacing with the current procedure);
June 26, 2000
October 15, 1985

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

STUDENT CODE OF CONDUCT
Policy 7-10
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Effective July 1, 2010

(A) PREAMBLE

Columbus State Community College has a high standard of conduct for members of its College community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the College. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the College's Office of Equity and Compliance for disposition.

(B) OVERVIEW OF CONDUCT EXPECTATIONS

- (1) The student conduct process at the College is not intended to punish students. Rather, it exists to protect the interests of the College community and to challenge those whose behavior is not in accordance with Columbus State policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with College community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that they should no longer share in the privilege of participating in the College community.
- (2) Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.
- (3) Students continue to be subject to city, state, and federal laws while at Columbus State, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, The College may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.
- (4) No student will be found in violation of College policy without information showing by a preponderance of the evidence that a policy violation occurred. In Columbus State's sole discretion, sanctions will be proportionate to the severity of the violation(s).

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STUDENT CODE OF CONDUCT

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(C) JURISDICTION OF THE STUDENT CODE OF CONDUCT

- (1) The Student Code of Conduct applies to conduct that occurs on College premises or College property, at any location at College sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by Columbus State. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:
 - (a) An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
 - (b) Any situation where the student presents a danger or threat to the health or safety of themselves or others.
 - (c) Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
 - (d) Any situation that is detrimental to the educational interests of the College.
- (2) Each student will be responsible for their conduct from the time they apply for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
- (3) The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.
- (4) Clubs, Organizations and Affiliations (COA)s may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A COA and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While COAs not registered by the College are exempt from the Student Code of Conduct, student members of such organizations may be held accountable for their behavior under the Student Code of Conduct. When considering allegations involving collective responsibility, the College may make individual findings with respect to the involvement of each student.

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STUDENT CODE OF CONDUCT

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- (5) The College will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
- (6) The College reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.
- (7) The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.
- (8) The College community encourages the reporting of violations of the Student Code of Conduct. To this end and at the sole discretion of College officials, students who may have conduct violations related to the same incident and who report violations may be held less accountable for conduct violations and/or may be provided educational options in such cases.
- (9) Columbus State reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations are suspected. The College may contact parents/guardians of dependents or non-dependent students who are under age 21. The College may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
- (10) The Office of Student Conduct or designee reserves the right to determine whether other College officials have a need to know about individual conduct allegations pursuant to the Family Education Rights and Privacy Act (FERPA).
- (11) In accordance with federal law, victims of sexual misconduct and/or sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation. The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is also a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College may release this information to the victim in any of these offenses regardless of the outcome, but victims are cautioned that FERPA does not permit them to re-release this information to others.
- (12) Behavior conducted online such as harassment delivered by e-mail can subject students to actions under the Student Code of Conduct. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. The College does not seek out this information, but may take action if and when such information is brought to the attention of College officials.

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- (13) Any question of interpretation or application of the Student Code of Conduct shall be referred to the Office of Student Conduct or designee for final determination.
- (14) The Student Code of Conduct shall be reviewed periodically under the direction of the Office of Student Conduct or designee. Recommendations for changes will be submitted to Shared Governance as needed.

(D) DEFINITIONS

- (1) Student - For the express purposes of the Student Code of Conduct, all persons taking courses at or through Columbus State, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with The College, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the College but have not yet been notified of acceptance.
- (2) Faculty Member – For purposes of this policy, any person hired by Columbus State to conduct classroom or teaching activities, or who is otherwise considered by The College to be a member of its faculty.
- (3) College Official - any person employed by Columbus State, performing assigned administrative, academic or professional responsibilities.
- (4) College Community - any person (or persons collectively) who is a student, faculty member, administrator, staff member, or any other person employed by the College. A person's status in a particular situation will be determined by the Office of Student Conduct.
- (5) College Premise - includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by Columbus State including adjacent streets and sidewalks.
- (6) College Property - includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by Columbus State.
- (7) Clubs, Organizations and Affiliations (COA)s- any number of persons who have complied with the formal requirements for Columbus State registration through the Office of Student Engagement and Leadership.
- (8) Hearing Board - the Student Conduct Hearing Board.

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- (9) Conduct Officer or Hearing Officer - a Columbus State official authorized on an ongoing or case-by-case basis by the Office of Student Conduct to make determinations including but not limited to, the hearing procedures, whether a student's behavior violates the Student Code of Conduct, the conduct's impact upon the College community, recommendations for responsibility by the student or recommendations for sanctions.
- (10) Policy - the written regulations of the College found in, but not limited to, the student handbook, college catalog, and the enacted College policies and procedures.
- (11) Preponderance of Evidence - information that would lead a reasonable person to conclude that it is more likely than not that a student's behavior occurred and/or violated the Student Code of Conduct.
- (12) Person of Support – For purposes of the Student Code of Conduct, refers to an individual who assists a student or COA with hearing preparation and process. A person of support may be any member of the student's or COA's choosing and is not limited to members of the College community.
- (13) Interim Action - temporary exclusion from College premises and/or College events and/or other sponsored activities imposed by the Office of Student Conduct.
- (14) Consent -A freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that the initiator has the other person's consent to engage in sexual activity, throughout the entire sexual activity. At any time, a participant can communicate that they no longer consent to continuing the activity. Consent may never be obtained through the use of force, including coercion, or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous intimate relationship or sexual encounter. Additionally, the initiator's use of alcohol or drugs does not diminish the initiator's responsibility to obtain consent. There is no requirement of a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- (15) Force - The use of physical violence and/or imposing on someone physically to engage in sexual activity and/or the use of threats, intimidation and coercion to overcome resistance to sexual activity.

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- (16) Incapacitation - A state in which a person cannot make rational decisions about engaging in sexual activity. Incapacitation may result from a temporary or permanent mental or physical disability, from sleep or unconsciousness, or from the taking of alcohol or other drugs. Apparent consent by an incapacitated complainant is not valid where a respondent knew or should have known that the complainant was incapacitated.
- (F) The President may establish procedures to administer this policy.

Last Effective Date: June 26, 2000

**September 9, 2019: Administrative changes made to reflect office and title changes. Removed conduct section that is now in Procedure 7-10(G).*

**August 14, 2020: Administrative changes made to reflect updated Title IX regulations made by the USDOE.*

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(1) PROHIBITED CONDUCT

Misconduct for which students are subject to disciplinary action include, but is not limited to:

- (a) Abuse of the College conduct system:
 - (i) Attempting to discourage an individual's participation in, or use of the College conduct system;
 - (ii) Failure to attend meetings scheduled for conduct purposes;
 - (iii) Failure to provide information, destroying or hiding information during an investigation of an alleged policy violation;
 - (iv) Failure to comply with sanctions imposed by the College;
 - (v) Influencing or attempting to influence another person to abuse the College conduct system;
 - (vi) Verbal or physical harassment and/or intimidation of a member of a College conduct body prior to, during, and/or after a College conduct proceeding.
- (b) Abuse of prescriptions: abuse or misuse of prescriptions or over-the-counter medications.
- (c) Acts of dishonesty/deception:
 - (i) Alteration or misuse of any College document, record or instrument of identification;
 - (ii) Altering or producing a duplication of a document or signature;
 - (iii) Furnishing false information to any College official, department or office;
 - (iv) Tampering with an election process of any registered student organization.
- (d) Animals on campus: having animals on campus except as may be required for a class, or for use of guide or support animals as outlined in College Policy 13-03.
- (e) Assist in a violation: action or inaction by a student who is in collusion which fails to discourage a violation of College policy or law.

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- (f) Cause harm: threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
- (g) Cheating: possessing or using open textbooks, notes, electronic devices, other assistance, or collaborating with another person while completing academic requirements, except those that have been authorized by the instructor or College official.
- (h) Controlled substances:
 - (i) Use (including odor emanating from one's person), possession or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law;
 - (ii) Use (including public intoxication), possession, or distribution of an alcoholic beverage, except when sanctioned by the College;
 - (iii) Use of tobacco products while on College-operated property. Tobacco is more fully defined in College Policy 13-13, Section B.
- (i) Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- (j) Disruption: obstruction of teaching, research, administration, or other College activities or services, on or off campus.
- (k) Domestic violence: Felony or misdemeanor crimes of violence on the basis of sex committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction. Domestic violence also includes felony or misdemeanor crimes of violence committed by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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- (l) Failure to comply:
 - (i) Action or inaction that fails to comply with the directions of College officials acting in the performance of their duties;
 - (ii) Failure to comply with Columbus State process(es).
- (m) Fire safety: failure to follow fire safety procedures such as:
 - (i) Failure to exit a building when the fire alarm sounds;
 - (ii) Intentionally or recklessly causing a fire which causes or could cause damage to College or personal property, or which causes or could cause injury to any member of the community;
 - (iii) Intentionally or recklessly obstructing a fire exit in any College building;
 - (iv) Misusing, damaging or tampering with fire safety equipment.
- (n) False report of emergency: initiating a false report or warning of fire, explosion, bomb threat, or other emergency.
- (o) Gambling: conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
- (p) Harassment: verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.
- (q) Harassment of a discriminatory nature: unwelcome verbal, non-verbal or physical conduct based on a protected class which is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits a person's ability to participate in or benefit from the College's educational programs and/or activities, including a person's ability to perform their job duties. See College Policy 3-43 for additional details.
- (r) Hazing: intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on or off-campus. Student consent to the conduct shall not be a defense to a charge of hazing. See College Policy 13-14, for additional details.

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- (s) Hostile environment pursuant to sexual harassment (Type A): Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity. See also Procedure 3-44 (A), Section 6.
- (t) Intimidation/coercion: implied threats or pressuring another unreasonably until an act is not truly voluntary.
- (u) Lewd/obscene conduct: behavior to include, but not limited to:
 - (i) Disrobing in a public space or streaking;
 - (ii) Possession or distribution of obscene materials;
 - (iii) Public urination/defecation;
 - (iv) Sexual acts performed in public or on College premises.
- (v) Misconduct in College enrichment experience: inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, research lab, College-sanctioned travel and workforce training programs, including but not limited to:
 - (i) Behaving unethically based on College or professional standards;
 - (ii) Failing to abide by policies and procedures of the training site, including privacy and confidentiality;
 - (iii) Jeopardizing the safety and/or welfare of self and/or others, including clients, patients, customers, and co-workers;
 - (iv) Sexual or other harassment as defined by the Student Code of Conduct.
- (w) Misuse of computing resources: misuse of College computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computing device(s) to the College network will be held responsible for any violation of this Policy that originates from that computing device(s). See College Policy 15-01. Examples include but not limited to:
 - (i) Anonymous or forged network news articles or e-mail messages;

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- (ii) Making copies of or distributing copyrighted materials (i.e. music, movies, computer software, books, etc.) when no written authority to copy the materials has been granted;
- (iii) Storage usage over the allotted limit without prior approval;
- (iv) Unauthorized access to a file or personal or group account;
- (v) Unauthorized transfer of a file;
- (vi) Use of another individual's identification and password or sharing of your own identification and/or password;
- (vii) Use of computing facilities to interfere with normal operation of College computer system;
- (viii) Use of computing facilities to interfere with the work of other community members;
- (ix) Use of computing facilities to send or share harassing or abusive messages, videos, images or any other form of communication that is abusive or harassing.
- (x) Misuse of College name: misuse or unauthorized use of College or organizational names, representations and/or images.
- (y) Pattern of misconduct: involvement in multiple alleged violations in close proximity of time or a series of similar allegations over an extended period of time.
- (z) Plagiarism: acts to include, but not limited to:
 - (i) Knowingly permitting one's own work to be submitted by another student as if it were the student's own;
 - (ii) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources;
 - (iii) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person;
 - (iv) Submitting an assignment as original work which has been copyrighted or published, without acknowledgement of previous submission, except those which have been authorized by the instructor;

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- (v) Submitting an assignment as original work which has been wholly or partially submitted in another course, except those which have been authorized by the instructor.

- (aa) Property damage:
 - (i) Damage or destruction of College property, including but not limited to littering, driving on lawn or premises without permission, and vandalism;
 - (ii) Damaging items rented, leased or placed on the campus at the request of the College;
 - (iii) Damage to property or services of others on College premises.

- (bb) Retaliation: any intimidating, threatening or coercive conduct against a person who reports an allegation or participates in an investigation. See College Policy 3-43, Section G and Procedure 3-44 (A), Section 16, for additional details as they relate to discrimination and sexual harassment/sexual violence.

- (cc) Sexual assault: A forcible or non-forcible sex offense as defined by the Uniform Crime Reporting system used by the Federal Bureau of Investigation pursuant to 20 U.S.C. 1092(f)(6)(A)(v), including rape, sodomy, sexual assault with an object, fondling, incest and statutory rape. These definitions prohibit the following behaviors:
 - (i) Vaginal, anal or oral sexual intercourse with a person without their consent;
 - (ii) Touching the private body parts of another person for the purpose of sexual gratification without their consent;
 - (iii) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry;
 - (iv) Sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code Section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.

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- (dd) Sexual contact, non-consensual: a type of sexual assault defined as any intentional sexual touching or any other intentional bodily contact in a sexual manner, however slight, with any object, of a person upon another person that is without consent. Sexual contact includes intentional contact with the breasts, buttocks, groin or genitals or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- (ee) Sexual exploitation: When someone takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited. Examples of sexual exploitation include, but are not limited to:
 - (i) Prostituting another person;
 - (ii) Using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts of another person without that person's consent;
 - (iii) Intentionally observing nudity or sexual acts of another person without that person's consent; and
 - (iv) Inducing incapacitation for the purpose of facilitating sexual assault.
- (ff) Sexual harassment: pursuant to sexual harassment (Type B) (see Procedure 3-44(A), Section 6) – Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one of the following occurs:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access by the individual to aid, benefits or services;
 - (ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or access by the individual to aid, benefits or services; or
 - (iii) Such conduct has the purpose or effect of being severe or pervasive to the extent that it unreasonably interferes with an individual's job performance or learning ability or creating an intimidating, hostile, or offensive educational, athletic or working environment.

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- (gg) Sexual intercourse, non-consensual: a type of sexual assault defined as any sexual intercourse, however slight, with any object or body part of a person upon another person that is without consent. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- (hh) Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- (ii) Theft: taking of property or services belonging to the College or others, including but not limited to:
 - (i) Knowingly possessing stolen property;
 - (ii) Selling or attempting to sell items unless the seller is the owner of the item or has the permission of the owner to do so;
 - (iii) Taking, attempting to take, or keeping items belonging to the College or items used for display.
- (jj) Threat/cause harm: see “cause harm.”
- (kk) Unauthorized entry or use of College property:
 - (i) Unauthorized or attempted unauthorized entry into any building, office, construction site, or other College facility;
 - (ii) Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ids, access cards or codes.
- (ll) Violating course rules: violating course rules or department policies as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.
- (mm) Violation of College policy or procedures: Violations of documented policies and procedures as outlined in the College catalog, policies and procedural manual or posted rules on College premises.
- (nn) Violation of law: allegation, arrest or charge of a violation of federal, state, or local law.

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- (oo) Violation of position of authority: violations of positions of trust or authority within the College community.
- (pp) Weapons: possession and/or use of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as pocket knives when used as weapons, or any item used as a weapon or in a threatening manner), or dangerous chemicals while on campus, unless properly authorized.

(2) NOTICE

Written notice of the alleged policy violation(s) will be provided to the accused student. This notice will include: (1) the nature of the complaint; (2) the alleged violation(s) of the Student Code of Conduct; and (3) the date, time and location of the hearing, or directions to schedule a hearing. A hold will be noted on the accused student's record which will restrict the adding or dropping of classes or obtaining transcripts until the conduct matter is resolved. Notice will include copies of the applicable procedures that will be used to resolve the allegation. All notices are considered delivered when sent by the College.

When scheduling hearings, the College gives priority to cases of sexual misconduct, physical violence, safety and allegations of discriminatory conduct based on protected class to ensure the College provides a prompt response.

(3) ACADEMIC MISCONDUCT PROCEDURE

Instructors are encouraged to work with students to address concerns of academic expectations. When possible, instructors should meet with students and attempt to address concerns that may not rise to the level of a policy violation (i.e. improper formatting/citation, attendance, etc.). In these instances, informational reports may be submitted to the Office of Student Conduct.

In instances where the instructor recommends formal actions for alleged violations of academic misconduct (i.e. cheating, plagiarism, etc.) the following process will occur:

- (a) The instructor/college representative will notify the student of the alleged violation when possible.
- (b) The instructor/college representative will provide a full report of the incident to the Office of Student Conduct, and concurrently to the appropriate chain of authority of the reporting party, which will include the date, time, place and nature of the behavior of concern, alleged violation and any documents or statements of witnesses relative to the alleged misconduct.

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- (c) The Office of Student Conduct will notify the student of the specific policy alleged to be violated as well as the options to respond.
- (d) If the student wishes to contest the allegation of academic misconduct, a hearing will take place to determine the level of responsibility and sanctions, if applicable.
- (e) If the student admits responsibility for the violation, sanctions will be enacted. Possible sanctions include:
 - (i) Sanctions for first-time violations include receiving zero credit on the assignment in question, required participation in an educational experience, and a formal warning of the progressive discipline process through the Office of Student Conduct. Mitigating and/or aggravating circumstances are reviewed in partnership with the instructor/reporting party to determine if sanctions should be adjusted.
 - (ii) Sanctions for second violations may include required participation in an educational experience (i.e. workshop, reflection exercise, etc.), receiving zero credit for the assignment in question (or failing grade for the course for multiple violations within the same course), and probationary status with the College, as appropriate. Factors used to determine the appropriate educational sanction will include: type of violation, similarity to previous violation(s), length of time between violations, and any extenuating circumstances. The Office of Student Conduct in partnership with Academic Affairs will determine if the alleged violation may warrant suspension or expulsion, in which case the matter will be referred to the Student Conduct Hearing Board as outlined in Section g, part 5 of this Procedure.
- (f) Incidents involving a student with three or more allegations of academic misconduct will be referred to the Student Conduct Hearing Board, without the option for the administrative hearing.

(4) ADMINISTRATIVE HEARING PROCEDURE

When the alleged violation does not warrant suspension or expulsion from the College, an administrative hearing is used to review allegations and determine if the student is responsible for the policy violation(s). Administrative hearings are one-on-one conversations with a conduct officer to determine responsibility for alleged violations of the Student Code of Conduct and review behavioral impact to the community. Witnesses may be called. When it is determined that a violation is likely, students are given the option to:

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- (a) Accept responsibility for the violation without having an administrative hearing and accept the sanction recommended by the conduct officer, or
- (b) Complete an administrative hearing where the hearing officer will make a decision of responsible or not responsible based on a preponderance of the evidence.

If a student is found responsible and does not accept the recommended finding of the hearing officer, the matter will be resolved by the Student Conduct Hearing Board. No appeal will be permitted from an administrative hearing.

(5) INTERIM MEASURES

- (a) The College may temporarily suspend a student or issue other interim measures pending the scheduling of a campus hearing when allegations include arrest, criminal investigation, and/or charges when there is reasonable cause due to safety concerns or continued negative impact to the individual, College, or community. See Procedure 3-44 (A), Section 11 for information regarding emergency removals related to allegations of sexual harassment/sexual violence.
- (b) The College will schedule a meeting with the student as soon as possible to determine whether the interim measure should continue until a formal resolution is reached.

(6) STUDENT CONDUCT HEARING BOARD PROCEDURE

- (a) The Student Conduct Hearing Board (SCHB) is composed of six (6) members: one (1) representative from the Office of Student Conduct who serves as the non-voting facilitator, two (2) faculty members, one (1) non-academic employee, and two (2) students selected from a pool of trained volunteers from the College. Any member of the Columbus State community may apply to become a representative of the SCHB. Individuals must be in good standing with the College and are required to participate in annual training to remain active. Efforts will be taken to avoid any conflict of interest to ensure that board members can conduct responsibilities without bias.
- (b) The accused student has the right to be assisted by a support person of their choosing. This support person does not have to be affiliated with Columbus State, but the individual will be required to review expectations of the role with the facilitator.

A support person may provide counsel and support to the student but is not permitted to speak to the hearing board or to participate directly in the hearing. If the support person does not observe this restriction, they can be removed from the hearing. No replacement support person will be permitted.

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- (c) All reporting and alleged parties will be provided an opportunity to provide a list of witnesses to present pertinent information to the hearing board. Witnesses must be confirmed through the Office of Student Conduct a minimum of three (3) business days prior to the scheduled hearing. Witnesses will provide information to and answer questions from the hearing board. Questions suggested by the accused student must be directed to the facilitator rather than to the witness directly. The facilitator will determine if questions are relevant and/or permissible to ask during the hearing process.
- (d) In hearings involving more than one student in the same situation, the Office of Student Conduct may permit the hearings to be conducted jointly.
- (e) Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the facilitator. All documentation must be submitted to the Office of Student Conduct a minimum of three (3) business days prior to the hearing.
- (f) Statements of a party's character are not permitted during the proceedings except in the rare case that the facilitator determines such information to be highly relevant in determining whether the policy has been violated.
- (g) The accused student, and the support person, if any is selected, will be allowed to attend the entire hearing, excluding deliberations of responsibility and sanctioning. Admission of any other person to the hearing will be at the discretion of the facilitator.
- (h) All procedural questions are subject to the final decision of the facilitator.
- (i) Formal rules of process, procedure, and/or technical rules of evidence that are commonly applied in civil or criminal court are not used in these proceedings.
- (j) If an accused student who has been given notice does not appear before the SCHB, the information submitted about the alleged violation(s) will be presented and considered in the student's absence. If no explanation of events is provided by the alleged, it is reasonable for the SCHB members to infer that no explanation is available.
- (k) The SCHB will use a majority vote to determine whether the student is responsible for violating each section of the Student Code of Conduct of which the student is accused. The SCHB's determination will be made on the basis of the preponderance of the evidence, i.e. whether it is more likely than not that the student violated the Student Code of Conduct. If a student is found to be in violation of the Student Code of Conduct, the SCHB will then deliberate on what sanction(s) it will recommend to the designee appointed by the Chief Student Affairs Officer.

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- (l) SCHB hearings, excluding deliberations, will be audio recorded for the purpose of appeals.
- (m) The facilitator will complete and submit a written form to the SCHB reviewer, detailing the finding, the majority vote, and the information cited by the SCHB in support of its finding. This form must be submitted to the SCHB reviewer within 48 hours after the end of deliberations. The SCHB reviewer will implement the final determination which the party or parties will receive in writing.

(7) VOLUNTARY WITHDRAWAL AGREEMENT

In cases where a student's continued enrollment may adversely affect their well-being or the College, the Chief Student Affairs Officer, or designee, and the student may sign a written withdrawal agreement. This agreement will outline any processes for removing the student from courses and criteria for returning to the College.

(8) ADMINISTRATIVE DISENROLLMENT

- (a) A student may be disenrolled from the College, prohibited from all or any portion of College premises, College-related activities or registered student organization activities, and/or permitted to remain only under specified conditions when the Chief Student Affairs Officer, or designee, finds that there is clear and convincing evidence that:
 - (i) The student's continued presence poses a significant risk of substantial harm to the health or safety of themselves or others, or to property, or to College operations, or
 - (ii) The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, research, administration, or other College-related activities.
- (b) Before making such a determination, the Chief Student Affairs Officer, or designee, shall notify the student in writing of the reasons that disenrollment is being considered, provide the student with an opportunity to respond, and consult with appropriate College personnel. The Chief Student Affairs Officer, or designee, may also consult with any other persons who are deemed appropriate under the circumstances.
- (c) The Chief Student Affairs Officer, or designee, may request the student to undergo a specified and appropriate examination to determine whether any health condition or disability as defined by the Americans with Disabilities Act exists that may be addressed through reasonable accommodation to reduce the risk or disruption and whether any such accommodation is possible.

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If the student fails to undergo such an examination, and if the other available evidence supports administrative disenrollment, the Chief Student Affairs Officer, or designee, shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.

- (d) A student who has been disenrolled, prohibited from College premises, prohibited from College-related activities or registered student organization activities, or permitted to remain only under specified conditions may petition the Chief Student Affairs Officer, or designee, in writing for revision of that status. The petition must include supporting documentation or evidence that:
 - (i) The conditions identified as the basis of the separation no longer exist and will not recur, and
 - (ii) The student meets all usual and appropriate College requirements for admission and enrollment, including resolving any outstanding violations of the Student Code of Conduct.
- (e) Upon receipt of such a petition, the Chief Student Affairs Officer, or designee, shall evaluate the evidence and may consult with the student, any appropriate College personnel, and any other persons deemed appropriate. The petition may be granted in whole or in part, granted in whole or in part under specified conditions, or denied.

(9) **SPECIAL PROVISIONS FOR SEXUAL HARASSMENT/SEXUAL VIOLENCE AND OTHER SENSITIVE ISSUES**

College Procedure 3-44 (A) will supersede Procedure 7-10 (G) when the College receives notice of sexual harassment, sexual assault, dating violence, domestic violence, stalking and other types of prohibited conduct as defined in Procedure 3-44 (A). The College will use the following process to address sexual harassment/sexual violence and other prohibited conduct as defined by Procedure 3-44 (A) when the prohibited conduct does not meet criteria for a Title IX hearing as described in Procedure 3-44(A). The following process also may be used to address other conduct of a sensitive nature.

In this section, the following provisions are used with regard to notification of parties and the hearing board procedure:

- (a) Complainants/victims are notified when written notices of the allegation(s) of the hearing are delivered to the respondent/accused student.

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- (b) Due to the sensitive nature of sexual misconduct, these hearings will be closed to the public and at the sole discretion of the Office of Student Conduct, only those who have a legitimate reason to be present will be permitted to attend the hearing.
- (c) In cases of alleged sexual violence (such as domestic violence, dating violence, sexual assault, and sex or gender-based stalking), both parties may be assisted by an advisor of their choice who may be internal or external to the College.
- (d) Witnesses who are included in the investigative report will not be permitted to testify at the hearing unless they are presenting new information that was not available prior to the completion of the investigative report as determined by the Office of Student Conduct.
- (e) Throughout the hearing process, the complainant/victim and the respondent/accused student are to have no communication with each other.
- (f) Hearing board members for sexual misconduct cases receive additional, specialized training for these hearings. For these hearings, the board will consist of three (3) employees, where at least one member will be a faculty member, in addition to a non-voting facilitator from the Office of Student Conduct.
- (g) Each party has the right to be present for all testimony and questioning. Deliberation is conducted in closed-session without the parties present.
- (h) Each party will be given the opportunity to present an impact statement to the SCHB which explains a brief perspective of the incident, how it has affected them and/or any personal growth that has resulted from participating in the investigation and hearing processes. The statement must be submitted to the facilitator for review a minimum of three (3) business days prior to hearing.
- (i) Questions from hearing board members, complainant/victim or the respondent/accused student will be submitted to the Student Conduct Facilitator for approval. Approved questions will be asked by the facilitator on behalf of the submitting party.
- (j) Both the complainant/victim and the respondent/accused student will be informed in writing of the following:
 - (i) The outcome of the investigation completed by the Office of Equity and Compliance (see College Procedure 3-44 (A));
 - (ii) Any subsequent hearing that arises from a violation of sexual violence;

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- (iii) The procedures for parties to appeal the results of the SCHB;
- (iv) For reports of sexual violence, both parties will be sent written notification of the outcome simultaneously.
- (v) For reports of sexual misconduct, other than sexual violence, both parties will be sent written notification of the outcome contemporaneously.
- (k) The SCHB may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant/victim, respondent/accused student, and/or witnesses during the hearing by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, video recording, audio recording, written statement, or other means as determined by the Office of Student Conduct to be appropriate.

(10) SANCTIONS

- (a) The following sanctions may be imposed by the Office of Student Conduct upon any student found to have violated the Student Code of Conduct:
 - (i) Educational sanctions – including work assignments, essays, community service, behavioral contracts, administrative referrals, or other related educational assignments.
 - (ii) Expulsion from Columbus State – the student is permanently separated from the College, may not be present on College property, or in attendance at College-sponsored events. Permanent notification will appear on the student’s transcript. The Chief Student Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or designees, shall review all recommendations of expulsion.
 - (iii) Facility expulsion – the student has lost the privilege of entering or using a particular facility or building at any time.
 - (iv) Facility suspension – the student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until specific conditions are met.
 - (v) Formal warning – a notice issued to the student that further proven violations of the Student Code of Conduct will result in progressive sanctions.
 - (vi) Loss of privileges – denial of specified privileges for a designated period of time.

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- (vii) Probation – the student is not in good standing for a designated period of time and is notified that further proven violations of the Student Code of Conduct may result in suspension or expulsion from Columbus State, particularly if the incident occurs during the probationary period.
 - (viii) Removal from class – the student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Office of Student Conduct, or designee, and the appropriate faculty member/academic unit.
 - (ix) Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - (x) Revocation of admission – the student loses admitted status to Columbus State. A permanent notation will be made on the student’s transcript indicating that the admission was revoked and the date of the action. The Chief Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or respective designees, shall review all recommendations for admission revocation.
 - (xi) Revocation of degree – the student loses the right to claim a degree from Columbus State. Awarding of the degree will be removed from the student’s transcript and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action. The Chief Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or respective designees, shall review all recommendations for degree revocation.
 - (xii) Suspension from Columbus State – the student is issued a conditional separation from Columbus State activities, services, facilities, and grounds. Suspension may be based on terms or conditions as follows:
 - 1. Term suspension will be for a specified time, after which the suspended student may return to the College.
 - 2. Conditional suspension will stipulate that reentry to the community will be granted upon the fulfillment of certain conditions by the student. Subject to fulfillment of the stipulated conditions, the suspension will be indefinite.
- (b) More than one of the sanctions listed above may be imposed for any single violation.
- (c) Any sanction imposed will be in effect at all campuses/sites or functions sponsored by or under the supervision of the College.

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- (d) Where there is reasonable cause to believe that a student has intentionally selected a person or persons to victimize or selected property to damage, or violated other provisions of the Student Code of Conduct because of a person's perceived or identified membership in a protected class, sanctions may be increased.
- (e) If a student is found responsible for one or more violations of the Student Code of Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior. While previous conduct violations by the accused student are not generally admissible as information about the current alleged violation, the Office of Student Conduct may supply information to the SCHB in pattern-offense situations, such as stalking, relationship violence, or sexual misconduct, only if:
 - (i) The accused was previously found to be responsible;
 - (ii) The previous incident was substantially similar to the present allegation;
 - (iii) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.
- (f) All conduct records are kept by the Office of Student Conduct for seven (7) years from the date of the incident, and then destroyed, except in the case of expulsion from the College, as these records are maintained indefinitely.

(11) APPEALS

- (a) A student who is found responsible for violating the Student Code of Conduct may petition within 10 calendar days of the notice of the written decision for review of a decision reached or a sanction imposed. Such petitions must be in writing and shall be submitted to the Chief Student Affairs Officer and may be reviewed in partnership with the Chief Academic Affairs Officer, or their respective designees. Appeals are not permitted in administrative hearings as the cases are resolved through agreement between the hearing officer and the alleged student.
- (b) If the Chief Student Affairs Officer, or designee, determines that the appeal may be reviewed, the matter will be returned to the original hearing body, when possible, to allow reconsideration of the original determination and/or sanction(s). The Chief Student Affairs Officer, or designee, serves as the final level of review in a conduct matter.
- (c) An appeal will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

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- (i) New and compelling evidence that was not available at the time of the investigation and any following proceedings, or
 - (ii) Procedural error that substantially impacted the findings.
- (d) Every opportunity should be taken to return the allegation to the original hearing body for reconsideration. Where this is not possible, the Chief Student Affairs Officer, or designee, may decide the appeal directly. The Chief Student Affairs Officer, or designee, may support or change a decision or modify a sanction. The Chief Student Affairs Officer will be deferential to the original decision maker, making changes to the finding only where at least one of the grounds for appeal in Section 11 (c) of this procedure is met, and to the sanction only if a compelling justification to do so exists.

*No Current Procedures for Policy 7-10 (effective June 2000) - Rescinding Procedures 7-11 (A), 7-12 (B).
New Procedures*

Last Effective Date(s): July 1, 2010

**August 14, 2020: Administrative changes made to reflect updated Title IX regulations made by the
USDOE.*

**July 22, 2022: Administrative changes made to update Hazing definition in accordance with CSCC Anti-
Hazing Policy and Procedure.*

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WRITTEN STUDENT COMPLAINTS

Effective December 1, 2005

Policy No. 7-13

Page 1 of 1

- (A) Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost.

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WRITTEN STUDENT COMPLAINTS

Effective December 1, 2005

Procedure No. 7-13 (A)

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- (1) Records maintained by the college concerning written student complaints include information about the disposition of the complaint and information regarding the referral and/or final resolution of the complaint.
- (2) Information about formal student complaints will be shared with the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual student identities will remain anonymous in the college's institutional log. As part of continuing improvement efforts at Columbus State, all formal student complaints filed with the college will be examined and reviewed annually by the college.
- (3) If a student wishes to make a formal complaint, he/she must make this complaint in writing electronic submission is acceptable and submit the complaint to either the office of the President, vice-President, or the Provost. All complaints must include the student's signature, or name in the case of electronic submission, and contact information so the college may respond and/or notify the student as to the status of the complaint.
- (4) Upon receiving a formal student complaint, the office of the President, a Vice-President, or the Provost, will keep a log of each complaint noting the nature of the formal complaint and the expectation, if any, the student has in resolving the complaint.
- (5) Once a formal student complaint is initiated, the office of the President, a Vice-President, or the Provost, will make a determination as to the exact nature of the complaint and forward the complaint to the appropriate college office/department or external agency for response or resolution.
- (6) Student filing a formal complaint will be notified when the complaint is resolved, or when actions are taken to address their specific complaint. The referring office will also be notified. Actions taken on formal student complaints and/or attempts to resolve formal student complaints will be logged by the office of the President, a Vice-President, or the Provost.

Last Effective Date: June 26, 2000

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VETERANS AND SERVICE MEMBERS
SUPPORT AND ASSISTANCE

Effective September 24, 2015

Policy 7-15
Page 1 of 3

(A) Purpose:

Columbus State Community College seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted this policy as required by Ohio Revised Code Section 3345:421(B).

(B) Definitions:

Service Member

A person who is serving in the armed forces of the United States.

Veteran

Any person who has completed service in the armed forces, including the national guard of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

(C) Columbus State Community College will:

- (1) Establish and maintain a service member and veteran student services office which will serve as a contact point and render assistance and advice on issues related to earning college credit for military training, experience and coursework;
- (2) Refer service members and veterans to proper local, state and/or federal agencies in the event Columbus State Community College believes that the service member or veteran is eligible for services;
- (3) Collaborate with the Ohio Department of Higher Education (ODHE) to develop a veteran-friendly campus that increases the opportunity for service members and veterans to succeed academically;
- (4) Work with other Ohio institutions of higher education to effectively disseminate and share promising practices for serving service members and veterans;
- (5) Promote veteran-friendly campuses by utilizing the ODHE's structure to effectively disseminate and share promising practices statewide for serving service members and veterans;

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- (6) Train appropriate faculty and staff to increase awareness of the mindset and unique needs of service members and veterans returning from combat zones and/or tours of duty overseas;
- (7) Create “safe zones” for service members and veterans through a student service member/veteran club, organization, or association and campus-wide awareness training;
- (8) Provide a portion of student orientation (or a separate session) specifically for service members and veterans;
- (9) Recognize the service of service members and veterans at various events such as graduation, community service awards, honors awards, and an appreciation day;
- (10) Regularly evaluate institutional policies and procedures that create barriers to service member and veteran success ;
- (11) Empower those working directly with service members and veterans to provide services designed to promote educational achievement and additionally, to integrate existing career services to create collaborative relationships for student service members and veterans with prospective employers, social opportunities and opportunities for internships and employment;
- (12) Survey student service members and veterans to identify their needs and challenges;
- (13) Provide training, in partnership with Veterans Affairs, in the proper certification methods for certifying officials on each campus;
- (14) Develop a clear outreach strategy to communicate with eligible persons about educational and training benefits to encourage the use of GI Bill benefits, as well as services and assistance offered by the institution;
- (15) Continue to collaborate with the legislature, workforce and higher education community to identify and develop statewide policies to ensure the transition to higher education is seamless for all students, including service members and veterans. (This may include, but is not limited to, issues such as transfer, credit for prior learning and/or experience, career ladders, support services, etc.); and

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- (16) Ensure the College community is aware of benefits associated with the new Post 9/11 GI Bill and through our College Veterans' Office and Veteran Coordinator(s), actively find ways to connect returning service members and veterans with the services offered by the Department of Veterans Affairs.

(E) Responsibilities

The Military and Veteran Services Department will identify necessary procedures and update this policy as needed.

(F) Resources

Ohio Revised Code 3345.42 <http://codes.ohio.gov/orc/3345.42>
Ohio revised Code 3345.421 <http://codes.ohio.gov/orc/3345.421>

(G) College Contacts

Military and Veterans Services Department (614-287-2644)
GIBILL@csc.edu

- (H) The President shall establish procedures to administer this policy.

New Policy

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STUDENT RELIGIOUS ACCOMMODATIONS

Effective March 23, 2023

Policy 7-16

Page 1 of 3

(A) PURPOSE

- (1) The College reasonably accommodates the sincerely held religious beliefs and practices of students on all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system in accordance with the “Testing Your Faith” Act.

(B) STUDENT RIGHTS

- (1) Students are permitted to be absent for up to three (3) days each academic semester for reasons of faith or religious or spiritual belief system or to participate in organized activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization without academic penalty.
- (2) Students shall be provided with alternative accommodations for examinations and other academic requirements missed due to the absence described above, if both of the following apply:
 - (a) The student's sincerely held religious belief or practice severely affects their ability to take an examination and/or meet an academic requirement.
 - (b) Not later than fourteen days after the first day of instruction in a course, the student provides the instructor with written notice of the specific dates for which they request alternative accommodations.
- (3) Students may contact the Executive Assistant for the Office of Academic Affairs for additional information about this policy.

(C) INSTRUCTOR OBLIGATIONS

- (1) Instructors shall accept without question the sincerity of a student’s religious or spiritual belief system.
- (2) Instructors shall keep requests for alternative accommodations confidential.
- (3) Instructors shall schedule a time and date for an alternative examination and/or other academic requirement(s), which may be before or after the originally scheduled time and date but is without prejudicial effect.
- (4) Instructors shall include a syllabus statement in each course that includes:

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- (a) A description of the general process for requesting accommodations; and
- (b) A statement referring students to the Executive Assistant for the Office of Academic Affairs as the point of contact for additional information about this policy.

(D) COLLEGE WEBSITE POSTING REQUIREMENTS

- (1) The College shall post a copy of this policy on its website.
- (2) The College shall post a non-exhaustive list of major religious holidays and festivals for the next two (2) academic years. This list will include a statement that the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

(E) STUDENT GRIEVANCE PROCESS

- (1) Students are provided a grievance process if they believe this policy has been violated.
 - (a) A student may first discuss their concern with the instructor to determine if a resolution can be reached.
 - (b) A student may file a written grievance explaining how they believe this policy was violated with the chairperson of the department offering the course in question within ten (10) business days of the alleged policy violation.
 - (c) If additional information is needed from the student to understand or to clarify the grievance, the department chairperson shall contact the student prior to consulting with the instructor. The department chairperson shall issue a written response to the student within ten (10) business days of receipt of the grievance.
 - (d) If the grievance involves the denial of day(s) of absence under Section (B) of this policy, the department chairperson shall make every reasonable effort to respond to the grievance prior to the requested dates.
 - (e) The determination of the department chairperson is final.
 - (f) For purposes of this policy, "business days" are Monday through Friday when

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classes are in session, excluding holidays and times when the College is closed.

(F) The President may establish procedures to administer this policy.

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OPERATIONAL BUDGET
Policy 9-01
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Effective November 17, 2022

- (A) The Board of Trustees reviews and approves the College's annual operational budget. The annual operational budget can be amended only by action of the Board of Trustees.
- (B) Only the Board of Trustees, or as delegated to the President, shall have the authority to allocate funds for expenses not included in the approved operational budget.
- (C) The fiscal year begins July 1st of each year and ends June 30th of the following year.
- (D) The President shall establish a process for preparing an annual operational budget for review and approval by the Board of Trustees.
- (E) An annual operational budget shall be approved by the Board of Trustees for the fiscal year before June 30th of the preceding fiscal year. If the Board of Trustees does not approve an operational budget for a fiscal year, it shall adopt an interim operational budget in order for funds to be expended for the operation of the College.
- (F) The Board of Trustees shall review the operating budget at least once each fiscal year by January 31st to consider its amendment, and at other times during the fiscal year as necessary.
- (G) Expenditures of approved budget funds shall support and advance the College's mission and shall be made in accordance with College policies and procedures. Expenditures that support and advance the College's mission may include beverages, meals, refreshments and other amenities. No funds held by the College shall be used to purchase alcohol unless purchased for resale by a College auxiliary enterprise with a liquor permit or as needed for academic programs within Hospitality Management and Culinary Arts.
- (H) The Board of Trustees may accept for administration, funds from another state or other agency or organization that are restricted for specific purposes.
- (I) The Board of Trustees shall have the authority to designate funds for specific purposes not provided for in the College's annual operational budget.
- (J) The President may establish procedures to administer this policy.

Previous Effective Date: April 1, 2007, June 1, 2004, October 15, 1985

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OPERATIONAL BUDGET

Effective December 20, 2023

Procedure 9-01 (K)

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(1) Budget Preparation

- (a) The Office of the Senior Vice President of Business Services is responsible for establishing, communicating, and overseeing a process for preparing the annual operating budget. The process will be designed to include the participation of all divisional Vice Presidents. Vice Presidents shall create opportunities for their Cost Center Managers to review departmental budget considerations within their divisions prior to the budget's formal submission to the Board.

(2) Budget Amendments

- (a) Electronic processes within the College's Enterprise Resource Planning (ERP) System, and a related approval process for transfers of allocations between operating budget accounts during the course of a fiscal year, will be made available by the Business Services Office.
- (b) Allocations may not be transferred from payroll accounts to other accounts without the approval of the Cabinet Member who oversees the affected cost center(s) and the Senior Vice President for Business Services.
- (c) Allocations (NON-PAYROLL) may not be transferred between cost centers without the approval of the affected Cabinet Member or Members.
- (d) Cost centers may not spend in excess of their annual operating budget without the approval of the Cabinet Member overseeing the affected cost center and the Senior Vice President for Business Services.

(3) Purchases

- (a) All purchases shall be made in accordance with the College's Purchasing Policy (9-03) and Purchasing Procedure 9-03 (H).

(4) Meals

- (a) *Business purpose*

The College may pay or reimburse properly documented meals, the primary purpose of which is a business discussion. Business meals must include at least one non-College employee whose presence is necessary to the business discussion. Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.

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Expenses must be reasonable and must be approved by an immediate supervisor/administrator and by the Cabinet Member. If meal expenses are incurred during approved college travel, the per diem should be reduced for the meal in which reimbursement is separately requested as a business meal.

Meetings attended solely by College employees at which refreshments or meals will be served must be pre-approved by an immediate supervisor/administrator and by the Cabinet Member as a College Function pursuant to 4(C) of this procedure. Gatherings that are primarily social in nature do not qualify for payment or reimbursement as business meals.

(b) *Documentation*

Consistent with Internal Revenue Service (IRS) rules on substantiation, business meal expenses require an itemized receipt and documentation of the time, date, place, business purpose and attendees at the meals. The College will not pay for or reimburse meal expenses that lack documentation or a clear business purpose.

Tips. Tips must be reasonable and not exceed 18%, unless an automatic gratuity is required by the establishment for large groups. Tips related to college-approved travel is discussed in Procedure 9-06 (A).

(c) *College Functions*

Provision of food or beverages for employees on a daily or similar on-going basis is not considered to be an appropriate use of College funds.

College funds may be used to provide food and beverages at College functions such as a seminar, retreat, workshop, orientation or other College function that advances the mission of the College. College functions may include working breakfasts, lunches or dinners that have a clear mission-related purpose. For College functions held in college facilities, food and beverage charged to the cost center budget must comply with college food services guidelines unless an exception is approved by the College's Food Service Administrator.

Pre-Approval

Expenditures for food or beverages for College functions must be pre-approved by a Cabinet Member or their designee.

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Documentation

Invoices or payment requests for these expenditures must include a brief description of the business purpose of the College function and a list of attendees.

(d) *Non-College Functions*

College funds may be used to pay for registration fees for business-related conferences, seminars or other meetings that provide lunch and/or refreshments during the program. Meals and/or refreshments will not be reimbursed if they are included in the registration fees.

(5) Phones

(a) Personal use of telephones

The College provides phone services on campuses and in most regional learning centers for employees for the purpose of advancing the mission of the institution. Occasionally employees may need to use the College's phone services for personal use.

Employees must reimburse their departments for

- Long-distance personal calls made on a college office telephone.
- All personal use of a college-owned mobile communication device.

(b) Mobile Communication Devices

The College may provide mobile and wireless voice, data, or other communication devices for employees whose duties and responsibilities require wireless and mobile access to telephone and data communication services.

The Vice President of Information Technology or their designee shall have primary responsibility for establishing and maintaining a mobile voice and data communication program. The program shall provide services that will advance the College's mission effectively, affordably and in compliance with federal, state and/or other regulations.

Cabinet members shall be responsible for authorizing devices and services for employees in their division pursuant to the College's mobile voice and data communication program guidelines.

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(6) Entertainment

Entertainment expenditures may be incurred for purposes of promotion of the College, entertainment for guests of the College as designated by a Cabinet Member or for fundraising purposes. Entertainment expenditures must be reasonable, prudent, appropriate to the occasion and consistent with the College's mission. Expenditures for alcohol may not be charged to the college operating budget. All entertainment expenditures must be pre-approved by a Cabinet member.

(7) Employee Recognition Functions

The College recognizes that employees are its most valuable asset in achieving its overall mission, and the College creates opportunities to recognize employees' contributions toward that end.

Award and recognition programs may exist at a college-wide level and must be pre-approved by the President. Documentation requesting creation of a college-wide award program should include:

- Purpose
- Eligibility
- Frequency
- Nature of award (cash or non-cash)
- Amount of award
- Related events (luncheons, etc.)

In accordance with IRS guidelines, cash awards regardless of amount and non-cash awards greater than \$100 represent taxable income to the individual.

Expenditures related to award and recognition events should be limited to those which are work-related and should not include those events which are of a personal nature.

Previous Effective Dates: August 1, 2009; April 18, 2005; September 15, 2004; June 1, 2004; October 15, 1985

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

CAPITAL EXPENDITURES

Effective November 17, 2022

Policy 9-02

Page 1 of 1

- (A) Purpose: To require Columbus State Community College to be strategic in the use of its facilities and equipment resources to meet its mission and to maintain safe and attractive facilities and to do so in a responsible manner.
- (B) The College's campuses are those locations at which the College owns the property, and on which there is potential for growth in the number of degrees and certificate programs offered.

Other facilities at which the College provides course and service offerings shall be considered college sites.

- (C) The College shall maintain a master plan and facilities plans that consider its campuses and college sites that reflect the College's mission and strategic direction.
- (D) The College shall properly maintain its assets, including systems and utility infrastructures.
- (E) In administering capital budgets, the College will abide by College policy and procedure and all applicable federal, state and local statutes and regulations. The Board may delegate authority to the President to proceed with design or construction of capital projects previously approved by the Board if estimates exceed those included in the respective Board Actions, as long as the estimates do not exceed a material threshold as determined by the Board. Overages within the material threshold shall be reported to the Board at its next Board meeting in writing along with appropriate rationale for the estimated overage. Overages that exceed the material threshold will be brought back to the Board for approval.
- (F) The President may establish procedures to administer this policy.

Last Effective Date: August 15, 1997; August 15, 2005

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POLICY AND PROCEDURES MANUAL

CAPITAL EXPENDITURES
Procedure 9-02 (G)
Page 1 of 1

Effective December 1, 2007

- (1) The office of the Senior Vice-President for Business and Administrative Services is responsible for establishing, communicating and overseeing processes necessary to develop, maintain and implement plans for the college's campuses, sites, and other facilities.
- (2) Appropriate committees will be chartered as necessary to provide input into master and other facility planning processes.
- (3) Maintaining campus buildings and grounds is the primary responsibility of the facilities services department. Requests for work orders can be initiated by submitting a work order request through the department's work order process.

Last Effective Dates:

August 15, 2005;

October 15, 1985 (Titled: Expenditure of Capital Funds 9-02 (E))

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PURCHASING
Policy No. 9-03
Page 1 of 1

Effective November 24, 2003

- (A) The college will follow a competitive procurement process for the purchase of supplies, equipment, and services necessary for its operations.
- (B) Expenditure of all college funds from all accounts and all revenue sources that are used to purchase supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy.
- (C) The President may establish bid limits for goods and services in amounts not to exceed the bid limits established by the State of Ohio.
- (D) Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies, and sound business practice will be observed.
- (E) The college will give every reasonable opportunity for minority business enterprises to submit bids and proposals for contracts as suppliers, contractors, and consultants.
- (F) Any commitment made by an employee of the college other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.
- (G) Purchases from a vendor in which a Columbus State Community College employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with college procedures.
- (H) The President shall establish procedures to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

Page 1 of 7

(1) Authorized Purchases:

A purchase of goods, services, leases or rentals is authorized by the college when a purchase order is issued by the Purchasing/Accounts Payable office. A purchase order is a legal agreement between the college and a vendor.

(2) Contracts/Agreements:

Some purchases may require an accompanying contract or agreement. Contracts must be reviewed by the Attorney General's Office In-House Legal Counsel unless the language of a contract has been previously reviewed and approved. Each contract must have two signatures. The only individuals authorized to sign contracts or agreements are the President, Cabinet members, and direct reports to Cabinet members who are administrators.

(3) Auxiliary Enterprises:

Purchases of goods, services, leases or rentals initiated by authorized purchasing agents in the college's auxiliary enterprises may be processed using a system of requisitioning and purchase order issuance other than the college's system. Such processes must be approved in advance by the appropriate Cabinet member.

(4) Unauthorized Purchases:

No individual may obligate the college if Policies and Procedures are not followed or she/he may be held personally liable.

(5) Purchase of Goods or Services for Personal Use:

The college's resources shall not be used in any manner for the purchase of personal goods or services, even if the intention is to fully reimburse the college for such purchases.

(6) Coordinated Purchases:

Purchase of certain items is best served when coordinated through a central location. This provides campus-wide continuity and compatibility. Designations for coordination of central purchases shall be made by the Purchasing/Accounts Payable office. Requisitions for purchases coordinated centrally will have special approvals assigned by the Purchasing/Accounts Payable office.

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PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

Page 2 of 7

(7) Competitive Bidding:

All competitive bids will be solicited by the Purchasing/Accounts Payable office or by its authorized agents in operating departments pursuant to the established procedures. The Purchasing/Accounts Payable office reserves the right to obtain competitive quotations regardless of dollar value whenever, in its judgment the quotations may serve the college's best interest.

(8) Bidding Requirements:

Bidding guidelines for goods and services will be established by the Purchasing/Accounts Payable office, in conjunction with the operating departments, and will be implemented by the Purchasing/Accounts Payable office or by its authorized agents in operating departments.

Other than the exceptions noted in the section in this procedure entitled *Exception to Bidding Requirements*, competitive bid quotations shall be obtained as follows:

GOODS up to \$24,999: At least three quotations will be solicited if the Purchasing/Accounts Payable office or its authorized agents determine the results may be advantageous to the college.

GOODS \$25,000 and above: The Purchasing/Accounts Payable office or its authorized agents will obtain at least three formal competitive written quotations based on written specifications.

SERVICES up to \$49,999: At least three quotations will be solicited if the Purchasing/Accounts Payable office or its authorized agents determine the results may be advantageous to the college.

SERVICES \$50,000 and above: The Purchasing/Accounts Payable office or its authorized agents will obtain at least three formal competitive written quotations based on written specifications.

A single purchase may not be divided for the purpose of avoiding the bidding requirements and procedures.

COLUMBUS STATE COMMUNITY COLLEGE
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PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

Page 3 of 7

- (a) Exceptions to Bidding Requirements:
- (i) *Purchasing Contracts:* Bidding for many items purchased by the college has already been conducted in a cooperative environment or are exempted in the *Ohio Revised Code*. Contract pricing through the State of Ohio, the Ohio Inter-University Purchasing Council (IUC), General Services Administration (GSA), Educational & Institutional Cooperative (E&I), National Joint Powers Alliance (NJPA), National Inter-Governmental Purchasing Alliance (National IPA), US Communities, Provista, Sourcing Office, and The Ohio State University, Ohio Association of Community Colleges, and other group purchasing organizations that competitively bid procedures and services need not be re-bid.
 - (ii) *Single/Sole Source:* Due to the nature of the item or to the sales structure of the company, only a single or sole source is available to purchase the item. Documentation from the requisitioning department must be submitted to and approved by the Purchasing/Accounts Payable office to substantiate the choice.
 - (iii) *Items Procured for Retail Sale:* Items procured by the college's auxiliary enterprises for the purpose of retail sales.
 - (iv) *Certain Professional Services Contracts:* While certain service contracts, including legal, architectural and engineering, are exempt from the bidding process, they may be subject to selection guidelines as determined by the Purchasing/Accounts Payable office or by state or other laws.
 - (v) *Emergency Purchases:* Emergency situations where safety, severe damage to college equipment or property, or situations in which the college's ability to continue operations is significantly at risk, bidding procedures will be suspended with the approval of a member of the Cabinet. SEE SECTION 9 FOR OPTIONS FOR MAKING A PURCHASE DURING AN EMERGENCY.

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POLICY AND PROCEDURES MANUAL

PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

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(9) Requisitions:

Purchasing is primarily conducted via Electronic Requisition and Purchase Order. This method of purchasing should always be utilized whenever possible due to the efficiency in processing, the protection it affords the college by the terms and conditions that are part of the Purchase Order, and the completeness and timeliness of activity being recorded in the Financial System when it is initiated electronically. If purchasing is conducted manually, it is completed by either check request or by credit card that is controlled by the Purchasing office. The college also has the ability to transmit payments via ACH or Wire to some suppliers. A final, but not recommended option is for an employee to make a purchase and be reimbursed by the college.

Process for Making a Purchase Electronically:

- a) A requisition to the Purchasing/Accounts Payable office shall be initiated by an operating department for the purchase of all equipment, material, supplies, and services.
- b) Electronic signature approval is required on requisitions and will vary by division. A signature approval structure for a division will be established by the member of the President's staff who oversees the division.

Process for Making a Purchase via College Credit Card:

- a) Contact Purchasing for a copy of the college credit card form.
- b) Complete the form, with proper approvals.
- c) Purchasing will place the order with the supplier.

Process for Making a Purchase via ACH or Wire Transfer:

- a) Contact Treasurer or Controller office and provide supplier transfer information. Appropriate approved documentation with Cost Center and Object Code should also be provided.

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PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

Page 5 of 7

- b) Treasurer or Controller will transfer funds to supplier by ACH or Wire.

Process for Making a Purchase Out-Of-Pocket and Being Reimbursed:

- a) Obtain written approval from Cost Center Manager, if possible, prior to making purchase.
- b) Place order with supplier using personal funds or credit card.
- c) Download Reimbursement form and submit with receipt and Cost Center Manager's approval to Accounts Payable. Note that tax, by law, can't be reimbursed.

(10) Pre-Payment and Voucher Buying:

In instances that require advance payment, documentation must be submitted to Accounts Payable with a "Request for Payment to Outside Vendor" form. Pre-payments may be required for subscriptions, membership fees, professional fees and personal services such as honorariums.

(11) Facsimile or E-mail Bids:

Bids transmitted via facsimile machine or by electronic mail will be accepted unless specifically prohibited in bid specifications. Formal acceptance of the bid will not occur until the original document is received in the Purchasing/Accounts Payable office. This must occur during the two business days following the bid opening.

(12) Errors in Bids:

Vendors are responsible for the accuracy of their quoted prices. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time. After the bid opening date and time, in event of an error, bids may not be amended but may be withdrawn prior to the acceptance of the bid. After an order has been issued, no bid may be withdrawn or amended unless the Purchasing/Accounts Payable office considers the change to be in the best interest of the college.

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PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

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(13) Rejection of Bids:

The Purchasing/Accounts Payable office reserves the right to reject any or all bids whenever, in its opinion, the action will be in the best interest of the college or pursuant to state law.

(14) Controlled Substances and Hazardous Materials:

State and federal laws govern the purchase, control and use of controlled substances and hazardous materials. Guidelines for such purchases are established in the college's employee safety manual.

(15) Cancellation or Modification of Orders:

Requests to cancel or modify purchase orders should be communicated in writing to the Purchasing/Accounts Payable office.

(16) Blanket Purchase Orders:

Blanket purchase orders (BPO) are open-ended orders set up for a specified time period with an established dollar limit. Blanket POs are recommended for low cost, low volume purchases from a single vendor.

Blanket POs expire at the end of the fiscal year (June 30). Total expenditures on a blanket PO may not exceed the PO amount. All bidding procedures are applicable to such purchases.

(17) Emergency Purchases:

In times of an emergency, due to natural disaster or other catastrophe, when the Purchasing/Accounts Payable Office is inaccessible and/or enterprise resource planning software is inoperable, emergency purchasing procedures will apply. See Section 8 for bid waiver instructions and Section 9 for purchasing method options.

Depending on the severity and location of the emergency, or if IT operations are down including servers, the ERP system and phones, one or more purchasing processes could be followed. If requisitions, purchase orders and checks can't be used to pay suppliers, the options for buying goods and services include college

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PURCHASING PROCEDURES

Effective July 1, 2013

Procedure 9-03 (H)

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credit card, ACH, or wire transfer and employee reimbursement as discussed in Section 9.

Questions regarding emergency purchases should be addressed to the Purchasing or Controller's office to ascertain the best option and to avoid any personal liability.

(18) Contact:

For additional clarification, information or assistance in applying Policy and Procedures contact the Purchasing/Accounts Payable office.

Last Effective Date: January 12, 2004

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

BOOKSTORE & TEXTBOOK ADOPTION

Effective September 22, 2022

Policy 9-05

Page 1 of 1

- (A) The College bookstore shall provide for the sale of items and services including, but not limited to, text and reference books, course materials, student supplies, and other products for students and employees.
- (B) Textbook and course material requirements for each semester shall be known to students no later than the first day of student registration for the upcoming semester.
- (C) Faculty are responsible for selecting course textbooks and other instructional materials.
- (D) The President may establish procedure(s) to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

BOOKSTORE & TEXTBOOK ADOPTION

Effective October 5, 2022

Procedure 9-05 (B)

Page 1 of 1

- (1) The College Bookstore (Bookstore) emails textbook and course material adoption forms to the deans, department chairs, lead instructors, program coordinators and additional department contacts supporting the adoption process every semester. Each department should complete and return the adoption form(s) to the Bookstore. The Bookstore will communicate the due dates for the adoption forms in the email.

In accordance with the Higher Education Opportunity Act (HEOA), adoption forms are due no later than ten (10) days prior to the semester registration opening date.

Instant access (IA) adoption forms are due no later than twenty-eight (28) days prior to the semester registration opening date; this allows time to notify the Office of Curriculum Management of course material fees to be linked to IA courses.

- (2) The Bookstore orders all textbooks and course materials, both required and optional, as indicated on the completed adoption forms.
- (3) Changes to textbooks and course materials after the adoption forms have been submitted to the Bookstore must be approved by the lead instructor, program coordinator and/or department chairperson.
- (4) Adoption forms are public records. Requests for adoption forms must be immediately referred to the Senior Vice President of Business Services, or designee, and to the Legal Office.
- (5) Faculty are responsible for selecting quality textbooks and instructional materials necessary for students to meet course learning objectives. The following criteria is considered when selecting textbooks and instructional materials for courses:
 - (A) Affordability
 - (B) Student success outcomes related to the content within the textbooks and instructional materials as well as the platforms on which the textbooks and instructional materials are provided; and
 - (C) Accessibility of textbooks and instructional materials

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE TRAVEL AND REIMBURSEMENT
Policy No. 9-06
Page 1 of 1

Effective April 18, 2005

- (A) Employees shall be reimbursed for travel expenses necessary to support and advance the college's mission.
- (B) Reasonable travel expenses incurred by consultants, guest speakers, and employment-seeking candidates may be reimbursed provided the travel supports and advances the college's mission.
- (C) Commuting expenses between the employee's residence and their place of employment are not reimbursable.
- (D) Under no circumstances will employees be reimbursed for alcoholic beverages.
- (E) The President shall establish procedures to administer this policy.

Prior Effective Date: October 15, 1985

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POLICY AND PROCEDURES MANUAL

EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

Page 1 of 6

(1) General:

- (a) All college required or business-related travel outside of the College's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses beyond mileage must be pre-approved minimally by the cost center manager and the Division Vice President or President's designee.
- (b) The traveler is obligated to select the most cost-effective travel arrangements, taking into consideration the cost of time en route, transportation, lodging and related expenses.
- (c) The headquarters of an employee traveler is generally that college office address at which the primary work assignment is made. For telecommuters, the headquarters may be the traveler's home address or other designated alternative work location, if approved in writing by the Division Vice President.

Employees are not reimbursed for mileage for their normal commute. Travel expenses between an employee's home and the primary work assignment (headquarters) are the traveler's responsibility. For telecommuters, travel between the employees' approved telecommuting location (headquarters) and the normal college report-in location if the employee was not telecommuting is the traveler's responsibility.

- (d) Reimbursement shall be provided for lodging based on one or more of the following circumstances:
 - (i) Overnight stay is required, and/or
 - (ii) Overnight stay is included in a conference package, and/or
 - (iii) Traveler is traveling more than sixty (60) miles from their residence or headquarters.
- (e) The College may authorize reimbursement of travel, lodging, meal and miscellaneous expenses incurred by consultants, speakers or lecturers, etc. Reimbursement shall be made at rates that do not exceed those specified herein unless otherwise pre-approved by the Division Vice President or President's designee. The consultant, speaker or lecturer, etc., shall provide an itemized statement with all related receipts.
- (f) Unforeseeable and unavoidable situations may arise causing travelers to incur extraordinary expenses not covered in these procedures. Exceptions to these procedures may be made with written documentation on a case-by-case basis, with the approval of the Division Vice President or President's designee. The College will not reimburse for loss (e.g., lost luggage or theft of personal items) due to the intentional

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EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

Page 2 of 6

acts or negligence of a third party. Travelers are responsible for expenses associated with these types of occurrences.

- (g) International travel requires the approval of the traveler's immediate supervisor and the Division Vice President or President's designee.
- (h) Employees who receive honoraria or other compensation for attending conferences, seminars or other business-related forums are encouraged to clear potential conflicts of interest with the Ohio Ethics Commission. Such circumstances must have approval of the Division Vice President or President's designee prior to departure.

(2) Request To Travel:

- (a) Travelers will request permission to attend meetings, conferences, seminars and conventions outside of the four (4) county service district via the College's primary Enterprise Resource Planning (ERP) system. Travel requests should be pre-approved by the Cost Center Manager and the Division Vice President or President's designee, if required.
- (b) Registration-only requests can be made via the College's primary ERP system.
- (c) Travel arrangement options are as follows:
 - (i) Self-Arrangement – Travelers may make their own travel arrangements. A spend authorization located in the College's primary ERP system, with appropriate pre-approvals, must be received by the Travel Office five (5) days before the traveler's departure date.
 - (ii) Travel Office – Upon request, the Travel Office may provide assistance in making flight and hotel arrangements. The travel office also may provide assistance in registration after an approved spend authorization is received in the College's primary ERP system. At least twenty-one (21) days advance notice is requested.
 - (iii) Job Candidate Travel Arrangement – Travel arrangements for candidates interviewing for a position at the College will be made directly by the Human Resources Department and approved by the Vice President of Administration or designee.

Reasonable expenses incurred by interviewees will be reimbursed at actual costs provided there are receipts accompanying the reimbursement request.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

- (iv) Travel expenses of guests of the college may be reimbursed. Travel arrangements can be made by the guest or by the Travel Office. Guest travel should be approved by the Division Vice President or President's designee that is hosting the guest and be supported by appropriate receipts or other specified documentation.

(3) Mode of transportation:

Travel may include one or more of the following modes of transportation:

(a) Commercial Carrier

- (i) The College will purchase or reimburse for the purchase of "Economy Class or Main Cabin" tickets only. A reasonable effort must be made to find an appropriate low-fare or "discounted" ticket. Travelers are not expected to purchase tickets that do not have a confirmed seat assignment. Seat assignment can be selected by the traveler as long as there is no additional fee (or fee is paid by traveler and not reimbursed).
- (ii) The Travel Office will reserve, confirm and pre-pay airline tickets only for commercial carriers booked through the Travel Office. In the College's primary ERP system, travelers must provide their legal name as it appears on a driver's license, state identification or other picture ID, for the purpose of booking airfare.
- (iii) If travelers make their own business travel arrangements, travelers are personally responsible for pre-payment of such arrangements until such time as the travel is completed and the travel reimbursement is requested.
- (iv) The College will not reimburse for any extra airline charges, such as priority boarding or "comfort plus" type with the exception of baggage fees. The College will pay for Wi-Fi access if it is required for business purposes and approved by the Division Vice President or President's designee.
- (v) The College will not reimburse travel agent service fees for hotels or domestic flights unless it is required for group travel or other exception approved by the Division Vice President or President's designee.
- (vi) Airline credits can only be used on official college business. Airline tickets cannot be transferred to other travelers and expire twelve (12) months from the original purchase date or according to the terms of the airline.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

Page 4 of 6

- (vii) Consistent with an Ohio Ethics Commission ruling (for complete text, see: <http://ethics.ohio.gov>), employees may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

(b) Personal Transportation

- (i) All reimbursable mileage is calculated at the current rate determined by the Internal Revenue Service (IRS) for the shortest practicable route authorized. The determination about driving versus flying should be made by the Division Vice President or President's designee, taking cost and other factors into consideration.
- (ii) For all grant-funded mileage reimbursement, if the sponsor's rate of reimbursement is lower than the current federal rate the sponsor's rate shall be the rate used. (Employee should check with their grant accountant for current sponsor rate.)
- (iii) When two or more employees travel in the same vehicle, mileage is payable to only one employee. When practical, employees are encouraged to carpool. If carpooling, the employee requesting mileage reimbursement must show the names of all persons traveling together in the same vehicle.
- (iv) Travelers will be reimbursed for business travel incurred in a day. Business miles do not include commute miles employees would normally travel between their homes and work headquarters in their daily commute. For telecommuters, business miles do not include commute miles employees would travel between the employees' approved telecommuting location (headquarters) and the normal college report-in location if the employee was not telecommuting. Daily commute miles (roundtrip, if appropriate), as described above, should be subtracted out of mileage leaving from home or telecommuting headquarters to a destination and/or returning from a destination to their home or telecommuting headquarters for all employees.

(c) Ground Transportation

- (i) Receipts for shuttle, taxi or other ground transportation must be uploaded in the College's primary ERP system when a request for reimbursement is entered for approval. Maximum tips reimbursable for ground transportation is 18% but must be documented on a receipt. Without a

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EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

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receipt, tips for ground transportation are considered part of daily tips allowed in Section (6)(c) below.

(d) Rental Car

- (i) Use of a rental car, including estimated cost of related parking, fuel or tolls, etc., must be pre-approved by the Division Vice President or President's designee.

(4) Meals:

- (a) Meal reimbursement is calculated in the College's primary ERP system using The U.S. General Services Administration (GSA) published per diem rates. Per diem rates include gratuities. Rates are based on state, city and time of day. Meal reimbursement may be for a full or partial day. When meals are included in a conference or other registration fees, meals must be excluded in the traveler's reimbursement request.
- (b) Consideration will be made for travel and wait-time spent at a transportation terminal.
- (c) Per IRS regulations, meals are only reimbursable for travel that requires an overnight stay.

(5) Lodging:

- (a) Reimbursement for lodging is based upon actual reasonable costs.
- (b) No reimbursement shall be made for lodging on the way to or from a conference/seminar. The only exceptions to this procedure are (1) if a flight en route has been canceled/diverted and the traveler has no other appropriate option but to stay overnight in order to continue with the travel plans; (2) if staying overnight, i.e., Saturday night, saves money on airline tickets to significantly offset the cost of related hotel and meal expenses; (3) if the meeting/conference start time prohibits early arrival; or (4) if the meeting/conference end time prohibits same-day departure. These exceptions should also be considered in evaluating the overall cost of travel if the travel is by car versus flight.
- (c) Travelers are responsible for securing hotel reservations and paying lodging fees. Lodging will be reimbursed after travel has occurred via the College's primary ERP system. In all instances, traveler should request a government rate. For hotels within the State of Ohio, the traveler should inquire about state tax exemption due to the tax-exempt status of the College.

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EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

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(6) Other Expenses:

- (a) No advance payment of personal travel expenses will be issued prior to travel with the exception of conference pre-registration fees.
- (b) Other reimbursable expenses may include reasonable airport parking fees, registration fees, business telephone calls and other travel-related expenses that are documented by receipts. Airport parking fees will be reimbursed at the current uncovered “blue lot” rate at John Glenn International Airport.
- (c) Reasonable and customary tips for expenses such as bellhops, housekeeping, shuttle drivers, other ground transportation and other travel-related tips will be reimbursed without receipt in amounts not to exceed a combined total of \$7 per day. Tips for ground transportation with receipts is discussed above.
- (d) For additional clarification, information or assistance in applying policy and procedures, contact the Purchasing, Accounts Payable and Travel Office.

(7) Travel Reimbursement Submission Deadline:

- (a) Travel reimbursements must be completed in the College’s primary ERP system within thirty (30) days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. Approval of travel reimbursements must be made by the Cost Center Manager and Vice President or President’s designee.

Last Effective Dates:

CLH/February 1, 2013

September 1, 2008

April 18, 2005

February 1, 2002

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FINANCIAL REPORTS
Policy 9-07
Page 1 of 1

Effective November 17, 2022

- (A) The President shall provide each member of the Board of Trustees with a copy of the College's financial statements in a frequency desired by the Board of Trustees, but no less than quarterly. These financial statements shall be presented on a basis comparable to the budget approved by the Board of Trustees for the fiscal year or other manner as requested by the Board of Trustees.
- (B) The President may establish procedure(s) to administer this policy.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SURPLUS PROPERTY

Effective June 1, 2006

Policy No. 9-08

Page 1 of 1

- (A) Proper resource management is essential to maintaining the public's trust in the college's ability to administer its resources. This policy is intended to address the transfer or disposal of property. Other aspects of acquisition and record keeping are addressed by other college policies and procedures.

- (B) All property purchased by, donated to, or otherwise acquired by Columbus State Community College is considered property of the college. Property that is no longer needed to meet the mission of the college and is declared to be surplus property shall be responsibly and properly disposed of following the procedures outlines in Procedure No. 9-08 (D), Disposal of Surplus Property. This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. It does not apply to the disposal of real estate.

Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies and sound business practices shall be observed.

- (C) The President of the college shall establish procedures to administer this policy.

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POLICY AND PROCEDURES MANUAL

DISPOSAL OF SURPLUS PROPERTY
Procedure No. 9-08 (D)
Page 1 of 21

Effective June 1, 2006

(1) Definitions:

Art, Artifacts and Collectibles: Property that generally is not used in the current operations of the college and that has an artistic, historic or a unique characteristic that creates value.

College: Columbus State Community College.

Contractor: A vendor with whom the college enters into a contract for services related to the salvage or disposal of property or supplies.

Department: The department or office within the college possessing the property.

DAS: The Ohio Department of Administrative Services – Division of General Services (State Surplus).

Disposal: Scrap that is destroyed, shredded or thrown away.

Excess: Property and supplies that are not needed by the originating department, but may be of use to another department within the college.

Fixed Asset: Any item that has a Columbus State Community College bar-code asset tag affixed or is capitalized in accordance with college policy.

Hazardous Materials: Chemical, radioactive or infectious materials.-

Internet Sale: Auction or sale of property or supplies by use of the Internet.

Property: Items (e.g. furniture, copiers, other office equipment, vehicles, building fixtures) owned by the College with a purchase price of \$5,000 or greater and/or has a useful life of greater than one (1) year and all information technology (IT), telecommunications and audio visual (AV) equipment, regardless of purchase price. This definition does not include real estate.

Recycle: Selling or donating surplus property or supplies to an approved external entity for re-use.

Salvage: Surplus property or supplies that are assigned to a third party for sale or disposal.

Scrap: Surplus property or supplies that are of no value to any entity.

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Supplies: Generally, office supply items (e.g. paper, writing utensils, desk supplies, folders); and other equipment (e.g. calculators, chairs, desks, bookcases, filing cabinets, tables,) owned by the college with a purchase price of less than \$5,000. This definition does not include any information technology, telecommunications and audiovisual equipment, all of which fall under the definition of Property, regardless of purchase price.

Surplus: Property and supplies that are not needed by any department within the college.

(2) Authority:

The Purchasing office is assigned responsibility for the salvage of all surplus property in accordance with these procedures. Interpretation of procedures and designation of the appropriate forms to use will be done by the Purchasing office and, if necessary, in consultation with the Senior Vice President of Business and Administrative Services. Approval for the transfer of excess property and supplies (e.g. items that are transferred between departments or sent to a warehouse) shall be made by the cost center manager. Approval for the sale, donation or disposal of property shall be made by the cost center manager and the cabinet member who oversees the division. Approval for the sale, donation or disposal of supplies shall be made by the cost center manager and the cabinet member who oversees the division, or their designee.

(3) Provisions:

(a) Property

Non-IT, Telecommunications and AV Property

When a cost center manager determines that non-IT, telecommunications and AV **property** is no longer needed, the cost center manager shall complete and submit a to Purchasing a Surplus Property Transfer form or Surplus Property Disposal form.

If Purchasing determines that the property may be useful elsewhere in the college it shall authorize the cost center manager to have the property delivered to a

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designated warehouse, where it shall be labeled and made available to other departments. Building Services and Materials Handling shall determine when and how to dispose of the items stored in the warehouses.

For property to be disposed of, a Surplus Property Disposal form shall be completed and signed by the cost center manager and cabinet member who oversees the division. Purchasing will complete DAS form ADM 3672 and submit to DAS.

For property purchased with grant, contract or federal funds, please refer to Section I "Fund Information" before proceeding.

IT, Telecommunications and AV Property

Cost center managers shall work with IT Asset Management for the transfer and disposal of all IT, telecommunications and AV items. Disposal and transfer forms for IT, telecommunications and AV property will be completed by IT Asset Management.

(b) Supplies:

When a cost center manager determines that supplies (non-computer-related) are no longer needed, the cost center manager shall complete a Surplus Supply Transfer form and have the item(s) delivered to a designated warehouse, where it shall be labeled and made available to other departments. Building services and Materials Handling shall determine when and how to dispose of the items stored in the warehouses. Copies of the forms are to be retained by the department for two (2) fiscal years.

For supplies to be disposed of, a Surplus Supplies Disposal form shall be completed and signed by the department cost center manager and the cabinet member who oversees the division, or their designee. The form is to be retained by the department for two (2) fiscal years. No forms are required for the disposal of items reasonably considered to be an office supply or items used by students in a classroom for instructional purposes, under \$100 purchase price, which can be disposed of in a manner deemed appropriate by the cost center manager.

For supplies purchased with grant, contract or federal funds, please refer to Section I "Fund Information" before proceeding.

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(c) Salvaging and Disposal:

If it is determined that **property and supplies**, including items remaining from construction projects (e.g., cabinets, light fixtures, seating, sinks, carpet, etc.) can be salvaged, the preferred method of salvage is to use one of the following three procedures through the State of Ohio, Department of Administrative Services. Full DAS procedures can be viewed at www.gsd.das.state.oh.us/Surplus

- (i) Deliver the item(s) to DAS at 4200 Surface Road, Columbus OH 43228, with the appropriate forms completed, pursuant to the college and DAS procedures. DAS will prepare the property for sale or auction and return profits to the college; or
- (ii) Complete and submit the appropriate form to DAS requesting that the items be made available for donation to state supported entities. DAS will notify schools of the availability and location of the items. Schools that are interested will contact the college directly to arrange for the pick-up of the items. In the Description field of the form write in bold **“ITEMS AVAILABLE FOR DONATION TO STATE SUPPORTED ENTITIES”**; or
- (iii) Through State Term Contract OT904506 (http://procure.ohio.gov/OrigContract/OT904506_oc.pdf), notify the state contractor of items to be posted on an on-line auction site. The college will be required to upload a digital picture and include a written description of any items to be sold on-line. Sale profits will be returned to the college.

If it is determined to be more efficient or cost beneficial, Purchasing or IT Asset Management may also authorize the use of a bid process that solicits quotes from at least three potential buyers.

Purchased property and supplies may not be sold for a price greater than the price originally paid for those items, pursuant to Ohio Revised Code Section 125.13.

Items gifted or donated to the college may be sold at a reasonable price, pursuant to Ohio Revised Code Section 3358.08.

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Scrap **property** that cannot be salvaged is to be disposed of and a completed Surplus Property Disposal form is to be retained by the Purchasing Office.

Forms for the disposal of scrap supplies and construction-related items are to be retained by the originating department, pursuant to Section “B”.

Fixed asset tags for salvaged or disposed **property** are to be removed from the property, delivered to the Grants, Contracts and Loans Office and removed from the fixed asset ledger.

Purchasing may grant approval to sell items through other on-line auction services or contractors. Purchasing may periodically make arrangements for on-site auctions.

For property or supplies purchased with grants, contracts or federal funds, please refer to Section L “Fund Information” before proceeding.

(d) Vehicles:

Vehicles may be traded in, pursuant to Section “h” below. Otherwise, procedures are the same as Section “A” except that a “Vehicle to Salvage Information Sheet” (ADM 3911) must be completely filled out along with the Surplus Property Disposal form, signed by Purchasing and delivered with the vehicle to DAS. The vehicle title and keys must be turned in with the vehicle. Purchasing will make arrangements for the delivery of vehicles to DAS.

For disposal of donated vehicles, contact the Grants, Contracts and Loans office.

All decals, license plates and other items in the car must be removed before turn-in.

(e) IT Equipment:

IT Asset Management will determine if IT, telecommunications and AV related items should be sold or scrapped in accordance with section A above. All data and software must be removed from computers and the hard drives of non-functioning units must be destroyed before the equipment is released. The preferred provider for this work is the contractor on the Ohio state term contract. (http://procure.ohio.gov/OrigContract/OT904104_oc). The Vice-President for Information Technology may also approve another method. Once the unit has been scrubbed of data or the hard drive destroyed, a notation is to be made on the

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IT Asset Management listing, or a certificate is to be provided by the vendor responsible for the removal.

(f) Books and Publications:

The college bookstore shall remove excess publications in the following order:

- (i) Return unused books to the publisher
- (ii) Sell publications to wholesale buyers
- (iii) Utilize an on-line sale process
- (iv) Donate publications to state facilities with inmates (Rehabilitation and Corrections, Youth Services), other state supported entities; through an e-mail or on-line notification system.
- (v) Dispose of scrap publications, utilizing recycling companies whenever possible.

A list of items removed shall be provided by the Bookstore to the Auxiliary Services Accounting office.

(g) Educational Resources Center Materials:

The Educational Resources Center shall remove excess materials in the following order:

- (i) The ERC Collection Development Committee will determine and recommend to the Director of ERC the materials to be deselected that are outdated, inaccurate or unused after a number of years of inactivity.
- (ii) Upon approval of deselection, bibliographic data regarding these materials shall be checked against holdings of other libraries in OhioLINK in order to verify that such materials do not represent “last copy” items. If the ERC Collection Development Committee determines that material falls under the definition of “last copy”, said material shall be sent to the appropriate library agency for storage. If said material that has been designated “last

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copy” is determined to be “collectible” then those procedures indicated in section “j” (Art, Artifacts and Collectibles) of Surplus Property Procedure 9-08 would apply.

- (iii) Materials shall be listed on the OhioLINK “discards” listserv offering these to an OhioLINK member library. Should material(s) be requested by an OhioLINK member library, then, material(s) shall be shipped via OhioLINK delivery service to that library.
- (iv) Materials that are damaged beyond repair shall be deselected, and if the item is heavily used and still in print, a replacement shall be ordered and the original item shall be sent for recycling.
- (v) Should deselected materials be determined as neither “last copy” nor requested by an OhioLINK library, these materials shall be sent for recycling.
- (vi) The Collection Development Committee shall indicate CSCC purchase price of the materials that are deselected and disposed of, and retain and inventory of said materials.

(h) Trade-In Considerations:

If the college is purchasing new equipment and is considering a trade-in of similar type equipment, the originating department cost center manager shall notify Purchasing. This transaction will only be approved in advance, where the amount received on trade-in equals or exceeds the current market value of the item.

The cost center manager must reference the trade-in on the Purchase Requisition, and must include a description of the item to be traded-in, including the model, serial number, and fixed asset tag number if it exists.

Fixed asset tags from traded-in **property** are to be removed from the property, delivered to the Grants, Contracts and Loans Office and recorded on the fixed asset listing.

(i) Hazardous Materials and Chemicals:

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Columbus State Community College is committed to effective hazardous materials management. All hazardous materials are to be handled in accordance with Procedure No. 10 "Hazardous Material Management" (Attachment B).

Cost center managers desiring the routine disposal of hazardous materials and/or empty containers of hazardous materials must send a request for such disposal in writing to the Director of Public Safety. Under normal circumstances, routine disposal occurs during the breaks between quarters. If the cost center manager believes the material or the container poses a more immediate threat and needs immediate attention, he/she should contact the Director of Public Safety. Until such time as the disposal can be arranged, the material should be placed in a secure and safe place, and the material labeled as "hazardous and not to be used or removed except by authorized personnel".

Items with electronic circuitry, such as calculators, cell phones and telephones, contain materials that may be considered hazardous. Likewise other supplies such as printer and toner cartridges and oxide (audio and video) tapes contain substances which should not be thrown in trash containers. Contact IT Asset Management for the disposal of these items.

(j) Art, Artifacts and Collectibles:

When a cost center manager determines that property considered to be a piece of Art, an Artifact or a Collectible is excess, the cost center manager shall follow the procedures in Section "a" by completing a Surplus Property Disposal form and submitting the form to Purchasing. The Disposal form shall clearly identify that the property is an Art, Artifact or Collectible piece (whichever applies).

Purchasing shall determine whether to retain or dispose of the property. If it is to be disposed of, Purchasing shall determine the method of disposal.

(k) Employees:

Employees may not take any surplus or other property from college premises. However, employees may obtain property through sale or auction methods offered to the general public through DAS (see Section "c"). Additionally, if the college permits an on-site auction, employees shall be permitted to bid on items.

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(l) Fund Information:

Items purchased with **federal funds** are subject to the requirements of Federal OMB circular A-102 Sec 32, (Attachment A) which states in part:

Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

▶ Items of equipment with a current per-unit fair market value of **less than \$5,000** may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

▶ Items of equipment with a current per unit fair market value in **excess of \$5,000** may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Non-federal Grants and/or contracts must be reviewed to determine requirements for the disposal or trade in of items purchased or donated under these agreements.

(m) Proceeds:

Proceeds received from the sale of college property purchased from general funds will be deposited into the general fund of the college or in a fund designated by the Senior Vice-President for Business and Administrative Services or his/her designee.

Proceeds received from the sale of college property purchased from federal or grant funds will be deposited into the appropriate fund allowable by the granting

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agency and/or as designated by the Senior Vice President for Business and Administrative Services or his/her designee.

Proceeds received from the sale of college property purchased from auxiliary services funds will be deposited into an auxiliary services fund.

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ATTACHMENT A

Code of Federal Regulations]
[Title 34, Volume 1]
[Revised as of July 1, 2005]
From the U.S. Government Printing Office via GPO Access
[CITE: 34CFR80.32]

TITLE 34--EDUCATION

PART 80_UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS--Table of Contents

Subpart C_Post-Award Requirements

Sec. 80.32 Equipment.

(a) Title. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.

(b) States. A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.

(c) Use. (1) Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

(2) The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in Sec. 80.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.

(4) When acquiring replacement equipment, the grantee or subgrantee

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may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

(1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

(2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

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(3) In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

(f) Federal equipment. In the event a grantee or subgrantee is provided federally-owned equipment:

(1) Title will remain vested in the Federal Government.

(2) Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.

(3) When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.

(g) Right to transfer title. The Federal awarding agency may reserve

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the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

(1) The property shall be identified in the grant or otherwise made known to the grantee in writing.

(2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow Sec. 80.32(e).

(3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

(h) The provisions of paragraphs (c), (d), (e), and (g) of this section do not apply to disaster assistance under 20 U.S.C. 241-1(b)-(c) and the construction provisions of the Impact Aid Program, 20 U.S.C. 631-647.

(Approved by the Office of Management and Budget under control number 1880-0517)

(Authority: 20 U.S.C. 3474; OMB Circular A-102)

[53 FR 8071 and 8087, Mar. 11, 1988, as amended at 53 FR 8072, Mar. 11, 1988; 53 FR 49143, Dec. 6, 1988]

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ATTACHMENT B

**COLUMBUS STATE COMMUNITY COLLEGE
EMPLOYEE SAFETY MANUAL**

HAZARDOUS MATERIAL MANAGEMENT
Procedure No. 10
1995
Page 10-1 of 4
1998

Effective October 15,

Updated June,

Updated March 2005

- A. Columbus State Community College is committed to effective hazardous material management. Hazardous materials include chemical, radioactive or infectious materials, exposure to which has been determined to be injurious to human health and/or safety.
- B. College employees who work with hazardous material shall:
1. Protect the environment and the health of employees, students, contractors, visitors, and the community from hazardous material.
 2. Reduce the present and future risks of hazardous material.
 3. Comply with applicable federal, state, and local laws pertaining to hazardous material.
- C. Supervisors and other employees who are responsible for hazardous materials shall be evaluated annually regarding adherence to the College's Hazardous Materials Management procedures.
- D. The Vice President for Business and Administrative Services shall adopt procedures for the establishment of a hazardous Materials management system for the safe ordering, delivery, transport, storage, use, and disposal of hazardous material. These procedures shall include procedures for the regular training of college personnel with regard to the safe handling of hazardous materials and their responsibilities to the public for the communication of hazards posed by materials under their control.

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- E. Laboratories operated by these departments (Dental Lab, Veterinary Technology, Med Lab and Biological/Physical Sciences) require that all users of the facilities precisely follow the procedures outlined in the Chemical Hygiene Plan for the specific lab.
- F. The Vice President for Academic Affairs will adopt procedures to monitor and control student use and safe handling of hazardous materials.
- G. Any employee or contractor planning to bring hazardous material onto the campus must obtain prior written permission from the Director of Public Safety. Appropriate Material Safety Data Sheets (MSDS) must be submitted with the request.
 - 1. Copies of Material Safety Data Sheets for all hazardous chemicals to which employees may be exposed will be maintained in the Public Safety Office and will be available to all employees for review upon request. A list of all hazardous materials used by the College can be obtained upon request to the Director of Public Safety.
 - 2. Applicable Material Safety Data Sheets will also be available during regular work hours in the appropriate department offices for review by employees, Division of Occupational Safety and Health (DOSH), and contractors or employees of other organizations doing work in or around college facilities.
 - 3. The Director of Public Safety will alert all affected managers regarding hazardous materials entering their work area. Managers will train affected employees in accordance with Material Safety Data Sheets distributed by the Director of Public Safety.
 - 4. Manufacturers or distributors failing to provide Material Safety Data Sheets will be considered as having failed to meet contractual requirements. This requirement shall appear on purchase orders or offers to bid and shall be monitored by the Purchasing Coordinator.
 - 5. Managers are accountable for accepting all new products, including those of a hazardous nature. Under no circumstances shall a manager accept hazardous materials without there being a Material Safety Data Sheet on file or a new one accompanying the shipment. Before any new hazardous material is introduced to

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the workplace, each affected employee will be given information and training as described in paragraph (I) of this procedure.

H. Department managers will be held accountable for verifying that all containers of hazardous materials are labeled properly, whether the container is an original container from the manufacturer or an appropriate secondary container. Containers will be labeled, if they do not have appropriate labeling, using the NFPA system. Newly purchased containers that do not have the adequate labeling shall be returned to the distributor. All employees responsible for the handling of hazardous materials will be trained on the use of this system. Labels must:

1. Be legible.
2. Note appropriate hazard warnings.
3. List the name and address of the manufacturer.
4. State target organs.
5. List specific warnings for carcinogens, mutagens, and teratogens.

I. Managers desiring the routine disposal of hazardous materials and/or empty containers of hazardous materials must send a request for such disposal in writing to the Director of Public Safety. Under normal circumstances, routine disposal occurs during the breaks between quarters. If the manager believes the material or the container poses a more immediate threat and needs immediate attention, he/she should contact the Director of Public Safety. Until such time as the disposal can be arranged, the material should be placed in a secure and safe place, and the material labeled as "hazardous and not to be used or removed except by authorized personnel".

J. In the event of a spill of hazardous material, the following general procedures should be followed:

1. Evacuate the area and call others in the area for assistance. If necessary, Public Safety may call the Columbus Fire Department and State Fire Marshall.
2. Call Public Safety or have someone else call Public Safety (extension 2525) immediately.

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3. Remove affected clothing and wash or shower affected areas of the skin.
 4. Only authorized and trained employees shall clean up a spill of hazardous materials. Call Public Safety if not properly trained.
- K. In the event that injuries are sustained as a result of a spill of hazardous material, the responsible manager (or other employee at the scene if the manager is unavailable) should immediately phone the Public Safety Department (extension 2525) to arrange for the transport of the injured person(s) to an emergency treatment facility.
- L. No employee will begin work on a non-routine task involving hazardous materials without first receiving a safety briefing from his supervisor. This briefing will include:
1. Notification of specific chemical hazards involved.
 2. A description of the protective and safety measures the employee must take.
 3. A description of the measures the College has taken to reduce the hazard (e.g., ventilation, respirators, etc.).
 4. Any requirements that another employee be present to assist in the performance of the task.
 5. Specific emergency procedures to follow in the event of an accident.
- M. Chemicals in piping systems are clearly marked in janitorial closets located throughout each building. Employees who have occasion to work on or around such pipes are instructed to check codes and trace the pipes to the work location before commencing.
- N. All employees will be given a hazardous materials handbook and will receive training prior to potential exposure regarding:
1. Requirements of OSHA standards.
 2. College policy and procedures regarding the ordering, transporting, storing, using, and disposing of hazardous materials, and emergency procedures to follow in the event of spills of hazardous materials.

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3. The College's labeling system for hazardous materials.
 4. The availability of and terminology used in Material Safety Data Sheets.
- O. In addition to the above generic training provided to all employees, each manager will provide specific training for each new and existing employee regarding the specific hazardous materials in place or use in the work area. This training will include:
1. A description of the materials (and their specific hazards) in use in that work area.
 2. Instruction regarding how the employee can reduce or prevent exposure to these materials through protective and safety measures.
 3. A description of the measures the College has taken to reduce or prevent employees' exposure to these materials.
 4. Specific emergency procedures to follow in the event they are exposed to these materials.
- P. Upon completion of the training described in paragraphs (H) and (I) of this procedure, each employee will sign a form certifying receipt of Hazardous Communications and Emergency Response Awareness training and the hazardous materials handbook. Each manager will reinforce the training received by the employees and will ensure their ability to utilize it effectively.
- Q. Periodic safety meetings will be held in each department handling hazardous materials to discuss those materials, their hazards, and safe practice regarding their handling. Attendance is mandatory for all affected employees. The department manager shall be responsible for the content of the meeting; the conduct of such meetings may be delegated to others.
- R. Notices explaining the container labeling system and reporting the location of the Material Safety Data Sheets and the College's hazardous materials management program shall be appropriately posted.
- S. The Purchasing Coordinator or the Director of Physical Plant, as applicable, shall be responsible for coordinating with the Director of Public Safety for the provision of the

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following information to contractors and their employees prior to their entering the work site:

1. The hazardous materials to which they may be exposed while on campus.
 2. Measures they must take to reduce the possibility of exposure to hazardous materials.
 3. Measures the College has taken to reduce the risk of exposure to hazardous materials.
 4. The availability of Material Safety Data Sheets.
 5. Emergency procedures to follow if exposed.
- T. The departmental manager shall ensure that the Emergency Preparedness and Prevention Checklist (See Appendix A) is completed on a weekly basis and keep on file in the departmental office that is affected.

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Appendix A
COLUMBUS STATE COMMUNITY COLLEGE
EMERGENCY PREPAREDNESS & PREVENTION EQUIPMENT CHECKLIST

Department _____

Monthly Form to be Completed Weekly

Month of _____	Week 1	Week 2	Week 3	Week 4	Week
Checklist Item	Date				
Are any containers leaking?					
Are containers closed?					
Are containers properly labelled? (including date?)					
Are spill control kits complete/stocked properly? (Including in properly location)					
Are Emergency Communications Devices Working properly?					
Are emergency alarms working properly?					
Are eye wash and showers working properly? Tagged?					
Is the area clean?					
Are fire extinguishers fully charged and in their proper location? (Class ABC & Class D)					
Are exhaust hood(s) functioning properly? (On?)					
(List)					
Explained Any Problems and Any Remedial Action Taken? (See below)					
Inspectors Name					
Inspection Time					

Date _____ Action Taken _____

Date _____ Action Taken _____

Date _____ Action Taken _____

COLUMBUS STATE COMMUNITY COLLEGE
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DISPOSAL OF SURPLUS PROPERTY
Procedure No. 9-08 (D)
Page 21 of 21

Effective June 1, 2006

Follow-up: Safety Coordinator _____ Manager _____

NOTE: Check all areas that are applicable to your area. Problems that are not corrected immediately should be reported to Public Safety at ext. 2525.

Completed form shall be kept on file in the departmental offices.
Form Required under OAC 3745-65-33. Revised 6/98

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PRESIDENT'S DISCRETIONARY FUND

Effective February 15, 2001

Policy No. 9-09

Page 1 of 1

- (A) The Board of Trustees may create a President's Discretionary Fund to be separate from other operating and capital funds of the college. The source of income to the fund shall not include funds appropriated to the college or any form of student fees.
- (B) The purpose of the President's Discretionary Fund is to enhance the mission of the college.
- (C) Expenditures may be made from the President's Discretionary Fund to promote or enhance the image of the college, the college educational programs, college operations, to make appropriate non-political contributions, and to provide for entertainment, travel, gifts, employee rewards, and other appropriate expenditures not provided for in the operating budget. However, these funds cannot be used for the direct personal gain of any trustee or employee of the college.
- (D) Expenditures from the fund must be initiated solely by the President. The Treasurer will administer the fund, prepare monthly status reports for the Board of Trustees, and be responsible for arranging an annual audit to be conducted by the appointed external auditor.

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INVESTMENTS

Effective November 21, 2013

Policy No. 9-10

Page 1 of 7

- (A) **Purpose.** To provide a framework for the prudent management of all public funds and to invest public funds in a manner that will provide the highest investment return with the maximum security, safety and preservation of principal while meeting the daily cash flow demands of the college, in accordance with all applicable statutes governing the investment of public funds.
- (B) **Authority.** The authority to conduct the purchase and sale of investments is limited to the college's president, treasurer, and deputy treasurers. These individuals will adhere to this stated policy, Sections 3358.06 and 3345.05 of the Ohio Revised Code, and all other applicable provisions of the Ohio Revised Code.
- (C) **Scope.** The scope of this investment policy applies to all financial assets of the college, including state and federal funds held by it, to the extent allowable by state or federal guidelines. The treasurer and/or staff shall routinely monitor the contents of the college's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly.
- (D) **Standard of Prudence.** The standard of prudence to be applied by the treasurer shall be the industry-standard "Prudent Person Rule," which states: "Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Acting in accordance with this investment policy or any other written procedures pertaining to the administration and management of the college's investment portfolio and exercising due diligence shall relieve the treasurer of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported to the board of trustees in a timely fashion and appropriate action is taken to control adverse development.

- (E) **Objectives.** The primary objectives, in priority order, of the college's investment activities shall be:
 - 1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the college shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - 2. **Diversification:** Diversification of assets and maturities is required in order to avoid potential losses on individual securities that may exceed the income generated from the remainder of the portfolio.

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3. **Liquidity:** The college's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements, which might be reasonably anticipated.
 4. **Return on Investment:** The college's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account this investment policy and the cash flow characteristics of the portfolio. Performance benchmarks may be assigned to the college's portfolio, based upon asset characteristics and maturity parameters.
 5. **Investment Transactions:** Investment advisors shall execute transactions on a best price and execution basis within the context of changing market conditions.
- (F) **Ethics and Conflict of Interest.** Designated college employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the college investment program, or which could impair the ability to make impartial investment decisions. Members of the investment committee and investment advisors shall disclose to the college any material financial interest in financial institutions and any large personal financial or investment positions that could be related to, or affected by, the performance of the college's portfolio. All employees, officers and investment consultants to the college shall subordinate their personal investment transactions to those of the college, particularly with regard to the timing of purchases and sales.
- (G) **Authorized Financial Dealers and Institutions.** All financial institutions, brokers/dealers, investment advisors, and consultants, that desire to conduct investment business with the college, must sign the investment policy certifying they have read it, understand it, and agree to abide by its contents.
- (H) **Authorized Investments.** At least 25% of the average amount of the investment portfolio over the course of the previous fiscal year shall be invested only in:
1. Securities of the United States Government, including U.S. Treasury Bills, Notes, and Bonds; various federal agency securities including issues of Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Home Loan bank (FHLB), Federal Farm Credit Bank (FFCB), Student Loan Marketing Association (SLMA), Government National Mortgage Association (GNMA), and other agencies or instrumentalities of the United States. Eligible investments include securities

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that may be “called” prior to the final maturity date. Any eligible investment may be purchased at a premium or a discount.

2. Bankers’ acceptances, maturing in 270 days or less, which are eligible for purchase by the Federal Reserve System, as a reserve, provided that such issuers have a minimum long term debt rating of “A,” or the equivalent by at least two nationally recognized rating agencies.
 3. Certificates of deposit of any national bank located in this state.
 4. No-Load Money Market Mutual Funds, rated in the highest category by at least one nationally recognized rating agency, investing exclusively in the same types of eligible securities as defined under Chapters 3358.06 and 3345.05 of the Ohio Revised Code (ORC). Eligible Money Market Funds shall comply with 135.01 ORC, regarding limitations and restrictions.
 5. Written repurchase agreements with any eligible Ohio financial institution that is a member of the Federal Reserve System or Federal Home Loan Bank. Eligible repurchase collateral is restricted to securities listed in Division (B) (1) or (B) (2) as defined under 135.14 of the Ohio Revised Code. The market value of securities subject to a repurchase agreement must exceed the principal value of the repurchase amount by at least 2% prior to the execution of any repurchase transaction;
 6. The state treasurer’s pooled investment (STAR Ohio), pursuant to Ohio Revised Code 135.45 or any other investment program offered or endorsed by the Treasurer of the State of Ohio.
 7. Bonds and other obligations of the State of Ohio or its political subdivisions.
- (I) Authorized investments for the balance of the investment portfolio not defined in Section (H) above may include any or all of the investment instruments listed in Section (H), and may also include
1. **Federal Agency Mortgage-Backed Securities** of any U.S. Federal Government Agency, instrumentality or government sponsored enterprise.
 2. **Commercial Paper** notes issued by an entity that has assets exceeding \$500 million, are rated at the time of purchase in the highest classification established by at least two nationally recognized standard rating services, the aggregate value of which does not exceed 10% of the aggregate commercial paper of the issuing

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- corporation, and that mature not later than 270 days after the date of their purchase.
3. **Corporate Obligations** issued by corporations that are incorporated under the laws of the united states and that are operating within the united states, or by depository institutions that are doing business under authority granted by the united states or any state and that are operating within the united states, provided that the notes are rated a or the equivalent, at the time of purchase, by a nationally recognized standard rating service.
 4. **Repurchase Agreements** not exceeding 30 days as to which (i) a master repurchase agreement is executed with an eligible counterparty, (ii) the counterparty is a primary government securities dealer, (iii) each transaction is settled on a “delivery vs. payment” basis, with the securities that are the subject of the repurchase agreement delivered to and held by a third party custodian acceptable to the treasurer, (iv) the counterparty is obligated to maintain the value of the securities that are subject to the repurchase agreement in an amount not less than 102% of the principal value of the repurchase obligation or such greater amount as may be required to be maintained from time to time, and (v) the securities that are the subject of the repurchase agreement are marked-to-market daily for the purpose of determining satisfaction of the requirement of clause (iv) of this paragraph. A percentage higher than 102% will be required based upon the quality and final maturity of collateral.
 5. **Securities Lending Agreements** with any national bank, any bank doing business under authority granted by the superintendent of financial institutions, or any bank doing business under authority granted by the regulatory authority of another state of the United States, located in this state, that is a member of the Federal Reserve System or Federal Home Loan Bank or with any recognized United States Government Securities under the terms of which agreements the investing authority lends securities and the eligible institution or dealer agrees to simultaneously exchange similar securities or cash, equal value for equal value.
 6. **Bonds and Other Obligations of any State of the United States, and Obligations or Debt Issuances of any Political Subdivision of any State of the United States.** All such debt issuances will have a minimum long-term credit rating in one of the three highest categories by a nationally recognized rating agency, at the time of purchase. The ratings categories may include numeric or mathematical symbols.

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- (J) **Bond/Note Proceeds.** Proceeds from the issuance of debt constitute the bond funds portion of the college's portfolio. Balances in the bond funds will be aligned with the college's capital expenditure patterns for such proceeds. Monies held in the bond funds shall be invested in authorized investments outlined in Section (H).
- (K) **Prohibited Investments and Investment Practices.** In addition to any other prohibitions in the OHIO Revised Code, the college shall not:
1. Contract to sell securities that have not yet been acquired on the speculation that prices will decline;
 2. Invest in a fund established by another public body for the purpose of investing public money of other subdivisions unless the fund is STAR Ohio or any other investment program offered or endorsed by the State Treasurer of Ohio.
 3. Enter into reverse repurchase agreements;
 4. Leverage current investments as collateral to purchase other assets.
- (L) **Investment Committee/Investment Advisor(s).** An investment committee shall be established and shall consist of at least the college's treasurer and its deputy treasurers. The treasurer shall report to the board on the college's investments.
- The college shall retain the services of investment advisor(s), experienced in the management and investment of public funds, to manage the college's portfolio(s) and to advise the investment committee. Such investment advisor(s) shall be authorized by the president to manage the investment funds, which includes the selection of eligible investment assets as defined under Chapters 3358.06 and 3345.05 of the Ohio Revised Code, the execution of investment transactions, and the selection of brokers/dealers that meet standards pursuant to Ohio Revised Code 135.14 (M)(1).
- (M) Maximum maturities are specified under each eligible investment category.
- (N) **Safekeeping and Custody.** All investment transactions, including collateral to secure repurchase agreements, shall be conducted on a delivery-versus-payment basis. Investment assets including collateral to secure repurchase agreements will be held by a third-party custodian designated by the president. Collateral to secure repurchase agreements and certificates of deposit will only be released by the college after verification that the principal and interest have been credited to the college's account.

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All deposits of the college, in excess of the amount insured by the Federal Deposit Insurance Corporation (FDIC), shall be secured by pledged collateral. The amount of excess market value shall be determined by the college or shall be at least 105% of total public deposits held for those designated public depositories pledging pooled collateral in accordance with ORC 135.181. Negotiable certificates of deposit are eligible investments provided that such certificates of deposit are purchased in denominations that would permit full coverage [by the FDIC] of both principal and interest.

Any financial institution holding deposits of the college may be required to pledge specific collateral and to deliver such collateral to a third-party trustee evidenced by a document from such trustee that collateral has been specifically pledged to the college. The procedure for substituting collateral shall be determined by the president.

Under no circumstance will investment assets be held in safekeeping by broker/dealer firms.

(O) **Internal Controls.** The college shall maintain an inventory of all portfolio assets. A description of each security will include security type, issue/issuer, cost (original purchase cost or current book value), par value (maturity value), maturity date, settlement date (delivery versus payment date of purchased or sold securities), and any coupon (interest) rate. The investment report will also include a record of all security purchases and sales. An investment report shall be issued each month, detailing the inventory of all securities, all investment transactions, any income received (maturities, interest payments, and sales), and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield, average-weighted maturity of the portfolio and the market value of each asset.

(P) **Sale of Securities Prior to Maturity.** Portfolio securities may be sold prior to maturity under the following conditions:

1. To meet additional liquidity needs.
2. To purchase another security or securities in order to increase yield or current income.
3. To purchase another security or securities in order to lengthen or shorten the average duration of the portfolio, for purposes of enhancing overall performance of the portfolio during periods of increasing or declining interest rates.
4. To realize any capital gains and/or income.

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Effective November 21, 2013

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5. To change the asset allocation.
- (Q) **Continuing Education.** The college's treasurer and controller/deputy treasurer shall participate annually in beginning and/or continuing education training programs to develop, maintain and enhance background and working knowledge in investment, cash management, and ethics.

clh: Approved by the Board of Trustees: November 21, 2013

Last Effective Dates: April 30, 2008; August 1, 2004

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POLICY AND PROCEDURES MANUAL

SUSTAINABILITY
Policy No. 9-11
Page 1 of 1

Effective December 1, 2007

- (A) As a citizen of a complex ecological system, Columbus State Community College is committed to doing its part to sustain the environment for future generations. The college shall engage in financially-sound academic and operational activities that will result in the reduction of solid waste, pollution, and energy consumption.
- (B) Operational and maintenance efficiencies shall be primary considerations.
- (C) Whenever practicable, the college shall purchase environmentally-friendly goods to foster growth in markets for such goods.
- (D) In the new construction, the college shall strive to build to the U.S. Green Building Council's *LEED* silver standard or equivalent within the monies appropriated for a campus construction project.
- (E) Annually, the President shall report to the Board of Trustees on the college's sustainability initiatives.
- (F) The President shall establish procedures to administer this policy.

Last Effective Date: New Policy

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SUSTAINABILITY
Procedure No. 9-11 (F)
Page 1 of 1

Effective December 1, 2007

- (1) The office of the Senior Vice-President for Business and Administrative Services is responsible for establishing, communicating, and overseeing a structure and process for the development, maintenance, and implementation of the college's sustainability program.
- (2) Appropriate committees will be chartered as necessary to complete the work.
- (3) The college shall purchase *Energy Star* certified products in all areas for which such ratings exist.
- (4) Engine powered vehicles shall use the latest commonly-available technology for minimizing the environmental impact of powered vehicles.
- (5) Except in the most extenuating circumstance, documents shall be printed or copied using two-sided printing or copying technology.

Last Effective Date: New Procedure

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective September 27, 2018

Policy 9-12

Page 1 of 1

- (A) The College will comply with the applicable Payment Card Industry Data Security Standards (PCI-DSS) to protect account and personal cardholder information from exposure through payment card transactions. No activity may be conducted nor any technology implemented that might obstruct compliance with any portion of the PCI-DSS.
- (B) This policy and any applicable procedure(s) applies to all Columbus State employees, student employees, contractors, service providers and vendors who process credit card transactions including any payments made by the College or to the College.
- (C) Risk findings, including non-compliant and vulnerable systems, may be reported to the Information Security Team by contacting the College's IT Support Center.
- (D) The President may establish procedures to implement this policy.

Last Effective Date(s): June 1, 2011

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective October 1, 2018

Procedure 9-12 (C)

Page 1 of 13

(1) DEFINITIONS

- (a) Payment Card Industry Data Security Standards (PCI-DSS): A set of standards established by the Payment Card Industry Security Standards Council to develop a single approach to safeguarding sensitive data. The PCI-DSS defines a series of best practices for storing, processing or transmitting cardholder data.
- (b) Cardholder Information: Any personally identifiable data associated with a cardholder or a payment card. Examples include but are not limited to: account number, expiration date, name, address, social security number and the three- or four-digit value printed on the front or back of payment cards (MasterCard Card Validation Code CVC 2, VISA Card Verification Value CVV2, Discover Card Member ID or American Express Card Identification Number CID).
- (c) Point of Sale Terminal: An electronic retail payment device which (1) reads a customer's bank's name and account number when a bank card or credit card is swiped (passed through a magnetic stripe reader), DIP (card chip is entered into reader), TAP (contactless payment technology using mobile wallets) or entered directly into payment application, (2) contacts the bank and (if funds are available) transfers the customer approved amount to the seller's account and (3) may print or email a receipt.
- (d) Credit Card: A plastic card issued to concede to the holder, upon presentation to authorized stores or service providers, products or services on credit.
- (e) Debit Card: A plastic card that may be used for purchasing goods and services or obtaining cash advances for which payment is made from existing funds in a bank account.
- (f) "Need to Know": Access to the information must be necessary for the conduct of one's official duties.

(2) DUTIES AND RESPONSIBILITIES

- (a) Head of Information Technology
 - (i) Provides oversight of information security policy, procedures and standards in accordance with applicable laws and standards to secure data and information systems.
 - (ii) Establishes an appropriate level of visibility for the policy, procedures and standards, and information risk assessment to the College.

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective October 1, 2018

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- (b) Information Technology (IT) Director(s)
 - (i) Complies with information security policies and procedures. Manages and monitors information systems that support the College's information security infrastructure.
 - (ii) Maintains awareness of the security resources and ensures that security-related activities are well documented and completed in a consistent, auditable manner.
 - (iii) Conducts periodic reevaluation of current operational methods to identify areas for improvement.
 - (iv) Evaluates security risks of new and existing systems along with the information security team in accordance with applicable policy and procedures.
 - (v) Implements appropriate security controls commensurate with the acceptable level of risk.
- (c) Head of Information Security
 - (i) Partners with constituencies across the campus community to develop and implement strategies, plans and programs for security compliance. Serves as a liaison for regulatory compliance on behalf of the College.
 - (ii) Develops procedures, standards and practices for securing information systems.
 - (iii) Conducts risk assessments and analysis in accordance with applicable laws and standards to secure the College's information systems.
 - (iv) Ensures completion of corrective action plans and information system integrity is not compromised.
 - (v) The head of Information Security reserves the right to restrict access to vulnerable systems in accordance with applicable policy and procedures.
- (d) Administrators and supervisors of cardholder data environment
 - (i) Complies with College policies and procedures governing the security of the resources they manage.

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

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- (ii) Helps to maintain an adequate inventory of all equipment and serves as a point of contact for the information technology team as it pertains to processing credit card transactions.
 - (iii) For purposes of this procedure and applicable policy, department administrators and supervisors include individuals and College employees within College departments, clinical sites and all others in the campus community that oversee the use of payment card processors and credit card transactions.
 - (iv) Ensures only authorized personnel have access to payment card applications and data.
 - (v) Ensures payment card account numbers are properly secured and safeguarded.
 - (vi) Ensures accounts are properly reconciled with discrepancies immediately reported to Business Services. To maintain proper segregation of duties and minimize the risk of fraud, the individuals administering College financial systems may not be the same individual that initiates, authorizes and processes the transactions.
- (e) Business Services
- (i) Works with College department(s) to create and test payment card applications before implementation.
 - (ii) Works with external vendors to ensure compliance with College policies, practices and procedures for accepting and use of payment cards.
 - (iii) Verifies that payment card applications are PCI-DSS compliant and, if applicable, on the Payment Application Best Practice (PABP) list.

(f) Payment Card Processors

Responsible for reviewing, understanding and implementing the requirements set forth in applicable policy and this and other procedures.

(3) MAINTENANCE

- (a) Annual review of applicable policy and procedures is required and revisions will be made as necessary, or at times of major change to the cardholder data environment or to update the PCI-DSS standards.

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

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- (b) All individuals accessing systems within the cardholder data environment are required to use their own uniquely assigned username and password. Sharing passwords or active sessions to any PCI system is strictly prohibited. See also Policy 15-01.
- (c) The Information Technology (IT) department will maintain an inventory of all assigned credit card devices and other electronic payment systems in use in the College community.
- (d) Any deployment, modification or removal of new or old products or technology for the use of processing credit card transactions must be reviewed, assessed and approved by IT.

(4) SERVICE PROVIDERS AND INCIDENT RESPONSE

- (a) Use of third party service providers for the purpose of payment card processing must be reviewed and approved by the head of Business Services or designee and the head of IT.
- (b) External service providers must be PCI-DSS compliant and provide current, certified proof of compliance upon request.
- (c) A risk assessment is required for any new third party service providers responsible for possessing, storing or processing cardholder data on behalf of the College. At a minimum, members of the information security team and/or College counsel should be involved to adequately assess the service provider. The risk assessment should include a review of the service providers' policies demonstrating their commitment to comply with PCI DSS standards.
- (d) The information security team and/or Computer Security Incident Response Team (CSIRT) will test the incident response plan and include reporting requirements in the event of a suspected incident or breach involving cardholder data. The incident response plan includes appropriate provisions for reporting and escalating incidents pertaining to the cardholder data environment and is the authoritative plan pertaining to this procedure and associated policy.

(5) FIREWALL

- (a) The College will develop and implement formal, documented standards for its firewalls and routers. Such standards may include:
 - (i) A formal process for approving and testing network connections and changes to College firewall and router configurations.

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective October 1, 2018

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- (ii) A current network diagram that identifies connections between the College's cardholder data environment and other networks, including wireless networks.
 - (iii) A current diagram that shows College cardholder data flows across systems and networks; the diagram will be updated as needed
 - (iv) Requirements for a firewall at each internet connection and between any Demilitarized Zone (DMZ) and the College's internal network zone.
 - (v) Documentation and business justification for use of services, protocols and ports allowed by the College's firewalls and routers, including documentation of security features implemented for those protocols considered to be insecure (e.g., FTP, TELNET, POP3, IMAP, and SNMP V1 and V2).
 - (vi) A review of the College's firewall and router rule sets at least once every six (6) months.
- (b) College firewall and router configurations will restrict connections between untrusted networks and any system components in the College's cardholder data environment. Such configurations will utilize best practices:
- (i) Restrict inbound and outbound traffic necessary for the College's cardholder data environment and specifically deny all other traffic.
 - (ii) Configure perimeter firewalls between all wireless networks and the College's cardholder data environment to deny or, if traffic is necessary for business purposes, permit only authorized traffic between the wireless environment and the College's cardholder data environment.
 - (iii) Implement a DMZ to limit inbound traffic to only system components that provide authorized publicly accessible services, protocols and ports.
 - (iv) Limit inbound internet traffic to IP addresses within the DMZ.
 - (v) Not allow direct connections inbound or outbound for traffic between the internet and College's cardholder data environment.
 - (vi) Implement anti-spoofing measures to detect and block forged source IP addresses from entering the College's network.

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- (vii) Restrict unauthorized outbound traffic from the College's cardholder data environment to the internet, unless there is a documented business need.
- (viii) Implement a stateful inspection (i.e. dynamic packet filtering) firewall to allow only authorized connections into the College's network.
- (ix) Not disclose private College IP addresses and other internal routing information to unauthorized parties (e.g., masquerading via implementation of Network Address Translation (NAT), proxies, etc.).
- (x) Install personal host-based firewalls or equivalent software on any mobile device or computer containing, storing, accessing or transmitting College data over the internet. These firewalls will be configured to prevent unauthorized users from altering or disabling the firewall.

(6) PROTECTION OF STORED CARDHOLDER DATA

With the College implementing end-to-end encryption for the transmission of cardholder data, digital or "hard copy" cardholder data shall not be stored after authorization in the College's cardholder data environment. Where cardholder data is collected in a paper format, the following controls must be adhered to:

- (a) Paper documents containing cardholder data must be redacted of sensitive authentication data (full track data, card validation code or value, and pin data) after the credit card has been authorized.
- (b) All redacted paper documents shall be retained in accordance with the College's data/records retention standards.
- (c) When the cardholder's Primary Account Number (PAN) is displayed, the PAN must be masked such that only the first six or last four digits are displayed. Only personnel with a legitimate business need has authorization to review the full PAN.
- (d) Cardholder data should not be stored on servers, local hard drives or external media including "hard copy documents," floppy discs, CDs and thumb drives unless encrypted and otherwise in full compliance with PCI-DSS.

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(7) ENCRYPTION OF TRANSMITTED CARDHOLDER DATA

- (a) The College's cardholder data environment shall be isolated and segregated from the rest of the College network. Access to the College's cardholder data environment from unsecure networks, including any wireless technologies, is prohibited.
- (b) Any transmission of cardholder data must be encrypted using strong cryptography and security protocols. The encryption standard shall be approved by IT.
- (c) For any browser-based transactions of cardholder data, the system shall be configured to utilize secure HTTP (HTTPS), over Transport Layer Security (TLS) version 1.2 or greater, for encryption.
- (d) Cardholder data shall not be sent unprotected via email, text message, instant messaging, chat or other communication protocols. Sending sensitive authentication data through these protocols, even with added encryption, is strongly discouraged.

(8) MALWARE PROTECTION

- (a) The cardholder data environment must be configured and monitored accordingly to protect against malware infections.
- (b) IT-approved antivirus software must be deployed, configured and activated on all workstations and servers within the cardholder data environment that is handling or processing cardholder data.
- (c) All antivirus clients must be current (within three update revisions) with the latest definition updates and rulesets.
- (d) The antivirus software must be configured to generate audit logs at the time of detection or quarantine of malware.
- (e) The antivirus software must be capable of performing a periodic scan if initiated by a system administrator.
- (f) Antivirus software must be configured so as to prevent other system users from disabling or altering the configuration settings.
- (g) Any exceptions or exclusions that result in a temporary or permanent change to the antivirus software must be submitted to IT for review and implementation.

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(9) SECURE SYSTEMS AND APPLICATIONS

- (a) IT runs vulnerability scans of all systems within the cardholder data environment.
- (b) All systems are patched with the latest security updates on a consistent basis. Systems that appear to be vulnerable to a threat and have a high likelihood of compromise may be blocked by IT from accessing the network, including the internet.

(10) LOGICAL ACCESS CONTROL MEASURE

- (a) Access to the cardholder data environment is restricted to a “need to know” basis to authorized individuals only, based on role, job function and responsibility.
- (b) Access rights to privileged cardholder information will be assigned to employees and, if applicable, contractors with the minimum access necessary to perform their job responsibilities.
- (c) Individuals processing cardholder data must complete the appropriate PCI training courses offered by the College to understand the requirements of and compliance with the PCI-DSS standards. Such users must be authorized by a supervisor to complete the training in accordance with their job functions and responsibilities.
- (d) Department personnel assigned to process payment card transactions must receive training on the process, policies and procedures in order to report and include those transactions in the College’s financial systems.
- (e) The Business Services area of the College will provide training to ensure employees accept and process payment cards in compliance with PCI-DSS standards.
- (f) Users that do not require access to the cardholder data environment will not be provided access without proper authorization.
- (g) Access to the cardholder data environment shall be reviewed and recertified to ensure authorizations are accurate and reflect current responsibilities.
- (h) Administrators of College departments who need to accept payment cards and/or obtain a physical terminal to swipe, DIP, TAP or key transactions through a point of sale terminal must request approval from the head of Business Services or designee.
- (i) Exceptions to this procedure may be granted only after a written request from the department has been reviewed and approved by the head of Business Services or designee.

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PAYMENT CARD INDUSTRY COMPLIANCE (PCI)

Effective October 1, 2018

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(11) AUTHENTICATION TO SYSTEM COMPONENTS

- (a) All individuals accessing the cardholder data environment must comply with the requirements set forth in College Policy 15-01 and all other applicable policies.
- (b) The following controls and requirements apply to vendors and other third parties supporting and/or requiring access to the cardholder data environment:
 - (i) A uniquely-assigned account must be used to access the cardholder data environment.
 - (ii) The uniquely-assigned accounts must allow access to only the roles and modules required for purposes of support (“need to know” method).
 - (iii) Accounts must be recertified on an annual basis. Sign-off is required by the vendors’ or third parties’ sponsor in order to maintain access to the system.
 - (iv) A shared session should be used when a vendor or third party must connect to the cardholder data environment via remote access.

(12) PHYSICAL ACCESS CONTROL MEASURES

The following controls shall be adhered to in order to ensure adequate physical security of cardholder data:

- (a) Network jacks and/or wireless access points located in public areas and areas accessible to visitors shall not provide access to the dedicated cardholder data environment Virtual Local Area Network (VLAN).
- (b) Confidential data shall not be left in plain sight. Cardholder data stored in paper format must be labeled as confidential and securely kept and locked up when unattended.
- (c) Workstations must be locked after no more than fifteen (15) minutes of inactivity when left unattended.
- (d) An inventory of cardholder data must be maintained and includes the location of cardholder data in electronic and paper formats (i.e. specific storage closets, cabinets, servers, data centers, etc.).

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- (e) All media containing cardholder data must be destroyed when no longer needed for business or legal reasons. Media must be destroyed using an approved technique (disintegrate, pulverize, melt, incinerate or shred) to ensure cardholder data is not recoverable.
- (f) Devices that capture payment card data via direct physical interaction with the card (i.e. a card swipe, chip reader or TAP) must be protected from tampering or substitution.
- (g) Card reading devices should be removed at the end of each business day and securely stored in a locked cabinet or office to protect against tampering or substitution when possible.
 - (i) Card reading devices that cannot be removed, disconnected and securely stored should be inspected for tampering or substitution at the start of each business day.
 - (ii) Card reading device inspections include:
 1. Ensuring the manufacturer's name and model number are correct.
 2. Validating the serial number against the department's inventory.
 3. Confirming the manufacturer's security seals and labels are present with no signs of peeling or tampering.
 4. Verifying the device's color and condition are as expected, with no additional marks or scratches around the seams, reader and/or window display.
- (h) Individuals interacting with credit cards and card reading devices should be aware of and trained on the requirements set forth in this procedure to ensure devices have not been tampered with or substituted.

(13) MONITORING OF NETWORK RESOURCES

- (a) All critical system and network components within the cardholder data environment will be configured to track and record audit logs linking individuals to actions. Logs should be forwarded to the IT event manager system to ensure logs are tracked, reviewed and monitored as well as stored in a secure location where they cannot be modified.

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- (b) Automated audit logs should include the following information in order to construct a timeline in the event of an incident or investigation:
 - (i) All individual user accesses to cardholder data, whether at the operating system or application level.
 - (ii) All actions taken by any individual with root or administrative privileges.
 - (iii) Access to all audit trails by any individual.
 - (iv) Individual or denied access attempts, such as failed or bad password.
 - (v) Use of and changes to authentication mechanisms, such as creating new accounts, elevating user privileges, etc.
 - (vi) Initialization, stopping or pausing of the audit logs.
 - (vii) Creation and deletion of system-level objects.
- (c) All system components within the cardholder data environment should record the following information in the audit logs:
 - (i) User account or identification
 - (ii) Type of event
 - (iii) Date and time
 - (iv) Success or failure indication
 - (v) Origination of event
 - (vi) Identity or name of affected data, system component, or resource
- (d) Errors, anomalies or suspicious entries are reviewed and escalated according to standard incident response processes and procedures. All audit log entries, specific to the cardholder data environment, shall be retained for at least one (1) year, with a minimum of three (3) months immediately available for analysis.

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(14) SECURITY SYSTEM AND PROCESS TESTING

- (a) System components, processes and applications shall be tested frequently to ensure security controls continue to reflect a changing environment.
- (b) Vulnerability scans shall be run at least quarterly and after any significant change in the network which impacts the cardholder data environment.
- (c) Internal quarterly vulnerability scanning must be performed by members of IT and repeated until all “high risk” vulnerabilities are resolved, remediated and/or exempted.
- (d) External quarterly vulnerability scanning will be performed by an Approved Scanning Vendor (ASV) approved by the Payment Card Industry Security Standards Council (PCI SSC) and repeated until all “high-risk” vulnerabilities are resolved, remediated, and/or exempted.
- (e) Changes to systems housing account information must only be performed when:
 - (i) Thorough testing has taken place to ensure adequacies of controls.
 - (ii) Functionality testing with module custodians and/or functional experts has taken place.
 - (iii) Change control processes have been followed.
- (f) Internal and external penetration testing should be conducted every six (6) months and/or after any significant infrastructure or application upgrade or modification. Penetration testing shall include:
 - (i) Coverage of the entire cardholder data environment perimeter, critical systems and applications.
 - (ii) Testing from inside and outside the network.
 - (iii) Testing to validate all out-of-scope systems that are segmented from systems in the cardholder data environment.
 - (iv) Network-layer penetration tests including components that support network functions as well as operating systems.
 - (v) A review and consideration of threats and vulnerabilities experienced in the last 12 months.

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- (g) The cardholder data environment must be secured with intrusion detection and/or intrusion prevention techniques to detect and/or prevent intrusions into the network.
- (15) Any actual or suspected breaches of this procedure or any of the PCI-DSS standards shall be reported immediately to the IT Support Center.

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POST-ISSUANCE COMPLIANCE FOR BOND ISSUE

Effective September 30, 2020

Policy 9-13

Page 1 of 1

- (A) The College will comply with federal income tax and securities laws, as well as requirements set forth in the bond documents related to each issuance of obligations of the College.
- (B) This policy and any applicable procedure(s) strictly follows the U.S. Constitution and laws, the Ohio Constitution and laws, and all applicable federal and state regulations.
- (C) The Chief Financial Officer and Treasurer shall have the primary responsibility for preparing the annual financial information and operating data to be filed annually with the Municipal Securities Rulemaking Board.
- (D) The President may establish procedures to implement this policy.

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COLLEGE DEPARTMENTS

Effective October 15, 1985

Policy No. 11-01

Page 1 of 1

- (A) The President, within the limits of other sections of college policy, is authorized to create, staff, assign duties to, assign responsibility for and authority over, establish budgets for, and merge or dissolve academic and operational departments.
- (B) The President will adopt procedures for the operation of these departments.

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COLLEGE DEPARTMENTS
Procedure No. 11-01 (B)
Page 1 of 1

Effective November 1, 2007

- (1) A proposal for departments to merge or for a department or departments to be dissolved may be initiated in writing by any employee and submitted to the cabinet member who oversees the employee's department.

Proposals shall include specifics regarding positions that would be impacted, budget adjustments that would need to be made, and any proposed changes in department names in the case of proposed mergers.

- (2) Written proposals will be reviewed by the cabinet member or members who oversee the impacted departments, in consultation with the supervisors in the chain of authority of the impacted departments.
- (3) Cabinet members shall advance to the President within sixty (60) days of receipt of such proposals their recommendation to pursue or not pursue the proposed merger or dissolution.
- (4) Budgets for a newly created department or for a new merged department shall be established during the college's operating budget process.

Last Effective Date: October 15, 1985 (procedure rescinded and replaced with current procedure)

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COLLEGE REPRESENTATIONS
Policy No. 11-03
Page 1 of 1

Effective July 1, 2010

- (A) Representations of the college, its departments and programs communicate the educational mission and identity of the college and, therefore, should be used in a manner that promotes and protects these associations. These representations include, but are not limited to, athletic team name, colors, song, mascot and marks such as logos and symbols.
- (B) The President shall establish procedures to adopt and protect college representations used in external and internal communication.
- (C) The President has the authority to delegate the adoption and protection of college representations.

Last Effective Date: October 15, 1985 (Symbol)

Columbus State Community College
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COLLEGE REPRESENTATIONS

Effective July 10, 2010

Procedure 11-03 (B)

Page 1 of 1

The Vice President for Institutional Advancement shall:

- (1) Create guidelines for the use of college representations by Columbus State Employees in the course of conducting college business. The college will also create guidelines for the use of representations by non-college employees including, but not limited to, students partner organization, and individuals and organizations using college facilities.
- (2) Establish a process for creating and approving representations that fall outside of established guidelines.
- (3) Provide definitions and examples of protected representations to guide employees and others using college representations. Guidelines and examples will be maintained in a publicly available place.
- (4) Obtain appropriate legal protection for college representations such as copyright and trademark protection.

New

No Current Procedures

**COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL**

RECORDS RETENTION AND DISPOSAL
Policy No. 11-04
Page 1 of 1

Effective October 1, 2008

- A. In compliance with Section 149.33 of the Ohio Revised Code, Columbus State Community College establishes this policy for retention and disposal of all records generated in the course of the college's operation. This Records Retention and Disposal policy is to ensure that necessary records and documents are adequately protected and maintained in compliance with current local, state, and federal legal requirements.

- B. The President of the college shall establish procedures to administer this policy.

Last Effective Date: June 1, 2004

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RECORDS RETENTION AND DISPOSAL
Procedure No. 11-04 (B)
Page 1 of 3

Effective Date: October 1, 2008

Definitions

A **Record** is defined as “any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in [section 1306.01](#) of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political sub-divisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”

Electronic Record as defined in Section 1306.01 of the Ohio Revised Code is “a record created, generated, sent, communicated, received, or stored by electronic means”. Chapter 1306 is known as the “Uniform Electronic Transactions Act”. Such records are considered part of the records of the college.

Office of Record is the department or office responsible for maintaining the official records for the total retention period. This is generally the office in which they were originally created.

Records Liaison is designated by the supervisor of an Office of Record and is responsible for oversight of records within that office.

Records Retention Committee is a committee of Records Liaisons chaired by the Program Coordinator for Records Management. The committee shall meet regularly as necessary to facilitate the compliance with the Records Retention and Disposal Policy.

Records Inventory is a repository of the records of the college which may include types, retention schedule, office of responsibility, dates, and other pertinent information.

Records Inventory Form is a document that contains the information regarding the records of the organization. This form is completed by the records liaisons and subsequently saved in the Records Inventory.

Categories of Record:

- a) **Administrative Purpose** is defined as records that are created to help accomplish the functions for which an office is responsible and have administrative value as long as they assist the office in performing current or future activity.
- b) **Legal Purpose** is defined as records having legal value if they contain evidence of legally enforceable rights or obligations of the college, or constitute items to fulfill legal requirements. Examples of these are records that provide the basis for action such as leases; deeds; contracts; and, records of action in particular cases, such as claim papers and legal dockets.

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**RECORDS RETENTION AND DISPOSAL
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- c) **Fiscal Purpose** is defined as records that pertain to financial transactions such as budgets, ledgers, payrolls, and vouchers.
- d) **Historical Purpose** is defined as records that document past events, such as the college's origins and activities, could have historical value, and should be reviewed for permanent retention.

PROCEDURES:

In Compliance with Records Retention and Disposal Policy, the college establishes the following:

1. Records Retention Committee will establish the process by which information on Records will be collected, reviewed and maintained in the Records Inventory.
2. Records Retention Committee shall meet as necessary to collect and review information on Records provided by Records Liaisons using Records Inventory Forms.
3. Records Retention Committee shall meet annually to review the policy and practices for compliance.
4. A Records Liaison from each department, shall:
 - a. Review currently used Records to determine whether these records are adequate and appropriate for each department's requirements.
 - b. Establish a Records Retention and Disposal Schedule for their area of responsibility that is in compliance with local, state, and federal laws.
 - c. Monitor local, state, and federal laws affecting records retention and disposal for their area of responsibility.
 - d. Annually review the Records Retention and Disposal Schedule for their area of responsibility.
 - e. Serve on Records Retention Committee and keep the records retention process and inventory updated as new records are created, assuring that the Records Inventory Form is properly executed for each record in the department.
5. Records Inventory Form:
 - a) All departments shall inventory and establish a maintenance and disposal schedule for all their records. Each department shall establish a records liaison

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**RECORDS RETENTION AND DISPOSAL
Procedure No. 11-04 (B)
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who shall assure that such inventory and form has been generated for each record in the department.

b) Completed forms will reside in an electronic database. The inventory forms may be viewed by employees of the college, but the forms may be altered only by the liaison of the department to which the record belongs.

c) All Records Inventory Forms shall be reviewed and updated at least annually.

6. No Record shall be retained, destroyed, or transferred to another area in violation of the Records Retention and Disposal Schedule.
7. Records no longer needed or of no continuing value to the college shall be properly discarded at the appropriate time per process established by Records Retention Committee.
8. In the event of a governmental audit, investigation, or pending litigation, records disposal shall be suspended at the direction of the President of the college, the Vice President of Human Resources, legal counsel, or other designated person of the college.
9. In the process of establishing the Records Inventory Form, the records liaison shall take special precautions to protect the privacy of any record based on federal, state, or local law.
10. Records recorded on the Records Inventory Form shall be analyzed and evaluated so that a Retention and Disposal Schedule can be agreed upon within the four following categories: administrative, legal, fiscal, or historical purpose.
11. The Program Coordinator for Records Management shall discuss and agree upon retention periods with each department liaison prior to the finalization of the Retention Schedules being written.
12. A Records Retention and Disposal Handbook shall be compiled by the Program Coordinator for Records Management and the Records Retention and Disposal Committee. Information in the handbook will be reviewed and updated annually by the coordinator and the Records Retention Committee.

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Public Records
Policy No. 11-06
Page 1 of 1

Effective October 1, 2008

- A. Columbus State Community College, as a state community college is committed to be open and responsive to public records requests from the public, and at the same time protect the privacy and security of all records in compliance with the State of Ohio governing public records laws (Ohio Revised Code 143.43 and 149.43). This policy does not apply to the use of records for official college business by authorized individuals or to persons who desire to inspect or obtain copies of their own records. Such policy and its subsequent procedures shall not be in contradiction with other laws such as Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), or other federal and state regulations governing the protection of certain records.

- B. The President of the college shall establish procedures to administer this policy.

New Policy

Rescind: Protection and Privacy Records Policy 11-02, October 15, 1985

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Public Record Request Procedures

Effective Date: October 1, 2008

Procedure No. 11-06 (B)

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Public Record is a Record as defined in Section 149.011(G) of the Revised Code, held by the college, and governed by Revised Code 149.43, known as the Public Records Law. Public records document the organization, functions, policies, decisions, procedures, operations, or other activities of the college. Records excepted from this definition are listed in Revised Code 143.43(A)(1).

ACCESS:

1. All requests for public records must be immediately directed to the President's office.
2. It is the responsibility of the requestor of public records to identify with clarity the records that are sought.
3. On-campus inspection is permitted during regular hours of 8 a.m. to 5 p.m., Monday through Friday. Not all records are available for inspection upon demand. Records must often be reviewed (inspected) and non-public information redacted before such review can be permitted. The requester of a record will be notified if the record being supplied has been redacted unless the redaction is plainly visible.
4. Records will be made available for inspection within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review, and the need to redact non-public information.
5. Copies of public records will be provided on paper, on the medium on which they are kept, or on any other medium the college determines it reasonably can duplicate the records as an integral part of normal operations. If portions of a record are public and portions are exempt, the excepted portions will be redacted. Denial of all or any part of any public record requested will include an explanation for exception, including legal authority.

Fees and Other Charges:

1. There is no charge for viewing (inspecting) public records.
2. Copies of public records may be charged at the following rate:

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Public Record Request Procedures

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Procedure No. 11-06 (B)

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- a. Paper copies – 10 cents per page.
 - b. Downloaded computer files on a compact disc - \$1 per disc.
 - c. Electronic records sent via e-mail to the requester at no charge.
3. Requesters may have copies of records mailed to them by paying the actual cost of postage and mailing supplies.

New Procedure: (Rescind Protection and Privacy of Records Policy 11-02, Effective
October 15, 1985)

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POLICY & PROCEDURES MANUAL

FACILITIES USE
Policy 13-01
Page 1 of 1

Effective September 26, 2019

- (A) As a publicly-funded institution of higher education, Columbus State Community College is responsible to its students and taxpayers for the appropriate and effective use of its facilities. The College shall allocate these resources for college and community functions that advance the College's mission.
- Rental or use of College facilities shall be in compliance with College policy 3-43, Discrimination/Harassment/Retaliation.
- (B) Employee groups recognized by the President and registered student groups may use campus facilities at no charge.
- (C) Agencies and organizations may use campus facilities at a reasonable cost, provided space is available and the mission and goals of the agency are consistent with those of the College.
- (D) Alcohol (which includes all beer, wine, spirituous liquor and any type of alcoholic beverage) is prohibited in College-owned or leased buildings, or on College-owned or leased grounds and parking lots, unless the facility has obtained a State of Ohio Annual Liquor Permit or the facility is authorized by the College's designee for an event. All alcohol must be purchased, handled, sold and furnished in strict accordance with the applicable liquor permit, College policies and all applicable laws.
- (E) An agency or organization unaffiliated with the College but approved to use campus facilities may use the College's name only for reference to event location unless written approval for its use in some other way has been expressly granted by the President or their designee.
- (F) In extenuating circumstances, the President may waive provisions of this policy or related procedures, if doing so will advance the College's mission.
- (G) The President may establish procedures to administer this policy.

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FACILITIES USE

Effective July 18, 2013

Procedure No. 13-01 (A)

Page 1 of 3

(1) Definitions:

Facilities: The college's buildings and parking lots that are owned or leased.

Space Resources: All space in buildings owned or leased by the college.

College Groups: All departments and offices of the college and recognized college organizations and registered student groups.

Non-college groups: Any group not otherwise defined.

College sponsored events: A special event where a college group, as defined above, is the sole sponsor and the college assumes full responsibility for the planning and execution of the event. As a general guideline college group events are said to be those for which a college department(s) bears a substantial portion of the cost and the event has specific educational implications beneficial to the college.

Co-sponsored events: A special event where sponsorship and responsibility for the event is shared between the college and a non-college group. The college group must be the primary sponsor of the event and must actively participate in the planning for the event and a pre-determined representative(s) of the college must be present.

Non-college sponsored events: A special event where a non-college group is the sole sponsor and they assume full responsibility for the planning and execution of the event.

(2) The college's central scheduling office, or its designee:

- (a) Establishes, directs, communicates and oversees a process for the assignment of space resources.
- (b) Provides accurate reporting of space use to governmental agencies and others who request such information.
- (c) Establishes and implements fee structures and terms and conditions for leasing the college's space resources.

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FACILITIES USE

Effective July 18, 2013

Procedure No. 13-01 (A)

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Fees shall include costs associated with security, set-up, clean up, technology needs, and other expenses associated with holding a meeting or event.

- (d) Oversees all other administrative activities relative to the use of the college's space resources.
- (3) *Priorities.* The college's space resources will be scheduled in accordance with the following priorities:
- (a) All credit and non-credit classes, curricular and co-curricular activities, and other college-sponsored activities.
 - (b) Special events and co-sponsored events scheduled by college groups.
 - (c) Special events sponsored by non-college groups as defined above.
- (4) *Room rental for non-college and co-sponsored events.* Rentals shall be pursuant to a formal agreement between the college and the group. Such agreement shall establish the responsibilities of the institution and the group, including detailed financial obligations to the institution.
- (5) For co-sponsored events, it is the responsibility of the sponsoring college department/organization to:
- (a) ensure that the outside individual or organization adheres to all college policies and guidelines; and,
 - (b) ensure that all publicity and advertising include the name of the sponsoring college/department.
- (6) The Senior Vice-President for Business and Administrative Services or his/her designee shall be responsible for the assignment of parking facilities for students, employees and visitors.

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FACILITIES USE

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Procedure No. 13-01 (A)

Page 3 of 3

- (7) Approval for use of the college's facilities may be revoked and/or further use denied by the college under the following circumstances:
- (a) In the event of an emergency;
 - (b) Use interferes with regular use by the college;
 - (c) Facilities are misused;
 - (d) A user of space resources fails to abide by the terms and conditions for use of the space, and/or;
 - (e) College regulations are violated.

Last Effective Dates: February 1, 2006, October 15, 1985

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SMOKING, FOOD, BEVERAGES IN BUILDINGS
Policy 13-02
Page 1 of 1

Effective December 1, 2008

- (A) Smoking is prohibited at all times in all Columbus State Community College buildings.
- (B) With the exception of the educational requirements of a course, food and beverages are prohibited in classrooms, lecture halls, laboratories, the Educational Resources Center (ERC), gymnasium and its adjacent rooms, locker room area, restrooms, hallways, and elevators. Food and beverages are permitted in designated lobbies and lounges.
- (C) The President shall establish procedures to administer this policy.

Last Effective Date: January 1, 1992
Approved by Board of Trustees: November 20, 2008
New Effective Date: December 1, 2008

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Columbus State Community College
POLICY AND PROCEDURES MANUAL

Animals on Campus
Policy No. 13-03
Page 1 of 2

Effective December 1, 2005

- (A) This policy is intended to assure the College mission is not disrupted by a visiting animal, to protect humans from injuries and disease from animals, to protect the health and welfare of animals brought on the College campus, and to assure compliance with federal, state, and local regulations. This policy applies to individuals seeking permission to bring an animal not owned by the College onto campus for a temporary period of time.
- (B) Animals that are owned or housed by the College must follow Federal Animal Welfare Act and Animal Welfare Regulations.
- (C) This policy does not permit animals to be on College property or in buildings that are owned or operated by the College unless:
 - (1) The animal is a service animal, assisting a person with a disability, and is therefore protected by the Americans with Disabilities Act (ADA) and Policy 11-05 . A person with a disability does not require the permission of the College to bring a service animal on College property. A service animal is defined by the ADA as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

Or

 - (2) The animal owner, or faculty member, has followed the Columbus State Community College Animals on Campus Procedure to receive pre-approval for the purpose of bringing the animal(s) onto College property, assuring compliance with the Federal Animal Welfare Act.
- (D) Columbus State Community College reserves the right to revoke permission for any non-service animal to be on College property, or in buildings that are owned or operated by the College.

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Animals on Campus
Policy No. 13-03
Page 2 of 2

Effective December 1, 2005

- (E) Individuals observing stray animals, animal abuse, animal injuries or injuries caused by animals on College property should report the incident to the Columbus State Community College Public Safety Department.
- (F) Animal owners receiving permission to bring a non-service animal(s) on College property must follow the “Attending Veterinarian” recommended method of transportation and restraining the animal(s).
- (G) While on campus the animal must be cared for within accepted standards of care for the species.
- (H) This policy does not supersede federal, state, or local statutes.

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POLICY AND PROCEDURES MANUAL

ANIMALS ON CAMPUS
Procedure No. 13-03 (A)
Page 1 of 2

Effective December 1, 2005

- (1) The Columbus State Community College Public Safety department is the designated department to receive reports of stray animals, animal abuse, animal injuries, or injuries caused by animals on college property.
- (2) In accordance with the Americans with Disabilities Act (ADA), the Columbus State Community College Department of Disability Services is the designated department that administers the guidelines that provide for service animals on campus for students with disabilities. In addition, Human Resources and the ADA Coordinator's office administers the guidelines for service animals for applicants to employment and employees on campus.
- (3) To receive approval to bring a non-service animal onto the college campus, the animal owner must:
 - (a) Obtain a "Miscellaneous Animals On Campus Form" from the Public Safety Department. If the animal is owned by the college, obtain a "Teaching Protocol Form TP-04A" from the Public Safety Department.
 - (b) Provide documentation of current vaccinations and other health documents appropriate to the species as specified by the college's attending veterinarian for the animal, as well as the above completed request for approval form(s).
 - (c) Return the completed form(s) and documentation to the attending veterinarian at least three weeks prior to the date that the animal is requested to be brought onto college property.
- (4) After receipt of the above material:
 - (a) The college's attending veterinarian will review the request and work in conjunction with the Institutional Animal Care and Use Committee to reach a decision on the request and notify the requestor at least one week prior to the date the animal is requested to be brought onto college property.
 - (b) The attending veterinarian will provide copies of the final decision to Public Safety Department and to the requesting party.

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ANIMALS ON CAMPUS
Procedure No. 13-03 (A)
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Effective December 1, 2005

- (5) The animal owner and/or person restraining the animal must have the approved “Miscellaneous Animals On campus Form” in his/her possession while on college property with a non-service animal.
- (6) An animal previously approved to be on college property may be removed from college property if the animal is not being cared for, the animal is showing signs of disease or undue distress, the animal has become a threat to the health or welfare of people or other animals, or the presence of the animal is in any way a disruption to the mission of the college. The Public Safety Department should be contacted to remove an animal from college property.

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POLICY AND PROCEDURES MANUAL

COPYRIGHT AND ROYALTY
Policy No. 13-05
Page 1 of 4

Effective October 15, 1985

- (A) The purpose of this policy is to:
 - (1) Establish policy with respect to the creation of original works of authorship entitled to copyright protection by employees.
 - (2) Protect the rights of the author and the college in such original works and to protect the author and the college against claims or infringement.
- (B) This policy shall apply to all employees who are contemplating or engaged in creating an original work of authorship entitled to copyright protection. This policy shall also apply to all employees who reproduce the work of other authors for use as course materials.
- (C) As a general rule, no employee shall be required to create or publish original works entitled to copyright protection as a condition of employment. However, employees may be required to create such works pursuant to specific contracts entered into between the college and such employee.
- (D) After notice to the President's Office as provided herein and with the consent of the President's Office, an author may use the resources of the college in creating an original work related to the author's field of teaching or administrative duties. College resources may not be used to create an original work unrelated to the author's field of teaching or administrative duties.
- (E) Prior to commencement of work on any endeavor that will lead to the creation of a product entitled to copyright protection, the author shall notify the President's Office of the scope of the work and the anticipated use of college resources.
- (F) Authors who incorporate the copyrighted works of others into compilations or textbooks will be required to comply with the procedures under copyright laws to obtain permission to use such other copyrighted work.
- (G) Reproduction of copyrighted materials for classroom work shall be as follows:
 - (1) An employee may reproduce copyrighted material for classroom use if the need for such use arises spontaneously during the course of instruction and copies are supplied to the students at no charge. Notice to the President's Office in such

COLUMBUS STATE COMMUNITY COLLEGE
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COPYRIGHT AND ROYALTY
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Effective October 15, 1985

event is not required.

- (2) Employees who reproduce copyrighted materials into compilations prior to the commencement of the course, which compilations are required to be purchased and used in the course, must notify the President's Office prior to such reproduction. If possible under time constraints, the author will be required to obtain permission of the copyright owner. Use of copyrighted materials over more than one quarter will require permission for use of each item in the compilation.
 - (3) All reproduction of copyrighted materials for classroom use shall be done on college facilities.
 - (4) Unless permission is received from every copyright owner whose work is reproduced, the employee will not be entitled to profit or receive other compensation for preparing the compilation. In the absence of such permission, the charge to students shall not exceed the college's direct cost of producing the materials.
- (H) Employees shall be entitled to retain any stipend received for contributions to journals or periodicals. A copy of the article or paper shall be delivered to the President's Office prior to submission.
- (I) In consideration of the employment status with the college and the use of college resources, authors shall be required to assign royalties to the college as follows:
- (1) If the author creates the work on his/her own time and does not use college resources, no royalty shall be due the college.
 - (2) If the author is a part-time college employee who is gainfully employed outside the college in the same field as his field of instruction, if the work is related to his field of instruction, and no college resources are used, no royalty shall be due the college.
 - (3) If the author is a part-time college employee and the work is created partly on college time or using college resources, royalties shall be divided equally between the college and author.

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- (4) If the work is created by a full-time employee, whether or not the work is created during regular hours of employment, and college resources are used, royalties shall be divided equally between the college and author.
 - (5) If the work is created by a committee, task force, or other group appointed by the college, the college shall be entitled to one hundred percent of the royalties. However, all members participating will be given credit for the work.
 - (6) If work is created pursuant to specific assignment or special contract, the college shall be entitled to one hundred percent of the royalties unless the contract specifically provides otherwise.
 - (7) If the work is created by an individual who is participating in an educational program for which the college is paying the fees, and such work is created pursuant to such program, the college shall be entitled to one hundred percent of the royalties.
 - (8) If college facilities are used to print and bind a written work or to produce multiple copies of visual or audio works, a separate royalty agreement shall be entered into between the college and author.
- (J) All royalties received by the college shall be paid over to the general fund.
- (K) Copyright registration shall be as follows:
- (1) All works for which the college receives royalties shall be registered with the copyright office. The college shall be considered the author and copyright owner for works prepared by specific assignment, by special contract, by college-appointed committee, task force, or other group, or pursuant to a college-paid-for educational program. The college shall register such works at its sole expense.
 - (2) The college shall assist the author in registering all other works for which the college is to receive royalties. The college shall pay the registration fee and postage on shipping charges. The author shall bear the expense of copies required to be deposited with the copyright office if such copies are not produced on college facilities.

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COPYRIGHT AND ROYALTY
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- (3) All authors who are required to share royalties with the college under this policy shall execute a written assignment of royalty rights as part of the registration process.
- (L) At the time of registration, the author shall sign a certification as to the originality of the work created and shall produce for examination copies of all consents from other copyright owners whose work is reproduced.
- (M) The author's employment status with the college will be conspicuously noted in all copyrighted materials. The college's name shall not be used in other works without the consent of the college.
- (N) This policy shall be administered through the President's Office. All notices to the college shall be to the President's Office. All registrations, assignment of royalties, and consents to utilize college resources shall be coordinated through the President's Office.

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FUND RAISING & COLLEGE DEVELOPMENT PROGRAMS Effective October 15, 1985

Procedure No. 13-06

Page 1 of 1

- (1) Fund raising and development programs are directed and coordinated by the Vice President for Development in concert with the President and the CSCC Development Foundation, Inc., Board of Directors.

- (2) College departments, divisions, faculty, staff, and alumni are encouraged to take an active role in identifying potential donors and relaying the needs of the college to the community. These efforts and specific fund raising projects of departments are registered and coordinated with the Vice President for Development. Technical assistance and support services for these projects are available from the Development Office.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

GRANT PROPOSALS AND GRANT
ADMINISTRATION
POLICY 13-07
PAGE 1 OF 1

EFFECTIVE AUGUST 1, 2009

- (A) The college may seek grants and contracts that will advance the college's mission, including the quality of the college's curriculum and instruction, workforce development, and service to the community.
- (B) The President has sole authority to commit the college to the terms and conditions of a grant or a contract for which the college receives moneys for a particular programmatic purpose.
- (C) The college shall abide by all federal, state, and other grantor requirements. Conflicts between such requirements and college policies or procedures shall be resolved by the President.
- (D) The college will collaborate with the Columbus State Community College Development Foundation to pursue grants that further the college's mission.
- (E) The President shall establish procedures to administer this policy.

New Policy

(Rescinding Current Procedure 13-07, Effective October 15, 1985)

Approved by the Board of Trustees July 23, 2009

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POLICY AND PROCEDURES MANUAL

GRANT PROPOSALS AND GRANT
ADMINISTRATION
PROCEDURE 13-07 (E)
PAGE 1 OF 1

EFFECTIVE AUGUST 1, 2009

1. In seeking and administering grants, the college shall abide by standards of the National Council of University Research Administrators and the National Association of College and University Business Officers.

The college will meet requirements for federal grants and contracts pursuant to the following circulars issued by the United States Office of management and Budget, including:

- 2 CFR Part215: Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations;
 - 2 CFR Part 220: Cost principles for educational institutions; and
A-133: Audits of states, local governments, and non-profit organizations.
2. The Vice-President for Knowledge Resources and Planning is responsible for establishing, communicating, and overseeing all pre- and post-award functions and compliance other than project accounting and financial reporting.
 3. The Senior Vice-President for Business and Administrative Services is responsible for pre-award budget review, project accounting and financial reporting functions including compliance.

Last Effective Date: October 15, 1985 (Procedure 13-07)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Institutional Review Board (IRB)
Policy No. 13-08
Page 1 of 1

Effective April 1, 2007

- (A) *Purpose:* As a publicly funded institution of higher education, Columbus State Community College is responsible for providing a safe environment for students and employees that conduct human subject research and for the individuals that are part of a Columbus State Community College IRB approved research project. The college shall allocate the resources necessary to establish the policy and procedure to ensure the safety of its students and employees.

- (B) Columbus State Community College will utilize an Institutional Review Board (IRB) to protect the welfare of human subjects used in research.

- (C) The President shall establish Procedures to administer this policy to ensure compliance with the federal regulations that govern an IRB as codified in the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects and any additional federal, state, local laws or professional guidelines.

*Rescinded: Procedure 13-08, Registration of Research Projects, effective October 15, 1985.
(Procedure was not supported by a Policy.)*

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INSTITUTIONAL REVIEW BOARD

Effective April 1, 2007

Procedure 13-08 (C)

Page 1 of 1

- (1) The Columbus State Institutional Review Board (IRB) will be appointed by the President and will function under the direction of the Director of Institutional Effectiveness, whose office will maintain the protocol and documentation.
- (2) The IRB will meet the requirements of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects, Subpart 46.107.
- (3) Research studies, projects and surveys initiated and conducted by Columbus State faculty, staff, students and managers; or those studies, projects and surveys utilizing College faculty, staff, students and/or managers as subjects must be reviewed and approved in writing or reviewed and acknowledged in writing (e.g. survey notification and cooperative research) by the IRB before the research study, project or survey is initiated.
 - (a) Survey notifications are projects that include human subjects that may not be traditionally classified as research as defined by the federal regulations that govern all IRBs.
 - (b) Cooperative research is research for which the Columbus State IRB formally cedes authority and relies upon another IRB for review and continuing oversight in order to comply with federal regulations which requires certain research projects to be reviewed by a single IRB.
- (4) College faculty, staff, students and managers conducting research studies, projects and surveys or others conducting studies, projects and surveys utilizing Columbus State faculty, staff, students and/or managers as subjects will consult the College's IRB website for guidelines or contact the IRB Administrator in the Office of Institutional Effectiveness for assistance.

Rescinded Procedure 13-08, Registration of Research Projects, effective October 15, 1985 (no policy supported procedure)

**August 5, 2014: Administrative changes made to update responsible office.*

**November 6, 2020: Administrative changes made based on federal regulation updates*

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POLICY AND PROCEDURES MANUAL

COLLEGE PLANNING PROCESS

Effective August 1, 2009

Policy No. 13-09

Page 1 of 1

- (1) The college planning process is implemented and coordinated by the Vice-President for Knowledge Resources and Planning. The Integrated Planning Manual, published annually, describes the process and includes the planning forms and a calendar establishing dates for submission.
- (2) Responsibilities and authority related to development, review, and approval at each step in the planning process are outlined in the Integrated Planning Manual.
- (3) Assistance with the development of plans or training workshops on the planning process for departments and divisions is available from the Vice-President for Knowledge Resources and Planning.

Last Effective Date: October 15, 1985

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

REQUESTS FOR SERVICES FROM THE
KNOWLEDGE RESOURCES AND PLANNING DIVISION

Effective February 15, 2010

Procedure No. 13-10

Page 1 of 1

- (1) The Knowledge Resources and Planning Division (KRP) provides assistance to college departments, faculty, staff, and administrators in the areas of research design, methodology, data collection, analysis and reporting of results to meet the planning, self-assessment, policy formation, governance, and decision-making needs of the college.
- (2) Requests for assistance can be made by employees through the appropriate administrator. Requests are made in person, by phone, or in writing, providing the following information:
 - (a) Definition of the problem, concern, or issue to be addressed.
 - (b) Statement of the hypothesis the requestor is proposing to test.
 - (c) Specification of the use of secured data/information and intended outcomes of the research.
 - (d) Projected time frame for completion of the project.
 - (e) Description of the characteristics of the population to be surveyed, if applicable.
 - (f) Type and extent of assistance requested from the Knowledge Resources and Planning Division.
 - (g) Distribution of the research results (audience and projected numbers).
- (3) Requests for services are analyzed and prioritized by the Vice-President of Knowledge Resources and Planning Division. The requestor is notified within three working days from receipt of required information as to the status of the proposed project and future action to be taken.
- (4) Quality research requires sufficient lead time for planning, design, data collection, including possible need for programming assistance from the Data Center, compiling data, and analysis. Administrators who anticipate the need for services from the Knowledge Resources and Planning Division are requested to plan ahead and initiate preliminary discussions with the Vice-President of Knowledge Resources and Planning Division regarding the proposed project.

Last Effective Date: October 15, 1985 (No Current Policy)

Columbus State Community College
Policy and Procedures Manual

CAMPUS SAFETY
Policy 13-11
Page 1 of 1

Effective January 24, 2013

- (A) *Purpose:* A secure and safe environment on the college's campuses and sites is a shared responsibility between the college's safety department and all employees. Within available resources, the college shall provide programs, systems and processes that help employees, students and visitors create and maintain a safe and secure environment while balancing the need to provide a quality, convenient and affordable higher education in a public setting.
- (B) Employees are responsible for understanding safety-related policies, procedures and practices, and for reporting unsafe situations to the college's safety department. Employees shall participate in required training sessions, and behave in such a manner that promotes a safe environment for themselves, co-workers, students and visitors.

Employees who fail to follow established safety procedures and practices or who conduct themselves in an unsafe manner or create unsafe circumstances will be subject to disciplinary action up to and including discharge.

- (C) Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.
- (D) The college shall abide by all relevant federal, state and local laws in administering its safety programs.
- (E) The President shall establish procedures to administer this policy.

Board Approved: January 24, 2013 (clh)

***Last Effective Date: December 1, 2007; December 1, 2007;
November 1, 1995 (Employee Safety)***

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POLICY & PROCEDURES MANUAL

CAMPUS SAFETY
Procedure 13-11 (E)
Page 1 of 3

Effective December 7, 2023

- (1) Appropriate committees will be chartered as necessary to provide input into campus safety and security matters.
- (2) The Vice President of Administration shall be responsible for administering resources available for campus safety and security.
- (3) The Vice President of Administration shall be responsible for creating and administering programs related to employee safety.
- (4) The Police Department consists of commissioned peace officers and personnel responsible for campus safety. They are responsible for developing, implementing and maintaining procedures and plans for the following:
 - (a) Compliance with the Jeanne Clery Act which includes preparation, submission and College notification of the Annual Security Report (ASR).
 - (b) Community policing, crime prevention and law enforcement initiatives.
 - (c) Emergency preparedness, evacuation and fire plans, annual response testing and managing the College Emergency Operations Center (EOC).
 - (d) College designated mission essential and mission critical employees.

To ensure the essential functions of the College continue, mission essential and mission critical employees are required to report to or stay at their work location during a campus emergency unless otherwise directed by their supervisor.

To ensure the operational and safety needs of the college are maintained, the Chief of Police or designee may modify holiday leave usage, approve overtime and/or schedule additional or special duty for any qualified police department employee.
 - (e) Monitoring, testing, maintaining and initiating systems related to emergency notification, public address (PA) mass notification, public safety telephone and radio communications.
 - (f) Electronic and key access to campus facilities. employees are not permitted to duplicate college-issued keys.
 - (g) The management of employee and student identification cards. Employees and students shall carry College identification cards and make them available when requested by a College official.

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CAMPUS SAFETY
Procedure 13-11 (E)
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Effective December 7, 2023

- (h) Employee, student and visitor safety escort service.
- (i) Traffic enforcement and issuing citations for violations of College policy or state law.
- (j) Collection and disposal of lost and found items as outlined by the Ohio Revised Code and departmental procedure.
- (k) Ensure only authorized personnel participate in campus operations and classes.
- (l) Environmental health and safety compliance outlined in federal, state and local law.

Additional information about these processes and plans are available on the College website, in the College catalog and in the Police Department.

- (5) Facilities Management is responsible for developing, implementing and maintaining procedures and plans for managing college parking.
- (6) All scooters, bicycles, skateboards and other personal transportation devices on Columbus State property must meet the following guidelines:
 - (a) Obey all traffic control devices, laws, ordinances and College policies.
 - (b) Cannot be operated on sidewalks, in campus parking lots or inside buildings.
 - (c) Cannot block pedestrian walkways or ADA access.
 - (d) Must be operated at low speed in the presence of pedestrians.
 - (e) Cannot be used for racing, stunts, trick riding or carrying passengers.
 - (f) Headphones and earbuds are prohibited while operating personal transportation devices.
- (7) For the purpose of meeting federal and other reporting requirements, criminal acts and emergencies must be reported immediately to the Police Department.
- (8) Employees involved in accidents or who sustain job-related injuries while working shall make every reasonable effort to report the accident or injury to the Police Department **and to** Human Resources within one (1) working day.
- (9) Requests for safety resources for campus activities and events shall be made to the Chief of Police or designee. Fees may be assessed to user groups for resources beyond those immediately available

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CAMPUS SAFETY
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Effective December 7, 2023

to the Police Department.

Last Effective Date(s): November 28, 2018; June 1, 2010; December 1, 2007

**November 14, 2019: Administrative changes made to reflect updated process.*

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PUBLIC USE OF COLLEGE GROUNDS

Effective April 6, 2021

Policy 13-12

Page 1 of 4

(A) PURPOSE

The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

- (1) Fostering free speech, assembly and other expressive activities on Columbus State property by all persons, whether or not they are affiliated with the College.
- (2) Maintaining an appropriate educational and work environment for all persons present on College property including, but not limited to, students, faculty, employees, customers and visitors.
- (3) Maintaining the personal security of all persons present on College property and protecting Columbus State property and persons present on College property.

The College recognizes the constitutional freedoms guaranteed by the United States and Ohio Constitutions including freedom of speech, press and assembly. The College also recognizes the need to preserve and protect Columbus State property, students, guests and employees, and to ensure the effective operation of educational, business and related activities of the College. Expressive activities on College property may be subject to reasonable regulation with regard to the time, place and manner of the activities. Columbus State employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on College property and Columbus State reserves the right to address such situations as circumstances warrant.

This policy does not apply to use of College facilities and grounds for official events sponsored by Columbus State. Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues such as use of outdoor spaces.

(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE

(1) General Access

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's Columbus campus or Delaware campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College.

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POLICY & PROCEDURES MANUAL

PUBLIC USE OF COLLEGE GROUNDS

Effective April 6, 2021

Policy 13-12

Page 2 of 4

Use of general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access those areas.

During work and class hours or if the area is currently in use for an official Columbus State event, amplification may be restricted if it unreasonably interferes with College operations or noise ordinances are violated.

(2) Regional Learning Centers

The College's Regional Learning Centers are leased facilities and not owned by Columbus State. Regional Learning Center facilities generally do not include any outdoor space leased or controlled by the College. Therefore, no publicly-accessible outdoor areas are available for use under this policy. Where any outdoors space is controlled by the College, this policy applies.

(3) Large Groups

Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than 100 people must notify the Police Department at least two (2) business days before the day of the expressive activity, including information as to the specific location to be used for the event, the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which shall include at least one person who will be personally present. Security and clean-up costs will not be charged to the person or group.

Prior notice is necessary to ensure sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space and that sufficient Columbus State resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) STUDENT USE

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Office of Student Engagement and Leadership.

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PUBLIC USE OF COLLEGE GROUNDS

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Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. Requests will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request shall be promptly communicated in writing to the requester and include the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(D) KIOSKS

Columbus State provides outdoor kiosks for the purpose of posting materials in public spaces. Due to the limited space available, posted material may be no larger than 8 ½ x 11 inches and will be removed on the first and fifteenth of every month. Posted materials may not physically cover other materials previously posted on the kiosks.

(E) PROHIBITED ACTIVITIES

- (1) Any event or activity that disrupts the ability of the College to effectively and peacefully teach students, provide client services or conduct any other business and support operations. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic and conduct otherwise unlawful.
- (2) Conduct that constitutes harassment. For purposes of this policy, “harassment” means unwelcome conduct that is so severe, pervasive and objectively offensive that it effectively denies an individual access to the individual’s education program or activity.
- (3) Activity that may damage College property. Prohibited actions include, but are not limited to, driving stakes or poles into the ground, hammering nails into buildings and attaching anything to sidewalks, paved areas or any part of any building, structure or fixture (except designated kiosks).
- (4) Distribution/solicitation by placing any material on vehicles in the parking lots or garages.
- (5) Leaving trash, litter, materials or pollutants in any area.

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PUBLIC USE OF COLLEGE GROUNDS

Effective April 6, 2021

Policy 13-12

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(F) ENFORCEMENT

The Police Department and local law enforcement shall enforce the provisions of this policy.

Any person who violates Section E of this policy may be subject to an order to leave College property. Employees in violation of this policy may be subject to discipline, up to and including termination.

(G) DISPUTE RESOLUTION

Any person or recognized student organization who believes unlawful, unreasonable or arbitrary limitations have been imposed on any of their speech or other expressive activities under this policy may file a complaint with the Legal Office.

(H) The president may establish procedure(s) to administer this policy.

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TOBACCO FREE CAMPUS
Policy No. 13-13
Page 1 of 2

Effective July 1, 2015

(A) PURPOSE

Columbus State has adopted a tobacco free policy that supports a healthy environment for all who are on the grounds of any of our district locations. The primary emphasis of this approach will be a focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual.

Effective *July 1, 2015*, the use of all types of tobacco products is prohibited in all Columbus State district buildings and on all College-owned properties including parking lots, garages and all outside areas. The College is committed to promoting a healthy lifestyle and workplace environment and will support employees and students in their efforts to reduce or discontinue the use of tobacco products.

The tobacco free policy is to be communicated and continually reinforced to all members and guests of the College community in a simple and respectful manner. This tobacco free approach is not intended to drive tobacco use from on campus to our off campus neighbors. The consideration and cooperation of tobacco users and non-tobacco users alike are needed to fully implement this policy.

(B) DEFINITIONS

Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., cloves bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus).

(C) ENVIROMENT

- (1)** All Columbus State Community College facilities, buildings, grounds, leased space and vehicles are tobacco free.
- (2)** The use of tobacco products is not allowed on central campus sidewalks that are on College-owned property and that are not adjacent to public thoroughfares. Additionally, the use of tobacco products is not allowed on sidewalks that are adjacent to access drives, loading docks, parking structures, parking lots or along driveways.

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TOBACCO FREE CAMPUS
Policy No. 13-13
Page 2 of 2

Effective July 1, 2015

- (3) All parking structures and surface lots are tobacco free. This includes the use of tobacco products in privately owned vehicles within these locations, as well as in any vehicles leased or owned by the College.

(D) TREATMENT AND SUPPORT

- (1) The College will provide students and employees smoking cessation and tobacco reduction support on-site and provide information concerning existing programs in the community.
- (2) The College will provide education and resources pertaining to medication used for both nicotine replacement and pharmacological supports.

(F) ENFORCEMENT AND CONFLICT MANAGEMENT

- (1) Peer-to-peer support, supervisory oversight and voluntary compliance will be relied upon to lead to behavioral changes over time. Tobacco users who refuse to stop the activity or repeat offenders of the policy will be addressed through processes adapted for visitors, students and employees. Sanctions will be limited to cases of repeated or blatant violations. The College will not impose fines or other explicit penalties as means of primary enforcement.
 - (a) Employees: Enforcement will be addressed in the same manner as with any other College policy violation.
 - (b) Students: Enforcement will be addressed through the appropriate Student Code of Conduct procedures.
 - (c) Visitors: Enforcement will be addressed by the Police Department.
 - (d) The enforcement continuum will progress from education to warnings and finally to applicable sanctions.
- (2) The College will provide resources to support students and employees with methods to address individuals in a respectful manner.

The President may establish procedures to administer this policy.

New Policy (r)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

ANTI-HAZING
Policy 13-14
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Effective May 26, 2022

(A) The safety of the College community is a priority and Columbus State prohibits all acts of hazing. This policy applies to all members of the College community, including faculty, staff, students, volunteers and recognized student organizations as well as other licensees and invitees. This policy also applies to conduct that occurs on or off-campus, between two or more people who are affiliated with the College and to behavior conducted online, via e-mail or through electronic media.

(B) DEFINITIONS

(1) Hazing - intentionally, knowingly, or recklessly, for the purposes of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on or off-campus:

(a) Violate federal or state law.

(b) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.

(c) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

(d) Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.

(e) Endure brutality of a sexual nature.

(f) Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Student consent to the conduct shall not be a defense to a charge of hazing.

(2) Mandatory Reporter - any full or part-time employee of the College, including student employees; any volunteer acting in an official capacity who advises or coaches recognized student organizations and has direct contact with students; any student who holds a leadership position within a recognized student organization including, but not limited to, organizational board members such as Presidents, Vice-Presidents, team captains, etc.

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Employees bound by legal confidentiality in their role at the College (e.g., Counselors) and who learn of an alleged hazing incident through confidential communication in that role are exempt from the mandatory reporting requirement.

An employee mandatory reporter who fails to make a timely report about suspected hazing may be subject to discipline up to and including termination and potential criminal liability.

A student mandatory reporter who fails to make a timely report about suspected hazing may be subject to sanctions up to and including expulsion and potential criminal liability.

- (3) Recognized Student Organizations - clubs, organizations, groups and affiliations that have complied with the formal requirements for Columbus State registration and/or any athletic team recognized by the College.

(C) REPORTING

Mandatory reporters are required to identify and report potential hazing concerns for the College to address and provide appropriate support services and resources.

- (1) All instances of suspected hazing should be promptly reported directly to the Columbus State Police Department or by using the online Incident Report Form found at: https://cm.maxient.com/reportingform.php?ColumbusStateCC&layout_id=0. Anonymous reports may be filed; however, the College's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.
- (2) Members of the College community who learn of any immediate physical danger to other members of the College community must contact the Columbus State Police Department or dial 911.
- (3) Questions concerning the interpretation or application of this policy should be referred to the Columbus State Police Department.

(D) ENFORCEMENT

The Columbus State Police Department reviews all incoming reports of hazing allegations and investigates reports alleging criminal activity. Should the involved parties additionally fall under the jurisdiction of the Office of Student Conduct and/or Human Resources, the reports will be forwarded to those offices for appropriate administrative resolution in accordance with the Student Code of Conduct and/or Human Resource procedure, respectively.

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For student matters, the Office of Student Conduct will assess the need for interim measures (i.e., suspension of current group activities, etc.). If a formal conduct charge is made against a recognized student organization, the national or oversight organization, if any, shall be notified.

(E) SANCTIONS/DISCIPLINE

Hazing is a serious offense and those found responsible will be subject to the full range of sanctions available through the Student Code of Conduct or through the employee disciplinary process, as appropriate. An individual or a recognized student organization also may be subject to other outcomes in accordance with the applicable outside constituents or groups in which the student is involved or from their governing bodies. The College has the right to take action regardless of the actions of the national or oversight organization.

(F) The President may establish procedure(s) to administer this policy.

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Effective June 15, 2022

(1) REPORTING AND COLLEGE WEBSITE

- (a) The College maintains a website providing information on any report of hazing misconduct by recognized student organizations for the current academic year and the previous five (5) years. The website includes a brief description of the alleged hazing misconduct, the outcome/finding concerning the alleged hazing misconduct and any corrective action or discipline taken.
- (b) The College will update the website biannually on January 1st and August 1st of each year.

(2) TRAINING

- (a) Training on the awareness of hazing behaviors, interventions and reporting protocols is available to all students.
- (b) Students seeking membership in a recognized student organization and Columbus State employees working with and/or advising any recognized student organization must complete the training provided by the College.
- (c) Failure to complete the training will result in the student being denied the ability to join any recognized student organization, and employees/advisors being denied the ability to serve in any capacity with the recognized student organization.
- (d) If a student is unsure if they must complete or have completed the required training, they should contact Student Life to verify their eligibility to join a recognized student organization.
- (e) If an employee is unsure if they must complete or have completed the required training, they should contact Human Resources to verify their eligibility to work with/and or advise a recognized student organization.
- (f) Recognized student organizations must conduct the training with any volunteers working with their organization who have contact with students.

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FREE SPEECH
Policy 13-15
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Effective November 17, 2022

(A) PURPOSE

The College recognizes the constitutional right to free speech and the protections of campus free speech as set forth in the Ohio Revised Code. In furtherance of these recognitions, the College affirms the following principles:

1. Students have a fundamental constitutional right to free speech;
2. The College is committed to giving students broad latitude to speak, write, listen, challenge, learn and discuss any issue;
3. The College is committed to maintaining a campus as a marketplace of ideas for students and faculty in which the free exchange of ideas is not suppressed because the ideas put forth are thought by some or most members of the College community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical or wrong-headed;
4. It is for individual students and faculty to make judgements about ideas for themselves, and to act on those judgements by openly and vigorously contesting the ideas they oppose and not by seeking to suppress free speech;
5. It is not the proper role of the College to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical or wrong-headed;
6. Although the College greatly values civility and mutual respect, concerns about civility and respect must not be used by the College as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical or wrong-headed those ideas may be to some students or faculty;
7. Although students and faculty are free to state their views about and contest the views expressed on campus, and to state their views about and contest speakers who are invited to express their views on campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To that end, the College has a responsibility to promote lively and fearless freedom of debate and deliberation and protect that freedom.
8. The College is committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by students and faculty, who must

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remain free to inquire, study, evaluate and gain new understanding; and

9. The primary responsibility of faculty is to engage an honest, courageous and persistent effort to search out and communicate the truth that lies in areas of their competence.

(B) EXCEPTIONS

Nothing in this policy prohibits the College from imposing measures that do not violate federal or state protections, including:

1. Constitutional time, place and manner restrictions;
2. Reasonable viewpoint-neutral restrictions in nonpublic forums;
3. Restrictions on the use of the College's property to protect the free speech rights of students and employees and preserve the use of property for the advancement of the College's mission;
4. Prohibitions or limitations on speech, expression or assemblies that are not protected under the U.S. or Ohio constitutions;
5. Content restrictions on speech that are reasonably related to legitimate pedagogical purpose, such as classroom rules enacted by faculty.

(C) COMPLAINT PROCESS

A student, student group or employee may submit a complaint against a College employee for an alleged violation of this policy.

(D) RETALIATION

Retaliation in any form against an individual who brings forth a good faith allegation of a violation of the College's Free Speech policy, participates in an investigation of an allegation of the College's Free Speech policy or supports someone involved in an allegation of the College's Free Speech policy is strictly prohibited by the College. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual for reporting, participating or supporting someone involved in an allegation of a violation of the College's Free Speech policy.

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Retaliation is a serious violation that can subject the offender to sanctions, and allegations of retaliation should be promptly reported to the Hearing Officer.

- (E) The President may establish procedures to administer this policy.

*New Policy
Approved by the Board of Trustees November 17, 2022*

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FREE SPEECH COMPLAINT PROCESS
Procedure No. 13-15 (C)
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Effective May 22, 2023

(1) INTRODUCTION

This procedure outlines the fair and equitable process the College will follow when it receives an allegation that a College employee violated Policy 13-15, “Free Speech.” For purposes of this procedure, “business days” are Monday through Friday when classes are in session, excluding holidays and times when the College is closed.

(2) COMPLAINT PROCESS

- (A) Within twenty (20) business days of when an alleged violation of College Policy 13-15 is known or should have been known to have occurred, a student, student group or employee may file a complaint using this [secure online link](#). The allegation should set forth how the employee violated College Policy 13-15 and if applicable, include any penalty imposed on a student’s grade that is based on the student’s free speech rather than ordinary academic standards of substance and relevance including any legitimate pedagogical concerns. The complaint will be forwarded to the Hearing Officer, who will provide written notice of the allegation(s) to the employee within five (5) business days of receiving the complaint.
- (B) Within ten (10) business days of receiving the complaint, the Hearing Officer will contact the parties to schedule a meeting. Unless mutually agreed otherwise, the meeting shall take place not later than twenty (20) business days from the date the complaint was submitted.
- (C) Meeting
 1. Each party may have one (1) support person present at the meeting.
 2. Each party is responsible for presenting any relevant evidence at the meeting.
 3. The Hearing Officer may ask questions of either party. The parties and their support persons will not ask questions of the other party.
- (D) Decision

Within twenty (20) business days of the meeting, the Hearing Officer will issue a written decision to both parties with a determination of whether there was a violation of Policy 13-15. If applicable, the decision will include if a grade modification is necessary and the rationale for the modification. Findings of a policy violation will be forwarded to Human Resources for appropriate resolution.

(3) RESOLUTION

Discipline will be determined by the collective bargaining agreement or by College policy and procedure, as applicable. The College reserves the right to consider a range of

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Effective May 22, 2023

reasonable discipline ranging from a reprimand up to and including termination.
Resolution also may include supportive measures such as training.

- (4) Hearing Officers shall receive annual training on the College's Free Speech policy and procedure.

Effective date: May 22, 2023

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RESPONSIBLE ACQUISITION AND USE OF COMPUTING
RESOURCES

Effective November 18, 2021

Policy 15-01

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- (A) This policy applies to all authorized users of Columbus State computing resources, whether affiliated with the College or not, and to users of those resources, whether on College leased or owned property or from remote locations.
- (B) Computing resources include technology that stores, processes or transmits data/information. Examples include, but are not limited to, desktop computers, tablets, laptop computers, cell phones, desk and conference phones, hotspots, network equipment, servers, uninterruptible power supplies, power supplies, projectors, displays, audio equipment, cables, control panels, storage devices, cameras, radios, scanners, printers, software, cloud services and instructional technology.
- (C) As a part of the educational, physical and social learning infrastructure, Columbus State acquires, develops and maintains computing resources. These resources are intended for College-related purposes, including direct and indirect support of the College's instruction, research and service missions; of Columbus State administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the local, national and world communities.
- (D) While the rights of free expression and academic freedom apply to the use of College computing resources, authorized users also must use computing resources in a responsible, ethical and legal manner in accordance with all applicable laws and College policies and procedures.
- (E) The College's presence on the web is intended to provide information and services in a timely and accurate manner to all users and visitors. Authorized users and contributors must follow appropriate web presence standards when sharing or posting information.
- (F) Computing resources include equipment or services, such as cloud computing, that provide services, platforms and infrastructure support for a wide range of business and academic related activities, may present significant data management risks and are subject to changes in risk with or without notice. Authorized acquisition and use of computing resources such as cloud computing services requires approval and adherence to applicable College policies and procedures.
- (G) The President may establish procedure(s) to administer this policy.

Last Effective Date(s): December 1, 2007, April 15, 1999 (previous title: Information Technology)

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RESPONSIBLE ACQUISITION AND USE OF COMPUTING
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Procedure 15-01 (D)

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- (1) Information Technology (IT) manages College computing resources. Requests to add, alter, disable or remove software, hardware, computing equipment, security controls, wiring or networking hardware must be made to IT.
- (2) College-issued accounts shall be used by their assigned owner only. Account passwords may not be shared with or used by any person other than their assigned owner. Users are required to immediately report suspected or compromised accounts to the IT Support Center.
- (3) The College reserves the right to audit computing resources on a periodic basis to ensure compliance with Columbus State policies. Authorized IT staff may manage, monitor, inspect and/or examine any College-owned or operated computing resources, files or information contained therein at any time. Users should not expect privacy when utilizing College computing resources.
- (4) The College reserves the right to limit or restrict personal use of computing resources.
- (5) The ability to access computing resources does not imply authorization to do so. Users are responsible for obtaining all necessary authorizations before accessing computing resources.
- (6) Individuals authorized to sign contracts or agreements for College-approved software and technology services include the President, Cabinet members and administrators who directly report to Cabinet members. See College Policy 9-03 for additional information.
- (7) DEFINITIONS
 - (a) College-Approved Software and Technology Services – software (proprietary and open source) and technology services approved by the Vice President of IT or designee.
 - (b) Electronic Communication –the transfer of a sign, signal, writing, image, sound, datum or intelligence of any nature that is transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system. Electronic communication includes, but is not limited to, email, internet services, chat, social media, web pages and system computer use.
 - (c) Externally Hosted – occurs when some or all components of a service are provided and managed by third parties. This also is known as cloud computing.

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- (d) Instructional Technology – specific technology that deals with the theory and practice of design, development, utilization, management and evaluation of processes and resources for learning. Instructional technology includes, but is not limited to, Learning Management Systems (LMS), grading and attendance systems, academic software, document cameras, desktop computers and laptop computers.
 - (e) Internally Hosted – on-campus computing resources and services that are provided and managed by the College.
- (8) All employees must use College computing resources in a responsible manner including:
- (a) Compliance with all applicable College policies, procedures and information security standards.
 - (b) Compliance with all federal, state and local laws and regulations.
 - (c) Compliance with all laws, rules and policies of other states, countries and networks as applicable when users engage in electronic communications with persons in other states, countries or on other systems or networks.
 - (d) Using only College-approved software and technology services.
 - (e) Adhering to all pertinent licenses, contractual agreements and copyrights.
 - (f) Using authorized computing resources in a manner consistent with the terms under which access was granted.
 - (g) Using College computing resources for personal, non-commercial use is permitted provided that such use:
 - (i) does not affect productivity, quality or service to students and other College users,
 - (ii) does not interfere with the performance of the authorized user’s job or other College responsibilities,
 - (iii) does not directly or indirectly interfere with the College’s operation of computing and network capacity,
 - (iv) does not interfere with other authorized users’ access to or use of College computing resources and

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- (v) does not violate federal, state or local laws and College policy.

Users who choose to store or transmit personal information on a College computing resource do so at their own risk. Columbus State is not responsible for any loss of information or any consequential loss of personal property.

- (h) Respecting the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- (i) Respecting the capacity of College computing resources and limiting use so user productivity, quality and service are not affected. The College may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.
- (j) Being vigilant in watching for, preventing and reporting malware.
- (k) Immediately reporting the suspected loss, theft or damage of a computing resource to the Police Department, their immediate supervisor and to the IT Support Center.
- (l) Immediately reporting any misuse of computing resource, including the misuse of credentials, to the IT Support Center.

(9) PROHIBITIONS

- (a) Stating or implying that you speak on behalf of the College and/or from using College trademarks and logos without authorization.
- (b) Using or introducing software or hardware designed to disrupt the security of Columbus State computing resources.
- (c) Engaging in activities designed to view and/or collect College network traffic.
- (d) Maliciously running scanning applications or attempting to compromise or exploit a computing resource on the Internet and/or the campus network.
- (e) Using College computing resources for commercial or non-commercial gain in connection with non-Columbus State consulting, business or employment.
- (f) Concealing one's identity when using computing resources, except when the option of anonymous access is explicitly authorized.

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- (g) Masquerading as or impersonating others or otherwise using a false identity, except when authorized by IT for the sole purpose of providing technical assistance.
- (10) Users who violate this procedure may be denied access to College computing resources and be subject to other penalties and disciplinary action, both within and outside of the College.
- (11) The loss or theft of a computing resource due to negligence or the willful damage of a computing resource by students may include sanctions up to and including expulsion. The loss, damage and/or theft of a computing resource due to negligence, malfeasance, misfeasance or the willful damage of a computing resource by employees may include disciplinary action up to and including termination.
- (12) The College may seek legal redress including, but not limited to, restitution for liability, loss, damage, theft, malfeasance, misfeasance, restitution or penalties from any party to the extent permitted by law.
- (13) In furtherance of this commitment to responsible use, all employees must participate in required training.
- (14) The following Columbus State policies provide advice and guidance related to this procedure:
 - (a) [College Policy 7-05, Student Records](#)
 - (b) [College Policy 9-03, Purchasing](#)
 - (c) [College Policy 9-12, Payment Card Industry Compliance \(PCI\)](#)
 - (d) [College Policy 11-04, Records Retention and Disposal](#)
 - (e) [College Policy 15-02, Information Security](#)

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WEB PRESENCE
Procedure 15-01 (E)
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Effective October 1, 2009

- (1) Columbus State strives to maintain a modern, comprehensive and easy to navigate presence on the World Wide Web (Web). This presence provides information and services in a timely and accurate manner to all visitors. The web presence for the College contains password-protected information as well as open-access information.
- (2) Information presented on the Web is a part of the College's official publications and shall remain in the College's control. Open-access pages shall conform to the web presence standards. Password-protected pages designed for delivery of course content or specialized applications may deviate from the standards as required by other established College standards. This procedure does not infringe on academic content decision-making criteria.
- (3) The College's web presence:
 - (a) Presents a desirable image of Columbus State specific to the mission and vision of users.
 - (b) Provides faculty and students access to informational resources available on and via the Web.
 - (c) Disseminates official College information to all audiences.
- (4) Departments must designate at least one individual as an Information Provider before content is published to any College website. Information Providers are responsible for the management of the information and coordination of the content on Columbus State websites.
- (5) WEB PRESENCE

Marketing and Communications, with help from Information Technology (IT) and Information Providers, create and maintain standards for the College's web presence. The standards developed also comply with state and federal accessibility guidelines.

Information Providers are:

- (a) Designated by the department head in all areas of the College. More than one Information Provider may be designated by an area or department.
- (b) Trained on how to create and manage content using web content creation and management systems as well as associated templates and standards.
- (c) Provided access to web content management systems by Marketing and Communications.
- (d) Responsible for creating and maintaining their information and content.

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- (e) Accountable to ensure the content and information along with all web links provided on their websites are accurate, timely and relevant to the College, the stated mission and are of the highest value to students in meeting their Columbus State's general education outcomes and/or specific course objectives.
- (f) Expected to ensure websites, pages and/or other contents adhere to the web presence standards.

(6) ACCESS APPROVAL PROCESS

Marketing and Communications maintains the user access approval process for maintenance and update of Columbus State's online presence. Information Providers must submit a request to publish the area/department's online content to Marketing and Communications using the designated interface.

(7) CONTENT APPROVAL PROCESS

Marketing and Communications establishes appropriate processes for approving and moving content submitted by Information Providers to the appropriate websites. The decision whether content should be password protected may be made prior to submission.

Data protection standards established within the College's Information Security Program must be adhered to when handling data as part of the content.

(8) SERVICE APPLICATIONS

Columbus State may use delivered applications to provide online services to users. When feasible, the College will customize these applications to adhere to the web presence standards.

All online service applications, regardless of their hosting environments, must be reviewed for information security and contract management by IT.

(9) THIRD-PARTY HOSTED SYSTEMS

All Columbus State web pages will be hosted exclusively on College servers unless a formal agreement/contract is in place for third party hosting services. Web pages using the Columbus State logo or College-owned content outside of the Columbus State server environment must be reviewed by IT. Academic course content must follow standards established by the Office of Academic Affairs.

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(10) UNIFORM RESOURCE LOCATOR (URL) ADDRESSES

Departments may need to request a specific URL other than the College's URL address: www.csc.edu. The rationale for this request must be provided to Marketing and Communications. If approved, the URL address must be obtained through IT.

(11) LINKAGE

No personal homepages on College open-access websites will be permitted. Links to personal homepages are approved for academic use only.

Information Providers and their respective department are the owners of and are responsible for their content. Determining appropriateness of all external links presented as part of their department's online content is the responsibility of Information Providers and their respective department.

Marketing and Communications is responsible for monitoring web content to ensure it is accurate, timely and relevant to the College and the mission. Marketing and Communications will assist any College area requesting support concerning the appropriateness of web content and work to ensure content of the website and web links are of highest value to students in meeting Columbus State's general education outcomes and/or specific course objectives.

(12) SOCIAL NETWORKING SITES

The College allows for social networking sites such as blogs, wikis, etc. as part of its web presence subject to prior approval from Marketing and Communications. The requestor(s) will be provided with site guidelines to ensure the highest quality of social networking experience.

(13) ONLINE PRIVACY STATEMENT

Marketing and Communications has the delegated authority to coordinate with other interested parties to establish an Online Privacy Statement. The statement will inform users of Columbus State's web policies concerning secure collection and use of personal identifiers and information.

The statement will be periodically updated and available for review on the web and be consistent with applicable state and federal requirements.

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(14) COMPLIANCE

Noncompliance with this or any other College policies or procedures may result in removal of files from the web servers.

Last Effective Date(s): March 29, 2004 (previously titled World Wide Web)

**December 15, 2021: Administrative changes made to update department names and responsibilities.
Previously 15-01(K)*

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CLOUD COMPUTING
Procedure 15-01 (F)
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Effective December 15, 2021

(1) INTRODUCTION

- (a) Cloud computing provides services, platforms and infrastructure support for a wide range of business activities.
- (b) Cloud applications and services that are not assessed, purchased or licensed by Columbus State may not meet College standards for user privacy, security, intellectual property protection, accessibility, compliance and records retention. This includes no-cost applications and services as well as those freely available on the Internet (open-source software).

(2) DEFINITIONS

- (a) Click-Wrap Agreement – a legal contract outlining the Terms of Service for internet application and service providers (including demonstrations and time-limited evaluations) to which users may be required to consent. Click-wrap agreements frequently apply to paid or free services (open source). This also is known as a click-through agreement or click-wrap license.
- (b) Cloud Computing – delivery of externally hosted computing services including, but not limited to, social networking applications, storage, SaaS, PaaS, IaaS, software, databases, servers and data hosting. These tools are collectively referred to as “cloud computing services.” This also is known as externally hosted.
- (c) Externally Hosted – where some or all components of a service are provided and managed by third parties.
- (d) Infrastructure as a Service (IaaS) – a cloud computing service that offers essential compute, storage and networking resources on-demand. Consumers do not manage the underlying cloud infrastructure but have control over operating systems, storage, deployed applications and possibly limited control of some network components.
- (e) Internally Hosted – applications, infrastructure and other computing resources provided in-house and managed by the College.
- (f) Multi-Factor Authentication (MFA) – an authentication system that requires more than one distinct authentication factor for successful authentication
- (g) Platform as a Service (PaaS) – the capability for consumers to deploy and control applications onto a cloud infrastructure. Consumers do not manage or control the underlying cloud network, servers, operating systems and storage.

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- (h) Privileged User – a user that is authorized to perform security-relevant functions that ordinary users are not authorized to perform.
 - (i) Software as a Service (SaaS) – the ability for consumers to use a provider’s applications running on a cloud infrastructure through client devices via a web browser or program interface. Consumers do not control the underlying cloud infrastructure including network, servers, operating systems and storage.
- (3) The use of cloud computing services must be approved by the Vice President of IT or designee. Individuals authorized to sign contracts or agreements for proprietary, open-source software, click-wrap agreements or cloud computing resources include the President, Cabinet members and administrators who directly report to Cabinet members. See College Policy 9-03 for additional information.
 - (4) The purchase or usage of cloud computing services requires prior security, accessibility, licensing and legal review and approval. Failure to adequately plan for these reviews and approval may result in delay or termination of the project.
 - (5) Cloud computing for administrative and educational purposes is permitted and managed by IT.
 - (6) The use of College-approved cloud computing services requires:
 - (a) Compliance with all applicable College policies, procedures and information security standards.
 - (b) Compliance with all applicable federal, state and local laws and regulations.

Privileged users accessing the management console or other privileged user accounts in cloud computing services must use MFA if available.

(7) PROHIBITIONS

Using personal cloud service accounts for the storage, manipulation or exchange of College-related communications or College-owned data.

- (8) Cloud computing vendors and services are vetted and contracted on a College-wide basis.
- (9) The following Columbus State policies provide advice and guidance related to this procedure:
 - (a) [College Policy 9-03, Purchasing](#)

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- (b) [College Policy 9-12, Payment Card Industry Compliance](#)
- (c) [College Policy 15-01, Responsible Acquisition and Use of Computing Resources](#)
- (d) [College Policy 15-02, Information Security](#)

New Procedure

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

INFORMATION SECURITY

Effective November 18, 2021

Policy 15-02

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- (A) The College is committed to protecting the confidentiality of all data that it maintains, including information regarding individuals affiliated with Columbus State. This policy applies to all storage media and computing resources, all authorized users of Columbus State computing resources, whether affiliated with the College or not and to users of those resources, whether on Columbus State-leased or owned property or from remote locations.
- (B) Columbus State has established an Information Security Program to safeguard information maintained by the College. The Program establishes processes and procedures to protect College information from unauthorized access, loss, theft or damage by creating effective, logical and physical safeguards. College information may be verbal, digital, hardcopy, individually controlled, shared and used for administration, research, teaching or other purposes.
- (C) The College shall establish identity authentication processes which validate the identity of an individual and protects the privacy of employee, vendor and student records, regardless of activity, technology or course delivery method.
- (D) The improper use, recycling and disposal of storage media and computing devices pose a significant information security risk which may result in unauthorized access to Columbus State data, a breach of licensing agreements and/or violation(s) of state and federal data security and privacy laws. Appropriate safeguards must be followed to protect College data from unauthorized disclosure during the transfer or disposal of storage media and computing devices.
- (E) The President may establish procedure(s) to administer this policy.

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INFORMATION SECURITY PROGRAM

Effective December 15, 2021

Procedure 15-02 (B)

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(1) PURPOSE

- (a) The Program complies with applicable federal and state laws and regulations on the protection of Personal Identifiable Information (PII) and Nonpublic Financial Information (NFI) found in records and in computing resources maintained by the College and College employees. The Program also aligns with the National Institute of Standards and Technology (NIST) Cybersecurity Framework. Columbus State takes measures to safeguard confidential College information and provides notice about security breaches of protected College information to affected individuals and appropriate agencies.
- (b) The College also operates and maintains a computer security incident response plan that detects and reacts to computer security incidents, determines the scope and level of risk, remediates risk, communicates risk and results to stakeholders as well as reduces the likelihood of reoccurrence.

(2) GOVERNANCE

- (a) The Administrator of Information Security or designee is responsible for maintaining, implementing, reviewing and updating the Program.
- (b) The Program establishes an Information Security Committee (Committee) comprised of members of the College community who review the Program and make recommendations for improvement to ensure the appropriate standards, processes and guidelines are in place. The Committee also promotes training and communication to raise awareness of the importance of protecting information.

(3) REPORTING ATTEMPTS AND ACTUAL BREACHES OF DATA

All incidents of potential or actual unauthorized access to or disclosure, misuse, alteration, destruction or other compromise of information, or of a breach or attempted breach of information, must be reported immediately to the IT Support Center.

(4) RISK ASSESSMENT

- (a) Columbus State continuously evaluates reasonably foreseeable internal and external risks to all College information. To the extent technologically and operationally feasible, Columbus State seeks to identify paper, electronic and computing resources containing College information. These evaluations are performed in the normal course of business and in cooperation with departments across the College. Recommendations arising from these efforts are made to the appropriate areas for consideration and implementation.

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Effective December 15, 2021

Procedure 15-02 (B)

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- (b) Columbus State continuously evaluates reasonably foreseeable internal and external risks to all forms of information. These evaluations are performed in the normal course of business and in cooperation with departments across the College. Recommendations arising from these efforts are made to the appropriate areas for consideration and implementation.

(5) COMPLIANCE

- (a) Each authorized user of computing resources is responsible for compliance with all applicable laws, College policies and applicable restrictions, whether or not the restrictions are built into the computing resource and whether or not they can be circumvented by technical means.
- (b) College departments and IT staff will monitor compliance with the Program during the normal course of business.

(6) VIOLATIONS

Users who access, disclose, misuse, alter, destroy or otherwise compromise information without authorization or fail to comply with the Program may be subject to legal action and/or sanctions or disciplinary action.

(7) CONTROLS

- (a) Columbus State maintains administrative, technical and physical controls to protect College records.
- (b) An Information Security Standards Guide related to the Program is published and maintained separately within IT.

(8) THIRD-PARTY VENDOR RELATIONSHIPS

Columbus State exercises appropriate due diligence in selecting service providers to determine the capability of maintaining appropriate safeguards for College information. All contracts with third parties accessing or connecting to College computing resources are reviewed and approved by IT.

(9) TRAINING

The College provides different information security awareness trainings. Some training (i.e. HIPAA, PCI and FERPA) may be required based on job duties.

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INFORMATION SECURITY PROGRAM

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- (10) The following Columbus State program and policies provide advice and guidance related to this procedure:
- (a) [Identity Theft Prevention Program \(Red Flag Rule\)](#)
 - (b) [College Policy 7-05, Student Records](#)
 - (c) [College Policy 9-12, Payment Card Industry Compliance](#)
 - (d) [College Policy 11-04, Records Retention and Disposal](#)
 - (e) [College Policy 15-01, Responsible Acquisition and Use of Computing Resources](#)

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

IDENTITY AUTHENTICATION

Effective December 15, 2021

Procedure 15-02 (C)

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(1) DEFINITIONS

- (a) Authentication – the process by which an educational institution establishes the appropriate level of confidence in the identity of the person or entity requesting access to the records or service.
- (b) Authentication of Identity – the process used to establish the uniqueness and validity of an individual’s identity. Authentication of identity may rely upon reasonable authentication methods such as identity documents, biographic information, biometric information and knowledge of personally relevant information or events.

(2) AUTHORIZED AUTHENTICATION METHODS

- (a) Knowledge Factors (something the user knows) – the requesting party demonstrates knowledge of some unique data associated with the party whose identity is being authenticated, such as a password, security questions or a PIN.
 - (b) Ownership Factors (something the user has) – the requesting party demonstrates possession of something uniquely associated with the party whose identity is being authenticated, such as a security token, email account, ID card or a mobile device.
 - (c) Inherence Factors (something the user is or does) – the requesting party demonstrates a feature inherent to the party whose identity is being authenticated, such as a matching fingerprint, iris pattern or facial features. This also is known as biometrics.
- (3) All confidential records will be secured, with access limited to authorized users, and require authorized authentication methods prior to access.
- (4) Departments shall implement authorized authentication processes to authenticate the identity of individuals prior to participating in educational or administrative activities or accessing College computing resources.
- (5) Authentication of identity using authorized authentication methods must occur prior to updating records and/or releasing confidential information and educational records in accordance with College policies and the Family Educational Rights and Privacy Act (FERPA).
- (6) Authorized users must use reasonable authentication methods to verify the identity of an individual prior to issuing a Cougar identification card (ID).

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IDENTITY AUTHENTICATION

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- (7) Authorized users are assigned unique credentials for exclusive use and access to College computing resources.
- (8) Authorized users of College computing resources are responsible for maintaining the security of their usernames and passwords.

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POLICY & PROCEDURES MANUAL

SECURE DISPOSAL OF RECORDS AND COMPUTING DEVICES Effective December 15, 2021
Procedure 15-02 (D)

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(1) DEFINITIONS

- (a) Computing Devices – technology that stores, processes or transmits data. Computing devices include, but are not limited to, desktop computers, laptop computers, networking hardware, servers, storage systems, tablet PCs, printers, scanners and copiers.
- (b) Media Sanitization (Sanitization) – a process by which data is irreversibly removed from storage media and computing services or permanently destroyed.
- (c) Record – information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form as defined by state law and College Policy 11-04.
- (d) Storage Media – physical or digital media that stores and transmits data. Storage media includes, but is not limited to, paper, magnetic media (i.e. floppy disks, zip disks hard drives, etc.), optical media (i.e. DVDs, CDs, etc.) and flash memory media (i.e. USB drive, SD card, etc.).

(2) Employees with appropriate approval should contact the IT Support Center to arrange pick-up, storage or return of computing devices and storage media.

(3) IT uses appropriate media sanitization methods on the following storage media and computing devices:

- (a) Computing devices declared surplus by IT Asset Management and sold or transferred to another entity in accordance with College Policy 9-08.
- (b) Computing devices transferred to different departments and/or functions.
- (c) Storage media and computing devices considered obsolete or no longer needed by the College.
- (d) Records containing educational student data or sensitive College data that are no longer needed in accordance with College Policy 11-04.

(4) The following Columbus State policies provide advice and guidance related to this procedure:

- (a) [College Policy 9-08, *Surplus Property*](#)

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SECURE DISPOSAL OF RECORDS AND COMPUTING DEVICES Effective December 15, 2021

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- (b) [College Policy 9-12, Payment Card Industry Compliance](#)
- (c) [College Policy 11-04, Records Retention and Disposal](#)
- (d) [College Policy 15-01, Responsible Acquisition and Use of Computing Resources](#)
- (e) [College Policy 15-02, Information Security](#)