



Board of Trustees Regular Meeting

May 6, 2014

Exhibit 16

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 2

Trustees' Dates to Remember

Exhibit 3 ~ See Separate Attachment

Financial Statement for the period ending March 31, 2014

Denise Smith
Vice Provost, Academic Services

Board of Trustees
May 6, 2014
EXHIBIT NO. 16A

MARCH 2014

ACADEMIC SERVICES – Denise Smith, Vice Provost/Dean, Interdisciplinary Studies **E-LEARNING – Mark Karamol, Director**

Several workshops were offered throughout the month focusing on new Blackboard features that will be available after the software upgrade in May.

FINE AND PERFORMING ARTS – Michael Sander, Interim Chair

Theater students participated in an Elemental Movement Workshop at Owens and led by guest artist Chloe Whiting Stevenson, a recent graduate of the Accademia Dell' Arte in Arezzo, Italy. The workshop experimented with movements inspired by the natural elements: wind, water, fire and earth.

Several theater students acted in The Village Players' production of *The Liar*. The cast included current student Matthew Johnston as well as former theater students Jamie Ramlawi and Jon Masters.

Under the guidance of Carey Marten, Associate Professor, Fine and Performing Arts, poster design competitions were held and student Cerise Claussen, Commercial Art Technology major, was awarded for her individual designs created for the Ninth Annual Melodic Expressions and for the fall 2014 production of "A New Adaptation of William Shakespeare's Twelfth Night PLAY ON."

SERVICE LEARNING AND CIVIC ENGAGEMENT - Krista Kiessling, Director

Ms. Kiessling, Joann Gruner, Chair, Food, Nutrition and Hospitality, and Juan Martinez, Resident Director, AVI Foodsystems, met with Stephanie Cihon, Director of Community Relations at ProMedica Health Systems, to launch a partnership with the College as a food reclamation site for the ProMedica "Come to my Table" initiative. Owens will be joining Toledo Hospital, Flower Hospital, Fifth Third Field and the Hollywood Casino in distributing food to those in need in the community.

Owens Civic Ambassadors volunteered at the University of Toledo Women of the World Symposium held on March 22 at the University of Toledo Scott Park Campus. Hosted during Women's History Month, this event seeks to provide free educational and networking opportunities for women throughout northwest Ohio and southeast Michigan.

Owens participated in a nationwide web conference for Connect2Complete on March 18, where Mona Bahouth-Kennedy, Associate Professor, English, presented on her experiences with Connect2Complete and her developmental English courses.

The Food Pantry was utilized by the Occupational Therapy Assistant program as a living lab for working with Lake High School students to develop nutrition and shopping plans.

SCHOOL OF HEALTH, EDUCATION AND HUMAN SERVICES - *Douglas Mead, Dean*

The Dental Hygiene Program hosted the Commission on Dental Accreditation for the program's official site visit on March 11. The final report will be sent in July; however, initial findings were very positive with full reaccreditation anticipated.

On March 28, the Teacher Education Department submitted its self-study for reaccreditation from the Early Childhood Associate Degree Accreditation.

Dr. Mead and Sarah Twitchell, Instructor, Social Work (Findlay), attended the National Association of Social Work Advocacy Day on March 20 in Columbus. Students enrolled in Dr. Twitchell's Social Welfare Institutions class also attended the day in Columbus.

Nancy Rupp, Associate Professor, Physical Therapy Assistant, and six Physical Therapy Assistant program students attended the Ohio Physical Therapy State Conference in Columbus on March 28-29. Owens had a four-person team that performed well in *The Student Challenge* competition; a Jeopardy-style game in which teams from graduate physical therapy programs and physical therapist assistant programs in Ohio competed. Questions covered topics related to physical therapy diagnoses, treatment, and professional laws and rules.

SCHOOL OF NURSING – *Dawn Wetmore, Dean*

Medical Assisting Program

On March 19, Medical Assisting held its biannual advisory board meeting. The advisory board was informed of program changes including reduction of the number of credit hours from 71 to 64; the strategic plan for the program through 2016-2017; the annual report form submitted to the Medical Assisting Education Review Board showing that all thresholds had been met; program outcomes and measurements; and, continuous quality improvement for the Medical Assisting Program.

Medical Assisting received the formal letter from the Commission on Accreditation of Allied Health Education Programs on March 24 granting an additional five years of accreditation due to the program meeting all thresholds of retention, job placement, graduate and employer satisfaction and exam results for the past five years. The accreditation was due to expire March 2014, and the next accreditation visit is scheduled to occur no later than 2018.

Registered Nursing Program

Rhonda Clayton was voted by the faculty as the student who should receive the Northwest Ohio Nurses Association Outstanding Leadership Award for Owens. The criteria for the award are: excellence in the area of scholarship, communication, peer support and nursing practice, involvement in college, department and/or community service, and membership in a student and/or professional nursing organization. Ms. Clayton will receive the award at the Nurses Association Outstanding Leadership awards dinner on April 7.

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

On March 7, Mr. Wharton, attended a Regional Energy Forum at the University of Toledo Scott Park Campus. The forum focused on how the energy landscape is evolving and transforming and how alternative energy sources are important in providing energy in the future. Mr. Wharton served as a panelist to discuss educational opportunities. Penta Career Center and Toledo Technology Academy each brought a class of students to attend the forum.

On March 15, Mr. Wharton, attended a robotics demonstration at the Horizon Science Academy in Toledo where Richard Marquardt, Specialist, Room and Asset Management, is the mentor for the “Loose Screws” Robotics Team. The demonstration was to encourage interested students to become involved in robotics.

General Motors has donated two vehicles, 2013 Cadillac Escalade and a 2014 Buick, making a total of eight vehicles donated in the past two years.

PROFESSIONAL DEVELOPMENT

E-LEARNING

Charat Khattapan, Instructional Designer, attended Apple, Inc. Academy training and received certification to deliver training on iLife and iWork, iBooks Author, and iTunes U Course Manager, as well as achieving the status as an Apple Vanguard trainer.

FINE AND PERFORMING ARTS

Denise Grupp-Verbon, Adjunct Instructor, Fine and Performing Arts, was Co-Director/Presenter/Performer for The Harp Gathering, a weekend festival for harpists in Clemmons, North Carolina. Ms. Grupp-Verbon performed with her duo, Tapestry, presented two workshops, and her recently published a harp duo arrangement of Wild Mountain Thyme was performed for the first time at the festival.

SCHOOL OF HUMANITIES, SOCIAL SCIENCES AND CRIMINAL JUSTICE

Kimberly Minke, Professor, Social/Behavioral Sciences, participated in two LeadOn leadership workshops hosted by Cedar Creek Church in February and March. The first workshop focused on "Authentic Leadership," and the second workshop on "Leading Self."

SCHOOL OF NURSING

Julia Popp, Professor, Nursing, Anne Helm, Professor, Nursing, and Margaret Ludwikoski, Laboratory Faculty, Skills and Human Patient Simulator, attended the Annual Jobst Experience for Vascular Nursing on March 14 in Perrysburg.

Ms. Popp also attended a two-day conference titled “Geriatric Gems: Evaluation of the Older Adult and Pharmacology: Simplify Don’t Mystify” in Maui, Hawaii (paid for from personal funds). The conference speaker was Barb Bancroft, Executive Director/President of CPP Associates, Inc. -- a continuing education firm for corporations and healthcare professionals.

Diane McDougle, Associate Professor, Nursing, was a participant in two webinars: “Utilizing HESI Case Studies” (sponsored by Evolve-Elsevier Publishing) on March 5 and “Flipping the Classroom not as Frightening as it Sounds” (sponsored by Lippincott Publishing) on March 12.

Denise Spohler, Professor, Nursing, volunteers every Tuesday evening at “That Neighborhood Free Health Clinic”, located at the Summit YMCA. The clinic is part of That Neighborhood Foundation, whose mission is to restore hope, empower individuals, strengthen families and transform our community.

SCHOOL OF HEALTH, EDUCATION AND HUMAN SERVICES

Medical Imaging Department

On March 7-8, students and adjunct faculty in the Magnetic Resonance Imaging Program attended “The Jackpot of Imaging” seminar at Ohio State University Wexner Medical Center. Topics such as advanced imaging in magnetic resonance, patient care and safety, and functional MRI scanning were covered. Students and faculty were able to network with professionals from across the country.

SCHOOL OF BUSINESS, INFORMATION, AND HEALTH SUPPORT TECHNOLOGIES

On March 5, Ann Theis, Dean, attended the Owens Foundation Board luncheon and gave an overview of the School and its programs to the Board. The luncheon was held in the new Terrace View Café.

Health Information and Office Administration Technologies Department

Bonnie Hemp, Chair, Health and Information Support Technologies, and Susan Deutschman, Coordinator/Assistant Professor, Cancer Information Management Program, attended the Ohio Health Information Management Association Annual Meeting and Trade Show in Columbus (March 17-19). This event is the top-rated state meeting in the country, with a diverse array of topics that included the Health Insurance Portability and Accountability Act, international classification disease-10, social media in the classroom, managing intercultural communication, managing mobile devices/security under the Health Information Technology for Economic and Clinical Health Act, and health information management empowerment.

Teresa McGaharan, Associate Professor of the Health Information Technology Program, attended the Ohio Health Information Management Association’s annual meeting on March 19 in Columbus. The topics presented included international classification disease-10, clinical modification, and procedural coding system for cardiovascular, respiratory, musculoskeletal and endocrine systems.

Carol Buser, Professor, Information Systems Technology (Findlay), attended the Course Technology Computing Conference in Nashville, Tennessee, March 10-14. During the conference, Ms. Buser attended sessions regarding mobile web, iPADs, flipped and hybrid classrooms, massive open online courses and mobile application design.

On March 25-26, Ms. Buser attended the Innovate Conference at the Ohio State University to learn about interactive online learning, flipped classrooms, massive open online courses and iPads in the classroom.

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

Tracy Campbell, Interim Chair, Transportation Technologies, and Thomas McRitchie, Instructor, Transportation Technologies, attended the regional General Motors ASEP Conference in Des Moines, Iowa. The conference included discussion on best practices and General Motors training as well as business meetings and networking.

MARCH 2014

BUSINESS AFFAIRS – Laurie Sabin, Vice President/Treasurer

On March 4, Ms. Sabin, Michael McDonald, Executive Director, Operations, and David Wahr, Director, Campus Retail Services, met with Renaud Rodrigue, Vice President, Education Market, Harry Ewert, Strategic Account Executive and Carol Gorman, Major Account Executive, from Ricoh Americas Corporation, to discuss current Copy Center operations, the timeline for implementing submission of copy jobs electronically from the Owens website, and a review of Ricoh products developed for higher education to create efficiencies using print, mail and student service technologies and services.

On March 7, Ms. Sabin attended the Ohio Association of Community Colleges (OACC) sixth annual statewide symposium at Columbus State Community College. Topics included: key policies and initiatives that will impact community colleges (dual enrollment, college readiness standards, developmental education reform, and guidelines for certificates, reverse transfer and prior learning assessment); the fiscal year 2015 community college funding model and additional metrics for fiscal year 2016 and beyond and the loss; and utilizing completion by design principles to design a campus completion process.

On March 21, Ms. Sabin and Donna Holubik, Director, Financial Aid, attended a teleconference with Steve Queisser, Vice President at Edfinancial Services, to review Owens two-year and three-year cohort default rates and discuss default prevention services including telephone campaigns, email and mail contacts, three-way calls with loan servicers, and other tracking and tracing attempts to resolve delinquencies. Edfinancial works with a number of colleges in Ohio including Clark State, Columbus State, Cuyahoga, Lakeland, Rio Grande and Northwest State.

PROCUREMENT – Pam Beck, Controller

Ms. Beck and Karen Norton, Specialist, Collections, attended the OACC Controllers meeting in March. The morning session included a presentation from the Attorney General's Collections Enforcement Section on the new Ohio Shared Services software upgrade, the redesign of the collection section, new processes, and available reporting. The afternoon had two breakout sessions for student accounts/collections and Controllers. Several topics were discussed including financial statements presented to the Board, audit firms, the state request for proposal process for audit firm selection, Ohio Board of Regents funding, college credit plus program, and class size modeling.

DEPARTMENT OF PUBLIC SAFETY – John Betori, Director, Public Safety/Chief of Police
Owens Campus Security Authority (CSA) Training

This training provides CSAs with the information and guidance needed to comply with Clery Act requirements in regards to reporting criminal activity. The Clery Act defines a CSA as “an official of an institution who has significant responsibility for student and campus activities including, but not limited to, student discipline and campus judicial proceedings.” Based on their position responsibilities, 107 employees were identified and have begun their training. This training is ongoing with upcoming sessions planned.

Alert, Lockdown, Inform, Counter, Evacuate (ALICE) Training

Four sessions of ALICE training were conducted for 26 Owens employees in March. Three additional sessions have been scheduled for both campuses in April with 35 employees registered to date. In addition, the Findlay Chamber of Commerce scheduled a session for April with 80 individuals.

OPERATIONS – Michael McDonald, Executive Director

Mr. McDonald attended the Ohio Board of Regents’ Efficiency Advisory Committee meeting in Columbus on March 28. The purpose of the meeting was to discuss the final revisions for the operational efficiency plans of universities and colleges to be submitted to the Chancellor at the end of April.

FACILITIES SERVICES – Jim Mahaney, Director

Toledo Campus HVAC Renovations - Controlling Board review for this project is scheduled on April 21. Engineering review is ongoing on the second portion of this project (for the Center for Emergency Preparedness building) that was not eligible as a state contract project.

Access Improvements - This project entails replacing and/or reworking specified outside entrance doors throughout campus. Advertising is expected to begin on April 14.

Electric Operable Wall for Center for Emergency Preparedness - Parts for the wall are on order and expected to arrive in four to six weeks. Installation is scheduled for June.

Facility Services Renovation - Design work has been initiated with Stough & Stough Architects. The project will create new multi-person restrooms, a meeting/break room on the first floor, and repairs to outside ramps and steps leading to the building.

CAPITAL PLANNING AND SUSTAINABILITY – Thomas Horrall, Director

Capital Planning has received Controlling Board approval and release of capital funds for the following state capital supported projects:

Center for Emergency Preparedness (Fire Training Simulator) – Electric Operable Wall	\$ 23,315
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Capital Planning has submitted requests for release of capital funds and is awaiting Controlling Board action for the following state capital supported projects:

College Hall Restroom Renovations	\$ 84,420
Heritage Hall Classroom Renovation – A/E Services	\$ 214,952
Toledo Campus HVAC Renovations	\$ 205,273

Culinary Arts - Renovation of the culinary lab is complete with a grand opening scheduled for April 29. The vacated Terrace View Café in College Hall has been reconfigured and made available as an additional student lounge.

Heritage Hall - Planning and programming continues for instructional space of the final phase renovation of Heritage Hall. A classroom furniture/technology open house was conducted on March 28 to solicit faculty, student and staff input.

Tracy Road Center - Capital Planning continues meetings and conversation with the Ohio Department of Administrative Services in an effort facilitate the marketing and sale of the Tracy Road Center property.

CAMPUS RETAIL SERVICES – *David Wahr, Director*

Bookstores - Sales at the stores were for the month of March were 22 percent ahead, as compared to sales in March 2013.

Most book adoptions for summer were received by the end of March, and Bookstore staff is working with the departments to gather the remaining adoptions. Fall adoptions are due by April 18 in order to allow the Bookstore to buy back books from students at the end of the spring 2014 semester.

Campus Card - Notice was received from Blackboard Transact concerning the end of life for the point of sale registers being used by dining services. The maintenance contract for these devices has been extended through December 2014.

Copy Center - Though there was a decrease in the number of copy jobs this month as compared to last year (872 jobs in 2014 and 939 jobs in 2013), the number of pieces produced was up substantially with 245,696 pieces in 2014 as compared to 178,304 in 2013, a 38 percent increase. The volume of mail this month also increased significantly with more than twice as many individual pieces of mail going out in March 2014 (14,448) as compared to March 2013 (7,403).

AUXILIARY SERVICES – *Danielle Tracy, Director*

Student Health and Activities Center (SHAC) - SHAC attendance for March was 4,096, which is an average of 164 people per day. Auxiliary services is interviewing additional student employees and starting the schedule for the summer and fall semesters. Repairs have been completed on free weight equipment and preventative maintenance has been scheduled for this summer for all SHAC equipment.

Facility Rentals - Events processed 331 events in March, of which 14 were external that brought in \$14,280 of revenue. Some of the large internal events included the Owens Transfer Fair, College Preview Night, Finances 101 and the state pesticide exam. The large external events, such as the Toledo Toy and Train Show, Red Cross Oscar Night, Rossford Business Fair, Toledo Mobile Radio Association Hamfest and Toledo Dental, brought in thousands of outside attendees. Each of these external groups have either re-contracted or held dates for 2015.

Food Service - Discussions continue with Coca-Cola and AVI to replace the outdated vending machines. Additionally, Auxiliary Services began working to have blackboard readers installed on machines that currently do not have them. The new Coca-Cola driver has provided vast improvements to the machines' appearance and functionality.

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

Board of Trustees
May 6, 2014
EXHIBIT NO. 16C

MARCH 2014

FUNDRAISING – *Laura Moore, Interim Executive Director*

Foundation Update – The Foundation’s auditors, Plante & Moran, presented the audit results to the Foundation Committee on Finance, Audit and Investments. Once again, the audit was clean with no concerns. Plante & Moran is completing their tenth year of service to both the Foundation and the College, and, by law, a new auditor will be completing the audits next year.

ALUMNI RELATIONS – *Laura Moore, Director*

Scholarship Pledge – At the March meeting of the Alumni Association, the Board of Directors unanimously approved a \$10,000 pledge to establish the Private Stephen Machcinski and Private James Dickman Memorial Scholarship Endowment Fund to honor the bravery, courage and service of the two fallen Toledo Fire & Rescue Department firefighters. Private Machcinski graduated from Owens in 1993 with a degree in fire science technology. Private Dickman attended Owens from 2005-2007. The scholarship establishment will be announced at this year’s Outstanding Service Awards Celebration and awarded to a second-year fire science technology student beginning with the 2015-2016 academic year.

Upcoming Event

- Annual Meeting at Fifth Third Field – August 1, 2014

Betsy Johnson
Vice President, Enrollment Management
and Student Services

Board of Trustees
May 6, 2014
EXHIBIT NO. 16D

MARCH 2014

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

On March 7, Dr. Johnson attended an Ohio Association of Community Colleges symposium in Columbus. Discussion focused on the new state community college funding model and included a presentation that explored a systems approach to transformational change.

ADMISSIONS - *Meghan Schmidbauer, Director*

On March 27, Admissions and the President's Office hosted a Superintendents Breakfast. There were 25 attendees representing public, private, charter/community schools and educational service centers. It was an opportunity to network and advance partnerships. Attendees toured the new Culinary Center in Heritage Hall and were provided updates regarding program majors and certificates, as well as dual enrollment. Afterwards, Owens hosted the monthly superintendents' meeting coordinated by the Educational Service Center of Lake Erie West.

Adult and Community Outreach

Gary Walkowiak, Admissions Representative, attended the March 3 "Going Home to Stay" program for recently released offenders and secured eight interest cards. He also continued the Adult Outreach sessions with the Lucas County Public Library system at the Locke branch on March 18 and the Reynolds Corners location on March 19 and yielded four prospective students. Mr. Walkowiak addressed 68 emails, fielded 87 phone inquiries and met with 62 individuals in the office seeking admissions information/assistance.

High School Recruitment

Carolyn Eaton, Admissions Representative, attended two Post-Secondary Enrollment Option (PSEO) evenings (Eastwood High School on March 3 and Woodward High School on March 6).

Admissions staff members spoke with 205 students at the following schools: Penta Career Center, Whitmer High School and Career and Technology Center, Waite, Woodward, Glass City Academy, Phoenix/Polly Fox Academy and Start High School. Admissions maintains regular office hours at Whitmer High School and the Career Technology Center, Penta Career Center and Millstream Career Center.

Recruitment Fairs and College Nights

Admissions Representatives have supported registration by speaking with potential students and their families at the following events: Greater Hancock County College Night (March 3), University of Toledo West College Fair (March 4), College Preview Night (March 5), Arlington Fair (March 6), Heidelberg University Education Day (March 6) and Genoa Academic Committee (March 19).

Communication and Events

Jennifer Irelan, Manager, Enrollment Communications and Events, organized events on the Toledo Campus for various groups of students and teachers with tours and information sessions regarding specific fields of study. Admissions sent 9,100 emails to potential students (recruits as well as those who have an active application on file) encouraging them to sign up for a registration event or to take the next step in the enrollment process. The events included:

College Preview Night (March 5) with approximately 1200 students and families on the Toledo Campus; Finances 101 (March 27) providing admissions information to 235 recruits.

Registration Events

One Day Registration events (124 student participants) and New Student Orientation (33 student participants) with group registration were held on the Toledo Campus and at the Learning Center Downtown Toledo.

Findlay Campus

Five Explore Owens sessions were held and ten prospective students attended. While on campus, the attendees took part in an information session and received a campus tour.

The Findlay Campus hosted the Greater Hancock County College Night on the March 3 from 6:30-8:00 p.m. with over 80 colleges present. Approximately 200 high school students and 300 parents/family members from six different counties were in attendance. Presentations were given throughout the evening on the following topics: preparing for college, career trends for the future, financial aid for college, scholarships and preparing for the ACT.

ADVISING - Verne Walker, Director

On March 10, an automated, delayed-response email campaign was launched to approximately 55,000 active Owens students to encourage them to register for summer and/or fall semester 2014. Students will continue to receive email reminders until they register. Staff from Advising and Information Technology Services collaborated to launch the Banner Relationship Management campaign that will send up to seven emails to students between March and August about registration. Advisors will reply to students who respond to this campaign.

Advising hosted a Transfer Fair on March 25 on the Toledo Campus to assist students with exploring their transfer options. Approximately 30 colleges were represented and approximately 50 students were in attendance.

Advising, Academic Services, and Institutional Effectiveness collaborated on the development and implementation of the new student retention predictor, which is a score assigned to all new students. A random selection of new students received a welcome contact by advisors and a sub-selection of this group received a contact from the dean of their academic program. Over 500 students received a contact from an advisor and/or a dean. Institutional Research will be assessing the impact of the new student contacts in the future.

During March, Angela McGinnis, Manager, Advising (Findlay) wrapped visits to various high school Post-Secondary Enrollment Options (PSEO) meetings. Ms. McGinnis presented information regarding the Owens PSEO program to Riverdale High School (March 6), Seneca East High School (March 10) and Arlington High School (March 18) and answered questions from interested students and parents.

INTERNATIONAL STUDENT SERVICES – *Annette Swanson, Manager*

On March 20, Elaine Shafer, Advisor, International Students, presented a workshop for international students on how to successfully transfer to a four-year university. The workshop was attended by 30 students.

RECORDS – *Eric Langenderfer, Registrar*

Five former Owens students have submitted transcripts from their current four-year institution for review to allow credits to transfer back to Owens through the State of Ohio's Credit When It's Due Initiative. The initiative, also known as reverse transfer, seeks to increase the number of students awarded an associate degree after they have transferred and obtained relevant credit at a four-year state institution. After review, all five students will be awarded an associate degree.

STUDENT LIFE – *Christopher Giordano, Dean*

ATHLETICS – Rudy Yovich, Director

Kamilah Carter, sophomore point guard, women's basketball team, has been named a Women's Basketball Coaches Association Honorable Mention All-American.

Four players on the women's basketball team have won post-season awards in the Ohio Community College Athletic Conference (OCCAC): Kamilah Carter (First Team), Ashley Tunstall (First Team), Eboni Adams (Second Team) and Paige Wright (Honorable Mention All-OCCAC).

Four players on the men's basketball team have won post-season awards in the OCCAC: John Murry and Bikramjit Gill were named First Team, Andy Bachman named Second Team and Shaakir Lindsey named Honorable Mention All-OCCAC.

STUDENT CONDUCT – Danielle Admire, Manager

Student Activities

The Physical Therapy Association (five students and one advisor) attended the Ohio Physical Therapy Association annual conference in Columbus from March 27-29. The conference provided students interaction with physical therapy professionals, access to the most up-to-date practice patterns, and networking opportunities in Ohio.

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

On March 28, SMHS facilitated a stress management program in a group setting. A total of 12 students attended the psycho-educational group, the first group offering of this type at Owens.

Following are numbers for March in regards to SMHS:

Intakes

Completed = 14

Self-Referred = 7

Faculty/Staff Referred = 13

Student Referred = 1

Students currently involved with counseling services = 44

PROFESSIONAL DEVELOPMENT

Advising

On March 7, staff from the Findlay and Toledo Campuses attended a counselor event at the University of Findlay, during which the advisors learned about programs, services and other opportunities available to students at the University of Findlay. Both institutions continue to partner to assist students who want to transfer between the two.

Stacy Jenkins, Lead Advisor, facilitated the state meeting for Ohio during the National Academic Advising Association's Region V Conference in Madison, Wisconsin. State initiatives impacting decision makers in higher education institutions were discussed as well as the advisor's role on campus.

Carolyn Ramsdell, Lead Advisor, Heather Mullins, Advisor, and Kimberly VanderHooven, Advisor, completed the Strong Certification program through CPP, Inc. (a leader in personality, career and professional development assessments). The certification will allow them to administer the Strong Interest Inventory to students to assist with career and major selection within the School of Business, Information and Health Support Technologies. The Strong Interest Inventory will be administered to students taking the Career and Professionalism course in fall 2014.

Student Mental Health Services

On March 12-13, Lisa Sancrant, Director, attended the 12th Annual Depression on College Campuses: Fostering Student Success Conference at the University of Michigan. Clinicians, students, researchers and community members came together to discuss how campuses can improve student mental health services and outcomes, with an emphasis on research and strategies to foster student success in all areas of the college experience – emotional, physical, social and academic.

On March 7 Ms. Sancrant attended the Supervision Summit: Ethical Supervision workshop at the University of Toledo. This program focused on ethical supervision and was offered free of charge to any supervisor of a current school year (fall 2013/spring 2014), practicum or internship student. Student Mental Health Services currently hosts two counseling interns from the University of Toledo.

Jack Witt
Vice President, Human Resources and Administration

Board of Trustees
May 6, 2014
EXHIBIT NO. 16E

MARCH 2014

HUMAN RESOURCES

Mr. Witt and Traci Kish, Benefits Administrator, hosted a four-part complimentary Retirewise/MetLife PlanSmart[®] Financial Education Series workshop, for employees interested in retirement planning. Each participant was given a comprehensive manual and workbook along with an overview presentation, which included multiple interactive sessions.

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

The events and room scheduling software called AdAstra was recently upgraded to the most current version, which included new and enhanced features, increased performance and heightened security. A noteworthy new feature is the availability of Activity Calendars, one of which is already available on the Owens website showing all the campus events including the Findlay Campus, Learning Center Maumee and Learning Center Downtown Toledo.

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

WCS Toledo held 20 contract training events for a total of 337 individuals. Companies included: Buckeye CableSystem, City of Toledo, Cleveland Sheetmetal Workers, Columbus Plumbers and Pipefitters, Cooper Tire, Findlay Business Consortium, Great Lakes Contractors, Jerl Machine, Lowe's Distribution Center, Ohio Operating Engineers, ProMedica Health System, Roki America, and Rosenboom Machine & Tool.

WCS Toledo delivered 55 open enrollment non-credit classes, serving a total of 331 students. Highlights for the month included CPR Healthcare Provider (31), ACT Prep (16), Spray Finishing (15), Real Estate Appraisal (14), Real Estate Law (13), Motorcycle Safety (12) and Quickbooks (12).

WCS added 407 companies to its Zoho customer relationship management database, bringing the total number to 757 companies and 1,151 actual contacts. In addition, the WCS Linked In Corporate Training Group page added 5 new members, which now brings the total to 556. The WCS Facebook page increased its people reached per week to 991, an increase from 661. Carl Dettmer, Director, Program Development, produced a three-minute video on commercial truck driving for use in promoting WCS.

Mr. Paskvan, Mr. Dettmer, Dave Siravo, Director of Sales, and Gary Corrigan, Sales Representative, attended the Northwest Ohio Regional Economic Development annual meeting in Perrysburg.

WCS provided the final Plus 50 class through Handbags that Help, which is a Findlay charity that awarded Owens \$10,000 to offer four Plus 50 classes for people living in Hancock County over the age 50.

WCS also conducted short seminars for the Job Ready Career Day held at the Learning Center Downtown Toledo. This provided basic information on career opportunities in welding and other skilled trades. Individuals were introduced to training options available at the College as well as information on employment opportunities.

WCS completed the third of four environmental clean-up/Brownsfield trainings for the City of Toledo Environmental Services Division. This class provided 160 hours of training to 21 students in structure deconstruction, OSHA 40 Hour HazWoper, OSHA 30-hour general construction, mold and lead awareness and asbestos abatement. The City of Toledo held a graduation ceremony and a job fair for the graduates. Six companies attended with the purpose of hiring the program graduates.

WCS is conducting MIG welding training for welders at Jerl Machine. Jerl is working toward their Canadian Welding Certification, which is needed to satisfy the requirements for a new customer building wind turbine components in Canada. WCS will incorporate additional training components to meet the certification standards.

Forklift training was provided to clients of Harbor Career Connection. WCS also provided on-site HAZMAT operations refresher training to staff of General Motors Powertrain.

WCS offered a retrofit installer training program for ex-offenders. Students completed the OSHA 30-hour construction outreach training program and learned basic construction skills.

PROFESSIONAL DEVELOPMENT

Connie Buhr, Director, Workforce and Community Services Operations, attended a webinar with Ed2Go on the administration of the website and classes.

OPEN POSITIONS REPORT

NEW POSITIONS	CAMPUS	STATUS
Groundskeeper (Second Shift)	T	Interviewing
Instructor, Caterpillar/Diesel Programs	T	Interviewing
REPLACEMENT POSITIONS	CAMPUS	STATUS
Adaptive Technology Specialist	T	Reviewing
Advisor, Post-Secondary Enrollment Options (PSEO)/Dual Enrollment Programs	T	Interviewing
Advocate	T	Advertising
Assistant Coach, Women’s Softball	T	Interviewing
Chair, Design Technologies and Welding (Internal Search Only)	T	Reviewing
Clerk, Bookstore	T	Interviewing
Course Materials Expert	T/F	Interviewing
Executive Director of Institutional Advancement	T	Interviewing
Financial Aid Informational Systems Administrator	T	Interviewing
Journeyman/Maintenance Specialist- Electrician	T	Recommended for hire: Troy Roberts
Journeyman/Maintenance Specialist - Painter	T	Interviewing
Manager, Testing Center Services	T/F	Reviewing
Police Officer	T/F	Interviewing
Representative, Admissions	T	Recommended for hire: Ashley King
Representative, Admissions	T	Recommended for hire: Emily Nix
Specialist, Telecommunications/ID System	T/F	Advertising

MARCH 2014

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

GOVERNMENT RELATIONS - FEDERAL

Registered Apprenticeship-College Consortium (RACC) – President Obama announced the launch of RACC in an effort to create pathways from apprenticeship training to associate and bachelor degrees. The RACC has been created through the United States Department of Labor Education and Training Administration and will provide credit for apprenticeship training that will transfer to any community college system. This will ultimately help bolster the number of degrees awarded by 2020. The Ohio and Wisconsin community college systems have been identified as founding members of the RACC. This legislation would also support the creation of Centers of Manufacturing Innovation throughout the nation by connecting business and industry with institutions of higher education, an initiative and legislation that Senator Sherrod Brown sponsored (the Revitalize American Manufacturing and Innovation Act/S. 1468).

It was announced in late April that new federal investments (with existing funds) will be used to building partnerships between business and industry, unions, and community colleges to train workers with the skills that are needed. A few of these investments include:

1. American Job Training Executive Actions – Nearly \$500 million will be used to develop training programs that are job-driven. This is a job training competition and competitive grant process through the existing Trade Adjustment Assistance and Community College and Career Training grant program.
2. Expanding Apprenticeships for Good Middle Class Jobs – This \$100 million program is focused on getting more people to participate in apprenticeships and uses existing H-1B funds.
3. Making Apprenticeships Work for More Americans – The Departments of Labor, Education and Veteran Affairs are reforming their programs to enable the use of education benefits for apprenticeships. This includes streamlining GI Bill benefits for apprentices and connecting apprentices with college credit through the Registered Apprenticeship College Consortium mentioned above.
4. Expanding Apprenticeships and Investing in Community Colleges – Over four years, this fund would create competitive grants to partnerships of community colleges, industry and employers, to reform job training curricula and launch new programs to deliver skills for in-demand jobs and careers. Two billion dollars will be set aside for an Apprenticeship Training Fund.

GOVERNMENT RELATIONS – STATE

Mid-Biennium Budget Review – Below is a brief summary of the Mid-Biennium Budget Review (MBR) bills pertaining to community colleges. These bills have all passed the House and are now in the Senate.

1. House Bill 483 – (Main MBR) – An additional \$3.1 million in stability funding for the community college sector was included in the state share of instruction line item. Language is also included that would develop the following programs:
 - The Adult Career Opportunity Pilot Program was created to engage adults ages 22 to 29 without a high school diploma to achieve a GED and to continue on for additional education. In fiscal year 2015, \$2.5 million would be set aside for planning grants to five community colleges or technical career centers to build capacity for programs in the 2015-2016 school year.
 - The Alternative Education Program will set aside \$5 million in fiscal year 2015 for payments to school districts, charter schools and university branches or community colleges educating adults ages 22 to 29 working towards getting a high school diploma.
 - The Workforce Training Pilot Program strives to help economically disadvantaged Ohioans, and \$3 million will be used to establish a program that will provide grants for demonstration projects in workforce and life skills training programs.
2. House Bill 484 – (Higher Education MBR) – This bill authorizes the community college tuition guarantee program; allows treasurers to be bonded or insured versus bonded and insured; establishes the course and program sharing network; contains the performance-based funding formula for community colleges in fiscal year 2015; requires the Chancellor to evaluate performance-based funding practices and policies at all institutions of higher education by December 31, 2016; and creates the Ohio Education Student Financial Aid Workgroup to look at state need-based aid programs including Ohio College Opportunity Grant with recommendations due to the Governor and General Assembly by December 31.
3. House Bill 486 – (Workforce Development MBR) – requires the Governor’s Office of Workforce Transformation to establish criteria to use for evaluating the performance of state and local workforce programs using basic, aligned workforce measures related to system efficiency and effectiveness; requires the Office to develop and make available on the internet a public dashboard to display metrics regarding the state’s administration of primary workforce programs; and requires the State to submit to appropriate federal authorities by Dec. 31 a single unified state plan for federal adult basic literacy, career technical education and workforce development programs.
4. House Bill 487 – (Education MBR) – Renames the Post-Secondary Enrollment Options program as the College Credit Plus program and makes several changes including:
 - Specifies that the College Credit Plus program begins operation with the 2015-2016 school year, and the Ohio Board of Regents adopt rules to ensure that this is fully operational in that school year.
 - The House added a provision specifying that schools may negotiate below the agreed to “floor cost” with agreement by the college; otherwise, default reverts to the floor amount that colleges may charge schools. The Ohio Association of Community Colleges is working on this issue in the Senate.
5. House Bill 488 – (Veterans Issues MBR) – By December 31, the Chancellor is required to develop standards and procedures for awarding college credit for military experiences; prohibits state institutions of higher education after December 31 from charging a fee to a veteran or service member for evaluating credit; and requires each state institution of higher education to designate at least person to serve as a veterans affairs contact.

INSTITUTIONAL EFFECTIVENESS – *Thomas Perin, Associate Vice President*

Mr. Perin attended the Sixth Annual Statewide Symposium for the Ohio Association of Community Colleges (OACC) held on March 7. This symposium provided updates on key projects and priorities that have an impact on Ohio's community colleges as well as setting the stage for in-depth conversations on the funding model, completion planning and on-going support for OACC member institutions.

Mr. Perin, Anne Fulkerson, Enrollment and Retention Research Associate, and Douglas Mead, Dean, School of Health, Education and Human Services, attended a Student Persistence and Completion Academy meeting in Chicago on March 17-18, which focused on developing a scope and charter for the June cohort of Owens Community College Student Persistence and Completion Academy. The academy team is a four-year commitment and will assist the College develop strategies for helping students with persistence, retention and completion successes.

The spring semester AQIP VIP awards were presented to Anthony Duris, Instructor, Welding, Jeremy Meier, Assistant Professor, Fine and Performing Arts, for their outstanding work at the College. Each semester the AQIP Planning Council nominates employee(s) for their commitment to continuous quality improvement at the College.

Owens received the Systems Portfolio feedback report from the Higher Learning Commission reviewers, which concluded that the College has presented evidence indicating that no accreditation issues were noted. Of the 137 questions, the College scored well with a total of 10 super strengths, 72 strengths, 58 areas of opportunities and 4 areas with outstanding opportunities. The report also states that "Owens is clearly committed to a continuous improvement journey, and the institution is maturing as an AQIP school." During the next month, Mr. Perin and Patricia Jezak, Assistant to the President/Secretary to the Board of Trustees, will begin a series of interviews with each team that participated in the writing of the portfolio to determine qualified opportunities in each category. The Systems Portfolio feedback results will be posted to the Institutional Effectiveness intranet site.

DATES TO REMEMBER

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

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

2014

May 6	Trustees Academic Excellence Scholarship Reception and Ceremony ~ 5:30 p.m. (CFPA Theatre and Rotunda)
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)
May 28-29	OACC Annual Conference (Columbus)
June 2	Summer Semester 8 Week Classes Begin
June 11	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 5	Board of Trustees Meeting
August 18	First Day of Fall Semester Classes
August 30- September 1	Holiday ~ College Closed
September 9	Board of Trustees Meeting
September 22	Alumni Association Golf Classic
October 20-21	Fall Break ~ No Classes (college open for faculty/staff professional development)
October 28	Board of Trustees Meeting (Findlay)
November 11	Holiday ~ College Closed
November 26-30	Holiday ~ College Closed
December 5	Last Day of Fall Semester Classes
December 9	Board of Trustees Meeting
December 12	Commencement
December 24-31	Holiday ~ College Closed

DATES TO REMEMBER ~ *continued*

2015

January 1	Holiday ~ College Closed
January 12	First Day of Spring Semester Classes
January 19	Holiday ~ College Closed
February 3	<i>Board of Trustees Meeting</i>
March 9-15	Spring Break ~ No Classes
April 7	<i>Board of Trustees Meeting</i>
May 5	<i>Board of Trustees Meeting ~ 3:00 p.m.</i>
June 9	<i>Board of Trustees Meeting (Findlay)</i>