

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 5, 2013 ~ 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 12:35 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.

Roll Call – Roll call was taken, and the following members were present: Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (6).

Approval of the Minutes of the Board of Trustees – The minutes of the December 11, 2012, regular meeting were reviewed. The Chair declared the minutes approved as written.

Student Life Committee Report – Chair Talmage reported that the Student Life Committee met on December 11, 2012. Mr. Takacs and Mr. Uhler presented the following student recognitions.

Recognition of Students:

RESOLUTION 2013-02-05-01

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, Frances O'Connor, Associate Director, Applications and Network Operations, has nominated student John Breno for his volunteerism for the Otech project; and

WHEREAS, the Otech program began as a project from the Owens Leadership Academy Class of 2011, with the purpose of conserving resources through experiential learning and community resources, and it provides eligible students with refurbished desktop computers for their personal use in support of student learning; and

WHEREAS, as a student worker, Mr. Breno took the initiative and the leadership role to gather other students who volunteered many hours to strip and rebuild old computers from many parts; and

WHEREAS, Mr. Breno developed the application, distribution and technical support documentation for students in need who receive the refurbished computers; and

WHEREAS, the Student Life Committee recommends that Mr. Breno be recognized for his leadership and volunteerism for providing students with access to technology in support of student learning;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards John Breno with a Certificate of Recognition for Extraordinary Volunteerism;

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

Mr. Takacs read the recognition aloud and made a motion to approve the resolution, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to Mr. Breno.

RESOLUTION 2013-02-05-02

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, Elaine Shafer, Project Coordinator for the Community Colleges for International Development, has nominated the Global Connections Club for their dedication to providing global experiences for Owens students; and

WHEREAS, the students of Global Connections planned and organized the International Celebration, which introduced Owens students and the community to international cultures, cuisine, music and dance in an energizing and informative format; and

WHEREAS, the Student Life Committee recommends that the students of Global Connections be recognized for their leadership and advocacy of celebrating the College's international students and engaging Owens students in a cultural exchange;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards the Global Connections Club with a Certificate of Recognition for Exceptional Student Leadership and Student Life Involvement;

BE IT FURTHER RESOLVED that it is now appropriate for the Global Connections students to stand and be recognized.

Mr. Uhler read the recognition aloud and made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to students of the Global Connections Club.

RESOLUTION 2013-02-05-03

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, Ruth Foote, Co-Chair, Fine and Performing Arts, has nominated the Owens Photography Club for their volunteerism and engagement with the community through their sponsorship of Help Portrait Toledo; and

WHEREAS, Help Portrait is a global movement of volunteer photographers who provide free professional portrait sessions in socio-economically challenged areas to improve the quality of life for those who are less fortunate; and

WHEREAS, the students of the Owens Photography Club were so moved in their first experience participating in a Help Portrait event, that they planned, sponsored and operated a photo studio at the East Toledo Family Center in honor of Mother's Day and served 142 individuals for Help Portrait Toledo; and

WHEREAS, for this event the students secured a facility, recruited volunteers, received donations of catered services and supplies, and worked hand-in-hand with the Professional Photographers of Northwest Ohio; and

WHEREAS, the Student Life Committee recommends that the students of the Owens Photography Club, who learned the values of volunteerism, professionalism and service learning, be recognized for their engagement with the community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards the Owens Photography Club with a Certificate of Recognition for Extraordinary Community Engagement and Volunteerism;

BE IT FURTHER RESOLVED that it is now appropriate for the Owens Photography Club students to stand and be recognized.

Mr. Takacs read the recognition aloud and made a motion to approve the resolution, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted. Chair Talmage presented a certificate to students of the Photography Club. Margaret Lockwood-Lass, Club Advisor and Adjunct Instructor, and Ruth Foote, Photography Program Coordinator and Associate Professor, provided a slideshow of the Photography Club's Help Portrait Toledo event.

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

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

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

Ms. Talmage commented and shared her leadership experience as Board Chair during 2010, 2011 and 2012. She noted accomplishments, such as the creation of the Student Life Committee and recognizing student leaders, the presidential search and the appointment of President Mike Bower, the importance of a culture built on communication, trust and respect and that she is looking forward to working more closely with the Ohio Association of Community Colleges and the Owens Foundation Board of Directors. She congratulated Board Chair Rich Rowe, and the officers exchanged seats for Board Chair Rowe to preside the meeting.

Chair Rowe presented a gift on behalf of the Board of Trustees to Ms. Talmage. Chair Rowe commented on the importance of student recruitment and retention, growing scholarships and endowments, and the pending change in the funding formula for Ohio's universities and community colleges. He referenced the leadership phrase of taking a look at the brutal facts from time to time for sustainability while continuing to develop partnerships fostering student transfer, college-readiness and career-readiness, and the importance of communication and fostering internal and external relationships. To this end, he asked that trustees serve as ambassadors in the education community with Dr. McMaster and Ms. Talmage volunteering to attend respective public board meetings of Bowling Green State University and the University of Toledo. He closed his comments by reinforcing that the Board supports Owens Community College, as the number one choice for education.

President's Report – President Mike Bower presented his activity report for December and January. He commented that his priority is to build collaborations throughout the region to help make Owens the best community college in the state of Ohio. He commented on the Owens Foundation receiving a donation from Key Bank and other pledges, including from Ms. Talmage, that will assist Owens students in attending and completing their education at Owens Community College. He commented on Owens being a college of choice among students in Perrysburg, Lake Township and Springfield Township, as he has met with superintendents to seek partnering opportunities. He commented on working with the presidents of Northwest State Community College and Terra Community College to collaborate and attract federal and state grant funding for workforce development and training in the region. He closed his report with comments of meeting with members of the Alumni Association, who are also parents of current students, and learning of the College's growth and impact on their lives.

Facilities/Capital Improvements and State Funding Report – John Satkowski, Vice President, Finance and Administration/CFO, reported that the design phase was in progress for renovations to Heritage Hall for the culinary arts program, medical assisting program and classrooms and that bids were received for the interior demolition of the vacant space to be converted in support of these programs. He commented that separate bid processes were underway for the renovation of the vacated welding area in Transportation Technologies to expand the high bay space in support of the John Deere program and for the partial roof replacement of the Facilities Services building. Mr. Satkowski remarked on the trustees' morning tour of the Math Emporium laboratory, and he commented on the potential for expanding space to increase capacity for students. He reported that the Governor's executive fiscal year 2014-2015 biennial budget was released, and that the fiscal officers of the Ohio Association of Community Colleges were reviewing the document.

Vice President's/Provost Report – Renay Scott, Vice President/Provost, reported on the College's enrollment for Spring Semester 2013, which was reflective of a flat enrollment trend being experienced in the Midwest Region of the United States. She announced that the College has been selected as a pilot community college for the Ohio Board of Regents' Credit When It's Due: Recognizing the Value of Quality Associate Degrees grant. The grant will help identify university students who previously attended community colleges and are eligible for a reverse-transfer of credits to potentially award associate degrees. She confirmed the National League for Nursing Accrediting Commission site visit to the School of Nursing will take place January 22-24, 2013, and that the outcome of the visit will be determined later this summer. She announced that the Ohio Board of Regents approved the application for the School of Health Sciences to offer an Associate in Applied Science in magnetic resonance imaging, and the program will be launched later in the fall. She closed her report by announcing that 47 students are currently enrolled in the Gateway to College program, which is a partnership with the Toledo Public School district.

Owens Experience Report – Krista Kiessling, Director of Service Learning, with Denise Smith, Interim Associate Vice Provost, Academic Services, provided a presentation on the Owens Civic Ambassadors, which included a short video created by the students. Ms. Kiessling described the corps of 15 to 20 student civic ambassadors who assist faculty with activities for service learning and campus community partnerships. Ms. Smith commented on the rewarding experiences that it has provided for students, faculty and administrators.

Report on Open Positions – Jack Witt, Vice President, Human Resources, presented the open positions report, and he commented that it reflects three new positions and nine replacement positions in various stages of the search process. Five employment recommendations are being made during today’s meeting.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

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

RESOLUTION 2013-02-05-13

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Paul Frankforther, Specialist, Textbook Bookstore (Findlay), effective January 30, 2013, for personal reasons be approved by the Board of Trustees.

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

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

RESOLUTION 2013-02-05-04

BE IT HEREBY RESOLVED that the recommendation of the President to accept the separation of Gary Altman, Computer Lab Technician (Findlay), effective January 12, 2013, for restructure be approved by the Board of Trustees.

RESOLUTION 2013-02-05-05

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Paul Pertner, Associate Professor, Developmental Math Education, effective June 1, 2013, for reason of retirement be approved by the Board of Trustees.

RESOLUTION 2013-02-05-06

BE IT HEREBY RESOLVED that the recommendation of the President to rescind Resolution 2011-08-02-02, and to reinstate Denise Pheils, Professor, Information Systems, effective January 1, 2013, be approved by the Board of Trustees.

RESOLUTION 2013-02-05-14

BE IT HEREBY RESOLVED that the recommendation of the President to accept the resignation of Catarina Vasquez, Communications Officer, effective February 8, 2013, for personal reasons be approved by the Board of Trustees.

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

Employment of Non-Bargaining Unit Personnel:

RESOLUTION 2013-02-05-15

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: Amy Kiefer
ADDRESS: Perrysburg, OH
EDUCATION: Certificate in Medical Office Support, from Owens Community College
EXPERIENCE: Ten years of experience in customer service
ASSIGNMENT: Records Specialist, Workforce and Community Services (Evening)

NAME: Geoffrey Wical
ADDRESS: Perrysburg, OH
EDUCATION: Bachelor of Business Administration, with a major in Information Systems, from The University of Toledo
EXPERIENCE: Two years of experience as a data manager
ASSIGNMENT: Data Manager, H2P* (Grant-funded)
** Health Professions Pathways*

RESOLUTION 2013-02-05-07 & 16

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>
Timothy Hensley	Switchboard, Supervisor
Sharon Pappas	Advocate
Jill Souza	Manager, ABLE* Program <i>* Adult Basic and Literacy Education</i>

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

Employment of Bargaining Unit Personnel:

RESOLUTION 2013-02-05-08

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: Diane Osstifin
ADDRESS: Sylvania, OH
EDUCATION: Graduate of Rogers High School
EXPERIENCE: Thirty-two years of office experience
ASSIGNMENT: Secretary, Massage Therapy, Surgical Technology, Exercise Science and Sonography

RESOLUTION 2013-02-05-09

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>
Mazhar Anik	Instructor, Business (Findlay)
Tinola Mayfield-Guerrero	Instructor, Philosophy (Findlay)

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

Chartering of the Board Standing Committees and Appointments:

RESOLUTION 2013-02-05-10

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

WHEREAS, the charter shall include the creation of a Success Committee for the purpose of the strategic alignment of the College with the State's priorities and funding formulas for higher education; to advocate for the State's recognition of the community college mission of access, success and workforce development in incentive-based funding formulas; and, to ensure metrics for institutional performance in program accreditations and areas of student retention, completion and graduation that contribute to student success and to the prosperity of our communities; 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 2013:

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.

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

Chair Rowe appointed himself, 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. Uhler and Ms. Talmage to serve on the Student Life Committee with Mr. Takacs designated as the committee chair. Chair Rowe appointed Mr. Uhler, Dr. McMaster and Mr. Nagle 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.

Appointment of OACC Delegate and Alternate:

RESOLUTION 2013-02-05-11

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 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.

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

OACC Award Nomination:

RESOLUTION 2013-02-05-17

WHEREAS, the Ohio Association of Community Colleges 2013 Excellence Awards program is accepting nominations by resolution for the Maureen C. Grady Award for Special Achievement; and

WHEREAS, Diana H. Talmage is a valued member of the Owens Community College Board of Trustees, and she was initially appointed on November 22, 2002, by Governor Taft, and in recognition of her bipartisan advocacy of higher education, Ms. Talmage was reappointed on September 23, 2008, by Governor Strickland to serve a six-year term through 2014; and

WHEREAS, Ms. Talmage is a collaborative leader as Chair of the Board of Trustees (2010, 2011, 2012), in her service as a member of the Owens Community College Foundation Board of Directors, and as an active member of the College's Academic Quality Improvement Program Planning Council including attending the Higher Learning Commission's annual conferences; and

WHEREAS, Ms. Talmage developed and chartered the Board of Trustees' Student Life Committee for the purpose of recognizing Owens Community College students for their academic achievements, community engagement, volunteerism, student life involvement and student leadership; and

WHEREAS, Ms. Talmage is dedicated to furthering the community college mission through her service in the community, the state and through her spirited leadership on the Ohio Association of Community Colleges committees for governance, development, and the Executive Board, serving as Chair-Elect in anticipation of her appointment as Chair for a two-year term, 2013-2015; and

WHEREAS, Ms. Talmage is a mobilizing leader who engages with students, faculty, staff, administrators, trustees and community stakeholders for the advancement of Owens Community College in meeting the needs of our students and our communities;

NOW, THEREFORE, BE IT HEREBY RESOLVED that President Mike Bower and the Owens Community College Board of Trustees proudly nominates Ms. Diana H. Talmage for the prestigious 2013 Ohio Association of Community Colleges' Maureen C. Grady Award for Special Achievement;

BE IT FURTHER RESOLVED that the Board of Trustees recognizes the extraordinary leadership and contributions of Ms. Talmage for generously giving her time, talent and resources in advancing quality higher education and the missions of Owens Community College, the Foundation and the Ohio Association of Community Colleges for the success of all students.

Mr. Rowe read the resolution aloud, and Dr. McMaster made a motion to approve the resolution, which was seconded by Mr. Takacs. Following a voice vote, the motion was adopted. Mr. Rowe thanked Ms. Talmage for her leadership and advocacy at the College, in the community and at the state level, which was followed by a round of applause.

Facilities/Capital Improvements:

RESOLUTION 2013-02-05-12

BE IT HEREBY RESOLVED that the recommendation of the Vice President, Finance and Administration/CFO/Treasurer, and the President to award contracts to the following firms for the John Deere Equipment Lab Renovation, Transportation Technologies High Bay, using House Bill 462 – CAP 019 capital-appropriated funds, be approved by the Board of Trustees.

Transportation Technologies High Bay John Deere Equipment Lab Renovation			
General Contractor	The Spieker Company	Bid	\$76,640
HVAC Contractor	VM Systems	Bid	\$38,726
Electrical Contractor	Lake Erie Electric	Bid	\$16,445
		Project Total	\$131,811

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

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of pending or imminent litigation with general counsel and for matters of security and collective bargaining. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. Nagle seconded the motion, and the Chair called for a roll call vote. Roll Call: Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; William Takacs, yea; Diana Talmage, yea; and Thomas Uhler, 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: Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (6).

REGULAR REPORTS

Financial Statements – Mr. Satkowski presented the financial statements for the period ending December 31, 2012. He briefly highlighted the adjustments to the adopted budget based on 9,600 FTE. Chair Rowe 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 Vice President/Provost, Vice President for Finance and Administration/CFO, Executive Director of College Development and Executive Director, Government & Community Relations and Marketing. Mr. Nagle commented that in his reading of the monthly reports, the content prompted several questions for various College areas.

Patricia Jezak, Secretary to the Board of Trustees, recorded his questions for later follow up from President Bower. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

Statements and Comments by Members of the Board of Trustees – Mr. Takacs thanked Ms. Talmage and commented that with the benefit of her vision and leadership, she has helped to calm the waters with her inclusiveness and openness, which built a bridge to bring the College together. Her creation of a Student Life Committee was wonderfully visionary to help the Board recognize students and their contributions. Chair Rowe commented that he looks forward to continuing to build upon the leadership foundation that has been established.

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