

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 5, 2021 ~ MINUTES

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:30 p.m., and directed the record to show the meeting was held by videoconference and in accordance with the policies of the Board of Trustees, Ohio Revised Code, Section 121.22 and Chapter 3358, and Section 1 of Am. Sub. House Bill 404.

Roll Call – Roll call was taken, and the following members were present: Mary Beth Hammond, Jason Johnson, Sherina Ohanian, Rich Rowe, Rita Russell, and Diana Talmage. (6). Srinivas Hejeebu arrived after the roll call vote. (7).

Minutes of the Board of Trustees – The minutes of the April 6, 2021 regular meeting and the March 30, April 1 and April 2, 2021 special meetings were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

Finance Committee Report – Mr. Johnson commented that the Finance Committee met on April 27 for an Audit Conference with auditors Clark, Schaefer and Hackett on the Fiscal Year 2020 audited financial statements. He noted that it was a clean audit with an unmodified opinion; no material weaknesses and the financial controls were robust. He congratulated Treasurer Jeff Ganues, Controller Katie Feher and the accounting team for their work. He also noted that the Finance Committee reviewed the Then and Now appropriation detail and a comment section was added at committee's request. Mr. Johnson also stated that the Finance Committee heard a presentation by the Chief Information Officer for Information Technology Services to upgrade and expand the wireless infrastructure for both campuses, which the committee members were in support of the use of Federal HEERF Funds for the project. He closed his report by noting the Treasurer shared the Draft Fiscal Year 2022 Budget for preliminary review, which will continue to be developed.

Appointment to the Finance Committee Appointment – Chair Hammond appointed Ms. Ohanian to serve as the fourth trustee on the Finance Committee.

Student Life Committee and Recommendations for Student Recognitions – Ms. Talmage commented that the Student Life Committee met on April 16 to review student nominations received from faculty and staff. She recognized Julie Baker, Dean of the Findlay Campus, and Danielle Filipchuk, Assistant Dean for Student Life, for assistance with the nomination process. She noted that the purpose of the Board's annual student recognitions were to celebrate Owens students for their achievements in academics, leadership and volunteerism. She thanked the students for joining remotely for the meeting.

RECOGNITIONS OF STUDENTS

- Amy Deeter

RESOLUTION 2021-05-05-01

WHEREAS, the Board of Trustees Student Life Committee was chartered to recognize and celebrate students for their achievements in academics, community engagement, volunteerism, and involvement in student leadership and student life; and

WHEREAS, Tracy Campbell, Assistant Director for Advanced Manufacturing and the FAME program, nominated student Amy Deeter for her exemplary academic achievement; and

WHEREAS, Amy has demonstrated exemplary academic achievement and is a candidate for graduation, with Summa Cum Laude honors for an Associate Degree of Applied Technical Studies for the FAME program, which is a rigorous applied engineering education and advanced manufacturing workforce training program on the Findlay-area Campus; and

WHEREAS, Amy, contributes her skills as an incumbent member of the workforce, where her guidance and team spirit is a true asset to the cohesiveness of the FAME program student-cohort; and

WHEREAS, Amy' full course load includes on-the-job training with the FAME program sponsor-employer, G.S.W. Manufacturing in Findlay;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards Amy Deeter with a Certificate of Recognition for Exemplary Academic Achievement.

Ms. Talmage read the resolution, and she made a motion to award the recognition to the student, which was seconded by Ms. Russell. Following a voice vote, the motion was adopted.

- Christoph Scholz

RESOLUTION 2021-05-05-02

WHEREAS, the Board of Trustees Student Life Committee was chartered to recognize and celebrate students for their achievements in academics, community engagement, volunteerism, and involvement in student leadership and student life; and

WHEREAS, student Christoph Scholz was nominated for his exemplary academic achievement by nominators, Lyndsay Dimick, Advisor, International Students, Annette Swanson, Manager, International Student Services, and Lorraine Stiefel, Manager, Workplace Safety and Health Services; and

WHEREAS, Christoph has demonstrated exemplary academic achievement and is a candidate for graduation, with Summa Cum Laude honors for an Associate Degree of Applied Business, majoring in Logistics and Supply Chain; and

WHEREAS, Christoph comes to Owens from his home country of Germany, is an active member of the International Club, is a volunteer mentor to other students in the Logistics and Supply Chain program, and he a student worker for Workplace Safety and Health where his astute observations skills help make Owens a safer place to learn and work; and

WHEREAS, his nominators wrote, "Christoph has a strong ability to thrive in a new educational system through his commitment to academic excellence, and he demonstrates an exemplary display of perseverance, aptitude and is an excellent role model for making the world a better place;"

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards Christoph Scholz with a Certificate of Recognition for Exemplary Academic Achievement.

Ms. Russell read the resolution, and she made a motion to award the recognition to the student, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

- Meridith Meyer

RESOLUTION 2021-05-05-03

WHEREAS, the Board of Trustees Student Life Committee was chartered to recognize and celebrate students for their achievements in academics, community engagement, volunteerism, and involvement in student leadership and student life; and

WHEREAS, Julie Posey, Chair, General and Vascular Sonography, nominated student Meridith Meyer for her extraordinary volunteerism; and

WHEREAS, Meridith has demonstrated her dedication to the profession of vascular sonography and is a candidate for graduation, with Magna Cum Laude honors for an Associate Degree of Applied Science; and

WHEREAS, Meridith applied, interviewed and served as the 2021 Student Director for the Society for Vascular Ultrasound; only one student is chosen nationally to serve in this important volunteer role to provide input and ideas to make a difference in the field of vascular sonography;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards Meridith Meyer with a Certificate of Recognition for Extraordinary Volunteerism.

Mr. Johnson read the resolution, and he made a motion to award the recognition to the student, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

- Gisell Smith

RESOLUTION 2021-05-05-04

WHEREAS, the Board of Trustees Student Life Committee was chartered to recognize and celebrate students for their achievements in academics, community engagement, volunteerism, and involvement in student leadership and student life; and

WHEREAS, Susan Wannemacher, Professor, Dental Hygiene, and Brittany Moore, Adjunct Instructor and Co-Advisor, American Dental Hygienist Association student chapter, nominated student Gisell Smith for her exceptional student leadership and student life involvement; and

WHEREAS, Gisell has demonstrated her dedication to the profession of dental hygiene and is a candidate for graduation, with Magna Cum Laude honors for an Associate Degree of Applied Science; and

WHEREAS, Gisell led her student cohort by setting up meetings with the Clinical Board Examiner for the Commission on Dental Competency Assessments; invited dental product representatives for presentations; and arranged for board-certification reviews; and

WHEREAS, Gisell led the Owens student chapter of the American Dental Hygienists Association as the President, and immediate past Vice President, using technology to keep members active during the pandemic, and she implemented innovative fundraising, including a collection of dental hygiene supplies, socks and gloves for the City Mission of Findlay; and provided free dental hygiene education to children and parents for Water for Ishmael of Toledo; and

WHEREAS, Gisell represented Owens Community College at the state and national levels, including being chosen to serve as the American Dental Hygienists Association student delegate for District V, and she created a presentation on how to be organized as a dental hygienist student for the ADHA to share with other student chapters;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards Gisell Smith with a Certificate of Recognition for Exceptional Student Leadership and Student Life Involvement.

Ms. Ohanian read the resolution, and she made a motion to award the recognition to the student, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

- Madison Heath

RESOLUTION 2021-05-05-05

WHEREAS, the Board of Trustees Student Life Committee was chartered to recognize and celebrate students for their achievements in academics, community engagement, volunteerism, and involvement in student leadership and student life; and

WHEREAS, Michelle Davis, Ph.D., Adjunct Professor, Social/Behavioral Sciences, nominated student Madison Heath for her exceptional student leadership; and

WHEREAS, Dr. Davis wrote, “During challenging times, natural leaders step up, sometimes without being asked;” and, that it was her honor to nominate and to teach Madison in her synchronous Psychology Class 318; and

WHEREAS, time after time, Madison took the leadership initiative to assist other students in her synchronous classes who may have been struggling due to their course loads, work schedules, or with the challenges from the pandemic because she likes to help others when she sees a need;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards Madison Heath with a Certificate of Recognition for Exceptional Student Leadership.

Mr. Rowe read the resolution, and he made a motion to award the recognition to the student, which was seconded by Ms. Ohanian. Following a voice vote, the motion was adopted.

Interim President’s Report – Interim President Bill Balzer provided updates on the market research for the Findlay-area Campus, which included an environmental scan, interviews with business leaders, high school guidance counselors/students and Owens students and strategic next steps for alignment with the community’s needs: targeted expansion of academic offerings; enhanced campus-based services; local workforce development presence; increased marketing and community visibility and the College’s commitment and accountability. These next steps will be incorporated into the 30-60-90 implementation dashboard for the strategic plan.

In closing, he summarized:

- Owens Community College reaffirms its commitment and engagement with the Findlay community.
- There are strategic investment opportunities at the Findlay-area Campus, and the College will pursue opportunities to address business and community needs.

Academic Affairs Report – Denise Smith, Provost/Vice President of Academic Affairs, provided updates from the Library, Community and Campus Connections, Center for Teaching and Innovation, the Leadership Evolution project and faculty development and training.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, commented on the plans to host the 55th annual Spring Commencement Ceremonies to recognize the 537 Spring 2021 graduates and interested 2020 graduates in three events with health and safety protocols. She also briefly commented on the routine recommendation for a tuition waiver for nonpublic/home-schooled students to participate in the College Credit Plus program at the College for academic year 2021-2022. She noted preliminary data demonstrated that the matriculation rate for the students utilizing the CCP tuition waiver was higher than the overall matriculation rate for all CCP students.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented on the recommendation for the wireless upgrade and expansion project. He noted that College’s wireless system grew organically over the decades without a campus-wide strategy, and as the needs for wireless access were identified, the appropriate infrastructure and equipment was installed to meet the area of need. However, the approach left coverage gaps with no wireless access and areas of wireless concentration that created an inconsistent wireless experience. To resolve the coverage gaps, the College will implement a campus-wide wireless strategy, and plan for the installation of new wireless access points and cabling to support an increased number of devices and speeds, and to improve security throughout the Toledo and Findlay-area Campuses.

Members of the Board of Trustees were provided with the financial exhibits for the period ending March 31, 2021, which the Chair accepted, as submitted.

EXECUTIVE SESSION

Chair Hammond announced an executive session for discussion of pending or imminent court action; and, for the employment of a public employee. Ms. Talmage made a motion to adjourn to executive session as specified. Mr. Rowe seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (7).

Upon return from executive session, roll call was taken and the following members returned to open session: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Sherina Ohanian, Rich Rowe, Rita Russell, and Diana Talmage (7).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Chair Hammond announced an addendum for the appointment of a President/Chief Executive Officer, as follows:

Employment of Personnel:**- President/CEO Appointment**

RESOLUTION 2020-05-05-14

BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees appoints a President/Chief Executive Officer on the basis indicated below.

<u>NAME</u>	<u>ASSIGNMENT</u>
Dr. Dione Dorsey Somerville	President/CEO, effective June 15, 2021

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Board Chair with outside legal counsel to finalize an employment agreement.

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

Chair Hammond commented. "This marks our official welcome to Dr. Dione Somerville, as our 8th president in the history of Owens Community College! The appointment will begin on June 15. On behalf of the Board of Trustees, we are confident that with the depth and breadth of her knowledge and leadership experience, the College will continue its momentum as a premier two-year college in northwest Ohio. We look forward to further strengthening our partnerships in the communities that we serve and being the first choice for students seeking credentials toward rewarding careers. Thank you to the members of the President Search Ad Hoc Committee and the consultants of AGB Search for assisting us through the search process. I am so proud of the process and the progress of the search through to today's appointment. Faculty, staff and administrators, I hope you will join me in congratulating Dr. Somerville as she begins her work as the eighth President of Owens Community College. I also want to express my gratitude to Interim President Bill Balzer. We thank you for your steadfast leadership. To take on the reigns of institutional leadership during a pandemic was miraculous, and we cannot thank you enough! Your attention to detail to drive the strategic plan and now, to assist with the transition to the new president, we appreciate your continued service to the College until the new College President starts the position in mid-June. Thank you!"

RESOLUTION 2021-05-05-06

BE IT HEREBY RESOLVED that the recommendation of the Interim President to employ the following person(s), be approved by the Board of Trustees:

NAME:	Rachael Conroy
ADDRESS:	Toledo, OH
EDUCATION:	Bachelor of Arts, with a major in BFA Technical Theatre from University of Central Missouri
ASSIGNMENT:	Dispatcher

NAME:	Teresa Day
ADDRESS:	Bowling Green, OH
EDUCATION:	Associate Degree in Business Administration from Owens Community College
EXPERIENCE:	5+ years' experience in customer service
ASSIGNMENT:	Specialist, Student Service Center

NAME: Emma Pennington
 ADDRESS: Bowling Green, OH
 EDUCATION: Bachelor of Arts, with a major in Human Development and Family Studies from Bowling Green State University
 EXPERIENCE: Experience in higher education as an Academic Advisor
 ASSIGNMENT: Advisor

NAME: Amy Pett
 ADDRESS: Perrysburg, OH
 EDUCATION: Associate Degree in Business Management from The University of Toledo
 EXPERIENCE: 25+ years' experience in customer service
 ASSIGNMENT: Specialist, Student Applications

NAME: Patricia Watson
 ADDRESS: Maumee, OH
 EDUCATION: Associate Degree in Social Service Technology from The University of Toledo
 EXPERIENCE: 20+ years' administrative and coordinating experience in higher education
 ASSIGNMENT: Secretary, Life and Natural Sciences

NAME: Taylor Thornton
 ADDRESS: Swanton, OH
 EDUCATION: Bachelor of Arts, with a major in Human Resources Management from The University of Toledo
 ASSIGNMENT: Coordinator, Human Resources

NAME: Andrew Blair
 ADDRESS: Toledo, OH
 EDUCATION: Associate's Degree in Criminal Justice from Owens Community College
 EXPERIENCE: Patrolman and police experience for 8+ years
 ASSIGNMENT: Police Officer

Mr. Rowe made a motion to approve the recommendation, which was seconded by Ms. Russell. Following a voice vote, the motion was adopted.

Individual Personnel Action ~ Owens Faculty Association:

RESOLUTION 2021-05-05-07

BE IT HEREBY RESOLVED that the recommendation of the Interim President to award one-year contracts for the academic year 2021-2022 to the non-tenured members of the faculty listed in Appendix I, be approved by the Board of Trustees.

BE IT HEREBY RESOLVED that the recommendation of the Interim President to award one-year contracts commencing either on July 1 or on the first day of the academic year 2021-2022 to the non-tenured bargaining unit members listed in Appendix II, be approved by the Board of Trustees.

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

Candidates for Graduation:

RESOLUTION 2021-05-20-08

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective degrees and certificates, effective Spring Semester 2021.

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

College Credit Plus Program - Tuition Waiver Recommendation:

RESOLUTION 2021-05-05-09

SYNOPSIS: Contingent upon the approvals of the Chancellor, Ohio Department of Higher Education (in accordance with Directive 2009-011), and the Owens Community College Board of Trustees, the College seeks to continue to waive standard tuition rates for eligible Ohio non-public school students and home school students (grades 7-12) who apply to participate in Ohio's College Credit Plus program and who are not funded due to the State's limited funding of the College Credit Plus program for academic year 2021-2022.

WHEREAS, the purpose of continuing to provide a tuition waiver for unfunded College Credit Plus students is two-fold:

- 1) It serves the College's mission of providing a high quality and affordable education, and it supports the College's vision as the first choice for students seeking career credentials and university transfer; and,
- 2) It facilitates the State's initiatives of reducing the time to attain a degree, earning college credentials early and providing a low-cost, but rigorous academic pathway from high school to a community college (earning an associate degree) toward transferring to a four-year university; and,

WHEREAS, the Interim President recommends to provide a reduced tuition rate for nonpublic school and home school students in accordance with the terms of the alternative payment structure for the 2021-2022 academic year, as authorized by the Board of Trustees with Resolution 2020-12-01-10;

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

- (A) To continue to waive standard tuition rates for nonpublic school students and home school students who do not receive funding under the College Credit Plus program and who enroll at Owens Community College for the 2021-2022 academic year, contingent upon the approval of the Chancellor, Ohio Department of Higher Education; and,
- (B) The Interim President to submit a specific request to the Chancellor, Ohio Department of Higher Education for approval to reduce tuition in accordance with the terms of the alternative payment structure for the College Credit Plus program for the 2021-2022 academic year, as follows:
 - a. \$140 per credit hour rate: college course delivered on the college campus;
 - b. \$80 per credit hour rate: college course delivered online;
 - c. \$80 per credit hour rate: college course delivered at the district high school and taught by credentialed college faculty;
 - d. Default floor amount per credit hour rate, as determined by the Ohio Department of Higher Education: college course delivered at the district school and taught by credentialed district school faculty.

Mr. Johnson made a motion to approve the recommendation, which was seconded by Ms. Ohanian. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

- HVAC Renovation and Replacement - College Hall Project:

RESOLUTION 2021-05-05-10

NOW, THEREFORE, BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the Interim President to award a contract to the following firm for the HVAC Renovation and Replacement – College Hall project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College HVAC Renovation and Replacement – College Hall		
General Contractor	Trane US, Inc. 1001 Hamilton Dr. Holland, OH 43528	\$119,814

- Wireless Upgrade and Expansion Project:

RESOLUTION 2021-05-05-11

WHEREAS, the College's wireless infrastructure is aged out, unsupported and recommended to be upgraded and expanded to ensure the continuous operation of the wireless network; and,

WHEREAS, an upgraded and expanded wireless network will provide improved security and access in support of instruction, services and administration;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the Interim President to invest local funds that may qualify for federal Higher Education Emergency Relief Fund (HEERF) funding reimbursement to upgrade and expand the physical plant and information technology infrastructure, be approved by the Board of Trustees.

Owens Community College – Local Funds	
	Not to Exceed
Wireless Upgrade and Expansion Project	\$930,000

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

Then and Now Certification Of Appropriations Requiring Board Approval:

RESOLUTION 2021-05-05-12

WHEREAS, Ohio Revised Code 5705.41(D)(1) provides that if prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure of money was made then the fiscal officer may instead certify; and

WHEREAS, that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances; and

WHEREAS, thus the fiscal officer is certifying that there were appropriations available and funds in the treasury or in the process of collection at the time the contract or order was made (then), and there are still sufficient appropriations and funds in the treasury or in the process of collection at the time the certificate is being issued (now); and

WHEREAS, the amount of the certificate equals or exceeds \$3,000.00; and

WHEREAS, the listing was reviewed by the Board Finance Committee;

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

- SECTION I. Appendix III – is approved and the Board of Trustees hereby certifies both at the time of the making of the contract(s) and order(s) and at the date of the execution of this certificate, the amount of funds required to pay this contract(s) or order(s) has been appropriated for the purpose of this contract of order and is in the treasury or in the process of collection to the credit of the fund free from any previous encumbrance.
- SECTION II. Open Meetings. It is found and determined that all formal proceedings and actions of the Board of Trustees concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board of Trustees, and that all deliberations of the Board of Trustees and any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22, of the Ohio Revised Code and the policies of the Board of Trustees.

Mr. Johnson made a motion to approve the recommendation, which was seconded by Mr. Rowe. Following a voice vote, the motion was adopted.

Recommendation of Policies:

RESOLUTION 2021-05-05-13

WHEREAS, the Interim President and the Vice Presidents reviewed and recommend the listed employment (chapter 5) policies, as follows:

- Rescission of 3358:11-5-02 Employment Agreements/Salary Notices Policy (Appendix IV), for alignment with the Ohio Attorney General Office's best practices;
- Amendment of 3358:11-5-01 Salary Administration Program Policy (Appendix V) for updated or clarifying language;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees rescinds 3358:11-5-02 Employment Agreements/Salary Notices Policy; and, amends 3358:11-5-01 Salary Administration Program Policy;

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file said policies with the Ohio Legislative Service Commission.

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

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember. Chair Hammond noted the listed regular meeting dates for academic year 2021-2022.

Monthly Report to the Board of Trustees – Members of the Board of Trustees were provided with the monthly report. Ms. Talmage commented that the report was excellent. The Chair accepted the monthly report, as submitted.

Statements and Comments by Board Members – Mr. Rowe thanked Dr. Balzer who stepped into the interim position from his regular position at Bowling Green State University. Ms. Talmage recognized Dr. Balzer and Vice Presidents Giordano and Ganues for their pitching from the mound at the April 27 Owens Express baseball double header at the Toledo Mud Hens. It was a great event.

Adjournment – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 1:35 p.m.

APPENDIX I

Individual Personnel Action ~ Owens Faculty Association – Non-Tenured Faculty Members

NAME	RANK	CONTRACT LENGTH	SPECIAL TERMS
Eileen Alexander	Instructor	2021-2022	173 Days
Casey Cook	Instructor	2021-2022	173 Days
Lacey Davis	Instructor	2021-2022	173 Days
Andrew Erickson	Instructor	2021-2022	173 Days
Benjamin Frazier	Instructor	2021-2022	173 Days
Marcia Grizzard	Instructor	2021-2022	173 Days
Christopher Kinkade	Instructor	2021-2022	173 Days
Tiffany Ludwig	Instructor	2021-2022	173 Days
Amy Morford	Instructor	2021-2022	173 Days
Susan Nichols	Instructor	2021-2022	173 Days
Carl Stevens	Instructor	2021-2022	173 Days
Robert Thomas	Instructor	2021-2022	173 Days
Jennell Twigg	Instructor	2021-2022	173 Days
Beth Williams	Instructor	2021-2022	173 Days
Stephen Williams	Instructor	2021-2022	173 Days
Makenzie Zesing	Instructor	2021-2022	173 Days

APPENDIX IIIndividual Personnel Action ~ Owens Faculty Association – Non-Tenured Bargaining Unit
Members

NAME	RANK	CONTRACT LENGTH	SPECIAL TERMS
Michael Aked	Librarian, Acquisitions	2021-2022	173 Days
April Andrews	Academic Lab Technician, Science	2021-2022	173 Days
Tara Carter	Academic Lab Technician, Science (Findlay)	2021-2022	210 Days
Stephen Davis	Lab Technician, Transportation Technologies	2021-2022	180 Days
Melissa Falk	Clinical Coordinator, Nursing	2021-2022	180 Days
Kristina Ford-Weber	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2021-2022	173 Days
Amy Foster	Clinical Teaching Faculty, Nursing	2021-2022	180 Days
Robin Foster	Coordinator, Nursing Skills Lab (Findlay)	2021-2022	210 Days
Daniel Gross	Lab Technician, Transportation Technologies Program	2021-2022	173 Days
Vivian Hackney	Clinical Teaching Faculty, Nursing (Findlay)	2021-2022	210 Days
Jeffrey Hansell	Lab Technician (Findlay)	2021-2022	173 Days
Jacqueline Heilmann	Clinical Teaching Faculty, Nursing	2021-2022	210 Days
Lynn Kendall	Lab Technician, Electronics Lab	2021-2022	190 Days
Robert Klein	Coordinator, Science Lab	2021-2022	173 Days
Sabrina Konesni	Clinical Teaching Faculty, Nursing	2021-2022	12 Months
John Leonard	Coordinator, Emergency Services Technology	2021-2022	180 Days

Margaret Ludwikoski	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2021-2022	173 Days
Julie Maier	Academic Lab Technician, Science	2021-2022	12 Months
Monica Mason	Librarian (Findlay)	2021-2022	12 Months
Alyssa Moskwa	Technical Services Librarian	2021-2022	180 Days
Cheryl Perlaky	Laboratory Faculty, Skills and Human Patient Simulator (HPS)	2021-2022	180 Days
Dayna Rousseau	Coordinator, Nursing Skills Lab	2021-2022	210 Days
Brian Schwab	Lab Technician, Welding	2021-2022	12 Months
Gary Sefton	e-Learning Systems Administrator/Support Specialist	2021-2022	173 Days
Julie Shank	Clinical Teaching Faculty, Nursing (Findlay)	2021-2022	12 Months
Amber Sherick	Instructional Designer	2021-2022	173 Days
Lesia Swimmer	Academic Lab Technician, Science	2021-2022	210 Days
Kevin Walker	Lab Technician, Advanced Computer Aided Machining	2021-2022	12 Months
Paul Weaver	Electronic Resources and Serials Librarian	2021-2022	173 Days
Louise Weller	Clinical Teaching Faculty, Nursing	2021-2022	180 Days
Elizabeth Zacharias	Laboratory Faculty, Skills and Human Patient Simulator	2021-2022	173 Days
Wendy Zettel	Clinical Teaching Faculty, Nursing	2021-2022	12 Months

APPENDIX III
Owens Community College
Then and Now Certification of Appropriations - FY 2021

For the Period of 12/2/20 through 4/20/21				
Invoice Number	Invoice Date	Vendor Name	Amount	Comments
2017-101066	3/17/2021	Tambellini Group	\$ 16,950.00	Invoice Date was before contract approval. Revisiting procedures for contract review process
18056	4/1/2021	NRCCUA	\$ 5,989.95	Invoice Date was before contract approval. Revisiting procedures for contract review process
13321	3/17/2021	Jupmode	\$ 4,910.00	Communication issue between one department ordering and one department putting PO in
4900	1/4/2021	Tees Tees and More	\$ 4,107.00	Education on inputting annual expenses even if only have estimate of actual cost
Invoice - 02769	3/9/2021	NC-SARA	\$ 4,000.00	Education on inputting annual expenses even if only have estimate of actual cost
		Total of Then and Now Approvals for Board	\$ 35,956.95	
		Total Purchases for FY20	\$ 19,471,020.91	
		Percent of Total	0.18%	
Please note there were 49 Then and Nows totaling \$28,764.31 below the \$3,000 threshold.				

APPENDIX IV**Rescission of 3358:11-5-02 Employment Agreements/Salary Notices Policy****TO BE RESCINDED****3358:11-5-02 Employment agreements/salary notices policy.**

- (A) Salaried exempt employees.
- (1) An employment agreement is a contract entered into and executed between Owens community college and a full-time non-bargaining unit salaried exempt employee. All employment agreements have a termination date, (June thirtieth) in alignment with the fiscal year budget.
 - (2) An employment agreement is conditioned upon the college's need for the position, the availability of sufficient budgeted funds, and the employee's satisfactory work performance and compliance with all rules and regulations; all of which shall be determined solely by the college. The employment agreement will be issued electronically from human resources.
- (B) Non-exempt employees. Salary notices are electronically issued to non-bargaining unit non-exempt staff as a confirmation of the hourly wage. A salary notice is a communication and does not imply any contractual arrangement.
- (C) Compensation. The board of trustees shall act on the president's recommendation for the initial appointment/compensation of full-time employees and for any subsequent compensation adjustment, provided there is an availability of sufficient budgeted funds.
- (D) Implementation. The vice president of business affairs/chief financial officer with the vice president of administration or human resources designee will implement such processes consistent with this rule.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 12/20/2008, 5/13/19

[History of Review](#)

[VP Review 3-1-21, 3-15-21](#)

[HR/Legal Review 3-11-21](#)

[The recommendation for the rescission of the policy for alignment with the Ohio Attorney General Office's best practices.](#)

APPENDIX V

Amendment of 3358:11-5-01 Salary Administration Program Policy

3358:11-5-01 Salary administration program policy.

- (A) Purpose. It is the objective of Owens community college board of trustees to establish and maintain salary levels which reflect position responsibilities; are competitive with other employers in the same employment market; are capable of attracting, retaining, and motivating competent employees; and are within the budgetary resources of the college.

~~The president will recommend for the board's adoption, the initial, formal pay and grades structure for the non-bargaining positions.- (redundant language to Item B)~~

- (B) Responsibility. The president is responsible for the salary administration program, which includes the president's approval of an adjustment or an amendment to the board-adopted formal pay structure and grades that may include, but is not limited to, any validated adjustment such as ~~for the~~ cost of living, ~~or for~~ external market, or internal equity factors.
- (C) Implementation. The vice president of administration or human resources designee ~~is~~ will ~~be~~ responsible for the regular review and the implementation of the salary administration program, which is comprised of position descriptions, the formal pay structure and grades; and, related practices that are consistent with this rule.
- (D) Supplements. This rule supplements and supports the Owens community college ~~rules~~ rule ~~of 3358:11-5-02 (employment agreements/salary notices) and~~ 3358:11-5-13 (exempt and non-exempt employment) of the Administrative Code.

Promulgated under: 111.15

Statutory authority: 3358.08

Rule amplifies: 3358.08

Prior effective dates: 3/7/2002, 12/20/2008, 12/14/2019

[History of Review](#)

[VP Review 3-1-21, 3-15-21](#)

[HR/Legal Review 3-11-21](#)