

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 9, 2010 ~ MINUTES

A meeting of the Board of Trustees was held in Room 111, Community Education and Wellness Center, on the Owens Community College Findlay 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, John Moore, Rich Rowe, William Takacs and Diana Talmage (8).

**Approval of the Minutes of the Board of Trustees** - The minutes of the September 7, 2010, regular meeting and October 5, 2010, special meeting were reviewed, and the Chair declared the minutes approved as written.

**Appointment of Nominating Committee** – In accordance with the Board of Trustees’ Bylaws Section 3358:11-1-02(D)(4), Chair Talmage appointed the following Trustees to serve on the Nominating Committee in order to develop the nominations for the officer election to be held on February 8, 2011: Dr. McMaster, to serve as Committee Chair, and Mr. Molter and Mr. Habegger. Dr. McMaster, Mr. Molter and Mr. Habegger accepted their appointments.

**Finance Committee Report** – Mr. Rowe reported that the Finance Committee met on September 21, 2010. He provided highlights from a presentation made to the committee on the assessment of the Toledo Campus physical plant by Sightlines LLC. He announced that the next Finance Committee meeting is scheduled for November 11, 2011, for the annual fiscal year audit presentation.

**President’s Report** – Dr. Larry McDougale, President, distributed his activity report for the months of September and October, and he distributed a summary of the November 2010 election from Jennifer Fehnrich, Special Assistant for Government Relations. He highlighted election results pertaining to higher education.

**Facilities/Capital Improvements Report** – John Satkowski, Executive Vice President/CFO, provided an update on facilities and capital improvements, including progress of the 36KW solar array field, renovations to The Source and the Welding Annex. He reported that the College’s Budget Advisory Council is meeting to review the development of fiscally conservative budgets for the next biennium. Mr. Satkowski announced that the College’s State Share of Instruction June 2011 distribution may be deferred. Mr. Satkowski announced that he is a member of the Ohio Association of Community Colleges taskforce for the purpose of making a recommendation on the process and funding of state-wide dual enrollment to the Chancellor of the University System of Ohio.

**Interim Executive Vice President/Provost's Report** – Dr. Renay Scott, Interim Executive Vice President/Provost, reported on academic accomplishments including: the Health Information Technology program meeting all requirements of the annual accreditation review with the Commission on Accreditation for Health Informatics and Information Management Education; the execution of an articulation agreement with Walsh College, Troy, Michigan; and, the College's successful facilitation of the Ohio Valley Shakespeare Conference in October. Dr. Scott also reported that the College participated in the Higher Learning Commission AQIP Strategy Forum in Chicago, which is part of the on-going institutional accreditation process.

**Owens Experience Report** – Dr. Melissa Green, Vice President, Findlay Campus, reported on her observations and activities since her appointment at the beginning of the Fall Semester. She shared the following opportunities to better the lives of the students that the College serves: 1) Marketing and communication; 2) Inner strength of the multiple campuses; 3) Changing demographics of the 21<sup>st</sup> Century student; 4) Contributions toward Hancock County and Findlay's economic development; 5) Inclusiveness and diversity; 6) Outreach toward underserved students and collaboration with schools serving grades K-12; 7) Access through instructional facilities and technology; 8) Commitment of the Owens Foundation and Alumni Association; 9) Entrepreneurship; and, 10) Transportation.

**Report on Open Positions** – Dr. Cynthia Eschenburg, Vice President of Human Resources, presented the open positions report. She commented that the report reflects five employment recommendations for today's meeting.

**Dates to Remember** – President McDougle commented on updated information and events scheduled for December and the upcoming Association of Community College Trustees National Legislative Summit in Washington DC.

**Owens Faculty Association Report** – David Matheny, Assistant Professor, Transportation Technologies, and President, Owens Faculty Association, reported on the association's involvement at the College. He highlighted the mutual interest forum model, which provides time and collaborative attention for representatives of the association and administration to share and resolve matters. He spoke of being a College participant in the Higher Learning Commission AQIP Strategy Forum in Chicago and in the Strategic Horizons Fall Colloquium in Ann Arbor. He shared his observation that Owens Community College is in front of the curve in continuous quality improvement, which reflects the College's leaders and involvement of faculty and staff.

## **EXECUTIVE SESSION**

Chair Talmage announced an executive session for discussion of pending or imminent court action with in-house legal counsel and for matters of property and collective bargaining. Mr. Libbe 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: David Habegger, yea; Allan Libbe, yea; Ronald McMaster, yea; R J Molter, yea; John Moore, yea; Rich Rowe, yea; William Takacs, yea; and Diana Talmage, yea (8). 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, John Moore, Rich Rowe, William Takacs and Diana Talmage (8).

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

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

#### RESOLUTION 2010-11-09-01

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Ronald Bruce, Collection Specialist, effective January 1, 2011, for reason of retirement be approved by the Board of Trustees.

#### RESOLUTION 2010-11-09-02

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Paul Burkhardt, Representative, Disability Services, effective August 27, 2010, for personal reasons be approved by the Board of Trustees.

#### RESOLUTION 2010-11-09-03

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Sally Kwapich, Applications Systems Analyst, effective October 15, 2010, for reason of accepting another job be approved by the Board of Trustees.

#### RESOLUTION 2010-11-09-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Brent Wickham, Interim Dean and Chair, School of Business and Information Systems, effective January 1, 2011, for reason of retirement be approved by the Board of Trustees.

#### RESOLUTION 2010-11-09-25

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Kandace York, Records Specialist, Workforce and Community Services, effective November 5, 2010, for personal reasons, be approved by the Board of Trustees.

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

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

#### RESOLUTION 2010-11-09-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Jay Hoffman, Receiving Clerk (First Shift), effective January 1, 2011, for reasons of retirement be approved by the Board of Trustees.

#### RESOLUTION 2010-11-09-26

BE IT HEREBY RESOLVED that the recommendation of the President to accept the separation of Delbert Lockhart, Instructor, Transportation Technologies, effective November 27, 2010, be approved by the Board of Trustees.

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

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

RESOLUTION 2010-11-09-06 & 27

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: Elaine Shafer  
ADDRESS: Findlay, OH  
EDUCATION: Bachelor of Arts, with a major in International Studies, from Miami University  
EXPERIENCE: One year experience working with international students and knowledge of intercultural communication  
ASSIGNMENT: Project Coordinator, Community Colleges International Development (Grant-funded)

NAME: Nancy Sheets  
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 Journalism from Michigan State University  
EXPERIENCE: Over ten years experience in higher education providing career coaching and job search strategies  
ASSIGNMENT: Assistant Director, Career Services (Grant-funded)

NAME: David Wahr  
ADDRESS: Petersburg, MI  
EDUCATION: Master of Arts, with a major in Written Communications, from Eastern Michigan University; Bachelor of Arts, with a major in English Literature, from University of Michigan  
EXPERIENCE: Over five years of managerial and supervisory experience  
ASSIGNMENT: Director, Bookstore and Food Services

RESOLUTION 2010-11-09-07

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

Carl Dettmer	Director, Program Development
Joseph Inman	Programmer/Analyst
Karen Klippstein	Specialist, Billing Student
Douglas Mead	Chair, Fine and Performing Arts
Sharon Pappas	Advocate, Oserve
Mariann Reiter	Manager, Procurement
Laurie Sabin	Director, Finance/Assistant Treasurer
Renay Scott	Executive Vice President/Provost

Mr. Takacs made a motion to approve the resolutions, which was seconded by Mr. Habegger. Following a voice vote, the motion was adopted. Chair Talmage extended congratulations to Dr. Renay Scott, on her permanent status as Executive Vice President/Provost.

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2010-11-09-08 & 28

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: Margaret Ludwikoski  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in Nursing, from The Medical College of Ohio;  
Bachelor of Arts, with a major in Nursing, from The University of Toledo  
EXPERIENCE: Over fifteen years as a Registered Nurse  
ASSIGNMENT: Clinical Coordinator, Nursing

NAME: Alison Siefker  
ADDRESS: Ottawa, OH  
EDUCATION: Master of Arts, with a major in Education from The University of Findlay;  
Bachelor of Arts, with a major in Photography, from the University of Dayton  
EXPERIENCE: Over five years of teaching experience  
ASSIGNMENT: Teacher, Child Care Center (Findlay)

NAME: Mark Zafuto  
ADDRESS: Maumee, OH  
EDUCATION: Master of Arts, with a major in Nursing, from The Medical College of Ohio;  
Master of Arts, with a major in Health Education, from The University of Toledo;  
Bachelor of Arts, with a major in Nursing, from The University of New Mexico  
EXPERIENCE: Over four years of nursing experience  
ASSIGNMENT: Clinical Teaching Associate (Findlay)

NAME: Glenn Franks  
ADDRESS: Findlay, OH  
EDUCATION: Bachelor of Arts, with a major in Electrical Engineering, from Cook's  
Institute of Electrical Engineering  
EXPERIENCE: Over eight years of experience troubleshooting and repairing machines  
ASSIGNMENT: Lab Technician (Findlay)

RESOLUTION 2010-11-09-09

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Laurene Markis	Division Secretary, Library
Roberta Montrie	Secretary, Academic Support

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

**Policy Recommendation:**

RESOLUTION 2010-11-09-10

WHEREAS, the Board of Trustees previously adopted 3358:11-2-11 Enrollment Status Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-11 Enrollment Status Policy with the clarification of language and the separation of procedures from policy; and

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

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

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-11

WHEREAS, the Board of Trustees previously adopted 3358:11-2-22 Age of Coursework Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-22 Age of Coursework Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-22 Age of Coursework Policy (Appendix II); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-12

WHEREAS, the Board of Trustees previously adopted 3358:11-2-24 Course Substitution Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-24 Course Substitution Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-24 Course Substitution Policy (Appendix III); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-13

WHEREAS, the Board of Trustees previously adopted 3358:11-2-26 Credit by Proficiency Exam Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-26 Credit by Proficiency Exam Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-26 Credit by Proficiency Exam Policy (Appendix IV); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-14

WHEREAS, the Board of Trustees previously adopted 3358:11-2-42 Academic Probation Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-42 Academic Probation Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-42 Academic Probation Policy (Appendix V); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-15

WHEREAS, the Board of Trustees previously adopted 3358:11-2-43 Academic Dismissal Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-43 Academic Dismissal Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-43 Academic Dismissal Policy (Appendix VI); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-16

WHEREAS, the Board of Trustees previously adopted 3358:11-2-44 Readmission to the College Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-44 Readmission to the College Following Academic Dismissal Policy with the clarification of language and the separation of procedures from policy; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-44 Readmission to the College Following Academic Dismissal Policy (Appendix VII); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

RESOLUTION 2010-11-09-17

WHEREAS, the Board of Trustees previously adopted 3358:11-4-13 Records Retention Policy; and

WHEREAS, the President recommends the amendment of said policy with the reassignment of the responsible party to administer the records retention program; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-4-13 Records Retention Policy (Appendix VIII); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Executive Vice President/Chief Financial Officer to implement guidelines, procedures and forms consistent with the provisions of the policy, and the Secretary to the Board of Trustees to file the amended policy with the Ohio Legislative Service Commission.

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

**Facilities/Capital Improvements:**

RESOLUTION 2010-11-09-18

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award contracts to the following firms for renovations to the Welding Building using



local funds for all trades except electrical, which will use HB 462 – CAP 019 capital appropriation funds, be approved by the Board of Trustees.

Welding Building Renovations			
General Contractor	Midwest Contracting	Base Bid	\$154,400
	1428 Albon Road	ALT G1 Add	66,000
	Holland, Ohio 43528	Total	\$220,400
HVAC Contractor	Sperling H & V		
	8650 Airport Highway Holland, Ohio 43528	Base Bid Total	\$507,900
Electrical Contractor	Brint Electric	Base Bid	299,700
	7825 West Central Avenue	ALT E1 Add	3,195
	Toledo, Ohio 43617	Total	\$302,895
Plumbing Contractor	Marlin White & Sons		
	1004 South Street Fremont, Ohio 43420	Base Bid Total	\$107,500

**RESOLUTION 2010-11-09-19**

BE IT HEREBY RESOLVED that the recommendation of the Treasurer and the President to award a contract to the following firm for renovations to the Findlay Campus Oserve using local funds be approved by the Board of Trustees.

Findlay Campus Oserve Renovation			
General Contractor Combined Bid (All Trades)	Clouse Construction		
	4283 West Township Road 90		
	New Riegel, OH 44853	Base Bid	\$66,333.15

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

**Memorandums of Understanding – Owens Federation of Safety and Security Employees**

**RESOLUTION 2010-11-09-20**

WHEREAS, Resolution 2009-05-05-17 ratified the bargaining agreement with the Owens Federation of Safety and Security Employees for the period of January 1, 2009, through December 31, 2011; and

WHEREAS, administration and union representatives continue to meet in accordance with Article XIII, Labor Management Committee and Working Group, which resulted in an amendment, as reflected in the Memorandum of Understanding dated October 7, 2010, (Attachment 1) and listed; and

- Deletion of the word “weekend” from the title description for part-time security dispatcher on the current OFSSE salary schedule

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the bargaining agreement between the College and the Owens Federation of Safety and Security Employees and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

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

### **Memorandums of Understanding – Owens Faculty Association**

#### **RESOLUTION 2010-11-09-21**

WHEREAS, the collective bargaining agreement with the Owens Faculty Association is for the period of November 1, 2009, through October 31, 2012; and

WHEREAS, administration and union representatives continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated October 28, 2010, (Attachment 2) listed as follows; and

- Release time for Susan Perry, Associate Professor, Medical Imaging Technologies, to develop curriculum for the vascular ultrasound program, effective Fall Semester 2010

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the collective bargaining agreement between the College and the Owens Faculty Association and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

#### **RESOLUTION 2010-11-09-22**

WHEREAS, the collective bargaining agreement with the Owens Faculty Association is for the period of November 1, 2009, through October 31, 2012; and

WHEREAS, administration and union representatives continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated October 28, 2010, (Attachment 3) listed as follows; and

- Collaboration time of four hours per week for Child Care Center teachers, dependent upon extant circumstances

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the collective bargaining agreement between the College and the Owens Faculty Association and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

#### **RESOLUTION 2010-11-09-23**

WHEREAS, the collective bargaining agreement with the Owens Faculty Association is for the period of November 1, 2009, through October 31, 2012; and

WHEREAS, administration and union representatives continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated October 28, 2010, (Attachment 4) listed as follows; and

- Teaching option for full-time faculty to request a 100 percent online teaching load/overload contingent upon completion of professional development training and the fulfillment of professional responsibilities

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the collective bargaining agreement between the College and the Owens Faculty Association and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

#### **RESOLUTION 2010-11-09-24**

WHEREAS, the collective bargaining agreement with the Owens Faculty Association is for the period of November 1, 2009, through October 31, 2012; and

WHEREAS, administration and union representatives continue to meet to facilitate the collaborative conduct of business and mutual interests between and amongst the parties in accordance with Article 30, Mutual Interests Forum, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated October 28, 2010, (Attachment 5) listed as follows; and

- Modification of Article 7, Duties and Responsibilities, addressing the order of consideration for selecting the delivery of classes and/or overload by bargaining unit faculty members

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the collective bargaining agreement between the College and the Owens Faculty Association and authorizes the Vice President of Labor and Employee Relations to file the amendment with the State Employment Relations Board.

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

## **REGULAR REPORTS**

**Financial Statements** - Mr. Satkowski presented the financial statements for the period ending September 30, 2010. 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 Executive Vice President/Provost, Executive Vice President for Business Affairs/Chief Financial Officer, Executive Director of College Development/Foundation and the Vice Presidents for Human Resources and Labor Relations. Chair Talmage directed that the monthly reports be accepted and filed as submitted.

**Statements and Comments by Members of the Board of Trustees** – Mr. Habegger, Dr. McMaster and Mr. Takacs commented on attending a professional development opportunity at the invitation from the Terra Community College President and Board of Trustees on October 27.

Chair Talmage commented on her participation and learning more about the College's Academic Quality Improvement Program (AQIP) and institutional accreditation at the Higher Learning Commission AQIP Strategy Forum in Chicago, October 12-15.

Chair Talmage invited Gary Corrigan, Director, Marketing and Communications, to play the College's new commercials. Dr. Corrigan commented that the commercials feature Owens talent, faculty and students and relay the messages of accessibility, retention and graduation.

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

**APPENDIX I**  
**AMENDMENT OF ENROLLMENT STATUS POLICY**

**3358:11-2-11 Enrollment status policy.**

- (A) Purpose. Enrollment status is determined by the official number of credit hours for which a student is enrolled each semester. ~~Enrollment status is often used to help determine eligibility for financial aid, veterans' benefits, company and agency funding or other purposes.~~
- (B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.
- (1) ~~Full time enrollment. Twelve or more credit hours.~~
- (2) ~~Three quarter time enrollment. Nine, ten or eleven credit hours.~~
- (3) ~~Half time enrollment. Six, seven or eight credit hours.~~
- (4) ~~Less than half time enrollment. Five or less credit hours.~~
- (5) ~~Students are responsible for knowing their enrollment status and understanding the impact of changing credit hours by the add/drop process.~~

Effective date:           DATE

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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

**APPENDIX II**  
**AMENDMENT OF AGE OF COURSEWORK POLICY**

**3358:11-2-22 Age of coursework policy.**

- (A) Purpose. ~~In situations in which coursework is six years old or older or where required skills may have been lost, transfer credit will not be accepted. Age of coursework accepted may vary in specific programs, e.g health programs. The philosophy of Owens state community college is to accept courses satisfying degree and certificate requirements without regard to age of course, except where prohibited by accrediting agencies or as regulated by law.~~
- (B) Guidelines. Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.
- (1) ~~Courses will be aged from the date of course completion.~~
- (2) ~~Courses submitted for acceptance for program requirements will be subject to review and approval by the department chair.~~
- (3) ~~Those courses reviewed which do not substantially meet current requirements and standards will not be approved for credit.~~

Effective date:           DATE

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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

**APPENDIX III  
AMENDMENT OF COURSE SUBSTITUTION POLICY**

**3358:11-2-24 Course substitution policy.**

(A) Purpose. Under special circumstances, students may request the substitution of a different course for a required course within an academic program. All general education requirements must still be met. Courses considered for substitution must be of similar classification to the required courses.

(B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.

~~(1) Courses considered for substitution are of similar classification to the required course. For example, one technical course may be substituted for another technical course or one general education requirement for another. All general education requirements in communications, social and behavioral sciences, and humanities must still be met.~~

~~(2) Substitutions are initiated through the advising process and must be approved by student's department chair.~~

~~(3) A form requesting approval of the substitution is initiated with the chair of the student's major academic program. A course substitution should not be considered approved until the student receives a copy of the substitution form with all required signatures.~~

~~(4) In situations where students are requesting the substitution of a different course for a course that was previously attempted and failed, the grade received by the student in the substituted course will not replace the grade in the original course.~~

Effective date:           DATE

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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

**APPENDIX IV**  
**AMENDMENT OF CREDIT BY PROFICIENCY EXAM POLICY**

**3358:11-2-26 Credit by proficiency exam policy.**

- (A) Purpose. A proficiency examination is designed to measure the student's level of knowledge and/or skill in the content covered by a given course or courses. Proficiency examinations may not be available for all courses. Passing a proficiency examination replaces the need for a student to actually register for and complete a course or courses in a program.
- (B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.
- (1) ~~As long as a student has met the college's graduation residency requirement, there is no limit placed upon the number of credit hours a student may obtain via proficiency examinations.~~
- (2) ~~The following experiences are representative of those that may prepare a student to successfully complete a proficiency examination.~~
- (a) ~~The student has had extensive high school work above the normal curriculum which would make certain basic courses repetitious.~~
- (b) ~~The student has, through actual work experience, attained the knowledge and competency of skills required in certain courses.~~
- (c) ~~The student has taken coursework at another institution of post secondary education which is not transferable but which has given him/her sufficient background to make certain courses repetitious.~~
- (d) ~~The student has completed coursework in an apprenticeship or vocational program.~~
- (e) ~~The student has completed studies in a civil or military training program.~~
- (3) ~~College administered course proficiency examinations.~~
- (a) ~~Proficiency examinations may be oral or written and may in certain circumstances require the demonstration of laboratory skills as well.~~
- (b) ~~A proficiency examination may be attempted only one time per course.~~
- (c) ~~Students enrolled in courses beyond the designated drop date(s) cannot petition for proficiency exams in those courses.~~
- (d) ~~If a student has completed a course by regular enrollment and received a grade ("A", "B", "C", "D", "F", "I", "P/NC" or "F/NC"), they are not eligible to take a proficiency examination for that course.~~
- (e) ~~A student's failure of the first course in a sequence forfeits their right to take proficiency examinations for subsequent courses in the sequence.~~
- (f) ~~To be eligible for proficiency examinations, a prospective student must have completed all admissions application steps and be eligible for registration.~~
- (g) ~~All proficiency examinations are administered by a full time employee of the college and must be completed within two weeks of proficiency application date.~~
- (h) ~~A picture identification is required of all students at the time a proficiency examination is administered.~~
- (i) ~~Locally developed and administered proficiency tests such as the college's proficiency examinations provide credit at Owens Community College but may not be transferable to other colleges.~~
- (4) ~~College level examination program (CLEP).~~
- (a) ~~CLEP test results are accepted by Owens Community College to award college credit.~~



- ~~(b) Credit may be awarded for one or more courses through CLEP scores but at least fifty per cent of a degree program must be taken through actual coursework at Owens Community College.~~
- ~~(c) A listing of CLEP tests and minimum cut off scores accepted by Owens Community College is available through the record's office.~~
- ~~(5) Advanced placement examination (AP):~~
  - ~~(a) AP examinations are given to high school students who have excelled in advanced level high school courses. The test is not administered by Owens Community College.~~
  - ~~(b) The AP test determines whether a student has sufficiently mastered course content to warrant receiving college credit for work completed in high school.~~
  - ~~(c) The college will award advanced placement credit based on individual test results.~~

Effective date:           DATE

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Certification

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Date

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

**APPENDIX V  
AMENDMENT OF ACADEMIC PROBATION POLICY**

**3358:11-2-42 Academic probation policy.**

(A) Purpose. Academic probation status serves as official notification that a student is not making acceptable progress ~~toward graduation~~ as evidenced by cumulative grade point average. Continuation of academic probation for a ~~second~~ third semester may result in academic dismissal.

(B) ~~Guidelines:~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.

~~(1) A student will be placed on academic probation status if the student's cumulative grade point average falls below the established minimum.~~

<del>Credit Hours Attempted</del>	<del>Cumulative Grade Point Average</del>
<del>10-19</del>	<del>1.50</del>
<del>20-29</del>	<del>1.60</del>
<del>30-39</del>	<del>1.70</del>
<del>40-49</del>	<del>1.85</del>
<del>50-59</del>	<del>1.95</del>
<del>60 or above</del>	<del>2.00</del>

~~(2) Notification of academic probation is provided on grade report forms and also through a letter of notification.~~

~~(3) Academic probation may require a student to reduce course load as determined by the chair of the major area of study or a counselor.~~

~~(4) Students placed on academic probation are to schedule an appointment with a counselor to develop a plan for resolving their academic problems.~~

Effective date:           DATE

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**APPENDIX VI  
AMENDMENT OF ACADEMIC DISMISSAL POLICY**

**3358:11-2-43 Academic dismissal policy.**

(A) Purpose. ~~Students are~~ A student is subject to academic dismissal upon unacceptable progress toward graduation on a continual basis.

(B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.

~~(1) — Criteria for dismissal.~~

~~(a) — A student is subject to academic dismissal if the student has been on academic probation for one semester and does not achieve the required cumulative grade point average for the hours attempted during the next semester in which enrolled (see Rule 3358:11-2-42).~~

~~(b) — A student who fails required courses within a major or fails to achieve the stipulated 2.0 GPA in courses within a technical major must meet specific program policies for continuation or readmission in the program. Before a student may continue or be readmitted into the program, an academic plan must be approved and on file.~~

~~(c) — Students who change from one program of study to another while on academic probation will not be subject to academic dismissal provided they achieve a 2.0 GPA each semester in their new program of study. The 2.0 GPA required excludes developmental education coursework.~~

~~(2) — Consequences of dismissal. Academic dismissal prohibits the student from enrolling in the college for one semester.~~

~~(a) — Summer semester is not considered as a semester of prohibited enrollment unless the summer semester is required in the specific program of study.~~

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**APPENDIX VII**  
**AMENDMENT OF READMISSION TO THE COLLEGE FOLLOWING ACADEMIC**  
**DISMISSAL POLICY**

**3358:11-2-44 Readmission to the college following academic dismissal policy.**

- (A) Purpose. ~~A student~~ ~~Students~~ desiring readmission to the college following academic dismissal must apply for academic readmission.
- (B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.
- (1) ~~Students desiring readmission to the college should request that their file be reactivated by the record's office.~~
- (2) ~~Students desiring readmission after dismissal for academic reasons must contact a counselor who will assist the student in the development of a required written academic plan to resolve the academic problem. This plan must have the approval of the appropriate program chair and dean.~~
- (3) ~~Students returning via readmission will re enter the program using the program requirements found in the program of instruction section of the catalog current at the time of re-entry into the program.~~

Effective date:           DATE

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**APPENDIX VIII  
AMENDMENT OF RECORDS RETENTION POLICY**

**3358:11-4-13 Records ~~Retention Policy~~ retention policy.**

- (A) Purpose. In accordance with section 149.33 of the Revised Code, commonly known as the Ohio Public Records Act ~~public records act (Ohio Revised Code)~~, the ~~Board~~ board of ~~Trustees~~ trustees of Owens ~~Community College~~ community college has full responsibility for establishing and administering a records program for Owens ~~Community College~~ community college, applying efficient and economical methods to the creation, maintenance, retention, preservation, and disposition of records of Owens ~~Community College~~ community college.
- (B) ~~Under the Ohio Public Records Act~~ In accordance with the Revised Code, a record is defined as: any document, device or item that is 1) stored on a fixed medium, i.e., paper, computer, film; 2) created, received, or sent under the jurisdiction of a public office, and; 3) documents the organization, functions, policies, procedures, operations or other activities of the office.
- (C) The office of the executive vice president/chief financial officer ~~Vice President for Student Services~~ is ~~designated by the Board of Trustees as the officer~~ responsible for administering the ~~College~~ college records retention program. Each vice president or other officer having custody of ~~College~~ college records, ~~or his/her designee~~, is responsible for consulting with the executive vice president/chief financial officer or designee ~~Vice President for Student Services~~ to establish and ensure compliance with an on-going records retention schedule specific to that office. The complete records retention schedule shall be maintained by the office of the executive vice president/chief financial officer ~~Vice President for Student Services~~ as the Owens ~~Community College Records Retention Manual~~ community college records retention manual and may be revised by the ~~Vice President for Student Services~~ as necessary.
- (D) College records shall be retained for such period as is required by the retention schedules, and may be disposed of only in accordance with disposition instructions included in the Owens ~~Community College Records Retention Manual~~ community college records retention manual or as further developed by the office of the executive vice president/chief financial officer ~~Vice President for Student Services~~. When records are destroyed in accordance with a records retention schedule, a certificate of records disposal must be filed with the office of the executive vice president/chief financial officer ~~Vice President for Student Services~~.
- (E) As stated in ~~Section~~ section 149.351 of the ~~Ohio Public Records Act~~ Revised Code, all records are the property of the ~~College~~ college, and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of except in accordance with the records ~~management~~ retention program of the ~~College~~ college as outlined above.

Effective Date: ~~\_\_\_\_\_~~ October 17, 2005

Eugene Lapko ~~\_\_\_\_\_~~  
Certification

September 13, 2005 ~~\_\_\_\_\_~~  
Date

~~\_\_\_\_\_~~ Promulgated under: ~~\_\_\_\_\_~~ RC Sec. 111.15, 149.33, 149.351  
~~\_\_\_\_\_~~ Statutory Authority: ~~\_\_\_\_\_~~ RC Sec. 3358.08  
~~\_\_\_\_\_~~ Rule amplifies: ~~\_\_\_\_\_~~ RC Sec. 3358.08  
~~\_\_\_\_\_~~ Prior effective dates: ~~\_\_\_\_\_~~ N/A

Effective date: XX/XX/XXXX

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