

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 8, 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 – Chair Diana Talmage called the meeting to order at 3:04 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, Jason Johnson, Edwin Nagle, Rich Rowe, and Diana Talmage (5). Deborah Knight and Ronald McMaster arrived after the roll call.

Approval of the Minutes of the Board of Trustees – The minutes of the September 5, 2017 regular meeting and October 3, 2017 special meeting were provided. The Chair declared the minutes approved as written.

President Search Ad Hoc Committee Report – Chair Talmage reported that the President Search Ad Hoc Committee met on November 3, 2017. She noted that the Diversified Search consultants conducted listening sessions with internal and external stakeholders, November 2-3, 2017, and the consultants met with the members of the committee and reviewed the overall search process. As a follow up to the listening sessions, Diversified Search released a stakeholder survey that focused on what does the College do well; what needs improvement; what could the College become in five to ten years; and, what kind of person is needed to achieve the College's desired future. Chair Talmage closed her report by noting there is a strong participation rate with the stakeholder survey.

Finance Committee Report – Mr. Rowe reported the Board's Finance Committee met on September 26, 2017. He commented on the recommendations, as reviewed by the Finance Committee, for the amendment of the 3358:11-4-12 Purchasing Policy to improve purchasing and encumbrance processes; and an increase to tuition and fees. He commented that the increase to the technology and student activities/engagement fees was the final phase to cover the costs of providing technology and support services to students. He also noted that the State of Ohio budget legislation provided an allowance for public colleges and universities to adopt a fee to cover career services/support for students and the recommendation for the new \$6.00 per credit hour fee would allow the College to expand career services/offers to students, effective Spring Semester 2018. He reported that the recommendation to increase tuition, as legislatively allowable, would help the Treasurer in developing the Fiscal Year 2019 operating budget for the College.

Nominating Committee Appointments – Chair Talmage appointed Ms. Knight, Dr. McMaster and Dr. Hejeebu, designated as committee chair, to the Nominating Committee and the appointments were accepted. In accordance with the Board of Trustees' Bylaws 3358:11-1-02 (E) (1), the Nominating Committee will develop the nominations for the officer election to be held at the February regular meeting.

Interim President's Report – Interim President Steve Robinson presented his activity report for October, which highlighted various Toledo and Findlay Campus events hosting area guidance counselors, media partners, higher education partners, Owens retirees and for potential partnerships and training in Hancock County. Dr. Robinson commented on the October 24 Owens Manufacturing Expo, funded through the Ohio TechNet grant, with the participation of more than 100 high school students and featured a keynote speaker from Dana Inc. Dr. Robinson commented on the November 2 Veterans Hall ribbon cutting and reception, which hosted elected officials and branch representatives from the United States Army, Navy, Air Force and Marines. The keynote remarks of Colonel Kevin Doyle, Commander, 180th Fighter Wing; Mark Cappone, Assistant Director, Ohio Department of Veterans Services; and, former trustee Thomas Uhler, Commissioner, Wood County Veterans Services, were well received. Dr. Robinson also commented on the women's volleyball team advancing to the National Junior College Athletic Association Division II National Championship, Charleston, West Virginia, November 16-18, 2017. He closed his report with an update on the progress of the FY 2018 strategic priorities, which included college-wide communication in various mediums, and a meeting with the direct reports to set key performance indicators to monitor improvement of the thirteen goals.

Dr. Robinson invited Lisa Nagel, General Counsel/Vice President, Administration, Human Resources, to comment on planning for a presentation from Wood County Sheriff Mark Wasylshyn on the opioid epidemic in the area. Ms. Nagel commented that the presentation will take place on November 28, 2017 at 10:00 a.m., on campus, to share information of the opioid addiction and how it is being addressed in the community.

Dr. Robinson invited Jennifer Fehnrich, Executive Director, Owens Foundation, to provide an update on the annual giving campaign. Ms. Fehnrich announced the 2017 giving campaign raised a total of \$396,334, which exceeded the goal by 140 percent; and the campaign attained a 100 percent participation rate of all of the boards (Trustees, Foundation, Alumni Association) and the College leadership; and the highest participation rate for employees. She commented, "We continue to work on a culture of giving and the meaningful impact on our students." Ms. Fehnrich announced the 2018 giving campaign goal of \$300,000 and participation goals for boards, senior administrators and employees. She commented on developing an understanding of why people give to Owens Community College, and she shared stories of building relationships that have resulted in student scholarships. In closing, she shared the Owens \$5k Giving Tuesday, November 28, 2017 to raise funds for the student emergency fund for the Toledo and Findlay Campuses.

Academic Affairs Report – Denise Smith, Interim Provost/Vice President of Academic Affairs, recognized the nursing faculty and provided the third quarter results of a 92.31 percent pass rate of the Owens registered nurse graduates who passed the NCLEX-RN national exam on the first attempt. She also shared the 100 percent pass rate of the Owens practical nursing graduates who passed the NCLEX-PN national exam. The year-to-date pass rates of the graduates of the practical nursing certificate is 100 percent and of the registered nurse program is 92.54 percent.

Ms. Smith announced that the School of Liberal Arts opened the Owens Student Media Center, housing the student newspaper and radio, which provides a voice for students while learning the technical skills for employment in the areas of the recording arts, music business and broadcasting technology fields.

Ms. Smith commented that Glenn Rettig, Dean, School of STEM, attended the conference and hearings of the Association for Technology, Management and Applied Engineering (ATMAE),

which the College's progress report from a program accreditation site visit was reviewed and no further actions were required.

Ms. Smith announced that Workforce and Community Services was awarded a Regionally Aligned Priorities in Delivering Skills (RAPIDS) grant for \$108,500 for an aligned advanced manufacturing proposal for equipment to improve Ohio's workforce.

Ms. Smith recognized Michelle Younker, Chair, Mathematics, who was named the Charles A. Dana Mathematics Pathways Fellow, a national recognition for mathematicians. Ms. Smith also recognized six students who are Owens Civic Ambassadors and the Ohio Association of Community Colleges Completion Coaches, Lori DeShetler and Andrew Whitcomb (Owens Alumni) and the TRIO Student Support Services Academic Coach, Lindsey Minning, who attended the Collegiate Leadership Conference of Ohio where Ms. DeShetler was awarded the Legacy Award for being a change agent on campus for impacting others without seeking recognition.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, highlighted for her report the veteran-student population, defined as any student utilizing veterans benefits or who has self-identified as a veteran, active duty military or spouse or dependent, which there were 622 from this student population who were enrolled for Fall Semester 2017. The headcount has significantly increased from prior years, 377 Fall Semester 2016; 362 Fall Semester 2015, which may be due to the expansion of the definition to include dependents/spouses. She shared demographics of the veteran population: 53 percent between the ages of 20-29; 33 percent are new students; 43 percent are continuing students; 58 percent are first-generation college students; 38 percent are enrolled full-time. For priority registration for Spring Semester 2018, 98 students from the veteran population registered for classes. She closed by noting that in understanding the veteran student population the Student Services division can develop and deliver unique support services for students to best use their military benefits to continue their academic path and to graduate.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, reviewed the financial statements for the period ending September 30, 2017. He commented that the Fiscal Year 2018 projections were showing a year-end net gain of \$3.2 million and the projected operating loss after depreciation was (\$1.4 million). He reviewed the changes on the financial walkthrough and the cash position (pages 5 and 15 of the Treasurer's Report). Mr. Ganues commented on the Fiscal Year 2019 budget development, which is utilizing a new spreadsheet template to provide budget authorities to specify items at the account level for better accuracy in projecting the budget pools and reducing any redundancy of resources. Mr. Nagle asked about lab/course fees and instructional capital needs, which Mr. Ganues replied that the Curriculum Committee reviews the lab/course fees; the program/department chairs will state the capital need; and, in the budget development process, the enrollment projections will be reviewed with the program revenue and the instructional capital requests will be prioritized as based on the lab/course fees and a five-year plan. Mr. Ganues closed his report by reviewing the recommendations of the efficiency report in compliance with Amended Substitute House Bill 49 Section 381.550, which identified significant cost savings; and, the Fiscal Years 2019-2024 request for capital improvements, including the priorities requested for the biennium 2019-2020. The Board Chair accepted the financial statements, as submitted for the period ending, September 30, 2017.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTIONS 2017-11-08-01 & 10

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

NAME: Michael Garnett
 ADDRESS: Sylvania, OH
 EDUCATION: Graduate of Woodward High School
 EXPERIENCE: Sixteen years of mechanical tool and maintenance experience
 ASSIGNMENT: Technician, Tool Room (Evenings/Weekends)

NAME: Brandy Lanagan
 ADDRESS: Findlay, OH
 EDUCATION: Bachelor of Science, with a major in Business Management, from the University of Findlay
 EXPERIENCE: Seven years of supervisory and financial services experience
 ASSIGNMENT: Director, Student Accounts

NAME: Tonya Miller
 ADDRESS: Bowling Green, OH
 EDUCATION: Bachelor of Science, Business Administration, with a major in Labor and Industrial Relations, from Bowling Green State University
 EXPERIENCE: Nine years of customer service experience and four years of student services and financial aid experience
 ASSIGNMENT: Advocate

NAME: Briana Reithmeier
 ADDRESS: Bowling Green, OH
 EDUCATION: Master of Arts, with a major in College Student Personnel, from Bowling Green State University; Bachelor of Arts, with a major in Women's Studies Concentration and Sociology, from Bowling Green State University
 EXPERIENCE: Two years of academic advising experience
 ASSIGNMENT: Advisor, Career/Undecided Advising (Findlay)

NAME: Kevin Ricard
 ADDRESS: Toledo, OH
 EDUCATION: Bachelor of Science, with a major in Technology Management, from Eastern Michigan University; Associate of Applied Science, with a major in Auto Service Excel Program, from Owens Community College
 EXPERIENCE: Fourteen years of automotive technician and supervisory experience
 ASSIGNMENT: Supervisor, Tool Room

NAME: Kamatchi Devi Subramanian
 ADDRESS: Toledo, OH
 EDUCATION: Master of Science, with a major in Computer Science, from the University of Washington; Bachelor of Engineering Tech, with a major in Computer Science and Engineering, from International College
 EXPERIENCE: One year of development experience and knowledge of web development tools
 ASSIGNMENT: Enterprise Application Developer

NAME: Lesa Humphry
 ADDRESS: Perrysburg, OH
 EDUCATION: Associate of Applied Business, with a major in Office Secretarial Technology, from Owens Community College
 EXPERIENCE: Seven years of experience in office administration
 ASSIGNMENT: Secretary, Department of Fine and Performing Arts

NAME: Timothy Santry
 ADDRESS: Bowling Green, OH
 EDUCATION: Master of Education, with a major in Student Affairs, from Bloomsburg University of Pennsylvania; Bachelor of Arts, with a major in Sociology, from Bloomsburg University of Pennsylvania
 EXPERIENCE: One year of experience in academic advising
 ASSIGNMENT: Advisor (Findlay)

NAME: Taryn Slack
 ADDRESS: Oak Harbor, OH
 EDUCATION: Bachelor of Science, with a major in Nursing, from Lourdes University
 EXPERIENCE: Two years of experience as a Registered Nurse and knowledge of clinical settings
 ASSIGNMENT: Clinical Coordinator, Nursing

RESOLUTIONS 2017-11-08-02 & 11

BE IT HEREBY RESOLVED that the recommendation of the Interim President to revise the assignment on the basis indicated below, be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
Debra Baumgartner	Instructor, Nursing
Sherri Johnson	Chair, Transportation Technologies
Deborah Sullivan	Instructor, Nursing
Curtis Mezger	Application Specialist I

Mr. Nagle made a motion to approve the employment recommendations, which was seconded by Dr. McMaster. Mr. Rowe inquired about the Advocate position title, which Ms. Giordano described as an Oserve account personnel. Following a voice vote, the motion was adopted.

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2017-11-08-03

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.

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

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

RESOLUTION 2017-11-08-04

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, 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. Nagle made a motion to approve the report, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

Policy Recommendation:

RESOLUTION 2017-11-08-05

WHEREAS, the general administration policy was reviewed by the Board of Trustees Finance Committee to amend language for improved purchasing and encumbrance processes; and,

WHEREAS, the Interim President recommends the policy, as follows:

- Amendment of 3358:11-4-12 Purchasing Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-4-12 Purchasing 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.

Mr. Nagle made a motion to approve the policy amendment, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

Amended Substitute House Bill 49 Section 381.550 Efficiency Report Recommendation:

RESOLUTION 2017-11-08-06

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Interim President to approve the institution's efficiency report submitted to the Chancellor of Higher Education in compliance with Section 381.550 of the Amended Substitute House Bill 49, the main operating budget FY 2018-FY 2019, be approved by the Board of Trustees.

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

Tuition and Fees Recommendation:

RESOLUTION 2017-11-08-07

WHEREAS, the Interim President, Treasurer and the Board Finance Committee recommend increases to tuition and fees to cover student support services, technology and career services;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves general and non-general fees, effective for Spring Semester 2018, as follows:

Non-General Fees – 6 or more credit hours:	Effective: Spring Semester 2018
Academic Technology Fee	\$10.00/Credit Hour
Administrative Technology Fee	\$20.00/Credit Hour
Computer-Usage Fee	\$7.00/Credit Hour
Student Activities/Engagement Fee	\$5.00/Credit Hour
General Fee	Effective: Spring Semester 2018
Career Services Fee	\$6.00/Credit Hour

BE IT FURTHER RESOLVED that effective for Fiscal Year 2019, an increase of in-state undergraduate instructional tuition to the allowable amount, as provided in the State of Ohio Budget – Fiscal Years 2018-2019, and maintain a tuition surcharge at 2.0 times the in-state tuition rate for out-of-state and international students, be approved by the Board of Trustees.

Ms. Hammond made a motion to approve the recommendation, which was seconded by Mr. Johnson. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

- Administration Hall Water Infiltration Project – Phase I

RESOLUTION 2017-11-08-08

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the Interim President to award contract(s) to the following firm(s) for the Administration Hall Water Infiltration Project – Phase I project, using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Administration Hall Water Infiltration Project – Phase I (Roof)		
General Contract	Chaney Roofing and Maintenance 7040 OH-101 Clyde, Ohio 43410	\$90,652.00

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

- FY 2019-FY 2024 Request for Capital Improvements

RESOLUTION 2017-11-08-09

WHEREAS, Ohio's public colleges may submit requests for higher education capital improvement plans for consideration for the State of Ohio capital budget process; and,

WHEREAS, the Interim President and the Treasurer recommend the Owens Community College Request for Capital Improvements, which is intended to support instructional and student service needs with emphasis in the areas of workforce preparation and strategically reducing the size of the physical plant through streamlining programs and operations resulting in more efficient use of facilities;

BE IT HEREBY RESOLVED that the Request for Capital Improvements for the six-year period of fiscal year 2019 through fiscal year 2024 to the Ohio Department of Higher Education, be approved by the Board of Trustees.

Mr. Rowe made a motion to approve the recommendation, 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 pending or imminent litigation and collective bargaining. Ms. Hammond made a motion to adjourn to executive session as specified. Ms. Knight seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Jason Johnson, yea; Deborah Knight, 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, Jason Johnson, Deborah Knight, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (7).

STATEMENTS AND COMMENTS

Chair Talmage commented on the November 9 Ohio Department of Higher Education Trustees Conference in Columbus, which there will be three trustees attending with Interim President Robinson.

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 and Marketing/Communications.

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