

OWENS COMMUNITY COLLEGE
SPECIAL MEETING (WORKING RETREAT) OF THE BOARD OF TRUSTEES
MARCH 4, 2014 ~ MINUTES

A working retreat of the Board of Trustees was held at the Hilton Garden Inn, 6165 Levis Commons Boulevard, Perrysburg, Ohio.

Call to Order - Chair Rich Rowe called the meeting to order at 8:30 a.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. 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, Edwin Nagle, Rich Rowe and Diana Talmage (5).

Adjustment of the Agenda – Chair Rowe adjusted the agenda for an executive session during the morning session.

Comments by the Board Chair – Chair Rowe stated that the purpose of the working retreat is for professional development on trusteeship and policy governance with reports from College administration to assist with continuing orientation of the recently appointed trustees.

Report of the President – President Bower invited Jennifer Fehnrich, Executive Director, Government & Community Relations and Marketing, to present on the characteristics of Ohio's public two-year colleges, which included legal structure, revenue enhancement, trustee appointments, immunity and jurisdiction. Her report also included Owens Community College demographics, exploring alternative revenue sources and planning for community and campus needs assessment. President Bower provided progress updates on the President's objectives of:

- *Explore a tobacco-free campus initiative.* A charge has been provided to an ad hoc committee who will be issuing a survey to students and employees to assess usage, current conditions and measure support. This initiative will support the quality of the learning environment.
- *Pursue a "launch" initiative with neighboring universities for the purpose of retaining at-risk university students in the higher education system through admission at Owens Community College to complete courses and successfully transfer to the university.* Memorandums of understanding are in progress to assist college students who may have delayed admission to local universities based on college-readiness. This initiative will support student retention and completion.
- *Develop a plan for on-campus residential housing and cafeteria service facilities.* A request for qualifications and proposals from program management firms was issued for comprehensive services related to student housing assessment and planning. This initiative will support student recruitment and engagement.

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of employment of public employees and for matters of pending or imminent litigation. Ms. Talmage made a motion to adjourn to executive session as specified. Mr. Nagle seconded the motion. The Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea (5).

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

Trustees Professional Development – Carl Koebel, Trustee, Terra Community College, provided a community college perspective of trusteeship and shared Terra Community College's policy governance based on the John Carver model.

Afternoon Session - Following a recess for lunch, Chair Rowe called the meeting to order.

Accreditation Journey Toward Excellence/Customer Service – Tom Perin, Associate Vice President, Institutional Effectiveness, presented on the academic quality improvement program (AQIP), which is the formal process toward institutional accreditation through the Higher Learning Commission. He reviewed the shared leadership model, revised AQIP categories, principles of high-performing organizations and responsibilities of participating in AQIP. Chair Rowe commented on the Higher Learning Commission's endorsement of the College's quality programs. Mr. Perin closed his report on the role of customer service as everyone's responsibility to engage students in the college experience.

Complete College Ohio: Charting the Course for Student Completion – Betsy Johnson, Vice President, Enrollment Management and Student Services, presented on Ohio's historical funding of higher education based on formula components for student enrollment and access. She reviewed Ohio's transition toward funding formula components of student completion, and she distributed a college completion plan template, which the College will develop and recommend to the Board of Trustees for adoption in June. She reviewed the College's student success initiatives beginning in 2006 with the award of a \$1.6 million federal grant to support students with supplemental instruction, mentors and other first year experiences. She continued through the development of a student retention plan and the next steps of developing pathways for part-time student retention. She closed her report with the strategic enrollment management plan to recruit students and improve retention and completion through involving faculty and staff and aligning curriculum and policies.

Report of Executive Director, Workforce and Training – Brian Paskvan, Executive Director, Workforce and Training, presented on the College's Workforce and Community Services Division including its history, purpose, structure, corporate and customized training, community education/enrichment, and services for testing, short-term training, adult basic literacy education, skilled trades and grant-funded workforce training. He reviewed economic trends and the division's internal and external strategies for meeting the needs of businesses and industries.

Statements and Comments by Board Members – Chair Rowe commented that previous retreats have included discussion on policy governance, and he requested Trustee feedback on interest and how may the Board explore policy governance. Mr. Nagle supported having an ad hoc committee be assigned to explore the John Carver policy governance model and to make a recommendation to the Board of Trustees. Chair Rowe commented that this item will be included on regular meeting agenda for April 1.

Mr. Nagle commented on the tremendous value he receives in participating in the Board’s working retreats.

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