Board of Trustees Regular Meeting
November 12, 2013

Exhibit 13
Monthly Reports to the Board of Trustees:
A. Academics
B. Business Affairs
C. College Development
D. Enrollment Management and Student Services
E. Human Resources and Administration (includes the report on open positions, page 20)
F. Office of President

Exhibit 2
Trustees’ Dates to Remember

Exhibit 3 ~ See Separate Attachment
Financial Statement for the period ending September 30, 2013
AUGUST/SEPTEMBER 2013

ACADEMIC SERVICES – Dr. Renay Scott, Vice President/Provost
SCHOOL OF BUSINESS, INFORMATION AND HEALTH SUPPORT TECHNOLOGIES – Ann Theis, Dean

In January of 2011, the accounting students and faculty established a student chapter of the international organization, Institute of Management Accountants (IMA). Rama Kannan, Assistant Professor, Accounting, is the faculty advisor. In that time, they have established a strong network in Toledo that has contributed to a number of job placements and internship opportunities. Most recently Lori Norris, student member, won a scholarship provided by Ohio IMA to attend the 14th Annual Student Leadership Conference in Charlotte, North Carolina.

On August 29, Ms. Theis and Brian Paskvan, Executive Director of Workforce and Training, represented Owens at the North American High Tech Fair luncheon at Seagate Centre. Featured guests were the China High Tech Fair Committee from Shenzhen, China. The group was visiting in response to Toledo Mayor Mike Bell’s invitation to create a North American version of the China High Tech Fair in Toledo.

SCHOOL OF HEALTH, EDUCATION AND HUMAN SERVICES – Doug Mead, Dean

The Occupational Therapy Assistant (OTA) Program has imbedded service learning in each OTA course beginning this semester. Each student enrolled in OTA 223 spent a weekend at Camp Courageous in September to offer respite services to adults with mental and physical challenges. Students in OTA 110, in collaboration with the Owens Harvest Food Pantry, prepared bag lunches for Food for Thought as a means to learn task analysis in occupational therapy. As an additional task analysis activity, the OTA 110 students spent a day at Camp Courageous doing fall cleanup. Dorothy Crissman, Instructor/Academic Fieldwork Coordinator, Occupational Therapy Assistant Program, continues to create partnerships that foster service learning and are beneficial in meeting curriculum outcomes.

Cynthia Doyle, Chair, Health and Wellness, attended the Ohio Physical Therapy Assistant Educators’ Consortium meeting in Columbus on October 18.

Deborah Ciecka, Chair, Teacher Education and Human Services, attended the Race to the Top initiative curriculum alignment meeting held on September 18 on the Findlay Campus. The focus of the grant includes teacher preparation programs. Faculty members from nine area colleges were in attendance.

Ms. Ciecka, Dr. John Miga, Associate Professor, Social Work, and Dr. Sarah Twitchell, Instructor, Social Work, met with Spring Arbor University representatives on September 25, to review the current Social Work articulation agreement and to discuss the accelerated Social Work Bachelor’s Degree Program being offered on the Toledo Campus by Spring Arbor. The Spring Arbor program is one of two accelerated programs in the United States.
Dr. Twitchell helped launch a new student club on the Findlay Campus entitled Anthropos the Understanding People Club.

SCHOOL OF NURSING – Dawn Wetmore, Dean
The Toledo Campus Student Nurses Association and nursing faculty volunteered at the Komen Race for the Cure on September 29. The volunteers provided information to participants and observers related to breast health and tips to access additional information.

Students and faculty advisors participated in the Fall Fest Activities. Blood pressure screenings were performed and coping/stress reduction information was provided to participants.

SCHOOL OF INTERDISCIPLINARY STUDIES – Denise Smith, Vice Provost/Dean
e-OWENS – Mark Karamol, Director
On September 9, e-Learning received a distance education exemption confirmation for the state of New Jersey, which allows Owens to offer online courses in that state.

Mr. Karamol was designated the Owens Institutional Representative for the Ohio eTutoring Collaborative, which is an Ohio Board of Regents sponsored initiative to provide online tutoring services to students across the state. Hannah Rogers, Instructional Systems Support Coordinator, accepted an ancillary assignment as an eTutor for the Ohio eTutoring Collaborative.

SERVICE LEARNING – Ms. Krista Kiessling, Director
Service Learning
Community sites served during August and September include: Toledo Area Humane Society, Toledo-Lucas County Public Library (downtown), Cherry Street Mission Ministries, Habitat for Humanity ReStore, The Family House of Toledo, Toledo Seagate Food Bank, Toledo GROWs and the Owens Harvest Community Garden.

Owens Civic Ambassadors – The Civic Ambassador team has grown to 17 ambassadors, who are serving approximately 43 course sections this fall semester. The team welcomed Yusef Muhammad, Benjamin Quintanilla and Major Smith as new ambassadors in August.

Connect2Complete
Connect2Complete programming continues to focus on the retention and support of first year, low income, developmental education students. Preliminary data shows significant growth in retention rates in students who participate in Connect2Complete programming; 74.8 percent/one semester or 72.9 percent/two semesters versus non-participants who were enrolled in randomly selected sections of the same courses at 66.9 percent/one semester or 38.8 percent/two semesters. An Ohio Campus Compact site visit was conducted in September.

Harvest Food Pantry
The Owens Harvest Food Pantry served 219 people in August and 342 in September.

Harvest Community Garden
The Harvest Community Garden has begun planting for late fall harvest and continues to harvest weekly for the students utilizing the Harvest Food Pantry.
FINE AND PERFORMING ARTS – Michael Sander, Interim Chair

Bianca Naves, Adjunct Instructor and Costume Shop Assistant, gave a performance at the Robinwood Concert House on August 11 in “Scene 2: The Thelma and Louise Show” (originally performed at the Detroit Contemporary's Performance Laboratory). Ms. Naves entered an exhibit in the Toledo Museum of Art’s “Japan: The Art of Fashion Challenge,” a Japanese-inspired clothing design contest. She also dressed for a Wicked performance at the Stranahan.

September 16-18, the Theater Program held auditions for the student theatrical production of American Salvage by Bonnie Jo Campbell. The script has been adapted from two stories in Ms. Campbell's collection by Jeremy Meier, Assistant Professor, Theater. Eleven actors were cast in the production, which will run November 21-24 at the Center for Fine and Performing Arts. The production will feature Mr. Meier as director, John Toth, Owens alumni, as assistant director, and students Megan Rock and Marissa Soto as stage managers. Adjunct Instructors Nichole Newman (costumes), David Nelms (set), Bianca Naves (properties) and Rick Clever (technical direction) will all collaborate on the production. Eric Wallack, Associate Professor Music, is composing original music.

Robert Ticherich, Instructor, Recording Arts, and his Recording Arts Portfolio class created, recorded and edited a public service announcement for the Owens Harvest Food Pantry as a class project.

Ruth Foote, Professor, Photography, and Larry Linkous, Adjunct Instructor, Photography respectively took Large Format photography students to the Lucas County Courthouse or to the Islamic Center of Greater Toledo to learn and practice perspective correction photography. Photographs of the Islamic Center will be provided to the Center.

On September 28, the Owens Photography Club (OPC) co-sponsored “Digitizing your Artwork” with Prism, a local community artist organization. The event consisted of a two-part workshop given by Margaret Lockwood-Lass, Adjunct Instructor, Photography, followed by a fundraiser for the OPC. Attendees were able to have their artwork digitized by Owens Students for a donation to the club and were so impressed, that they will include an article on the students’ services into the next Prizm newsletter.

HONORS PROGRAM – Russell Bodi, Director

The Honors Program welcomed 35 new students and has accepted 65 honors contracts for the fall semester.

PROFESSIONAL DEVELOPMENT

SCHOOL OF HEALTH, EDUCATION AND HUMAN SERVICES

Barbara Seguine, Chair, Occupational Therapy Assistant Program, was appointed to an additional term on the Roster of Accreditation Evaluators by the Accreditation Council for Occupational Therapy Education. Her additional term extends to June 30, 2017.

Ms. Seguine, Dorothy Crissman, Academic Fieldwork Coordinator/Instructor, and Connie Burcin, Adjunct Instructor, attended the Northwest District of the of Ohio Occupational Therapy Association meeting on October 10 at the Bowling Green Montessori School. The topic was “OT and Montessori, How They Relate to Dementia and Pediatrics.”
Ms. Seguine and Ms. Crissman attended the Northwest District of the Ohio Occupational Therapy Association meeting on September 19 at the Laurels of Toledo. The topic was “Entrepreneurship in OT.”

September 18-20, Beth Tronolone, Chair, Dental Hygiene Programs, attended the “Transforming Dental Hygiene Education: Proud Past, Unlimited Future” an invitation-only symposium co-hosted by The Santa Fe Group, American Dental Hygienists Association and the Institute for Oral Health National Symposium. The symposium examined the dental hygiene educational system through the lens of its historical beginning, the current environment, and the future oral health care needs of the public given the unprecedented health care system reform enacted by the Patient Protection and Affordable Care Act.

SCHOOL OF BUSINESS, INFORMATION AND HEALTH SUPPORT TECHNOLOGIES
On August 12, the School of Business, Information, and Health Support Technologies held a fall faculty retreat at the W. H. Knight Center in Perrysburg. The theme of the retreat was Retention: Gatekeeper or Guide? The presentation and discussions focused on the impact of faculty on student success and retention.

Joann Gruner, Chair, Food, Nutrition and Hospitality, attended the Accreditation Council of Education in Nutrition and Dietetics workshop on preparing for program accreditation assessment and review on August 8-9. The Dietetic Technician program is scheduled for accreditation review in October 2014.

Kelly Wolfe, Instructor, and Gretchen Fayerweather, Assistant Professor, Food, Nutrition and Hospitality, participated in the Apple Flipped Classroom training during June, July and August. As part of this training, Chef Wolfe and Chef Fayerweather developed skills to incorporate visual presentations in the classroom setting.

Chef Fayerweather participated in the ProMedica Women’s Retreat, Mind, Body, and Soul on September 14, demonstrating healthy quick meals from scratch.

SCHOOL OF NURSING
Diane Morlock attended the Medical Assisting Education Review Board meeting in Chicago on August 7-11. Ms. Morlock was elected to another two-year term (January 2014 through December 31, 2015) and was also elected as vice-chair for a one-year term beginning January 1, 2014.

Ms. Morlock attended the National Conference of the American Association of Medical Assistants in Atlanta, Georgia, on September 25-30.

Barbara Miller, Assistant Professor, Nursing, attended the NCLEX 2013 Conference in Chicago, Illinois on September 9.

Margaret Ludwikoski, Laboratory Faculty, Nursing, attended: “A Shocking Save: Life after Sudden Cardiac Arrest” on September 11 at The Toledo Hospital.

Julie Lohse, Janet Pinkelman, Anne Helm, and Laurie Erford, Professors, Nursing, attended: “Delivering HIV Positive Test Results” on October 4 in Toledo. The seminar was presented by the Pennsylvania/Mid Atlantic AIDS Education Training Center.
Melanie Scherdt, Instructor, Eileen Alexander, Clinical Teaching Faculty, and Deborah Sullivan, Laboratory Faculty, Nursing, along with seven nursing students from both the Toledo and Findlay Campuses, attended the State Student Nurses Association convention in Cincinnati on September 27-28.

SERVICE LEARNING AND CIVIC ENGAGEMENT
Krista Kiessling, Director, Service Learning and Community Engagement, and Christina Perry, AmeriCorps VISTA member, attended the Ohio Campus Compact Annual Director’s Meeting and VISTA training on August 7-8 in Columbus.

SCHOOL OF INTERDISCIPLINARY STUDIES
On September 17, Mark Karamol, Director, e-Learning, and Holly Barber, Instructional Designer, attended a Salman Khan lecture at The University of Toledo. Mr. Khan is the founder of Khan Academy, a free online education platform, which offers more than 4,300 instructional videos in a wide range of disciplines.

From September 23-27, Ms. Barber, Instructional Designer, attended Apple, Inc. Academy training and received certification to deliver Apple training on iLife and iWork, iBooks Author, and iTunes U Course Manager.

Ruth Foote, Professor, Photography, completed a week-long graduate class in Collodion Photography at the Visual Studies Workshop in Rochester, New York.

Richard Duzzie, Adjunct Instructor, Photography, worked recently with Now I Lay Me Down to Sleep, a volunteer group that photographs babies and children with terminal illnesses.

Jeremy Meier, Assistant Professor, Theater, presented his original one-man performance as Oliver Hazard Perry and the Battle of Lake Erie at several venues throughout the state in September.

Michael Sander, Interim Chair/Professor, Fine and Performing Arts, was an adjudicator for the Elmwood band spectacular on September 14, showcasing nine local high school bands.

Kevin Schroeder, Professor, Fine and Performing Arts, had three entries accepted into the Artlink Gallery, *LOLA National Exhibition*, in Fort Wayne, Indiana. Mr. Schroeder also has a work in the Lore Degenstein Gallery National Fifth Annual Figurative Drawing and Painting Competition at Susquehanna University in Selinsgrove, Pennsylvania.
BUSINESS AFFAIRS – Laurie Sabin, Vice President/Treasurer
Ohio Association of Community Colleges (OACC) - On August 16, Ms. Sabin attended the OACC Fiscal Officers teleconference. Topics of discussion included required notifications of safety and security events occurring on state college and university campuses to the Ohio Director of Campus Safety and Security, analysis and comparison of prior year Senate Bill 6 ratios for the community college sector, updates on the Capital Bill process for fiscal years 2015 and 2016, Ohio Board of Regents progress on overhauling dual enrollment funding, and the Community College Funding Consultation.

On September 13, Ms. Sabin attended the OACC Fiscal Officers meeting at Columbus State Community College. Topics of discussion included implications of the Governmental Accounting Standards Board’s Statement No. 68 that unfunded state pension liabilities are to be shown on all state pension fund participant’s financial statements by fiscal year 2015; an update on the calculation of Senate Bill 6 ratios and potential required forms for fiscal years 2015 and 2016 Capital Bill requests; the progress of the Community College Funding Consultation; and a report by the Ohio Attorney General’s Office regarding notifications and fines from the IRS for Form 1098-T submissions with missing or incorrect social security numbers.

Funding Consultation - On September 4 and September 26, Ms. Sabin attended meetings of the HB59 Community College Funding Consultation in Columbus and via webinar, respectively. This group is working to develop a model to distribute State Share of Instruction funds starting in fiscal year 2015 that includes weighted factors for at-risk students and is based on course completions, degree completions and a revised version of the previously developed success points. The projected timeline for these efforts includes presentation of a proposed funding formula to the community college presidents in mid-November, finalization of the formula; compilation of the final report and recommendations and consensus on recommendations by the community college presidents by December; and final recommendations to state legislature by February 15, 2014.

On September 12, Ms. Sabin met with Robb Rose and Judy Right, Partners at Plante & Moran and Ashley Schade, Associate/Audit Manager at Plante & Moran to discuss fiscal year 2013 and fiscal year 2014 enrollment trends, fiscal year 2013 fiscal results in comparison to budget, prior year passed adjustments, anticipated challenges in FY2014 and potential areas of cost containment in higher education and at Owens.

PROCUREMENT – Pam Beck, Controller
Audit Schedule - During August and September, associates from Plante & Moran have been at the Toledo Campus completing fieldwork and testing for the College and the Foundation. The Auditor’s opinion letter and the Consolidated Annual Financial Report for both entities are due to the Ohio Auditor and the Ohio Office of Budget Management by October 15.
Math Lab II - This project began on June 17 and was completed on August 7. Computers were then installed and activated for classes prior to the start of fall semester.

MRI Simulation Lab Bicentennial Hall 151 - The construction portion of this was completed mid-September with the MRI simulator installation scheduled for November 1.

Heritage Hall Renovation (Culinary Center) - Contractors are working on an October 10 completion date for classes beginning October 14.

Founders Hall Sound Abatement - Materials have been ordered for this project. Expected completion is November 22.

Parking Lot Improvements - This project is scheduled to start October 4 and will be complete by October 30.

College Hall Restrooms - The two restrooms adjacent to Oserve will be redesigned to meet ADA accessibility standards. The plan includes completely updating and redecorating the interiors. Engineering drawings are in process.

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:

- Culinary Lab Furniture FF&E $ 68,935
- Parking Lot Paving Projects 150,250
- Founders Hall Sound Abatement 20,400

CAMPUS RETAIL SERVICES – David Wahr, Director
In August, the busiest month of the year, the bookstores had 68,962 individual transactions with nearly 40 percent of these transactions occurring during the first week of classes. These transactions represent $3,251,115 in gross sales.

The bookstores’ web store continues to become a more popular option for students and there was a 13 percent increase in orders processed through the web as compared to spring semester 2013.

In late August, the debit card feature of the Point of Sale system was activated. Customers can now use their PIN secured debit cards at the bookstores. This should result in a reduction of service fees for both customers and the College.

AUXILIARY SERVICES – Danielle Tracy, Director
Student Health and Activities Center (SHAC) - SHAC attendance for the month of August was 4,111, which is an average of 178 people per day. Attendance was up six percent compared to August 2012. Three bikes in the SHAC have been replaced and the Request for Proposals for new cardio equipment was posted. Proposals are due September 9.
Facility Rentals - Of the 173 events processed in the month of August, 5 were external events that brought in $2,929 of revenue, which is a 350 percent increase over August 2012. One major event, the Run or Dye 5K, attracted over 3,500 runners to campus. Organizers of the race are reviewing dates to reserve the College for the 2014 event.

Food Service - Blackboard readers have been installed on 99 percent of vending machines on campus. New fresh food machines were also brought on campus; two for the Toledo Campus and one for the Findlay Campus. These machines will provide food options to students and staff to help offset the reduced grill hours for the semester.

DEPARTMENT OF PUBLIC SAFETY – John Betori – Director of Public Safety/Chief of Police
Police Department - The transition to a full campus police force is ongoing and has filled 7 of the 11 officer positions. New police officers will proceed through additional training to include firearms and first aid.

Security Reporting - Owens State Community College's Annual Security Report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. This report is available online at https://www.owens.edu/dps/annual-report-2013.pdf

Crime stats for 2012 have also been submitted to the Department of Education for all campuses and learning centers.

PROFESSIONAL DEVELOPMENT
CAMPUS RETAIL SERVICES
On September 27, David Wahr, Director, Campus Retail Services, attended the annual “Textbook Affordability Summit” organized by the Ohio Board of Regents. This year’s summit was hosted by Cuyahoga Community College at their Western Corporate College campus. Topics included expanded access, reducing costs and improving quality with open educational resources. Breakout sessions focused on textbook affordability and faculty use of open educational resources.

WORKPLACE SAFETY AND HEALTH SERVICES
Ongoing safety training was completed for the volunteer Safety Coordinators. These coordinators assist police and fire personnel in emergency situations on campus. Other training for College personnel consisted of the following classes:

Ladder Safety Training
15 Information Technology Services Technicians (Findlay and Toledo Campuses)
23 Members of the Facility Services Department

Hazard Communication and new GHS (Globally Harmonized System of Classification and Labeling of Chemicals) Training
15 Information Technology Services Technicians (Findlay and Toledo Campuses)
7 Members of the Facility Services Department

Blackboard Program Hazard Communication Program
7 Members of the Dental Hygiene Department
FUNDRAISING – Laura Moore, Interim Executive Director

Foundation Update – The Foundation Board held a quarterly meeting on August 14. A planned giving presentation was made by Foundation directors Louise Jackson and Kathy Kreuchauf.

During fiscal year 2013, $724,541 was received by the Foundation in the form of gifts, pledges and grants. This represents an increase of 15.9 percent from the previous fiscal year. During the same period, $587,045 was distributed for scholarships and College program support. This represents an increase of 9.11 percent from the previous fiscal year.

In September, a $50,000 donation was received from a long-time Perrysburg Township resident and $25,000 was received from The Andersons Inc. Charitable Foundation. The first donation will be used for the Edwin H. Simmons Memorial Scholarship Fund and equipment for the School of Science, Technology, Engineering and Mathematics, and The Andersons’ donation has been designated for the Culinary Arts Center.

Three other new scholarship funds have recently been established in memory of Don Bottles, Bettie Gehring and Rose Kuceyeski. In addition, funds are being collected in Dr. Kuceyeski’s memory to go toward the placement of an historical marker at the site of the former Rossford Ordnance Depot.

Owens collaborated with the other partnering institutions at this year’s Diamante Awards held at Lourdes University on September 13. Owens students Raquel Becerra, Jasymynne Chapa, Samantha Pecina, Emily Rodriguez and Gina Voltaire were recognized as recipients of Diamante scholarships for this year.

Cultivation/Stewardship – Ms. Moore attended the Toledo Woman’s Club luncheon on September 4. Owens students Robin Bloom and Pattianne Opperman were recognized as recipients of the Shirley S. Dick Scholarship, which is presented through the club.

ALUMNI RELATIONS – Laura Moore, Director

Backpack to the Future – In September, the Alumni Association completed distribution for the tenth annual Backpack to the Future school supplies drive. The support this year from Owens family, alumni and community was remarkable. This generosity will impact many first-time students in seventeen tri-county elementary schools during their kindergarten year.

Owens representatives, including athletes from the men’s baseball team, delivered backpacks and supplies to benefit kindergarten students in Bowling Green, North Baltimore, Elmwood, Eastwood, Rossford, Northwood, Genoa and Woodmore school districts at Rossford’s Glenwood Elementary School. Then, Owens representatives, including athletes and coaches from the men’s
soccer team, donated backpacks and school supplies to five Toledo Public Schools (Old West End Academy, Samuel M. Jones at Gunckel Park, McTigue and Edgewater Elementary Schools) presented at the Old West End Elementary School. Distribution concluded with a delivery at Lincoln Elementary in Findlay.

This year, the program placed in the hands of kindergarten students 529 backpacks and more than 8,100 pieces of school supplies. Additionally, monetary donations totaled $3,433, which was used to purchase items. Teachers, principals and students were deeply moved by the outpouring of support from Owens Community College and its Alumni Association. During mini-assembly sessions, the supplies were presented to the schools while emphasizing to the young audiences Owens passion for education, the significance of learning and how Owens wants to see them on its campuses in future years.

Since the inception of Backpack to the Future in 2004, the Alumni Association has donated 3,410 backpacks and more than 62,370 school supplies to benefit disadvantaged children in the area.

**Mud Hens Alumni Night** – On August 3, the Alumni Association entertained 184 people in the Roost for its tenth Annual Meeting and Mud Hens night. President and Mrs. Bower attended and greeted alumni and their families. Ballot voting was conducted by the members and six directors were elected for a three-year term: Amanda Caig, Catering Sales Manager, AVI Foodsystems, SeaGate Centre & Huntington Center and a 2006 pre-business administration graduate; Mark Carr, Vice President, Mortgage Sales Manager, GenoaBank and a 1980 financial management graduate; Carolyn Chapman, Human Resource Specialist, The University of Toledo and a 1991 applied business/office administration graduate; Steven Cotner, President, Corporate Intelligence Consultants and a 1975 law enforcement graduate; Kaye Koevenig, Senior Accountant, Owens Community College and a 1992 accounting graduate; and Audrey Wright, Judicial Office Manager, Lucas County Juvenile Court and a 2003 African-American studies graduate.

**Golf Classic** – On September 23 at Belmont Country Club, 112 participants enjoyed a day of golf in support of the Alumni Association during its eleventh annual Golf Classic. The 28-team event netted $25,421 to benefit scholarships and alumni outreach endeavors. The Golf Classic Committee did an excellent job securing sponsorships at all levels and executing a very successful event.

Since its inception, the event has netted over $314,120. The Golf Classic event sponsors were Hylant and Hylant Administrative Services. In addition, Metzgers Printing + Mailing served as the print sponsor and the Toledo Free Press was the ad sponsor. The championship team of the four-person scramble was sponsored by the Owens Foundation; team members included Tom Pounds, Jim Walrod, Bill Kline and Mike Karabin.

**Upcoming Events**
- Shop ‘Til You Drop – December 7, 2013
- Walleye Night at Huntington Center – February 1, 2014

**PROFESSIONAL DEVELOPMENT**
Debra Green, Senior Administrative Coordinator, attended a Blackbaud (Raisers Edge) Users Group meeting on August 7 in Detroit.
AUGUST/SEPTEMBER 2013

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

On August 12, Dr. Johnson participated in a conference call with Martha Kanter, Under Secretary, United States Department of Education, and other college and university representatives to discuss veterans’ success and the “8 Keys to Success” for veterans on campus.

On August 28, Dr. Johnson attended a meeting with Marcia King-Blandford and Peg Traband, representatives from the University of Toledo, to discuss a dual admission agreement.

ADMISSIONS - Meghan Schmidbauer, Director

Adult and Community Outreach

Gary Walkowiak, Admissions Representative, attended the monthly “Going Home to Stay” program for recently released offenders securing ten interest cards for follow up. In September, Mr. Walkowiak reached an agreement with the coordinator of the program to allow placement of an Owens table in the common hallway of One Government Center providing access to not only the program attendees but also all employees/visitors in the building.

Mr. Walkowiak participated in meetings with Dean and Chairs of the School of Business, Information and Health Support to develop an action plan to attract students to the Arrowhead Park Learning Center. The certificates under consideration will target the community’s adult/business population.

Mr. Walkowiak addressed 288 emails, fielded 126 phone inquiries and met with 169 individuals in the office seeking Admissions information/assistance during these two months.

High School Recruitment

The high school travel season kicked off at the end of August. Admissions Representatives Carolyn Eaton, Kari Morgan, Stefanie Orians and Kristen Rothfeld spoke with 548 students at the following schools:

- Anthony Wayne High School - 18 students
- Arcadia High School - 5 students
- Arlington High School - 3 students
- Bettsville entire senior class - 12 students
- Bowling Green High School - 1 student
- Cory Rawson High School - 1 student
- Evergreen High School - 7 students
- Evergreen High School classroom presentation - 34 students
- Fostoria - 12 students
- Fostoria St. Wendelin - 4 students
- Hopewell-Loudon - 12 students
- Lake High School Fall Visit (lunchroom) - 1 student
- Liberty Benton High School - 12 students
- Maumee High School Juniors - 225 students / Lunchroom - 7 students
- McComb High School - 3 students
- New Riegel - 7 students
- Old Fort - 7 students
Polly Fox Academy - 15 students
Rossford High School - 29 students
Seneca East - 1 student
Springfield High School - 19 students
Start High School - 17 students
Swanton High School - 18 students
Sylvania Northview High School - 1 student
Sylvania Southview High School - 10 students
Tiffin Calvert - 3 students
Tiffin Columbian - 2 students
Toledo School for the Arts - 2 students
Vanlue High School entire senior class - 12 students
Whitmer High School - 13 students
Whitmer High School classroom presentations - 22 students
Woodward High School - 13 students

Recruitment Fairs and College Nights
Representatives have been present at fairs/college nights with outreach to 400 students throughout the Northwest Ohio area as follows:

- 9/11/2013 - Whitmer Career and Technical College Night - 51 students
- 9/17/2013 - ECHHO (Educators and Community Helping Hispanics Onward) Northwest Ohio College Fair at the University of Toledo - 25 students
- 9/17/2013 - BGSU Firelands College Fair (at BGSU Firelands College) - 16 students
- 9/19/2013 - ECHHO of Putnam County Fair - 40 students
- 9/18/2013 – Findlay/Hancock Co. College Fair - 150 students
- 9/23/2013 - Williams County College Night at North Central High School - 21 students
- 9/24/2013 - Defiance College Fair - approximately 50 students
- 9/25/2013 - Whitmer College Night - 25 students
- 9/26/2013 - Penta Career Center College Night presentation
- 9/30/2013 - College Night of Sandusky County at Terra State Community College - 19 students

Communication and Events
In August, Jennifer Irelan, Manager, Enrollment Communications, coordinated calls to 2,052 high school seniors to remind them that Owens would be coming to their school in the fall to visit.

On September 26, Admissions hosted the annual DECA Fall Frenzy event on the Toledo Campus for approximately 200 high school students. Ann Theis, Dean, School of Business, Information and Health Support, addressed the competitors about their opportunities with Owens in partnership with their DECA programs.

The Toledo Campus Guidance Counselor Update was held on September 20. The 52 high school guidance counselors who attended heard updates on the Dental Assisting and Massage Therapy programs as well as the School of Business, Information and Health Support and also learned of the new Database Management program.

New Student Orientation
In August, 816 students participated in face-to-face New Student Orientation or One Day Registration, and in August/September, 134 students participated in online New Student Orientation.

Findlay Campus
In August, the Findlay Campus held three One Day Registration events that were attended by 42 students. Six New Student Orientation sessions were held in September with a total of 91 students who attended.
ADVISING - Verne Walker, Director

Advising partnered with various campus departments to provide updates and professional development experiences. Sessions included a discussion on the importance of documentation with Disability Services, Student Conduct, Student Mental Health, and Legal Counsel, and uSelect (state-wide database housing transfer and applicability of coursework).

Advising received training on the Banner Relationship Management (BRM) software so that Advisors can respond to emails from students in response to the automated email registration reminder campaigns and other mass emails sent via BRM. The training also included information on managing caseloads in BRM. The Spring Registration reminder campaign launched within BRM in September.

Advising has implemented Health and Nursing Information sessions designed to educate students in the areas of pre-health, pre-nursing, and undecided, on the selective admissions requirements. Morning and evening information sessions are scheduled four times per month through December. Sessions have been advertised in ONews, Ozone and with emails sent via the BRM software. Sessions are open to anyone, including faculty and staff, and will highlight the two areas of selection: 1. the components of a complete file to be eligible for evaluation into a health program; and 2. explanation of the point system used to determine if a student is selected for a seat in a selective admissions program.

Advising is implementing the outreach strategy for the Retention Predictor Model developed by Institutional Effectiveness. The description of the model and implementation plan is located within the Intranet, under Institutional Effectiveness, Institutional Research, and Retention. Advisors are making two outreach calls or emails to approximately 730 new students. The first outreach was designed to welcome students to their first semester, and the second call was designed to provide the students with a reminder that registration was approaching and/or underway.

FINANCIAL AID - Donna Holubik, Director

For the 2013-2014 academic year a total of 16,478 applications for financial aid have been received and a total of $37,161,813 in grants, loans, scholarships and federal work study has been disbursed. Currently, 50.7 percent of students enrolled for fall 2013 are receiving financial aid.

STUDENT LIFE - Christopher Giordano, Dean

STUDENT MENTAL HEALTH SERVICES – Lisa Sancrant, Director

Student Mental Health Services were officially available to students fall 2013. Information on services was shared through Ozone, ONews, OTV and through pamphlet distribution. Staff also completed presentations on campus to promote services, which included four presentations to faculty and/or staff and five classroom presentations.

Services for the first half of fall semester include: intakes scheduled (31); intakes completed (25); crisis consults (1); consults (faculty consults - 1/staff consults - 6/student consults - 3); students currently utilizing counseling services (34); self-referred (22); faculty/staff referred (10); and student referred (3).

ATHLETICS – Rudy Yovich, Director

The Owens Express baseball team volunteered at the Toledo Food Pantry on August 23. Thirty-five players bagged over 1,000 bags of food and shucked one “ton” of sweet corn.

The Owens Express women’s basketball team volunteered at and gave a $200 donation to the Toledo Gospel Rescue Mission’s Golf for Hope charity golf event held on September 5. Additionally, the team members were course marshals at the Susan G. Komen Race for the Cure on September 20 in Toledo.
Jacob Martin, sophomore midfielder, on the men’s soccer team was named the National Junior College Athletic Association’s Player of the Week for matches September 9-15.

On September 17, members of the softball team assisted with the pancake breakfast hosted by Student Government for Constitution Day.

On September 18, the baseball and men’s soccer teams worked filling backpacks with school supplies and delivering them to Glenwood Elementary for Alumni’s “Backpack to the Future” program.

**DISABILITY SERVICES – Susan Emerine, Director**
During August and September, Disability Services Representatives completed 118 new student intake appointments.

As of September 30, 380 students (new and returning) with disabilities are enrolled. Services requested include: total number of classes with requested accommodations (1,314); electronic textbook requests (646); tests in alternate format (142); and note taking assistance (725).

Owens currently serves 12 students who are deaf or severely hard of hearing, who are enrolled in 31 classes, for an average of 140 hours per week of sign language interpreting services.

**STUDENT ACTIVITIES – Christopher Giordano, Acting Director, and Danielle Admire, Manager, Student Conduct**
Student Government members, Lily Briggs, Lisa Howard, Justice Waite, Kara McCloskey, Adren Burkes, Shelby Broka and Marlissa Nordhause, along with Advisor Julie Maier, attended the National Student Leadership Diversity Conference (NSLDC) in August at St. Peter’s University in Jersey City, New Jersey. The NSLDC, sponsored by the Cecelynn Miller Institute for Leadership and Diversity in America, is the largest national gathering of student leaders and advisers to address the most critical topics of diversity and social justice challenging our campuses today.

In August, Student Activities and Student Government collaborated to host the annual Fall Fest events with approximately 1,200 students attending on the Toledo Campus and 300 on the Findlay Campus. Students learned about opportunities to become engaged in campus life in an atmosphere of free food, games and entertainment.

Student Government hosted its first-ever Town Hall Meetings in August and September. The meetings were designed as a forum for students to raise issues, questions and concerns while interacting directly with Owens administration and staff.

On September 17, Student Activities and Student Government collaborated to host a Constitution Day Pancake Breakfast. The event was designed as an opportunity for students to learn more about the constitution, register to vote and meet local leaders within the Toledo community. In attendance were Toledo Mayor Mike Bell and Councilman Stephen Steele.

Members of the Findlay Student Nurses Association travelled to the Ohio Nursing Students’ Association Annual State Convention in Cincinnati on September 27-28. The association is advised by Melanie Scherdt, Instructor, Nursing (Findlay).
AUGUST/SEPTEMBER 2013

HUMAN RESOURCES
Effective January 1, 2014, Owens will introduce a voluntary health plan option in addition to the current traditional preferred provider organization platform, a consumer driven health plan with a health savings account. Communications and open meetings are planned for November.

Lily Briggs, President of Student Government and the College’s Gay Straight Alliance (GSA), met with Lisa Dubose, Director, Organizational Development and Chief Diversity Officer, to address accessibility concerns initiated by the GSA on behalf of transgender students. Christopher Giordano, Dean, Student Life, Danielle Admire, Manager, Student Conduct, Richard Marquardt, Specialist, Room and Asset Management, Marketing and the Accessibility Committee worked collaboratively to ensure transgender students, employees and community members have restrooms identified as gender neutral. While the restrooms are available to all per the GSA request, various restrooms now have signage recognizing them as gender-neutral, handicapped and family accessible to further demonstrate campus access. Campus maps were subsequently modified on the Owens website to denote such modifications as well as indicate handicapped parking spaces on the Toledo Campus.

The Accessibility Committee developed and presented the College’s inaugural Accessibility Plan. Its purpose is to address accessibility efforts college-wide and make recommendations regarding accessibility and compliance to promote equal access for people with disabilities. A plan review and template training calendar will be developed for departments and Schools for 2014. Ms. Dubose serves as committee chair.

Owens participated in the United Way of Greater Toledo ‘Day of Caring’ on September 6. Employees were authorized release-time to volunteer for this effort. There were 22 students, faculty and staff that represented the College by supporting the community through volunteerism. Krista Kiessling, Director, Service Learning and Civic Engagement, served as the Event Coordinator.

The College kicked off the 30 day Community Giving Campaign on September 18. The four federations being supported through this campaign are dedicated to bringing positive change to the community. Ms. Dubose served as the Community Giving Campaign Manager Officer.

INFORMATION TECHNOLOGY SERVICES (ITS) – Connie Schaffer, Associate Vice President, Technology/Chief Information Officer
The first three weeks of the semester, Computer Technicians provided a ‘meet and greet’ with evening faculty members to review computer and technology support in the classrooms and to answer any related questions. Additionally, ITS has extended the hours of technician support (7:00 a.m. until 7:00 p.m.) to better facilitate classroom support.
ITS introduced a new video streaming service to the College at the start of the fall semester. Events can now be captured in high-definition quality and streamed to the Internet where they can be viewed live in real time or later at the viewer’s discretion. No additional software is required to view the events and the College controls how long the events are available to the public. The President’s State of College address in August was the first official streamed event.

On August 2, ITS implemented a new two-year retention term for active email in the administrative GroupWise system. Access to email older than two years is now available via a newly redesigned interface to the email archive system called NetMail Archive. The NetMail solution is integrated into the GroupWise WebAccess interface and available anywhere via a Web browser with Internet access. The product contains advanced search capabilities which return results from complex search strings in a matter of seconds. All emails older than two years were purged from the GroupWise system to improve performance and prevent unnecessary duplication in the storage array systems.

WORKFORCE AND COMMUNITY SERVICES (WCS) – Brian Paskvan, Executive Director, Workforce and Training

WCS held 41 contract training events in August and September for a total of 422 participants which included: American Warming and Ventilating, Buckeye CableSystem, City of Maumee, Cleveland Sheet Metal Workers, Connect Ohio, Control Design Solutions, Great Lakes Contractors Association, HCR Reit, IMCO Carbide Tool, Ironworkers Youngstown, Libbey Inc., Lowe’s, Marietta Pipefitters, Matsu Ohio, National Association of Registered Midwives, ProMedica Health System, TARTA, Toledo Community Development Corporation, Toledo Sheet Metal Workers, and Trainco Truck Driving.

WCS delivered 53 open enrollment, non-credit classes in August and September serving a total of 447 students.

Due to the consolidation of all the ABLE Resource Centers, the final paperwork for the Northwest Ohio ABLE Resource Center grant was submitted to close out the Center.

WCS completed the second of four Brownsfield training classes funded through an Environmental Protection Agency grant the City of Toledo received. This grant pays for up to 25 students per class to be trained in Brownsfield cleanup, specifically in structure deconstruction. Students receive instruction at Owens in OSHA safety (30 hour construction, HazWOper, asbestos abatement and more), structure deconstruction, lead awareness and other related instruction. Each class ends with a job fair for the completers. This last class had 23 completers and approximately 21 were offered full-time employment. The contractors in attendance asked to be invited to the job fairs at the end of the two remaining classes to be delivered in 2014.

WCS organized and hosted several information sessions for area businesses to promote training services and access to the State of Ohio’s Incumbent Worker Training Voucher Grant Program. The Blade and other media promoted the information sessions, which 20 Findlay and Toledo area companies attended, many of whom are utilizing Owens for workforce training, as well as for assistance with applying for the state grant program.

The City of Toledo Water Division has asked Owens to offer training for their department. The first training program will be the Owens Water Treatment Certificate.
The Toledo Community Development Corporation has hired Owens to be the training provider for a grant providing retrofit technician skills to ex-offenders. Students receive training in OSHA safety, air seal, insulation and replacement windows and doors.

Kern-Liebers is utilizing WCS for non-credit communication and team building training at locations in Farmington Hills, Michigan, and McCarren, Texas. WCS has previously provided training to the company at its Holland location in the Toledo area.

The goal of establishing WCS, Owens and the Arrowhead Park Learning Center as a destination known for providing certification examinations, skills assessments and related services is a high priority. After discussions with staff from the College Testing Center, WCS is in the process of reviving Owens’ status as a Certiport Testing Center. Through this testing company, WCS will be able to administer a variety of exams for industry-recognized credentials including various Microsoft Certifications, Intuit Quickbooks, Adobe Certifications and Autodesk Autocad & Inventor.

Representatives of WCS continue to work with local cities that wish to build a law enforcement testing consortium to make their selection of police officers and dispatchers more efficient. Two staff members have attended demonstrations by two assessment providers that local cities are considering. Owens anticipates becoming the administrator of testing provided by the designated assessment vendor in collaboration with eight or more area municipalities that are considering taking part in the consortium.

There was phenomenal success in August and September with attracting strong business community support of workshops on Workplace Conflict Resolution and Effective Discipline Techniques. Marketing was done exclusively through electronic means and was highly successful relative to use of the traditional printed non-credit catalog, which is marketed primarily to residences. Building on this success, WCS is now using the same marketing model to offer Project Management workshops in October. Dozens of companies have already responded to the first wave of electronic marketing messages (primarily e-mail and LinkedIn).

WCS made a presentation on business-related training and services to the Toledo Area Small Business Association’s Board of Trustees, which resulted in a variety of new business contacts that will increase the visibility of Owens.

WCS has begun testing Google’s Zoho web-based customer relationship management service. The goal is to use this tool to greatly enhance the ability to build relationships with businesses and industries.

WCS held two meetings with representatives of the Bowling Green State University’s (BGSU) State Fire School to build a relationship that will include mutually beneficial use of Center for Emergency Preparedness and opportunities for Owens graduates to earn a bachelor’s degree from BGSU.

Gary Corrigan, Sales Representative, Workforce Training, collaborated with Tom Perin, Associate Vice President of Institutional Effectiveness, on an environmental scan, which will include writing, research, strengths, weaknesses, opportunities and threats, and analysis meetings.
On September 25, “Pile-Up on the Pike” took place at the Center for Emergency Preparedness. This event was held in conjunction with local first responders to simulate how responders would react if there was a mass casualty event on a busy highway. Those who participated in this event included 14 agencies, 4 schools, 7 hospitals, 45 vehicles and 350 individuals.

Dr. Paskvan was a guest on the WSPD Saturday morning show to promote Owens and the training opportunities WCS can provide to companies.

**PROFESSIONAL DEVELOPMENT**

**HUMAN RESOURCES**
Lisa Dubose, Director, Organizational Development and Chief Diversity Officer, was appointed Chair of the Human Resources Committee for the Fair Housing Center of Toledo and Northwest Ohio Development Agency.

**WORKFORCE AND COMMUNITY SERVICES**
Rhonda Hogrefe, Account Representative (Findlay), and Connie Buhr, Director, Workforce and Community Services Operations, attended two Learning Resources Network webinars. The first one on Content Marketing and the second one on Boosting Your Web Site Traffic, Creating Cell Phone Apps and Using Google Analytics.

The WCS team has started sales training presented by Jeff Winke with Successful Behavior Institute.

Carl Dettmer, Director, Program Development, and Ms. Buhr attended a webinar for testing sites presented by EMPCO Inc. on Law Enforcement Testing System. They also attended presentation by Ergometrics (arranged by City of Perrysburg) as an alternative testing agency.

Brian Paskvan, Executive Director, Workforce and Training, and Gary Corrigan, Sales Representative, Workforce Training, attended a Connecting Education to Industry event held at Catawba Island Club.

Dr. Paskvan attended several meetings that included: Lutheran Home Society Foundation Board, Bowling Green Chamber Board, TMACOG Board, Wood County Library Board, Wood County Economic Development Commission meeting and Workforce Investment Board retreat.
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<tr>
<th>NEW POSITIONS</th>
<th>CAMPUS</th>
<th>STATUS</th>
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<tr>
<td>Instructor, Caterpillar/Diesel Programs</td>
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<td>Interviewing</td>
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<tr>
<td>REPLACEMENT POSITIONS</td>
<td>CAMPUS</td>
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<tr>
<td>Advisor</td>
<td>T</td>
<td>Recommended for hire: Jackie Kosier</td>
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<tr>
<td>Advisor, Lead</td>
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<td>Recommended for hire: Andrea Pritt Stacy Jenkins</td>
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<tr>
<td>Advisor, Transfer</td>
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<td>Recommended for hire: Kimberly Lawson</td>
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<td>Advocate</td>
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<td>Interviewing</td>
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<tr>
<td>Advocate (Part-Time)</td>
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<td>Interviewing</td>
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<td>Applications Systems Analyst</td>
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<td>Recommended for hire: Timothy Sams</td>
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<td>Applications Systems Analyst</td>
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<td>Reviewing</td>
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<tr>
<td>Assistant Coach, Women’s Softball</td>
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<tr>
<td>Custodian (Second Shift)</td>
<td>T</td>
<td>Recommended for hire: Jeff Carstensen</td>
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<td>Dispatcher</td>
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<td>Recommended for hire: Anthony Espinosa Meagan Stephens</td>
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<tr>
<td>Executive Director, College Foundation</td>
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<td>Manager, International Student Services</td>
<td>T/F</td>
<td>Interviewing</td>
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<tr>
<td>Police Officer</td>
<td>T/F</td>
<td>Recommended for hire: Lorraine Stiefel</td>
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<td>Registrar</td>
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Since the last board report, Congress has been consumed with reaching an agreement on a Continuing Resolution (CR) and the issue of raising the Federal Debt Ceiling. On October 17, legislation was passed to fund the government with a three month CR until January 15, 2014. The funding levels parallel the sequestration spending amounts for fiscal year 2013. The debt ceiling has been temporarily increased through February 7, 2013. Moving forward, a budget committee will convene to develop a budget report that is due by December 13; approximately one month prior to the temporary CR expiring. Meanwhile, the American Association of Community Colleges held a webinar to discuss other federal level activities. Following are the highlights from that discussion:

Fiscal Year 2014 Appropriations – The new fiscal year began on October 1 without any of the appropriations bills or a continuing resolution (CR). Included in the discussions is a spending cap of $986 billion, which would trigger another sequestration in 2014. However, the sequestration would not impact Pell. Due to statutory exemptions, Pell grants will not endure across-the-board cuts from sequestration.

A Better Bargain for the Middle Class – As previously reported, President Obama has remained focused on college affordability and student debt issues. Many aspects of his proposed affordability proposal, “A Better Bargain for the Middle Class”, will require authorizing legislation and there are three major components of the plan: 1) paying for performance, 2) promoting innovation and competition, and 3) ensuring student debt remains affordable. Paying for performance would be in place by 2015 and introduce a college rating system based on access, affordability and outcome measures. The proposal would tie ratings to student aid by 2018 and suggests the possibility of implementing a Pell bonus (based on number of Pell graduates) for higher accountability. Colleges with high dropout rates would also be required to disburse aid in increments. There are mixed reactions to this proposal by the higher education sector. In-depth discussions surrounding these details will likely occur in the context of the Higher Education Authorization reauthorization process.

Capital Bill – Following previous practice, a Higher Education Capital Funding Commission has been convened to finalize capital requests and establish a report that is due in early December. The commission consists of representatives from community colleges and universities (presidents from Southern State Community College, Zane State College and Columbus State Community College, as well as representatives from Ohio University, Ohio State, Cleveland State and Wright State). Institutions were required to submit six-year capital plans whereby the first two years will be the basis for the upcoming capital bill request. Hearings are expected to be scheduled by the Higher Education Capital Funding Commission soon for discussion to occur prior to the early
December deadline. The Administration will then unveil a bill in January-February for introduction and consideration by the General Assembly. Passage of the capital bill is anticipated sometime in April.

\textbf{(SB 69) Course and Program Share} – Legislation was introduced by Senator Bill Beagle (R-Tipp City) to provide funding and incentivize the development of course-share program content and develop a network administered by the Chancellor. The bill would appropriate $300,000 in incentive grants for the cost of developing content through collaborative agreements among colleges, universities and adult career centers. An additional $149,500 in fiscal year 2014 would be used by the Chancellor for administration of the Course and Program Sharing Network. Members of the Ohio Association of Community Colleges have provided testimony in favor of this legislation and there has been little to no opposition. The legislation is currently in the Senate Finance Committee and is expected to be voted out of committee for consideration by the full Senate soon.

\textbf{INSTITUTIONAL EFFECTIVENESS – Thomas Perin, Associate Vice President}

Mr. Perin took his assessment team Co-Chairs, Jennifer Hazel and Douglas Mead to Terra Community College on August 1 to demonstrate Owens utilization of the Accountability Management System software by TaskStream for the assessment of student learning. This presentation was for Terra’s senior leadership as well as faculty, chairs and deans in an effort to collaborate with another AQIP college, which is highly encouraged by the Higher Learning Commission.

Mr. Perin attended a two-day advanced strategic training session at the invitation of Webster Thompson, President, TaskStream, on September 11-13. This training (offered at no cost) allowed the College to make advanced improvements in the utilization of the software in which it tracks the assessment of student learning, program review and evaluation, discipline specific accreditation and, in the future, the strategic planning progress as well as AQIP systems portfolio for accreditation compliance requirements.

The systems portfolio is on target for November 1 completion. All reports have been turned in and the final editing and auditing is almost complete.

On September 21-23 Mr. Perin attended the Council of North Central Two-Year Colleges conference in Minneapolis, Minnesota, with President Bower. Mr. Perin presented an AQIP program to the Council, which identified opportunities to colleges considering going to the AQIP model accreditation. This presentation was well received by the college presidents in attendance with many follow-up communications asking for more information, as the traditional PEAQ method of accreditation is being discontinued.

Mr. Perin continues to work with the Ohio Association of Community Colleges on a monthly basis in Columbus for their Data Analysis and Reporting consultation subcommittee. This group is working on recommendations in conjunction with other subcommittees concerning state subsidy guidelines and student success points.

Mr. Perin has continued to work monthly with the Higher Learning Commission's Strategy Forum Design Team, assisting in making changes to the AQIP profile as it relates to strategy forums and systems portfolios.
DATES TO REMEMBER
(changes/additions since September agenda indicated in bold italic)

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

2013

November 27-December 1          Holiday ~ College Closed

**December 3**  Findlay Campus Employee Holiday Reception ~ 11:30 a.m. to 1:30 p.m.  
(Education Center, Room 111)

**December 5**  Toledo Campus Employee Holiday Reception ~ 11:30 a.m. to 1:30 p.m.  
(Audio/Visual Classroom Center, Room 121-128)

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

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.
March 3-9            Spring Break ~ No Classes
March 4              Board Retreat
April 1              Board of Trustees Meeting ~ 12:30 p.m.

**April 25**  Outstanding Service Awards

**April 30** All-Ohio Academic Team Luncheon ~ 11:00 a.m. (Columbus)

May 4                Last Day of Spring Semester
May 6                Board of Trustees Meeting ~ 3:00 p.m.
May 9                Commencement
May 19               Summer Semester 10 Week/First 5 Week Classes Begin
DATES TO REMEMBER ~ continued

2014

May 26   Holiday ~ College Closed
May 29-30   OACC Annual Conference (Columbus)
June 2    Summer Semester 8 Week Classes Begin
June 10   Board of Trustees Meeting ~ 12:30 p.m. (Findlay Campus)
June 23   Summer Semester Last 5 Week Classes Begin
July 4    Holiday ~ College Closed
July 25   Last Day of Summer Semester
August 18 First Day of Fall Semester
August 30- September 1   Holiday ~ College Closed
October 20-21 No Classes ~ College Open for Faculty/Staff Professional Development
November 11 Holiday ~ College Closed