

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 8, 2011 ~ MINUTES

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

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

**Roll Call** - Roll call was taken, and the following members were present: David Habegger, Allan Libbe, Ronald McMaster, R J Molter, William Takacs and Diana Talmage (6).

**Approval of the Minutes of the Board of Trustees** - The minutes of the December 14, 2010 regular meeting and the January 25, 2011, special meeting were reviewed, and the Chair declared the minutes approved as corrected.

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

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

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

Chair Talmage commented on her past year and her continued honor to serve as Board Chair with R J Molter as Vice Chair, for 2011.

**President's Report** – Dr. Larry McDougale, President, presented his activity report for the month of January. He highlighted the recent signing of an articulation agreement with the president of Tiffin University, which will provide students with an option of dual enrollment at both institutions for courses that may be applied toward associate or baccalaureate degrees. He also commented on the benefits of a university center offering access to advanced degrees. He reported on activities with community partners, including the Read to Me campaign with WTOL and the Toledo Lucas County Public Library, and the Toledo Automotive Dealers Association's United for Kids scholarships for automotive students attending the College.

**Facilities/Capital Improvements Report** – John Satkowski, Executive Vice President/CFO, provided an update on facilities, capital improvements and budget development.

**Findlay Campus Report** – Dr. Melissa Green, Vice President, Findlay Campus, reported on the College’s involvement with economic development activities and educational partnerships in Hancock County and outreach to Putnam County. She also commented on meeting with first time students attending the First Year Experience courses and with student clubs and organizations.

**Office of Provost Report** – Tamara Williams, Interim Vice Provost, reported on the Ohio Board of Regents approval of the alternative energy and sustainable systems degree program for the School of Technology. Penta Career Center has offered to donate a biodiesel fuel unit to assist with the start up of the new program. She also reported on the development of a sustainable retention program, and she recognized the honors program and dental hygiene program involvement with the American Dental Association’s Give Kids a Smile program.

**Strategic Plan Report** – Tom Perin, Executive Director, Organizational Performance and Accountability, provided an update on the development of the redesigned strategic plan, “The College of Choice: Strategies for the Future”.

**Report on Open Positions** – Lisa Dubose, Interim Vice President of Human Resources, presented the open positions report. She commented that the report reflects seven employment recommendations and two closed searches.

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

### **Commendation of Express Volleyball Team:**

RESOLUTION 2011-02-08-01

WHEREAS, the Board of Trustees supports and honors the 150 Owens Community College student athletes for their commitment to excelling on the courts, the playing fields and in the classrooms because student involvement promotes critical thinking and creates well-rounded individuals; and

WHEREAS, the Board of Trustees recognizes the Express volleyball team for their talent, dedication and winning record (42-9), including 26 consecutive match wins, conference title in the Ohio Community College Athletic Association and for winning the regional championship and placing eleventh in the National Junior College Athletic Association Division II; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees proudly commends the student athletes and coaches of the Owens Express volleyball team for their achievement as represented by their winning record and for their spirit in representing the College;

BE IT FURTHER RESOLVED that it is now appropriate for the athletic staff, coaches and student-athletes to stand and be recognized.

Mr. Libbe made a motion to approve the resolution, which was seconded by Mr. Takacs. Following a voice vote, the motion was adopted. Christopher Giordano, Dean, Student Life, provided introductions of the coach and members of the team. In his closing, he invited the Board of Trustees to the February 16 tribute in memoriam to Michael Rickard, Athletic Director, 2000 to 2010.

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

#### **RESOLUTION 2011-02-08-02**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Kathy Ciminillo, Lima Engine Plant Training Administration (Grant), effective December 31, 2010, for reason of end of assignment be approved by the Board of Trustees.

#### **RESOLUTION 2011-02-08-03**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Cynthia Eschenburg, Vice President of Human Resources, effective January 7, 2011, for reason of accepting another job be approved by the Board of Trustees.

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

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

#### **RESOLUTION 2011-02-08-05**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Linda Deutsch, Instructor, Electrical/Electronics, effective January 3, 2011, for reason of accepting another job be approved by the Board of Trustees.

#### **RESOLUTION 2011-02-08-06**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Marcela Hernandez-Snyder, Security Officer, effective January 15, 2011, for personal reasons be approved by the Board of Trustees.

#### **RESOLUTION 2011-02-08-18**

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of John Givens, Associate Professor, Math (Findlay), effective June 1, 2011, for reason of retirement be approved by the Board of Trustees.

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

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

#### **RESOLUTION 2011-02-08-07**

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:	Lorena Baird
ADDRESS:	Findlay, OH
EDUCATION:	Associate of Applied Science, with a major in Small Business Management and Marketing Management, from Aims Community College; Associate of Arts, with a major in General Concentration, from Owens Community College
EXPERIENCE:	Over six years experience working as a part-time Specialist, Student Outreach, at Owens Community College
ASSIGNMENT:	Specialist, Student Outreach (Findlay Campus)

NAME: Eileen Goodman  
ADDRESS: Fremont, OH  
EDUCATION: Master of Arts, with a major in Counseling, from Liberty University; Bachelor of Arts, with a major in Psychology, from Guilford College  
EXPERIENCE: Over six years experience working as a part-time Advocate at Owens Community College  
ASSIGNMENT: Success Mentor (Findlay Campus)

NAME: David Halsey, III  
ADDRESS: Bowling Green, OH  
EDUCATION: Associate of Applied Science, with a major in Landscape and Turf Management, from Owens Community College  
EXPERIENCE: Over twenty year experience as a grounds supervisor  
ASSIGNMENT: Supervisor, Grounds

NAME: Sally Kwapich  
ADDRESS: Perrysburg, OH  
EDUCATION: Bachelor of Arts, with a major in Liberal Studies, from The University of Toledo  
EXPERIENCE: Over twenty-five years experience working in information technology systems  
ASSIGNMENT: Applications System Analyst

NAME: Regina Kynard  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of Macomber Whitney High School  
EXPERIENCE: Over ten years experience in office administration  
ASSIGNMENT: Records Specialist (Evening, Workforce and Community Services)

NAME: Valerie McCampbell  
ADDRESS: Toledo, OH  
EDUCATION: Associate of Applied Business, with a major in Office Administration, from Owens Community College  
EXPERIENCE: Over five years experience working as a part-time employee in Information Technology Services at Owens Community College  
ASSIGNMENT: Room Scheduler

NAME: Kelly Miller  
ADDRESS: Temperance, MI  
EDUCATION: Bachelor of Science, with a major in Business Services, from The University of Toledo; Associate of Applied Business, with a major in Data Processing Technology from The University of Toledo  
EXPERIENCE: Over seven years experience working as a part-time employee at Owens Community College in Information Technology Services  
ASSIGNMENT: Computer Operator

NAME: Christie Tipton  
ADDRESS: Portage, OH  
EDUCATION: Bachelor of Arts, with a major in English Language/Literature, from Bowling Green State University  
EXPERIENCE: Over ten years experience working as a part-time advisor at Owens Community College  
ASSIGNMENT: Advisor (Findlay Campus)

NAME: Joan Waddle  
ADDRESS: Bowling Green, OH  
EDUCATION: Bachelor of Arts, with a major in Business Administration, from Bowling Green State University  
EXPERIENCE: Over twenty years experience working as an accountant  
ASSIGNMENT: Accountant

RESOLUTION 2011-02-08-08

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>
Belinda Barr	Specialist, Employment
John Byers	Director, Student Involvement
Jennifer Duty	Records Specialist, Workforce and Community Services
Catherine Kelly-Lopez	Director, Academic Computing
Scott Massari	Systems Administrator
Frances Meagher	Associate Director, Applications and Network Operations
Barbara Rardin	Manager, Human Resources Information Systems
William Schmoekel	Director, Telecommunications and Information Technology Initiatives
Martin Stroud	Deputy, Chief Information Officer
Mary Vogel	Help Desk Technician Lead

RESOLUTION 2011-02-08-19

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>
Danny Jones	Police Officer
Douglas Miller	Police Officer
Luis Munguia	Police Officer

BE IT FURTHER RESOLVED that the Board of Trustees awards a revised contract on the basis indicated below:

<u>NAME</u>	<u>ASSIGNMENT</u>
Larry McDougale	President/CEO

Mr. Habegger made a motion to approve the resolutions, which was seconded by Mr. Molter. Following a voice vote, the motion was adopted. Chair Talmage commented on the contract extension for President McDougale, and she noted the Board's confidence in his leadership skills and goals for the College. President McDougale acknowledged and commented on working with the Board through to June 30, 2012.

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2011-02-08-09 & 20

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: David Cookson  
ADDRESS: Bowling Green, OH  
EDUCATION: Graduate of Otsego High School  
EXPERIENCE: Over two years experience working as a part-time employee in Information Technology Services at Owens Community College  
ASSIGNMENT: Specialist, Telecommunications/ID Systems

NAME: Beverly Cowell  
ADDRESS: Rossford, OH  
EDUCATION: Bachelor of Arts, with a major in Business Administration, from Heidelberg College  
EXPERIENCE: Over three years experience working as a part-time employee in Information Technology Services at Owens Community College  
ASSIGNMENT: Help Desk Technician

NAME: Tomisha Henry  
ADDRESS: Toledo, OH  
EDUCATION: Bachelor of Science, with a major in Paralegal Studies, from The University of Toledo  
EXPERIENCE: Over five years experience as an administrative assistant  
ASSIGNMENT: Secretary, Marketing and Communications

NAME: Kelly Wolfe  
ADDRESS: Gilboa, OH  
EDUCATION: Associate in Specialized Technology, with a major in Culinary Arts, from Pennsylvania Culinary Institute  
EXPERIENCE: Over two years experience as an adjunct instructor at Owens Community College  
ASSIGNMENT: Instructor, Chef, Baking and Pastry

NAME: Anthony Duris  
ADDRESS: Sylvania, OH  
EDUCATION: Associate of Applied Science, with a major in Welding, from Terra Community College  
EXPERIENCE: Over fifteen years experience as an adjunct instructor at Owens Community College  
ASSIGNMENT: Instructor, Welding

NAME: Jaimie Hall  
ADDRESS: Monclova, OH  
EDUCATION: Master of Education, with a major in Curriculum and Teaching, from Lourdes College; Bachelor of Arts, with a major in Early Childhood Education, from Lourdes College; Associate of Science, with a major in Early Childhood Education, from Owens Community College  
EXPERIENCE: Over ten years of teaching experience  
ASSIGNMENT: Teacher, Child Care

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

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

#### **RESOLUTION 2011-02-08-10**

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charts the following standing committees for 2011:

Finance Committee  
Student Life Committee

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

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

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

### **Appointment of OACC Delegate and Alternate:**

#### **RESOLUTION 2011-02-08-11**

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

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

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

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

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

## **Fall Semester 2010 Supplemental Listing of Candidates for Graduation:**

### **RESOLUTION 2011-02-08-12**

BE IT HEREBY RESOLVED that the recommendation of the President to approve the supplemental listing of candidates for graduation for Fall 2010, as presented in Appendix I, contingent upon said candidates having met all necessary requirements for graduation, be approved by the Board of Trustees.

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

## **Policy Recommendations:**

### **RESOLUTION 2011-02-08-13**

WHEREAS, the Board of Trustees previously adopted 3358:11-2-06 Assessment Program for Entering Students Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-06 Assessment Program for Entering Students Policy with the clarification of language, the support of student retention and to separate procedures from policy; and

WHEREAS, the President and the 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 3358:11-2-06 Assessment Program for Entering Students Policy (Appendix II); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement procedures, guidelines 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 2011-02-08-14**

WHEREAS, the Board of Trustees previously adopted 3358:11-2-21 Catalog of Record Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-21 Catalog of Record Policy with the clarification of language, the support of student retention and to separate procedures from policy; and

WHEREAS, the President and the 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 3358:11-2-21 Catalog of Record Policy (Appendix III); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement procedures, guidelines 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 2011-02-08-15

WHEREAS, the Board of Trustees previously adopted 3358:11-2-23 Prerequisites and Corequisites Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-23 Prerequisites and Corequisites Policy with the clarification of language, the support of student retention and to separate procedures from policy; and

WHEREAS, the President and the 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 3358:11-2-23 Prerequisites and Corequisites Policy (Appendix IV); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement procedures, guidelines 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 2011-02-08-16

WHEREAS, the Board of Trustees previously adopted 3358:11-2-41 Academic Honors Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-41 Academic Honors Policy with the clarification of language, the support of student retention and to separate procedures from policy; and

WHEREAS, the President and the 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 3358:11-2-41 Academic Honors Policy (Appendix V); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement procedures, guidelines 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 2011-02-08-17

WHEREAS, the Board of Trustees previously adopted 3358:11-2-52 Dual Degrees and/or Majors Policy; and

WHEREAS, the Academic Standards Committee has recommended the amendment of 3358:11-2-52 Dual Degrees and/or Majors Policy with the clarification of language, the support of student retention and to separate procedures from policy; and

WHEREAS, the President and the 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 3358:11-2-52 Dual Degrees and/or Majors Policy (Appendix VI); and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Office of the Provost to implement procedures, guidelines 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. Takacs made a motion to approve the resolutions, which was seconded by Mr. Habegger. Following a voice vote, the motion was adopted.

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

RESOLUTION 2011-02-08-21

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 January 21, 2011, (Attachment 1) listed as follows; and

- Clinical Coordinator, Nursing position description will be amended to the bargaining agreement

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 2011-02-08-22

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 met to facilitate the collaborative conduct of business, which resulted in an amendment to the collective bargaining agreement, as reflected in the Memorandum of Understanding dated January 26, 2011, (Attachment 2) listed as follows; and

- The option for eligible bargaining unit members to participate in the 2011 Voluntary Cash Separation Program in accordance with the Plan Document

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 Dr. McMaster. Mr. Takacs abstained. Following a voice vote, the motion was adopted.

**Memorandum of Understanding – Owens Federation of Safety and Security Employees:**

RESOLUTION 2011-02-08-23

WHEREAS, Resolutions 2009-05-05-17 and 2011-01-25-03 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 met to facilitate the collaborative conduct of business, which resulted in an amendment, as reflected in the Memorandum of Understanding dated January 25, 2011, (Attachment 3) and listed; and

- The option for eligible bargaining unit members to participate in the 2011 Voluntary Cash Separation Program in accordance with the Plan Document

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

### **Memorandum of Understanding – Owens Support Staff Union:**

#### **RESOLUTION 2011-02-08-24**

WHEREAS, Resolutions 2009-05-05-16 and 2011-01-25-01 ratified the bargaining agreement with the Owens Support Staff Union (Local 6325) for the period of January 1, 2009, through December 31, 2011; and

WHEREAS, administration and Owens Support Staff Union officials met to facilitate the collaborative conduct of business, which resulted in an amendment, as reflected in the Memorandum of Understanding dated January 25, 2011, (Attachment 4) listed as follows; and

- The option for eligible bargaining unit members to participate in the 2011 Voluntary Cash Separation Program in accordance with the Plan Document

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the amendment to the bargaining agreement between the College and the Owens Support Staff Union 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 resolution, which was seconded by Mr. Molter. Mr. Takacs abstained. Following a voice vote, the motion was adopted.

### **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. Mr. Molter seconded the motion, and the Chair called for a roll call vote. Roll Call: David Habegger, yea; Allan Libbe, yea; Ronald McMaster, yea; R J Molter, yea; William Takacs, yea; and Diana Talmage, yea (6). 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, William Takacs and Diana Talmage (6).

## **REGULAR REPORTS**

**Financial Statements** - Mr. Satkowski presented the financial statements for the period ending December 31, 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** – Chair Talmage commented on Mr. Habegger, Dr. McMaster and herself attending the Association of Community College Trustees National Legislative Summit in Washington DC, February 14-16.

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

**APPENDIX I**  
**Fall Semester 2010 Supplemental Listing of Candidates for Graduation**

**SCHOOL OF ARTS AND SCIENCES**

**Associate Degree of Arts**

Abigail C. Henry	Toledo
Robert Andrew Lakis	Perrysburg

**Education-Transfer Adolescent**

Katelyn Marie Trapp	Sylvania
---------------------	----------

**Social Work Concentration**

Donald Robert Bronson III	Northwood
Melissa T. Guyton	Toledo

**Associate Degree of Science**

**Business Administration Concentration**

Urmi M. Yagnik	Jersey City, NJ
----------------	-----------------

**Pre-Nursing Transfer**

Latisha D. Carter	Atlanta, GA
Kristi Lynn Sadowski	Toledo

**Landscape and Turfgrass Management Program**

Brian Steven Bushman	Pemberville
----------------------	-------------

**SCHOOL OF BUSINESS AND INFORMATION SYSTEMS**

**Associate Degree of Applied Business**

**Business Management Technology**

Carlos J. Zuniga	Toledo
------------------	--------

**Marketing and Sales Technology**

Andrew Christopher Danhauer	Whitehouse
-----------------------------	------------

**Associate Degree of Applied Science**

**Early Childhood Education Technology**

Heather Louise Fournier	Toledo
Sherry Lynn Hampton	Toledo

**Education Paraprofessional Major**

Barbara Ann Brinke	Northwood
--------------------	-----------

**SCHOOL OF PUBLIC SAFETY AND EMERGENCY PREPAREDNESS**

**Criminal Justice Technology**

Bianca C. Coates	Toledo
Sarah E Gaugh	Northwood
Mary Catherine Leasure	Toledo
Alexandra E Moore	Maumee
Michael Fidel Sanchez	Bryan

**SCHOOL OF TECHNOLOGY**

**Associate Degree of Applied Science**

**Skilled Trades Electrical**

Joshuah T Meyer

Ottawa

William Charles Sharninghouse

Fostoria

**Skilled Trades Mechanical**

Dennis Ross Simpson Jr.

Findlay

**SCHOOL OF NURSING**

**Associate Degree of Applied Science**

**Registered Nursing Program**

Stephen Chapin

Findlay

Catherine Jordan

Toledo

**APPENDIX II**  
**Amendment of Assessment Program for Entering Students Policy**

**3358:11-2-06 Assessment program for entering students policy.**

- (A) Purpose. Assessment determines the level of academic readiness needed for a student to be successful in college. This ~~policy~~ rule supports the process of evaluating students' academic skills for proper course placement. The information obtained during the assessment process is crucial to the proper ~~advisement~~ advising of students in course selection in order to provide educational experiences that strengthen and enhance current levels of competence.
- (B) Guidelines Implementation. The office of the provost will implement procedures, guidelines and forms, which are consistent with the provisions of this rule.
- (1) ~~COMPASS/ASSET is a skills assessment in reading, language usage, and math.~~
  - (2) ~~The COMPASS/ASSET assessment scores are used to advise and register students in classes suited to their academic achievement and skill level in an effort to help ensure their academic success.~~
    - (a) ~~Should the COMPASS/ASSET results indicate that a student needs developmental courses in reading, writing or mathematics, satisfactory completion of developmental coursework is required before a student will be allowed to register for a college level composition or mathematics course.~~
  - (3) ~~All new students, full or part time, who plan to receive a degree or certificate or college federal financial aid must participate in the college assessment program (COMPASS/ASSET) or meet the COMPASS/ASSET waiver policy.~~
  - (4) ~~COMPASS/ASSET waiver policy.~~
    - (a) ~~High school/GED recipient. COMPASS/ASSET assessment may be waived if one of the following criteria is met:~~
      - (i) ~~ACT cut-off scores less than two years old are Math 20, Reading 22, and English 21.~~
      - (ii) ~~SAT cut-off scores less than two years old are Math 425 and Verbal 425.~~
      - (iii) ~~CLEP college composition score of 47, English composition score of 650 (4/80-4/86) or 540 (5/86 present), and college algebra trigonometry score of 45.~~
      - (iv) ~~Advanced placement test scores from high schools may also waive part or all of COMPASS/ASSET.~~
    - (b) ~~College transfer applicant. COMPASS/ASSET assessment may be waived if one of the following criteria is met:~~
      - (i) ~~COMPASS/ASSET from Owens or other college. Tests over two years old are not accepted for waiver.~~
      - (ii) ~~CLEP college composition score of 47, English composition score of 650 (4/80-4/86) or 540 (5/86 present), and college algebra trigonometry score of 45.~~
      - (iii) ~~Transfer credit for the equivalent of ENG 111 and MTH 105. Documented or verbal agreement from the record's office confirming transfer eligibility required.~~

~~(iv) Proficiency credit for the equivalent of ENG 111 and MTH 105.~~

~~Documentation indicating successful completion of appropriate proficiency exam must be available.~~

~~(5) —Enrichment students. Students enrolling in courses that require math or language proficiency must demonstrate academic readiness as outlined above or by COMPASS/ASSET.~~

Effective date:       XX/XX/XXXX

---

Certification

---

Date

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



**APPENDIX III**  
**Amendment of Catalog of Record Policy**

**3358:11-2-21 Catalog of record policy.**

- (A) Purpose. A student's program requirements are those found in the program of instruction section of the catalog that was current at the time of ~~initial enrollment in~~ admittance to the college.
- (B) ~~Guidelines~~ Implementation. The office of the provost will implement procedures, guidelines and forms, which are consistent with the provisions of this rule.
- (1) ~~Program re-entry. If a student withdraws from a program and later re-enters, the program requirements in the catalog current at the time of re-entry are in effect.~~
- (2) ~~Program change. If a student changes programs, the requirements in the catalog current at the time of the change are in effect.~~

Effective date:           XX/XX/XXXX

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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

**APPENDIX IV**  
**Amendment of Prerequisites and Corequisites Policy**

**3358:11-2-23 Prerequisites and corequisites policy.**

- (A) Purpose. Prerequisite and corequisite requirements are designed to assist students to be successful in subsequent classes. Courses specified as corequisites are courses that should must be taken either with or prior to the course requiring the corequisite. Prerequisites are course requirements that must be met prior to the beginning of the course requiring the prerequisite. Courses specified as prerequisite are courses that must be completed prior to the beginning of the course requiring the prerequisite.
- (B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures, guidelines and forms, which are consistent with the provisions of this rule.
- (1) ~~Students are not encouraged to attempt to enroll in a course whose co/prerequisites have not been met.~~
- (2) ~~In specific and limited situations, a student may seek permission to enroll in a course without having taken its co/prerequisite by submitting a request form. Permission must be granted by both the course instructor and the chair of the department in which the course is offered.~~
- (3) ~~Due to accreditation standards, this policy may not apply to any technical courses offered by the health technologies division.~~
- (4) ~~Students completing a degree program will have to complete all course requirements including corequisites and prerequisites.~~
- (5) ~~Students may take proficiency tests for co/prerequisite courses when available.~~

Effective date:           XX/XX/XXXX

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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

**APPENDIX V**  
**Amendment of Academic Honors Policy**

**3358:11-2-41 Academic honors policy.**

- (A) Purpose. A student is eligible to graduate with honors when the student demonstrates academic excellence. ~~Semester Honors. Students are eligible for semester honors at the end of a given semester if they complete six (6) or more credit hours in that semester and earn a grade point average of 3.5 or above for all credit hours completed that semester.~~
- (B) Implementation. The office of the provost will implement procedures, guidelines and forms, which are consistent with the provisions of this rule. ~~Graduation Honors. Students are eligible for graduation honors if they earn a cumulative grade point average of 3.5 or above for all coursework completed up to the point at which graduation honors are calculated. Honors are designated according to the following classifications:~~

(a) ~~3.91—4.0 = summa cum laude~~

(b) ~~3.8—3.9 = magna cum laude~~

(c) ~~3.5—3.79 = cum laude~~

Effective date: ~~January 4, 2005~~

Eugene C. Lapko  
\_\_\_\_\_  
Certification

December 14, 2004  
\_\_\_\_\_  
Date

_____	Promulgated under:	_____	RC Sec. 111.15
_____	Statutory authority:	_____	RC Sec. 3358.08
_____	Rule amplifies:	_____	RC Sec. 3358.08
_____	Prior effective dates:	_____	March 5, 2002

Effective date:           XX/XX/XXXX

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002, 1/4/2005

**APPENDIX VI**  
**Amendment of Dual Degrees and/or Majors Policy**

**3358:11-2-52 Dual degrees and/or majors policy.**

- (A) Purpose. A student is may be eligible to receive degrees in more than one degree.  
~~technology or program and/or more than one major within the same technology or program.~~  
A student may be eligible to graduate with more than one major.
- (B) ~~Guidelines.~~ Implementation. The office of the provost will implement procedures,  
guidelines and forms, which are consistent with the provisions of this rule.
- (1) ~~Dual degrees.~~
- (a) ~~Students are eligible to receive only one degree within a technology or program.~~
- (b) ~~A student completing degrees in more than one program area must meet requirements for both degrees.~~
- (2) ~~Dual majors.~~
- (a) ~~If a student receives more than one major within the same technology or program, both majors are listed on the student's transcript.~~
- (b) ~~If a graduate returns at a later date and completes a second major within the same technology area in which the student previously had received a degree, that student will then, at the time of graduation, receive a letter of commendation for the accomplishment rather than receiving a second diploma~~

Effective date:           XX/XX/XXXX

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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