

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 6, 2022 ~ 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 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, Matt McAlear (remote), Rich Rowe (remote), Rita Russell (remote). (4) Srinivas Hejeebu arrived at 12:42 p.m. (5)

Chair Hammond announced an adjustment to the agenda with an addendum for the Then and Now Certification of Appropriations, as review by the Board Finance Committee.

**Minutes of the Board of Trustees** – The minutes of the November 1, 2022 regular meeting 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 November 29. During that meeting, the annual audit conference was held with auditors, Clark, Schaefer and Hackett on the fiscal year 2022 audited financial statements; it was a clean audit with an unmodified opinion; no material weaknesses, no significant deficiencies, no areas of non-compliance and the internal financial controls were appropriate. Mr. Rowe congratulated Treasurer Jeff Ganues, Controller Katie Feher and the accounting team for their work. Mr. Rowe commented on the addendum for the Then and Now Certification for Appropriations, which he noted many of the items occurred during a transition period of starting the new fiscal year. Mr. Rowe closed his report by referencing that Treasurer Ganues provided an update on the capital project for the School of Nursing and Health Professions, which Mr. Ganues is presenting today to the full Board. He noted the next meeting of the Finance Committee is scheduled at the end of January.

**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:

- Campus Safety Grant Award – in the amount of \$177,583 from the joint program administered by the Ohio Department of Higher Education and the Ohio Department of Public Safety. The grant funding will update door security on all remaining buildings at the Findlay-area Campus and up to seven buildings on the Toledo-area Campus.
- Center for Advanced Manufacturing and Logistics – the partnership with Bowling Green State University and the University of Findlay was further implemented with the signing of the operating agreement on September 7. The inaugural executive director for the center will begin on November 1. Recent steps included meeting with corporations and doing outreach, and reviewing catalog offerings of the three institutions.
- Strategic Planning – Schmucker Advising Group consultants have conducted townhalls and focus groups with more than 150 internal stakeholders and conducted phone interviews with selected

external stakeholders, as well as gather data as part of the strategic planning process in identifying strengths, weaknesses, opportunities, threats and assessing the mission and vision.

- Key Leadership Position Searches – an update was provided on the selection of the individuals for the key leadership positions of the Executive Director, Strategic Marketing and Communications; the Vice President for Enrollment Management and Student Affairs; and, the Dean, School of Science, Technology, Engineering and Mathematics. Also noted were the finalist interviews scheduled for December 2, 5, and 7, for the Vice President of Institutional Advancement/Executive Director of the Foundation search.
- Recognitions and Celebrations – were noted, as follows:
  - Human Resources hosted the Employee Years of Service event, as well as a wellness challenge and other employee engagement activities.
  - TRIO Student Support Services celebrated First Generation College Students.
  - Express Volleyball team finished their season as the NJCAA Division III national runner up and won the OCCAC, Region XII and District championships.
  - Volleyball Head Coach Sonny Lewis was recognized as the OCCAC and NJCAA Coach of the Year.
  - Broadcast Media Technology Program had two student broadcast programs nominated to the Intercollegiate Broadcast System for “Best Specialty Music Show” and for “Best News Report”. The award ceremony will take place in February, 2023 in New York City.

**Board Education: School of Nursing and Health Professions Renovation Project** – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, presented the capital renovation project and included the following highlights. He closed his report by noting potential recommendations on the agenda for the February regular meeting of the Board of Trustees.

- Background of the project, initiated from the 2019 space plan and analysis from The Collaborative Inc.
- Opportunities of the project, such as increased instructional lab space for more student capacity; avoidance of deferred maintenance.
- Updates on pre-construction and schematic design phases.
- Projected yearly income and exploration of funding for the project.
- Next steps:
  - Select final schematic design floorplan
  - Architect, Engineer, and CMR to provide cost estimates for final floorplan
  - Finalize plan for financing in areas of cash reserves, debt, fundraising, grants

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

### **Employment of Personnel:**

RESOLUTION 2022-12-06-01

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

NAME: KARIN SULLIVAN  
ADDRESS: Lambertville, MI  
EDUCATION: Graduate of Hillsdale College with a Bachelor degree in Early Child Education and a minor in Spanish and Social Studies; a Master of Education from the University of Toledo  
ASSIGNMENT: Advisor

NAME: RENATA DELANEY  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of University of Toledo with a Bachelor degree in Chemistry and a Master of Education; an Associate degree from Southwest Missouri State University  
ASSIGNMENT: Academic Lab Tech, Science

NAME: KIRSTEN FURRY  
ADDRESS: Bowling Green, OH  
EDUCATION: Graduate of Mercy College of Ohio with a Bachelor of Science in Healthcare Administration  
ASSIGNMENT: Advisor, Student Financial Services (Findlay)

NAME: TRAVIS AMBROSE  
ADDRESS: Sierra Vista, AZ  
EDUCATION: Graduate of Cochise Community College with an Associate of Science, Biology. Bachelor of Science, Computer Science with Minor in Mathematics from the University of Arizona  
ASSIGNMENT: Sr. Institutional Research Data Systems Analyst

NAME: JESSICA VILLEGAS  
ADDRESS: Oregon, OH  
EDUCATION: Graduate of Owens Community College with an Associate degree, majoring in Political Science  
ASSIGNMENT: Manager, Client Services

NAME: BRYAN DELAUNEY  
ADDRESS: Southside, AL  
EDUCATION: Graduate of University of Alabama with Master of Information Systems in Business and Data Analysis; a Bachelor degree in Biochemistry and Minor in Biology from Jacksonville State University  
ASSIGNMENT: Research Associate

NAME: BRANDON APONTE  
ADDRESS: Lambertville, MI  
EDUCATION: Graduate of University of Toledo with a Bachelor degree in Business Administration, Associate degree in Business Administration from Owens Community College  
ASSIGNMENT: Associate Network Engineer

NAME: LUCAS HAMMER  
ADDRESS: Helena, OH  
EDUCATION: Graduate of Owens Community College with an Associate degree in Networking and Information Systems Support  
ASSIGNMENT: Help Desk Technician

NAME: NATASHA HUSSAIN  
 ADDRESS: Holland, OH  
 EDUCATION: Graduate of University of Toledo with Master of Business Administration and a Bachelor of Arts from Bowling Green State University  
 ASSIGNMENT: Executive Director, Strategic Marketing and Communications

NAME: JORDAN ALBRECHT  
 ADDRESS: Perrysburg, OH  
 EDUCATION: Graduate of Regent University with a Bachelor of Arts and English; a Master of Arts in Rhetoric and Writing from University of Findlay  
 ASSIGNMENT: Advisor, Student Financial Services

NAME: DAWN LEVY  
 ADDRESS: Canton, GA  
 EDUCATION: Graduate of Northwood High School  
 EXPERIENCE: Ten years of collecting and processing debt disputes, two years of payroll experience, and three years of processing in accounts payable/receivable  
 ASSIGNMENT: Specialist, Collections

#### RESOLUTION 2022-12-06-02

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>
Stanley Stewart	Bus Driver/Custodian
Christopher Hendricks	Director, Disability Resource Center
Jeremy Klink	Journeyman Maintenance Specialist

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

#### **Recommendation for Compensation Pool for Performance-Based Merit for Non-Bargaining Unit Staff:**

#### RESOLUTION 2022-12-06-03

WHEREAS, in accordance with the 3358:11-5-01 Compensation Program Policy and Procedures, Owens Community College's merit program recognizes and rewards the contributions of eligible employees by implementing adjustments to their base salaries; and

WHEREAS, eligible employees are generally defined as those regular non-bargaining unit employees who have one-year of continuous employment and who have successfully completed the annual performance appraisal process; and

WHEREAS, due to factors such as cost of living increases and employee engagement, College administration would also like to recognize with a one-time lump sum amount, those employees who were hired in 2022 and may not have had an opportunity to complete the performance appraisal process, and those employees whose positions moved above the maximum of the pay grade;

NOW, THEREFORE, BE IT HEREBY RESOLVED, as recommended by the President, the Board of Trustees approves a compensation pool not to exceed \$368,000 for the distribution of merit increases or lump sum amounts to eligible regular full-time exempt and non-exempt staff and regular part-time staff, who are not part of any bargaining unit, in accordance with the 3358:11-5-01 Compensation Program Policy and Procedures;

BE IT FURTHER RESOLVED that the compensation adjustments for merit will be made effective for the start date of pay period 2 for January 2023.

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

### **Candidates for Graduation:**

#### RESOLUTION 2022-12-06-04

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

WHEREAS, the Records Office has estimated applications for the award of  $\pm$ 348 degrees and  $\pm$ 242 certificates for Summer and Fall Semesters 2022;

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 Summer and Fall Semesters 2022.

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; Srimi Hejeebu, aye; Matt McAlear, aye; Rich Rowe, aye; and, Rita Russell, aye. The motion was carried.

### **College Credit Plus Program – Terms for Academic Year 2023-2024:**

#### RESOLUTION 2022-12-06-05

SYNOPSIS: Ohio Administrative Code 3333-1-65.6 Funding, established procedures for institutions participating in an alternative funding structure agreement for the College Credit Plus program. Specifically, OAC 3333-1-65.6 (B)(1)(g) states that each year such an agreement must have an attached letter indicating that the institution's board of trustees' has authorized the terms of the alternative payment structure agreement.

WHEREAS, the following recommendation of an alternative payment structure agreement is to continue the established terms from the prior academic year to the 2023-2024 academic year;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President of the terms of an alternative payment structure agreement for the College Credit Plus program for the 2023-2024 academic year, be approved by the Owens Community College Board of Trustees, as follows:

- (A) \$140 per credit hour rate: college course delivered on the college campus
- (B) \$80 per credit hour rate: college course delivered on-line
- (C) \$80 per credit hour rate: college course delivered at the district high school and taught by credentialed college faculty
- (D) \$41.64 default floor amount per credit hour rate: college course delivered at the district school and taught by credentialed district school faculty

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

#### **Recognition of the Owens Express Volleyball Team 2022:**

RESOLUTION 2022-12-06-06

WHEREAS, the Owens Express volleyball team won the Region XII Division III Volleyball Mid-Atlantic Tournament championship, achieving a winning record of 29-7 overall season and 13 - 1 in the Ohio Community College Athletic Conference, which was the 17<sup>th</sup> OCCAC title and the 6<sup>th</sup> straight year of qualifying for the national championship; and

WHEREAS, the Owens Express volleyball team placed second in the National Junior College Athletic Association Division III Championship 2022; and

WHEREAS, sophomore *Maddie White* (Ottawa) was selected as NJCAA All-American, All-Region XII and named to the national All-Tournament Team; she was also selected as the OCCAC Player of the Week and First Team All-OCCAC; and,

WHEREAS, freshman *Ava Sholtis* (Fort Loramie) was selected as NJCAA All-American and First Team All-OCCAC; she was also twice-selected as OCCAC Player of the Week; and

WHEREAS, sophomore *Alexis Sarvo* (Swanton) was selected Second Team All-OCCAC; and

WHEREAS, Head Coach *Sonny Lewis* was inducted into the NJCAA Volleyball Hall of Fame at the national championship, and he is now in his 21<sup>st</sup> year with the Owens Express volleyball team; and

WHEREAS, the 14 student-athletes are from northwest Ohio and southeast Michigan with 10 freshmen and 4 sophomores who exemplify the values of academic excellence and athletic intensity in competing at their highest level;

NOW, THEREFORE, BE IT HEREBY RESOLVED that **President Dione D. Somerville** and the **Owens Community College Board of Trustees** extend heartfelt congratulations to the student-athletes of the **2022 Owens Express volleyball team**, Head Coach **Sonny Lewis**, and Associate Coach **Denny Caldwell** (14<sup>th</sup> year).

***Congratulations!!***



Mr. Rowe made a motion to approve the recommendation, 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; Rich Rowe, aye; and, Rita Russell, aye. The motion was carried.

**Then and Now Certification of Appropriations Requiring Board Approval:**

RESOLUTION 2022-12-06-07

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 I – 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. Rowe made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinu Hejeebu, aye; Matt McAlear, aye; and Rich Rowe, aye. The motion was carried.

**Financial Report** – Members of the Board of Trustees were provided with the financial exhibits for the period ending October 31, 2022, which the Chair accepted, as submitted.

**Dates to Remember** – Members of the Board of Trustees were provided with the dates to remember. Chair Hammond commented on the delegate and alternate attendance for the Ohio Association of Community Colleges Governing Board meeting in December and the participating trustees who plan to attend the December 16 Commencement Ceremonies.

**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, to discuss the investigation of a complaint involving a public employee or official and for the purchase or sale of property. Dr. Hejeebu made a motion to adjourn to executive session as specified. Mr. McAlear seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinu Hejeebu, aye; Matt McAlear, aye; and Rich Rowe, aye. (4).

Upon return from executive session, roll call was taken and the following members returned to open session: Mary Beth Hammond, Srinu Hejeebu, Matt McAlear, Rich Rowe, and Rita Russell (5).

**Adjournment** – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 2:20 p.m.



## APPENDIX I

## Then And Now Appropriation Detail

For the Period of 7/1/22 through 11/7/22				
Invoice Number	Invoice Date	Vendor Name	Amount	Comments
1386	3/28/2022	OACC	14,290.00	Prepaid expenses held because of due date until PO could be entered in system.
22-4033	4/29/2022	Today's Classroom LLC	12,288.68	Prepaid expenses held because of due date until PO could be entered in system.
INV-45198	5/2/2022	CollegeSource Inc	4,355.99	Prepaid expenses held because of due date until PO could be entered in system.
602373	5/9/2022	Internet2	5,000.00	Prepaid expenses held because of due date until PO could be entered in system.
WD-249147	5/31/2022	Workday, Inc.	445,785.00	Prepaid expenses held because of due date until PO could be entered in system.
WD-248949	5/31/2022	Workday, Inc.	84,035.00	Prepaid expenses held because of due date until PO could be entered in system.
I-OS012397	6/23/2022	Omnigo Software LLC	5,144.52	Prepaid expenses held because of due date until PO could be entered in system.
INV-INC31778	6/29/2022	Innovative Interfaces Inc	18,525.17	Prepaid expenses held because of due date until PO could be entered in system.
PMG-160241	6/30/2022	Active Minds Inc.	5,575.00	Prepaid expenses held because of due date until PO could be entered in system.
5712	6/30/2022	KeithRN	5,295.00	Prepaid expenses held because of due date until PO could be entered in system.
63931 T	7/1/2022	Toledo Building Services Co.	57,540.00	Department oversight.
63931 F	7/1/2022	Toledo Building Services Co.	16,930.00	Department oversight.
3006683916	7/1/2022	ThyssenKrupp Elevator	7,634.08	Department oversight.
341183	7/1/2022	Hylant Group Inc	3,598.00	Department oversight.
14482	7/5/2022	Fifth Third Bank	3,500.00	Department oversight.
1R363818	7/8/2022	Benco Dental Co	3,686.85	Department oversight.
CLUS INV 002808	7/15/2022	Anthology Inc of NY	14,623.00	Department oversight.
113834707	7/18/2022	Lamar Advertising of Toledo	4,100.00	The marketing office was in a state of transition and invoice was missed.
95029624	8/22/2022	Benco Dental Co	29,443.18	Department oversight.
918088127	9/2/2022	BSN/Passon's/GSC/Conlin Sports	3,599.86	Department oversight.
TAS036062-1	9/19/2022	Toledo Wall eye Hockey Club	17,000.00	The marketing office was in a state of transition and invoice was missed.
22161	10/7/2022	Jupmode	3,212.50	The marketing office was in a state of transition and invoice was missed.
		Total of Then and Now Approvals for Board	\$ 765,161.83	
		Total Purchases for FY22	\$ 14,466,117.57	
		Percent of Total	5.29%	
Please note there were 19 Then and Nows totaling \$34,181.30 below the threshold.				