

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 1, 2015 ~ 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 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, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler. Ronald McMaster arrived at 12:35 p.m. (6)

**Approval of the Minutes of the Board of Trustees** – The minutes of the November 4, 2015 regular meeting were provided. The Chair declared the minutes approved as circulated.

**Finance Committee Report** – Mr. Nagle reported the Finance Committee met on November 19, 2015 and on December 1, 2015. He commented that Dave Cannon, Vice President/CFO and Treasurer, presented the financial report for the period ending October 31, 2015. Mr. Nagle commented on the Chancellor who was not able to support the Board-adopted tuition schedule; and, the due diligence of Treasurer Cannon toward financial recovery, who provided an analysis of revenue and costs associated with the long-standing non-general fees for technology, computer usage, online class delivery and student activities/engagement. He stated that the fee analysis indicated that the non-general fees do not generate the revenue needed to cover the College's costs of support and services to students. He said that later in today's meeting, the Finance Committee will recommend an increase to non-general fees for technology, computer usage, online class delivery and student activities/engagement in order to move toward a break-even position. Other finance-related recommendations were also reviewed with the Finance Committee. He commented that a review of all fees will continue through the development of the next fiscal year budget with the anticipation of recovering costs, at least seventy percent in the first year, and it is anticipated there will be subsequent non-general fee increases in the future. He stated that the next scheduled Finance Committee meeting is January 21, 2016.

**President's Report** – President Mike Bower presented his activity report for November. He commented on providing individual campus tours for a Buckeye CableSystem representative and for Chrysler corporate representatives. Additionally, he met the executive director of the Sandusky County Economic Development Corporation at the Terra Community College Manufacturing Day for high school students. President Bower commented on serving on a discussion panel with area university presidents for the Toledo Regional Chamber of Commerce, EPIC Toledo (Engaging People, Inspiring Change). He visited with Owens international students at the November 17, 2015 International Festival and learned of needs for residential living as well as homeland customs. He closed his report by commenting on the anticipation of signing a partnership agreement with Bowling Green State University, which later took place on December 5, 2015 for the Falcon Express Dual Admission Program for incoming students beginning January 2016.

**Vice President of Academic Affairs Report** – Steve Robinson, Vice President of Academic Affairs, commented on traveling with administrators to the Ohio Association of Community Colleges Student Success Leadership Institute, a cohort-based network of community college leaders engaged in structured pathway reforms aligned with the Completion by Design framework and the performance-based funding environment. He noted being informed of guided pathways, including a) having students

initially declare their academic goals; b) reviewing best practices to move developmental education students toward credit-bearing classes; c) having a data facilitator to assist with analysis and improving processes; and, d) having assistance on updating the Completion Plan due to the Ohio Department of Higher Education in 2016. He noted that the objective of more faculty participation over the next 18 months and the goal of improving student persistence toward credentialing and degrees.

In response to a question from Mr. Nagle regarding the Cherry Street Mission Ministries plans for partnerships with local schools/colleges for a vocational training program in downtown Toledo, Dr. Robinson responded that the College has been consulted on design of space and instruction, and President Bower responded on the process of a memorandum of understanding.

**Financial Report** – Dave Cannon, Vice President/Chief Financial Officer, presented the financial statements for the period ending October 31, 2015. He followed up on Trustee Nagle’s comments on the Chancellor’s interpretation of the legislative tuition and general fee limitations, and he commented on the recommendation of reinstating tuition to \$153.00 per credit hour and adjusting non-general fees toward covering the cost of these services to students. Additionally, he commented on the recommendations to: a) amend the fiscal year budget to reduce departmental budgets and to include state-capital appropriation(s); b) approve the report of monthly budget transfers; c) approve the accounting transfers to appropriately align the cash in the unrestricted, auxiliary and plant funds for the cash position; d) approve the report of purchase requisitions, orders, bids and expenditures with a comment on reviewing bus services for students; and, e) the award, pending the State’s Controlling Board approval, of contracts for manufacturing training simulators.

**EXECUTIVE SESSION**

Chair Rowe announced an executive session for discussion of pending or imminent litigation, collective bargaining and for a status report for the sale of property. Dr. McMaster made a motion to adjourn to executive session as specified. Ms. Talmage seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea (7).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (7).

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

**Employment of Personnel:**

RESOLUTION 2015-12-01-01

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: Adrian Baney  
ADDRESS: Bowling Green, OH  
EDUCATION: Master of Arts, with a major in Clinical Counseling, from Ashland University;  
Bachelor of Arts, with a major in Psychology, from Mount Vernon Nazarene College  
EXPERIENCE: Twelve years of counseling experience  
ASSIGNMENT: Director, Student Mental Health Services

NAME: Robert Kraus  
ADDRESS: Akron, OH  
EDUCATION: Associate of Applied Science, with a major in Heating, Ventilating, Air Conditioning, from Stark State Community College  
EXPERIENCE: Five years of leadership and knowledge of skilled trades  
ASSIGNMENT: Director, Skilled Trades and Business Development

RESOLUTION 2015-12-01-02

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>
Debra Rathke	Director, Institutional Research
Kelly Wegener	Secretary, Humanities
Heidi Altomare	Director, Grants (Grant-Funded, Partial)

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

**Conferral of Honorary Degree:**

RESOLUTION 2015-12-01-03

WHEREAS, David J. Livingston, President of Lourdes University, has graciously agreed to be the keynote speaker of the 35<sup>th</sup> Fall Commencement Ceremony of Owens Community College; and

WHEREAS, Dr. Livingston, a scholar, an educator and a leader, is committed to a mission of a values-centered education that enriches lives and advances academic excellence through the integration of liberal arts and professional studies;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to confer an Honorary Associate of Science to David J. Livingston at the December 18, 2015, Commencement Ceremony as an expression of the College's appreciation, be approved by the Board of Trustees.

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

**Candidates for Graduation:**

RESOLUTION 2015-12-01-04

WHEREAS, pursuant to paragraph (G) of Section 3358.08 of the Ohio Revised Code, Owens Community College Board of Trustees has the power and duty to grant appropriate associate degrees and certificates of achievement to students successfully completing programs of the state community college; and

WHEREAS, pursuant to 3358:11-2-51 Graduation Requirements Policy, a student is eligible to become a candidate for an associate degree or a certificate when the student has completed all requirements; and

WHEREAS, the Board of Trustees has delegated and vested the President/Chief Executive Officer with the ability to confer associate degrees and certificates to candidates who meet all necessary requirements for graduation; and

WHEREAS, there are an estimated 649 candidates for associate degrees who may participate in the Commencement Ceremony on Friday, December 18, 2015;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Fall Semester 2015 and Summer Semester 2015.

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

**Tuition Waiver Recommendation:**

RESOLUTION 2015-12-01-05

SYNOPSIS: Contingent upon the approval of the Chancellor of the Ohio Board of Regents and the Owens Community College Board of Trustees, the College President recommends a tuition waiver to eligible Ohio non-public high school or home-schooled students (enrolled in grades 7-12) who apply to participate in Ohio's College Credit Plus (CCP) program, but who are not funded due to the State's limited funding of this program for the academic year 2015-2016.

Directive 2009-011 established procedures for institutions requesting the Chancellor's approval of tuition waivers. The College's proposal is to offer a reduced tuition rate, which is equal to the rate of \$40 per credit hour approved within the College Credit Plus program. The proposal is to offer the tuition waiver for the 2015-2016 academic year, which may affect approximately 50 students, dependent upon the number of students who are not funded under the College Credit Plus program.

The purpose of the tuition waiver for the unfunded College Credit Plus students is three-fold:

1) it serves the mission of offering an affordable means to the communities' engaged early learners; 2) it supports the State's goals of reducing the cost of college to students; to reduce the time to attain a degree and to create seamless pathways for students from high school to community college to university; and 3) it supports the College's Student Completion Plan and the Strategic Enrollment Management Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees authorizes:

- (A) a tuition waiver for the unfunded College Credit Plus students who enroll at Owens Community College for the balance of the 2015-2016 academic year (Spring Semester 2016), subject to the approval of the Chancellor of the Ohio Department of Higher Education; and,
- (B) the College President to submit the tuition waiver request to the Chancellor of the Department of Higher Education.

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

**College Credit Plus Program – Academic Year 2016-2017:**

RESOLUTION 2015-12-01-06

SYNOPSIS: Ohio Administrative Code 3333-1-65.6 Funding, established procedures for institutions participating in an alternative funding structure agreement for the college credit plus program. Specifically, OAC 3333-1-65.6 (B)(1)(g) states that each year such an agreement must have an attached letter indicating that the institution's board of trustees' has authorized the terms of the alternative payment structure agreement.

WHEREAS, Owens Community College defines the per credit hour rate as the default floor rate, as defined in Ohio Revised Code 3365.01(B)(2)(c);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees authorizes the terms of an alternative payment structure agreement for the college credit plus program for the 2016-2017 academic year, as follows:

- (C) Default floor rate per credit hour: College Campus-based Program, which includes online courses
- (D) Default floor rate per credit hour: District Site-Based Program
- (E) Default floor rate per credit hour: District-Taught Program
- (F) Defray 25 percent of the expense associated with textbooks

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

**Tuition and Non-General Fees Recommendation:**

RESOLUTION 2015-12-01-12

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for fiscal year 2016, the Board of Trustees approves tuition and non-general fees, effective for Fall Semester 2015, as follows:

In-state Tuition – Instructional and General Fee	\$153.00/Credit Hour
Non-General Fees – 6 or more credit hours:	
Academic Technology Fee	\$6.00/Credit Hour
Administrative Technology Fee	\$10.25/Credit Hour
Student Activity Fee	\$2.00/Credit Hour
Computer-Usage Fee	\$2.00/Credit Hour
E-Learning Fee (On-line Class)	\$20.00/Credit Hour On-line Class

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

**Budget Amendment Requiring Board Approval (Departmental Budget Reductions and Capital Funds):**

RESOLUTION 2015-12-01-07

BE IT HEREBY RESOLVED as recommended by the President and the Treasurer, the Board of Trustees amends the fiscal year 2016 budget.

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

**Transfer of Cash for Funds Requiring Board Approval:**

RESOLUTION 2015-12-01-08

BE IT HEREBY RESOLVED as recommended by the President and the Treasurer, the Board of Trustees approves the transfer of cash for the unrestricted, auxiliary and plant funds.

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

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

RESOLUTION 2015-12-01-09

BE IT HEREBY RESOLVED that the report of monthly budget transfers, be approved by the Board of Trustees.

Mr. Nagle made a motion to approve the resolution, which was seconded by Ms. Talmage. A comment was made that such a report was recommended in the Auditor of State’s financial accounting report for the College. Following a voice vote, the motion was adopted.

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

RESOLUTION 2015-12-01-10

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

**Facilities/Capital Improvements:**

RESOLUTION 2015-12-01-11

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award, pending Controlling Board approval, a contract to the following firms for the Manufacturing Training Simulators, HB 497 capital-appropriated funds, be approved by the Board of Trustees.

Manufacturing Training Simulators	
Doc’s Hydraulic-Pneumatic Training, LLC 2817 Sardis Mills Court, Buford, GA 30519	\$185,200
Integrated Systems Technologies 150 Industrial Drive, Lexington, OH 44904	\$ 22,586
Advanced Controls and Distributing LLC 555 Frost Road, Streetsboro, OH 44421	\$ 82,130

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

**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 and Human Resources.

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