

UC Blue Ash College

2017-2018

Staff Handbook



Table of Contents

Part One	<i>Introduction, UCBA Guiding Statements, Basic Information</i>	4
	Introduction.....	5
	UCBA Guiding Statements	6
	Basic Information: Quick Start Guide for Staff	7
Part Two	<i>College Organization & Committees</i>	8
	College Organization Chart	9
	Academic Departments	10
	College Committees	11
Part Three	<i>Description of College Services</i>	12
	OFFICE OF THE DEAN	13
	ACADEMIC AFFAIRS	14
	STUDENT ACADEMIC AFFAIRS	14
	ACCESSIBILITY RESOURCES.....	14
	STUDENT COUNSELING SERVICES	15
	ACADEMIC ADVISING	15
	ADMISSIONS	15
	ACADEMIC SUPPORT	16
	BUSINESS AFFAIRS & HUMAN RESOURCES	16
	COMMUNICATIONS.....	17
	DEVELOPMENT	17
	FACILITIES MANAGEMENT	17
	INFORMATION TECHNOLOGY	18
	INSTITUTIONAL RESEARCH.....	18
	LIBRARY.....	19
	ONESTOP STUDENT SERVICES	20
	PUBLIC SAFETY	20
	Dental Hygiene Clinic	20
	STUDENT LIFE.....	21
	TEACHING AND LEARNING CENTER	22
	TUTORING SERVICES	22
Part Four	<i>Policies</i>	24
	Policy for Posters and Flyers on Campus	25
	College Memorial Policy	26

Policy for Copiers and Making Copies.....	27
Cultural Diversity Policy.....	27
Staff Performance Evaluation Policy	28
Event Request Policy	28
Communication Department Request Policy	28
Facilities Work Order Policy.....	28
Information Technology Department Policies.....	29
Tobacco and Smoke-Free Policy	31
Policy for Student Participation on College Committees	33
Part Five Procedures	34
College Closure Procedure	35
Emergency Text Messaging.....	35
EMERGENCY EXIT PROCEDURES.....	35
Time Reporting at UCBA	37



Part One

***Introduction, UCBA Guiding
Statements, Basic Information***

Introduction

The origins of the University of Cincinnati can be traced back to the founding of the Cincinnati College and The Medical College of Ohio in 1819. The City of Cincinnati established the University of Cincinnati in 1870. In 1968, the University of Cincinnati became a municipally-sponsored, state-affiliated institution. Full state university status occurred in 1977.

UC Blue Ash College was originally established as Raymond Walters College in 1967 with just one original building. This building, with the 1976 addition, was dedicated as the Ernest G. Muntz Hall on February 24, 1991. Flory Hall, built in 1970, was the second campus building and was dedicated as the Harriette E. Flory Hall on May 6, 1990. The campus has been dramatically enhanced with the addition of the Science and Allied Health Building, dedicated as Walters Hall on May 14, 2012. The campus also includes the Veterinary Technology Building and the Annex building (*on the corner of Cooper and Plainfield Road.*) The most recent building is Progress Hall which was built in summer 2017.

Dr. Hilmar Krueger, the Founding Dean, was succeeded in 1969 by Dr. Ernest G. Muntz. Dr. Neal Raisman was appointed as Dean in 1990. Dr. Roger Barry and Dr. Howard Gundy served as Interim Deans from 1992 to 1993. Dr. Barbara Bardes served as Dean from 1993 thru August 2003, and Dr. Dolores Straker served as Dean from September 2003 to September 2007. Dr. Don O'Meara served as Interim Dean from September 2007 through June 2010. Dr. Cady Short-Thompson served as Dean July 1, 2010 through 2017. Robin Lightner is currently serving as Interim Dean beginning in July 2017.

UC Blue Ash is the largest regional college in Ohio and one of the largest colleges at the University of Cincinnati. UC Blue Ash is an open access college with an enrollment well over 5000 students.

UCBA Guiding Statements

UCBA Mission Statement:

The University of Cincinnati Blue Ash College provides an excellent and accessible education for students from a wide array of educational and cultural backgrounds. Our student-centered approach to teaching and comprehensive services engage students so that they can acquire the knowledge and skills needed to succeed academically, personally, and professionally. We promote innovative scholarship and creative works, free inquiry, lifelong learning, and service beyond the classroom.

UCBA Vision Statement:

The University of Cincinnati Blue Ash College will be a recognized leader in providing exceptional teaching that inspires students to unlock their potential and contribute to the local and global communities. Thus, we are committed to excellence in teaching, service, and professional activity. We regularly host and attend workshops on teaching topics, serve on multiple committees at all levels (department, college, university, and community), and engage in discipline-specific and/or scholarship of teaching and learning research, leading to conference presentations and publications. If you are interested in learning more about the specifics of our work, please feel free to ask. We are more than happy to share with you our teaching philosophies, opportunities for professional growth, and ideas on how to improve your teaching at UCBA.

UCBA Core Values:

UC Blue Ash College Core Values. The faculty, staff, and students of the University of Cincinnati Blue Ash College work together to carry out the college's mission and vision, guided by a special set of core values that are the foundation of who we are and what we want to become.

At UC Blue Ash College we value:

- The individual talents of our students, faculty and staff
- Student-centered teaching that challenges and inspires
- Comprehensive education that develops critical thinking and an engaged citizenry
- Rigorous, accredited programs of study
- Accessible and affordable education
- Diversity in experiences and perspectives
- Innovative scholarship and creative works
- Service to the broader community

Basic Information:

Quick Start Guide for Staff

New Hires

Use the UC Human Resources New Hires webpage to find information about compensation, benefits, orientation, credentials, tuition remission, and more. <https://www.uc.edu/hr/benefits.html>

Identification Badge

A photo ID Badge can be obtained from the Public Safety Office, located in Muntz Hall Room 134 (513-745-5707.) Hours are: Monday-Saturday 8am to 8pm and Sunday 8am to 6pm. You will need to bring a Photo ID. The Misuse of ID cards is against university policy and subject to university disciplinary action. There is a \$35.00 replacement fee if the card is lost or stolen. Among other things, your ID badge allows you many discounts and activities and can be used to clock in and out for your shifts.

Keys & Parking

Your staff parking permit and office keys will be distributed by the Business Office (Muntz 140) after completing a sign-out form. Staff Parking is available between yellow lines in all UC Blue Ash parking lots. All staff members are charged \$10 a month for parking which is automatically taken out of your paycheck each month.

Telephones

To initiate or seek support for your university phone, contact Mail Processor in the mail room, Muntz 108.

- Dial 9 to access an outside line
- Dial the last 4 digits of the 7-digit phone number for Internal UCBA calls
- Long distance calls require special authorization code; see the Mail Processor (M108) for access

Employee Self Service (ESS)

You will receive your username at orientation. On this site you can make changes to any of the following:

- Update your home mailing address, phone number, emergency contact, and personal data
- Update your bank information for direct deposit
- Update your family member & dependent information
- Update your tax withholding (Form W-4)
- Enroll in Benefits and display your current benefits participation detail
- Display your pay statements

For more information please visit: http://www.uc.edu/ucflex/uc_flex_hr_getting_started_with_ess.pdf

Travel Reimbursement

University employees can receive reimbursement for travel in their personal vehicle as well as other travel activities related to employment responsibilities. Mileage is reimbursed at a rate of \$.535, but this amount changes yearly so be sure to verify the current rate. The travel reimbursement is processed through the UC Concur system. Assistance with this is available in the Business Office (Muntz 140.)

University Holidays

To view a particular year's paid time off holiday schedule, please view the academic calendar.

<http://www.uc.edu/registrar/calendars.html>

Staff members also receive paid holiday time off in the form of "Winter Season Days" at the end of the year.

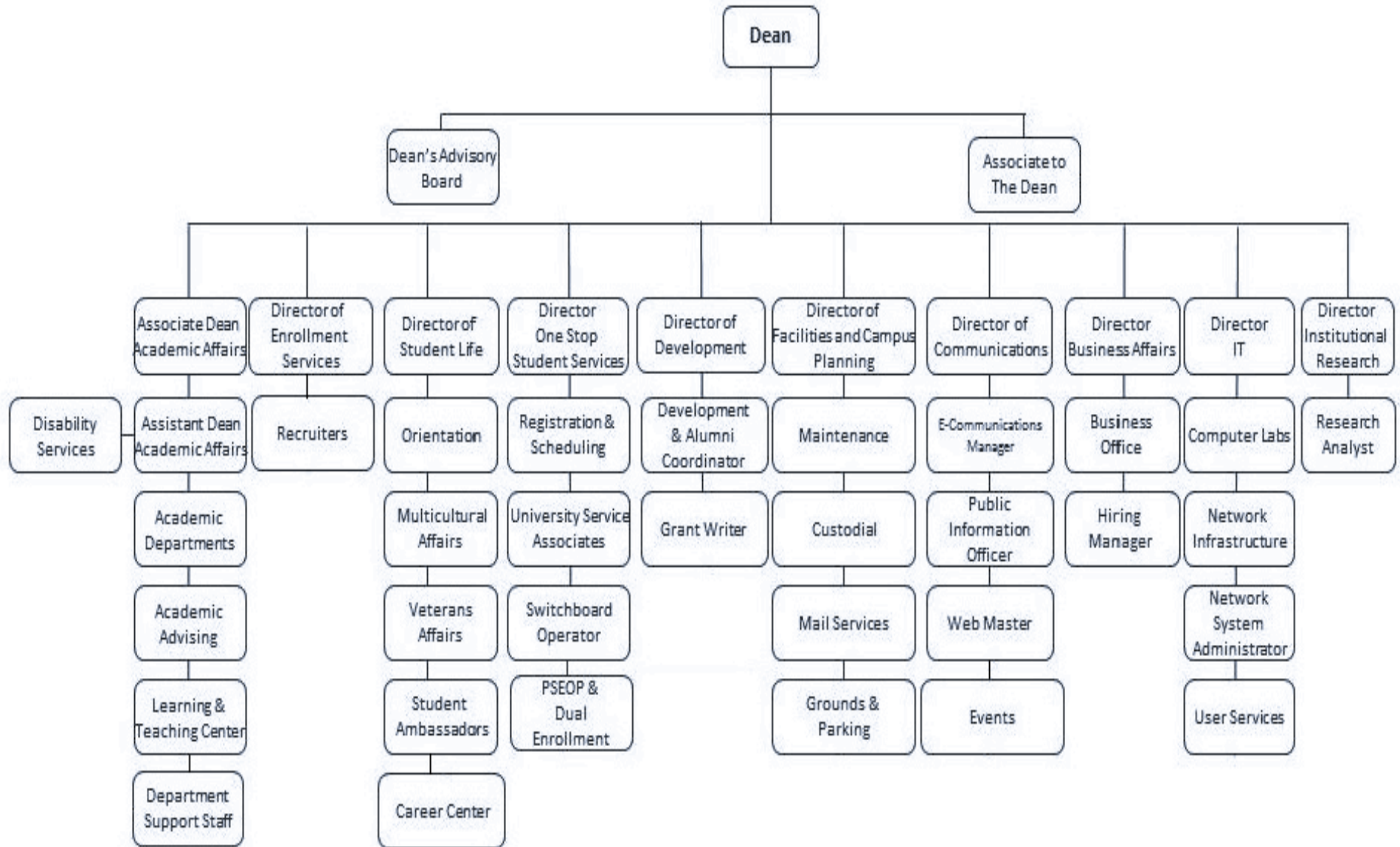
The exact dates for these Winter Season Days are determined yearly and can be viewed on UC's HR website once they are determined.



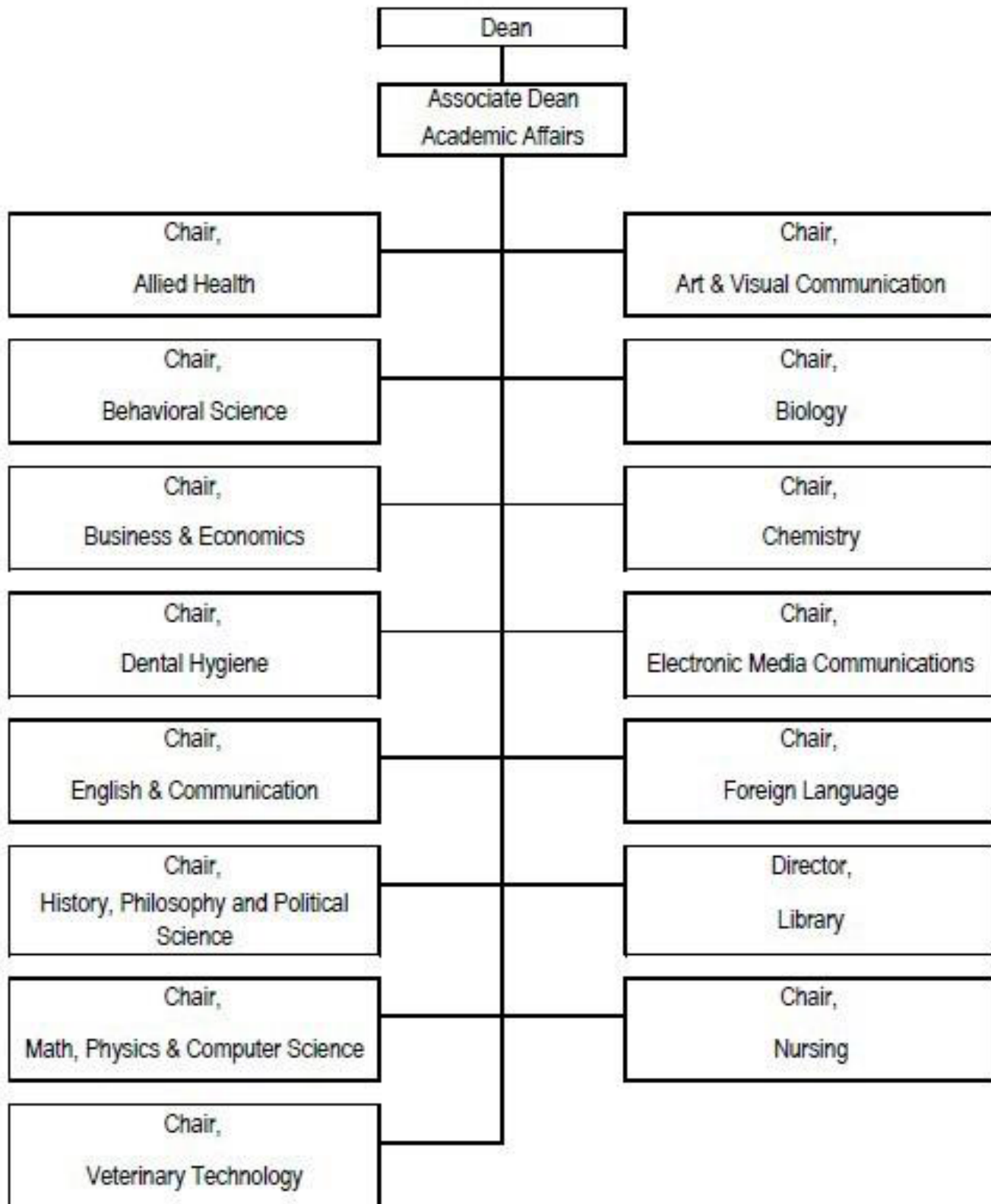
Part Two

College Organization & Committees

College Organization Chart



Academic Departments



College Committees

Staff Representative Council (SRC)

SRC serves as an entity representing all full-time and part-time staff employed at UC Blue Ash. SRC representatives are elected by individuals from nine groups of like/similar units. SRC facilitates communication between staff and constituents of the College (i.e., Dean, UC Community, faculty, etc.) The SRC coordinates professional and enrichment opportunities, as well.

The Chair of Staff Representative Council shall call for nominations for staff members who would like to serve on a college committee. If there are more staff members interested in the same committee than positions available, the position will be filled by a majority vote distributed to all staff members. Administrative staff who report directly to the dean of the college are not eligible to serve on college committees as the staff representative or to vote for the staff representative. Staff that are serving on college committees, serve according to the committee's current bylaws and policies.

In case of a staff vacancy on a college committee, the chair of the Staff Representative Council will name a replacement within a month of the vacancy. The replacement shall fill the remainder of the unexpired term. A vacancy shall be considered to exist if a staff member formally resigns from the committee, terminates employment at UC Blue Ash College, misses three consecutive committee meetings, or fails to fulfill his/her assigned committee responsibilities.

BUILDING & GROUNDS

3 elected representatives, 3 year term.

This committee meets monthly during the fall and spring semesters. The Building and Grounds Committee functions as an advisory committee to the Dean and the faculty on matters related to maintenance and use of the grounds and on matters related to maintenance, construction, and remodeling of buildings.

CULTURAL DIVERSITY

3 elected representatives, 3 year term.

The Cultural Diversity Committee (CDC) is a proactive committee advocating for enhanced appreciation of the value of diversity and its integration within the college and society. This committee meets at least once each month during the fall and spring semesters.

STRATEGIC PLANNING

3 elected representatives, 3 year term.

The Strategic Planning Committee is a multi-constituent committee comprised of faculty, staff, administrators, and students. It meets monthly, and depending on the cycle within the Strategic Plan, the committee may have tasks or meetings that take place outside of regular business hours or over breaks.

TECHNOLOGY COMMITTEE

3 elected representatives, 3 year term.

The Technology Committee serves as multi-constituent forum to discuss college-wide technology issues. The committee makes recommendations and submits reports to the Dean concerning issues of instructional and information technologies. Each spring the Committee coordinates the Annual Software Requests among departmental chairs, the UCBA IT Department and the Dean. Meetings are held monthly.

OTHER COMMITTEES

Other committees on which staff may serve shall include university committees, special college committees, decanal committees, search committees, ad hoc committees, and other as requested or deemed necessary. Staff shall be named to those committees, according to the rules of each committee. The chair of the Staff Representative Council may appoint a staff member to serve on the committee if needed.



Part Three

Description of College Services

DESCRIPTION OF COLLEGE SERVICES

OFFICE OF THE DEAN

Muntz 140

513-745-5660

Hours: 8:00AM – 5:00PM, M-F

Dr. Robin Lightner, Interim Dean

The Dean is the college's chief executive officer. As such, the office provides strategic vision and leadership for all mission-driven initiatives. The Dean is responsible for assuring that all university contracts, UC Board of Trustee Rules, and university/college policies and procedures are followed. In addition, the Dean provides direction and support for strategic planning and is the primary liaison to federal, regional, state and local institutions related to achieving both the college's and the university's missions. The Dean is also responsible for the college's fundraising efforts as well as managing the college's resources – personnel, financial and physical. The Dean reports to the University of Cincinnati's Senior Vice President for Academic Affairs and Provost Office.

Meg Anderson, Associate to the Dean

Charlotte Skinner, Interim Associate Dean of Academic Affairs

Greg Metz, Assistant Dean of Academic Affairs

Frances Lowery, Executive Staff Assistant

Steve Miller, Director of Institutional Research

Byron Walton, Research Analyst

Marc Watson, Business Officer

Lacey McCarthy, Business Manager

Gerrie Copeland, Financial Administrator 2

Raquel Tribby, Accountant 2

Amy Owens-Smith, Human Resources Manager

Kristy Otten, Executive Staff Assistant

Meredith Delaney, Director of Development

Robert Knarr, Director of Facilities & Campus Planning

The Office of the Dean is ultimately responsible for all administrative activities at the college involving faculty, staff and students, including, but not limited to, human resources, application for retirement/emeritus and equal employment opportunity; college governance policies; community activities; curriculum course approvals; staff and faculty hires and employment related matters; oversight of college budgets; staff development; leaves- of-absence; faculty overloads; faculty reappointment, promotion and tenure; collective bargaining matters; faculty/staff travel request and processing reimbursements; faculty/staff personnel appointments; faculty/ student awards reception; Fresh Start program for returning students; full/part-time faculty databases; full/ part-time faculty personnel files; full/part-time faculty teaching contracts; International visitors' processing; records retention management; student dismissals, suspensions, probations, keys, parking concerns, staff/faculty separations, and student/faculty convocation.

ACADEMIC AFFAIRS

Muntz 140

513-745-5660

Hours: 8:00AM - 5:00PM M-F

Charlotte Skinner, Interim Associate Dean of Academic Affairs

This office coordinates the academic affairs of the College and serves as a liaison with other College and University units to enhance the quality of the College's curriculum and to provide the highest quality of instruction to all students. The Associate Dean of Academic Affairs works directly with departmental Chairs and Directors concerning academic issues, including curriculum development and review. Working with appropriate faculty governance structures, the Associate Dean is responsible for academic assessment, faculty development, academic advising, and professional accreditation functions. The Associate Dean also supervises directors or managers in the Learning and Teaching Center, the Testing Center, Registration, Advising Center and the Academic Support Team.

STUDENT ACADEMIC AFFAIRS

Muntz 140

513-745-5670

Hours: 8:00AM - 5:00PM M-F

Greg Metz, Assistant Dean of Academic Affairs

Frances Lowery, Executive Staff Assistant

The Office of the Assistant Dean of Academic Affairs supervises Accessibility Resources (formerly Disability Services) and Counseling Services. Additionally, the office provides direct support to students in the following areas – academic standing issues (alert, probation, return from academic suspension, student misconduct issues (academic or non-academic), and student concerns or complaints (including formal student grievances). The Assistant Dean also serves as the Title IX Deputy for UC Blue Ash. In collaboration with colleagues from across the college and university, the Assistant Dean participates in a plethora of student support and success initiatives.

ACCESSIBILITY RESOURCES

Muntz 112L

513-792-8625

Hours: 8:00AM - 5:00PM M-F

Pam Goines, Director of Accessibility Resources

John Kraimer, Program Director

Accessibility Resources (formally Disability Services) provides assistance to students with all types of disabilities. Students may be eligible for note-takers, interpreters, quiet testing rooms with extended time, audio/electronic books, large print material, adapted software/hardware and other services as needed. This office is also an information and resource center for all students, faculty and staff who have disability concerns or questions. Information can be obtained on a number of issues including accessing benefits and community resources, securing adaptive equipment, accessible housing and more.

STUDENT COUNSELING SERVICES

Muntz 118A

513-745-5670

Hours: 9:30AM - 2:30PM M-F (summer hours may vary)

Jill Trigg, Licensed Therapist

A significant number of college students experience emotional and psychological challenges, such as stress, anxiety, depression, family issues, addiction, eating disorders and more. While students can continue to take advantage of counseling services on the Clifton campus, UC Blue Ash College now has a licensed and trained counselor/therapist on campus. This makes accessing these services much more convenient for UC Blue Ash students.

ACADEMIC ADVISING

Muntz 125

513-745-5753

Hours: 8:00AM - 5:00PM M-F

Evening Hours by Appointment Only

Mark Miller, Director of Academic Advising

Jaclyn Emerson, Program Coordinator

Advisors:

Melissa Al-Rdani	Michela Buccini
Breana Buckner	Kevin Friedman
Linsey Koeritz	Liz McLean
Tom Minter	Kwame Osafo
Renee Rivers	Michael Roman
Christy Swanson	Catherine Willoughby

The College offers academic advising by professional staff advisors in the Advising Center and by faculty advisors for certain programs. The Director of Academic Advising reports to the Associate Dean of Academic Affairs. For additional information and a full listing of advisors by program, please see the advising web page: www.ucblueash.edu/advising

ADMISSIONS

Muntz 151

513-745-5700

Hours: 8:00AM - 5:00PM M-F

(Wednesday until 6:30PM)

Brad Tate – Director of Admissions

Amber Hunter – Assistant Director of Admissions

Pam Bauer – Program Director

Derek Felton – Admission Officer

Kaci Telford – Admissions & Enrollment Services Coordinator - Placement Testing

The major function of the Admission Office is the recruitment, admittance and enrollment of students into the various programs offered by the College. The Admission office attends on and off campus recruitment events, handles applications for admission and assists students with questions about the UCBA admissions process, and program offerings. The Admissions Office offers placement testing for English, Math, and Foreign Language.

ACADEMIC SUPPORT

baacdsup@uc.edu

Shannon Habenicht, Program Manager, 104 Walters

Supports: Biological Sciences, Chemistry

Amber Kuftic, Program Coordinator, 120B Progress Hall

Supports: English & Communication, Veterinary Technology

Cathy Kimmel, Program Coordinator, 289 Walters

Supports: Nursing

Carla Huntsinger, Program Coordinator, 104 Walters

Supports: Allied Health Sciences

Lou Olenick, Program Manager, 217 Muntz

Supports: Electronic Media Communication

LuAnna Schwaeble, Program Coordinator, 140 Muntz

Supports: Business & Economics, History, Philosophy & Political Science, Math, Physics & Computer Science

Tara Hemelgarn, Program Coordinator, 112E Muntz

Supports: Art & Visual Communication, Behavioral Science, Foreign Language

Bethany Smith, Program Coordinator, 189 Walters

Supports: Dental Hygiene

This team of six program coordinators, directed by program manager Shannon Habenicht, offers support to our department chairs, full-time faculty, adjunct faculty, and students. They are a highly skilled team, and manage tasks such as course ordering, department budget tracking, syllabus retention, information research and compilation, and more.

BUSINESS AFFAIRS & HUMAN RESOURCES

Muntz 140

513-936-1520

Hours: 8:00AM - 5:00PM M-F

Marc Watson, Business Officer

Lacey McCarthy, Business Manager

Gerrie Copeland, Financial Administrator 2

Raquel Tribby, Accountant 2

Amy Owens-Smith, Human Resources Manager

Kristy Otten, Executive Staff Assistant

The Business Affairs Office provides oversight of the College's financial and budgetary operations. The office assists the College in various functions such as payroll, purchasing (including Purchase Orders, P-card, Request for Reimbursement and Travel expenditure oversight) and administration of office keys. The primary goal of the Office of Human Resources for UC Blue Ash is to provide assistance to all faculty, staff, and other college stakeholders with a broad range of information and services for employment, benefits, compensation, and employee relations. This office assists the College in fulfilling its mission by serving all employees as the Equal Opportunity Coordinator and implementing processes to assist departments with the hiring process to cultivate a premier and diverse work environment according to the strategic plan. This includes job posting and recruitment procedures, new staff hire onboarding/orientation, employee evaluations, labor relations, training and staff professional development opportunities.

COMMUNICATIONS

Muntz 152

513-936-1632

Hours: 8:00AM - 5:00PM M-F

Pete Gemmer, Director

Pete Bender, E-Communications Manager

Alex Souders, Web Communications Manager

Michael Ziepfel, Marketing and Publications Manager

Cynthia Porter, Events Program Manager

The department's primary function is to oversee the advertising, graphic design, internal communications, media relations, promotional materials, and photography/videography, flyers, posters, as well as the official social media and web sites for the college.

The Events Department now reports to the director of Communications. The Events Program manager coordinates the preparation and execution of college-wide events

DEVELOPMENT

Muntz 140 & 150

513-936-1500

Hours: 8:00AM - 5:00PM M-F

Meredith Delaney, Director of Development

Isabella Marini, Development & Alumni Coordinator, Muntz 150E

Kima Jude, Grant Writer, Muntz 150B

The Office of Development at UC Blue Ash supports the fundraising goals of the college. These efforts include the coordination of alumni events, the UC faculty/staff campaign, grant procurement, stewardship of college alumni, and facilitating the philanthropic efforts of those generously willing to support the college mission and vision. All fundraising efforts for the college are in collaboration with the University of Cincinnati Foundation, the private-sector fundraising branch of the university.

FACILITIES MANAGEMENT

Muntz 108

513-745-5708

Robert Knarr, Director of Facilities & Campus Planning

Jason Rutledge, Building Operations Manager

James Smith, Mail Room

Facilities Management is responsible for maintenance, grounds, and housekeeping as well as campus receiving and mail services at UC Blue Ash College. The department strives to provide a safe, clean, healthy, and comfortable environment in which to learn, teach, and work. Distribution of mail, packages, and shipping and receiving are handled by this department. Need a long distance code, adding a phone number, adding a data drop or looking for additional classroom chairs? This is the department that services those needs. Please submit all facilities' work order and new project requests via email to: facilities@ucblueash.edu

INFORMATION TECHNOLOGY

Muntz 110

513-745-8308

Hours: 7:30AM - 5:30PM M-TH

7:30AM - 5:00PM F

These hours may vary.

Dale Hofstetter, Director

Lu Anne Amos, Lab Manager & Computer User Support Specialist

Drew Barnes, Project Manager I

Rene Barnett, Computer User Support Specialist

Aaron Matey, Computer Systems Administrator

David Michaels, Computer and Information Analyst

The Information Technology Department provides classroom and computer support services to the UCBA College community.

Computer Concourse & Computer Labs

513-745-5718

Muntz 112

All labs are closed on university holidays and between academic semesters.

The computer labs provide UCBA students access to computers and the software applications currently being taught. The lab has 66 PCs, 10 Macs, two printers, a scanner and lab assistants to aid students with basic computer questions.

Muntz Hall has several additional computer labs that are available for class sessions-- the Windows computer labs in rooms 112A, 158, 210, 255 and 265, as well as the lab in Walters 149. There is also a Macintosh computer lab in room Muntz 112B.

INSTITUTIONAL RESEARCH

Muntz 140

513-745-5736

Hours: 8:00AM - 5:00PM M-F

Steve Miller, Director of Institutional Research

Byron Walton, Research Analyst

The primary goal of the Office of Institutional Research is to provide information for strategic decision-making. The office assists the College in fulfilling its mission by conducting institutional research in support of institutional effectiveness efforts, enrollment management, and the strategic planning process. This includes analysis of enrollment data and trends, survey research, environmental scanning, and preparing reports and presentations for various internal and external constituents.

LIBRARY

Muntz 113

513-745-5710

Hours: 7:30AM - 9:00PM M-TH 7:30AM - 5:00PM F 12:00PM - 4:00PM Sat.

Heather Maloney, Director

Michelle McKinney, Associate Senior Librarian: Reference & Web Services

Elizabeth Sullivan, Library Operations Manager

Kellie Tilton, Assistant Librarian, Instructional Technologies

Lauren Wahman, Associate Senior Librarian: Instruction Program Coordinator

Pam Adler, Public Services Assistant

Christian Boyles, Collection Services Manager

The UCBA Library provides a broad array of print, media, and electronic resources to the UCBA community:

- Library Collections: The Summon search tool allows you to quickly and easily discover information from the UC Libraries collections. It is the place to start research for journal and newspaper articles, books, and more.
- OhioLINK and Interlibrary Loan: Request materials from other UC Libraries or the statewide OhioLINK library catalog. Materials that are unavailable from UC or OhioLINK can be obtained through the interlibrary loan service, ILLiad.
- Electronic Databases: Around the clock access is available both on and off-campus to a wide variety of electronic research databases.

The UCBA Library also supports faculty and staff with the following services:

- Library Instruction: Librarians offer course-related library instruction for UCBA students at all levels. These classes can cover a range of resources (general or subject-specific) or focus on research strategies and critical thinking concepts. All classes are scheduled at the request of the course instructor and are tailored to meet the needs of your classes, curriculum, or assignments. The Blackboard Librarian service provides direct access to a librarian and curricular support for students.
- Orientation Tours: Tours for UC students, faculty and staff are designed to provide a general overview of the collections and services available through the UCBA Library. Tours can also be arranged for non-university groups on a limited basis. These tours are not instruction-based, but are designed to be an introduction to college libraries and can include general information about the UC Libraries.
- Research Assistance: Library faculty are available to help you find information for your research or teaching needs. You can schedule an appointment with your library liaison to discuss your research or to receive one-on-one instruction on using particular resources.
- Course Reserves: Faculty can place books, articles, and other items on Reserve for their students. Faculty can choose 2 hour/Library Use Only, Overnight or 3 Day loan periods. Blackboard Electronic Reserves allows faculty to make course-related materials available online 24/7.

Library Liaison: This program was established to provide regular communication between library staff and the faculty concerning library services and collections. Responsibilities to departments include: collection development and management, instruction, research assistance, and feedback on library services.

- Kellie Tilton: Art & Visual Communication, eMedia, History, Philosophy & Political Science
- Heather Maloney: Allied Health, Dental Hygiene, Nursing
- Michelle McKinney: Behavioral Sciences, Biology, Chemistry, Math, Physics & Computer Science, Vet Tech
- Lauren Wahman: Business & Economics, English & Communication, Foreign Language

Visit the library web site at www.libraries.uc.edu/ucba for more information on library services and resources.

ONESTOP STUDENT SERVICES

Muntz 150

Financial Aid 513-745-5740

Scheduling 513-745-5650

Hours: 8:00AM - 6:00PM M-TH 9:00AM - 5:00PM Fri

Martha Geiger, Director

Kylie Dorsten, Assistant Director of Registration & Scheduling

Cindy Jones, Program Director of College Credit Plus

Daniel Hagedorn, University Service Associate

Jessica Max, University Service Associate

Christopher Roschke, University Service Associate

Claudia Ninneman, University Service Associate

Marne Long, Public Information Specialist

Onestop assists students in interpreting University policies and procedures and manages a variety of processes related to Registration & Records, Billing & Financial Aid, and processes a variety of forms (i.e., registration, drop/adds, grade changes, transcript request). This department also handles enrollment and course offerings, assigning all classroom space for on/off-campus classes; preparing and generating all class orders; monitoring the registration process, and compiling the final list of graduates. The Credit Plus Program is also located in Onestop. This program works directly with high school students on campus working on dual credits.

PUBLIC SAFETY

Muntz 134

Local Office: 513-745-5707

Main Campus Dispatch: 513-556-1111

Emergencies: 911

The University of Cincinnati Police Department operates a satellite office at UC Blue Ash College. Their main concern is our safety. UC Public Safety Officers patrol the building, grounds, and parking lots. The Public Safety staff investigates crimes, presents crime prevention programs, assists with fire and safety emergencies, escorts faculty, staff and students to vehicles, acts as liaison to outside police departments, and operates the UCBA lost and found. UCBA Security Office provides an unlock service for the building, your office and even your car when the keys are left inside.

Dental Hygiene Clinic

Walters Hall

513-745-5630

Clinic Hours: August-April (by appointment only)

Morning Sessions: Tuesdays and Thursdays

Afternoon Sessions: Wednesdays

The Dental Hygiene Clinic offers preventive dental hygiene services and radiographic services to faculty, staff, students and community residents. There is a nominal fee for the services offered. Patients should be aware that the treatment is provided by students under faculty supervision.

STUDENT LIFE

Muntz 123

513-745-5773

Hours: 8:00AM - 5:00PM M-F

Sarah Wolfe, Director of Student Life

Nick Castro, Assistant Director for Inclusion and Involvement

David Frese, Coordinator of Veteran Student Affairs

TBD, Hispanic & Latino Affairs Coordinator

TBD, Asst. Director for Orientation & Professional Development

The mission of the Student Life Office is to create opportunities for learning, engagement, leadership development and growth. This department also provides programming and support services to student government, student clubs & organizations, and the entire student body. The office also offers educational programming such as orientation and new student convocation, career development and exploration, services for student veterans and cultural programming. Individuals who wish to learn more about the department's campus activities, student leadership development opportunities, and student organization policies should contact the Student Life Office.

Inclusion and Involvement

As a part of the Student Life Office, Multicultural Affairs recognizes and supports the diversity that exists on UCBA's campus by addressing the academic, cultural, educational, and social needs of underrepresented students. The office also encourages respect and appreciation for all cultures and dimensions of diversity through programming and activities that promote education and inclusiveness. We strive to cultivate a campus atmosphere that values an inclusive environment which encourages all students to succeed, including race, ethnicity, age, religion, sexual orientation, national origin, gender, disability status, and socio-economic background. We also provide support services that aid in the success and enrich the campus experience of underrepresented populations

Hispanic & Latino Affairs

Hispanic/Latino Affairs strives to create and open, welcoming and supportive environment for our Hispanic/Latino students and families. As students embark on their academic journey, UCBA seeks to provide them with every possible tool to ensure academic, social and personal success.

Student Orientations / Professional Development

As a part of the Student Life Office, Orientation is responsible for offering programs and services designed to transition new students to UC Blue Ash College. Orientation is required for all first-time first year students, and is recommended for transfer students. First-year students attend a summer orientation program, and transfer students complete an online orientation and have the ability to attend an in-person transition session. Other orientation and transition programs include New Student Convocation and first-year programming.

Additionally, Professional Development is responsible for planning and implementation of events and activities designed to promote career and professional development.

Veteran Student Affairs

As a part of the Student Life Office, Veteran Student Affairs is responsible for educational outreach and programmatic initiatives that serve to both support student veterans and enhance campus awareness of student veteran related issues. This includes implementing and managing programs, events and services for student veterans, offering educational opportunities around student veteran issues for the larger campus community and serving as a liaison with the Clifton campus Veteran's Affairs Office and the Veteran's Administration.

TEACHING AND LEARNING CENTER

Muntz 117
513-936-1714

Brad Mallory, Co-Director
Walters 387
936-7118

Rita Kumar, Co-Director
Progress Hall 120K
936-7129

Pam Rankey, Director of Distance Learning
Flory 103
745-5616

The Learning and Teaching Center offers faculty development opportunities that promote student learning. The Center provides resources for faculty to reflect on teaching and to engage in classroom-based research. The Center also provides support for faculty to respond to different student learning styles through a variety of teaching strategies.

The Learning and Teaching Center offers the following services:

- A collection of teaching and learning resource materials.
- Sponsorship of Faculty Learning Communities
- Workshop series focused on specific pedagogical issues.
- Private tutorials for technology, course development, alternative teaching strategies.
- Consultations to provide formative feedback about teaching effectiveness.
- Facilitation of New Faculty Mentoring Program.
- Consultations with Faculty Development Committee on issues concerning faculty and professional development at the college.

TUTORING SERVICES

We offer several academic labs which include physical support, access to resources, and tutoring services to students at no out-of-pocket cost.

Foreign Language Lab & Resource Center

Muntz 349B and 350
513-745-5649

Hours: 8:30AM - 6:00PM MW 9:00AM- 6:00PM T/TH 8:30AM - 2:30PM Fri Summer hours vary.

Hung Koo, Lab Coordinator

Used by students studying foreign language, the Foreign Language Lab and Resource Center is open to any student enrolled at the college. The lab (Room 350) is equipped with personal computers where students can access software, video and audio programs for the language they are studying. These programs help students practice language comprehension and speaking and listening skills. The lab also has resources available for students to prepare class papers and presentations.

The resource center (Room 349B) is designed for group and individual study and offers a variety of resource materials and information to help students complete foreign language class assignments. Tutoring is available for students. No appointment is needed to work with a tutor, but it is recommended that students check to see when a tutor will be available.

Science Learning Lab

Walters 200

513-936-1705

Hours: 8:00AM - 8:00PM M-TH 8:00AM- 4:30PM Fri 12:00PM - 4:00PM Sunday

Daniel Landfried, Lab Manager

Ginette Adams, Academic Tutor

Lynn Rosenblum, Academic Tutor

The Science Learning Lab is designed to help students in Biology, Chemistry, Dental Hygiene, Nursing, and Allied Health. The lab provides free individual and small group tutoring as well as peer study groups. Students using the lab have access to computers, anatomical models, microscopes, radiological films, and supplementary texts and software.

Math Lab

Muntz 112G

513-745-5760

Hours: 8:00AM - 8:00PM M-TH 8:00AM- 5:00PM Fri 12:00PM - 4:00PM Sat.

Kevin Kellar, Lab Manager

Jennifer Clement, Academic Tutor

Heather May, Academic Tutor

The Mathematics Department provides a tutoring center, which is free to all UCBA students on a regular or drop-in basis. It is equipped with supplementary texts and materials, is staffed by academic tutors and is administered by a member of the Mathematics Department.

Writing and Study Skills Center

Muntz 112K

513-745-5733

Hours: 8:00AM - 8:00PM M-TH 8:00AM- 5:00PM Fri 12:00PM - 4:00PM Sat.

Robert Murdock, Director

Laurie Bailer, Sharon Disher, Daniel Sansing, Peggy Strohmaier, Eric Van Hoose (Academic Tutors)

The Writing and Study Skills Center provides free service to UC Blue Ash College students on an appointment or walk-in basis. The writing tutors assist students in any discipline in all phases of the writing process from brainstorming to the final revision. In addition, the Writing Center offers workshops in grammar, punctuation, and research skills. Students may also use grammar and writing software for self- instruction to improve writing skills. The reading tutors provide support for critical reading strategies, building reading comprehension and vocabulary help.

The study skills tutors provide one-on-one attention to acquire college-level reading and study skills. Reading topics can include comprehension, vocabulary, and critical thinking as well as other related skills. Organization, time management, taking notes, reading textbooks, learning terms, improving memory, using learning styles, setting goals, solving problems, managing stress, test- taking, and developing study techniques are study skills topics that tutors can address when helping students develop more effective and efficient study habits. Tutors can also help students improve their test scores in any course with a test review. The Writing and Study Skills Center maintains various textbooks, handbooks, resource materials, and handouts, as well as resources to meet ESL students' needs. Students schedule appointments with tutors online by using Starfish in their Blackboard accounts.



Part Four

Policies

Policy for Posters and Flyers on Campus

The policy consists of a set of general principles which apply to all posting by any person or entity, and two sets of procedures specific to different segments of the College Community.

Please note that the posting policy is intended to maintain the beauty of our campus and preserve the appearance and quality of our buildings and grounds. This is extremely important for the image and perception of our college as well as the utility of the boards themselves for our students, faculty and staff who walk our halls every day, and our visitors and guests.

General Principles

1. All postings can only be done in areas that have been designated by the Building and Grounds Committee. Generally, these are bulletin boards throughout the College, blue posting areas in Walters Hall, and on lobby posting kiosks or easels. Printed materials are not to be posted on unauthorized places, such as walls, sidewalks, trees, stairwells, windows, or doors. The placing of promotional materials on or in parked cars is prohibited.
2. The Building and Grounds Committee may either restrict bulletin boards for use by a specific department or organization, or may designate them for general posting. Each bulletin board shall display the name of the department or organization responsible for its contents.
3. The name of the sponsoring agency, group or individual must be on each piece of posted material.
4. The faculty/staff member or department requesting flyers is responsible for posting it on the appropriate bulletin boards - one copy per board. You may request to have a student ambassador post your flyer. They will post and remove outdated flyers each Friday (only on Fridays, NO exceptions. Please plan accordingly).
5. Student groups or outside organizations are not approved to post, and they must allow for Student Ambassadors to post their flyer each Friday.
6. Flyers should be no smaller than 8.5 x 11 and no larger than 11 x 17 (see the Communications Department for any exceptions).
7. Should any violations of this policy occur, material will be removed immediately. Graffiti should be reported to Facilities Management. Graffiti will be removed as expeditiously as possible.
8. Any change in this policy shall be the responsibility of the Building and Grounds Committee, the Office of Student Life and Engagement and the UCBA Communications Department.
9. Notification of room changes and class cancellations posted by the appropriate administrative office are not restricted by this policy.
10. There are two sets of detailed procedures: one applies to students, student organizations and non-academically related organizations, the other to faculty and academic and administrative departments.

Students and Organizations

1. Printed materials may be displayed on general and community boards if they advertise activities or events sponsored or co-sponsored by a recognized group within the UC Blue Ash College Community or the University of Cincinnati. Printed materials advertising activities or events sponsored by UC students or a non-university group may be displayed if the event is of benefit or interest to the campus community and not solely for the purpose of commercial sales.
2. If at all possible, fliers for college sponsored events or promotions should be designed by the UC Blue Ash Communications Department. Design requests should be submitted to the Communications Department 4 weeks in advance of the event through the Department's web page.
3. If the flyer has already been created or is from an external organization, it must still be submitted to the UC Blue Ash Communications Department for approval. Flyers can be emailed to design@ucblueash.edu or dropped off in the Communications Department. Flyers from external organizations are to be posted on the Community board only. The Communications Department has 2 business days to provide feedback and/or approval.
4. All printed material must be approved and stamped by the UC Blue Ash Communications Department prior to posting.
5. Student groups or outside organizations are not approved to post. They must allow for Student Ambassadors to post their flyer each Friday.
6. All flyers from external organizations or those containing information unrelated to the college (books for sale,

apartment for rent, etc.) will only be posted on the Community board (near UCBA bookstore).

7. Sponsors may request a two-week extension beyond the initial posting period by reapplying to the UC Blue Ash Communications Department.
8. Student Ambassadors appointed by the Director of Student Engagement will rotate the responsibility of checking all general and community bulletin boards each Friday for removal of outdated or unapproved flyers.
9. Exceptions to this policy should be brought to the attention of the Director of Student Engagement or his/her designee, who will notify the Chair of the Building and Grounds Committee and/or the Dean.

Faculty and Staff

1. Departments may apply to the Building and Grounds Committee for designation or placement of departmental bulletin boards. Department Chairs or their designee will be responsible for all materials placed on department spaces as well as their removal.
2. Faculty may post notices relevant to academically related programs, i.e., academic trips abroad, class offerings, etc. on general, community or department bulletin boards.
3. The faculty/staff member or department requesting flyers is responsible for posting the approved materials on the appropriate bulletin boards - one copy per board. You may request to have a student ambassador post your flyer. They will post and remove outdated flyers each Friday (only on Fridays, NO exceptions. Please plan accordingly).
4. Though approval and design of documents described above (see Students and Organizations, 2) through the UC Blue Ash Communications Department is not required of faculty and departments, it is highly recommended that they follow procedures outlined for students and organizations when posting to general boards. This will ensure materials are not removed prematurely or removed mistakenly due to a lack of stamped approval.
5. Exceptions must be approved by the Associate Dean of Academic Affairs, who will notify the Chair of the Building and Grounds Committee, the Director of Student Engagement and the Director of Facilities.

Approved: May 25, 2000

Approved Revision: April 26, 2001

Approved Revision: March 29, 2012

Approved Revision: January 28, 2016

College Memorial Policy

The college is fortunate to receive funds and/or donations from individuals or groups wishing to memorialize an individual or event. The Building and Grounds Committee recommends that all memorial donations be channeled through our Development office. If the contributors wish to donate to an existing fund (i.e., such as a scholarship) or establish a new fund, the Development office will handle these requests. If the request deals with a change in building and/or grounds, the Building and Grounds Committee and Director of Facilities will review the request for appropriateness and compliance with campus standards (see note) and submit a recommendation to the Dean.

Note: Standards refer to those described in the University of Cincinnati Guidelines and Standards Manual; and/or the University of Cincinnati Master Plan Manual; and/or Current Building Specifications and/or Plans; and/or other current University documents.

Approved January 1999

Revised July 2011

2017-2018 UC Blue Ash Faculty Handbook - Page 52

Revised Aug. 18, 2017

Approved by College Faculty April 24, 2014

Policy for Copiers and Making Copies

Copier Usage:

The copier machines can only be used for official University of Cincinnati business and may not be used for personal use.

Copy Codes:

Each department is assigned a four digit code. Faculty and staff must log into the copiers with this code in order to make copies. There is no password. If you are unsure what your copy code is, the IT department and Business Office have a master list of codes. Some faculty members have an individual code assigned to them. Individual codes are no longer assigned and may not be programmed into all the copiers on campus. Please use the departmental four digit codes on these machines.

Departmental Charges for Copies Made:

Total copy counts are collected and processed each year by the Business Office. Departments are charged based upon their total copy usage at the end of the business fiscal year.

Copier Maintenance and Upkeep:

Routine maintenance, such as ordering toner and calling for repairs, is handled by program coordinators and the IT department. If you encounter a problem with one of the copiers, please contact your program coordinator or the IT department for assistance.

Copier Replacement:

Copier replacement schedule is determined by the IT department. The decision is based upon the overall age of the copier, highest total usage of the machines, and the yearly changing needs of the department requesting replacement. Contact the IT department to be considered for replacement.

If the budget does not support the number of copiers to be replaced, the copiers will be replaced according to the following priority:

1. A large copier with the highest usage
2. A large copier
3. A small copier with the highest usage

Copiers due to be replaced, but not replaced because of budget, will receive highest priority the following year.

Approved 4/26/07

Approved 3/29/12

Approved by UCBA faculty 1/26/12

Revised 8/8/17

Cultural Diversity Policy

We, the members of the UC Blue Ash College community, commit to provide an environment which:

- Fosters respect for the differences among all people;
- Maximizes an appreciation for differences while minimizing invidious discrimination;
- Encourages open communication and interaction among various groups;
- Prepares students to function effectively in this increasingly multicultural society.

Approved by the Faculty June, 1995

Amended by the Faculty February 27, 1997

Staff Performance Evaluation Policy

Evaluations on staff members must be completed annually by the staff member's supervisor. After the staff member and their supervisor have met to discuss the evaluation, the completed form is turned into Human Resources in the Dean's Office. The deadline for these evaluations is mid-June each year. The exact date will be determined by Human Resources and communicated to all departments.

Information about the Staff Performance Evaluation (including a copy of the form) can be found at <http://www.ucblueash.edu/resources/human-resources/staff-performance-evaluation-faq-guide.html>

Classified staff performance evaluations are completed annually by the staff member's supervisor. These evaluation forms are due on the staff member's hire anniversary date and turned into the Human Resources department.

Questions can be directed to the Human Resources Department, 745-5615.

Event Request Policy

The Events Department can assist in facilitating campus events with support in date selection, room scheduling, budgeting your event, and advertisement.

You can find more information and submit an event support request at:
<http://www.ucblueash.edu/resources/faculty-staff/scheduling.html>

More information can be found in the Events Department, 745-5685.

Communication Department Request Policy

The Communications Department can assist with design, printing, social media and posting to the UC Events calendar.

Requests can be submitted online at:
<http://www.ucblueash.edu/offices/administrative/communications/request.html>

More information can be found in the Communications Department, 936-1632.

Facilities Work Order Policy

Submit a Facilities work order request using one of these easy steps:

1. Send an email to: facilities@ucblueash.edu
OR
2. Visit <http://www.ucblueash.edu/offices/administrative/facilities/requests.html> , and click on the red banner email request link.

Either option directs your request into the facilities system, assigns a new work order number, and adds your request to our work queue for scheduling.

Information Technology Department Policies

Academic computers are defined as computers in an academic computer lab or computer classroom used by the student population for completing academic assignments. Administrative computers are defined as those computers used by UCBA faculty and staff in pursuit of the mission of the college. These two definitions are mutually exclusive. The terms computer, computer equipment, or computing equipment are used interchangeably throughout this document, where one term is expressly stated the others are implied unless otherwise noted.

Computer Hardware Policy

This policy applies to administrative computers.

Each fiscal year 20% of the administrative computers maintained by the college will be replaced with new computers. The new computers will be allocated to replace an equivalent percentage of computers in each department. Every department will devise its own method of distributing new computers among the members of that department. Upon request, the IT Department will help departments make decisions regarding the appropriate placement of this equipment. Effective September 1, 2002, a five-year schedule that identifies the number of computers each department will receive in a given year and the month(s) in which they will receive them will be created. This schedule will be adjusted each year to accommodate changes in departmental headcount.

All new full-time tenure track faculty will receive a new computer upon arrival at UC Blue Ash College. The Dean's Office will provide the IT Department with a list of new faculty appointments by June 15 of each year. The IT Department will provide a list of standard computer configurations to all new full-time tenure track faculty. The new computer will be ordered and configured by the IT Department upon notification of the configuration chosen by the new faculty member. Computer configurations that deviate from the standard configuration must be approved by the Dean's Office. Computers allocated in this manner become part of the hiring department's computer allocation for that year.

In consultation with recipient departments, the IT Department will classify the desired performance specifications and configuration options for the new equipment. Given this input, the IT Department will then identify a standard configuration for computers purchased under this policy. This standard will be announced on April 1st of each year and will be the standard for all purchases beginning July 1st of the same year. Departments that are satisfied with the standard configuration for all of their new equipment need to notify the IT Department regarding who will receive the new equipment. Departments must identify these recipients one-month in advance of the scheduled allocation. Departments that want to customize the standard configuration will need to notify the IT Department two months prior to the scheduled allocation. When departments request nonstandard configurations the total cost of the systems should not exceed the total cost of an equivalent number of 'standard' computers. Any cost that exceeds the standard will be the responsibility of the requesting department. Upon the arrival of any new computer equipment the Network Resources Department will be responsible for adding any necessary equipment (network cards) and software installation/configuration.

When new equipment is placed into service the old equipment (if any) will be returned to the IT Department where it will be either reconfigured and returned to service or disposed of as appropriate. In addition, computers assigned to departing faculty will be returned to IT Department to be refurbished. Refurbished computers will be redistributed without regard to department affiliation. Refurbished computers are in no way guaranteed to remain within the originating department.

Refurbished equipment will be redistributed to members of the college community upon request. Academic Department chairs should request refurbished equipment for new Visiting Faculty appointments at the time of the appointment. Academic departments may also request refurbished computers for lab or instructional use. Lab/instructional requests must be approved by the Dean's Office. Any member of the UCBA community can request a refurbished computer as an upgrade to their current computer. Upgrades will be accommodated on a first come, first served basis. The exceptions to the first come, first served basis are non-repairable computer failure or a full time faculty/staff person without a

computer.

Computers installed in part-time faculty offices to provide part-time faculty with access to the college network are not eligible for the College Computer Replacement Policy. The IT Department will provide one computer for each desk assigned to part-time faculty. The provided computer will serve all part-time faculty assigned to a given desk.

All computer hardware failures are the responsibility of the IT Department with the exception of specialized data acquisition and control hardware used in laboratories, (an example of this type of equipment would be a board installed in a computer for the purpose of reading and recording the temperature of a chemical reaction during a chemistry experiment). The IT Department will be responsible for identifying the failed part and determining the appropriate course of action to return a failed computer to usable status. All replacement parts will be provided by the IT Department.

Computer upgrades are defined as computer equipment purchased in order to enhance the capabilities of operational equipment. Upgrades to existing equipment will be purchased by the department using the equipment. At the user's request, the IT Department will be responsible for installing the upgrade. Parts replaced in the process of upgrading a computer are to be returned to the IT Department. Upgrades to a computer remain with the computer when the computer is replaced with new equipment. The exception to this rule is when the equipment is data acquisition/control hardware used in laboratories, or external peripheral equipment not normally part of the PC. Examples include but are not limited to scanners, external hard drives, etc.

Only IT Department personnel may install and/or configure a network interface device. There are no exceptions to this rule. All connections to the college wide computer network will be made by the IT Department. Other than mobile equipment (i.e. laptop computers, Media Services mobile computer carts) which has already been configured by the IT Department, there are no exceptions to this rule.

When computer equipment is obtained from external funding sources such as grants and donations and is not fully equipped, (i.e. a computer without a network card) it's the recipient department's financial responsibility to bring it to full implementation. Once computer equipment obtained in this fashion is put into service, the equipment will be maintained in the same manner as equipment purchased with college funds.

Computer Software Policy

Software Licensing

Software licenses generally come in one of three different categories: freeware, shareware and commercially licensed. Freeware is software that has been released into the public domain by its author. Freeware can be used and copied by prospective users without restriction. Shareware is software released to the public on a try before you buy basis. This software category generally has a trial period of thirty days. If you continue to use the software after the trial period you are legally obligated to make restitution to the author. Shareware can be copied and given away subject to the restrictions covered above. Commercially licensed software requires a license before you can load it on your computer. It is illegal to use commercially licensed software without a license. In general, with software in this category it is illegal to copy programs for use on another computer even if the same user operates both computers. Some software companies allow this type of copying provided that both copies of the software are guaranteed not to be in use at the same time. License agreements need to be examined in each case to determine the rules that govern the use of the software. Users violating software licenses place themselves, College officials, the College and the University in violation of the law and subject to the penalties allowed by the law.

The IT department is responsible for obtaining and maintaining valid licenses for all software residing on network file servers. Network file servers will be monitored by the IT Department to ensure that software license restrictions are obeyed. The IT Department is also responsible for obtaining and maintaining licenses for operating system software on end user computer systems. End users are responsible for obtaining and maintaining valid licenses for all application

software installed on their computers. It is recommended that all users obtain and maintain a copy of the license for all application software on their computer.

Administrative Computing

Where the Technology Committee has established a standard software package for a given computing function the IT department will be responsible for installing and maintaining the standard. Users may elect to use software in competition with the approved standard. In order for users to utilize software in competition with the approved standard, the user's department must provide the user with the software and a valid software license. Where no current standard exists, users may install and administer the software of their choice, provided the user has a valid license. Users who encounter problems with software that they have installed may request assistance from the IT Department. The IT Department will respond to these requests at time permits and may decline to provide assistance as deemed necessary.

Academic Computing

The Guidelines for Instructional Software Selection for College-Wide Computer Classrooms and Labs process is the primary method for determining software availability in academic labs. It is the only process wherein the financial responsibility for obtaining software in academic labs resides with the IT Department. Any other request for software in the academic labs will be honored only under the following conditions: the academic department is responsible for the purchase of the software, the purchased software is delivered to the IT Department one month prior to the start of the term in which it is expected to be available in the academic labs, the software is compatible with the academic computing setup, the hardware resources required to operate the software are in operation or will be in operation at the time the software is to become available.

College Printing Policy

Printers and printing services will be maintained by the IT Department. Network printers are to be acquired and maintained by the IT Department. All costs, except paper costs, associated with operating networked printers are the responsibility of the Information Technology Department. Single user or dedicated printers attached to a single computer may no longer be purchased without the express consent of the Dean's Office. Single user printers already in service may stay in service at the user's discretion or until the printer fails. Single user printers may not be repaired without the express consent of the Dean's Office. All costs associated with operating single user printers are the responsibility of the end user's department.

Printers located in academic labs are not available to administrative computers.

Printers may be added to the network by the IT Department. Printers may be added, removed or relocated on the recommendation of the Technology Committee with the approval of the Dean's Office.

For full policy see Information Technology Department website at www.ucblueash.edu/network.

Tobacco and Smoke-Free Policy

(1) Smoking is one of the largest causes of illness and premature death in the United States. Research findings indicate that nonsmokers who are regularly exposed to tobacco smoke are also at increased risk of illness. The university recognizes that smoking any substance in any form poses a public health hazard. For purposes of this policy, "smoking" has the same meaning as in section 3794.01 division (A) of the Revised Code, which is the inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. Additionally, this prohibition includes all tobacco-derived or tobacco-containing products including, but not limited to, cigarettes, electronic cigarettes, vaporizing devices, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew or snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring or the smoking of any other substance that delivers nicotine.

(2) The university has had smoking regulations in place that are stipulated by the state of Ohio and, as a matter of policy, it shall be dedicated to providing a safe and healthy environment. Furthermore, the university has substantial commitments to health-related research, teaching and patient care. Thus, the university community has a particular obligation to be sensitive to health-protection issues and as a result, the University of Cincinnati intends to provide a one

hundred percent tobacco and smoke free environment. The following policy has been developed with these interests in mind and shall be applied consistently to all faculty, staff, students, visitors, volunteers, contractors and patients of the University of Cincinnati. Exemptions can include cessation devices approved by the federal drug administration (not including electronic cigarettes), nicotine replacement therapy, university-sponsored research, and conduct protected by the American Indian Religious Freedom Act codified under 42 U.S.C. § 1996.

Restrictions.

- (1) Effective May 1, 2017, smoking and tobacco use (including chewing tobacco and electronic cigarettes as outlined in (A)(1) above) shall be prohibited by students, staff, faculty, visitors, vendors, and contractors at all times in or on University of Cincinnati Properties, including events on university property during non-school hours, including but not limited to the following: all facilities owned or leased by the University of Cincinnati as well as the grounds of any property owned or leased by the university. This includes all shelters, indoor and outdoor theaters and athletic facilities, bridges, walkways, sidewalks, residence halls, parking lots, and street parking and garages owned by the university. Please note this also prohibits smoking inside personal vehicles parked on university property as well as any vehicles owned, operated or leased by the University of Cincinnati.
- (2) To ensure compliance with this regulation:
 - (a) "No tobacco use" signage shall be posted in appropriate locations
 - (b) University literature and advertising, particularly that which is related to the posting of employment opportunities and campus events, shall identify the university as being one hundred percent smoke and tobacco free; and
 - (c) Announcements regarding this policy shall be made during university-sponsored events, as well as at campus functions where deemed appropriate. Event programs shall include a written reminder of this policy.
- (3) Tobacco advertising, sales and distribution are prohibited on college campus grounds, in all sponsored publications and at all college campus sponsored events, that are affiliated organizations are prohibited from accepting any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotions of any event or activity affiliated in an manner with the University of Cincinnati.
- (4) Although not under the authority of the University of Cincinnati, all students, staff, faculty and visitors of the university are requested to refrain from smoking and tobacco use on sidewalks and other areas adjacent to university property in an effort to remain good neighbors with our community.

Responsibility and compliance.

- (1) It shall be the responsibility of all members of the University of Cincinnati community to observe this rule, both smokers and nonsmokers. Enforcement of this policy will depend on the cooperation of all faculty, staff, and students to not only comply with this policy but to encourage others to comply as well. This helps promote a healthy environment in which to work, study and live. Civility and respect is expected at all times in regards to this policy.
- (2) The appropriate union contract or university policies shall prevail in addressing those faculty and staff who fail to comply with this rule.
- (3) Tobacco education and cessation shall be closely coordinated with other components of the University of Cincinnati's wellness program.
- (4) Any employee of the University of Cincinnati who violates this policy may be subject to disciplinary action up to and including termination and may be subject to monetary fines for violating Ohio's smoking ban (Chapter 3794 of the revised code).
- (5) Any student of the University of Cincinnati who violates this policy may be subject to sanctions pursuant to the student code of conduct and may be subject to monetary fines for violating Ohio's Smoking Ban (Chapter 3794 of the revised code).
- (6) Any visitor who violates this policy may be denied access to University of Cincinnati campuses and may ultimately be subject to arrest for criminal trespass.

Replaces: Former 3361:10-17-06 3

Approved: August 23, 2016

Effective: May 1, 2017

Policy for Student Participation on College Committees

Student representatives are appointed by the Director of Student Life

For Committee Chairs:

- Introduce student representatives and all other committee members at the earliest opportunity.
- Explain to the student representatives their roles as voting members of the committee as well as any additional rights specified under committee bylaws.
- Encourage student representatives to participate fully in discussions and to share their views. Provide guidance to student representatives during this process by maintaining sensitivity to the fact that students may be unfamiliar with committee customs and interpersonal dynamics. Your guidance will be welcomed.
- Schedule meetings at times when student representatives can attend, and attempt to maintain a consistent meeting schedule.

For Student Representatives:

- Check with the Director of Student Engagement before the fall term begins to learn about committee assignment(s).
- Be sure to attend committee meetings. If unable to attend, notify the Director of Student Engagement who will attempt to find an alternate representative, and email your committee chair of your anticipated absence. The Director of Student Engagement will notify your committee chair of the change, including the name of your alternate.
- Participate in discussions and deliberations. Exercise your right to be heard as the voice of those you represent.

Approved April 23, 1992

Approved May 27, 2010



Part Five

Procedures

College Closure Procedure

College cancellation due to weather or other factors will be announced over local radio, television stations, email and text message in any of the following circumstances:

- classes are cancelled until or after a certain time, or for an entire day or
- classes and other on-campus events are cancelled or
- classes and events are cancelled and some university offices are closed.

This policy should be followed by all employees. *(Note: Essential employees---grounds, safety report to work even when all other offices are closed and classes are cancelled.)*

Emergency Text Messaging

Every cell-phone number provided to UC will be automatically opted into the Emergency Text Message program. In case of emergency, UC Public Safety will send a text message specifying what has happened and where it occurred. Although the university offers the ability to opt-out of receiving emergency messages, UC Public Safety recommends that you do not opt out. In an emergency, accurate and up-to- date information may be critical to your safety and security. In addition, UC Public Safety will send an email indicating an emergency event.

- Faculty and staff may decline emergency text notifications from UC Public Safety by updating their directory listings at:
<https://ucdirectory.uc.edu/updates/clslogin.asp>
- Students must decline emergency text notifications from UC Public Safety on One Stop's website.

The university will test the system occasionally to determine if it is working properly, but you will not receive non-emergency or advertising messages. UC will not sell your information. The user is responsible for any charges from their phone carrier.

EMERGENCY EXIT PROCEDURES

Note: Do not use elevators. Where multiple doors exist at a given Exit, always leave the left door exit free for the use of incoming emergency personnel

A map of emergency exits can be found at:

<http://www.ucblueash.edu/resources/safety/emergency.html>

It is recommended that you review this resource and be aware of the nearest exit to your office location. Additional information regarding Emergency Procedures is available at:

<http://www.ucblueash.edu/resources/safety/emergency-preparedness.html>

TORNADO SAFE SPOTS

Tornado safe areas are determined by the Blue Ash Fire Department; signs are posted in these areas throughout the building to designate the safest areas. Watch for these signs! Tornado safe spots are included on the Emergency and Evacuation Plan map available at:

<http://www.ucblueash.edu/resources/safety/emergency.html>

FIRE OR SMOKE EMERGENCY GENERAL GUIDELINES FOR PUBLIC AND CLASSROOM SAFETY

1. EGRESS: A way out
 - a. Note at least two methods of egress
 - b. Keep egress areas clear of loose items
 - i. Single chairs and small tables
 - ii. Easels
 - iii. Boxes, supplies, displays
 - c. Area should be open to the same width as the exit door to which it leads.

EXIT DOORS: Marked by exit sign lighted or unlighted

1. In classrooms, there is an arrow pointing in the direction that the class is to exit.
 - a. May not be the nearest exit due to congestion
 - b. Must be able to open door with one motion
 - c. Cannot be blocked inside or outside

FIRE EXTINGUISHERS:

1. Must be easily accessible
 - a. Do not block with storage furniture or equipment
 - b. Do not remove from cabinet or hook
 - c. Do not use as a door stopper or counter weight - not even temporarily
 - d. Do not cover or hang anything on a fire extinguisher
2. Know the location of two fire extinguishers
 - a. Know the type fire they can be used on
 - i. Paper, wood - class A
 - ii. Chemical, flammable liquids - class B
 - iii. Electrical or electrically operated equipment - Class C
3. Read instructions ahead of time (Found on unit)
 - a. Operating instructions
 - b. How to use on fire
 - c. Pick it up, hold it, and become familiar with it

INFORM: Tell your class or conference

1. Where the exits are
2. How to use them
3. Where to go when they are out of the building
 - a. 30 feet from any exit to allow other to clear the doors
 - b. Allow fire fighters easy access

FIRE ALARMS:

1. Pull Stations
 - a. Must be clear of obstructions and must be handicap accessible
 - b. Know where the alarms are and read instructions on the unit ahead of time
2. Smoke detectors
 - a. Located in the halls and labs
 - i. Use of smoke producing agents can set them off. Use caution and fume hoods
 - ii. Also located in the auditorium

FIRE ALARM SIGNALS:

1. Located in halls, restrooms, classrooms
 - a. Equipped with strobe lights for the hearing impaired

- b. Uses a wailing signal followed by a voice announcement
- 2. Fire department will be automatically summoned
 - a. Usually a 3-minute response time is common
- 3. Indicator
 - a. The alarm location on a smoke sensor is registered on a main panel board giving floor and approximate location
 - b. The pull station is registered on a main panel board
 - i. The fire department will not know where the fire is from a pull station. If you pull it, be available to the fire fighters to give them the location when they arrive

WHAT TO DO IN CASE OF FIRE OR SMOKE

1. Leave the area immediately - if possible - close doors and windows and any other opening which would permit the spread of fire or smoke. Turn off gas lines or flammable gas cylinders. Do not endanger yourself or others to accomplish these actions.
2. Remember that smoke can be more of a problem than fire. Smoke rises so you stay low.
3. Sound the alarm - pull the nearest alarm to alert others in the building. The pull stations are located at most exits.
4. Evacuate by using the stairs. Do not use elevators. If power fails so does the elevator. The elevator shaft commonly fills with smoke. It is a state law that everyone must evacuate.
5. Do not re-enter the building until the "All Clear" has been announced by the fire department.
6. All fires must be reported even if it is put out with a fire extinguisher.
7. Remember to dial 911 from UC Blue Ash College. You must get an outside line first! Therefore, you will dial 9-911.

Rule of thumb: TAKE TIME TO PLAN NOW. IT WILL SAVE TIME WHEN YOU NEED IT IN AN EMERGENCY!

For other Emergency Procedures (ex: Armed Individual and Sick or Injured Person) go to UC Department of Public Safety website at www.uc.edu/publicsafety.

Time Reporting at UCBA

Requests for time off are expected to be scheduled and approved by the employee's supervisor in advance whenever possible and/or in accordance with applicable policies. Exempt employees are required to fulfill the responsibilities of the position. All time out of the office for exempt employees should be recorded in 4 hour increments. The recording of half days does not prevent the supervisor from inquiring about schedules or assuring that the employee is meeting the expectations of the position either from an attendance or productivity perspective.

Supervisors need to notify employees of the UCBA Time Off From Work reporting procedure. That procedure is as follows, whether the request is in advance or is notification after time has been taken:

1. Employee enters time off from work into the electronic TOFW system
2. Supervisor approves or denies request, whether more than or less than 4 hours
3. If approved request for time off is 4 or more hours, Committer commits time to time sheet. Time out of the office for exempt employees should only be recorded in 4 hour increments.
4. If the request for time off is less than 4 hours, Committer rejects the request and inputs the following into the system notes: "Per the Fair Labor Standard Act, time off from work less than half a standard work day is not recorded for exempt employees."
5. If the request for time off is more than 4 hours but less than 8, Committer adjusts the requested time off to 4 hours (half day) and inputs the following into the system notes: "Per the Fair Labor Standard Act, time off from work less than half a standard work day is not recorded for exempt employees. I have adjusted your time off from X hours to 4"