



Board of Trustees Regular Meeting

August 6, 2013

Exhibit 18

Monthly Reports to the Board of Trustees:

- A. Vice President/Provost
- B. Vice President/Treasurer
- C. Interim Executive Director, College Development
- D. Office of President Reports

Exhibit 2

Report on Open Positions

Exhibit 3

Trustees' Dates to Remember

Exhibit 17 ~ See Separate Attachment

Financial Statement for the period ending May 31, 2013

Dr. Renay Scott  
Vice President/Provost

Board of Trustees  
August 6, 2013  
EXHIBIT NO. 18A

## MAY/JUNE 2013

### **ACADEMIC SERVICES – *Dr. Renay Scott, Vice President/Provost and Denise Smith, Vice Provost***

#### **HONORS PROGRAM – *Russ Bodi, Director***

The Honors Program is pleased to announce its Honors Council. The council is composed of faculty members nominated by their dean to represent the schools and/or departments served by the Honors Program and elicit support for the program across campus. Council members are: Janine Rosenthal, Instructor, Accounting; Laurie Erford, Professor, Nursing; L. Scott Deaner, Assistant Professor, Social/Behavioral Sciences; Susan Welling, Instructor, Medical Imaging; Anne Bullerjahn, Professor, Science; Sivagnanam Sakthivel, Professor, Business (Findlay); and the president of the Honors Club. The Honors Council will work with the Director in providing advice on the honors curriculum, governance, policy, development and evaluation deliberations.

Honors student Shermaine Hutchins participated in an intense scholarly summer workshop at Yale University, and honors student Bradley Hooser, Honors Club past president, was accepted to study Economics at Columbia University.

#### **FINE AND PERFORMING ARTS**

Denise Grupp-Verbon, Adjunct Instructor, Music, co-founded and participated in Harp Week (June 17 to 20) and the 16<sup>th</sup> annual American Harp Society Day Ensemble Concert held in the Center for Fine and Performing Arts Theatre.

Ellen Koeberlein, Post-Secondary Enrollment Options student in the Fine Art concentration, will be graduating from the Toledo School for the Arts and have a solo exhibition of her works at the School. She is the only Toledo School for the Arts graduate to receive this honor and a large portion of the works on display will be images she created in her classes at Owens. Ms. Koeberlein will be attending the Kendall College of Art and Design in the fall, majoring in medical illustration.

Ian Welch, Alumnus, Fine and Performing Arts, had a solo exhibition of his drawings at LeSo Gallery in Toledo. The exhibition, *Intangible*, ran from June 21 to July 12. Mr. Welch has been accepted as a graduate assistant in the University of Northern Illinois Master of Fine Arts program.

#### **SERVICE LEARNING AND CIVIC ENGAGEMENT – *Krista Kiessling, Director***

The Owens Civic Ambassadors have been supporting students in the Upward Bound/Trio Program by attending all classes and offering peer mentoring support. Additionally, the ambassadors have offered support and supervision for the service learning experiences within Upward Bound. Upward Bound students have completed a cumulative 200 hours of service to the Family House of Greater Toledo and 200 hours at the Cherry Street Mission Ministries.

The Owens Harvest Project distributed 35 pounds of fresh produce to students through the Food Pantry. The pantry served 492 patrons in April, 62 patrons in May (typical due to low enrollment during that month) and 228 patrons in June.

Service Learning began a partnership with the Toledo Area Metroparks. Two Civic Ambassadors (funded through a Great Lakes Innovative Stewardship Through Education Network mini-grant), will work with the Blue Creek Conservation Native Nursery and utilize experiences to encourage student participation in developmental education courses. The purpose of the mini-grant is to harness the expertise and innovation of college faculty and undergraduate students to promote stewardship of the Great Lakes, an ecosystem containing 20 percent of the world's fresh water.

Service Learning partnered with United Way to offer a free tax clinic on campus, which was operated by trained Owens accounting students. The clinic prepared 158 tax returns, resulting in \$221,000 in federal return dollars and \$14,000 in state return dollars. The clients' average annual income was below \$17,000. The average cost of a visit to a professional tax site is approximately \$200 per return, so the clinic saved taxpayers \$31,600 in tax preparation fees. Owens is now part of a coalition of permanent community tax sites (ten in all) who made a \$5.1 million impact in the community.

### **SCHOOL OF NURSING - *Dawn Wetmore, Dean***

#### **Registered Nursing Program**

On June 10, Ms. Wetmore attended the Review Panel meeting of the Accreditation Commission for Education in Nursing (ACEN) formally known as the National League for Nursing Accrediting Commission in Atlanta. This is the second part of the three-part accreditation process. The site visit in January was the first part. The Review Panel recommended full program approval. Their recommendation will be forwarded to the ACEN Board of Governors who will make the final accreditation decision at their July 11-12 meeting. The College will learn of the final accreditation decision within 30 days of this meeting.

Darlene Wise, Clinical Teaching Faculty, Human Patient Simulator Lab (Findlay), was awarded a Perkins mini-grant for LifePak 20e defibrillators for the labs on the Findlay Campus.

#### **Practical Nursing Certificate**

The College hosted an Ohio Board of Nursing Survey Visit for continued program approval on June 25-26. The site visitor found no deficiencies in any of the Rules pertaining to the Practical Nursing Certificate and is recommending full approval. The site visitor's recommendations will be reviewed at the September meeting of the Ohio Board of Nursing for final approval. A letter will be sent to the School of Nursing once approval is granted.

A Perkins Mini-Grant will fund the purchase of Metro Mobile Medication Secure RX carts. The acquisition will allow the nursing programs to teach students medication administration using a secure method similar to that seen in the hospital setting with advanced features such as patient and medication bar code scanning. The grant will provide two carts for the Toledo RN lab, one for the Toledo HPS lab, one for the Toledo PN lab and one cart for the Findlay Nursing Lab.

#### **Medical Assisting Program**

A new student orientation for the summer Medical Assisting Program was held on the Toledo Campus on May 2. Six students will begin their medical assisting education on May 20.

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

On June 7, Mr. Wharton and Terry Katschke, Manager, Apprenticeship Programs, attended the Local 50 Plumbers and Pipefitters Union graduation ceremony during which 20 apprentices received their journeyman's certificates. Mr. Wharton and Mr. Katschke also presented each graduate with a certificate from Owens Community College recognizing their achievement.

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

Social/Behavioral Sciences

Members of the Alpha Omega Pi chapter of Phi Theta Kappa collected monetary donations and non-perishable items for the Owens Harvest Food Pantry. "Project Graduation" items were donated prior to the spring commencement ceremony.

**ENROLLMENT SERVICES - *Dr. Betsy Johnson, Dean***

Dr. Johnson appeared on the June 17 pre-game broadcast to share information on Owens sponsoring Veterans Appreciation Night at the June 22 Mud Hens baseball game. This live broadcast provided strong promotion of Owens Community College and of the College's appreciation of its veteran students. As part of the sponsorship, a limited number of free tickets were available for current veteran students and guests to the July 22 game. Kenneth Taylor, student, threw out the first pitch.

Admissions – *Meghan Schmidbauer, Interim Director*

High School Recruitment

Carolyn Eaton, Kari Morgan and Kristen Rothfeld, Admissions Representatives, met with 174 students through on-campus and The Source Learning Center appointments. Ms. Eaton and Ms. Rothfeld also visited 12 high schools during the months of May and June.

Ms. Rothfeld, Admissions Representative, attended the ECHHO (Educators and Community Helping Hispanics Onward) Latino Youth Summit at the University of Toledo, the Future is YOU[th] College Fair at the Perrysburg Heights Community Center, hosted the planning meeting for the ECHHO Northwest Ohio College Fair, and facilitated a tour event for 18 students from Holgate High School.

Ms. Morgan met with 15 students and facilitated two classroom presentations at Penta Career Center and made two presentations at Whitmer High School and Career Technology Center.

Ms. Eaton presented to students attending the Lourdes University Upward Bound program; she participated in the Knight Academy College Night, and organized/facilitated a Registration Rocks session for 25 seniors from Waite High School.

Gary Walkowiak, Admissions Representative, attended the "Going Home to Stay" program for recently released offenders securing eight interest cards for follow up. He met with the maintenance manager and one employee at the location of Faurecia Manufacturing Toledo plant and secured a new application and registration for Fall 2013 classes in the Electrical Certificate. Mr. Walkowiak addressed 272 emails, fielded 106 phone inquiries, and met with 76 individuals in the office seeking Admissions information/assistance.

### Findlay Campus Adult and Community Outreach

On May 9, the Findlay Campus hosted 16 students from Findlay Digital Academy. The group heard presentations on admissions, career advising, disability services, and toured the campus.

Approximately 225 eighth grade students from Findlay City Schools visited the Findlay Campus on May 16. The students toured campus, participated in an Owens Jeopardy game, and heard presentations from representatives from the areas of nursing, design technologies and the School of Technology.

The Findlay Campus hosted the May 20 meeting of the Hancock County Coordinating Council, representing over ten area organizations. The group heard speakers from local colleges and universities including Owens Community College, Brown Mackie College and the University of Findlay.

On May 22, the Findlay Campus held a one-day registration event for students interested in enrolling for summer and/or fall semester. Over 10 students attended and were able to test, complete New Student Orientation and register for classes. This event was a collaboration between the Admissions and Advising staff.

Stefanie Orians, Admissions Representative (Findlay), met with 46 prospective students in the months of May and June. These students were met with individually on an appointment basis.

Outreach is being done with the local high schools to follow up on the enrollment process, specifically Findlay High School.

### Enrollment Communication and Events – Jennifer Irelan, Manager

Ms. Irelan led communication efforts to produce 4,073 automated emails to recruits, and 54 email responses and handlings to recruits and applicants. She sent 3,424 messages to encourage prospective adult and high school students to take their next enrollment steps for summer and fall semester. She also lead the efforts of the SOS and Blackboard Services Call team in reaching out to 4,584 applicants and recruits, including direct-from-high school and adult students.

Ms. Irelan assisted with on-campus tours and off-campus events for the months of May and June. A May tour for 13 high school students from Van Guard Career Center, focused on Landscape/Turf Management. Off-campus events included a partnership with Disability Services at a college fair at the Ability Center on June 14 and meeting with prospective students at a Mud Hens game on June 22.

### International Programs and Services – Deborah Gavlik, Manager

Eight Owens students, led by Susan Wannemacher, Associate Professor, Dental Hygiene, participated in a study and service abroad experience in Peru from May 15 through May 24. The opportunity was made possible through a cooperative arrangement with Community Colleges for International Development's Troika Program, in which three community colleges join together to offer study abroad learning experiences to students. The program affords students the opportunity to learn about social, economic and other aspects of life in Chimbote (where they visited local clinics and assisted in a home building project) and to experience local culture and customs through interactions with local residents. The group also spent a day touring an Incan cultural site in Trujillo, and a day and a half in the capital city Lima. Other community colleges participating in the program were Davidson County Community College (North Carolina) and Roane State Community College (Tennessee).

One hundred and five international “transient” students registered for summer classes for a total of 574 credit hours. (These are students who attend another institution of higher education but registered for courses at Owens.) This includes 41 students from China, 38 from Saudi Arabia, 13 from South Korea, and 5 from United Arab Emirates.

#### New Student Orientation

New Student Orientation and One Day Registration sessions at all locations (Toledo Campus, The Source, Findlay Campus) served 467 students in May and 278 students in June. The online New Student Orientation program served 58 students for the months of May and June.

#### Financial Aid - Donna Holubik, Director

As of July 1, a total of 22,144 applications for financial aid were received for the 2012-2013 academic year, with a total of \$85,672,534 in grants, loans, scholarships and federal work-study disbursed. A to-date total of 11,605 applications for financial aid have been received for the 2013-2014 academic year with a total of \$6,743,896 in grants, loans, scholarships and Federal work study disbursed.

#### Advising – Dr. Verne Walker, Director

On May 29, a training session was held with three individuals who will be transitioning into more focused advising roles as a result of the organizational changes at the college. The training session was well-received by the participants and included introduction of the new advising manual, a comprehensive training tool and resource for new and veteran advisors.

#### Records – Julie Quinonez, Registrar

The annual spring commencement ceremony was held on May 3. There were 671 degrees and 229 certificates issued for spring term. This brings the college's total to 32,723 degrees awarded to our students.

### **PROFESSIONAL DEVELOPMENT**

#### FINE AND PERFORMING ARTS

Matthew Gretzinger, Adjunct Instructor, Theater, directed a production of *Impossible Marriage* by Beth Henley at the Village Players Theater that ran May 10 - 25.

Phillip Clark, Adjunct Instructor, Music, performed on June 9 at the Toledo Choral Society event at Sylvania United Methodist Church.

#### ENROLLMENT SERVICES

On May 6, Betsy Johnson, Dean, Enrollment Services, gave two presentations at the annual Ohio Association of Student Financial Aid Administrators. One presentation focused on implementing federal/state regulatory changes and keeping policies and procedures updated. The second presentation focused on campus-wide compliance and included a panel of four from various community colleges around the state.

Gary Walkowiak, Admissions Representative, attended the quarterly meeting of the Lake Erie Higher Education Consortium and accepted the position as President for the 2013-2014 term.

On May 21, Angie McGinnis, Manager, Advising (Findlay), and Christie Tipton, Advisor (Findlay), attended a free workshop on how to run effective meetings and, since then, have shared some of the ideas for improvement with the Findlay Campus Advising/Student Services teams. Strategies have already been implemented to make the meetings more effective and efficient.

### SCHOOL OF HUMANITIES, SOCIAL SCIENCES AND CRIMINAL JUSTICE

Social/Behavioral Sciences Co-Interim Chairs, L Scott Deaner, Assistant Professor, Jeremy Baker, Instructor, and Megan Kerr, Instructor, attended the Apple Flipped Classroom Training on June 17-18.

### SCHOOL OF NURSING

Diane Morlock, Academic Program Chair, Medical Assisting Program, attended the Medical Assisting Education Review Board meeting in Chicago from May 15-19. On May 19, Ms. Morlock was one of the presenters during the Commission on Accreditation of Allied Health Education Program's Surveyor Training Workshop.

Pamela Alexander, Adjunct Instructor, Nursing, completed a Master of Science degree with a major in Nursing at Lourdes University on May 20.

Michelle Shephard, Coordinator, Practical Nursing Lab (half-time), completed a Master of Science degree with a major in Nursing from Walden University in June.

The School of Nursing sponsored a conference: *Developing a Concept Based Curriculum that Meets the Needs of our Next Generation of Nurses* on May 7. Approximately 100 individuals attended this conference including all Owens nursing faculty, part-time clinical and lab faculty, nursing preceptors and nursing educators from area hospitals and members of the Nursing Advisory Board.

Dawn Wetmore, Dean, Anne Helm, Professor, Sandra Valuck, Professor, Lacey Davis, Clinical Teaching Faculty (Findlay), Lou Whitaker, Clinical Teaching Faculty, Margaret Ludwikoski, Laboratory Faculty, Skills and Human Patient Simulator, and Patricia Zenner, Academic Program Lab Technician (Nursing Skills Lab), attended a two-day conference *Classroom to Clinical: Looking through the QSEN Lens* on June 6-7 at Lourdes University.

Ms. Wetmore attended the Health Professions Pathway grant meeting in Chicago, Illinois, on June 12 and the Toledo Area Organization of Nurse Executive meeting on June 28.

Patricia Zenner, Academic Program Lab Technician (Nursing Skills Lab), presented her masters research project "Concepts in the Lab: Teaching Sterile Technique with a New Focus" at the Quality and Safety Education for Nurses conference at Lourdes University.

Ruth Ankele, Academic Department Chair, Nursing, and Irene Jones, Assistant Chair, Nursing, attended the Ohio Board of Nursing Law and Rules update in Columbus on June 14.

Julia Popp, Professor, Nursing attended *Beauty and the Brain: A Journey through Stroke Care*, a presentation held at The Toledo Hospital on May 2.

Anne Helm, Professor, Nursing, assisted students in her Community/Family course in providing health education as part of Service Learning to children at a two-day camp. The camp was sponsored by Sylvania Area Family Services (Huntington Farms) and Redeemer Lutheran Church (a Feed Your Neighbor, Summer Youth Program for children ages 3 to 15).

Margaret Ludwikoski, Laboratory Faculty, Skills and Human Patient Simulator, attended the *Time is Brain* conference at The Toledo Hospital on May 9.

### SCHOOL OF TECHNOLOGY

Mary Kaczinski, Professor, Environmental Management, attended the 2013 Biofuel Academy sponsored by CERET (Consortium for Education in Renewable Energy Technology) held in Golden, Colorado, from June 17-20. The academy was taught by a chemistry instructor and an automotive/diesel instructor from Madison Area Technical College, and included a good mix of biofuel synthesis and testing, and performance requirements for biofuels in engines. The course also included field trips to an ethanol production plant and the National Renewable Energy Laboratory. Most of the course expenses, including travel and lodging, were covered by CERET. Much of what was learned will be incorporated into the ALT 160 Biofuels course. Also, ideas were obtained for expanding the biodiesel performance testing.

Laurie Sabin  
Vice President/Treasurer

Board of Trustees  
August 6, 2013  
EXHIBIT NO. 18B

## MAY/JUNE 2013

### **FINANCE AND BUDGETING – *Laurie Sabin, Vice President/Treasurer***

Mail Room and Copy Center Services – On May 14, Ms. Sabin and Owens representatives met with Tim Spewieik, Senior Account Representative, Mail Works, Claude Montgomery, Owner, Mail Works, Dawn Berry and Traci McLean, Ricoh-USA, to discuss upcoming changes to Owens mail service. Due to the closing of Kantar Group, the College's previous mail service partner, Mail Works will be providing daily mail service. Various operational practices were discussed including: all mail will be taken to the downtown Toledo post office, first class mail delivery will cost 46 cents and will be delivered in one to two business days, bulk non-profit mail will cost 10 cents and will be delivered in three to five business days, and mail personalized to an individual with dollar amounts must go by first class, but if it has a barcode, postage is discounted from 46 cents to 36 cents.

State Share of Instruction (SSI) – On May 20, Ms. Sabin and Debra Rathke, Institutional Research Associate, attended the SSI Information Session for Community Colleges in Columbus. Ohio Board of Regents staff provided an in-depth demonstration of how SSI will be calculated for fiscal year 2014, explained the current proposed State budget language for \$8 million-\$13 million in bridge funding for the community colleges and universities and how that funding would be distributed, and gave an update on the progress of the Community College Funding Consortium.

Ohio Association of Community Colleges – On June 14, Ms. Sabin attended the Fiscal Officers meeting at Columbus State Community College. Topics of discussion included SSI and bridge funding for the community colleges and how that funding would be distributed if the bridge funding is less than the required \$13 million, and progress of the Community College Funding Consortium. There were presentations on STAR Plus investment opportunities by Jason Click, from the Ohio Treasurer's Office and on ethics by Mia Yaniko and Jeff Greenly, from the Ohio Attorney General's Office.

Energy Management – On June 18, Ms. Sabin and Mike McDonald, Executive Director, Operations, met with Michael Bitar and Mike Shoemaker of Cenergistic, an energy conservation company, to review a potential behavior-based energy conservation program. The proposed program would have no implementation costs in the first four months, would be funded 100 percent by energy savings, would have no capital investment and would be budget neutral. The next steps are to contact several of the numerous references and clients that were provided to confirm their experiences with Cenergistic.

Insurance – On June 24, Ms. Sabin met with Jeannie Hylant, Executive Vice President, Brian Sullivan, Vice President, and Patty Taylor, Client Services Specialist, of Hylant Group to review Hylant's property and liability insurance renewal proposal for fiscal year 2014. Ohio School Plan will remain the College's carrier for commercial property, inland marine, general liability and auto liability and physical damage. Total insurance premiums will increase by \$30,882, or 6.5 percent.

**BUSINESS AFFAIRS – Pam Beck, Controller**

Ohio Association of Community Colleges (OACC) – Ms. Beck attended the OACC Controller Group meeting in June. Several topics were discussed including capital component allocations, fiscal year 2014 budget, wage increases, reductions for next fiscal year, conflict of interest, aging of receivables, audit firms, payment plans with financial aid, student refunds, and drops for non-payment.

**DEPARTMENT OF PUBLIC SAFETY – John Betori, Director/Chief of Police**

Achievements – Owens Police Officers Share Award – The American Society for Industrial Security awarded the Detective Keith Dressel Law Enforcement Officer of the Year Award to the Northern Regional SWAT Team for their outstanding service to the community. Owens Police Officer Danny Jones and Lieutenant Scott Steinke are members and in October 2012, the swat team responded to an active shooter/mass casualty incident in Lake Township.

**OPERATIONS – Michael McDonald, Executive Director**

Society for College and University Planning – Mr. McDonald and Patricia Jezak, Secretary, Board of Trustees, attended The Affordable Student Housing Challenge: Meeting Student Housing Needs at Community Colleges and Two-Year Regional Campuses conference at Columbus State Community College on June 13. The conference focused on the benefits of available student housing on recruitment, retention, completion and graduation.

**FACILITY SERVICES – Jim Mahaney, Director**

Facility Services Building Roof Renovation – This project is now complete.

Math Lab II – This project started on June 17. The demolition portion is complete with HVAC and electrical work scheduled to begin June 25.

MRI Simulation Lab – The successful bidders are: General - The Dotson Company, Electrical - Laibe Electric, and HVAC - V/M Systems. A pre-construction meeting is scheduled for June 19.

Heritage Hall Culinary Renovation – This project demolition has been completed and underground utilities have been installed with floors poured. Interior wall and footings to start the first week of July.

Founders Hall Sound Abatement – Letterhead quotes were received for this project on June 10, and the successful bidder is The Dotson Company. This project is scheduled for Controlling Board release on August 5.

Parking Lot Improvements – This project is being advertised currently with bid opening scheduled for July 23 and will include rebuilding the parking lot behind the Engineering Technologies building, rebuilding the drive between the Engineering Technologies and Transportation Technologies buildings, and an alternate option, which is to rebuild the small drive behind the Fire Science/Law Enforcement building.

**CAPITAL PLANNING AND SUSTAINABILITY – Thomas Horrall, Director**

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

Math Lab Renovation	\$ 79,574
MRI Lab Renovation	\$ 49,771
Culinary Lab Renovation	\$2,403,500

Requests for Release of Funds have been submitted and are awaiting Controlling Board actions for the following state capital supported projects:

Culinary Lab Equipment FF&E	\$654,185
Founders Hall Sound Abatement	\$ 20,400

With planned renovation of the Culinary Lab progressing in a timely manner, the final RFP for furniture has been advertised.

**CAMPUS RETAIL SERVICES – *David Wahr, Director***

Bookstore – May and June activities focused on the start of the summer semester classes, preparing for inventory at the end of June, and researching new products and services to provide during future semesters. A survey was conducted in conjunction with Student Government to gauge overall student satisfaction with the bookstores and to gain insight into wants and needs of the student body.

The book rental program continues to be a success and even with the increase in the number of individual books rented for the spring semester, the non-return rate remained constant across all campuses (25 percent). All students who rented books during the spring semester were reminded by multiple emails and other communications before the deadline. Those students who did not return their books were then appropriately charged for the outstanding cost of the book.

Campus Card – A new service agreement was signed in June with Blackboard for the Transaction System, saving the College more than \$300,000 in service fees over the life of the five-year agreement.

**AUXILIARY SERVICES – *Danielle Tracy, Director***

Student Health and Activities Center (SHAC) – SHAC attendance for May was 1,109, which is an average of 65 people per day; down 13 percent compared to last May. SHAC attendance for June was 1,700, which is an average of 106 people per day; down 12 percent compared to last June.

Corporate memberships were sold to Jones-Hamilton and National Guard, and they are currently using the facility.

Facility Rentals – During May, 226 events were processed. Of these events, two were external that brought in \$2,813.00 of revenue (a 21 percent decrease in revenue compared to last May). In June, 143 events were processed. Six were external events that brought in \$1,905.00 of revenue (a 180 percent decrease of revenue compared to last June).

Several large events were held on campus in May including Commencement, Nurses Pinning Ceremony, academic honors breakfast, School of Health Sciences graduate reception and the John Deere/Caterpillar banquets.

Food Service – An amendment to the food service contract has been added to change the College’s service to a profit and loss with no financial obligation to the College. The price of bottled beverages increased from \$1.35 to \$1.50 in an effort to keep up with the national average. All cold beverage, warm beverage and snack vending machines were audited, and the list of repairs for the machines and blackboard card readers was sent to each operator to address.

**PROFESSIONAL DEVELOPMENT**

**PUBLIC SAFETY DEPARTMENT**

Police Officers attended the following training at the Center for Emergency Preparedness: Northern Regional SWAT team, Active Shooter and Ohio Tactical Officers Association Annual Conference.

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

Board of Trustees  
August 6, 2013  
EXHIBIT NO. 18C

## MAY/JUNE 2013

### **FUNDRAISING – *Laura J. Moore, Interim Executive Director***

Foundation Update – The Foundation has been notified that it was named in the will of former College Trustee Earl Johnson who passed away in December 2012. The money that the Foundation receives will be endowed for unrestricted use.

Foundation Scholarships – A new scholarship fund has been established in memory of Dr. Bettie Gehring, former College employee. Donations are currently being received to build this fund to the endowment level. The Foundation Scholarship Committee met in May to select recipients for Foundation Scholarships for the 2013-2014 academic year. Over \$84,000 in scholarship awards have been made.

Cultivation/Stewardship – Debra Green, Senior Administrative Coordinator, has been representing the College at the planning meetings for the 2013 Diamante Awards, which is being hosted by Lourdes University on September 13.

Ms. Green represented the Foundation at the Walters Family 5K Run on June 8. Proceeds from this race go to the Ryan, Mary and Hayden Walters Scholarship Endowment Fund. The 2013-2014 scholarship recipient, Kaleb Hartman, and his parents attended the event, and Kaleb and his mother participated in the run/walk.

#### Upcoming Events

- Diamante Awards at Lourdes University – September 13, 2013

### **ALUMNI RELATIONS – *Laura J. Moore, Director***

Golf Classic – Hylant and Hylant Administrative Services has agreed to be the Event Sponsor for the 11<sup>th</sup> Annual Golf Classic, which will be held at Belmont Country Club on September 23.

Community Service – Under the leadership of Alumni Association Community Service Chair Kaye Koevenig, Senior Accountant, promotion for “Backpack to the Future” began in June. On June 11, Ms. Moore was featured on WTOL’s early morning program to discuss the backpack/school supplies drive. Items will be collected through August 18 and delivered in early September.

#### Upcoming Events

- Annual Meeting and Mud Hens Night – August 3, 2013
- Shop ‘Til You Drop – December 7, 2013
- Walleye Night at Huntington Center – February 1, 2014

### **PROFESSIONAL DEVELOPMENT**

Ms. Moore attended the “Raising Support from Millennials” Webinar sponsored by the Association of Fundraising Professionals on June 20 at Lourdes University.

MAY/JUNE 2013

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

**GOVERNMENT RELATIONS - FEDERAL**

*Student Loan Interest Rates* – The heated debate continues between the U.S. House and Senate in efforts to reach a bipartisan deal regarding student loan interest rates. Effective July 1, 2013, the subsidized Stafford loan rates double from 3.4 percent to 6.8 percent, and this has a tremendous financial impact for Owens students. In the previous academic year (2012-2013) approximately 8,600 Owens students relied on Federal Subsidized Loans with a rate of 3.4 percent. It is anticipated that a similar number of Owens students will need loans in the upcoming year at the current rate of 6.8 percent.

Several deals have been proposed over the past several weeks from the Senate, but all too costly to gain support from House Republicans who, at a minimum, are looking for a solution that would not increase the federal deficit. The latest deal to unravel would have cost nearly \$22 billion over the next ten years according to the Congressional Budget Office. The most recent proposal would tie the interest rates to the 10-year Treasury note rate plus percentage points based on a sliding scale -- 2.05 percentage points above treasury note rate for undergraduates (capped at 8.25 percent) and 3.6 percentage points above treasury note rate for graduate students (capped at 9.5 percent). As of July 18, this new rate structure would reportedly create a \$715 million cost savings over the ten-year period. A vote is anticipated to occur before the August recess.

*Fiscal Year 2014 Appropriations* – Both the House and Senate Appropriations Committees set spending caps for the appropriation subcommittees. The House set the spending caps at \$121.8 billion for the Labor, Health, and Human Services, Education subcommittee. This is \$27.8 billion below post-sequestration funding levels in fiscal year 2013. The Senate placed a cap of \$164.33 billion or \$14.7 billion higher than post-sequestration levels in fiscal year 2013.

The Senate has begun mark-up of its version to the Labor, Health, and Human Services, Education appropriations bill, which would include an increase of \$140 resulting in a new Pell grant maximum of \$5,785. The Senate mark-up also increases funding for most higher education programs back to levels prior to sequestration, including a significant increase of \$50 million to the Federal Work Study program. The House has not begun mark-up of its version of the appropriation bill.

*Deputy Assistant Secretary for Community Colleges* – Mark Mitsui, President of North Seattle Community College, has been selected to serve in this role within the U.S. Department of Education. After his official start date of August 12, 2013, he will focus his efforts on career, technical, adult and correctional education with a special emphasis on community college programs.

*Consumer Financial Protection Bureau (CFPB)* – Former Ohio Attorney General, Richard Cordray, has been heading up the CFPB for the past three years by way of nomination from President Obama to fill a recess appointment. Recently, the Senate voted to confirm Mr. Cordray to this post. As reported by the Association of Community College Trustees, under Mr. Cordray’s leadership the CFPB developed the College Score Card and Financial Aid Shopping Sheet, and has begun working on new consumer protections for private student loan borrowers.

#### GOVERNMENT RELATIONS - STATE

The fiscal year 2014-2015 budget was finalized and signed by the Governor prior to July 1. Community college provisions were on track until the bill reached Conference Committee, and an amendment was introduced and adopted, which impacted community college funding.

As previously reported, the House passed an amendment that created ‘bridge funding’ to allow both four-year universities and two-year community colleges to be made whole, or receive 100 percent of funding that was received in the prior fiscal year. For Owens, this bridge funding would have equated to approximately \$1.063 million. The Senate allowed the amendment to remain. Unfortunately, a new amendment was created in Conference Committee that limited the bridge funding to university main and regional campuses (rather than all campuses including community colleges).

Community colleges, including Owens, unsuccessfully advocated in opposition of this amendment and formally urged the Governor to line-item veto the language, but the amendment stands. As a result, Owens will not receive approximately \$1.063 million in fiscal year 2014 that it would have received through the bridge funding provision.

Other provisions remain as previously reported:

- *State Share of Instruction Performance Based Formula* – The performance based formula was retained in the final bill and community colleges will receive state share of instruction funding based on the following: 50 percent based on enrollment; 25 percent for success points; and 25 percent for completion rates.
- *Tuition Cap* – Tuition caps remained at the “as introduced” language of 2 percent or \$100.
- *Ohio College Opportunity Grant (OCOG)* – The budget bill provides an additional \$1,157,790 per year in OCOG funding to assist students attending proprietary schools. This does not assist the College’s efforts to obtain funding in the OCOG program for community college students.
- *College Credit Plus (Post-Secondary Enrollment Options Program)* – A committee will be formed including representatives from the Ohio Association of Community Colleges and other key stakeholders and will be charged to make recommendations by December 2013 regarding the College Credit Plus program.
- *Articulation* – The Chancellor is to establish the Year-One credit articulation system where graduates of Ohio Technical Centers, who meet certain criteria, will receive college technical credit hours.

#### **INSTITUTIONAL EFFECTIVENESS – *Thomas Perin, Associate Vice President***

Mr. Perin attended a Higher Learning Commission AQIP Pathway meeting in Columbus on June 17. This meeting provided updates on accreditation and incorporating the new criteria into the System Portfolio.

The College's Systems Portfolio, which is due November 1, is on track for the timeline implemented in January for completion. All committee members have been trained to develop the 100-page portfolio. It will go to the Final Edit Committee in August, Mr. Perin and Dr. Renay Scott, Vice President/Provost, will review the document during the first two weeks of September, and then Marketing and Communications will finalize and prepare it for submission by October 15.

On June 25, Mr. Perin attended a meeting in Columbus with the Ohio Association of Community Colleges' Data Analysis and Reporting Consultation Committee. The committee's primary focus is to develop a framework that aligns the metrics of the existing community college profile, the American Association of Community College's Voluntary Framework of Accountability, and Ohio initiatives including performance funding. Mr. Perin was appointed to this committee by President Bower.

The Institutional Effectiveness department completed and timely submitted several state-required annual reports. The department is working on 108 data requests, which include state and federal required reporting. This is significantly down from 18 months ago when the average was 240 data requests. The improvement in efficiency is a result of the reorganization of the department and improving the data request process.

At the May 1 APQ/QC joint meeting, Mr. Perin and Mike Schmitz, Bus Driver/Custodian (First Shift)/Vice President, Owens Support Staff Union, facilitated a presentation on "Engaging the Campus and Student Success" which was brought back from the Higher Learning Commission annual meeting. This presentation was well received and focused on internal and external customer service.

Mr. Perin chairs the newly formed Risk Management Committee. This is a Higher Learning Commission recommendation, which President Bower has endorsed. The committee has four representatives encompassing accreditation, legal, finance, and regulatory (which includes financial aid) that assess initiatives the College may be about to engage in and provide recommendations directly to the President.

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

WCS delivered contract training for the following 23 companies and organizations and trained 1,025 participants: Akron Sheet Metal, Argo-Hytos, Buckeye CableSystem, Cauffiel Inc., Cincinnati Plumbers & Pipefitters, Cleveland Insulators, Cleveland Sheet Metal, Columbus Plumbers & Pipefitters, Connect Ohio, GKN Driveline, Global Corporate College, Great Lakes Contractors, Lucas County, Lucas Metropolitan Housing Authority, Mobis, Norplas Industries, PBF Energy, Principle Business Enterprises, ProMedica Health Systems, Pro-Pak Industries, Sylvania Township, The Gordon Lumber Company and Toledo Sheet Metal.

WCS presented 82 continuing education (brochure) classes in May and June for a total of 416 participants. Highlights include: motorcycle safety classes, Apple iPad training, Intro to PLC Operation and Control Logix, 50+ Job Readiness Cohort and FANUC Robotic Equipment Fundamentals.

Special thanks to the School of Technology for supporting the FANUC training through use of the FANUC robot and classroom space. FANUC training is not available anywhere else in Northwest Ohio and positions Owens to become a key provider for the region's business community.

A number of companies made use of new state workforce training grant funds secured with the help of WCS. Argo-Hytos and Pro-Pak Industries made use of extensions granted for the Energizing Careers Workforce Training Grant Program. Principle Business Enterprises, GKN Driveline made use of round one of the (casino tax-based) Incumbent Worker Training Voucher Program.

May and June were the strongest months to date for use of the portable Programmable Logic Controller training units purchased by WCS in 2012. Demand for training was so high that additional laptops with ControlLogix software were needed. Thank you to the School of Technology for use of several laptops and use of space in the Tracy Road Center on several occasions.

The WCS program development team led a strategic effort to increase contacts with businesses in general and inform companies about the second round of Incumbent Worker Training Voucher Program funds, which are expected to become available by early August. WCS assembled all available information about the program and placed it on Owens web page for businesses to access for informational purposes.

WCS staff delivered customer service and computer training coursework to two groups of young adults sponsored by WSOS Community Action Commission. Training was held at the WSOS facility on the Bowling Green State University campus as well as the Owens Findlay Campus. Special thanks to Tom Passero, Associate Professor, International Business, and Cy Keiffer, Professor, Information Systems, for their assistance. A few of the participants expressed strong interest in attending Owens in the future, stating that the non-credit course built their confidence and interest in advancing their academic skills.

For promotional purposes, a video testimonial was obtained from Pro-Pak Industries allowing area businesses to see firsthand how workforce training developed and implemented by Owens could result in a powerful positive business impact.

Carl Dettmer, Director, Program Development, presented a program on the use of popular software applications on mobile devices as WCS hosted a quarterly meeting of the Arrowhead Park Association. Approximately 30 participants attended.

WCS provided several Owens laptops for use by job seekers at the City of Toledo's Youth Job Fair in May. The laptops allowed youths seeking employment to apply online for jobs while they attended the City's Job Fair at the Seagate Convention Centre.

The Connect Ohio grant has been extended through September 2013.

WCS staff met with the consortium of colleges working on the Chrysler Project. Chrysler has altered plans for completing the new hire training. There will be roughly 1,400 new hires required to complete the training and Owens will train approximately 300 of the new employees.

WCS staff met with the United North, ONE (Olde North End) Village to discuss opportunities for the Brownsfield training Owens is providing for the City of Toledo, which is funded by an EPA grant. The first of four groups completed training in March in underground storage tank leak prevention/repair/replacement which included the underground storage tank HazWOper, OSHA 30 Hour General Safety training. The second of the four classes will begin July 8.

WCS staff worked with the Toledo Community Development Corporation (CDC) to discuss providing short-term job skill training to city residents that are unemployed or underemployed. Toledo CDC hopes to receive enough money to train 30 individuals in various high demand occupations.

David Siravo, Director of Sales, attended the Good Jobs meeting with Wood County. Activities currently being planned are recruiting and information sessions to build interest in the manufacturing-type jobs. Wood County workforce officials hope to use this as part of a marketing tool to help draw new industry to the region.

As part of an outreach effort to draw more companies for training at Owens, WCS staff are working with the School of Technology to register students into the Skilled Trades program. This initial effort will focus on building enrollments with apprentices and journeypersons into classes that will provide the technical training needed to perform their jobs.

The Plus 50 course in cooperation with ExperienceWorks, has registered 46 people over the age of fifty in more than 90 classes for Job Ready skills. The Plus 50 course is ready for launch in Findlay through a \$10,000 grant from Handbags That Help.

WCS provided the North American Board of Energy Practitioners Entry Level Photovoltaic exam to students of Owens renewable energy credit program. This exam allows a candidate who has completed an approved training program to demonstrate that they have achieved a basic knowledge of the fundamental principles of application, design, installation and operation of photovoltaic systems.

WCS staff are working with Puroclean in Maumee to help match students who completed the Owens Brownsfield training program with entry level positions.

### **PROFESSIONAL DEVELOPMENT**

Connie Buhr, Director, WCS Operations, attended a LERN webinar, "Top Tips for Customer Service".

**REPORT ON OPEN POSITIONS**

NEW POSITIONS	CAMPUS	STATUS
Instructor, Caterpillar/Diesel Programs	T	Interviewing
REPLACEMENT POSITIONS	CAMPUS	STATUS
Advisor (Internal Search Only)	T	Recommended for hire: Denise Brehmer Richard Clark Andrea Kellermeier Lori Lamb Sheree Madison-Emery Bradley Meyer Heather Mullins Janice Skaggs Kimberly VanderHooven
Advisor (Findlay) (Internal Search Only)	F	Recommended for hire: Emilee Whetstone
Advisor, Career/Undecided Advising (Internal Search Only)	T	Recommended for hire: Marla Michelsen Jane Pozniak
Advisor, Lead	T	Recommended for hire: Erin Battistoni Patrick Dymarkowski Jacey Parks Jeannette Passmore Carolyn Ramsdell
Advisor, Post-Secondary Enrollment Options/Dual Enrollment Programs (Internal Search Only)	T	Recommended for hire: Eric Slater
Advisor, Transfer	T	Recommended for hire: Douglas Bullimore
Applications Systems Analyst	T	Reviewing
Child Care Teacher (Findlay)	F	Recommended for hire: Cheryl Busdeker Michelle Elton Kathy Lauwers Shelley Pomerson

REPLACEMENT POSITIONS ~ <i>continued</i>	CAMPUS	STATUS
Director, Learning Center at The Source	S	Recommended for hire: Jacquelyn Jones
Director, Upward Bound (Grant-Funded)	T	Recommended for hire: Justin Huber
Dispatcher	T	Advertised
Executive Director, College Development	T	Reviewing
Instructional Designer	T	Recommended for hire: Holly Barber
Instructor, Sonography (Internal Search Only)	T	Interviewing
Manager, Public and Media Relations	T	Interviewing
Specialist, Dental Clinic	T	Advertised
Specialist, Testing Services	T	Recommended for hire: Justin Hardman

**DATES TO REMEMBER**

*(changes/additions since June addenda indicated in bold italic)*

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

2013

<b>August 13</b>	<b><i>State of the College Address ~ 10:30 a.m. (CFPA Theatre)</i></b>
August 19	First Day of Fall Semester
August 31- September 2	Holiday ~ College Closed
September 10	Board of Trustees Meeting ~ 12:30 p.m.
<b>September 23</b>	<b><i>Alumni Association Golf Classic (Belmont Country Club)</i></b>
<b>October</b>	<b><i>Ohio Board of Regents' Trustees Conference (date/time/location tbd)</i></b>
October 2-5	ACCT Annual Leadership Congress (Seattle) ~ <i>Trustee Talmage representing the College and OACC</i>
October 4	Ohio Ethics Commission Training ~ 10:00 a.m. to 12 noon (Audio/Visual Classroom Center, Room 125-128)
October 7-8	No Classes ~ College Open for Faculty/Staff Professional Development
<b>October 9</b>	<b><i>Board Retreat – Arrowhead Park Learning Center, Room 136 ~ please note this is a Wednesday</i></b>
<b>October 24</b>	<b><i>Foundation Annual Meeting ~ 6:00 p.m. (Audio/Visual Classroom Center, Room 125-128)</i></b>
November 11	Holiday ~ College Closed
November 12	Board of Trustees Meeting ~ 12:30 p.m. (Findlay Campus)
November 27- December 1	Holiday ~ College Closed
December 10	Board of Trustees Meeting ~ 12:30 p.m.
December 13	Last Day of Fall Semester
December 13	Commencement
December 24-31	Holiday ~ College Closed

***DATES TO REMEMBER ~ continued***

2014

January 1	Holiday ~ College Closed
January 13	First Day of Spring Semester
January 20	Holiday ~ College Closed
February 4	Board of Trustees Meeting ~ 12:30 p.m.
February 10-13	ACCT National Legislative Summit (Washington DC)
March 3-9	Spring Break ~ No Classes
<b><i>March 4</i></b>	<b><i>Board Retreat</i></b>
April 1	Board of Trustees Meeting ~ 12:30 p.m.
May 4	Last Day of Spring Semester
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
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
<b><i>July 25</i></b>	<b><i>Last Day of Summer Semester</i></b>