

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 13, 2024 ~ 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, Srini Hejeebu, Matt McAlear (remote), Sherina Ohanian, Travis Reiff, Rich Rowe (remote), Rita Russell (remote) and Diana Talmage. (9).

**Minutes of the Board of Trustees** – The minutes of the December 5, 2023 regular meeting were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

**2024-2025 Meeting Schedule** – The proposed meeting schedule was provided to the Board of Trustees; and hearing no concerns, the chair declared the meeting schedule was accepted as proposed. The chair requested the board secretary to post the meetings on members' Outlook calendars.

**Nominating Ad Hoc Committee Report** – Trustee Dee Talmage presented the Nominating Ad Hoc Committee report, noting that they met on February 13; and on behalf of the committee, she presented the slate of nominations: For Vice Chair, Dr. Srini Hejeebu; and, for Chair, Mary Beth Hammond. Ms. Talmage then called for nominations from the floor for both offices. There were no further nominations made, and Ms. Talmage closed the nominations from the floor.

**Election of Officers** – Chair Ohanian called for a roll call vote for those in favor of electing Dr. Srini Hejeebu for Vice Chair. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. Dr. Hejeebu was elected as Vice Chair.

Chair Ohanian called for a roll call vote for those in favor of electing Mary Beth Hammond for Chair. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srini Hejeebu, aye; Matt McAlear, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. Ms. Hammond was elected as Chair.

Trustee Ohanian commented on enjoying the chair office for the past year; and noted the continuous improvement of the Board by conducting a self-survey; having two new trustees for a full Board and she encouraged all members of the Board to actively participate in College events and Board meetings. She noted that with President Somerville's leadership, the monitoring reports were implemented which helps the Board to be knowledgeable of the institution's performance.

**Possession of Offices** – Ms. Ohanian and Ms. Hammond switched seats and Chair Hammond conducted the remainder of the meeting.

**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:

- Leadership Team Position Status – President Somerville commented on the employment of Bill Taylor, Dean, School of Business, Hospitality Management and Public Safety. She noted two position searches in progress, Executive Director, Workforce and Economic Development and Vice President of Human Resources.
- Gifts, Grants and Fundraising – She noted that ProMedica gifted \$42,000 to the College for the purchase of equipment for a cardiac sonography program; the curriculum is in the approval process for an anticipated launch, Fall 2024. For the School of Nursing and Health Professions Capital project, donations and grants were awarded to help with equipment needs including, Midmark, \$15,000 in-kind gift of cabinetry; \$10,000 for the naming of the women's locker room in the Dental Lab area; and \$473,516 from Ohio Department of Higher Education Super Rapids funding.

Additionally, the College was awarded \$164,782 for mental health support funding from the Ohio Department of Higher Education, designated for the goals of: promoting the training and development of master's level counselors in training, providing professional development opportunities, promoting health and wellness as well as continued services for students such as walk-in appointments, individual and group counseling, mental health screenings, workshops, and programming related to a wide variety of personal growth and mental health issues.

- Speaking Engagements – She acknowledged Trustee Ohanian, President of Perrysburg Rotary, for her advocacy for President Somerville to be the first in their leadership speaker series. President Somerville also recorded a new welcome video for students on the College's website that aligns with the strategic plan.
- Spring Enrollment Progress – President Somerville shared:
  - 14<sup>th</sup> Day Enrollment Report (1/30/24):
    - Spring 2024 “Core/Subtotal” Enrollment:
      - Headcount
        - New: -1.3% (-7 students) under PY (100% to goal +0 students)
        - Current: -2.8% (-108 students) under PY (102.8% to goal +102 students)
        - Overall (subtotal): -2.7% (-115 students) under PY (102.5% to goal +102 students)
      - FTE
        - New: +1.7% over PY (99.7% to goal)
        - Current: -3.8% under PY (102.4% to goal)
        - Overall (subtotal): -3.0% under PY (102% to goal)
    - Spring 2024 “All” Enrollment:
      - Total Headcount: -0.5% (-34 students) under PY
        - 102.4% to goal
      - Total FTE: -1.3% (-22.5 FTE) under PY
        - 103.7% to goal

- 2023/2024 Academic Year:
  - New Students were up 4.4% (+91 students) over the previous year (2172 New Students 23/24 vs. 2081 New Students 22/23).
  - CCP enrollment increased +24.7% for the year enrollment totals.
  - Complete enrollment review to be concluded in the coming weeks.

### **Monitoring Report: Student Success**

RESOLUTION 2024-02-13-01

WHEREAS, the President's role is to assure that the Board has sound, comprehensive, actionable assessment of how the institution is performing; and

WHEREAS, the Board's role is to review the monitoring report to find that the President has made a reasonable interpretation of the ends statement, and the data in the report provides evidence of that interpretation; and

WHEREAS, the monitoring report ends statement is:

- **STUDENT SUCCESS:** The College will prioritize being student-ready in all aspects of operations, including teaching and learning, enrollment, student life and outcomes such as completion and job readiness;

WHEREAS, the monitoring report interpretation is:

- **STUDENT SUCCESS:** Compliance with the ends statement is demonstrated through the continued implementation of strategic initiatives that align with the College's Strategic Plan and Strategic Enrollment Plan and which are focused on the improvement of processes and systems to enhance the student experience. Strategic initiatives create opportunities for new students to become engaged in higher education. Such initiatives also provide student support services to retain current students to help meet their educational goals; and, subsequently enabling students to be workforce ready and move from the classroom to a career;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees accepts the Student Success monitoring report (Appendix I) and confirms the report demonstrates compliance with a reasonable interpretation of the ends statement.

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

**Board Education: Government Relations Update with the Montrose Group** – President Somerville introduced Dave Robinson, Principal, and Tim Biggam, Director of Government Relations for the Montrose Group. President Somerville commented on the benefit that Montrose has provided to College administration with respect to connections with legislators, federal and state funding opportunities, and coordination with Ohio Association of Community Colleges. Mr. Robinson and Mr. Biggam commented on the capital budget cycle for this year and the one-time state strategic funding opportunities, which will be a different request process through the Ohio House and Senate. They noted the College's request to support the Dana Center training needs. It is expected that the capital funding conversations at the state-level will wrap up in May/June.

**EXECUTIVE SESSION**

Chair Hammond announced an executive session for discussion of pending or imminent court action with general counsel from the Office of the Attorney General and for the purchase or sale of property. Dr. Hejeebu made a motion to adjourn to executive session as specified. Ms. Ohanian 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; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye. (9).

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, Rich Rowe, and Diana Talmage. (7).

**RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES****Employment of Personnel:**

## RESOLUTION 2024-02-13-02

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

- P-100479 Advisor, Student Financial Services, Zhaile Hoskay
- P-11308 Advisor, Student Financial Services, Griffin Olah
- P-11653 Custodian, Terrance Hall
- P-100517 Advisor, Enrollment Services, Ashley Jackson
- P-100476 Supervisor, Custodial Services, Francisco Ovalle
- P-11748 Custodian, Jordan Adams
- P-11700 Help Desk Technician, Brandon Greer
- P-10473 Dean, School of Business, Hospitality Management and Public Safety, Bill Taylor
- P-10202 Senior Accountant, Jason Kelly
- P-10323 Secretary, Life & Natural Sciences, Anna Burwell
- P-11758 Counselor, Austin Penler
- P-11755 Maintenance Specialist I, Tyler Trevino

## RESOLUTION 2024-02-13-03

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:

NAME

Christina Larson  
Ryan Jones  
Melanie Jackson  
Nancy Yurkovich

ASSIGNMENT

Advisor, Enrollment Services  
Instructor, Robotics and Automation  
Advisor, Selective Admission Specialist  
Secretary, Mathematics

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

**Then And Now Certification Of Appropriations Requiring Board Approval:**

RESOLUTION 2024-02-13-04

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;

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

- SECTION I. Appendix II – 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.

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

**Facilities/Capital Improvements:****- Workforce Based Training and Equipment**

RESOLUTION 2024-02-13-05

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 Workforce Based Training and Equipment project using HB 687 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Workforce Based Training and Equipment		
Fanuc ARC Welding Robot, high-speed with controller, power unit, and manuals (operation and programming)	IST Ohio Integrated Systems Technologies 150 Industrial Drive Lexington, Ohio 44904	\$101,050.00

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

**Chartering of Standing Committees and Appointments:**

RESOLUTION 2024-02-13-06

WHEREAS, 3358:11-1-02(E)(4)(a) of the Bylaws states that standing committees shall be chartered annually and approved by majority vote; and

WHEREAS, the Board Chair has the authority to appoint members to the standing committees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charters and charges the following standing committees for 2024:

- **Finance Committee** ~ to ensure the implementation of the 3358:11-1-12 Financial Standards Policy and other finance-related policies;
- **Student Life Committee** ~ to recognize and celebrate individual students or groups of students who are nominated for their exemplary achievements in academics, extraordinary community engagement/volunteerism, and exceptional student leadership or student life involvement;

BE IT FURTHER RESOLVED that it is now appropriate for the Board Chair to appoint the trustees to serve on the committees and to appoint a designee to serve on the Owens Community College Foundation Board of Directors in accordance with the Owens Community College Foundation Code of Regulations Section 4.01.

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

Chair Hammond made the following appointments to the committees, which the members accepted:

- Finance Committee, Rich Rowe, Committee Chair, Rita Russell, Sherina Ohanian and Travis Reiff
- Student Life Committee, Dee Talmage, Committee Chair, Srinu Hejeebu and Matt McAlear
- Board Designee to the Foundation Board of Directors, Mike Bridenbaker

### **Appointments of OACC Delegate and Alternate:**

RESOLUTION 2024-02-13-07

WHEREAS, Owens Community College is a member of the Ohio Association of Community Colleges (OACC); and

WHEREAS, OACC is governed by a board made up of one trustee (designated to serve as the delegate) and the president of each such college; and

WHEREAS, the OACC bylaws require that a trustee delegate and an alternate be appointed by resolution of their respective board of trustees and submitted to the OACC in advance of the governing board meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Diana Talmage is appointed to serve as the delegate and Mary Beth Hammond is appointed to serve as the alternate of the Ohio Association of Community Colleges Governing Board, be approved by the Board of Trustees.

Ms. Ohanian made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Discussion: Chair Hammond noted that she was appointed by the OACC to serve on the executive board and she would like to continue to be the College's alternate. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Srinu Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rich Rowe, aye; and, Diana Talmage, aye. The motion was carried.

### **Toledo Feasibility Initiative:**

RESOLUTION 2024-02-13-08

SYNOPSIS: The sole mission of Owens Community College is to provide access to higher education. Lucas County has been continuously served by Owens Community College when the State of Ohio approved the College's original legal district in 1966. In 2023, the College engaged the professional research services of the Trellis Company to help better understand the area of Toledo, Lucas County, the needs of prospective students not currently accessing higher education, and the needs of major employers with workforce demand. With collaboration from JobsOhio in its workforce research and with the City of Toledo resources to assist in the cost of Trellis' scope of work, the purpose of the Toledo Feasibility Initiative is to become informed with data that may lead to opportunities in the delivery of higher education and to resources to help support workforce development in Toledo, Lucas County.

WHEREAS, Resolution 2023-12-05-05 was adopted in support of the President to develop a business plan to explore the programs, services, resources and partnerships, from the research of the Trellis Company on how might the College address unmet educational and workforce training needs, in a fiscally responsible manner, and supported through strategic partnerships with employers and educational partners of Toledo, Lucas County; and

WHEREAS, the Board-adopted Strategic Plan 2023-2028 will help guide the next steps of the Toledo feasibility initiative through objectives “2 Expanding Our Partnerships,” “3 Developing an Agile Framework,” and “5 Ensuring a Sustainable Organization” in developing partnerships with businesses, industries and educational partners with a thorough understanding of the ever-changing student and employer needs in education and workforce training based on a viable business plan;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees authorizes the President/Chief Executive Officer, with the Vice President, Business Affairs/Chief Financial Officer, and the executive leadership team to execute collaborative strategic partnerships in accordance with a working business plan for the Toledo feasibility initiative of fulfilling the mission of Owens Community College for the residents and workforce of the City of Toledo/Lucas County, and contingent on the review of the Ohio Attorney General’s Office and subsequent approvals that may be required, such as the Board of Trustees, Ohio Department of Higher Education or the State of Ohio.

### ***Mission***

*Owens Community College is the conduit to changing lives for the better in northwest Ohio. Through affordable, accessible, high quality education and training, and connecting with business and industry through relevant programs, we create pathways to a better quality of life and progress for the Region.*

Mr. Reiff made a motion to approve the recommendation, which was seconded by Mr. Bridenbaker. Chair Hammond called for a roll call vote. Roll Call: Mike Bridenbaker, aye; Mary Beth Hammond, aye; Sрни Hejeebu, aye; Sherina Ohanian, aye; Travis Reiff, aye; Rich Rowe, 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 December 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 President Somerville noted that the Board will be advised if the April 9 reserved date will be needed for a regular meeting.

**Statements and Comments by Board Members** – Ms. Hammond thanked the members of the Board for their confidence in her to serve as the Board Chair.

**Adjournment** – As there was no further business to come before the Board of Trustees, the chair declared the meeting adjourned at 2:25 p.m.



APPENDIX I



**MONITORING REPORT – February 13, 2024 – Exhibit No. 3~Appendix I  
STUDENT SUCCESS**

Dione D. Somerville, Ed.D., President  
Blake J. Renner, Ed.D., Vice President, Enrollment Management and Student Affairs

**STUDENT SUCCESS**

**ENDS STATEMENT**

The College will prioritize being student-ready in all aspects of operations, including teaching and learning, enrollment, student life and outcomes such as completion and job readiness.

**INTERPRETATION**

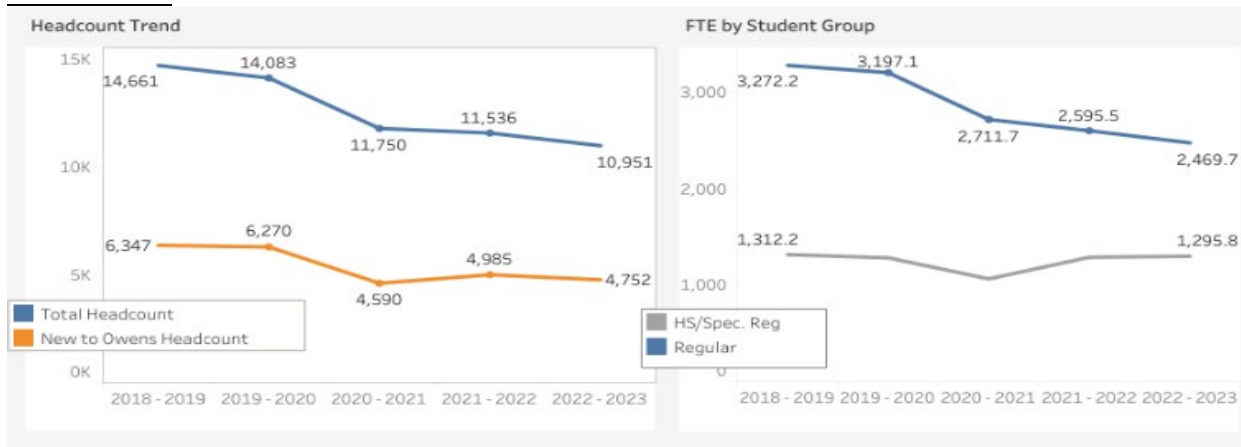
Compliance with the ends statement is demonstrated through the continued implementation of strategic initiatives that align with the College’s Strategic Plan and Strategic Enrollment Plan and which are focused on the improvement of processes and systems to enhance the student experience. Strategic initiatives create opportunities for new students to become engaged in higher education. Such initiatives also provide student support services to retain current students to help meet their educational goals; and, subsequently enabling students to be workforce ready and move from the classroom to a career.

**EVIDENCE**

Owens Community College (OCC) is committed to student success. To accomplish this, the team has taken measures to align enrollment efforts with the Strategic Plan objectives (specifically “Developing an Agile Framework”, “Building a Community of Belonging” and “Ensuring a Sustainable Organization”). The 2023-2025 Strategic Enrollment Plan was developed within this framework and provides a roadmap for enrollment management efforts for the next two years. As detailed within the OCC Strategic Enrollment Management Plan, 82% of the College’s revenue is directly attributable to enrollment.

Prior iterations of strategic enrollment plans were developed at Owens Community College in an attempt to impact student enrollment. In review of the enrollment results, many of the goals detailed throughout the plans were not realized, resulting in a reduction in student headcount and hours taken (FTE). The charts below detail the continual decline in unduplicated headcount and FTE.

Charts 1 & 2



This reduction in enrollment demonstrated the considerable challenges facing Owens Community College. The enrollment team was faced with three major obstacles that contributed to these declines, which include the impact of the persistence of COVID-19, continual population decreases in the service area, and the vacancy of the Vice President of Enrollment Management and Student Affairs position. Each of these factors led to unpredictability in recruiting new students, hesitancy for students to enroll on campus, and a lack of stability within the teams.

While some of these obstacles still exist, the impact on student enrollment from COVID-19 has dissipated, and the College has invested in areas to bring more stability to the division, intensify efforts to grow enrollment with focused strategies to stabilize core enrollment, and develop learner support systems to align with market demands and grow non-core enrollment. In keeping with the Strategic Plan objective, “Ensuring a Sustainable Organization,” short- and long-term enrollment goals and plans are balanced and based on proactive, innovative, and flexible delivery to meet all learner needs.

#### Enrollment Goals 2023-2024

- Core Enrollment
  - New: +2.0% Student Headcount (from prior year enrollment)
  - Continuing: -2.5% Student Headcount (from prior year enrollment)
  - Total: -1.5% Student Headcount (from prior year enrollment)
- Non-Core
  - CCP: +2.0% Student Headcount (from prior year enrollment)

#### Enrollment Goals 2024-2025

- Core Enrollment
  - New: +2.0% Student Headcount (from prior year enrollment)
  - Continuing: -0.5% Student Headcount (from prior year enrollment)
  - Total: +0.5% Student Headcount (from prior year enrollment)
- Non-Core
  - CCP: +2.0% Student Headcount (from prior year enrollment)

#### Enrollment Progress Academic Year 2023-2024 (To-Date)

The Division of Enrollment Management and Student Affairs has remained focused on efforts to impact student enrollment. While many factors that influence enrollment are external and are unable to be influenced by the efforts of the team, the teams have attempted to find areas to impact enrollment by optimizing the “getting started process”, launching a proactive student outreach (PSO) plan, and exploring ways to decrease the costs to students by increasing efforts to utilize scholarships and grants. Initial results have been positive, and the College has observed enrollment growth in various areas of student enrollment.

Summer enrollment totals surpassed the forecasted goals for the summer 2023 enrollment cycle as well as the prior year overall total headcount. Increases were observed (over the prior year) in New (Core), Current (Core), and CCP. New students increased 38.1%, with non-traditional student enrollment experiencing a 68.6% (+35 Students) this term. Current student counts also increased, being +6.1% over the prior year. College Credit Plus (CCP) enrollment increased 27.8%. FTE was also strong, with the overall Core enrollment being up 7.1% from the prior year and the overall total enrollment was +5.1% over the prior year. (See Table 1)

Table 1

<b>Summer 2023 Headcount (14<sup>th</sup> Day)</b>						
	<b>6/13/2023</b>	<b>6/13/2022</b>	<b>% Change (Y-2-Y)</b>	<b>14<sup>th</sup> Day Target</b>	<b># to Go</b>	<b>% to Goal</b>
<b>New</b>	<b>221</b>	<b>160</b>	<b>38.1%</b>	<b>161</b>	<b>+60</b>	<b>137.3%</b>
<b>Current</b>	<b>2123</b>	<b>1993</b>	<b>6.1%</b>	<b>1908</b>	<b>+215</b>	<b>111.3%</b>
<b>Total Core</b>	<b>2344</b>	<b>2153</b>	<b>8.9%</b>	<b>2069</b>	<b>+275</b>	<b>113.3%</b>
<b>Total</b>	<b>2710</b>	<b>2526</b>	<b>7.3%</b>	<b>2275</b>	<b>+435</b>	<b>119.1%</b>

Fall enrollment totals surpassed the forecasted goals for the fall 2023 enrollment cycle and also surpassed the prior year overall total headcount. Increases were observed in New (Core), CCP, and non-matric enrollments. New students increased 2.7%, with non-traditional student enrollment experiencing a 10.4% (+41 Students) increase this year. Current student enrollment was down when compared to the previous year, which resulted in the Core Enrollment total being slightly down compared to the prior year. It was expected to see decreases in this student population as a result of the years of declining new student enrollment totals experienced by the College. That being said, the decreases observed were less than the projected decreases, allowing the teams to surpass the forecasted goals. College Credit Plus (CCP) enrollment increased 21.1% percent and the non-matric enrollment increased 22.8% over the prior year. FTE was also strong, with overall Core enrollment only being down -0.3% from the prior year. The overall total enrollment was +5.5% over the prior year.

Table 2

<b>Fall 2023 Headcount (14<sup>th</sup> Day)</b>						
	<b>9/11/23</b>	<b>9/12/22</b>	<b>% Change (Y-2-Y)</b>	<b>14<sup>th</sup> Day Target</b>	<b># Over Goal</b>	<b>% to Goal</b>
<b>New</b>	<b>1419</b>	<b>1382</b>	<b>2.7%</b>	<b>1366</b>	<b>+53</b>	<b>103.9%</b>
<b>Current</b>	<b>3218</b>	<b>3295</b>	<b>-2.4%</b>	<b>3141</b>	<b>+77</b>	<b>102.5%</b>
<b>Total Core</b>	<b>4637</b>	<b>4677</b>	<b>-0.9%</b>	<b>4507</b>	<b>+130</b>	<b>102.9%</b>
<b>Total</b>	<b>6778</b>	<b>6432</b>	<b>5.4%</b>	<b>6207</b>	<b>+571</b>	<b>109.2%</b>

Spring 2024 enrollment results were mixed. For the core enrollment, we were able to surpass the forecasted goals for the overall core totals (headcount +102.8% and FTE +102%). New student totals were nearly flat compared to the previous year (under for headcount and over on FTE). Current student totals are under the previous year totals (under for headcount and under on FTE) which was projected to happen given of the years of declining new student enrollment totals experienced by the College and over the projected goals (both headcount and FTE) due to the increased new student totals in the summer and fall terms. As was observed in the fall term, these decreases were less than what was projected (+100 students) due to increased numbers of new students in the summer and fall terms in addition to the increased focus on retention efforts. The overall “all” in enrollment was down when compared to the previous year (both headcount and FTE). CCP enrollment was up +301 students (+27%) over the previous year; however, Non-Matric enrollments were down from the previous year -220 students (-14.5%). (See Table 3)

Table 3

<b>Spring 2024 Headcount (14<sup>th</sup> Day)</b>						
	<b>1/30/2024</b>	<b>2/6/2023</b>	<b>% Change (Y-2-Y)</b>	<b>14<sup>th</sup> Day Target</b>	<b># to Go</b>	<b>% to Goal</b>
<b>New</b>	<b>532</b>	<b>539</b>	<b>-1.3%</b>	<b>532</b>	<b>0</b>	<b>100%</b>
<b>Current</b>	<b>3689</b>	<b>3797</b>	<b>-2.8%</b>	<b>3587</b>	<b>+102</b>	<b>102.8%</b>
<b>Total Core</b>	<b>4221</b>	<b>4336</b>	<b>-2.7%</b>	<b>4119</b>	<b>+102</b>	<b>102.5%</b>
<b>Total</b>	<b>6929</b>	<b>6963</b>	<b>-0.5%</b>	<b>6769</b>	<b>+160</b>	<b>102.4%</b>

#### 2023/2024 Academic Year Observations

An initial review of the 2023/2024 Academic Year enrollment cycle was highlighted by the increases in New and College Credit Plus (CCP) Students. *New Students were up 4.4% (+91 students) over the previous year (2172 New Students 23/24 vs. 2081 New Students 22/23)*. This is the first step stabilizing the enrollment declines (core student enrollment); we will build from this success for the next year. *Additionally, CCP enrollment increased +24.7% for the year enrollment totals*. Both of these results correlate with the team's efforts to enhance the enrollment processes and improve the student experience. Our team will be conducting a full year review to identify areas of strength and opportunity for the upcoming year.

#### Student Outreach Efforts

The student experience remains central to the work of the entire Division. The team continues to implement new efforts as well as work through updating existing efforts to better address the needs of the students. Conversion improvement projects have been developed to support enrollment through efforts to streamline the process from lead to application and from application to first-term registration. These efforts included the development of an Admissions Checklist (within Banner), proactive student outreaches (PSOs) to move applicants through the process, development of an updated new student orientation (online), increased in-person service hours, and a realignment of staff to better support first-term registration. Each of these efforts is focused on eliminating barriers for new students while increasing our engagement during the getting started process.

In addition to the enhanced student experience, the team has developed and deployed additional efforts focused on improving student persistence and completion. These efforts included the development of a proactive student outreach strategy (Proactive Student Outreach Timeline below), deploying an online appointment scheduling system (Bookings) for all student-facing teams, increased in-person service hours (re-introduced evening hours), a realignment of staff to support student success, and increasing FAFSA workshops. Additionally, an increased focus on academic degree planning within student advising appointments has been initiated to ensure students are enrolled in the correct classes, reducing time to degree completion. Finally, student communications are being revamped as part of the Workday implementation; these communications offer a heightened focus on intentionality and student engagement within the interactions. Persistence is encouraged with increased efforts in the first term to assist with second-term registration, continued proactive student outreach strategies, and re-engagement strategies for students who have stopped out.

Table 4

<b>Outreach Timeline: Spring Enrollment Efforts</b>	<b>Proactive Student Outreach (PSO)</b>
Monday, September 18	Google Analytics Registration Email
Monday, September 25	Reminder Text Message: Registration is now open - link to bookings page
Monday, October 9	Probation Phone Outreach and 50-plus credit hour telephone outreach
Wednesday, October 11	Reminder to Schedule Appt with Advisor - Send link to bookings
Monday, October 23	Enrolled (current term) Not Registered (next term) outreach
Tuesday, October 31	Registration Awareness - Across Campus
Wednesday, November 15	Postcard for Spring Registration
Monday, November 27	Registration Phone Outreach
Wednesday, December 20	Probation Phone Outreach (after grades roll)
Wednesday, January 3	Text and Email Reminders to register classes starting January 15

### Process Improvements

Furthering efforts to enhance student retention and eliminate barriers to students' success includes a procedure shift, implemented in the Spring term, to introduce a student drop process for nonattendance and eliminate a student drop process for nonpayment. Historical processes often left students with financial and academic implications that negatively impacted perceptions of the College as well as their ability to continue their education. Under this change, students who have neither attended nor contacted their instructor during the first two weeks of classes are dropped and therefore not charged for a class they did not attend. The newly-instituted procedures offer a positive approach that eliminates unintended charges on the students' accounts, allowing them to reenroll without first navigating a financial hold.

The elimination of the student drop for nonpayment is another example of putting students first by not dropping them in the middle of the term for not securing their payment method. Hundreds of students were dropped at 50% of the charge of the course in the middle of the term (each term) and left scrambling to try to get reenrolled. The elimination of this drop will allow students to stay enrolled throughout the term and allow them to earn credits for the courses they complete. Both are believed to improve the student experience while also encouraging student completion.

Another example of putting students first was the adoption of the new board policy on transcripts. As part of Sec. 3345.027 of the HB 33, Owens Community College implemented Board Policy ORC 3345.027: Prohibition on Withholding Student Transcripts, to end the practice of transcript withholding for students attending or formally attended the college. As a result, the College does not withhold a student's transcripts from the student, potential employer, or any other institution of higher education because the student owes money to the institution. Ending this practice is important to promoting post-secondary education attainment and workforce opportunities for students and former students at Owens Community College.

The implementation of technology and tools and the increased utilization of data to inform decisions has been instrumental to the approaches taken to support student success. The launch of an online appointment scheduler has increased our ability to connect with students while assisting with enrollment efforts and completion. Currently we are working to implement Workday (ERP) which

will provide a streamlined approach to our Admissions workflow and outreach efforts. Finally, data is being more effectively utilized to understand student add/drop behaviors and enrollment patterns. This data has allowed for a shift from a deficit mindset to one of being student- and growth-centric, resulting in policies, procedures, and practices that are more student-friendly and focused on enhancing completion. This has allowed teams to conduct outreach to students who are at risk of being dropped, resulting in fewer drops for financial reasons.

### Degree Completion

Each of these efforts were focused on assisting student reach their academic goals. In most instances, that is the completion of a degree. The table below outlines the degrees awarded for by Owens Community College in the last three years. As we continue to increase efforts around enrollment growth and student retention, we believe we will see increased numbers of degrees awarded and more students to reaching their academic goals.

Table 5

<b>Degrees Awarded</b>			
	21/22 AY	22/23 AY	23/24 AY
Summer	206	72	59
Fall	270	299	284
Spring	570	538	**
Total	1046	909	343

\*\*Graduation will occur on May 10, 2024.

### Partnerships

Another area of focus and importance for the Division are the partnerships with the local high schools. Not only are the school districts direct feeders for our traditional new student enrollment, we have partnerships with many of the districts to provide college courses in their buildings. College Credit Plus (CCP) partnerships are bolstered through a focus on enhanced access for learners, increased high school visits and workshops, and continued summer enrollment efforts targeted to visiting learners. This renewed focus on building deeper, more holistic relationships with key K-12 partners has resulted in better communication and an increase in CCP participation each term during the 2023-2024 Academic Year.

### Student Engagement and Support

To ensure students are well-supported throughout their education, the Office of Career & Transfer Services provides direct services to students to help with the exploration of careers and related majors. Students also acquire skills to enable them to be workforce ready. These include learning interview techniques, assistance with resume and cover letter writing, skills to build personal and professional networks, and information and assistance for transferring on to continue their education. Career & Transfer Services hosts mock interviews to support course requirements in BUS 102, OAD 110, and FNH 101 and have integrated their online career services tools (Career Coach and Pathful Explore) within courses in the Liberal Arts as part of their course assignments. The Office also collaborates with the Office of Student Life on Transfer Fairs and Lunch & Learn events, and with the Center for Campus & Community Connections to offer a Career Closet for students to gain access to professional, interview-appropriate attire. Finally, the Office collaborates closely with internship managers, academic chairs, and departments to host job fairs, networking events such as the Imaging and Surgical Networking Fair, mock interviews, and classroom-based presentations.

Student life on Owens' campuses is active and, in the spirit of the Strategic Plan objective, "Building a Community of Belonging", represents a healthy blend of participants from both College communities. The Office of Student Life holds on-campus student activities to actively engage students on campus in addition to the 24 registered student organizations. One group, the Student Ambassadors, gives the campus population a voice and provides a liaison between students, College administration, and the overall community. The College is committed to supporting those who are currently serving or have served in the military by providing support through Veterans Services. Military students have access to the veteran's lounge and additional support resources. Students who are differently-abled receive accommodations through the Disability Resource Center where they are provided accommodations, information, and referrals. Counseling Services (individual counseling, group counseling, and support groups) is an additional resource provided to all active Owens Community College students. Mental health support continues to be a priority for students at Owens Community College.

Owens Express athletics teams include men's soccer, baseball and basketball as well as women's basketball, soccer, softball, and volleyball. Game attendance at home sporting events averaged 62 guests per home game. During this past year, the Women's Basketball and Volleyball teams and Men's Baseball Team competed in post-season play. Women's Basketball finished 4<sup>th</sup> in the nation and were conference champions with a 20-7 record. Women's Volleyball finished 4<sup>th</sup> in the nation with a 19-12 overall record (12-0 conference). Additionally, the team had three student-athletes receive All-American awards. The Men's Baseball team finished the season with a record of 47-2, breaking the record for most wins in a season. They were conference champions and were eliminated in the Region IV District Championship. This year was the first season back for Women's Soccer and ended with a 2-10. The Women's Softball team finished their season with a 10-27 record and were eliminated from post-season play at the Regional Championship. Finally, Men's Soccer was recently reintroduced and its first season will be fall 2024. The following chart provides detail to the number of students who engaged with these services in the previous year.

Table 6

<b>Student Engagement Totals</b>			
Veterans	Disability	Counseling	Athletics (6 Sports)
~200 Students	956 Accommodations	254 Appointments	122 Athletes

The College has continued its efforts to build a sense of belonging by focusing on efforts to enhance campus safety. The Emergency Management Plan (internal document) was updated to include functional annexes to provide response protocols for a disruptive incident. A tabletop exercise will occur in the spring of 2024 to ensure the College's response is prepared and to ensure collaboration with the surrounding community resources. Finally, an updated testing schedule for the emergency alert systems was developed to ensure functionality and to encourage all community members to gain access to the alerts.

Student success remains the central focus for the Division of Enrollment Management and Student Affairs. Efforts to eliminate barriers, enhance belonging, and increase access allow the College to put students first so that they attain their educational goals. As evidenced, the Division is highly student-centric and the efforts within the Division are well aligned with the Strategic Plan. The continuous focus on the improvement of the existing services and the student experience are key to continuing to positively impact growth enrollment and student satisfaction at Owens Community College.

## APPENDIX II

### Owens Community College

Then and Now Listing - Appendix II - Exhibit 6

Board of Trustees - 2-13-24

FY24: 7/1/2023 - 12/31/2023

Supplier	Supplier's Invoice Number	Invoice Date	Invoice Amount	Comments
Hylant Group Inc	385035	7/1/2023	3,806.00	Workday was not live
AcademyOne, Inc.	2910	7/1/2023	4,000.00	Workday was not live
OCLC Inc	1000323491	7/1/2023	6,432.32	Workday was not live
Presidio Networked Solutions Group, I	6053523000464	7/1/2023	7,344.00	Workday was not live
ThyssenKrupp Elevator	3007344407	7/1/2023	7,901.44	Workday was not live
Hylant Group Inc	385586-1	7/1/2023	9,540.00	Workday was not live
BankMobile	938-0423A	7/1/2023	10,036.69	Workday was not live
Toledo Building Services Co.	65608 F	7/1/2023	11,250.00	Workday was not live
Innovative Interfaces Inc	INV-INC34860	7/1/2023	19,080.93	Workday was not live
MedHub	INV0010715	7/1/2023	23,125.00	Workday was not live
Hylant Software	LE01-296852	7/1/2023	27,738.69	Workday was not live
Hylant Group Inc	385586-2	7/1/2023	44,975.00	Workday was not live
Toledo Building Services Co.	65608 T	7/1/2023	59,700.00	Workday was not live
Hylant Group Inc	386771	7/1/2023	61,077.00	Workday was not live
Hylant Group Inc	386777	7/1/2023	271,083.00	Workday was not live
Evisions, Inc.	INV10033236649	7/2/2023	22,160.00	Workday was not live
Ports Petroleum Company, Inc.	595876	7/6/2023	4,452.10	Inadvertant departmental oversight
Workday, Inc.	WD-298514	7/6/2023	196,736.00	Inadvertant departmental oversight
Montrose Group, LLC	2684	7/10/2023	6,500.00	Inadvertant departmental oversight
Lamar Advertising of Toledo	114997076	7/17/2023	4,100.00	Inadvertant departmental oversight
Washington Local Schools	Scoreboard Advertising 23/24	7/17/2023	5,000.00	Inadvertant departmental oversight
McGohan Brabender Agency Inc	00002198	7/17/2023	5,890.66	Inadvertant departmental oversight
Touchstone II, LLC	410299	7/21/2023	5,379.00	Inadvertant departmental oversight
Graduation Alliance, Inc.	14636	7/25/2023	3,096.80	Inadvertant departmental oversight
NJCAA	MEM-415	7/25/2023	3,500.00	Inadvertant departmental oversight
Lamar Advertising of Toledo	115026175	7/28/2023	5,500.00	Inadvertant departmental oversight
Graduation Alliance, Inc.	14680	8/4/2023	28,532.70	Inadvertant departmental oversight
Graduation Alliance, Inc.	14692	8/11/2023	3,483.90	Inadvertant departmental oversight
University Gear Shop, LLC	UGS 100000	8/14/2023	4,886.80	Inadvertant departmental oversight
University Gear Shop, LLC	UGS-100000	8/14/2023	12,609.85	Inadvertant departmental oversight
GoGuardian	INV-106893	8/15/2023	6,600.00	Inadvertant departmental oversight
Ohio CAT	WO030247698	8/17/2023	41,986.13	Inadvertant departmental oversight
Accel Fire Systems Inc	18976	8/18/2023	10,170.00	Inadvertant departmental oversight
Educated Business Resource Corpora	7251	8/25/2023	4,700.00	Inadvertant departmental oversight
Incision USA Corporation	2023018	8/28/2023	3,250.00	Inadvertant departmental oversight
Hudl	H00043097	8/31/2023	6,000.00	Inadvertant departmental oversight
Conference Technologies, Inc.	JC133127	8/31/2023	6,619.01	Inadvertant departmental oversight

### Owens Community College

FY24: 7/1/2023 - 12/31/2023

Supplier	Supplier's Invoice Number	Invoice Date	Invoice Amount	Comments
Toledo Walleye Hockey Club	TAS039773-1	9/15/2023	17,000.00	Inadvertant departmental oversight
Trane US Inc	313696141	10/3/2023	65,954.84	Inadvertant departmental oversight
Dinsmore & Shohl LLP	5418808 A & B	10/6/2023	26,250.00	Inadvertant departmental oversight
Fusion Laboratories LLC	2023-14137	10/16/2023	5,750.00	Inadvertant departmental oversight
Renegade Ventures LLC	280697	11/3/2023	3,423.34	Inadvertant departmental oversight
Toledo Mud Hens Baseball Club Inc	OCC-CS2024-1	12/4/2023	9,000.00	Inadvertant departmental oversight
Total invoices for Board approval		43	\$ 1,106,821.20	
Grand total FY24 through 12/31/2023		2,943	\$ 11,882,968.21	
Net % of grand total		1.46%	9.30%	

Please note, there were 16 invoices totaling \$589,250.07 that could not be entered until Workday was live. Adjusted totals, removing these invoices are below for informational purposes:

Adjusted total Inv. (removal of workday invoices)			
	27	\$	516,371.13
Grand Total FY24 through 10/31		2,943	\$ 11,882,968.21
Net adjusted % of grand total		0.92%	4.35%

Note: There were 43 invoices totaling \$74,211.99 below the threshold through 12/31/2023.