

3357:13-18-07 NC State/OSU-M (Voluntary) Closing of Shared Service Units

- (A) It is the policy of North Central State College and The Ohio State University at Mansfield to share the operation of some units on its campuses. Those shared units which are *managed* by North Central State College include: Follett Bookstore and the Child Development Center. Those units which are *managed* by The Ohio State University at Mansfield include: Campus Life/Student Union, Campus Recreation Center, Library, Physical Plant and Security, Food Service.
- (B) It is the policy of both institutions that all shared units will remain open for each units regular working hours, even if one or the other institution is closed, or chooses to close early. This includes holidays, special events, and days when the academic schedules do not match, not excluding other possibilities. In special cases, a shared unit may be requested to remain open even if other shared units are closed.
- (C) Should a shared unit wish to close independently of this policy, that unit must seek approval of its immediate supervisor and that supervisor will make every effort to present this request at a shared service meeting for open discussion. If a shared service meeting is not scheduled before the requested closing date, the supervisor will contact the administration of the other institution and discuss the request. Requests for closing will not be granted without prior approval of both institutions.

Effective: May 25, 2011

Expires: May 1, 2016

Review Dates: 5/25/11

Approved by Shared Services on May 25, 2011