

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 1, 2022 ~ MINUTES

**Call to Order** – Chair Mary Beth Hammond called the meeting to order at 12:34 p.m., and directed the record to show the meeting was held in accordance with the policies of the Board of Trustees, and the Ohio Revised Code, Section 121.22 and Chapter 3358.

**Roll Call** – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Matt McAlear (remote), Sherina Ohanian (remote), Rich Rowe (remote), Rita Russell (remote) and Diana Talmage (remote). (7)

**Minutes of the Board of Trustees** – The minutes of the September 13, 2022 regular meeting and the October 4, 2022 special meeting for the Fall working retreat were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

**Finance Committee Report** – Mr. Rowe commented that the Finance Committee met on September 27. During that meeting, the Treasurer provided an update on the Enterprise Resource Platform (ERP), which included the execution of the contracts with the vendors; and, an update on the cost estimates, including the software training budget to be spent in fiscal years 2023 and 2024 for the staff as they implement the system. Mr. Rowe commented that the Treasurer also provided an update on the renovation project for the School of Nursing and Health Professions to move into the buildings that formerly housed the Library and the Audio-Visual Classroom Center. He noted that more updates will be shared by the Treasurer at future Finance Committee meetings. Mr. Rowe closed his report by noting near the end of that meeting, there was a conversation about the College Credit Plus (CCP) program, and that President Somerville would plan for sharing with the entire Board what Owens does for CCP students and what is happening with CCP at the State level, as part of this meeting's Board Education report.

**Appointments to the Nominating Ad Hoc Committee** – Chair Hammond formally appointed Trustees Talmage, McAlear and herself to serve on the ad hoc committee to develop the nomination for board officers in accordance with the Bylaws. Trustees Talmage, McAlear and Chair Hammond accepted their committee appointments. Chair Hammond requested the Board Secretary to schedule a meeting to concur on the same day as the next regular meeting of the Board.

**President's Report** – President Dione Somerville presented her report, which was inclusive of information from the executive leadership team. President Somerville included the following highlights in her overall report to the Board:

- College and Student Activities – included the annual open houses, campus visit from the Penta Career Center health students, transfer fair with 27 colleges/universities. The Fall 2022 Student Production *All in the Timing*, a set of short plays by David Ives, November 10-13. Owens student Adam Keeler won the M. Rick Smith prize for the best undergraduate essay at the Ohio Shakespeare Conference, and it will be published in the conference journal; this is the third win for an Owens scholar over the past three years. Owens Express volleyball is ranked #2 and set to compete in the NJCAA national tournament; Owens Express women's basketball is ranked #1 in the pre-season NJCAA poll. The College celebrated Indigenous Peoples Day on October 10, and a land acknowledgement for both campuses was drafted; will continue to work with Black

Swamp InterTribal Foundation regarding involving Owen students in mapping of indigenous lands and continuing education.

- Educational Partnerships – a renewal agreement with the University of Toledo for the Rocket Express dual admission program was signed in a public ceremony with President Postel. Owens currently has 1,600 students enrolled in the Rocket Express for fall semester; historically, since 2017, more than 10,000 students have enrolled in the program and more than 6,500 students completed the transfer from Owens to the University of Toledo. The operating agreement for the Innovation Hub with Bowling Green State University and the University of Findlay was signed on September 7; the inaugural executive director for the Innovation Hub will begin on November 1. The Northwest Ohio Latino Alliance in partnership with Bowling Green State University, Lourdes University, the University of Toledo and Owens, held their 33<sup>rd</sup> annual Diamante scholarship ceremony, and President Somerville thanked Chair Hammond, Findlay Mayor Christina Muryn, Kim Ferguson, Development Coordinator, and Andreanna Rivera-Perez, former Advisor, for attending with the student scholarship recipients. Owens will host the Diamante event in October 2023.
- College Forum – the October 21 meeting included what may be a historical first of a presentation and discussion of the board-approved salary and benefits in 2022, which concluded with a brief survey about what employees would like to see in the future. The presentation also included information related to today’s recommendation for salary adjustments for eligible non-bargaining employees.
- Position Searches – the search consultants, Academic Search, is actively recruiting a candidate pool for the position search for Vice President, Institutional Advancement; the due date for applications was extended to November 9; the time line is on track. For the position search of the Vice President, Enrollment Management and Student Affairs, there were 13 applications received; first interviews were conducted and three finalists were invited to campus, concluding on November 9. For the position search of Executive Director, Strategic Marketing and Communications, the interview phase was completed and an announcement for the recommended individual is pending. Serving as an Interim Executive Dean, Academic Affairs is Dr. Nicholas Piccolo, who has held senior leadership positions, most recently at Buena Vista University and Alma College.
- Diversity, Equity, Inclusion and Justice (DEIJ) Task Force – training is in progress by Tiffin University Intercultural Center, with the Board completed on October 4, the senior leadership completed on October 14, and more employee training is scheduled in November and December.

Chair Hammond asked about prospective student attendance at the admissions events, which Dave Shaffer, Executive Director, Student Services, responded that attendance is getting closer to the pre-pandemic levels. Chair Hammond also commented on attending the Diamante scholarship event, and meeting the University of Toledo’s representative for diversity, equity and inclusion and his comments of appreciation for President Somerville’s representation in the community.

**Board Education: Status of College Credit Plus Program** – Mr. Shaffer introduced Marcos Gomez, Assistant Director, Admissions and Erin Kramer, Director, Admissions. Mr. Gomez gave an overview of the state-structured program that provides a dual enrollment option for high schools students; state law outlines the duties of the partnerships between the high schools and colleges. He noted that the State added a new standard (item 2) for a student to be eligible for the CCP, which included: 1) 3.0+ unweighted high school GPA; 2) 2.75-2.99 unweighted high school GPA and A or B in English 10 or higher; Algebra I or II’ Chemistry; any AP or IB course; and, 3) eligible test scores (ACT, SAT, Accuplacer). He noted that the Owens advising staff work with

multiple departments at the College and with the high school staff to support students in the CCP. Mr. Shaffer commented on how Owens benefits a CCP student, including the dual admission Express Programs with University of Toledo, Bowling Green State University, Lourdes University, University of Findlay, and access to academic and student services such as library, tutoring, career and transfer services, Campus and Community Connections and the SHAC. The College averages about 81 CCP agreements with high schools, and anticipates expanding its partnerships.

Mr. Shaffer commented on CCP enrollment highlights:

- AY21 total market size (students participating in CCP) within legal service district was 5,318
- Owens market share was 29.2% (1,551 students)
- Due to the pandemic, anticipate the total market size increasing for AY22.
- CCP accounted for 15.8% of total end of term enrollment for Fall 2020 and 18.9% for Spring 2021

Ms. Kramer commented on the multiple efforts of outreach in the community, including Owens participation in the high school's state-mandated information nights.

Dr. Hejeebu asked about the number of students who attend the information nights, which Mr. Gomez responded it depended, such as Sylvania high schools usually have full houses; Toledo Public Schools host various information nights, with about 50-80 attendees. Dr. Hejeebu suggested utilizing social media to support the high school visits. Mr. Rowe asked about CCP informational programs that focus on 7-8<sup>th</sup> grade classes, which Mr. Shaffer commented, not at this time but will explore opportunities. Mr. Gomez commented on the Toledo Technology Academy open house and parents asking about the CCP as their 7<sup>th</sup> and 8<sup>th</sup> graders must complete a milestone such as taking a placement test. Mr. Gomez noted that Owens role is to address a student's readiness to get an early start on college. Dr. Hejeebu agreed with reaching out to parents with 7<sup>th</sup> and 8<sup>th</sup> graders, especially as they move toward high school.

## **RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**

### **Employment of Personnel:**

RESOLUTION 2022-11-01-01

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

NAME: TRAYVON JACKSON  
 ADDRESS: Toledo, OH  
 EDUCATION: Graduate of Clay High School  
 EXPERIENCE: Three and a half years in landscaping and custodial work  
 ASSIGNMENT: Groundskeeper/Custodian (Second Shift)

NAME: SHERYL MAHONEY  
 ADDRESS: Sylvania, OH  
 EDUCATION: Graduate of Owens Community College with an Associate in Nursing, certified ASN  
 RN, American Red Cross, Train the Trainer  
 ASSIGNMENT; Manager, Nurse's Aide Training Program

NAME: ELIZABETH KUTCHBACH  
ADDRESS: McComb, OH  
EDUCATION: Graduate of Owens Community College with an Associate of Applied Science in Early Childhood Education, Bachelor of Science in Educational Studies from Grand Canyon University, Master of Arts in Curriculum and Instruction from Grand Canyon University  
ASSIGNMENT: Manager, Early Learning Center (Findlay)

NAME: ROBERT ELLIOTT  
ADDRESS: McComb, OH  
EDUCATION: Graduate of Findlay High School  
EXPERIENCE: Two years of building support experience, one year of maintaining building/ground experience  
ASSIGNMENT: Supervisor, Buildings and Grounds (Findlay)

NAME: SARA FTEIHA  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of University of Toledo with a Bachelor degree in Human Resources Management  
ASSIGNMENT: Coordinator, Human Resources

NAME: MYCHAL BRIM  
ADDRESS: Bowling Green, OH  
EDUCATION: Graduate of Valparaiso University with a Bachelor degree in English  
ASSIGNMENT: Administrative Assistant, Admissions

NAME: KATLIN LANCASTER  
ADDRESS: Bowling Green, OH  
EDUCATION: Graduate of Owens Community College with an Associate of Arts-General Concentration  
ASSIGNMENT: Manager, Payroll

NAME: ANDREW PIGULAKSI  
ADDRESS: Perrysburg, OH  
EDUCATION: Graduate of University of Toledo with a Bachelor degree in Physics  
ASSIGNMENT: Associate Systems Engineer

NAME: CARLEY RUBRECHT  
ADDRESS: Toledo, OH  
EDUCATION: Completion of Ohio High School Equivalence (HSE)(GED)  
EXPERIENCE: Two years of custodial work, one year of stocking inventory.  
ASSIGNMENT: Custodian (Third Shift)

NAME: DANIEL KELLEY  
ADDRESS: Athens, OH  
EDUCATION: Graduate of Ohio State University with a Bachelor degree in Geology, Master degree in Earth Science, and a Ph.D. in Earth Science  
ASSIGNMENT: Dean, School of STEM

NAME: NEAL FOGLE  
 ADDRESS: Ada, OH  
 EDUCATION: Graduate of University of Northwesterns Ohio with an Associate of Applied Science in Diesel/ AG Technology  
 ASSIGNMENT: Instructor, Caterpillar

NAME: MATTHEW BARRETT  
 ADDRESS: Toledo, OH  
 EDUCATION: Graduate of Waite Highschool  
 EXPERIENCE: Three years of custodial work  
 ASSIGNMENT: Custodian (Third Shift)

NAME: CAROL WATTLEY  
 ADDRESS: Fremont, OH  
 EDUCATION: Graduate of Susquehanna University with a Bachelor degree in Psychology and Minor in Sociology, Graduate of Tiffin University with a Bachelor Degree in Accounting  
 ASSIGNMENT: Grant Accountant

#### RESOLUTION 2022-11-01-02

BE IT HEREBY RESOLVED that the recommendation of the President to revise the assignment on the basis indicated below, be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
Jammie Cassoni	Generalist, Human Resources (Employee/Labor Relations)
David Leighton	Network Engineer, Senior
Randy Simons II	Facilities Specialist (Findlay) (First Shift)
Marissa Shedron	Events Coordinator

Ms. Talmage made a motion to approve the recommendations, which was seconded by Dr. Hejeebu. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Sрни Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

#### **Recommendation for Compensation Adjustments to Pay Grade Minimums:**

##### RESOLUTION 2022-11-01-03

WHEREAS, in accordance with 3358:11-5-01 Compensation Program Procedures, an annual review of the pay grades and ranges of the board-approved\* non-bargaining unit employees' salary schedule was conducted;

WHEREAS, the executive leadership team recommended to the President: 1) cost of living adjustments to the salary schedule, and, 2) the reassignment of current employees from grade 1 to grade 2; and to utilize grade 2 as the starting grade of the salary schedule; and,

WHEREAS, in accordance with 3358:11-5-01 Compensation Program Policy, the President approved the recommendation from the executive leadership team, and the President approved the resulting amendment to the board-approved non-bargaining unit employees' salary schedule; and,

WHEREAS, in accordance with 3358:11-5-01 Compensation Program Policy, the President recommends to the Board of Trustees that the affected employees receive a compensation adjustment for those whose compensation is currently below the minimum rate of the position's pay grade range of the amended salary schedule;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the compensation adjustments, effective the second pay period in November, 2022, to those non-bargaining, full-time exempt and non-exempt staff and part-time staff, whose compensation is currently below the minimum rate of the position's pay grade range of the amended non-bargaining unit employees' salary schedule.

\*Resolution 2019-12-03-07, the Board of Trustees adopted the NBU employee salary schedule

Dr. Hejeebu made a motion to approve the recommendation, which was seconded by Mr. Rowe. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Sринi Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

#### **Facilities/Capital Improvements:**

##### **- Roof Renovations – Toledo Campus**

RESOLUTION 2022-11-01-04

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Roof Renovations – Toledo Campus project with HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Roof Renovations – Toledo Campus		
Architect and Engineering Services	Stough & Stough Architects 6377 River Crossing – Suite 1 Sylvania, OH 43560	\$59,800.00

##### **- Transportation Technologies Exterior Renovations & Broadcast Studio Move Projects**

RESOLUTION 2022-11-01-05

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Transportation Technologies Exterior Renovations project and the Broadcast Studio Move project with HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Transportation Technologies Exterior Renovations Broadcast Studio Move Project		
Architect and Engineering Services	The Collaborative, Inc. One SeaGate, Park Level 118 Toledo, Ohio 43604	\$62,650.00 \$18,200.00

- **HVAC Renovations & Replacement – Toledo Campus**

RESOLUTION 2022-11-01-06

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the HVAC Renovations and Replacement – Toledo Campus project with HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College HVAC Renovations & Replacement – Toledo Campus		
Architect and Engineering Services	MDA Engineering Inc. 1415 Holland Road, Suite B Maumee, OH 43537	\$106,500.00

- **School of Nursing and Health Sciences Renovation**

RESOLUTION 2022-11-01-07

BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the School of Nursing and Health Sciences Renovation project with HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College School of Nursing and Health Sciences Renovation		
Architect and Engineering Services	Buehrer Group Architecture 314 Conant Street Maumee, Ohio 43537	\$1,288,660.00
Construction Manager and Risk Services	Gilbane Building Company 1 South Saint Clair Street, Suite 1A Toledo, Ohio 43604	\$37,672.50 <i>LOCAL FUNDS</i>

Ms. Talmage made a motion to approve all recommendations, which was seconded by Ms. Russell. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srimi Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

**Financial Report** – Members of the Board of Trustees were provided with the financial exhibits for the period ending September 30, 2022, which the Chair accepted, as submitted.

**Dates to Remember** – Members of the Board of Trustees were provided with the dates to remember. Dr. Hejeebu asked about the format of the Commencement Ceremonies returning to an evening event with all of the academic schools. President Somerville commented on the three event ceremonies during the daytime to be continued to better accommodate the students and parents. Dr. Hejeebu commented on enjoying when the full Board could participate in the evening ceremony, as the day schedule makes it difficult to participate due to work responsibilities.

**Monthly Report to the Board of Trustees** – Members of the Board of Trustees were provided with the monthly report. The Chair accepted the monthly report, as submitted.

**Statements and Comments** – There were no other statements or comments.

**EXECUTIVE SESSION**

Chair Hammond announced an executive session for certain personnel matters; specifically, for the dismissal of a public employee and to discuss the investigation of a complaint involving a public employee or official. Dr. Hejeebu made a motion to adjourn to executive session as specified. Ms. Talmage seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srini Hejeebu, aye; Matt McAlear, 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, Srini Hejeebu, Matt McAlear, Sherina Ohanian, Rich Rowe, and Diana Talmage (6).

**Adjournment** – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 2:35 p.m.