

CHAPTER 17: PUBLIC RELATIONS

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NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-17-01 Public use of college outdoor areas.

Effective: Reaffirmed by Board of Trustees 12/6/13, Revised 10/29/21

- (A) 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 college 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 the property of the college and of persons present on college property.
- (B) In developing this policy, 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 its property, students, guests and employees of the college, and to ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College 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 the college reserves the right to address such situations as circumstances warrant.
- (C) This policy does not apply to use of college facilities and grounds for official events sponsored by the college.
- (D) Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.
- (E) This policy supersedes any provisions in any other earlier-adopted college policies that address similar or overlapping issues, such as use of outdoor spaces.
- (F) Outdoor areas of campus generally available for use
- (1) Any person or group may use, without prior notification, any publicly accessible outdoor area of the Northwest state community college campus except parking lots 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. Use of the 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 college event, amplification may be restricted if it unreasonably interferes with college operations or noise ordinances are violated.

- (2) The college's off-campus sites are leased facilities and not owned by the college. Those 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 outdoor space is controlled by the college, this policy applies.
- (3) Except in circumstances described below, any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people must notify the college's police department by calling 419-267-1452 at least two business days before the day of the expressive activity, including information as to the specific location to be used for the event and 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.
- (4) Prior notice is necessary to ensure that there is 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 college 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.
- (5) 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 college police department at 419-267-1452. Any request by a student or student organization to reserve such area or space shall be made at least one business day prior to the event. A request 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 shall set forth the basis for the denial. The content of the anticipated speech or other expressive activity shall not form the basis for a denial.

(G) 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 of its other business and support operations is prohibited. Examples include, but are not limited to, excessive noise, impeding vehicle or pedestrian traffic, and conduct otherwise unlawful.

- (2) No activity 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.
- (3) Distribution/solicitation by placing any material on vehicles in the parking lots is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

(H) Enforcement

- (1) The Northwest state community college police department and local law enforcement shall enforce the provisions of this policy.
- (2) Any person who violates section ~~F~~ 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.

(I) 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 vice president for enrollment management & student affairs at 419-267-1233.

(J) Procedures

The president may adopt procedures to administer this policy.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

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Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-17-02 Social media.

Effective: Reaffirmed by Board of Trustees 12/6/13, Revised 10/29/21

- (A) The board of trustees acknowledges that current and future students, faculty, staff, alumni, and citizens of our community are utilizing social media to stay connected. Having a presence in many of these areas will allow the college to broadcast information and interact with the public. Guidelines for social media are defined in procedure 17–02(A).
- (B) NSCC recognizes its responsibility to assure employees, volunteers, and contractors adhere to local, state, and federal requirements to protect student and staff privacy. The college also retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of college computer resources, and restrict employee activities that hinder or interfere with the college, mission, vision, strategic priorities, general learning goals, or financial well-being.
- (C) Social media includes, but is not limited, to blogs, wikis, social networks (examples: facebook, linkedIn, twitter, myspace, etc) video and photo portals (examples: youtube, flickr), collaborative professional space and e-mail.
- (D) Employees and volunteers must adhere to general use guidelines when using social media for specific job-related tasks of Northwest state community college. These guidelines can be found on the college website or through the office for institutional advancement.

Effective: 12/3/2021

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11/22/2021

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Prior Effective Dates: 03/16/2015

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No.17-02(A): SOCIAL MEDIA GUIDELINES

Effective Date:

(1) Guidelines of conduct for those interacting with official NSCC social media portals:

- (a) Please refrain from postings that include offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement. Where applicable, Northwest State Community College reserves the right to remove posts with inappropriate content.

(2) Social media guidelines for faculty and staff:

(a) Do:

- (i) Conduct online interactions with thought and respect for others
- (ii) Use correct grammar and punctuation
- (iii) Remember that information you share online can be shared with others easily, even if you intended to share it with a select group of people only. Find details on privacy settings for Facebook here: <http://www.facebook.com/help/?page 839>.
- (iv) Remember that information you post on social networking sites can remain online even after it is deleted
- (v) Be accurate, and if you make a mistake, acknowledge it and correct it promptly
- (vi) Explain your role at the College if you are writing about the College

(b) Don't:

- (i) Share any information that could violate FERPA
- (ii) Disclose information about students, legal matters, confidential information about the College, or private information about College employees
- (iii) Engage in behavior online that you wouldn't engage in in public
- (iv) Post information that includes offensive language, personal attacks, libel, harassment, threats, inappropriate material, false statements or copyright infringement

- (v) Represent your personal views as the official position of the College
 - (vi) Monitor student accounts outside of interaction with an instructional page
- (c) For instructional pages:
- (i) We recommend keeping the instructional page separate from your personal page. If you choose to add instructional content to your personal page, we encourage you to review privacy settings and keep personal information separate from the information that your students see. You can do this by creating friend lists with specific privacy settings. Find more information here: <http://www.facebook.com/help/?page=768>.
 - (ii) Instructional pages are encouraged to “like” the official NSCC Facebook page so that students have another avenue to the resources found on instructional pages.
- (d) If you would like to represent an official College department or group (non-instructional), please contact the office of public relations and marketing and review the guidelines for official College administrators. If you have information to share, but are not interested in becoming an administrator, please submit that information to the office of public relations and marketing.
- (3) Guidelines for Official College Administrators (Departments, Student Organizations, etc.)
- (a) Social media guidelines for faculty and staff should be followed for official College administrators as well
 - (b) You will be responsible for removing user generated content that violates any of these guidelines
 - (c) Print out a copy to retain for your records
 - (d) Post in a voice that is dependable, relatable and not overbearing
 - (e) Post content daily and check pages at least twice daily
 - (f) Respond to questions, concerns and complaints in a timely fashion and in a respectful manner
 - (g) The public relations and marketing department on campus will serve as a back-up administrator for all official College pages
 - (h) Plan to review these guidelines in person and complete a tutorial with the public relations and marketing office before becoming an official College social media administrator

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3358: 14-17-03 Media relations.

- (A) Northwest state community college recognizes the value of the media to raise the profile of the institution. The media can aid in promoting programs and events, outreach to the community and increasing enrollment. In order to ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.
- (B) Review procedure 17 – 03(B) for guidelines.

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Procedure No.17-03(B): MEDIA RELATIONS GUIDELINES

Effective Date:

(1) College related requests:

- (a) To ensure accuracy, consistency, and the appropriate spokesperson, all media inquiries should be directed to the office of public relations and marketing.
- (b) In the event a media outlet contacts a member of faculty/staff directly, the faculty/staff member will inform the office of public relations and marketing by email (modell@northweststate.edu) or phone (office: 419.267.1283, cell: 419.519.0483) for further follow up and coordination.
- (c) Media outlets who contact the public relations and marketing office will be referred to faculty/staff based on the request to the appropriate source to provide needed information in a timely fashion.
- (d) Faculty/staff members that are contacted by the public relations office with a request for information will respond in a timely manner and in relation to respective media deadlines.
- (e) When faculty/staff are asked to be a source, the public relations office will provide needed assistance with speaking points, practice interview questions and support materials upon request.
- (f) Be cognizant that when speaking with the media, “nothing is officially off the record.”

(2) Non-College related requests:

- (a) Faculty/staff with an established relationship with members of the media who are called upon to comment on matters that are not directly related to College or the promotion of the college should not use their NSCC title when being quoted.
- (b) Faculty/staff cannot represent personal views as the official position of NSCC.
- (c) Faculty/Staff may not share any information that could violate FERPA.
- (d) Faculty/Staff may not disclose information about students, legal matters, confidential information about the College, or private information about College employees.
- (e) Be cognizant that when speaking with the media, “nothing is officially off the record.”

(3) Times of Crisis:

- (a) Media should contact in advance the office of public relations and marketing who will provide safe access to areas, buildings and people necessary to complete their story.
- (b) Faculty/staff should contact the office of public relations and marketing when media crews and reporters are on campus.
- (c) To provide safety and privacy of students, photography and videography is expressly prohibited in classrooms, food service areas, and student study areas without prior approval from the office of public relations and marketing.
- (d) The office of public relations and marketing will assist reporters, photographers and videographers in accessing the areas needed for interviews and background footage.

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3358:14-17-04: Solicitation and fundraising (indoor)

Effective Date: 7/1/15

- (A) 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 college property by all persons, whether or not they are affiliated with the college.
 - (2) Maintaining 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 personal security of all persons present on college property and protecting the property of the college and of persons present on college property.
- (B) In developing this policy, 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 ensure the effective operation of educational, business and related activities of the college. Expressive activities on the college's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of the expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.
- (C) This policy does not apply to the use of college buildings for official events sponsored by the college.
- (D) Expressive activities carried under this policy shall not be considered to be speech made by, on behalf of or endorsed by the college.
- (E) This policy supersedes any provisions in any other earlier adopted college policies that address similar or overlapping issues, such as use of outdoor space.
- (F) This policy does not apply to official, college-supported solicitations or fundraising that are intended to address the college's broader mission to serve the community, such as the NSCC foundation, united way appeal, relay for life or red cross blood drives. This policy governs all facilities on the main campus and satellite sites.
- (G) All solicitation and distribution of literature is for informational and educational purposes only. All information expressed by the individual or organization permitted under this

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policy is particular to the individual/organization, and is not in any way expressing a belief of NSCC in whole or part.

- (H) NSCC also recognizes its responsibility to provide a secure learning environment, which allows members of the community to express their views in ways, which do not disrupt the operation of the college.
- (I) Visitors shall not in any way impede, intimidate or disrupt the business or intent of any event or meeting being held for official college business and/or the business of an approved organization or businesses that is renting college facilities.
- (J) No solicitation activities will be allowed within direct proximity of an approved outside organization or business event or meeting without direct approval of both the college and the business or organization.
- (K) This policy will effectively cover students, student organizations, faculty, staff and visitors who request permission to engage in solicitation or fundraising activity.
- (L) No policy can address every possible activity or situation that may occur on college property, the college reserves the right to address such situations as circumstances warrant.
- (M) Guidelines for solicitation are defined in procedure 17 -01(F) and fundraising in procedure 17 – 01(F1).

Effective: 05/28/2020

CERTIFIED ELECTRONICALLY

Certification

05/14/2020

Date

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NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-17-05 Expressive activities and harassment.

Effective 8/27/2021

- (A) This policy applies to northwest state community college students, student groups, faculty, staff and employees.
- (B) Section 3345.0212 of the Revised Code requires each public college in Ohio to adopt a policy on harassment that is consistent with and adheres strictly to the definition of harassment in section 3345.0211 of the Revised Code.
- (C) Northwest state community college believes that the right of expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, NSCC's commitment to freedom of expression does not extend to harassment. Under section 3345.0211 of the Revised Code, harassment is defined as conduct and/or expression that is:
 - (1) Not protected by the first amendment to the United States constitution or article I of the Ohio constitution (unprotected expression);
 - (2) Unwelcome; and
 - (3) So severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.
- (D) Expression (either in person, in writing or by telecommunication) must meet all three elements to be actionable under this policy. This policy applies to alleged harassment that takes place on Northwest state community college's property (owned, leased, or controlled premises), at Northwest state community college's sponsored events, and in connection with a northwest state community college's recognized program or activity.
- (E) Students should report alleged violations of this policy to the vice president for enrollment management and student affairs. Faculty and staff should report alleged violations of this policy to the vice president for human resources and leadership development.
- (F) This policy shall not be construed to impair any right or activity, including speech, protest, or assembly protected by the U.S. Constitution.
- (G) Nothing within this policy shall be interpreted as preventing northwest state community college from restricting expressive activities that the First Amendment of the U.S. Constitution or Article I, sections 3 and 11 of the Ohio Constitution does not protect. Further, nothing in this policy shall be interpreted as restricting or

impairing the college's obligations under federal law including, but not limited to, Title IV of the Higher Education Act of 1965, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act, Age Discrimination in Employment Act and the Age Discrimination Act of 1975 as addressed through its non-discrimination and Title IX policies.

(H) The president may adopt procedures to administer this policy.

Effective: 09/24/2021

CERTIFIED ELECTRONICALLY

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09/13/2021

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NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-17-06 Free speech.

Effective Date: 10/21/2022

This policy applies to Northwest state community college students, student groups, faculty, staff, and employees. Section 3345.0215 of the Revised Code requires each public college in Ohio to enact a free speech policy in accordance with specific definitions of terms (paragraph A), (paragraph B), establish a complaint process (paragraph C), and report annually to the Ohio department of higher education (ODHE) (paragraph D). Section 3345.0215 amends section 3345.0212 of the Revised Code enacted through the FORUM Act to incorporate the free speech policy required by Senate Bill 135.

(A) Definitions

- (1) "Constitutional time, place, and manner restrictions" means restrictions on that time, place and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, sections 3 and 11 of the Ohio Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or messages to its intended audience.
- (2) "Faculty" or "faculty member" means any person, whether or not the person is compensated by a state institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this policy, the term "faculty" includes tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this policy, the term "faculty" does not include persons whose primary responsibilities are administrative or managerial.
- (3) Free speech means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, verbal, or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. Free speech does not include the promotion, sale, or distribution of any product or service.
- (4) "State institution of higher education" has the same meaning as in section 3345.011 of the Revised Code.
- (5) "Student" has the same meaning as in section 3345.0211 of the Revised Code, except that "student" also includes "student group."
- (6) "Student group" has the same meaning as in section 3345.0211 of the Revised Code.

(B) Northwest state community college believes that the right of free expression is as necessary as the right of inquiry and that both must be preserved as essential to the pursuit and dissemination of knowledge and truth. Northwest state community college affirms the following principles:

- (1) Students have a fundamental constitutional right to free speech.
- (2) Northwest state community college is committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to paragraph (E) of this rule.
- (3) Northwest state community college is committed to maintaining a campus as a marketplace of ideas for all students and all faculty, staff, and employees in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
- (4) It is for individual students and faculty, staff, and employees to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
- (5) It is not the proper role of Northwest state community 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 Northwest state community college greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution 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 all students and faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the campuses of Northwest state community college, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Northwest state community college has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
- (8) Northwest state community college shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, staff, and employees, who shall always remain free to inquire, to study and evaluate, and to gain new understanding.

- (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 the areas of their competence.

(C) Complaints

Northwest state community college is creating a process under which a student, student group, or faculty, staff, or employee may submit a complaint about an alleged violation by an employee of Northwest state community college for violations of the free speech policy, including any violation which results in a penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of student's free speech.

Under the process, shall comply with the Ohio department of higher education's defined complaint process standards. Under the complaint process, Northwest state community college shall investigate the alleged violation and conduct a fair and impartial hearing regarding the alleged violation. If the hearing determines the Northwest state community college's policy was violated, the board of trustees shall determine a resolution to address the violation and prevent any further violation of the state institution of higher education's policy.

Filing a complaint of an alleged violation of this policy can be submitted to the vice president for academics office or anonymously through an online reporting form:
<https://FreeSpeechReportingForm>

(D) Section 3345.0215 of the Revised Code Reporting Requirement

Northwest state community college annually shall report to the chancellor, in a form and manner prescribed by the chancellor, both of the following regarding complaints submitted in the academic year under the process prescribed under paragraph (C) of this policy:

- (1) The total number of submitted complaints;
- (2) For each submitted complaint, a description of all of the following:
 - (a) Northwest state community college's investigation regarding the complaint;
 - (b) The outcome of the hearing conducted by Northwest state community college regarding the complaint;
 - (c) If the hearing determines Northwest state community college's policy was violated, the resolution determined by the board of trustees to address that violation.

Effective: 01/25/2023

CERTIFIED ELECTRONICALLY

Certification

01/13/2023

Date

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Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
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3358: 14-17-07 Suicide prevention.

Effective Date: 6/23/2023

This policy applies to Northwest state community college staff, faculty, and learners and is in accordance with section 3345.37 of the Revised Code. Northwest state community college is committed to raising awareness about mental health and suicide prevention across our campus community, including learners, faculty, and staff. In an effort to achieve this objective and foster the overall health, well-being, and safety of our campus community, our institution will regularly provide suicide prevention information, programming, and awareness, as well as educate campus members about suicide prevention / mental health resources and supports available on and off campus.

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07/20/2023

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Procedure No. 17-07 (A): SUICIDE PREVENTION

Effective Date: 6/23/2023

- (1) Northwest State Community College will provide information, programming, and resources to its campus community relating to suicide prevention and mental health, including the below:
 - (a) Crisis intervention access, including information for national, state, and local prevention hotlines;
 - i. National Suicide Prevention Hotline: Dial 988 – Available for call, text, or chat
 - ii. State of Ohio
 1. Phone #: 1-800-273-TALK (8255)
 2. Crisis Text line – Text ‘4hope’ to 741 741
 - iii. Local – Four County ADAMHS (Serving Defiance, Fulton, Henry, and Williams Counties)
 - iv. Crisis Hotline: 1-800-468-4357
 - (b) Mental health program access, including information on the availability of local mental health clinics; counseling services available to learners both on-campus and virtually, through a community partnership with the Center for Child and Family Advocacy (CCFA); and counseling services available to eligible faculty and staff members via the Employee Assistance Program (EAP);
 - (c) Multimedia application access, including contact information for the crisis hotline, warning signs of suicide, resources offered, and free-of-cost applications;
 - (d) Student Communication Plan(s), including outreach plans focused on educational and outreach activities on suicide prevention; and
 - (e) Postvention Plan, involving a strategic approach to communicate effectively and appropriately with learners, employees, and parents following the loss of an NSCC campus community member to suicide.
- (2) Our institution will provide all incoming learners with the following:
 - (a) Information pertaining to mental health topics, including depression and suicide prevention resources available to them
 - (b) Information relating to mental health services and other support services available, including student-led organizations for individuals who may be at risk of suicide or have been impacted by suicide
 - (c) Learners are reminded of these available services throughout the year by way of:

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- i. Postings around campus (print and electronic); and
 - ii. Campus events.
- (3) Our institution will provide all incoming, eligible employees with the following:
 - (a) Information relating to the institution's Employee Assistance Program (EAP) – a benefit that provides eligible employees with access to licensed counseling services, at no cost to the employee, for a variety of mental health-related concerns, in an effort to promote mental and emotional wellness
 - i. Employees are reminded of these services on an ongoing basis throughout the year, at campus events and through employee email communications and newsletters
- (4) Furthermore, NSCC continues to develop and deploy communication plans, as appropriate, in accordance with the same.
- (5) The following information will be available on a dedicated page on the institution's website:
 - (a) Crisis Intervention Contact Information – Hotlines
 - (b) Warning Signs of Depression and Suicide Risk
 - (c) Resources
 - i. General
 - ii. Learners
 - iii. Employees
 - (d) Active Minds
 - (e) Programming / Events / Training
 - i. Examples may include:
 - 1. Stomp Out the Stigma
 - 2. Validate ~ Appreciate ~ Refer (VAR)

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3358: 14-17-08 Persona non grata.

Effective: 2/16/2024

- (A) The board of trustees of Northwest state community college requires that the conduct of persons on campus and those attending off-campus college-sponsored events be of a responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs and to permit college guests to enjoy a safe environment.
- (B) The president of the college shall implement a procedure that regulates the behavior of persons consistent with board policy and applicable federal, state, and local laws when such behavior is deemed detrimental or dangerous to the college community. The president shall also develop proper procedures for enforcement of this policy.
- (C) The president may delegate to appropriate college officials the responsibility to implement this procedure.
- (D) The president shall enforce this policy through the use of appropriate college officials and the campus police department.
- (E) Definitions
 - (1) Persona non grata - a person who has exhibited behavior that has been deemed detrimental or dangerous to the college community and thus is no longer permitted to frequent or be present on the college campus or at college-sponsored activities (on or off-campus).
 - (2) Member of the college community – any person who is a student, visitor, volunteer, faculty member, college official, or any other person employed by the college. A person's status in a particular situation shall be determined by the president or his or her designee.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 17-08 (A): PERSONA NON GRATA

Effective Date: 4/4/2024

(1) Definitions

- (a) Persona non grata - a person who has exhibited behavior that has been deemed detrimental or dangerous to the College community and thus is no longer permitted to frequent or be present on the College campus or at College-sponsored activities (on- or off-campus).
- (b) Member of the College community – Any person who is a student, visitor, volunteer, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the President or his or her designee.
- (c) "Behavior detrimental or dangerous to the College community" includes, but is not necessarily limited to, any actions by an individual that results in an offense against persons or property, disruption of College processes or programs, violation of a previous order given by a College official, or falsification or misrepresentation of self or other information to a College office or official. Such behavior may be committed in-person, on College premises, telephonically, or electronically (via email, social media accounts, and/or the internet).
 - i. Examples of behavior detrimental to the College community may include, but are not limited to:
 - 1. Acts of dishonesty, including but not limited to the following:
 - a. furnishing false information to any College official, faculty member or office;
 - b. forgery, alteration or misuse of any College document, record or instrument.
 - ii. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
 - 1. This includes verbal behavior committed telephonically and written behavior committed by letter, mail, or electronically (including email, social media accounts, and/or websites, etc.).
 - iii. Failure to comply with directions of College officials or law enforcement officers acting in the performance of their duties.
 - iv. Unauthorized possession, duplication of, or use of keys to any College premises or unauthorized entry to or use of College premises.
- (d) The term "hearing officer" means any person authorized by the President to conduct a persona non grata hearing.

- (e) The term "College" means Northwest State Community College.
- (f) The term "faculty" means any person or group of persons hired by the College to conduct classroom activities.
- (g) The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- (h) The term "College community" includes any person who is a student, faculty member, College official, any other person employed by the College, or any visitor to the College campus. When in question, the President or designee shall determine a person's status in a particular situation.
- (i) The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including but not limited to the main campus, off-site locations, adjacent streets and sidewalks).
- (j) The term "policy" is defined as the written regulations of the College as found in the student handbook, the College catalog, and the College policy manual.

(2) Procedural Authority

- (a) The following individuals are authorized to issue notice of a persona non grata status for behavior detrimental to the College, College community, or College campus:
 - i. The President of Northwest State Community College or their designee
 - ii. The Vice President of Enrollment Management & Student Affairs
 - iii. The Title IX Coordinator and Deputy Title IX Coordinator(s);
 - iv. Vice President of Human Resources and Leadership Development
- (b) The Chief of Police and all campus police officers are permitted to issue notice of persona non grata status for behavior detrimental to the campus community demonstrated on their respective campus or facilities;
- (c) This rule shall not be construed to limit the authority of College officials from taking any other action as may be warranted by the circumstance.
- (d) The Vice President of Enrollment Management & Student Affairs shall determine which hearing officer is authorized to hear each case. Only those College officials who have been appointed as College hearing officers have the authority to make a determination as to persona non grata status under this rule.
- (e) Decisions made by a hearing officer shall be final unless appealed as provided for in section (IV) (E) of this procedure.

(3) Prescribed Conduct

(a) Jurisdiction of the College

- i. College jurisdiction and discipline shall be limited to conduct which occurs on College premises, at College-sponsored activities, or which adversely affects the College community and/or the pursuit of its objectives whether on or off College premises.

(b) Conduct -- Rules and Regulations

- i. It is the intent of this procedure to create a learning environment that is based on honesty, civility, and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage each individual to attain his or her fullest potential.
- ii. Any person found to have committed behavior detrimental to the College community as defined in Section(A)(3) of this policy is subject to being placed on persona non grata status.

(4) Procedures

(a) Complaints and Administrative Hearings

- i. Any member of the College community may make a complaint against any individual for perceived behavior detrimental to the College community. All complaints shall be prepared in writing and directed to the Vice President of Enrollment Management and Student Affairs. A complaint should be submitted as soon as possible, preferably within ten business days after the event takes place, or after such violation becomes known to a College official.
- ii. The Vice President of Enrollment Management and Student Affairs will appoint a hearing officer to conduct a hearing to make a determination.
- iii. All complaints shall be presented to the accused in written form. Included in the written notification shall be the following:
 1. If available, the name, address, telephone number and email address of the individual accused of persona non grata status
 2. The name and title of the complaining party
 3. A notice of the complaint summary statement of the alleged unacceptable behavior and the date thereof, if known
 4. The College department or office who will arrange for the administrative meeting to determine whether or not to place the individual on persona non grata status
 5. The location and phone number of that department or office.
 6. Date, time, and location of the administrative hearing
 7. A warning that failure to appear at the hearing will result in a determination as to persona non grata status being made without the accused present
 8. A warning that the individual is on temporary persona non grata status on

- all College premises until the date and time, and pending the outcome, of the hearing
- iv. A time shall be set for an administrative hearing, not less than five nor more than fifteen business days after the individual has been notified. Time limits for scheduling of administrative hearings may be extended the discretion of the Vice President of Enrollment Management and Student Affairs or a designee.
 - v. Hearing officers shall conduct administrative hearings according to the following guidelines:
 - 1. Administrative hearings normally shall be conducted in private.
 - 2. Admission of any person, not a party or a witness, to the administrative hearing shall be at the discretion of the hearing officer. The campus police chief, or their designees, will be present at all hearings.
 - 3. In administrative hearings involving more than one accused individual, the hearing officer, at his or her discretion, may permit the administrative hearings concerning each individual to be conducted separately.
 - 4. The complainant and the accused have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any administrative hearing before a hearing officer.
 - 5. The complainant, the accused and the hearing officer shall have the right to present witnesses, subject to the right of cross-examination by the hearing officer and opposing party.
 - 6. The hearing officer may accept pertinent records, exhibits and written statements as evidence for consideration, at the discretion of the hearing officer.
 - 7. All procedural questions are subject to the final decision of the hearing officer.
 - 8. At the conclusion of the administrative hearing, the hearing officer shall determine whether the individual has exhibited behavior detrimental to the College community.
 - 9. The hearing officer's determination shall be made on the basis of whether it is more likely than not that the accused individual exhibited behavior detrimental to the College community.
 - vi. There shall be a single verbatim record, in the form of an audio recording, of all administrative hearings before the hearing officer. The record shall be the property of the College. A copy of the recording will be provided to the individual(s) involved in a case at his/her expense.
 - vii. No individual may be found to have committed behavior detrimental to the College community solely because the individual failed to appear before a hearing officer. However, an individual's failure to appear for their own hearing, after being given notice in accordance with this procedure, will not prohibit the hearing from going forward. In all cases, the evidence in support of the charges shall be presented and considered.

(b) Sanction of Persona Non Grata Status

- i. Persona Non Grata Status is the denial of permission to frequent or be present on

specified campus premises, including total banishment from campus, indefinitely or for a specified time period.

- ii. In each case in which a hearing officer determines that an individual has committed behavior detrimental to the College community, the hearing officer shall recommend the sanction of persona non grata to the Vice President of Enrollment Management and Student Affairs or designee. The Vice President of Enrollment Management and Student Affairs or designee, will then impose the sanction. Following the administrative hearing, the Vice President of Enrollment Management and Student Affairs or designee, shall advise the accused in writing of the determination and of the sanction imposed, if any.
- iii. The College police are authorized to enforce the sanction of Persona Non Grata.

(c) Interim Suspension

- i. In certain circumstances, the Vice President of Enrollment Management and Student Affairs or designee may impose a College suspension prior to the administrative hearing before a hearing officer.
 - 1. Interim suspension may be imposed: (1) to ensure the safety or well-being of members of the College community or preservation of College premises; (2) to ensure the individual's own physical or emotional safety or well-being; or (3) if the individual poses a threat involving disruption of or interference with the normal operations of the College.
 - 2. During the interim suspension, individuals shall be denied access to College premises and/or all other College activities or privileges for which the individual might otherwise be eligible, as the Vice President of Enrollment Management and Student Affairs or designee may determine to be appropriate.

(d) Notification of Persona Non Grata Status

- i. Notification shall occur, when possible, at the time of determination of such status. If not given at the time of determination of persona non grata status, notification should occur at the first opportunity by the best means available. The campus police are authorized to provide this notification.
- ii. The notification will be delivered by Certified Mail, Return-Receipt Requested. If no address is known, the notification may be delivered in- person, via email, or by telephone, by Campus Police.
- iii. The person being placed on persona non grata status should acknowledge receipt of the notification, when possible, by signing and returning the mail delivery receipt, if the notice is issued via mail service. If the notice is hand-delivered by Campus Police, the recipient shall sign a copy of the Notification document or an accompanying acknowledgement to confirm receipt. If not acknowledged by the recipient's signature, the signature of the Campus Police Officer serving such notification must appear on a copy of the Notification or an accompanying acknowledgement of the same.
- iv. The restrictions imposed on an individual given persona non grata status shall

take effect upon delivery of the above notification.

- v. During the time that the persona non grata status is in effect, permission may be granted by the Vice President of Enrollment Management and Student Affairs, in consultation with the campus police chief or their designees, for entrance of the person on such status to specific areas on the College premises for a specified purpose and time.

(e) Appeals

- i. A decision delivered by the hearing officer and/or sanction imposed by the Vice President of Enrollment Management and Student Affairs or designee may be appealed by accused individuals or complainants to the President within five business days of the decision. Such appeals shall be in writing and shall be delivered to the President with a copy to the Vice President of Enrollment Management and Student Affairs or designee.
 - ii. An appeal shall be limited to review of the verbatim record of the initial administrative hearing and supporting documents for one or more of the following purposes:
 - 1. To determine whether the original administrative hearing afforded the parties a fair opportunity to be heard and present their evidence in light of the allegations and evidence presented, and in conformity with the persona non grata policy.
 - 2. To determine whether the decision reached regarding the accused was based on the evidence, that is, whether the facts in the case were sufficient to establish that the individual exhibited behavior detrimental to the College community.
 - 3. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original administrative hearing, because the person appealing did not know such evidence and/or facts existed and the evidence and/or facts were not reasonably discoverable at the time of the original administrative hearing.
 - iii. The persona non grata status shall remain in effect pending the President's decision on the review. The President shall render his/her decision within ten business days of receipt of the appeal. The President's decision shall be final.
 - iv. Any question of interpretation regarding this procedure shall be referred to the Vice President of Enrollment Management and Student Affairs or designee for final determination.
- (5) Any person determined to be a persona non grata who violates the sanction imposed, including interim suspension, shall be deemed a trespasser and prosecuted accordingly.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358:14-17-09: Racial, religious, and ethnic harassment and intimidation

Effective: 10/18/2024

Sections 3320.05 of the Ohio Revised Code requires each state and private for-profit college in Ohio to adopt a policy on racial, religious, and ethnic harassment and intimidation that is consistent with the requirements that rest in the code. As such, NSCC puts forth this policy and associated procedures to comply with said requirements.

(A) Statement of Prohibition on Racial, Religious, and Ethnic Harassment and Intimidation:

- (1) Northwest State Community College (“NSCC” or “the College”) is committed to maintaining a workplace and academic environment free of all forms of discrimination and harassment. Therefore, the college affirms in this policy the prohibition of discrimination or harassment on the basis of race, religion, and ethnic origin as well as other protected classes as identified in 3358: 14-3-19: Equal Opportunity and Non-Discrimination/Anti-Harassment. In addition to such acts being in violation of this policy, those acts may also constitute discrimination under Title VI of the Civil Rights Act of 1964 and/or under Title VII of the Civil Rights Act of 1964, as well as Ohio law.
- (2) The college prohibits discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students, or other persons participating or attempting to participate in a college program or activity.

(B) Definitions

- (1) Harassment means unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity.
- (2) Intimidation means:
 - (a) Knowingly cause another to believe that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family. In addition to any other basis for the other person's belief that the offender will cause serious physical harm to the person or property of the other person, the other person's unborn, or a member of the other person's immediate family, the other person's belief may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
 - (b) Knowingly, by any means; or recklessly, by means of fire, explosion, flood, poison gas, poison, radioactive material, caustic or corrosive material, or

other inherently dangerous agency or substance, cause, or create a substantial risk of physical harm to any property of another without the other person's consent.

- (c) Without privilege to do so, knowingly move, deface, damage, destroy, or otherwise improperly tamper with any of the following: the property of another, or one's own property, when certain conditions are met, or the land, land markings, safety devices, boundary markers, monument, survey station, or other real or electronic (including computer, computer system, computer network, computer software, or the like)
- (3) "Ethnic Intimidation" means any act of "intimidation" as defined in this policy perpetrated because of the race, color, religion, or national origin of another person or group of persons.
- (4) Further, in accordance with the requirements of the Ohio Revised Code, NSCC:
 - (a) has created a campus task force on combating antisemitism, Islamophobia, anti-Christian discrimination, and hatred, harassment, bullying, or violence toward others on the basis of their actual religious identity or what is assumed to be their religious identity at the institution.
 - (b) shall provide training for all College administration, faculty, and staff, which shall include information on how to respond to hate incidents or incidents of harassment that occur during a class or event held at the institution at the time the incident occurs.
 - (c) shall require the NSCC Police Department to collaborate with local law enforcement, the state highway patrol, and student communities to provide security functions for institutionally sanctioned student organizations that face threats of terror attack or hate crimes.

(C) Process to Resolve Allegations of Racial, Religious, and Ethnic Harassment and Intimidation

- (1) NSCC will accept and investigate allegations of racial, religious, or ethnic harassment or intimidation against any student, staff, or faculty member in accordance with the procedures set forth in 3358: 14-3-19 Equal Opportunity and Non-Discrimination/Anti-Harassment.
- (2) In accordance with the requirements of 3320.05 of the Ohio Revised Code, NSCC is required to list the potential disciplinary actions that may be taken after an investigation is conducted. Such actions include:
 - (a) Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.
 - (b) Students - any student found to be in violation of this policy will be subject to

review and resolution in accordance with the Student Code of Conduct policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(c) Non-NSCC party-incidents that are reported to NSCC that do not involve a non-NSCC student or employee will be referred to law enforcement.

(3) The college is required to submit an annual report to the chancellor of higher education of all harassment and intimidation reports submitted to the federal government consistent with the federal Clery Act.

(D) Reporting

(1) Anyone who believes that they have witnessed or been the victim of behavior at NSCC or within an NSCC program or activity that constitutes discrimination, harassment, or threats on the basis of race, religion, or ethnic origin has a responsibility to report the behavior/action as soon as it is known so that the College may administer this policy.

(2) Reports of harassment, discrimination, or threats on the basis of race, religion, or ethnicity should be made to:

Vice President – Human Resources & Leadership Development 419.267.1327
humanresources@northweststate.edu

OR

Campus Police 419.267.1452
police@northweststate.edu

Anonymous reports may be submitted by filing out [this form](#).
Type “anonymous” in the name field. The full address to the form is as follows:
https://cm.maxient.com/reportingform.php?NorthwestStateCC&layout_id=0