

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 7, 2017 ~ 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** – Interim Chair Diana Talmage called the meeting to order at 12:33 p.m., and directed the record to show the meeting was held in accordance with the Ohio Revised Code and the policies of the Board of Trustees.

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Rich Rowe and Diana Talmage (6). Edwin Nagle arrived after the Roll Call. (7)

Ms. Talmage announced the reappointments of Trustees Ed Nagle and Rich Rowe for terms beginning on February 3, 2017 through September 21, 2022.

**Approval of the Minutes of the Board of Trustees** – The minutes of the December 6, 2016 regular meeting were provided. The Chair declared the minutes approved as written.

**2017-2018 Board of Trustees Meeting Schedule** – The Chair presented and accepted the 2017-2018 Board of Trustees meeting schedule.

**Nominating Committee Report** – Dr. Hejeebu reported the Nominating Committee met on December 6, 2016. He presented the slate of nominees for the election of officers: Ms. Talmage for the Chair position and Ms. Hammond for the Vice Chair position.

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

Dr. Hejeebu conducted the election, which was by voice vote. Ms. Talmage was elected as Chair, and Ms. Hammond was elected as Vice Chair.

Board Chair Talmage commented on the honor and privilege to serve as Chair of the Board of Trustees. She noted her 15 years of service with the College, and she encouraged working together as a team. Vice Chair Hammond commented on continuing to learn and develop as a trustee on the Board.

**President's Report** – President Mike Bower presented his activity report for January. He commented on the Governor's budget proposal for fiscal years 2018-2019, which will strive to make college more affordable through freezing tuition rates, addressing textbook costs and improving the College Credit Plus program that enabled 52,000 students to earn college credit and save Ohio families' \$120 million in college costs. Dr. Bower commented on visiting businesses and industries located in Holland, Maumee and Northwood.

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

RESOLUTION 2017-02-07-01

WHEREAS, the President and the Board of Trustees support and honor the 40 Owens Community College student athletes for their commitment to excelling on the courts and in the classrooms because student involvement promotes critical thinking and creates well-rounded individuals; and

WHEREAS, the President recommends the recognition of the Owens Express volleyball team for their academics, talent, dedication and winning record (41-5), including: 14-0 in the Ohio Community College Athletic Conference play for 2015 and 2016; winning the Region XII District F tournament for 2015 and 2016; and, placing third in the National Junior College Athletic Association Division II level in 2016, which represents Owens' best historical season; and posting the highest team grade point average of 3.48 for Fall Semester 2016;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees proudly recognizes and commends the student athletes and coaches of the Owens Express volleyball team for their achievements as represented by their records for academics and athletics and for their tremendous 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.

President Bower read the commendation aloud. Chair Talmage and President Bower presented a formal resolution to the Athletic Director, Coaches and the student athletes. Introductions were made. Mr. McAlear made a motion to approve the commendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

**Dates to Remember & Annual Giving Campaign** – President Bower reviewed the dates to remember and then introduced Jennifer Fehnrich, Executive Director, Foundation, Government and Community Relations. Ms. Fehnrich provided an update on the 2017 annual giving campaign, which has raised \$147,500 since October 1, 2016, and the Foundation Board of Directors have generously donated matching funds toward the annual giving campaign goal.

**Provost/Vice President of Academic Affairs Report** – Steve Robinson, Provost/Vice President of Academic Affairs, commented on the February 3 Give Kids A Smile dental program and service activity providing free dental care to children, which included a total of 104 dental cleanings/examinations and 66 volunteers. He provided an update on the Student Success Leadership Institute Completion Agenda, which met in Columbus, and the data and core teams are developing key performance indicators and guided pathways toward student completion goals. Additionally, the Owens team has secured the first of three national speakers for a faculty professional development workshop on student success and completion for Fall Semester 2017. Dr. Robinson shared an Owens case study of improving student learning outcomes and completion measures and recognized Dr. Dominic Wilson, Assistant Professor, Information Systems, on his presentation to improve the Fundamentals of Computing (IST 100). In closing, Dr. Robinson participated with the Ohio team, facilitated by the Ohio Association of Community Colleges, in the January 25-27 Jobs for the Future winter state policy meeting in Seattle, Washington, which focused on assessment, guided pathways, and using labor market data and aligning workforce needs.

**Vice President of Student Services Report** – Amy Giordano, Vice President of Student Services, provided an update on the Spring Semester 2017 enrollment of 9,400 students, which reflected 103 percent of the enrollment target. Ms. Giordano recognized the Office of Financial Aid for excellent record-keeping and reporting, as an Ohio Department of Education Fiscal Year 2015 audit was error free for 414 records, including student applications, transcripts, and account statements. Ms. Giordano reported on the Title IX “not anymore” online training in progress for new students and employees. Ms. Giordano announced a community breakfast event in February to bring more than 20 community organizations to campus to learn about the College’s programs and services.

**Facilities Report** – Michael McDonald, Executive Director, Operations, provided a construction in progress report of Kingsley Hall Phases I and II and South Campus Electrical Switchgear projects, and he commented on the master planning for College Hall. Mr. McDonald addressed the recommendation for the removal of the South Pedestrian Bridge (circa 1983) over Oregon Road, based on the critical condition of the bridge from the bridge load rating report prepared by The Mannik Smith Group, Inc. He commented on the movement of the cement abutments impacting the bridge suspension. He noted the decrease in the utilization of the bridge since parking was expanded in parking lot B. In response to a question from the Board Chair, Mr. McDonald noted that research on a pedestrian crosswalk will be pursued. Additionally, Mr. McDonald commented that lighting and renovations to the North Pedestrian Bridge will begin in spring.

**Financial Report** – Jeff Ganues, Controller and Interim Chief Financial Officer, commented that Fiscal Year 2017 projections are indicating a slight reduction in the net gain, but still dependent on Spring Semester revenue. He provided an update of the budget development for Fiscal Year 2018, and he is hopeful that the budget will be 98 percent complete in April. Mr. Ganues commented that the due date for the interim report on the College’s financial condition to the Higher Learning Commission has been moved from March to June, 2017. In closing, he noted that the Ohio Auditor of State representatives will be on campus to review the implementation of the recommendations from the State Auditor’s Financial Accounting Report – September 2015. The Board Chair accepted the financial statements, as submitted for the period ending, December 31, 2016.

**Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire to the Same Position Public Hearing** – Chair Talmage commented that proper public notice was made for the conduct of a public hearing for the President’s recommendation of continuing the employment of a reemployed retirant in the same position for Suzanne Purk, Loan Specialist. President Bower confirmed the recommendation, and he stated the continued employment of the incumbent as a reemployed retirant was given careful consideration, and it would provide the College with the retention of the incumbent’s knowledge, experience and skill due to the anticipated staffing level of the Office of Financial Aid in the near future. President Bower also commented on the demonstrated accuracy of the Office of Financial Aid in processing financial aid awards in accordance with state and federal regulations.

<u>NAME</u>	<u>POSITION</u>
Suzanne Purk	Loan Specialist

Chair Talmage opened the hearing to receive public comments, which no public comments were made; therefore, Chair Talmage then closed the public hearing.

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

### **Employment of Personnel:**

RESOLUTION 2017-02-07-02 & 14

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

NAME: Christopher Hendricks  
ADDRESS: Toledo, OH  
EDUCATION: Master of Education, with a major in Art Education, Therapeutic Art Influence on Writing, from the University of Toledo; Bachelor of Education, with a major in Special Education/Learning Disabilities/Development Day, from the University of Toledo  
EXPERIENCE: Fifteen years of special education teacher experience  
ASSIGNMENT: Representative, Disability Services

NAME: Patricia Humbert  
ADDRESS: Sylvania, OH  
EDUCATION: Juris Doctorate, with a major in Law, from the University of Toledo; Bachelor of Arts, with a major in Legal Studies, from State University of New York at Buffalo  
EXPERIENCE: Ten years of experience working with students with disabilities  
ASSIGNMENT: Representative, Disability Services

NAME: Sean McConnell  
ADDRESS: Toledo, OH  
EDUCATION: Bachelor of Arts, with a major in Sociology/Criminology, from Bowling Green State University  
EXPERIENCE: Fifteen years of military services and sixteen years of experience as a unit manager  
ASSIGNMENT: Manager, Veteran Services

NAME: Jennifer Moseley  
ADDRESS: Sylvania, OH  
EDUCATION: Associate of Applied Science, with a major in Law Enforcement Training Academy, from Owens Community College  
EXPERIENCE: Five years of office work experience and OPOTA certification  
ASSIGNMENT: Police Officer

NAME: Bridget Shea  
ADDRESS: Annapolis, MD  
EDUCATION: Master of Arts, with a major in Interpersonal and Public Communication, from Bowling Green State University; Bachelor of Arts, with a major in Interpersonal and Public Communication, from the University of Toledo  
EXPERIENCE: Three years of fund raising, managing and training volunteer experience  
ASSIGNMENT: Manager, Alumni Relations

NAME: Amber Sherick  
ADDRESS: Palmyra, MI  
EDUCATION: Master of Arts and Sciences, with a major in Psychology, from the University of Toledo; Bachelor of Arts and Sciences, with a major in Psychology, from the University of Toledo  
EXPERIENCE: Twelve years of web course management experience and one year of online teaching experience  
ASSIGNMENT: Instructional Designer

NAME: Eddie Traylor  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of Millbury High School  
EXPERIENCE: Three years of custodial experience  
ASSIGNMENT: Custodian (Third Shift)

NAME: Linda Wirick  
ADDRESS: Curtice, OH  
EDUCATION: Associate of Applied Business, with a major in Legal Assisting Technology, from The University of Toledo  
EXPERIENCE: Eighteen years of experience as a legal specialist  
ASSIGNMENT: Legal Services Coordinator

NAME: Wendy Nelson  
ADDRESS: Walbridge, OH  
EDUCATION: Associate Degree, with a major in System Security/Information Assurance, from Owens Community College  
EXPERIENCE: Twenty years of customer service experience and computer experience  
ASSIGNMENT: Dispatcher

#### RESOLUTION 2017-02-07-03

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>
Kristine Holland	Executive Assistant to the President
Megan Johnson	Specialist, Student Services Systems
Sherri Johnson	Secretary, School of Science, Technology, Engineering and Mathematics
Roberta Montrie	Administrative Assistant, Business Affairs and Construction
Gary Walkowiak	Director, TRIO Educational Opportunity Centers (Grant-Funded)

Dr. Hejeebu made a motion to approve the employment recommendations, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted.

**Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire in Position Filled by Vote of Members of Board or Commission:**

RESOLUTION 2017-02-07-04

WHEREAS, prudent care has been given in the consideration and the President's recommendation to continue the employment of a reemployed retirant to the same position, which is deemed in the best interest of the College with respect to the retention of the specified employee's knowledge, experience, skills and the projected level of staffing; and, such retention is essential for the seamless operation and for the succession planning of the Office of Financial Aid;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves to continue the employment as a reemployed retirant or to rehire as a reemployed retirant to the same position:

- Suzanne Purk, Loan Specialist, Financial Aid

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

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

RESOLUTION 2017-02-07-05

WHEREAS, 3358:11-1-02(E)(4)(a) of the Bylaws states that standing committees shall be chartered annually and approved by majority vote; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charters and charges the standing committees for 2017:

- **Student Life Committee** ~ to recognize and celebrate individual students or groups of students who demonstrate any of the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership or student life;
- **Finance Committee** ~ the purpose of the Finance Committee is
  - (A) to ensure a generally acceptable level of prudent professional financial management and foresight as well as the protection of college assets;
  - (B) to review or receive:
    - (1) financial audit reports from the Independent Public Accounting or the State Auditor;
    - (2) other reports related to the college's finances or financial indicators;
  - (C) to provide oversight, guidance and review recommendations, including:
    - (1) annual fiscal year unrestricted fund budgets and financial forecasts;
    - (2) matters concerning property, capital planning/facilities, tuition, reserves, financing options or other as related to the financial condition of the college;
  - (D) to establish and monitor a dashboard of financial metrics;
  - (E) to be informed of the State's higher education priorities and funding formula; to support Ohio Association of Community Colleges advocacy; and, to support the President in advocacy of the College's fiscal needs;

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.

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

Chair Talmage appointed members of the Student Life Committee: Dr. Hejeebu who was designated as committee chair, Dr. McMaster and Ms. Talmage. Chair Talmage appointed members of the Finance Committee: Mr. McAlear who was designated as committee chair, Ms. Hammond and Ms. Talmage. Chair Talmage appointed Dr. McMaster to serve on the Foundation Board of Directors, as the Chair's designee.

**Appointment of Ohio Association of Community Colleges Delegate and Alternate:**

RESOLUTION 2017-02-07-06

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;

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. McAlear made a motion to approve the resolution, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

**Naming Recommendation:**

RESOLUTION 2017-02-07-07

WHEREAS, 3358:11-1-11 Policy for Naming College Facilities, Spaces, Endowments and Programs provides for naming recommendations from the President to the Board of Trustees for consideration; and

WHEREAS, the President and the Naming Review Committee recommend the following:

- BUILDING: Veterans Hall, newly renovated to house the Office of Veteran Services, to replace the name of Kingsley Hall, the former building name from Penta Career Center;
- LOUNGE: Veterans Lounge, a dedicated space for veteran and military students, located on the first floor of the building;
- DRIVE: Veterans Circle, a circular drive around the exterior of the building; and

WHEREAS, the Naming Policy provides that individuals, corporations or other organizations may have consideration for a naming recognition, if a significant financial contribution may be made with respect to specifically naming a building or interior/exterior spaces; and

WHEREAS, in order to enhance service to veteran and military students, the Naming Policy also provides opportunities of financial support related to portable items of furniture, fixtures and equipment; and

WHEREAS, the Owens Community College Foundation correspondingly provides opportunities for donors to financially support student scholarships or sponsorships for programs or events in the interest of veteran and military students;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the naming of Veterans Hall, Veterans Lounge and Veterans Circle and authorizes the President to implement the naming and other corresponding opportunities of garnering private financial support.

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

**Report of Monthly Budget Transfers for Board Approval:**

RESOLUTION 2017-02-07-08

BE IT HEREBY RESOLVED that the report of monthly budget transfers, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

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

**Report of Purchase Requisitions, Orders, Bids and Expenditures Requiring Board Approval:**

RESOLUTION 2017-02-07-09

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, bids or expenditures, \$50,000 or more, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

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

**Facilities/Capital Improvements:**

**- Kingsley Hall Phases I & II Project**

RESOLUTION 2017-02-07-10

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Interim Chief Financial Officer and the President to award a contract to the following firm for the Kingsley Hall Phases I and II project for equipment using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College Kingsley Hall Phases I & II Project		
Equipment	Torrence Sound Equipment Company 29050 Glenwood Road Perrysburg, OH 43551	\$ 57,582

- **College Hall Renovation Project**

RESOLUTION 2017-02-07-11

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Interim Chief Financial Officer and the President to award an architectural/engineering contract to the following firm for the College Hall Renovation project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College College Hall Renovation Project		
Architectural/Engineering Services	The Collaborative Inc. One Seagate, Park Level 118 Toledo, OH 43604	\$217,040

- **South Campus Electric Switchgear Project**

RESOLUTION 2017-02-07-12

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Interim Chief Financial Officer and the President to award a contract to the following firm for the South Campus Electric Switchgear project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens Community College South Campus Electric Switchgear Project		
Electrical Contract	Westfield Electric Inc. 2995 State Route 51 Gibsonburg, OH 43431	\$293,776
Local Administration Contingency Allowance	Owens Community College	\$4,406.64 \$29,377.60

- **South Pedestrian Bridge Removal**

RESOLUTION 2017-02-07-13

SYNOPSIS: A bridge load rating report was prepared by The Mannik Smith Group, Inc., for the pedestrian bridge identified as number 2, built in 1983 over Oregon Road, in Wood County. The results, based on the Ohio Department of Transportation load rating methodology, found the aged and stressed pedestrian bridge to be in critical condition and inadequate to support pedestrian or vehicular traffic. Therefore, the pedestrian bridge is closed.

Concurrently, the Toledo Metropolitan Area Council of Governments, as designated as the Metropolitan Planning Organization by the Governor in Ohio with respect to the transportation process for the Toledo-area, is in a planning process of a major reconstruction of Oregon Road in Wood County in the long term, which may include a reduction of lanes.

WHEREAS, due to the above considerations, the potential undetermined financial investment and the need for additional analyses required for the abutments and the bridge superstructure, the President recommends the removal of the south pedestrian bridge built in 1983 over Oregon Road;

WHEREAS, the 3358:11-4-12 Purchasing Policy provides that competitive bidding requirements may be waived whenever the Board, the President and Treasurer/Chief Financial

Officer have determined that an emergency situation exists, which may involve safety, severe damage to college equipment or property or situations in which the college's ability to continue operations is significantly at risk;

NOW, THEREFORE, BE IT HEREBY RESOLVED in accordance with Ohio Revised Code 3358.08, the Board of Trustees authorizes the removal of the south pedestrian bridge (circa 1983) over Oregon Road in Wood County, with SB 310 capital-appropriated funds for the Pedestrian Bridge Renovation and Safety Updates project;

BE IT FURTHER RESOLVED in accordance with section (E)(3)(a) of the 3358:11-4-12 Purchasing Policy, the Board of Trustees approves the waiver of the competitive bidding requirement for the removal of the structure.

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

### **EXECUTIVE SESSION**

Chair Talmage announced an executive session for the discussion of security matters, collective bargaining matters and personnel matters to consider the employment and the compensation of public employee(s); and specifically, for the President in accordance with the terms of the employment agreement – the annual performance review and the annual compensation review. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. McAlear seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Michael McAlear, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and, Diana Talmage, yea (7).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Rich Rowe and Diana Talmage (5).

### **REGULAR REPORTS**

**Monthly Reports to the Board of Trustees** – Members of the Board of Trustees were issued monthly reports from Academic Affairs, Business Affairs, Student Services and other reports to the President, including the Foundation, Alumni Relations, Findlay Campus, Marketing/Communications and Department of Public Safety.

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