

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
AUGUST 6, 2013 ~ 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 Rich Rowe 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: Ronald McMaster, Edwin Nagle, Rich Rowe and William Takacs (4).

**Approval of the Minutes of the Board of Trustees** – The minutes of the June 11, 2013, regular meeting were reviewed. The Chair declared the minutes approved as written.

**Reports of Standing Committees/Adjustment of the Agenda** – Chair Rowe announced that a Board Finance Committee meeting is scheduled for August 22, 2013. There were no committee reports. Chair Rowe announced that the meeting agenda is adjusted for an additional executive session prior to the Recommendations of the President to the Board of Trustees.

**President's Report** – President Mike Bower presented his activity report for June and July. He commented on the status of the search process for the position of Executive Director, College Development. He also commented on meeting with Chancellor John Carey and Senior Vice Chancellor Gary Cates on concerns of State of Ohio funding for Owens Community College for fiscal year 2014 and the upcoming capital planning process. He closed his report by sharing a letter received on August 6, 2013, from the Accreditation Commission for Education in Nursing (ACEN) of the approval of the initial accreditation of the Owens Community College Registered Nursing program through Spring 2018. He recognized Dean Dawn Wetmore and the School of Nursing faculty and staff.

**Facilities/Capital Improvements Report** – Michael McDonald, Executive Director, Operations, commented on state-funded capital renovations in progress, including the completion of renovations for the Facility Services roof replacement, the math emporium in the Transportation Technologies building and the MRI (magnetic resonance imaging) laboratory in Bicentennial Hall. He recognized the Culinary Arts program faculty and staff for their cooperation with the ambitious construction time line of the Culinary Arts Center, Heritage Hall II, to be completed in mid-Fall.

**Vice President/Provost's Report** – Renay Scott, Vice President/Provost, reported on academic and student highlights focusing on the completion agenda and new initiatives. She introduced the Deans of the recently restructured six schools: School of Business, Health and Information Systems; School of Health, Education and Human Services; School of Humanities, Social Science and Criminal Justice; School of Interdisciplinary Studies; School of Nursing; School of Science, Technology, Engineering and Mathematics. The Schools' strategic initiatives for the upcoming academic year include improving course completion and graduation rates, analyzing student learning assessments for program and service improvements, and improving student

access through enhanced course scheduling and program offerings. She provided completion or pass rates for the Owens Peace Officer Academy, Paramedic Certification Program, Medical Assistant Program, Surgical Technology Program and the Dental Assisting Certificate. With eleven faculty and two instructional designers, the College has launched “IThink” technology to create a problem-based learning environment within the classroom. She closed her report by commenting on the College’s participation with the Ohio Board of Regents “Prior Learning Assessment with a Purpose” project of implementing research-based practices for the assessment of prior learning and articulation into college credit.

**Owens Experience Report** – Jill Novotny, student majoring in Human Resources Management and Clerk in the Business Affairs Office, shared her Owens student experience of returning to college, ten years after high school graduation. She commented on the support and encouragement of the Owens faculty to transfer her 60 credit hours and continue her higher education at Lourdes University.

**Report on Open Positions** – Jack Witt, Vice President, Human Resources and Administration, presented the open positions report, and he commented that it reflects one new position and replacement positions for which there are 37 employment recommendations being made during today’s meeting.

**Other Reports** – A request to address the Board of Trustees was received and granted in advance for Jeffrey Klinksick, student, for the purpose of expressing his dissatisfaction with the College’s evening bus service, his conduct with staff and subsequent lack of transportation, which he said has delayed his progress in the CAD Technology program.

### **EXECUTIVE SESSION**

Chair Rowe announced an executive session for discussion of pending or imminent litigation, collective bargaining and for employment contracts of public employees. Mr. Nagle made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion, and the Chair called for a roll call vote. Roll Call: Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and William Takacs, yea (4). 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: Ronald McMaster, Edwin Nagle, Rich Rowe and William Takacs (4).

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

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

##### **RESOLUTION 2013-08-06-01**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Jerry Beck, Application Systems Analyst, effective July 12, 2013, for reason of accepting another job be approved by the Board of Trustees.

##### **RESOLUTION 2013-08-06-02**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Deborah Gavlik, Manager, International Programs, effective July 31, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-03

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Matthew Junod, Information Security Officer, effective July 12, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Angela Lopez, Advocate, effective July 23, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Calley Nero, Facilitator, Dental Clinic, effective June 13, 2013, for reason of relocating be approved by the Board of Trustees.

RESOLUTION 2013-08-06-06

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of John Satkowski, Development Officer, effective July 16, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-07

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Karen Shultz, Manager, Testing Services, effective August 2, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-17

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Erin Battistoni, Advisor, Lead, effective July 26, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-18

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Joseph Carone, Manager, Dual Enrollment Partnerships, effective August 8, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-08-06-19

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Sheree Madison-Emery, Advisor, Lead, effective July 26, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-08-06-20

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Jeannette Passmore, Advisor, Lead, effective July 31, 2013, for personal reasons be approved by the Board of Trustees.

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

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

RESOLUTION 2013-08-06-21

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of George Bobosky, Journeyman/Maintenance Specialist (Painter, Second Shift), effective January 1, 2014, for reason of retirement be approved by the Board of Trustees.

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

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

RESOLUTION 2013-08-06-08 & 22

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following persons, in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Denise Brehmer  
ADDRESS: Swanton, OH  
EDUCATION: Master of Education, with a major in Health and Physical Education, from The University of Toledo; Bachelor of Arts, with a major in Health and Physical Education, from Adrian College  
EXPERIENCE: Five years experience working as an advisor at Owens Community College  
ASSIGNMENT: Advisor

NAME: Justin Hardman  
ADDRESS: Bowling Green, OH  
EDUCATION: Associate of Arts, with a major in General Concentration, from Owens Community College  
EXPERIENCE: Ten years experience working in the Testing Center at Owens Community College  
ASSIGNMENT: Specialist, Testing Services

NAME: Andrea Kellermeyer  
ADDRESS: Perrysburg, OH  
EDUCATION: Master of Education, with a major in Guidance and Counseling, from Bowling Green State University; Bachelor of Science, with a major in Home Economics Education, from The Ohio State University  
EXPERIENCE: Ten years experience as an advisor at Owens Community College  
ASSIGNMENT: Advisor

NAME: Heather Mullins  
ADDRESS: Monclova, OH  
EDUCATION: Master of Arts, with a major in Guidance and Counseling, from Bowling Green State University; Bachelor of Arts, with a major in Psychology, from Ohio University  
EXPERIENCE: Eighteen years experience working as an advisor at Owens Community College  
ASSIGNMENT: Advisor

NAME: Jane Pozniak  
ADDRESS: Perrysburg, OH  
EDUCATION: Bachelor of Science, with a major in Home Economics, from The Ohio State University  
EXPERIENCE: Four years experience working as an advisor at Owens Community College  
ASSIGNMENT: Advisor, Career/Undecided Advising

NAME: Kimberly VanderHooven  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in Guidance and Counseling, from Bowling Green State University; Bachelor of Arts, with a major in Business Administration, from Lourdes University  
EXPERIENCE: Five years experience working as an advisor at Owens Community College  
ASSIGNMENT: Advisor

NAME: Emilee Whetstone  
ADDRESS: Mount Blanchard, OH  
EDUCATION: Master of Education, with a major in English, from Northern Arizona University; Bachelor of Arts, with a major in French and Spanish, from Northern Arizona University  
EXPERIENCE: Twelve years experience working as an advisor at Owens Community College  
ASSIGNMENT: Advisor (Findlay)

NAME: Jared Meade  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in Professional Studies, Strategic Public Relations, from Eastern Michigan University; Bachelor of Arts, with a major in Public Relations, from George Washington University  
EXPERIENCE: Over six years public relations and marketing experience  
ASSIGNMENT: Manager, Public and Media Relations

NAME: Joyce Winters  
ADDRESS: Oak Harbor, OH  
EDUCATION: Master of Arts, with a major in Education, from Bowling Green State University; Bachelor of Arts, with a major in English and Humanities, from Shawnee State University  
EXPERIENCE: Over eighteen years education experience including six years at Owens Community College  
ASSIGNMENT: Advisor

RESOLUTION 2013-08-06-09 & 23

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Erin Battistoni	Advisor, Lead
Douglas Bullimore	Advisor, Transfer
Richard Clark	Advisor
Patrick Dymarkowski	Advisor, Lead
Justin Huber	Director, Upward Bound (Grant-funded)

Jacquelyn Jones	Director, Learning Center at The Source
Lori Lamb	Advisor
Sheree Madison-Emery	Advisor
Bradley Meyer	Advisor
Marla Michelsen	Advisor, Career/Undecided Advising
Jacey Parks	Advisor, Lead
Jeannette Passmore	Advisor, Lead
Carolyn Ramsdell	Advisor, Lead
Janice Skaggs	Advisor
Eric Slater	Advisor, Post-Secondary Enrollment Options/Dual Enrollment Programs
Michael Addison	Applications Systems Analyst
Betsy Johnson	Vice President, Enrollment Management and Student Services
Samantha LaPointe	Manager, Security Services
Laurie Sabin	Vice President/Treasurer

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

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2013-08-06-24

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

NAME: Stacie Gessler  
ADDRESS: Lambertville, MI  
EDUCATION: Bachelor of Science, with a major in Interdisciplinary Studies, from The University of Toledo  
EXPERIENCE: Over twelve years of diagnostic medical sonography experience  
ASSIGNMENT: Instructor, Sonography

RESOLUTION 2013-08-06-10 & 25

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Holly Barber	Instructional Designer
Cheryl Busdeker	Child Care Teacher (Findlay)
Michelle Elton	Child Care Teacher (Findlay)
Kathy Lauwers	Child Care Teacher (Findlay)
Shelley Pomerson	Child Care Teacher (Findlay)
John Eggleston	Police Officer
Andrew Haley	Police Officer
Michael Harmon	Police Officer
Donald Hendren	Police Officer
Eric Lehman	Police Officer

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

**Candidates for Graduation:**

RESOLUTION 2013-08-06-11

WHEREAS, pursuant to paragraph (G) of Ohio Revised Code 3358.08, the Owens Community College Board of Trustees has the power and duty to grant appropriate associate degrees and certificates of achievement to students successfully completing programs of the state community college; and

WHEREAS, pursuant to 3358:11-2-51 Graduation Requirements Policy, a student is eligible to become a candidate for an associate degree or a certificate when the student has completed all requirements; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer with the ability to confer associate degrees and certificates to candidates who meet all necessary requirements for graduation; and

WHEREAS, Summer Semester 2013 candidates for associate degrees may participate in the Commencement Ceremony on Friday, December 13, 2013;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Summer Semester 2013.

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

**Uniform Statewide Standards for Remediation-Free Status:**

RESOLUTION 2013-08-06-12

WHEREAS, the State of Ohio General Assembly in House Bill 153 required the presidents of all state institutions of higher education to establish uniform statewide standards in mathematics, science, reading and writing that each student enrolled in a state institution of higher education must meet to be considered in remediation-free status; and

WHEREAS, in accordance with Ohio Revised Code 3345.061(F), the Board of Trustees of each state institution of higher education shall adopt the established Uniform Statewide Standards for Remediation-Free Status; and

WHEREAS, the College President and Vice President/Provost recommend the adoption of the Uniform Statewide Standards for Remediation-Free Status for Owens Community College;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees adopts the established and any future modifications of the Uniform Statewide Standards for Remediation-Free Status and authorizes the Vice President/Provost to implement the standards and any related assessments.

Mr. Nagle made a motion to approve the resolution, which was seconded by Mr. Takacs. Dr. Scott commented that the Ohio Board of Regents and the Ohio Department of Education

developed college readiness standards and learning outcomes for high school graduates for math, science, reading and writing. She commented that high school graduates who achieve the standards will be placed in college-level courses, not in developmental education courses. Following a voice vote, the motion was adopted.

**Delivery of Educational Services at Millstream Career Center:**

RESOLUTION 2013-08-06-13

WHEREAS, there is an opportunity to improve student enrollment, retention, graduation and completion through offering new and complete programs at the Findlay-area Campus; and

WHEREAS, there is an opportunity to partner with Millstream Career Center for the delivery of credit and non-credit education and training that may benefit students and citizens of Hancock, Putnam and Wyandot Counties; and

WHEREAS, an agreement to lease facilities at 1150 Broad Street, Findlay, Ohio would provide the training areas for the College to expand the Findlay-area Campus associate degree and certificate programs and non-credit offerings; and

WHEREAS, the President and Vice President/Provost recommend an additional location, which will increase Findlay Campus program offerings and provide efficiencies in resource utilization;

NOW THEREFORE BE IT RESOLVED that contingent upon the approvals of the Ohio Board of Regents and the Higher Learning Commission, the Owens Community College Board of Trustees hereby approves an additional location and authorizes the President to execute a lease agreement that is in the best interest of the College.

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

**Policy Recommendations:**

RESOLUTION 2013-08-06-14

WHEREAS, the Board of Trustees previously adopted 3358:11-2-14 Dropping a Course Policy and 3358:11-2-15 Withdrawal from College Policy; and

WHEREAS, the Academic Standards Committee reviews academic policies regularly and has recommended the rescission of 3358:11-2-15 Withdrawal from College Policy and the amendment of 3358:11-2-14 from Dropping a Course Policy to Course Withdrawal Policy; and

WHEREAS, the Vice President/Provost and the President concur and recommend the rescission and amendment of said policies;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees rescinds 3358:11-2-15 Withdrawal from College Policy (Appendix I) and amends 3358:11-2-14 Course Withdrawal Policy (Appendix II);

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

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



**Facilities/Capital Improvements:**

RESOLUTION 2013-08-06-15

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Treasurer and the President to award contracts to the following firms for the Heritage Hall Phase II – Culinary Arts Renovations, contingent upon State of Ohio Controlling Board approval and release of capital-appropriated funds (HB 482 and HB 312), be approved by the Board of Trustees.

Heritage Hall Phase II – Culinary Arts Renovations		
Equipment Contractor	Burkett Restaurant Equipment 3011 Council Street Toledo, Ohio 43606	\$654,185.00
Furniture Contractor	NBS Commercial Interiors Inc. 4 North St. Clair Street Toledo, OH 43604	\$68,935.28
	Total	\$723,120.28

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

**Owens Federation of Safety and Security Employees Tentative Agreement:**

RESOLUTION 2013-08-06-16

WHEREAS, Owens Community College and the Owens Federation of Safety and Security Employees (Union) negotiated a tentative agreement due to the restructure of the Department of Public Safety; and

WHEREAS, the Union membership ratified the agreement and notified College administration, and the Board Secretary sent the agreement to the Board of Trustees; and

WHEREAS, the Vice President of Human Resources and the President recommend the terms of the agreement for approval by the Board of Trustees (Attachment 1);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the summary of the provisions of the agreement and that the terms shall be incorporated as part of the collective bargaining agreement.

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

**EXECUTIVE SESSION**

Chair Rowe announced an executive session for personnel for discussion of the President’s annual performance review. Mr. Takacs made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion, and the Chair called for a roll call vote. Roll Call: Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and William Takacs, yea (4).

Upon return from executive session, roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, Rich Rowe and William Takacs (4).

## **REGULAR REPORTS**

**Financial Statements** – Members of the Board of Trustees were issued copies of the financial statements for the period ending May 31, 2013. Chair Rowe 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/Treasurer, Interim Executive Director of College Development and (from the Office of the President) the Executive Director of Government & Community Relations and Marketing, the Associate Vice President for Institutional Effectiveness and the Executive Director of Workforce and Community Services. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

**Statements and Comments by Members of the Board of Trustees** – Dr. McMaster commented on seeing Jeremy Meier, Assistant Professor, Fine and Performing Arts, perform as Oliver Hazard Perry at the Ohio Humanities Council's Ohio Chautauqua for the 200<sup>th</sup> anniversary of The Battle of Lake Erie.

Mr. Nagle commented on improving the monthly reports by providing the meaning to comparison data as related to projected outcomes and to provide more trend information. He advised to let the Board know what the data means; if a survey is mentioned, then relay the results.

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

**APPENDIX I**  
**Rescission of Withdrawal from College Policy**

**3358:11-2-15 Withdrawal from college policy.**

- (A) Purpose. A student may withdraw from the college according to the guidelines established by the office of the provost. Guidelines for withdrawal can be found in the online college catalog on the Owens community college web site.

Effective date: 04/13/2008

Patricia M. Jezak  
Certification

04/03/2008  
Date

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

**APPENDIX II**  
**Amendment of ~~Dropping a course~~ Course withdrawal Policy**

**3358:11-2-14 ~~Dropping a course~~ Course withdrawal policy.**

(B) Purpose. A student may ~~drop~~ withdraw from a course ~~from their schedule~~ according to the ~~guidelines~~ procedures established by the office of the provost. ~~Guidelines for dropping a course are in the online 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, 4/13/2008