

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 1, 2021 ~ MINUTES

**Call to Order** – Chair Mary Beth Hammond called the meeting to order at 12:30 p.m., and directed the record to show the meeting was held by videoconference and in accordance with the policies of the Board of Trustees, Ohio Revised Code, Section 121.22 and Chapter 3358, and Section 1 of Am. Sub. House Bill 404.

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Sherina Ohanian, Rich Rowe, and Diana Talmage (7).

**Minutes of the Board of Trustees** – The minutes of the May 5, 2021 regular meeting were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

**Finance Committee Report** – Mr. Johnson commented that the Finance Committee met on May 25. He commented that during the meeting, the Treasurer reviewed the recommended draft budget for Fiscal Year 2022, which was being considered in today’s meeting. Mr. Johnson commented that the recommended budget reflected a \$10.3 million net gain in position, due to one-time revenue of federal Higher Education Emergency Relief Funds (HEERF). He noted that the budget report also showed the projected financial position without the federal HEERF funding for a more “true to normal” comparison: \$2.5 million net gain in position. Mr. Johnson closed the report by noting that the Finance Committee supported the recommendation of the College Budget for Fiscal Year 2022.

**Interim President’s Report** – Interim President Bill Balzer provided his final report for his interim appointment. He commented on the challenging but successful academic year due to the dedicated faculty, staff and administrators.

1. COVID-19 was the great disruptor, but it did not deter:
  - a. Students, faculty, and staff showed incredible resilience, empathy, and grit as they effectively moved classes, labs, and academic support services online.
  - b. Three modified in-person commencement ceremonies in addition to nursing pinning ceremonies for May 2021.
2. The quality of Owens Community College was recognized, as follows:
  - a. The Dana Center received the 2020 award for Excellence in Workforce Development from the Ohio Economic Development Association.
  - b. Three Owens students were recipients of the 2021 Best Intercollegiate Broadcasting System national award for Best Public Affairs Broadcasting.

- c. Five student-athletes were appointed to the 2021 All-Ohio Community College Academic Team for their exemplary academic achievements.
  - d. The national organization, the American Association of Community Colleges, awarded Associate Professor Sarah Long the 2021 Distinguished Faculty Recognition.
  - e. OH!FAME academic collaboration with the Findlay community was a finalist for the AACC Outstanding College/Corporate Partnership, and the initiatives to improve college completion also included the College as a finalist for the AACC Student Success award.
  - f. The women's softball and men's baseball teams won their leagues.
3. The College continued to make significant progress in all areas of the strategic plan, advancing its mission despite the many challenges of the pandemic. For example, an accomplishment from each of the six goal areas was noted:
- a. In progress toward finalizing the 2021-2023 Strategic Enrollment Management Plan with concrete steps to rebuild enrollment and further strengthen student persistence and completion.
  - b. The Board's adoption of a College Equity Statement.
  - c. The creation of new academic programs and short-term certificates to help graduates start or advance in their careers and area employers fill high demand jobs.
  - d. The doubling of the Owens Foundation's assets in the past five years, providing more scholarships for students and support for academic and student programs.
  - e. Human Resources' Pathway to Leadership, a new professional development program that will invest in the College's greatest resource, Owens employees.
  - f. A comprehensive Deferred Maintenance Plan.

Dr. Balzer closed his report by noting his deeper understanding and appreciation for Owens Community College. He extended his welcome to incoming President Dione Somerville. He remarked that she will join colleagues who are deeply committed to the Mission of the College, and a community that appreciates the College's many contributions, including workforce and economic development. He thanked the Board of Trustees for their guidance and support over the past year, especially Board Chair Hammond for her leadership and generous mentoring.

**Academic Affairs Report** – Denise Smith, Provost/Vice President of Academic Affairs, provided year-end recognitions of specific faculty, staff and students from the areas of TRIO Student Support Services, Fine and Performing Arts program, School of Nursing and Health Professions, Aspire program and the Truck Driving program.

**Student Services Report** – Amy Giordano, Vice President of Enrollment Management and Student Services, commented on the Ohio Association of Community Colleges EASE grant-funded program to help drive summer enrollment of continuing students; the current state of the \$1.9 million allocation of Higher Education Emergency Relief Fund part II for student disbursement; and, recognition by the Ohio Community College Athletic Association for Owens Community College softball and baseball programs.

**Financial Report** – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented on the recommendation for the Fiscal Year 2022 Budget. He noted the \$10.3 million net gain in position, which included the one-time revenue from HEERF federal funds that increased the bottom-line by \$7.8 million. He explained that the HEERF federal funds will now allow institutions of higher education to use the funds for a loss of revenue due to the COVID-19 pandemic; however, he noted that it would not allow for the one-time revenue source to fund on-going expenditures. The two dashboards in the report provided a snapshot for with and without HEERF federal funds. The net gain in position without HEERF federal funds was reduced to \$2.56 million. He noted that the Finance Committee aim is for the College to align changes in revenue with the changes in expenses. He commented that it is important for the College to continue to work to improve the Operating Gain/(Loss) after Depreciation, especially for when the State Capital Appropriations may not be projected as high as in Fiscal Year 2022. He closed his report by noting the recommended budget included a \$5.00 tuition increase (from \$168/credit hour to \$173/credit hour) starting Fall Semester 2021, pending approval by the State of Ohio legislators.

Members of the Board of Trustees were provided with the financial exhibits for the period ending April 30, 2021, which the Chair accepted, as submitted.

Chair Hammond also commented on three Commencement Ceremonies, and, she thanked the faculty and staff who made it celebratory and successful for the graduates.

### **EXECUTIVE SESSION**

Chair Hammond announced an executive session for discussion of pending or imminent court action; and, for the employment of a public employee. Mr. Rowe made a motion to adjourn to executive session as specified. Ms. Morrissey seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Sherina Ohanian, aye; Rich Rowe, aye; and, Diana Talmage, aye (7).

Upon return from executive session, roll call was taken and the following members returned to open session: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Sherina Ohanian, Rich Rowe, and Diana Talmage (7).

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

#### **Employment of Personnel:**

RESOLUTION 2021-06-01-01

BE IT HEREBY RESOLVED that the recommendation of the Interim President to employ the following person(s), be approved by the Board of Trustees:

NAME: Frank Cookson  
 ADDRESS: Romulus, MI  
 EDUCATION: Master of Business Administration, with a major in Business Administration, from the University of Michigan; Bachelor of Science, with a major in Technical Education, from Ferris State University; Associate of Applied Science, with a major in Heavy Equipment Technology, from Ferris State University  
 EXPERIENCE: Twenty-five years of experience in education, training  
 ASSIGNMENT: Instructor, Caterpillar

NAME: Tanya Jensen  
 ADDRESS: Maumee, OH  
 EDUCATION: Bachelor of Arts, with a major in Communications, from the University of Wisconsin-Whitewater  
 EXPERIENCE: Three years of experience in sales  
 ASSIGNMENT: Corporate Program Specialist

NAME: Maureen O'Connell  
 ADDRESS: Toledo, OH  
 EDUCATION: Graduate of Roy C. Start High School  
 EXPERIENCE: Fourteen years of customer service experience  
 ASSIGNMENT: Dispatcher

NAME: Jamie Rofkar  
 ADDRESS: Toledo, OH  
 EDUCATION: Bachelor of Business Administration, with a major in Human Resources, from The University of Toledo; Associate of Applied Business, with a major in Business Management Technology, from Owens Community College  
 EXPERIENCE: Three years of experience in benefits  
 ASSIGNMENT: Specialist, Human Resources (Benefits)

#### RESOLUTION 2021-06-01-02

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

<u>NAME</u>	<u>ASSIGNMENT</u>
Richard Clever	Technical Director, Fine and Performing Arts
Richard Torres	Custodian (Third Shift)
Jodi Wyman	Assistant Director, Advising
Matthew Kwiatkowski	Journeyman Maintenance Specialist (Locksmith)

Ms. Talmage made a motion to approve the recommendations, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

#### **Individual Personnel Action:**

#### RESOLUTION 2021-06-01-03

BE IT HEREBY RESOLVED that the recommendation of the Interim President to award a one-year contract commencing either on July 1 or on the first day of the academic year 2021-2022 to the non-tenured bargaining unit member(s) on the basis indicated below, be approved by the Board of Trustees.

NAME	RANK	CONTRACT LENGTH	SPECIAL TERMS
Michael Welty	Instructor	2021-2022	173 Days

RESOLUTION 2021-06-01-09

BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees authorizes the Board Chair to execute an amendment of the Interim President's employment agreement, which shall conclude on June 14, 2021.

Mr. Rowe made a motion to approve the recommendations, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

**Rank Recommendation:**

RESOLUTION 2021-06-01-04

WHEREAS in accordance with 3358:11-5-25 Faculty Rank Policy, the Provost/Vice President of Academic Affairs and the Interim President recommend the following qualified candidates for rank promotion;

BE IT HEREBY RESOLVED the Board of Trustees approves the following persons for promotion to Assistant Professor, effective with the 2021-2022 Academic Year:

Eileen Alexander  
Sara Burke  
Julie Posey  
Robert Thomas

BE IT HEREBY RESOLVED the Board of Trustees approves the following persons for promotion to Associate Professor, effective with the 2021-2022 Academic Year:

Drew Grover

BE IT HEREBY RESOLVED the Board of Trustees approves the following persons for promotion to Professor, effective with the 2021-2022 Academic Year:

Melanie Scherdt  
Dominic Wilson

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

**Fiscal Year 2022 Budget Recommendation:**

RESOLUTION 2021-06-01-05

NOW, THEREFORE, BE IT HEREBY RESOLVED in compliance with the 3358:11-1-02 Bylaws, the 3358:11-1-12 Financial Standards Policy, and attested by the Treasurer that the recommendation of the Interim President to adopt the fiscal year 2022 budget, be approved by the Board of Trustees.

Mr. Johnson made a motion to approve the recommendation, which was seconded by Ms. Ohanian. Following a voice vote, the motion was adopted.

**Tuition Recommendation:**

RESOLUTION 2020-06-01-06

WHEREAS, the Interim President and Treasurer recommend an increase to tuition in support of the College's mission, which is to foster student and community success by providing high quality and affordable education that leads to rewarding careers, personal growth, and regional economic strength;

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for Fiscal Year 2022 (Fall Semester 2021); contingent upon the approval of the State of Ohio Budget – Fiscal Years 2022-2023, an increase to the in-state undergraduate instructional tuition, as allowable but not to exceed a \$5.00 per credit hour increase, and to maintain a tuition surcharge at 2.0 times the in-state tuition rate for out-of-state and international students, be approved by the Board of Trustees.

Mr. Rowe made a motion to approve the recommendation, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

**Then and Now Certification Of Appropriations Requiring Board Approval:**

RESOLUTION 2021-06-01-07

WHEREAS, Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money was made then the fiscal officer may instead certify; and

WHEREAS, that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, thus the fiscal officer is certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now); and

WHEREAS, the amount of the certificate equals or exceeds \$3,000.00; and

WHEREAS, the listing was reviewed by the Board Finance Committee;

NOW, THEREFORE, BE IT RESOLVED by the Owens Community College Board of Trustees that:

- SECTION I. Appendix I – is approved and the Board of Trustees hereby certifies both at the time of the making of the contract(s) and order(s) and at the date of the execution of this certificate, the amount of funds required to pay this contract(s) or order(s) has been appropriated for the purpose of this contract of order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrance.
- SECTION II. Open Meetings. It is found and determined that all formal proceedings and actions of the Board of Trustees concerning and relating to the passage of this Resolution

were adopted in an open meeting of this Board of Trustees, and that all deliberations of the Board of Trustees and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code and the policies of the Board of Trustees.

Ms. Morrissey made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

**Recommendation of Policies:**

RESOLUTION 2021-06-01-08

WHEREAS, the Interim President and the Vice Presidents reviewed and recommend the listed employment (chapter 5) policies, as follows:

- Amendment of 3358:11-5-35 Tuition Waiver Policy (Appendix II) for current practices and alignment with peer-community colleges;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-5-35 Tuition Waiver Policy;

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

Ms. Ohanian made a motion to approve the recommendation, which was seconded by Ms. Morrissey. Following a voice vote, the motion was adopted.

**Dates to Remember** – Members of the Board of Trustees were provided with the dates to remember.

**Monthly Report to the Board of Trustees** – Members of the Board of Trustees were provided with the monthly report. The Chair accepted the monthly report, as submitted.

**Adjournment** – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 1:18 p.m.

**APPENDIX I**  
Owens Community College  
Then and Now Certification of Appropriations - FY 2021

For the Period of 4/21/21 through 5/18/21				
Invoice Number	Invoice Date	Vendor Name	Amount	Comments
082620-08	8/26/2020	Ohio Campus Compact	\$ 7,000.00	Invoice Date was before contract approval. This occurred prior to the updated contract review process.
		Total of Then and Now Approvals for Board	\$ 7,000.00	
		Total Purchases for FY20	\$ 19,471,020.91	
		Percent of Total	0.04%	

Please note there were 11 Then and Nows totaling \$7,686.94 below the \$3,000 threshold.

**APPENDIX II**  
**Amendment of 3358:11-5-35 Tuition Waiver Policy**

**3358:11-5-35 Tuition waiver policy.**

- (A) Purpose. Employees, their spouses, and dependent children are eligible for tuition waivers for credit ~~and non-credit~~ classes at the college. ~~Spouses and dependent children of employees who died while in service to the college are eligible for tuition waivers for credit and non-credit classes at the college, as are retirees from the college and their spouses and dependent children.~~
- (B) Implementation. The ~~vice president,~~ office of human resources will implement procedures and forms, which are consistent with the provisions of this rule ~~policy~~.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/5/2002, 5/14/2006, 12/19/2009

History of Reviews

CH 5 Employment Policy Committee 3-6-20, 6-10-20, 10-27-20, 12-9-20

VP Review 1-11-21

Legal Review 3-24-21; 5-13-21

Post for Open Comment 5-17-21 to 5-25-21

Rationale

The CH 5 Employment Policy Committee provided a 5+ year review of the policy and the procedures. Due to the business model structure of Workforce and Community Services, non-credit classes are proposed as not eligible for the employee benefit.

An additional proposed change in the procedures includes the ineligibility of retiree-spouse/dependents and deceased employee spouse/dependents for the tuition waiver due to a lack of usage, per data provided by Student Accounts. This change also aligned with peer-community college current practice.