

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 5, 2023 ~ MINUTES

Call to Order – Chair Sherina Ohanian 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: Mike Bridenbaker, Mary Beth Hammond, Matt McAlear (remote), Sherina Ohanian, Travis Reiff (remote), and Diana Talmage. (6). Arrived after roll call: Rita Russell (remote) and Srini Hejeebu. (8).

Chair Ohanian welcomed new trustee Mike Bridenbaker to his first meeting of the Board of Trustees.

Minutes of the Board of Trustees – The minutes of the October 31, 2023 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 – Chair Ohanian provided the report of the Finance Committee. She noted that the Finance Committee met on November 28 when the annual audit conference was held with auditors, Clark, Schaefer and Hackett on the audited fiscal year 2023 financial statements and the single audit on the federal financial awards. The College received 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. The auditor commented on the good teams in place for both finance and the financial aid office. She noted that the Treasurer had presented the October monthly financials for fiscal year 2024, which cash-plant and the balance sheet-notes payable reflected the \$27.5 million in bond-related accounts and the bond payable to be paid over 15 years. She closed the report by also noting the Finance Committee set their 2024 meeting schedule with five meetings: January 23, April 23, May 21, September 24 and November 19.

President's Report – President Dione Somerville presented her report, which was inclusive of information from the executive leadership team. The following highlighted items are noted for the meeting minutes:

- **Water Workforce Coalition** – President Somerville commented on the partnership of the College with the City of Toledo and TMACOG on the recruitment of a student cohort and the development of a certificate to prepare water treatment and water reclamation professionals, beginning, Spring Semester 2024.
- **Findlay CDL Program** – An example of a program responsive to industry needs, the commercial driver's license training program was expanded to the Findlay-area Campus. Additionally, the State of Ohio awarded the Commercial Truck Driver Student Aid to the College, \$32,004 for the Findlay-area Campus and \$98,754 for the Toledo-area Campus.
- **Jill of All Trades Event** – An all-day program provided 60 young women from Penta Career Center with hands-on experiences to explore a career in the skilled trades, advanced manufacturing and transportation. A unique program that originated in Canada, the College was the first in the United States to host a Jill of All Trades event due to the College's proximity to

regional resources. She acknowledged the employees from academics, student affairs, marketing and institutional advancement for hosting the event, raising sponsorships, and inviting company partners to meet and mentor the students.

- Interim Senior Advisor to the President for Workforce and Economic Development Partnerships – Charlene Page was introduced and her background was shared. The one-year interim position will focus on maximizing community, government, corporate and workforce development partnerships. Ms. Page will work along with Workforce and Community Services and senior leadership to align programs with employer needs and identify opportunities for increasing non-credit training.
- Findlay-Hancock County Chamber of Commerce – She acknowledged Trustee Hammond for her advocacy and for moderating the Chamber’s women’s leadership program in November, featuring panelists, Kelle Pack, Vice President for Institutional Advancement; Tasha Hussain Black, Vice President for Strategic Initiatives, Marketing and Communications and President Somerville.
- Spring Enrollment Progress – President Somerville shared:
 - Classes begin January 16, 2024
 - Spring 2024 “Core/Subtotal” Enrollment:
 - Headcount
 - New: +14.2% (+30 students) over PY (45.5% to goal)
 - Current: -0.7% (-22 students) under PY (81.4% to goal)
 - Overall (subtotal): +0.3% (+8 students) over PY (76.8% to goal)
 - FTE
 - New: +20.9% over PY (49.0% to goal)
 - Current: -2.0% under PY (82.9% to goal)
 - Overall (subtotal): -0.4% under PY (78.2% to goal)
 - Spring 2024 “All” Enrollment:
 - Total Headcount: +5.9% (+211 students) over PY
 - 55.6% to target
 - Total FTE: +2.5 (+27.1 FTE) over PY
 - 62.0% to target

President Somerville closed her report by providing an overview of the recommendations.

Board Education: The Big Read – Campus Read Presentation – President Somerville commented on the institution-wide, co-curricular, Big Read program, and she introduced Jen Hazel, Professor, English, and Jane Berger, Director, Library Services, who lead the program that brings awareness of different perspectives through books and related activities. They shared the process of the selection of the book; preparing faculty and staff; how the program is used in a variety of classes and student activities, as well as shared throughout Lucas, Wood and Hancock Counties through key community partnerships. Author Toni Jensen of *Carry: A Memoir of Survival on Stolen Land* will be at the College in April. In response to a question from Trustee Talmage, it was noted that sponsorships and participation in the program are welcomed.

EXECUTIVE SESSION

Chair Ohanian announced an executive session for discussion of the purchase or sale of property, and for certain personnel matters to consider employment and compensation of public employees. Ms. Hammond made a motion to adjourn to executive session as specified. Dr. Hejeebu seconded the motion; and, the Chair called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. (8).

Upon return from executive session, roll call was taken and the following members returned to open session. Roll Call: Mike Bridenbaker, Mary Beth Hammond, Srini Hejeebu, Sherina Ohanian, Travis Reiff, Rita Russell, and Diana Talmage. (7).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2023-12-05-01

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

- P-10189 Nursing Retention Specialist, Nursing - Nada Kaake
- P-100478 Specialist, Testing Services - Lesley Longfellow
- P-11303 Generalist, Human Resources - Christine Reigle
- P-11484 Coordinator, Marketing Admin - Jeffrey Schmucker
- P-10846 Generalist, Human Resources - Jacob Reynolds
- P-100566 Senior Advisor to the President (Interim) - Charlene Page

RESOLUTION 2023-12-05-02

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>
Judee Waxler	P-100525 Instructor, Nursing
Mychal Brim	P-11647 Representative, Admissions

Ms. Hammond made a motion to approve the recommendations, which was seconded by Ms. Talmage. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

College Credit Plus Program – Terms For Academic Year 2024-2025:

RESOLUTION 2023-12-05-03

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 2024-2025 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 2024-2025 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

Ms. Talmage made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

Candidates For Graduation:

RESOLUTION 2023-12-05-04

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 ±60 associate degrees and ±82 certificates for Summer Semester 2023; and, ±277 associate degrees and ±127 certificates for Fall Semester 2023;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves candidates who have completed the requirements for their respective associate degrees and certificates, effective Summer and Fall semesters 2023.

Ms. Hammond made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

Toledo Feasibility Study:

RESOLUTION 2023-12-05-05

WHEREAS, the College's mission is to ensure access to higher education, and thirty percent of the College's student population comes from within the city of Toledo; and

WHEREAS, the College engaged the professional services of the Trellis Company to assist the College to better understand the area of Toledo, Lucas County; and, if there is a need for an Owens location in the city of Toledo that may potentially be best suited for an expansion of the physical footprint of the College; and, to identify academic offerings based on the needs of prospective students not currently accessing higher education; and, to help identify major employers with workforce demand; and

WHEREAS, the key focus of the Trellis study was for a regional and institutional assessment, and a transportation and location analysis, which included an analysis of census tract data and Owens enrollment data to identify enrollment deserts and to assess the barriers that contribute to the creation of enrollment deserts for first-time college students; and

WHEREAS, JobsOhio collaborated with the Trellis Company and the College and JobsOhio's research related to workforce development for the advanced manufacturing sector in northwest Ohio was shared to inform the conduct of the feasibility study; and

WHEREAS, the City of Toledo invested in the cost to conduct the study for the purpose of becoming informed with data that may lead to opportunities in the delivery of higher education and utilizing resources to support workforce development in Toledo; and

WHEREAS, on September 8, 2023, the College hosted an informational, public, hybrid meeting for stakeholders about the feasibility study, including the methodology and anticipated deliverables; and

WHEREAS, the President requests the Board of Trustees support to proceed with developing a business plan based on the research of the Trellis Company on how might the College address unmet educational and workforce needs, in a fiscally responsible manner, based on strategic partnerships with employers and educational partners of Toledo, Lucas County;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees supports the President in the development of a business plan to explore the programs, services, resources and partnerships that may expand the College's mission to better meet the unmet needs for education and workforce demand in Toledo, Lucas County.

Ms. Talmage made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

Facilities/Capital Improvements:

- Roof Renovations Phase II – Toledo-area Campus

RESOLUTION 2023-12-05-06

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 Roof Renovations Phase II – Toledo-area Campus project using HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Roof Renovations – Toledo-area Campus		
Architect and Engineering Services	Stough & Stough Architects 6377 River Crossing – Suite 1 Sylvania, OH 43560	\$106,250.00

Ms. Hammond made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

Recommendation of Policies:

RESOLUTION 2023-12-05-07

WHEREAS, board policies and college procedures are reviewed on a five-year cycle, and the review process generally includes vetting and posting proposed revisions to employees for feedback; and,

WHEREAS, the President and the Vice Presidents reviewed and recommend the listed academic (chapter 2) policies, as follows:

- Appendix I – Amendment of 3358:11-2-44 Policy for Readmission to the College following Academic Dismissal for updates for current processes;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-44 Policy for Readmission to the College following Academic Dismissal;

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.

Mr. Reiff made a motion to approve the recommendation, which was seconded by Ms. Talmage. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rita Russell, aye; and, Diana Talmage, aye. The motion was carried.

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

RESOLUTION 2023-12-05-08

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 2023 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 \$404,000 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 2024.

Mr. Bridenbaker made a motion to approve the recommendation, which was seconded by Ms. Russell. Chair Ohanian called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, 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 report for the month ending October 31, 2023 and the exhibits for purchases, expenditures and job requisition report in accordance with the 3358:11-1-12 Finance Standards Policy, which the Chair accepted, as submitted.

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember, and Chair Ohanian brought attention to the December 15 Commencement ceremonies and the meetings of the Board in January and February 2024.

Statements and Comments by Board Members – Ms. Hammond commented on her tenth-year anniversary of being on the Board of Trustees, and she noted that she will miss participating in the Commencement Ceremonies, and she expressed her honor in helping to facilitate the Findlay Hancock Chamber of Commerce women's leadership lunch and it received many compliments and phone calls on the openness of the leadership experiences of the Owens panelists. Chair Ohanian expressed, happy holidays.

Adjournment – As there was no further business to come before the Board of Trustees, the Chair declared the meeting adjourned at 2:45 p.m.

APPENDIX I

Amendment of 3358:11-2-44 Policy for Readmission to the College Following Academic Dismissal

3358:11-2-44 Policy for readmission ~~Readmission~~ to the college following academic dismissal policy.

- (A) Purpose. A student desiring readmission to the college following academic dismissal must apply for academic readmission.
- (B) Implementation. The chief academic officer will implement procedures, guidelines, and forms that are consistent with the provisions of this rule.
- (C) Supplements. This rule supplements and supports Owens community college rule 3358:11-2-42 of the Administrative Code (academic recovery).

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/5/2002, 11/20/2010, 5/29/2017

History of Reviews

Academic Standards Committee Review: 4-26-23; 9-27-23

Executive Leadership – 11-1-23

Employee Feedback Period – 11-1-23 to 11-16-23

Rationale

Academic Standards Committee provided a five+ year review; the policy was last reviewed in 2017. Revisions to the procedures reflect current processes.