



Board of Trustees Regular Meeting

February 4, 2014

Exhibit 13

Monthly Reports to the Board of Trustees:

- A. Academics
- B. Business Affairs
- C. College Development
- D. Enrollment Management and Student Services
- E. Human Resources and Administration
- F. Office of President

Exhibit 3

Trustees' Dates to Remember

Exhibit 4 ~ See Separate Attachment

Financial Statement for the period ending December 31, 2013

Dr. Renay Scott
Vice President/Provost

Board of Trustees
February 4, 2014
EXHIBIT NO. 13A

NOVEMBER/DECEMBER 2013

ACADEMIC SERVICES – *Dr. Renay Scott, Vice President/Provost*

SCHOOL OF HUMANITIES, SOCIAL AND BEHAVIORAL SCIENCES, AND CRIMINAL JUSTICE – *Michele Johnson, Dean*

Kimberly Minke, Professor, Social/Behavioral Sciences, facilitated three leadership sessions with the Owens Civic Ambassadors, focusing on the topics of "Values" and "Personality Style/Cognitive Preferences."

SCHOOL OF NURSING – *Dawn Wetmore, Dean*

Medical Assisting Program

The Medical Assisting Education Review Board (MAERB) has recommended to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) that the Owens Medical Assisting Program be granted an additional five years accreditation. Initial CAAHEP accreditation was awarded in March 2009. Based on the annual report submitted to MAERB, all thresholds in retention, job placement, graduate satisfaction, employer satisfaction and certification exam have been met for the past five years.

Seven students were inducted into the Pi Chapter, Alpha Delta Nu Nursing Honor Society, and received their recognition cords and membership pins at the Nursing Pinning Ceremony on December 11. Three of the students were from the Findlay Campus and four of the students were from the Toledo Campus.

Toledo Campus Student Nursing Association

Students collected clothes, toiletries, cleaning supplies and gift certificates for the Catholic Charities Family Shelter and delivered the collected items on December 16.

Findlay Campus Student Nursing Association

The Findlay Campus Student Nursing Association held its ninth annual toy drive on December 16. Students delivered approximately 120 toys to the following facilities: Blanchard Valley Hospital, Wood County Hospital, Lima Memorial, Hospital, St. Rita's Hospital, Fostoria Community Hospital, Memorial Hospital in Fremont and Tiffin Mercy Hospital.

Nurse Assistant Training Program

Six on-site visits were made to the Toledo and Findlay Campuses for the State Tested Nurse Assistant Certificate. The Nurse Aide Training and Competency Evaluation Program of the Ohio Department of Health determined that all six programs were in compliance with the Ohio Administrative Code, Chapter 3701.18.

SCHOOL OF INTERDISCIPLINARY STUDIES – *Denise Smith, Vice Provost/Dean*

THE SOURCE LEARNING CENTER – *Dr. Jacquelyn Jones, Director*

The Source Learning Center hosted its first Holiday Reception and Stress Free Zone for students. This event was co-sponsored by Student Government and the Provost's Office and included stress-relieving activities for students during finals and holiday snacks. Students mingled with Dr. Jones, Dr. Scott and Ms. Smith, Lillian Briggs, Student Government President, and various academic deans and chairs.

SERVICE LEARNING AND CIVIC ENGAGEMENT - *Krista Kiessling, Director*

Service Learning – Owens hosted its first Northwest Ohio gathering of service learning professionals in partnership with Ohio Campus Compact on December 9. Colleagues from Bowling Green State University, the University of Toledo, Defiance College and Miami University Hamilton were present at this event.

Harvest Food Pantry – The Owens Harvest Food Pantry served 339 students in November and 174 students in December.

FINE AND PERFORMING ARTS – *Michael Sander, Interim Chair*

Jeremy Meier, Assistant Professor, Theatre, took two stories from Bonnie Jo Campbell's 2009 National Book Award in Fiction finalist *American Salvage* and adapted them to the stage for the College's student troupe. (The book was also selected by the Literacy Committee as a Campus Read book selection for this fall semester.) Mr. Meier wrote and directed the screenplay, and Eric Wallack, Associate Professor, Fine and Performing Arts wrote and performed the score. The set was constructed by the Theatre 211 class. The author attended the November 23 performance, and members of the cast and crew were invited to participate in a talkback discussion with the author moderated by Denise Smith.

In December, the department presented Melodic Expressions. This week-long event allows students in ensembles to perform for the campus. Each group designs its own performance.

HONORS PROGRAM – *Russell Bodi, Director*

Honors Program

Five students graduated from the Owens Community College Honors Program on December 13.

All-Ohio Academic Team

Mr. Shermaine Hutchins has been named to the All-Ohio Academic Team in December.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) – *Randy Wharton, Dean*

On December 19, Mr. Wharton attended a luncheon at the Horizon Science Academy Toledo, which included a tour and an update on the STEM-based programs the academy offers. The Sylvania Avenue campus is attended by K-12 students and is also fed by two other K-8 locations, one on Reynolds Road and one on Jefferson Avenue in downtown Toledo.

PROFESSIONAL DEVELOPMENT

SCHOOL OF HUMANITIES, SOCIAL SCIENCES, & CRIMINAL JUSTICE

Kimberly Minke, Professor, Social/Behavioral Sciences, participated in two LeadOn leadership workshops hosted by Cedar Creek Church in October and November. The focus of the first workshop was "Cultural Intelligence," and the focus of the second workshop (co-hosted with ProMedica) was "Collaborative Community Leadership."

SCHOOL OF NURSING

On November 15, Dawn Wetmore, Dean, School of Nursing and Ruth Ankele, Chair, Nursing, attended an Ohio League for Nursing program on Advancing Care Excellence for Seniors in Columbus.

Ms. Ankele attended a program entitled "Dealing with Difficult People" in Ann Arbor on December 23.

Julia Popp, Professor, Nursing, and Barbara Miller, Assistant Professor, Nursing, presented a poster at a conference titled: "Simulation: The Critical Difference" on November 13-15 in Honolulu, Hawaii.

Beverly Baney, Professor, Nursing, Amy Dixon, NEED Coordinator, and Kimberly Holman, Clinical Teaching Faculty, attended a QSEN (Quality and Safety Education for Nurses) Institute in-service "Building the Bridge Between Academic and Service Excellence" at the Firelands Regional Medical Center School of Nursing on December 13 in Sandusky.

NOVEMBER/DECEMBER 2013

BUSINESS AFFAIRS – Laurie Sabin, Vice President/Treasurer

On November 8, Ms. Sabin attended the Ohio Association of Community Colleges (OACC) Fiscal Officers meeting at Columbus State Community College. Topics of discussion included capital bill progress, proposed modifications to access Ohio College Opportunity Grant funding for community college students, an update on the calculation of Senate Bill 6 ratios by Dave Cannon, Vice Chancellor, Finance and Data Management, Ohio Board of Regents, an update on the Community College Funding Consultation and the Regent's progress on overhauling dual enrollment funding.

On November 9, Ms. Sabin and Pamela Beck, Controller, met with Jennifer Lambert of Rehmann Robson to review services provided by Rehmann to their higher education partners. In addition to auditing and assurance, Rehmann's higher education group provides tax and consulting services to community colleges, private colleges and public universities in Michigan and are expanding these services into Ohio through their branch office in Toledo.

On December 10, Ms. Sabin attended a webinar meeting of the HB59 Community College Funding Consultation group to discuss a revised draft of the OACC State Share of Instruction (SSI) formula recommendations for presentation to the OACC Presidents on December 13. In addition to final review and discussion of the recommendations, the president's meeting agenda included an update and discussion on the inclusion of transfer to private and out-of-state institutions, formula impact and phase-in strategies and process for finalizing the recommendations document. The group's charge is to develop a model to distribute SSI funds starting in fiscal year 2015 that includes weighted factors for at-risk students and is based on course completions, degree completions and a revised version of the previously developed success points. The projected timeline for these efforts includes consensus on recommendations by the community college presidents by January and final recommendations to state legislature by February 15.

On December 13, Ms. Sabin attended the OACC Fiscal Officers meeting at Columbus State Community College. Topics of discussion included re-appropriation of unused capital funds, potential modifications to Senate Bill 6 ratios to reflect cash balances rather than net assets, the impact of projections on SSI funding, proposed higher education capital funding and Treasurer's bonding for community colleges. Wade Steen and Ryan Bilsky of the Ohio Treasurer's office shared a presentation on the economic outlook, investment strategies for public funds and recent upgrades to the Treasurer's STAR Plus program.

Three-Year Business Plan/Fiscal Year 2015 Budget – To assist in three-year business plan preparation, open help sessions were held in computer labs twice a week in November and December. On November 20, Ms. Sabin held a progress report meeting for all department heads to assess the College's progress in three-year business plan preparation and answer additional questions. The planned timeline of the business plans and the fiscal year 2015 College budget includes submission of business plans to the President and Vice Presidents by December 20 and submission of budget schedules to Business Affairs in January.

PROCUREMENT – Pam Beck, Controller

Ms. Beck attended the OACC Controller Group meeting in November. Topics discussed included capital component tracking, IRS audit/review for Form 1098-T, grant reviews, changing auditor firms, travel policies and fall enrollment.

OPERATIONS – Michael McDonald, Executive Director

The Source – Accessibility and pedestrian concerns at The Source have been documented and presented to Lucas County officials. County officials have made assurances to the College that the necessary work, which includes curb cut improvements, parking lot lighting repairs and improved parking lot traffic patterns, will be completed when weather permits.

S.P.A.C.E. Committee – In order to ensure the College is using its facility space efficiently and cost effectively, a new committee has been established by Mr. McDonald, which includes representatives from Academics, ITS, Buildings and Grounds, and Business Affairs areas. Requests for new space or changes of space (including offices, labs, classrooms and public areas) are reviewed, approved and coordinated by the committee.

FACILITIES SERVICES – Jim Mahaney, Director

MRI Simulation Lab – This project is complete. The simulator was installed in mid-November and is up and running. This project was funded by \$49,770.94 of State of Ohio capital funds.

Founders Hall Sound Attenuation – This \$20,400 project, funded by State of Ohio capital funds, is approximately 80 percent complete and awaiting delivery of the ceiling sound curtains.

College Hall Restrooms – The project design is complete and will be bid in January. This project has an estimated cost of \$56,300 and will be funded by State of Ohio capital funds.

CAPITAL PLANNING AND SUSTAINABILITY – Thomas Horrall, Director

Massage Therapy Program – As of January 13, the Massage Therapy program has been relocated from Health Technologies to the Arrowhead Park Learning Center.

Heritage Hall Culinary Lab – Renovation of the Culinary Lab is complete with a grand opening scheduled for January 28. All spring culinary classes will take place in this newly renovated space.

Capital Biennium Legislation – The College has submitted an in-depth and detailed request for capital improvements support to be included in the fiscal year 2015-2016 Capital Biennium legislation. Resulting legislative action will greatly influence immediate facility renovation plans. Independent of this action, Capital Planning has submitted a request to re-appropriate existing capital allocations into the new capital biennium. Such re-appropriation would maintain the College's access to approximately \$2.5 million in existing state support.

CAMPUS RETAIL SERVICES – David Wahr, Director

Book Adoption – Preparations for the spring 2014 began in November and by the end of the month, most book adoptions for the semester had been received. Bookstore staff continues to work with departments to ensure that books will be on the shelf for the Spring 2014 semester.

Sales – To generate interest and additional sales, the Bookstores held a week-long sale on clothing with a “pre-sale” for faculty and staff. The stores also had their first “pre-Black Friday Sale” on November 18. These efforts helped to generate \$16,700 in sales over November 2012.

As a result of customer requests, beginning in December the Toledo Campus Bookstore began carrying Pepsi products. It is expected that this addition to the beverage lineup will increase daily traffic and overall sales. Current beverage sales through the Bookstore is \$19,000 annually.

AUXILIARY SERVICES – *Danielle Tracy, Director*

Student Health and Activities Center (SHAC) – SHAC attendance for the month of November was 4,225, which is an average of 222 people per day. Attendance is up 18 percent compared to last November. A lease was completed for the new cardio equipment in the SHAC and six treadmills and eight ellipticals were delivered at the end of November.

SHAC attendance for the month of December was 2,366, which is an average of 148 people per day; a 42 percent increase compared to last December.

Facility Rentals – In November, 271 events were processed, which is a 20 percent decrease compared to last November. Of the 271 events, 10 were external that brought in \$1,335 of revenue to the College. Some large internal events included the Lesbian, Gay, Bisexual and Transgender Born This Way Ball (hosted by Student Activities), the National Junior College Athletic Association national volleyball tournament (hosted by athletics), and the School of Business tour/preview day.

December saw 247 events processed, which is a 5 percent decrease compared to last December. Of the 247 events, 5 were external that brought in \$775 of revenue to the College; a 91 percent increase over last December. Some large internal events held were the Employee Holiday Reception, the Academic Recognition Breakfast and Honors Program, national ACT testing, and Fall Commencement.

Food Service – AVI completed the relabeling of all vending machines for better customer service. Additional blackboard readers have been installed on vending machines that previously did not have them. Due to poor sales, one of the fresh food machines was removed from College Hall.

The College has worked with AVI to extend the Fireside Grill hours Monday-Thursday to 4:00 pm. Due to low demand, both grills will be closed on Fridays for the spring semester. The Jaguar Grill in Findlay will not change hours of operation.

PROFESSIONAL DEVELOPMENT

Department of Public Safety

The Ohio Board of Regents has requested that campus police agencies improve partnerships in regards to critical incidents and training. In November, the College's police officers participated in joint training with The University of Toledo police department and the Bowling Green State University police department. The training, hosted at The University of Toledo, used scenarios (in simulators) to improve how officers react in use of force and emergency driving situations.

OSHA Hazard Communication training continues for all employees of the College, as mandated by the Ohio Public Employment Risk Reduction Program.

Laura Moore
Interim Executive Director of College Development
Interim Executive Director of the Foundation

Board of Trustees
February 4, 2014
EXHIBIT NO. 13C

NOVEMBER/DECEMBER 2013

FUNDRAISING – *Laura Moore, Interim Executive Director*

Foundation Update – At the Foundation Board meeting held in November, the Board removed the financial need component from the criteria for the Foundation Unrestricted Scholarships. This realigns the scholarship criteria more closely with the needs of the College in regards to retention and completion.

Cultivation and Stewardship – On November 14, Janet Meacham was recognized as an Outstanding Community Volunteer at the National Philanthropy Day Luncheon. Ms. Meacham has been an Alumni Association Board member since 2003 and served as President from 2003-2006.

On December 3, Ms. Moore had lunch with the newest major donor at the Terrace View Café.

College Development will begin the cultivation/stewardship of Owens retirees, including invitations to campus events to keep their connection with the College.

ALUMNI RELATIONS – *Laura Moore, Director*

Annual Membership Drive – In November, the Alumni Association Annual Membership Drive mailing was sent to more than 34,000 alumni. Scholarship information and a Walleye event invitation pamphlet were included in the mailing. The 2013 membership year concluded with a total of 2,216 members, which included 581 paid members.

Shop 'Til You Drop – On Saturday, December 7, 73 participants went shopping at Polaris Fashion Place in Columbus. The trip was very successful with excellent feedback.

Fall Commencement – On December 13, Owens Community College held its 33rd Fall Commencement on the Toledo Campus. Matt Feasel, Alumni Association President, welcomed the 637 candidates into the Alumni family. An Alumni Association welcome packet will be sent with the diploma.

Upcoming Events

- Walleye Night at Huntington Center – February 1, 2014
- Annual Meeting at Fifth Third Field – August 1, 2014

Betsy Johnson
Vice President, Enrollment Management
and Student Services

Board of Trustees
February 4, 2014
EXHIBIT NO. 13D

NOVEMBER/DECEMBER 2013

ENROLLMENT MANAGEMENT AND STUDENT SERVICES – *Dr. Betsy Johnson, Vice President*

Dr. Johnson presented information about the process and applying for financial aid for the 2014-2015 aid year and an overview of different types of financial aid to hundreds of parents and students at Elmwood High School (November 4), Oak Harbor High School (November 11) and Genoa High School (December 4).

On November 22, Dr. Johnson attended the Community College Chief Student Affairs Officers meeting in Columbus. Topics for discussion included an update from OACC on the December symposium, dual enrollment funding and a call to action for the Ohio College Opportunity Grant. Additionally, there was a presentation regarding developing an effective comprehensive advising program.

On December 4, Dr. Johnson was a keynote speaker to access staff and high school guidance counselors in Northwest Ohio about the upcoming changes for the 2014-2015 financial aid year. This is an annual update to the guidance counselors offered by the Ohio Association of Student Financial Aid Administrators and was held at Bowling Green State University.

ADMISSIONS - *Meghan Schmidbauer, Director*

Adult and Community Outreach

Gary Walkowiak, Admissions Representative and President of the Lake Erie Higher Education Consortium, attended the monthly “Going Home to Stay” program for recently released offenders and secured 22 interest cards for follow up. In addition, Mr. Walkowiak visited 15 GED classroom locations and presented admission information to approximately 125 to 150 students. Mr. Walkowiak presented general admissions information to approximately 40 students at a Toledo Fire Department training class. He also conducted two adult evening information sessions and represented Admissions on December 11 at the Open House for Small Businesses at Arrowhead Park Learning Center. Mr. Walkowiak addressed 148 emails, fielded 102 phone inquiries and met with 133 individuals in the office seeking Admissions information/assistance.

Communication and Events

Jennifer Irelan, Manager, Enrollment Communications and Events, organized four Career Days on the Toledo Campus for various high schools, with tours and information sessions regarding specific fields of study available for students and teachers as follows:

- School of Science, Technology, Engineering and Mathematics – 93 students (November 1)
- School of Business, Information and Health Support Technologies – 98 students (November 7)
- School of Business, Information and Health Support – 232 students (November 14)
- School of Science, Technology, Engineering and Mathematics – 198 students (November 11)

Ms. Irelan also facilitated information sessions on December 9 and December 16 to support spring registration, with 12 students in attendance.

Recruitment Fairs and College Nights

Representatives have been present at events in the Northwest Ohio area and supported registration with the following: Woodward FAFSA night (November 13), Glass City Academy – FAFSA help (November 20) and Glass City Academy on-campus tour for 15 students (December 10).

High School Recruitment

Due to the holidays, admissions representatives made limited school visits. However, the admissions representatives maintain regular office hours at Whitmer High School and Career Technology Center and Penta Career Center in the Toledo area. In addition, Admissions is starting to maintain regular office hours at Millstream Career Center in Findlay. Admissions Representatives Carolyn Eaton, Kari Morgan and Stefanie Madison spoke with 351 students at the following schools:

Cardinal Stritch - 3 students
Dundee - 15 students
Ida - 1 student
Life Skills Academy - 17 students
Notre Dame Academy - 1 student
Penta Career Center - 41 students
Rogers - 32 students
Scott - 70 students
Start College Fair - 25 students
Summerfield - 7 students
Toledo Christian - 10 students
Toledo School for the Arts - 1 student
Waite - 52 students
Whiteford - 7 students
Whitmer - 34 students
Woodward - 35 students

Registration Events

One Day Registration events and New Student Orientation with group registration were held on the Toledo Campus and at The Source. In November and December, 307 students participated on campus and 76 students participated in online New Student Orientation.

Communication

Ms. Irelan sent emails to potential students (recruits as well as those who have an active application file), encouraging them to sign up for a registration event. During November and December, there were 5,988 emails sent.

Findlay Campus

The following student recruitment/retention events were held:

- Explore Owens – November (11 attendees) and December (4 attendees)
- One Day Registration – November 5 (3 attendees) and December 19 (35 attendees)
- New Student Orientation – November (19 attendees) and December (23 attendees)

Stefanie Madison, Admissions Representative (Findlay Campus), began the first of regular monthly visits to Millstream Career Technology Center. She spoke to the early childhood class and assisted a few students with the Admissions application and enrollment steps.

On December 17, Ms. Madison attended a resource fair at the Hancock County Justice Center (15 inmates).

ADVISING - Verne Walker, Director

In November, the Career/Undecided Advising team completed the Ohio Board of Regents Career Services Survey.

On November 5, Dr. Walker met with eight Physical Therapy Assistant students and their instructor. The purpose of the meeting was to explore the type of advising they experienced as pre-health program students and to hear recommendations for improvement.

On November 6, the Findlay Campus held a College Transfer Fair with 12 colleges participating. Many students took advantage of the opportunity to gather information regarding transfer to a four-year college.

In December, three separate call campaigns were held focusing on over 400 pre-health students, 27 pre-medical assisting students, and 55 surgical technology students. Each campaign had a specific message related to their program with a focus on registration for spring 2014.

In December, Advising and Marketing collaborated in the creation of electronic and paper postcards to encourage current and returning student registration. Advisors emailed registration reminder postcards to student Ozone email accounts. Marketing mailed approximately 11,000 personalized postcards to students eligible to register during the holiday break, both active students (with a focused postcard for business management, pre-culinary arts, and general area and sciences transfer students) and returning students.

INTERNATIONAL PROGRAMS – Elaine Shafer, Advisor

In conjunction with the student organization Global Connections, International Education Week was celebrated November 12-14 with the following activities:

- *November 12* - Dr. Lorna Gonsalves conducted a workshop titled, “Coming to Terms with Our Common Humanity”, which focused on bridging cultural gaps through mutual understanding. Participation was limited to 15 people and included a mix of faculty, staff and students.
- *November 13* - Owens honored F-1 non-immigrant students by hosted a day-long “International Celebration” that featured cultural/country poster-displays by F-1 students, musical performances by a local Mexican dance troupe and the Chinese Association of Greater Toledo, a henna artist, and international cuisine.
- *November 14* - Five Belgian exchange students, hosted by Owens this fall semester through the Helmo memorandum of understanding, gave a presentation about their home country and lessons they have learned from studying abroad.

RECORDS – Amy Giordano, Interim Director

The annual fall Commencement Ceremony was held on December 13 with 322 graduates walking. There were 504 degrees and 96 certificates issued for fall term, bringing College's total to 33,450 degrees awarded.

STUDENT LIFE – Christopher Giordano, Dean

ATHLETICS – Rudy Yovich, Director

Women’s Soccer

The women's soccer team achieved the highest national ranking in program history after winning the regional championship on November 1-2, finishing the season at No. 13 in the National Junior College Athletic Association (NJCAA) D-I poll. The Express advanced to the NJCAA D-I national tournament in Melbourne, Florida (November 18-23), where they played in three games.

Mary Whisler, Head Women's Soccer Coach, was named NJCAA Region XII Coach of the Year.

Jessica Grindle, sophomore forward, and Jill Burkholder, sophomore midfielder, were named NJCAA All-Region XII First Team. Both players were also named to the NJCAA Region XII All-Tournament Team, where Ms. Grindle was named MVP after scoring two goals in two games. Marissa Ramirez earned NJCAA All-Region XII Second Team honors for the second consecutive season.

The women’s soccer team and coaches adopted a family from the United Way of Greater Toledo providing gifts from a list of needs/wants for each child and parent, and also whole family needs. This was their second year in a row participating in the program.

Men’s Soccer

The men’s soccer team finished the season (15-6-1) with the program's highest win total since the 2007 team and their 15 wins is tied for third most in a single season in program history.

Five team members earned conference and regional postseason honors. Vijay Gentles, leading scorer, Jacob Martin, leading goal scorer, and Troy Watson earned First Team All-Ohio Community College Athletic Conference (OCCAC) honors. Mr. Watson was also named the OCCAC Defensive Player of the Year. All three players are sophomores. Bjon Campbell, freshmen, who finished second on the team in goals scored, and Ahmad Jarrar were both named Second Team All-OCCAC. In addition to the OCCAC awards, Watson, Gentles and Martin were named NJCAA All-Region XII First Team and Campbell was named to the NJCAA All-Region XII Tournament Team.

STUDENT ACTIVITIES – Chris Giordano, Acting Director; Danielle Admire, Manager, Student Conduct

On November 7, Student Government, in collaboration with Dr. Sarah Twitchell, Instructor, Social Work, the Civic Ambassadors and Curtis Wourms, Regional Organizing Lead at Enroll America, sponsored a training session about navigating the Affordable Care Act (ACA) registration process. The focus of the training session was to recruit students willing to staff tables and distribute

information with regard to the ACA to students and others in the community. An ACA Enrollment Fair was held on December 5 in College Hall to assist Owens students in registering for health care.

On November 22, the Owens Photography Club hosted the photo program *After Dark*, a series of free photography workshops for students and staff. Workshops lead by faculty members included alternative processing, mixed media, light manipulation, portraiture, photojournalism and fire painting.

On December 3, Student Government sponsored a Tension Prevention event designed to provide students with tips on managing stress during finals. Participating in the event was staff from Student Mental Health Services.

Student Activities continued its tradition of offering caps and gowns to graduating students to use during the commencement ceremony. A total of 35 students were able to take advantage of the cap and gown program.

During finals week, Student Activities sponsored a coffee break for students. Stations were set up in College Hall, Founders Hall and AVCC to provide students with free coffee, tea and snacks.

STUDENT MENTAL HEALTH SERVICES (SMHS) – *Lisa Sancrant, Director*

SMHS continued to experience an influx of students accessing services. Below are the numbers for November and December in regards to SMHS:

Intakes scheduled - 14

Intakes complete -13 (self-referred -5; faculty/staff referred - 6; student referred - 3)

Crisis consults - 2

Consults - 9 (faculty consults - 3; staff consults - 5; student consults - 1)

Students currently utilizing counseling services - 39

Staff presented their services to Service Learning and to Student Services (Findlay) employees as well as two presentations on Anger Management for the Upward Bound program.

PROFESSIONAL DEVELOPMENT

FINANCIAL AID

Jodie Smeltzer, Assistant Director, Compliance Quality, and Susanne Schwarck, Associate Director, attended the Federal Student Aid Conference from December 2-6 in Las Vegas, Nevada. The conference focused on training financial aid professionals on changes to procedures and regulations for the upcoming 2014-2015 financial aid year. Topics included the 150 percent subsidized loan limit, verification, new FAFSA application procedures for same-sex couples and unmarried parents living together, the new Gainful Employment disclosure template, changes to campus safety requirements, and changes to enrollment reporting. Arne Duncan, U.S. Secretary of Education, delivered the keynote address which discussed the President Obama's plan for higher education and the need for institutional financial literacy programs.

NOVEMBER/DECEMBER 2013

HUMAN RESOURCES

As of December, the Community Giving Campaign collected a total of \$15,125 from the College.

The College dedicated October 7 and half of October 8 for college-wide faculty and staff professional development, chaired by Lisa Dubose, Director, Organizational Development & Chief Diversity Officer. The committee intentionally designed sessions that strategically focused on areas including: academics, health, operations, safety, strategy, technology and personal development. The December end-of-year review shows that by strategically planning and utilizing internal expertise, the College saved approximately \$20,000 from the cost of last year's event. A follow-up survey was sent to all employees. Results were reviewed and a synopsis will be made available on the Human Resources, Organizational Development website.

The College's annual holiday receptions in December were well attended. At the Findlay reception, the Student Nurse's Association (Findlay) collected toys and books for various area hospitals. The Harvest Food Pantry collected its largest donation of non-perishable food and hygiene items from employees at the Toledo reception.

INFORMATION TECHNOLOGY SERVICES (ITS) – *Connie Schaffer, Associate Vice President, Technology/Chief Information Officer*

The Identity Management system recently underwent a major upgrade, which included Owens retirees retaining access to College resources and all prior students having access to a portal with the ability to retrieve transcripts, access (and update) personal information and apply for classes.

The 33rd annual fall commencement ceremony on December 13 featured an enhanced audiovisual setup and live streaming simultaneously to the Internet, which was viewed by 120 online participants located in faraway locations such as Florida, California, Las Vegas and Croatia. The video was also simulcast across campus via the OTV digital cable channel 95.1.

Owens has entered into an agreement with MTV University to display their mtvU content on a variety of LCD flat panel televisions provided at no charge to the College as part of the agreement. MTV's college channel features audio and video content developed specifically for college students with opportunities for Owens to showcase local campus programming and events. Technicians from MTV will be on the Toledo and Findlay Campuses the week of January 27 to begin the installation of the televisions in predetermined areas where students congregate. Content will be received via a digital satellite dish located on the roof of College Hall in Toledo and the Education Center in Findlay.

Additional Password Reset Self-Service Kiosks (PRSK) were installed to better serve students on all campuses. The PRSK is a one-stop, on-campus solution that allows students to resolve password issues immediately and reset their own password. For security reasons, PRSKs are used to reset student passwords only and located in OServe (Findlay and Toledo), IT Help Desk lobby, Toledo Advising area, Arrowhead Park Learning Center and The Source.

WORKFORCE AND COMMUNITY SERVICES (WCS) – *Brian Paskvan, Executive Director*

WCS Toledo held 37 contract training events in November and December, for a total of 525 individuals. Companies included: Akron Sheetmetal Workers, Boys & Girls Club, Buckeye CableSystem, City of Oregon, City of Maumee, Cincinnati Plumbers & Pipefitters, Cleveland Sheet Metal Workers, Dayton Plumbers & Pipefitters, Great Lakes Contractors Association, Guardian Industries/Custom Glass Solutions, Harbor Career Center, Jerl Machine, Kern Liebers, Lowe's, ProMedica Health System, TNS Global, Toledo Museum of Art, Toledo Sheetmetal Workers, Torrence Sound and Youngstown Plumbers & Pipefitters.

WCS Toledo team delivered 66 open enrollment non-credit classes in November and December, serving a total of 477 students. Highlights for the month included Healthcare Provider CPR classes, Plus 50 and Job Ready classes (funded by a grant from Handbags that Help), Nitrous Oxide class for dental hygienists, and Project Management classes populated by attendees of October classes who requested additional training opportunities.

ProMedica Health System renewed their annual arrangement with WCS to provide computer training to employees in 2014. All classes will be held at the Arrowhead Park Learning Center. TNS Global extended their web development training into January.

Connie Buhr, Director, Operations, facilitated the Law Enforcement Testing services for Oregon, Perrysburg and Maumee police departments, which included participants from out-of-state.

Ms. Buhr represented Owens at a consortium meeting on the Trade Adjustment Assistance Community College and Career Training grant program. Seven Ohio community colleges are partnering to submit a proposal. The target programs will be advanced manufacturing areas. The grant application will be due early 2014.

Carl Dettmer, Director, Program Development, has been working to expand the WCS Corporate Training Linked In group, which has grown to 543 members. Activity level increased over the fall and is becoming a true hub of business communication that increases Owens visibility as a support system for the business community. The group was used to promote the WCS December "Thank You" event, the Massage Therapy program and Real Estate classes that will launch at Arrowhead in January. The Business Development Thank You event was successfully held for 31 business customers and showcased WCS training all-stars and promoted the Sales Success Series for sales.

WCS continues to utilize the Zoho web-based customer relationship management tool as a means of increasing contracting training sales. In November and December, an additional 214 companies were entered into the WCS Zoho database, bringing the total to 309. Projects are being documented in Zoho to assure progress is consistent.

WCS will pilot the offering of two high-end information technology classes in March (VMWare and SharePoint) as a result of partnering with New Horizons, an information technology center from Detroit. The arrangement will allow members of the local community to attend live, instructor-led classes in these subjects at the Arrowhead Park Learning Center.

WCS addressed Handbags That Help organization in Findlay and reported on the success of the Plus 50 courses they funded. WCS served 42 people and it will be repeated in 2014.

Forklift training was provided to clients of Harbor Career Connection. A special thanks to both the Engineering Technologies and Tracy Road Center staff for their help in setting up the driving course and providing use of the forklift.

On-site electrical training was provided to staff of the Toledo Area Regional Transit Authority (TARTA). Electrical trainers used in the College's credit program were moved to TARTA by Thomas McRichie, Instructor, Transportation Technologies, who also provided the training. Use of this equipment at the customer's site was a key factor in this training.

David Siravo, Director of Sales, and Scott Killy, Chair, Applied Engineering and Industrial Technologies, met with Libbey Glass to discuss changes to the "Master Tradesman" apprenticeship program. The company is looking to revise this program and make changes to other apprentice-related training outlines.

Mr. Siravo attended a United North meeting, which will assist Owens and the City of Toledo in recruiting for the next Brownsfield training class to begin in February. This class is part of a grant the city received from the Environmental Protection Agency and will pay for approximately 100 students participating in the 160 hour program at no cost to the student. Students will learn structure deconstruction, various OSHA trainings and job readiness skills. Upon satisfactory completion, Owens will host a job fair for the completers with contractors that do environmental and disaster cleanup. Owens is the sole training provider for this project.

Mr. Siravo met with the Toledo Community Development Corporation (CDC) to prepare for the next retrofit technician training class. Owens was instrumental in helping Toledo CDC in obtaining grant dollars that will pay for up to 30 ex-offenders (10 per class) to be trained as retrofit technicians. Retrofit technicians will perform air-sealing work, install insulation and replace windows and doors to residential and lite commercial structures as identified from an energy audit. Two contractors have hired many of the previous class completers and are looking forward to hiring from the next group of completers from February's class.

**PROFESSIONAL DEVELOPMENT
WORKFORCE AND COMMUNITY SERVICES**

Connie Buhr, Director, Operations, attended a LERN webinar entitle "One Year Business Plan".

OPEN POSITIONS REPORT

NEW POSITIONS	CAMPUS	STATUS
Instructor, Caterpillar/Diesel Programs	T	Interviewing
REPLACEMENT POSITIONS	CAMPUS	STATUS
Applications Systems Analyst	T	Recommended for hire: Michael Deehr Sr.
Applications Systems Analyst (two positions)	T	Reviewing
Assistant Coach, Women's Softball	T	Interviewing
Clinical Coordinator, Nursing	T/F	Reviewing
Manager, International Student Services	T/F	Recommended for hire: Annette Swanson
Police Officer	T/F	Recommended for hire: Joshua Dix & Brandon Follrod
Registrar	T	Interviewing
Representative, Admissions	T	Reviewing

NOVEMBER/DECEMBER 2013

**GOVERNMENT & COMMUNITY RELATIONS AND MARKETING – Jennifer Fehnrich,
Executive Director**

GOVERNMENT RELATIONS - FEDERAL

Fiscal Year 2014 Appropriations – The fiscal year 2014 Consolidated Appropriations Act, which includes discretionary spending for all 12 funding bills, finally passed out of the House and Senate. This legislation will provide funding for the remainder of the fiscal year through September 30. Prior to the passage of this legislation, the overall spending limit for discretionary spending was set at \$1.012 trillion per the Bipartisan Budget Act of 2013. This \$1.012 trillion limit included a \$45 billion sequester cut to defense and non-defense discretionary programs in fiscal year 2014. While some education programs remained at post-sequester, others remained at pre-sequester levels. The Pell Grant will actually receive an increase of \$85 per student and raised the maximum award to \$5,730.

GOVERNMENT RELATIONS – STATE

Capital Bill – There is \$400 million total available for the higher education portion of the capital bill with approximately \$72 million distributed to community colleges and another \$16 million in a 'small college pool' that is expected to primarily be distributed to community colleges. This totals \$88 million for community colleges and compares to \$82 million that was distributed to community colleges through the capital bill two years ago. It is uncertain as to the specifics surrounding the 'small college pool'. The bill is on schedule to be introduced by early February with passage in April.

State Share of Instruction (SSI) for Fiscal Year 2015 – Ohio Association of Community Colleges (OACC) communication officers are meeting on January 13 to develop a communications plan in rolling out the SSI Formula. Presidents have been briefed on the formula specifics and have reached consensus in support of the new formula. Recommendations will be submitted to the Governor and legislature by February 15. OACC anticipates that the formula will appear in the Mid-Year Biennium Budget Review versus stand-alone legislation.

Ohio College Opportunity Grant (OCOG) – The Ohio House Higher Education Study Reform Committee is expected to release its report soon. OACC has met with the House majority and minority staff to reinforce priorities, which include enhanced operational funding for higher education, reinstatement of state needs-based aid for public two year students and enhancement of opportunities for dual enrollment.

College Credit Plus (Dual Enrollment) – John Carey, Chancellor, Ohio Board of Regents, released the College Credit Plus report and recommendations for Ohio's dual credit program. The report identifies goals that include the definition of College Credit Plus, goals that impact participation, and goals that address funding and quality issues. The report can be viewed at https://ohiohighered.org/college_credit_plus. Legislative language is expected to be developed from this report and appear in the Mid-Year Biennium Budget Review for consideration by the House and Senate.

Required Mental Health Services on Campuses – Representative Marlene Anielski (R-Walton Hills, Cuyahoga County) convened a meeting to discuss the prevention of depression and suicide. A survey may be forthcoming to campuses. No bill has been introduced yet. Owens is ahead of the curve on this front as the College currently provide student mental health services.

INSTITUTIONAL EFFECTIVENESS – *Thomas Perin, Associate Vice President*

With the help of the Project Managers, Mr. Perin has completed and submitted the College's three required Higher Learning Commission (HLC) annual action project reviews. One has been reviewed and returned, and the other two are still pending. Mr. Perin has retired action project one (The Assessment of Student Learning) as it has found a permanent home as a process in the Provost's Office. He has replaced that action project with a new one -- Building Our Next Strategic Plan 2014-2017. The College is mandated by accreditation compliance to maintain three major action projects annually.

Mr. Perin has completed and submitted the required HLC Assessment Academy update, which is due every six months. This will be reviewed and returned with comments and recommendations.

Mr. Perin has completed and submitted the application to the Higher Learning Commission to apply for the Persistence and Completion Academy. The HLC has launched a new Academy, designed to build institutional capacity to improve persistence and completion of students focusing on effective collection of data, evaluation and improvement of current strategies, and development of new strategies.

Institutional Effectiveness continues to process data requests and typically has a worklog of approximately 125 state, federal and in-house requests.

DATES TO REMEMBER

(changes/additions since December agenda indicated in bold italic)

Members of the Board of Trustees are asked to note the following dates of interest:

2014

February 14	Employee Recognition Breakfast ~ 9:00 to 11:00 a.m. (Student Health and Activities Center)
February 19	<i>Open House for new MRI Program/Lab ~ 12:00 to 2:30 p.m.</i>
March 3-9	Spring Break ~ No Classes
March 4	Board Retreat
April 1	Board of Trustees Meeting ~ 12:30 p.m.
April 25	Outstanding Service Awards
April 30	All-Ohio Academic Team Luncheon ~ 11:00 a.m. (Columbus)
May 4	Last Day of Spring Semester Classes
May 6	Board of Trustees Meeting ~ 3:00 p.m.
May 9	Commencement
May 19	Summer Semester 10 Week/First 5 Week Classes Begin
May 26	Holiday ~ College Closed
May 29-30	OACC Annual Conference (Columbus)
June 2	Summer Semester 8 Week Classes Begin
June 10	Board of Trustees Meeting ~ 12:30 p.m. (Findlay Campus)
June 23	Summer Semester Last 5 Week Classes Begin
July 4	Holiday ~ College Closed
July 25	Last Day of Summer Semester Classes
August 18	First Day of Fall Semester Classes
August 30- September 1	Holiday ~ College Closed
September 22	<i>Alumni Association Golf Classic</i>
October 20-21	Fall Break ~ No Classes (college open for faculty/staff professional development)

DATES TO REMEMBER ~ *continued*

November 11 Holiday ~ College Closed
November 26-30 Holiday ~ College Closed
December 5 Last Day of Fall Semester Classes
December 12 Commencement
December 24-31 Holiday ~ College Closed

2015

January 1 Holiday ~ College Closed
January 12 First Day of Spring Semester Classes
January 19 Holiday ~ College Closed