

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 12, 2013 ~ MINUTES

A meeting of the Board of Trustees was held in Room 111 of the Education Center on the Owens Community College Findlay Campus.

**Call to Order** – Vice Chair Dee Talmage called the meeting to order at 12:35 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. She shared the College’s mission, “*We believe in serving our students and our communities. Your success is our mission.*”

**Roll Call** – Roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, William Takacs, Diana Talmage and Thomas Uhler (5).

**Approval of the Minutes of the Board of Trustees** – The minutes of the September 10, 2013, regular meeting and October 9, 2013, special meeting were reviewed. The Chair declared the minutes approved as written.

**Nominating Committee Appointments** – Vice Chair Talmage appointed Mr. Takacs, Mr. Nagle and herself, designated as committee chair, to the Nominating Committee. In accordance with the Board of Trustees’ Bylaws, Section 3358:11-1-02(D)(4), the Nominating Committee will develop the nominations for the officer election to be held on February 4, 2014. The trustees accepted their appointments.

**Success Committee Report** – Mr. Uhler reported that the Success Committee met on September 13, 2013. The committee members were updated from the ACCT Leadership Congress on leveraging student success. In addition, information was shared on the College’s distribution process of the Federal Pell Grant to qualifying students and of the College’s progress of developing transfer agreements with area universities.

**Student Life Committee Report** – Mr. Takacs reported that the Student Life Committee met on September 10, 2013. He encouraged nominations for outstanding students from both the Findlay and Toledo Campuses. He commented that the Student Life Committee will meet next month to review nominations, and it is truly an honor for the Board to recognize students for their exceptional leadership, academic excellence and extraordinary service learning and volunteerism.

**President’s Report** – President Mike Bower presented his activity report for the period of September, October and November. He commented on progress on separate initiatives with the Toledo Public Schools, Bowling Green State University, University of Toledo and school superintendents. He commented on participating with the Findlay Campus faculty and staff who held a pancake breakfast in appreciation of students. He briefly mentioned individual meetings with professional consultants to explore strategies to improve the workplace, funding and student life.

**Vice President/Provost's Report** – Renay Scott, Vice President/Provost, reported on participating in the advisory committee meetings held by the School of Science, Technology, Engineering and Mathematics and the School of Health, Education and Human Services, as a means to review curriculum, assessment and program data while fostering business relations. She also commented on meeting financial experts on agriculture finance, insurance and commodities to strengthen the Associate of Applied Business in Agribusiness. She shared the success of the Registered Nursing program quarterly result of 95.39 percent of the Owens graduates who passed the NCLEX-RN national exam on the first attempt. She closed her report by commenting on recent program accreditation visits for the Radiography program, the Sonography program and the Vascular Sonography major.

**Facilities and Financial Condition Report** – Laurie Sabin, Vice President/Treasurer, reported on the rationale of the College's request for capital improvements for the six-year period of fiscal years 2015-2020, which supports meeting the needs of the workforce and students through strengthening the learning environment while sustaining the state's investment in campus facilities. Trustee Nagle recommended a facilities master plan presentation be provided to the Finance Committee. Ms. Sabin provided the timeline of the departmental three-year business plan submissions that will facilitate the development of the fiscal year 2015 College budget. She also commented on modifications to the state's proposed performance funding formula, which is hoped to be finalized, as the College's fiscal year 2015 budget is being developed. She closed her report with highlights from the financial statements for the period of September 30, 2013. At the conclusion of her report, Vice Chair Talmage directed that the financial statements be accepted and filed as submitted.

**Other Reports** – A request to address the Board of Trustees was received and granted for Tonia Douglas, student, for the purpose of expressing her concerns about completing at the College due to her experience with Math 096.

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

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

#### **RESOLUTION 2013-11-12-01**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Douglas Bullimore, Advisor, Transfer, effective October 21, 2013, for reason of accepting another job be approved by the Board of Trustees.

#### **RESOLUTION 2013-11-12-02**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Tammy Dean, Applications Systems Analyst, effective October 11, 2013, for reason of accepting another job be approved by the Board of Trustees.

#### **RESOLUTION 2013-11-12-03**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Matthew Finkhousen, Graphic Designer, effective October 18, 2013, for personal reasons be approved by the Board of Trustees.

#### **RESOLUTION 2013-11-12-04**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Sally Kwapich, Applications Systems Analyst, effective October 27, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-11-12-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Regina Kynard, Records Specialist, Workforce and Community Services, effective October 18, 2013, for reason of accepting another job be approved by the Board of Trustees.

RESOLUTION 2013-11-12-06

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Julie Quinonez, Registrar, effective September 27, 2013, for personal reasons be approved by the Board of Trustees.

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

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

RESOLUTION 2013-11-12-07

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of James Goda, Groundskeeper (Second Shift), effective September 27, 2013, for personal reasons be approved by the Board of Trustees.

RESOLUTION 2013-11-12-08

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Karen Brown, Bookstore Clerk, effective October 29, 2013, for reason of accepting another job be approved by the Board of Trustees.

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

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

RESOLUTION 2013-11-12-09 & 15

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: Jason Hartigan  
ADDRESS: Bowling Green, OH  
EDUCATION: Master of Arts, with a major in Economics, from Bowling Green State University; Bachelor of Business Administration, with a major in General Studies, from Bowling Green State University  
EXPERIENCE: Three years of experience as a senior financial aid advisor  
ASSIGNMENT: Retention Advisor, Health Professions Pathway (Grant-funded)

NAME: Stacy Jenkins  
ADDRESS: Lambertville, MI  
EDUCATION: Master of Arts, with a major in Community Counseling, from Siena Heights University; Bachelor of Arts, with a major in Psychology, from Siena Heights University  
EXPERIENCE: Eleven years of experience working in higher education  
ASSIGNMENT: Advisor, Lead

NAME: Jackie Kosier  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in Higher Education and Student Affairs, from Western Michigan University; Bachelor of Arts, with a major in Sociology, from Morehead State University  
EXPERIENCE: Eight years of experience working in higher education  
ASSIGNMENT: Advisor

NAME: Kimberly Lawson  
ADDRESS: Pemberville, OH  
EDUCATION: Bachelor of Business, with a major in Business Administration, from Tiffin University  
EXPERIENCE: Two years of experience working in higher education  
ASSIGNMENT: Advisor, Transfer

NAME: Andrea Pitt  
ADDRESS: Perrysburg, OH  
EDUCATION: Bachelor of Science in Business Administration, with a major in Marketing, from The Ohio State University  
EXPERIENCE: Three years of experience as a manager of advising services  
ASSIGNMENT: Advisor, Lead

NAME: Timothy Sams  
ADDRESS: Maumee, OH  
EDUCATION: Bachelor of Science with a major in Business Services, from The University of Toledo  
EXPERIENCE: Thirty-three years of experience as a senior systems analyst  
ASSIGNMENT: Applications Systems Analyst

NAME: Ciaira Warfield  
ADDRESS: Toledo, OH  
EDUCATION: Bachelor of Arts, with a major in Communications/Public Relations, from The University of Toledo  
EXPERIENCE: Two years of direct service to college students  
ASSIGNMENT: Advocate

#### RESOLUTION 2013-11-12-10

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>
Sheri Friesner	Administrative Assistant, Vice President, Enrollment Management and Student Services

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

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2013-11-12-11

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: Anthony Espinosa  
ADDRESS: Luckey, OH  
EDUCATION: Bachelor of Science, with a major in Criminal Justice, from the University of Toledo  
EXPERIENCE: One year of experience involving substantial public contact  
ASSIGNMENT: Dispatcher

NAME: Meagan Stephens  
ADDRESS: Toledo, OH  
EDUCATION: Master of Arts, with a major in Criminal Justice, from the University of Toledo; Bachelor of Science, with a major in Paralegal Studies, from the University of Toledo  
EXPERIENCE: One year of experience involving substantial public contact  
ASSIGNMENT: Dispatcher

NAME: Lorraine Stiefel  
ADDRESS: Perrysburg, OH  
EDUCATION: Bachelor of Arts, with a major in History, from the University of Toledo  
EXPERIENCE: Knowledge of local, state and federal laws, and police procedures  
ASSIGNMENT: Police Officer

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

**Policy Recommendations:**

**- AMENDMENT OF 3358:11-2-25 FACULTY RANK POLICY**

RESOLUTION 2013-11-12-12

WHEREAS, the Board of Trustees previously adopted 3358:11-5-25 Faculty Rank Policy; and

WHEREAS, the policy was reviewed by the Academic Standards Committee, the Owens Faculty Association and College Administration; and

WHEREAS, the Vice President, Human Resources, Vice President/Provost and the President recommend the amendment of said policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-5-25 Faculty Rank Policy (Appendix I);

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

- **ADOPTION OF 3358:11-2-57 TRANSFER AND PRIOR LEARNING ASSESSMENT POLICY**
- **RESCISSION OF 3358:11-2-26 CREDIT BY PROFICIENCY EXAM POLICY**
- **RESCISSION OF 3358:11-2-27 CREDIT BY WAIVER POLICY**
- **AMENDMENT OF 3358:11-2-25 REPEATING A COURSE POLICY**

RESOLUTION 2013-11-12-13

WHEREAS, in compliance with the Ohio Board of Regents' Articulation and Transfer Policy, which facilitates the transfer of students and credit from other institutions, the military or from other prior learning experiences, the Academic Standards Committee has recommended the adoption of 3358:11-2-57 Transfer and Prior Learning Assessment Policy and the rescission of 3358:11-2-26 Credit by Proficiency Exam Policy and 3358:11-2-27 Credit by Waiver Policy; and

WHEREAS, the 3358:11-2-25 Repeating a Course Policy was previously adopted and the Academic Standards Committee provides reviews and recommends amendment of academic policies every five years; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts 3358:11-2-57 Transfer and Prior Learning Assessment Policy (Appendix II), rescinds 3358:11-2-26 Credit by Proficiency Exam Policy (Appendix III), rescinds 3358:11-2-27 Credit by Waiver Policy (Appendix IV), and amends 3358:11-2-25 Repeating a Course Policy (Appendix V);

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.

Dr. McMaster made a motion to approve the resolutions, which was seconded by Mr. Takacs. Dr. Scott and Mr. Witt responded to trustees questions on the Repeating a Course Policy, Faculty Rank Policy, and Transfer and Prior Learning Assessment Policy. Following a voice vote, the motion was adopted.

**Facilities/Capital Recommendation:**

Mr. Nagle made a motion to postpone recommendation 2013-11-12-14 until the next meeting and for the Finance Committee to review, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted.

**EXECUTIVE SESSION**

Vice Chair Talmage announced an executive session for discussion of pending or imminent litigation and collective bargaining. Mr. Nagle made a motion to adjourn to executive session as specified. Mr. Takacs seconded the motion, and the Chair called for a roll call vote. Roll Call: Ronald McMaster, yea; Edwin Nagle, yea; William Takacs, yea; Diana Talmage, yea; Thomas Uhler, yea (5). 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, Diana Talmage and Thomas Uhler (4). Mr. Takacs returned to the meeting after roll call was taken.

## **REGULAR REPORTS**

**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, Vice President for Enrollment Management and Student Services, Vice President for Human Resources and Administration, and from the Office of the President: the Executive Director of Government & Community Relations and Marketing and the Associate Vice President for Institutional Effectiveness. Vice Chair Talmage directed that the monthly reports be accepted and filed as submitted.

**Statements and Comments by Members of the Board of Trustees** – Vice Chair Talmage, Chair, Ohio Association of Community Colleges (OACC) will provide a progress update on the selection process for an interim OACC President. She commented on attending the Association of Community College Trustees Leadership Congress, October 2-5, Seattle, Washington, and keynote speakers Bill Gates, representing the Bill and Melinda Gates Foundation, and Jamie Merisotis, President/CEO of the Lumina Foundation. She has shared session information with President Bower on student success and supporting veterans returning to college.

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

**APPENDIX I**  
**Amendment of Faculty Rank Policy**

**3358:11-5-25 Faculty rank policy.**

(A) Purpose Introduction.

- (1) Owens community college ~~Community College~~ has a system of faculty rank which categorizes into four classes: instructor; assistant professor; associate professor; and professor. The initial rank for new employees is determined by the president with input from the chair, the dean, and the vice president/provost ~~vice president for academic services~~. A new member coming from another regionally accredited post-secondary institution may enter at the rank held at the other institution. Years in rank is defined as "years in rank held at Owens community college ~~Community College~~."
- (2) Promotion from one rank to the next is accomplished by applying for rank promotion; meeting predetermined criteria and receiving the recommendation of supervisors; receiving the recommendation of the rank committee; and, upon the recommendation of the vice president/provost ~~vice president of academic services~~ and the president, receiving the approval of the board of trustees. Consideration for rank promotion includes evaluation of teaching effectiveness, professional development and contributions to department, college, profession, and community. ~~Teaching effectiveness must be documented through the evaluation by the immediate supervisor in the academic area.~~
- (3) The college recognizes that contributions to Owens community college ~~Community College~~ take many forms.
  - (a) Evidence of teaching effectiveness. Demonstrated competency in the instructional activity; including classroom/laboratory instruction, curriculum and/or program development, development of innovative teaching methods, and other course involvement.
  - (b) Performance of departmental duties. Demonstrated involvement in and a contribution toward departmental activities.
  - (c) ~~Performance of~~ Participation in non-departmental activities ~~duties~~. Demonstrated contribution to the overall growth and betterment of the institution.

(B) Persons eligible for consideration of change in rank.

- (1) Any member of the teaching faculty with a full-time, on track or tenure-track status ~~faculty contract~~ with a three-quarter time teaching load (173 days). Teaching faculty holding temporary contracts are not eligible for tenure and, thereby, ineligible for rank promotion. Eligibility for future rank promotion ~~promotions~~ begins with the issuance of the first full-time, non-temporary tenured track contract. Temporary and part-time contracts will not be considered when determining "years in rank."
- (2) Certain full-time members of the administrative/professional staff holding non-temporary contracts who teach a minimum of one credit course per academic year.

(C) Criteria for rank change.

- (1) Activities to be evaluated as consideration for rank promotion must be activities in which the candidate for rank change ~~faculty member~~ has been involved since the spring semester of the calendar year last rank was awarded and must be directly related to



education or to the applicant's field of specialization. A candidate for rank change must meet the following minimum requirements to be considered for rank change. (The meeting of these basic criteria does not in itself qualify an applicant for rank promotion; a demonstration of sound teaching is essential for the recommendation and subsequent approval of rank change.)

- (a) Have a minimum of three years in current rank at Owens community college Community College prior to promotion to each rank level.
- (b) If applying for the rank of associate professor, have a bachelor's baccalaureate degree or a terminal degree or the highest level of professional certification appropriate for the area of instruction.
- (c) If applying for the rank of professor, have a masters master degree or a terminal degree or the highest level of professional certification appropriate for the area of instruction.
- (d) Demonstrate a contribution to the overall growth and betterment of the college through performance of non-departmental duties. Contributions may include involvement in special grant programs, participation in special college programming activities and events, development of specialized training programs, membership on committees/task forces, relevant outside employment, educational pursuits, community service, and public presentations. Pre-employment experience is considered under performance of non-departmental duties for those persons applying for promotion from the rank of instructor to the rank of assistant professor, provided the pre-employment experience has occurred within the last six years.

(D) Implementation. Procedures for applying for promotion.— The vice president, human resources will implement this employment rule. The vice president/provost is the administrative advocate of the rank review committee. The rank review committee is a college standing committee empanelled for the purpose of reviewing applications and making recommendations of qualified candidates for rank promotion to the vice president/provost. The office of the provost shall support the activities of the rank review committee and shall facilitate the annual rank review process. The vice president, human resources shall verify applicant information. The vice president/provost and president shall recommend candidates qualifying for rank promotion to the board of trustees.

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**  
**Adoption of Transfer and Prior Learning Assessment Policy**

**3358:11-2-57 Transfer and prior learning assessment policy.**

- (C) Purpose. Owens community college recognizes that students learn and develop competencies through various avenues and experiences, including credits earned at other institutions of higher education, as well as learning from life, careers, community or military service, or other out-of-class experiences.
- (D) Standards. Owens community college adheres to the requirements and guidelines of the Ohio articulation and transfer rule of the Ohio board of regents.
- Owens community college adheres to recognized industry standards for the assessment and evaluation of transfer courses and other types of prior learning experiences to determine equivalents to college-level competencies and the award of credits.
- (E) Application. This rule and associated procedures, apply to any student who has been admitted to the college and has provided the required documents outlined in the procedures.
- (F) Award. The award of credit toward degree requirements is vested separately within the degree-granting program or academic department and it will be reflected on the permanent student record.
- (G) 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:         NA

**APPENDIX III**  
**Rescission of Credit by Proficiency Exam Policy**

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

- (H) 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.
- (I) Implementation. The office of the provost will implement procedures, guidelines, forms that are consistent with the provisions of this rule.

Effective date: 11/20/2010

Patricia M. Jezak  
Certification

11/9/2010  
Date

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

**APPENDIX IV**  
**Rescission of Credit by Waiver Policy**

**3358:11-2-27 Credit by waiver.**

Policy. The requirement of a particular course(s) may be waived on the basis of the student's previous work experience or education according to the guidelines established by the office of the provost. Guidelines for credit by waiver are in the on-line college catalog on the Owens community college web site.

Effective date: 07/13/2007

Patricia M. Jezak  
Certification

07/3/2007  
Date

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

**APPENDIX V**  
**Amendment of Repeating a Course Policy**

**3358:11-2-25 Repeating a course policy.**

- (J) Purpose. A student may repeat ~~any~~ a course regardless of the previous grade received. ~~according to the guidelines established by the office of the provost. Guidelines for repeating a course are in the online college catalog on the Owens community college web site.~~
- (K) Implementation. The office of the provost will implement procedures, guidelines and forms which are consistent with the provisions of this rule.

Effective date:           DRAFT

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

Promulgated under:           111.15  
Statutory authority:           3358.08  
Rule amplifies:                3358.08  
Prior effective dates:         3/5/2002, 4/13/2008