

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 4, 2014 ~ MINUTES

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

Call to Order – Chair Rich Rowe called the meeting to order at 12:40 p.m. and directed that the record show the meeting was held in accordance with the Ohio Revised Code, Chapter 3358, and the policies of the Board of Trustees. He 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: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (7).

Chair Rowe welcomed Mary Beth Hammond and Dr. Srini Hejeebu, who were appointed to the Board of Trustees by Governor Kasich.

Approval of the Minutes of the Board of Trustees – The minutes of the December 10, 2013, regular meeting were reviewed. The Chair declared the minutes approved as written.

Student Life Committee Report – Ms. Talmage reported that the Student Life Committee met on December 10, 2013. Mr. Uhler presented the following student recognitions.

Recognition of Students:

RESOLUTION 2014-02-04-01

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College’s core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement, volunteerism and involvement in student leadership and student life; and

WHEREAS, Mona Bahouth-Kennedy, Associate Professor, English, and Mary Srougi, Professor, English, have nominated student Lori DeShetler for her exceptional student leadership; and

WHEREAS, Ms. DeShetler is an Owens Civic Ambassador, who anticipates the needs of students and those individuals who are assisted through the service learning program, and Ms. DeShetler has received expressions of gratitude and requests to facilitate more volunteer opportunities to serve those who may be less fortunate; and

WHEREAS, Ms. DeShetler mentors struggling students, reinforces their need to continue to attend classes and provides guidance for such needs as textbooks, transportation or just by showing care and listening; and

WHEREAS, the Student Life Committee recommends that Ms. DeShetler be recognized for her leadership inside and outside of the classroom and for exemplifying the qualities that all students should strive for: initiative, organization, trustworthiness and service to others;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards Lori DeShetler with a Certificate of Recognition for Exceptional Student Leadership;

BE IT FURTHER RESOLVED that it is now appropriate for Ms. DeShetler to stand and be recognized.

Ms. Talmage made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted. Chair Rowe and President Bower presented a certificate to Ms. DeShetler.

RESOLUTION 2014-02-04-02

WHEREAS, the Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement, volunteerism and involvement in student leadership and student life; and

WHEREAS, Russell Bodi, Professor, English, and Director of the Honors Program, has nominated student Shermaine Hutchins for his exemplary academic achievement; and

WHEREAS, Mr. Hutchins is an Honors Scholar who represents the community college mission beyond the classroom and serves as an inspirational ambassador for Owens Community College; and

WHEREAS, Mr. Hutchins has aspirations to become a physician, and from a field of 3,000 applicants, he was one of the 50 students -- the only community college student -- to be accepted into the prestigious 2013 Summer Medical and Dental Education Program (SMDEP) at the Yale University School of Medicine; and

WHEREAS, Mr. Hutchins distinguished himself through his motivation, professionalism, participation and academic excellence in completing the three advanced science courses, and he received the SMDEP Outstanding Participant Award from the Yale University School of Medicine; and

WHEREAS, Mr. Hutchins desires to share his experience with pre-health students throughout Northwest Ohio, and has founded the Pre-Health Professionals Association at Owens Community College;

WHEREAS, the Student Life Committee recommends that Mr. Hutchins be recognized for his exemplary academic achievements, leadership and for serving as a role model in his commitment to achieving his highest potential while encouraging others to seek their aspirations as well;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards Shermaine Hutchins with a Certificate of Recognition for Exemplary Academic Achievement;

BE IT FURTHER RESOLVED that it is now appropriate for Mr. Hutchins to stand and be recognized.

Ms. Talmage made a motion to approve the resolution, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted. Chair Rowe and President Bower presented a certificate to Mr. Hutchins.

Success Committee Report – Mr. Uhler reported that the Success Committee met on January 22, 2014. He reported that during the committee meeting, Tom Perin, Associate Vice President, Institutional Effectiveness, provided an update of accreditation and quality initiative activities including the College's participation in the Higher Learning Commission's Assessment Academy and the Student Persistence and Completion Academy.

Finance Committee Report – Mr. Nagle reported that the Finance Committee met on January 29, 2014. He reported that during the committee meeting an update was provided on the Ohio Higher Education Funding Commission’s recommendation for capital funding of college facilities and that the Ohio Association of Community Colleges submitted the State Share of Instruction Allocation Recommendation to Chancellor Carey. He stated the Treasurer proposed tuition be increased within the parameters of the State’s tuition cap for fiscal year 2015, effective with the summer semester. A recommendation will be presented later in today’s meeting.

Treasurer’s Performance Bond – Mr. Nagle closed the Finance Committee report by stating an application has been completed for a performance bond for the Treasurer in an amount to be determined by the Board in accordance with Ohio Revised Code 3358.06. Mr. Nagle made a motion that the Board of Trustees authorize an annual performance bond for the Treasurer at a limit of \$100,000, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted.

Nominating Committee Report – Dr. McMaster reported the Nominating Committee met on February 3, 2014. He presented the slate of nominees for the election of officers: Mr. Rowe for the Chair position and Ms. Talmage for the Vice Chair position.

Election of Officers – Dr. McMaster called for nominations from the floor. No further nominations were made, and Dr. McMaster closed the nominations.

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

Chair Rowe expressed gratitude for the support of the College during 2013, and he thanked the faculty and staff for their commitment to the State’s completion agenda and the success of Owens Community College students.

President’s Report – President Mike Bower presented his activity report for the period of December and January. He commented on forming a committee to plan the College’s 50th anniversary in 2015. He remarked on a presentation to Senator Randy Gardner for workforce equipment at the Toledo Chamber of Commerce and forming win-win partnerships especially in meeting educational and training needs in the community.

Vice President/Provost’s Report – Renay Scott, Vice President/Provost, reported on awards of various grants including the Firefighter I Training Grant through the Ohio Department of Commerce, the MLK Day of Service Grant through ServeOhio, and the Ohio Means Internships Grant for internships and co-op opportunities within the School of Business, Information and Health Support and the School of Science, Technology, Engineering and Math. The College also completed an articulation agreement with Ohio Hi-Point Career Center, Bellefontaine, in the fields of construction, automotive and diesel technology, and the College renewed an articulation agreement with Lourdes University in the nursing program. She shared the success of the Emergency Medical Technician Basic Certification class result of a 93 percent pass rate of the National Registry Skills test in December.

Vice President, Enrollment Management and Student Services Report – Betsy Johnson, Vice President, Enrollment Management and Student Services, reported on Spring Semester 2014 headcount and the 72 percent rate of retention of direct-from-high-school students from Fall Semester 2013.

Facilities and Financial Condition Report – Laurie Sabin, Vice President/Treasurer, commented on the three-year business plans being submitted to develop the College’s fiscal year 2015 budget. The long-term fiscal planning will contribute to forecasting capital needs and budgeting cycles. She provided highlights from the financial statements for the period ending December 31, 2013. At the conclusion of her report, Chair Rowe directed that the financial statements be accepted and filed as submitted.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Non-Bargaining Unit Personnel:

RESOLUTION 2014-02-04-03

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

NAME: Gail Browning
ADDRESS: Oak Harbor, OH
EDUCATION: Master of Education, with a major in Early Childhood Education, from the University of Toledo; Bachelor of Science in Education, with a major in Speech and Hearing Therapy, from Bowling Green State University
EXPERIENCE: Thirty years of experience in education
ASSIGNMENT: ABLE* Instructor, Staff Development and Curriculum (grant-funded)
*(*Adult Basic and Literacy Education)*

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

Chartering of the Board Standing Committees and Appointments:

RESOLUTION 2014-02-04-04

WHEREAS, 3358:11-1-02(E)(4) of the Bylaws** 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; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charters the following standing committees for 2014:

- Finance Committee
- Student Life Committee
- Success Committee

BE IT FURTHER RESOLVED that it is now appropriate for the Board Chair to appoint members of the standing committees 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.

*(**Board Secretary corrected the reference to the appropriate section of the Bylaws for the meeting minutes)*

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

Chair Rowe appointed himself, Ms. Hammond, Ms. Talmage and Mr. Nagle to serve on the Finance Committee with Mr. Nagle designated as the committee chair. Chair Rowe appointed Mr. Takacs, Mr. Nagle and Ms. Talmage to serve on the Student Life Committee with Mr. Takacs designated as the committee chair. Chair Rowe appointed Mr. Uhler, Dr. Hejeebu and Dr. McMaster to serve on the Success Committee with Mr. Uhler designated as the committee chair. Chair Rowe appointed Ms. Talmage to serve on the Foundation Board of Directors, as the Chair's designee. All Trustees accepted their appointments.

Amended Academic Calendar 2014-2016:

RESOLUTION 2014-02-04-05

BE IT HEREBY RESOLVED that the recommendation of the President to amend the 2014-2016 academic calendar (as set forth below) be approved by the Board of Trustees.

Fall Semester 2014

August 18 – Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)

August 29-31 – No weekend classes

September 1 – Holiday ~ College closed

October 20-21 – **Fall Break** ~ No classes ~ ~~Faculty~~ (*faculty & staff professional development days*)

November 11 – Holiday ~ College closed

November 26-30 – Holiday ~ College closed

~~December 5~~ – ~~Last day of classes~~

December 7 – Last day of classes

December 12 – Commencement

December 24-January 1, 2015 – College closed ~ Holiday break

Fall Semester 2015

August 17 – Classes begin (*Classes may have varying start dates; refer to the class schedule for start dates and locations*)

September 4-6 – No weekend classes

September 7 – Holiday ~ College closed

October 19-20 – **Fall Break** ~ No classes ~ ~~Faculty~~ (*faculty & staff professional development days*)

November 11 – Holiday ~ College closed

November 25-29 – Holiday ~ College closed

December 6 – Last day of classes

December 11 – Commencement

December 24 – January 1, 2016 – College closed ~ Holiday break

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

Appointment of OACC Delegate and Alternate:

RESOLUTION 2014-02-04-07

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 Diana Talmage is appointed to serve as the delegate and Trustee Ronald McMaster is appointed to serve as the alternate to the Ohio Association of Community Colleges.

Chair Rowe read the resolution aloud. Mr. Nagle made a motion to approve the resolution, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted.

OACC Award Nomination:

RESOLUTION 2014-02-04-08

WHEREAS, the Ohio Association of Community Colleges 2014 Excellence Awards program is accepting nominations by resolution for the Distinguished Alumnus Award; and

WHEREAS, Steven R. Cotner graduated from Owens Community College in 1975 with an Associate of Applied Science, majoring in Law Enforcement Technology, and attained his Bachelor of Science in Criminal Justice from Bowling Green State University; and

WHEREAS, Mr. Cotner's professional achievements are notable including 32 years as President of Corporate Intelligence Consultants, 34 years as a member of the Toledo Chapter of the American Society for Industrial Security, and 2 consecutive terms as appointed by the Governor to serve on the Ohio Private Investigation and Security Services Commission; and

WHEREAS, Mr. Cotner's public service on the Ohio Private Investigation and Security Services Commission, Toledo Chapter of the American Society for Industrial Security, Owens Community College Alumni Association, YMCA/JCC of Greater Toledo and Rotary Club of Perrysburg demonstrate his dedication to professional standards of excellence, advancing higher education and strengthening the community; and

WHEREAS, Mr. Cotner is instrumental in the partnership between the Toledo Chapter, American Society for Industrial Security and Owens Community College Foundation in establishing an endowed scholarship fund which is awarded to students who are pursuing degrees in criminal justice and security management;

NOW, THEREFORE, BE IT HEREBY RESOLVED that President Mike Bower and the Owens Community College Board of Trustees proudly nominates Steven R. Cotner for the prestigious 2014 Ohio Association of Community Colleges' Distinguished Alumnus Award;

BE IT FURTHER RESOLVED that the Board of Trustees recognizes Mr. Cotner's sustained commitment, loyalty and generous giving of his time, expertise and resources supporting the missions of Owens Community College, the Owens Alumni Association and strengthening the community through excellence in Ohio's public safety.

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

Tuition Recommendation:

RESOLUTION 2014-02-04-09

WHEREAS, the State of Ohio Executive Biennial Budget allows for a maximum annual increase of tuition not to exceed \$100 for a full-time student; and

WHEREAS, the College's fiscal year 2015 budget is under development with significant efficiencies and collaborations for providing quality instructional and support services for students; and,

WHEREAS, the Treasurer and the President recommend increasing tuition for fiscal year 2015, not to exceed \$100 annually for a full-time student, which may equate to an increase allowable of \$3.57 per semester credit hour above the current per credit hour base of \$149.60;

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for fiscal year 2015, the Board of Trustees approves an increase in tuition effective for Summer Semester 2014;

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Treasurer to timely implement and communicate the tuition increase to be in effect for Summer Semester 2014.

Mr. Nagle read the resolution aloud. Mr. Uhler made a motion to approve the resolution, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of property, matters of pending or imminent litigation, and personnel to consider the employment of a public employee. Ms. Talmage 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: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea; Thomas Uhler, yea (7).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (7).

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, Government & Community Relations and Marketing and the Associate Vice President for Institutional Effectiveness. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

Statements and Comments by Members of the Board of Trustees – Vice Chair Talmage commented that the Ohio Association of Community Colleges will be advertising the position search for president in February.

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