

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 5, 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 12:30 p.m. and directed the record to show 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: Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, Diana Talmage and Thomas Uhler (7).

Approval of the Minutes of the Board of Trustees – The minutes of the June 11, 2014, regular meeting were reviewed. The Chair declared the minutes approved as circulated.

Finance Committee Report – Mr. Nagle reported the Finance Committee met on July 24, 2014. He reported that during the committee meeting the project managers from Brailsford and Dunlavy reviewed the scope of the project of assessing the demand and financial feasibility for student housing in support of student recruitment and retention.

Policy Governance Ad Hoc Committee Report – Mr. Nagle reported the Policy Governance Ad Hoc Committee met on July 24, 2014. He reported that during the ad hoc committee meeting the members reviewed sample policies for the governance process. He commented that research will continue in the same manner for the remaining types of policies for board-president delegation, executive limitations and ends.

President's Report – President Mike Bower presented his activity report for June and July. He commented on attending a discussion, lunch and tour with the Toledo Electrical Joint Apprenticeship and Training Committee and United States Secretary of Education Arne Duncan and United States Secretary of Labor Thomas Perez. President Bower continues to meet individually or in groups with representatives of Toledo Public Schools, University of Toledo, City of Toledo and Bowling Green State University on strengthening relationships, programs and resources. President Bower welcomed Jack Hershey, President, Ohio Association of Community Colleges to the Toledo Campus on July 23, 2014, and he provided an overview of the College's programs and operations.

Associate Vice President of Academic Affairs Report – Denise Smith, Associate Vice President of Academic Affairs, commented on the conclusion of the grant-funded, six-week Jumpstart summer program for incoming students to build skills in reading, writing, and math, attend new student orientation and register for fall semester classes. She commented that student retention for these students will be tracked. She shared the student success story of Helen Dilworth, who as part of her service learning in the School of Business, Information and Public Service, developed a volunteer program for the Toledo Police Museum and was hired as Volunteer Coordinator.

Dates to Remember and Board Meeting Schedule Amendment – President Mike Bower presented dates to remember and invited the Board of Trustees to the August 11, 2014 State of the College address. He recommended an amendment to the 2014-2015 Board of Trustees regular meeting schedule, as the Ohio Association of Community Colleges has scheduled its regular presidents’ meetings to be on the second Tuesday of every month when the Ohio Legislature is in session. Board Chair Rowe accepted the President’s recommendation to amend the regular meeting schedule for the dates of September, December and June, and the Board Secretary will provide follow up on specific dates, arrangements and public meeting notices. He announced the Board’s next regular meeting will be September 16, 2014.

Financial Condition Report – Laurie Sabin, Vice President/Treasurer, reported on the financial statement for the period ending May 31, 2014. She commented on revenue, expenses and net income before depreciation and capital expenditures. She commented that Clark, Schaeffer, Hackett and Company auditors will conduct field work in September, and the audit will be timely filed by October 15. She stated that due to the audit, there will be no financial statements for the period ending June 30, 2014. She commented on developing a fill-seats ratio for calculating textbook orders for Bookstore inventory.

Facilities Report – Michael McDonald, Executive Director, Operations, reported on the state-funded capital projects in progress, which included exterior door replacements in various buildings, College Hall restroom renovation, carpet replacement in College Hall, Fire Science/Law Enforcement Center and the Audio/Visual Classroom Center, HVAC repairs in Administration Hall, Bicentennial Hall and College Hall and the Heritage Hall classroom renovation.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Non-Bargaining Unit Personnel:

RESOLUTION 2014-08-05-01

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: KC Bailey
ADDRESS: Liberty Center, OH
EDUCATION: Bachelor of Arts, with a major in Communications, from the University of Toledo
EXPERIENCE: Eight years of experience working in higher education
ASSIGNMENT: Advisor, Post-Secondary Enrollment Options (PSEO/Dual Enrollment)

NAME: Michael Lampasone
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Liberal Studies, with a major in Liberal Arts and Science, from Bowling Green State University
EXPERIENCE: Two years of experience in computer programming
ASSIGNMENT: Information Systems Administrator, Financial Aid

NAME: Erica Parish
ADDRESS: Perrysburg, OH
EDUCATION: Master of Business Administration, with a major in Business Administration, from Bowling Green State University; Bachelor of Arts, with a major in Liberal Arts, from University of Michigan
EXPERIENCE: Three years of experience as an adjunct instructor at Owens Community College
ASSIGNMENT: Manager, Adult Basic and Literacy Education (ABLE) Program (Grant-funded)

RESOLUTION 2014-08-05-02

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>
Kenneth Erard	Systems Administrator
Craig Jeffries	Office Manager, Adult Basic and Literacy Education (ABLE) Program (Grant-funded)
Peter Palko	Representative, Business Development
Jessica Ruffner	Manager, Testing Services

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

Employment of Bargaining Unit Personnel:

RESOLUTION 2014-08-05-03 & 08

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: Melissa Cannady
ADDRESS: Toledo, OH
EDUCATION: Graduate of Bedford High School
EXPERIENCE: Three years of experience working at the Owens' Bookstore as a student worker
ASSIGNMENT: Clerk, Bookstore

NAME: Jennifer Lorenz
ADDRESS: Toledo, OH
EDUCATION: Graduate of DeVilbiss High School
EXPERIENCE: Seven years of experience in retail
ASSIGNMENT: Clerk, Bookstore

NAME: Charles Stockmaster
ADDRESS: Elmore, OH
EDUCATION: Graduate of Genoa High School
EXPERIENCE: Sixteen years of experience in telecommunications
ASSIGNMENT: Specialist, Telecommunications/ID System

RESOLUTION 2014-08-05-04

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>
Curtis Mezger	Academic Support Specialist
Tara Pope	Customer Service, Public Safety

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

Policy Recommendations:

- Amendment of 3358:11-2-13 Initial Registration and Adding a Course Policy

RESOLUTION 2014-08-05-05

WHEREAS, the 3358:11-2-13 Adding a Course Policy was previously adopted, and the Academic Standards Committee provides five-year reviews and recommends amendment of academic policies; and

WHEREAS, the President concurs with the Academic Standards Committee and recommends the amendment of said policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-13 Initial Registration and Adding a Course Policy (Appendix I);

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

- Amendment of 3358:11-5-09 Outside Employment/Education Policy

- Amendment of 3358:11-5-31 Health/Life Insurance Policy

- Amendment of 3358:11-5-32 Retirement Plans Policy

RESOLUTION 2014-08-05-06

WHEREAS, the Vice President, Human Resources and General Counsel reviewed the listed employment policies for legal compliance and current practice and with the President recommend the amendment of said policies:

- 3358:11-5-03 Payroll Policy
- 3358:11-5-09 Outside Employment/Education Policy
- 3358:11-5-31 Health/Life Insurance Policy
- 3358:11-5-32 Retirement Plans Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-5-09 Outside Employment/Education Policy (Appendix III), 3358:11-5-31 Health/Life Insurance Policy (Appendix IV), and 3358:11-5-32 Retirement Plans Policy (Appendix V);

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.

Dr. McMaster made a motion to approve the resolutions, which was seconded by Dr. Hejeebu. Mr. Uhler asked for a clarification of Appendix II for the 3358:11-5-03 Payroll Policy.

Mr. Takacs made a motion to amend Resolution 2014-08-05-06 for the exception of the 3358:11-5-03 Payroll Policy (Appendix II), which shall be referred for clarification of language, and seconded by Mr. Nagle. Following a voice vote, the motion to amend Resolution 2014-08-05-06 was adopted. Following a voice vote, the motion to approve the resolutions was adopted.

Facilities/Capital Recommendation(s):

RESOLUTION 2014-08-05-07

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Treasurer and the President to award a contract to the following firm for the Heritage Hall Classroom Renovation project, HB 497 capital-appropriated funds, be approved by the Board of Trustees.

Heritage Hall Classroom Renovation		
Architect/Engineering Services	SSOE, Inc. 1001 Madison Avenue Toledo, Ohio 43605	
	Basic Fee	\$217,352
	Reimbursable, Not to Exceed	\$20,000
	Total:	\$237,352

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

Statements and Comments by Members of the Board of Trustees – Chair Rowe addressed a rumor about the Findlay Campus and commented the College is reviewing alternative revenue sources, which includes exploring the process of potentially amending the charter into a community college that would permit the college to seek a local levy.

Mr. Nagle inquired about facility rentals, and Laurie Sabin, Treasurer, responded that Auxiliary Services has increased facility rentals and will be establishing goals for fiscal year 2015. President Bower commented on community expectations of community colleges. Mr. Nagle commented on recruitment activities, and Betsy Johnson, Vice President, Enrollment Management and Student Services, responded on the College’s staff present in the high schools and of the College’s fall preview days schedule for high school students.

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of personnel to consider matters of pending or imminent litigation, collective bargaining, the sale of property and for personnel, specifically for the President’s performance review. Mr. Nagle 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: Srinivas Hejeebu, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; William Takacs, yea; Diana Talmage, yea; and Thomas Uhler, yea (7). 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: Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, William Takacs, 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 Associate Vice President, Academic Affairs, Vice President/Treasurer, Interim Executive Director of College Development, Vice President, Enrollment Management and Student Services, Vice President, Human Resources and Administration, and from the Office of the President: the Executive Director, Government & Community Relations and the Associate Vice President for Institutional Effectiveness. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

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

APPENDIX I
Amendment of Initial Registration and Adding a Course Policy

3358:11-2-13 Initial registration and adding ~~Adding~~ a course policy.

- (A) Purpose. Students may initially register or add a course to their schedule in accordance with the procedures. ~~after the first day of classes according to the guidelines established by the office of the provost. Guidelines for adding a course are in the online college catalog on the Owens community college web site.~~
- (B) Implementation. The chief academic officer will implement procedures, guidelines and forms which are consistent with the provisions of this rule.

Effective date: XX/XX/XXXX

Certification

Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002, 3/10/2006, 4/13/2008

APPENDIX III
Amendment of Outside Employment/Education Policy

3358:11-5-09 Outside employment/education policy.

- (A) Education. Enrollment in college-level course work shall be limited to two courses per term and must be reported in writing in advance to the president. In certain cases more than two courses may be taken such as a cohort featuring several short courses in a term.

- (B) Outside employment. ~~Outside paid activity is not subject to a limitation on the amount of time involved; however, such~~ Such activities must be reported in writing in advance to the president and the employee's supervisor.

Effective date:

Certification

Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002

APPENDIX IV
Amendment of Health/Life Insurance Policy

3358:11-5-31 Health/life insurance policy.

- (A) Health insurance. Medical, dental, and prescription drug insurance benefits are provided to full-time employees. New full-time employees should apply for health insurance coverage when hired no later than thirty-one days from date of employment. Coverage becomes effective for medical including prescriptions, on the first day of the ~~fourth~~ third month following date of hire. Dental ~~benefits become becomes effect~~ effective first day following the fifth month of hire. A bargaining employee shall refer to the respective collective bargaining agreement.

- (B) Life insurance. Each full-time employee of the college is provided with a fully paid term life insurance policy in an amount not less than fifty thousand dollars and not more than two times the employee's regular full time salary, maximum cap of three-hundred thousand dollars. Coverage is provided for the duration of employment, within restrictions of the insurance policy itself.

Effective date: _____ June 20, 2006

Eugene C. Lapko

Certification

May 9, 2006

Date

Promulgated under: RC Sec. 111.15

Statutory authority: RC Sec. 3358.08

Rule amplifies: RC Sec. 3358.08

Prior effective dates: March 5, 2002, September 9, 2002

Effective date:

Certification

Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002, 9/9/2002, 6/20/2006

APPENDIX V
Amendment of Retirement Plans Policy

3358:11-5-32 Retirement plans policy.

- (A) Purpose. College employees are required to participate in the state teachers retirement system of Ohio State Teachers Retirement System of Ohio (STRS) or the school employees retirement system of Ohio State Employees Retirement System (SERS) depending upon their assignment. Certain eligible employees may elect, upon hire, to participate in an ~~one of the~~ alternative retirement programs plan.
- (B) Alternative retirement programs plan. Newly hired employees may elect to participate in an alternative retirement program plan provided election is made within ninety one hundred twenty days of hire. The college will shall contribute to the alternative retirement plan on behalf of the employee an amount equal to the amount that the college would have contributed to the respective state retirement system in which the employee would have normally participated, less the amount specified in Section 3305.06(E) of the Ohio in accordance with section 3305.06 of the Revised Code.
- (C) Sick leave payoff. A college employee with ten or more years of service at Owens ~~Community College~~ community college who resigns from the college to retire directly into ~~STRS or SERS~~ the state teachers retirement system of Ohio or the school employees retirement system of Ohio or an alternative retirement plan is eligible to be paid for one-fourth of the value of his/her accrued, but unused, sick leave upon retirement. Such payment shall be based on the employee's rate of pay at the time of retirement and shall be considered to eliminate all sick leave that has been accrued by the employee at that time. The maximum payment, which may be made under this provision, shall be for one-fourth of two hundred sixty days. ~~Effective May 1, 2004, payment for such accumulated but unused sick leave will be directed by the College into the Owens Community College Special Pay Plan and will be distributed in accordance with the employee's choices under the plan thereafter. Payments that are not eligible for deposit into the Special Pay Plan will be made to the employee in cash.~~

Effective date: ~~_____~~ April 27, 2004

~~_____~~
Daniel R. Hauenstein

Certification

~~_____~~
April 6, 2004

Promulgated under: RC Sec. 111.15

Statutory authority: RC Sec. 3358.08

Rule amplifies: RC Sec. 3358.08

Prior effective dates: March 5, 2002

Effective date:

Certification

Date

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/5/2002, 4/27/2004