

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 7, 2012 ~ MINUTES

A meeting of the Board of Trustees was held in the Board Room, Administration Hall, on the Owens Community College Toledo Campus.

**Call to Order** – Chair Diana Talmage called the meeting to order at 12:30 p.m. and directed that the record show that the meeting was held in accordance with the Ohio Revised Code, Chapter 3358 and the policies of the Board of Trustees.

**Roll Call** – Roll call was taken, and the following members were present: David Habegger, Allan Libbe, Ronald McMaster, R J Molter, Rich Rowe, William Takacs and Diana Talmage (7).

**Approval of the Minutes of the Board of Trustees** – The minutes of the December 6, 2011, regular meeting were reviewed, and the Chair declared the minutes approved as written.

**Student Life Committee Report** – Mr. Habegger reported that the Student Life Committee met on December 6, and he presented the following student recognition.

**Recognition of Students:**

RESOLUTION 2012-02-07-01

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership and student life; and

WHEREAS, club advisor Nicole Lance has nominated the Raising Awareness Club for their activity and dedication to the surrounding communities through beneficial programs, fundraisers and public events; and

WHEREAS, since the Club's founding in 2010, the community has overwhelmingly responded to the Club's efforts in raising awareness of societal issues, including:

- Relationships of Fathers and Daughters, with the overwhelmingly, filled-to-capacity, Father-Daughter Princess Ball that had more than one thousand participants and benefitted the Kids Count Too foster agency;
- Selfless Acts of Kindness, with the Community Volunteer Fair for community members to network and volunteer for 20 area community organizations helping to make a difference in the lives of others;
- Role of Public Libraries, with a drive to collect educational resources, which benefitted the Wood County District Public Library;
- Clothes for the Needy and Inclusiveness, with making dresses from pillowcases to clothe little girls in Haiti and with collecting prom dresses for high school girls to experience student life;
- Homelessness, with the annual Sleep Out for the Homeless Tent City, which benefitted the Rainbow Area Youth group;
- Childhood Cancer, with the Sweet Caroline golf outing in honor of Caroline, a child-cancer

survivor, which benefitted Camp Quality Ohio enabling children with cancer to have summer camping experiences and support;

WHEREAS, the Student Life Committee recommends that the advisor and members of the Raising Awareness Club be recognized for their compelling social conscience and for their active advocacy of raising societal awareness;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards the Raising Awareness Club with a Certificate of Recognition for Extraordinary Community Engagement;

BE IT FURTHER RESOLVED that it is now appropriate for the advisor, the officers and the members of the Raising Awareness Club to stand and be recognized.

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Libbe. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to the members and the advisor of the Raising Awareness Club. Nicole Lance, advisor, and Hannah Jacobs, club officer, presented a slideshow of the activities and achievements of the Raising Awareness Club. Chair Talmage commented on their amazing events and the audience applauded the Raising Awareness Club.

**Nominating Committee Report** – Dr. McMaster, Chair of the Nominating Committee, presented the slate of nominees for the election of officers. The Nominating Committee members nominated Ms. Talmage for the Chair position and Mr. Rowe for the Vice Chair position.

**Election of Officers** – Dr. McMaster called for nominations from the floor. No further nominations were made, and Dr. McMaster made a motion to close the nominations, which was seconded by Mr. Molter. Following a voice vote, the motion was adopted.

Dr. McMaster conducted the election, which was by voice vote. Ms. Talmage was elected as Chair, and Mr. Rowe was elected as Vice Chair.

Chair Talmage commented on the joy of working with the Board; she thanked Mr. Molter for serving as past Vice Chair, and she welcomed Mr. Rowe as Vice Chair for 2012.

**Interim President's Report and Facilities/Capital Improvements Report** – John Satkowski, Interim President, presented his quarterly activity report. He commented on the State's budget process for the 2013-2014 capital appropriation. The Ohio Association of Community Colleges is participating in the process of prioritizing projects for a report that will be finalized and forwarded to the Governor. He also commented on university and college collaborations in workforce development and other shared services in the region, some which may be included in the state capital appropriation. In the facilities report, he provided an update to create a math developmental center in Transportation Technologies, planning for expansion of the Findlay Campus Child Care Center, the slated demolition of the brown building next to College Hall, which first served as a child care center and last served as offices for information technologies technicians; it has served the College well and endured longer than expected. He closed by stating that later in the meeting, a recommendation is being made for the award of a construction contract for the College Hall Data Center Fire Suppression Upgrade project.

**Vice President/Provost's Report** – Dr. Renay Scott, Vice President/Provost, presented examples of how the College lives its mission through service learning including Dental Hygiene program involvement in the annual American Dental Association "Give Kids a Smile" campaign, which

served 92 children at the College's facilities; and the opening of a food pantry and clothes closet on both campuses to help support students. She reported that the Health Information program has been fully accredited through December 2014 from the National Cancer Registrars Association.

**Report on Open Positions** – Mr. Satkowski presented the open positions report.

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

### **Resignations, Terminations and Leaves of Absence for Non-Bargaining Unit Personnel:**

#### RESOLUTION 2012-02-07-02

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Richard Bigras, Manager, Adult Basic and Literacy Education Instructional Program (grant-funded), effective January 1, 2012, for personal reasons be approved by the Board of Trustees.

#### RESOLUTION 2012-02-07-17

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Judith Bihn, Specialist, Student Information Support System, effective July 1, 2012, for reason of retirement be approved by the Board of Trustees.

#### RESOLUTION 2012-02-07-18

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the termination of Valerie McCampbell, Specialist, Academic Student Technical Support, effective January 27, 2012, for cause be approved by the Board of Trustees.

Mr. Libbe made a motion to approve the resolutions, which was seconded by Mr. Habegger. Following a voice vote, the motion was adopted.

### **Resignations, Terminations and Leaves of Absence for Bargaining Unit Personnel:**

#### RESOLUTION 2012-02-07-03

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Brie Kashimer, Clinical Teaching Faculty, Nursing, effective January 2, 2012, for personal reasons be approved by the Board of Trustees.

#### RESOLUTION 2012-02-07-04

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Dustin Meckling, Groundskeeper (Second Shift), effective December 14, 2011, for personal reasons be approved by the Board of Trustees.

#### RESOLUTION 2012-02-07-05

BE IT HEREBY RESOLVED that the recommendation of the Interim President to accept the resignation of Mario Ortiz, Security Officer (Findlay), effective January 2, 2012, for personal reasons be approved by the Board of Trustees.

Dr. McMaster made a motion to approve the resolutions, which was seconded by Mr. Molter. Following a voice vote, the motion was adopted.

### **Employment of Non-Bargaining Unit Personnel:**

#### RESOLUTION 2012-02-07-06

BE IT HEREBY RESOLVED that the recommendation of the Interim President to employ

the following persons, in compliance with affirmative action guidelines established by the College, be approved by the Board of Trustees:

NAME: Carolyn Eaton  
ADDRESS: Petersburg, MI  
EDUCATION: Bachelor of Business, with a major in Marketing, from the University of Toledo  
EXPERIENCE: Twelve years experience working in sales and marketing  
ASSIGNMENT: Representative, Admissions

NAME: Tommy Lytten  
ADDRESS: Toledo, OH  
EDUCATION: Associate of Applied Science, with a major in Quality Assurance, from Owens Community College; Associate of Applied Science, with a major in CAD Technology, from Owens Community College  
EXPERIENCE: Four years experience manipulating and producing of text in alternative forms and experience evaluating and operating computer hardware and software  
ASSIGNMENT: Adaptive Technology Assistant

NAME: MaryBeth McCreery  
ADDRESS: Bowling Green, OH  
EDUCATION: Master of Library Science, with a major in Higher Education, from Southern Connecticut State University; Master of Education, with a major in Counseling, from the University of Toledo; Bachelor of Science, with a major in Urban Health, from the University of Toledo  
EXPERIENCE: Ten years experience working with projects that are grant-funded  
ASSIGNMENT: Project Director, H2P (Health Professions Pathway) Consortium (grant-funded)

NAME: Debra Pratt  
ADDRESS: Clay Center, OH  
EDUCATION: Graduate of Genoa Area High School and Penta County Joint Vocational School  
EXPERIENCE: Twelve years secretarial experience  
ASSIGNMENT: Records Specialist, Center for Emergency Preparedness

NAME: Ellen Roof  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in College Student Personnel, from Bowling Green State University; Master of Arts, with a major in English, from Bowling Green State University; Bachelor of Arts, with a major in English, from Bowling Green State University  
EXPERIENCE: Experience in teaching and working with college students at a community college  
ASSIGNMENT: Representative, Learning Community

NAME: Kristen Rothfeld  
ADDRESS: Troy, MI  
EDUCATION: Master of Education, with a major in Higher Education Administration and Student Personnel, from Kent State University; Bachelor of Science, with a major in General Management, from Oakland University  
EXPERIENCE: Two years experience working in customer and student development fields

ASSIGNMENT: Representative, Admissions

NAME: Janice Skaggs  
ADDRESS: Toledo, OH  
EDUCATION: Bachelor of Social Work, with a major in Social Work, from Western Michigan University  
EXPERIENCE: Experience in teaching and working with college students at a community college  
ASSIGNMENT: Representative, Bridge to Success

NAME: Gary Walkowiak  
ADDRESS: Maumee, OH  
EDUCATION: Master of Business Administration, with a major in Business Administration, from Heidelberg College; Bachelor of Science, with a major in Business Administration, from Heidelberg College  
EXPERIENCE: Experience in teaching and working with college students at a community college  
ASSIGNMENT: Representative, Admissions

#### RESOLUTION 2012-02-07-07

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

<u>NAME</u>	<u>ASSIGNMENT</u>
James Mahaney	Director, Facilities Services

Mr. Takacs made a motion to approve the resolutions, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted.

#### **Employment of Bargaining Unit Personnel:**

#### RESOLUTIONS 2012-02-07-08 & 19

BE IT HEREBY RESOLVED that the recommendation of the Interim President to employ the following persons, in compliance with affirmative action guidelines established by the College, be approved by the Board of Trustees:

NAME: Lacey Davis  
ADDRESS: Wayne, OH  
EDUCATION: Master of Science, with a major in Nursing Education, from Lourdes College; Bachelor of Science, with a major in Nursing, from Lourdes College  
EXPERIENCE: Eleven years experience as a registered nurse  
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Robin Foster  
ADDRESS: Findlay, OH  
EDUCATION: Master of Nursing/Education, with a major in Nursing/Education, from the University of Phoenix; Bachelor of Science, with a major in Nursing, from Bowling Green State University  
EXPERIENCE: Twenty years experience as a registered nurse



ASSIGNMENT: Coordinator, Nursing Skills Lab

NAME: Gordon LaPointe  
ADDRESS: Sylvania, OH  
EDUCATION: Bachelor of Science in Education, with a major in Sport Management/Sport Enterprise, from Bowling Green State University  
EXPERIENCE: Two years experience at Owens Community College as a Health and Physical Education Instructor  
ASSIGNMENT: Clinical Teaching Faculty, Exercise Science

NAME: Jessica Priehs  
ADDRESS: Toledo, OH  
EDUCATION: Master of Education, with a major in Sport Administration, from Bowling Green State University; Bachelor of Science, with a major in Dance Education, from Bowling Green State University  
EXPERIENCE: Three years experience teaching group fitness  
ASSIGNMENT: Clinical Teaching Faculty, Exercise Science (Findlay)

NAME: Angela Webb  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of Whitmer High School  
EXPERIENCE: Experience as a Part-time Dispatcher at Owens Community College  
ASSIGNMENT: Security Dispatcher

NAME: Lou Ann Whitaker  
ADDRESS: Grand Rapids, OH  
EDUCATION: Master of Science, with a major in Nursing and Education, from South University; Bachelor of Science, with a major in Nursing, from South University  
EXPERIENCE: Eleven years experience as a registered nurse  
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Debra Winings  
ADDRESS: Van Buren, OH  
EDUCATION: Master of Science, with a major in Nursing, from South University; Bachelor of Science with a major in Nursing, from South University  
EXPERIENCE: Two years experience as a registered nurse  
ASSIGNMENT: Clinical Coordinator, Nursing

NAME: David Lopez  
ADDRESS: Wauseon, OH  
EDUCATION: Bachelor of Arts, with a major in Sociology, from DePauw University  
EXPERIENCE: Five years experience as a security officer  
ASSIGNMENT: Security Officer (Findlay)

RESOLUTION 2012-02-07-09

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

NAME

Thomas McRitchie

ASSIGNMENT

Instructor, Transportation Technologies

Mr. Libbe made a motion to approve the resolutions, which was seconded by Mr. Molter. Following a voice vote, the motion was adopted.

**Individual Personnel Action (Owens Faculty Association):**

RESOLUTION 2012-02-07-10

BE IT HEREBY RESOLVED that the recommendation of the Interim President to award tenure, effective January 1, 2012, to the faculty member listed below be approved by the Board of Trustees.

<u>NAME</u>	<u>RANK</u>
Catherine Pratt	Assistant Professor

Mr. Takacs made a motion to approve the resolution, which was seconded by Mr. Habegger. Following a voice vote, the motion was adopted.

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

RESOLUTION 2012-02-07-11

WHEREAS, 3358:11-1-01(G)(2) of the Constitution of Owens Community College requires that standing committees be chartered annually; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charters the following standing committees for 2012:

Finance Committee  
Student Life Committee

BE IT FURTHER RESOLVED that the Board of Trustees affirms Resolution 2011-09-13-20 and the continuity of the Presidential Search Ad Hoc Committee at this time;

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

Mr. Habegger made a motion to approve the resolution, which was seconded by Mr. Libbe. Following a voice vote, the motion was adopted.

Chair Talmage appointed Dr. McMaster, Mr. Libbe and Mr. Rowe to serve on the Finance Committee with Mr. Rowe designated as the committee chair. Chair Talmage appointed Mr. Habegger, Mr. Takacs, Mr. Molter and herself to serve on the Student Life Committee with Mr. Habegger designated as the committee chair. Chair Talmage appointed Mr. Libbe to continue to serve on the Foundation Board of Directors, as the Chair's designee. All Trustees accepted their appointments.

**Appointment of Ohio Association of Community Colleges Delegate and Alternate:**

RESOLUTION 2012-02-07-12

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

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

WHEREAS, the OACC bylaws require that a trustee delegate and an alternate be annually appointed by resolution of the respective board by or on March 31; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Owens Community College Board of Trustees that Trustee Diana Talmage is appointed to serve as the delegate, and Trustee Ronald McMaster is appointed to serve as the alternate to the Ohio Association of Community Colleges.

Mr. Molter made a motion to approve the resolution, which was seconded by Mr. Habegger. Following a voice vote, the motion was adopted.

### **Ohio Association of Community Colleges Distinguished Alumnus Award Nomination:**

#### RESOLUTION 2012-02-07-13

WHEREAS, the Ohio Association of Community Colleges 2012 Excellence Awards program is accepting nominations by resolution for the Distinguished Alumnus Award; and

WHEREAS, Walter Celley graduated from Owens Community College in 1976 with an Associate Degree of Applied Science, majoring in Agri-Business Management, and attained his Bachelor Degree in Liberal Studies from Bowling Green State University and his Juris Doctor Degree from The University of Toledo; and

WHEREAS, Mr. Celley's professional achievements include a long-standing career of twenty-five years as a practicing attorney representing the communities of Perrysburg, Monclova and Waterville, and he founded the law firm of Celley and Sanderson LLP; and

WHEREAS, Mr. Celley's community service demonstrates his commitment to education, the community college mission and student success through serving on the Owens Community College Alumni Association Board of Directors, mentoring students and chairing the Perrysburg Rotary Club's Youth Services – Students Taking a Renewed Interest in the Value of Education (STRIVE) Committee; and, he was the 2010 recipient of the Friend of Education Award from the Ohio Chapter of the National School Public Relations Association; and

WHEREAS, Mr. Celley assisted the Owens Community College Foundation by advocating and leading the Perrysburg Rotary Service Foundation to establish a scholarship endowment of \$100,000 benefitting Penta Career Center graduates who enroll and continue their education at Owens Community College;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees proudly nominates alumnus and community partner, Walter Celley, for the prestigious 2012 Ohio Association of Community Colleges' Distinguished Alumnus Award for advancing the community college mission throughout the communities that the College serves, for giving generously of his time and resources in raising scholarship funds with the Owens Community College Foundation and for personally mentoring students and demonstrating the professional achievements that community college graduates can attain in their careers.

Mr. Takacs made a motion to approve the resolution, which was seconded by Dr. McMaster. Chair Talmage commented that the award ceremony is scheduled for May 24 in Columbus. Following a voice vote, the motion was adopted.

**Policy Recommendations:**

RESOLUTION 2012-02-07-14

WHEREAS, the Board of Trustees previously adopted 3358:11-2-12 Auditing Courses Policy; and

WHEREAS, the Academic Standards Committee reviews academic policies regularly and has recommended the amendment of 3358:11-2-12 Auditing Courses Policy with the clarification of language; and

WHEREAS, the Interim President and the Vice President/Provost concur and recommend the amendment of said policy; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-12 Auditing Courses Policy (Appendix I); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file the policy with the Ohio Legislative Service Commission.

RESOLUTION 2012-02-07-15

WHEREAS, the Board of Trustees previously adopted 3358:11-2-05 Admissions for International Students Policy; and

WHEREAS, the Academic Standards Committee reviews academic policies regularly and has recommended the amendment of 3358:11-2-05 Admissions for International Students Policy with the separation of procedures from policy and with the broadening of language; and

WHEREAS, the Interim President and the Vice President/Provost concur and recommend the amendment of said policy; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-05 Admissions for International Students Policy (Appendix II); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file the policy with the Ohio Legislative Service Commission.

Mr. Libbe made a motion to approve the resolutions, which was seconded by Mr. Molter. Following a voice vote, the motion was adopted.

**Facilities/Capital Improvements:**

RESOLUTION 2012-02-07-16

BE IT HEREBY RESOLVED that the recommendation of the Director, Finance and Budget/Assistant Treasurer, and the Interim President to award a contract to the following firm for the College Hall Data Center Fire Suppression Upgrade using local funds be approved by the Board of Trustees.

College Hall Data Center Fire Suppression Upgrade			
General Contractor/ Fire Suppression	VanEX Fire Systems 10447 South Harold Drive Luna Pier, MI 48157	Base Bid	\$73,540
		Total	\$73,540

Mr. Molter made a motion to approve the resolution, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

### **EXECUTIVE SESSION**

Chair Talmage announced an executive session for discussion of pending court action with general counsel, matters of collective bargaining, property and for the personnel contracts of individuals. Mr. Rowe made a motion to adjourn to executive session as specified. Mr. Molter seconded the motion, and the Chair called for a roll call vote. Roll Call: David Habegger, yea; Allan Libbe, yea; Ronald McMaster, yea; R J Molter, yea; Rich Rowe, yea; William Takacs, yea; and Diana Talmage, yea (7). Due to a conflict of interest during executive session, Mr. Takacs withdrew during the discussion on collective bargaining matters.

Upon return from executive session, roll call was taken, and the following members were present: David Habegger, Allan Libbe, Ronald McMaster, R J Molter, Rich Rowe, William Takacs and Diana Talmage (7).

### **REGULAR REPORTS**

**Financial Statements** – Mr. Satkowski presented the financial statements for the period ending December 31, 2011. Chair Talmage directed that the financial statements be accepted and filed as submitted.

**Monthly Reports to the Board of Trustees** – Members of the Board of Trustees were issued copies of the regular reports of the Vice President/Provost, Vice President for Finance Administration/Chief Financial Officer, Executive Director of College Development/Foundation and the Interim Vice President for Human Resources. Chair Talmage directed that the monthly reports be accepted and filed as submitted.

**Statements and Comments by Members of the Board of Trustees** – Chair Talmage commented that members of the Board are invited to the Owens Band Concert on March 4, featuring celebrity conductor Interim President John Satkowski.

**Adjournment** – As there was no further business to come before the Board of Trustees, Chair Talmage declared the meeting adjourned.



**APPENDIX I**  
**Amendment of Auditing Courses Policy**

**3358:11-2-12 Auditing courses policy.**

- (A) Purpose Policy. A student may audit a course ~~according to the guidelines established by the office of the provost.~~ To audit means to enroll for a reason other than to receive a course grade and credit. ~~Guidelines for auditing courses are in the on-line college catalog on the Owens community college web site.~~
- (B) Implementation. The office of the provost will implement procedures, guidelines and forms, which are consistent with the provisions of this rule.

Effective date:           DATE

Certification

Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002, 7/13/2007

**APPENDIX II**  
**Amendment of Admissions for International Students Policy**

**3358:11-2-05 Admissions ~~policy~~ for international students policy.**

- (A) Purpose. Owens ~~Community College~~ community college welcomes qualified students from other countries. International students contribute to student life and offer unique perspectives in the classrooms, while providing benefits to the community. The college is authorized under federal law to enroll non-immigrant alien students. ~~An international student is defined as one who is in the United States on an F-1 student visa.~~ Acceptance as a new applicant from abroad or as a transfer student can be made for ~~either fall, fall or spring or summer~~ fall, fall or spring semesters.
- (B) Implementation. The office of the provost will implement procedures, guidelines and forms which are consistent with the provisions of this rule. Admission requirements.
- (1) ~~Proof of English language proficiency. Potential F-1 students must provide evidence of English proficiency by submitting test scores from the “Test of English as a Foreign Language” (TOEFL) or other recognized English proficiency tests. A minimum score of 500 is required on the written TOEFL or 173 on the computerized TOEFL. If a different English proficiency test is submitted, students must have the minimum passing score for the specific examination.~~
  - (2) ~~College placement exam. International students are required to take the Owens Community College placement exam (COMPASS) to determine writing, reading, and math placement. International students requesting consideration for acceptance to the college without appropriate evidence of English proficiency (TOEFL, other proficiency exam, transfer credit for English or math, etc.) are required to achieve the following scores on COMPASS for acceptance to the college: Writing 23, Reading 46, and Math 24. Students may be denied admission to the college based on COMPASS scores and referred to one of the nearby English language institutes for more intensive training in English. Owens Community College does not offer beginning courses in English as a second language.~~
  - (3) ~~Proof of adequate financial support. There are no scholarships or educational loans available for international students, and immigration regulations prevent the student from earning any substantial portion of the amount needed for tuition and living expenses while attending the college (estimated costs of thirteen thousand dollars per year). The international student is requested to transmit a letter from an appropriate government or bank official showing that there are sufficient funds to cover the cost of the education while attending the college and that these funds will be available.~~
  - (4) ~~Submission of official transcripts. Official high school transcripts are required before~~

~~acceptance. If an international student has attended a college or university, those transcripts must also be submitted. All documents submitted to the college by the student or the student's representative must be translated into the English language if the original language used is not English.~~

- ~~(5) Transfer requirements. If an international student is presently in the United States and attending a college or university but wants to transfer to Owens Community College, all entrance requirements must be met and all required documents submitted.~~
- ~~(6) Personal interview. Before final acceptance, a personal interview with the international student advisor is recommended if time and distance permits. Upon acceptance, a designated college official will contact each student with instructions on how to proceed for advising and registration. Students will be assigned to the college's representative/advisor for international students throughout their enrollment at Owens.~~

Effective date:           DATE

Certification

Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002