

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 3, 2015 ~ MINUTES

A meeting of the Board of Trustees was held in the Board Room, Administration Hall, on the Owens Community College Toledo Campus.

Call to Order – Chair Rich Rowe called the meeting to order at 12:35 p.m. and directed the record to show the meeting was held in accordance with the Ohio Revised Code and the policies of the Board of Trustees.

Roll Call – Roll call was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (7).

Approval of the Minutes of the Board of Trustees – The minutes of the December 2, 2014, regular meeting and the December 12, 2014 special meeting were provided. The Chair declared the minutes approved as circulated.

Finance Committee Report – Mr. Nagle reported the Finance Committee met on January 22, 2015. He commented that an update was provided from Betsy Johnson, Vice President, Enrollment Management, Student Services and Marketing, on the implementation of the State’s College Credit Plus program, which replaces the former post-secondary education options program and prior dual enrollment agreements with high schools. He commented that the committee members reviewed drafts of a committee charge and financial standards, which are recommended for adoption in today’s meeting.

Mr. Nagle introduced the proposed financial standards policy; specifically, he reviewed the strategic standards, including the establishment of requirements for a financial reserve or a net asset position and a five-year financial forecast as part of the budget process, and additional reporting to be provided for the Board’s regular meetings.

FINANCIAL STANDARDS RECOMMENDATION

- Adoption of 3358:11-1-12 Financial Standards Policy

RESOLUTION 2015-02-03-01

WHEREAS, on January 22, 2015, the Finance Committee adopted a recommendation for financial standards, and the Finance Committee Chair recommends the financial standards be adopted in the form of a board policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees adopts the 3358:11-1-12 Financial Standards Policy (Appendix I).

Mr. Nagle made a motion to approve the resolution adopting the policy, which was seconded by Mr. Uhler. In response to a question from the Board Chair, Mr. Nagle commented, it is recognized that it may take a few years to achieve the standards set for the reserves, but the policy provides targets and a roadmap for moving the College in the right direction. Following a voice vote, the motion was adopted.

Recognition of Student(s):

RESOLUTION 2015-02-03-02

WHEREAS, the Owens Community College Board of Trustees Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement, volunteerism and involvement in student leadership and student life; and

WHEREAS, Lori King, Adjunct Faculty and Owens Outlook Advisor, nominated student Katie Buzdor for her exceptional student leadership; and

WHEREAS, Ms. Buzdor, who is majoring in commercial photography, volunteered as a photographer for the Owens Outlook student newspaper, was quickly promoted to photo editor in Spring Semester 2014 and then in Fall Semester 2014, she was appointed as editor-in-chief; and

WHEREAS, as editor-in-chief, Ms. Buzdor, redesigned the online student newspaper, developed a process for assigning stories to the staff, relocated the office with new MAC computers and transitioned the student newspaper into a valuable resource for students, faculty and staff; and

WHEREAS, the Student Life Committee recommends Ms. Buzdor be recognized for her professionalism and motivating leadership of the Owens Outlook student newspaper and for representing Owens Community College as a contributor at the Associated College Press-College Media Association's National College Media Convention, October 29-November 2, 2014 in Philadelphia, Pennsylvania;

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

BE IT FURTHER RESOLVED that it is now appropriate for Ms. Buzdor to stand and be recognized.

Dr. Hejeebu read the recognition aloud and made a motion to approve the student recognition, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted. Chair Rowe presented a certificate to Ms. Buzdor.

RESOLUTION 2015-02-03-03

WHEREAS, the Owens Community College Board of Trustees Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement, volunteerism and involvement in student leadership and student life; and

WHEREAS, Glenn Rettig, Interim Dean, School of Science, Technology, Engineering and Mathematics, nominated student Tony Smoktonowicz for his exemplary academic achievement; and

WHEREAS, Mr. Smoktonowicz, a dual major in electrical/electronics engineering technology and environmental health and safety technology, was recently named a National Aeronautics and Space Administration (NASA) Community College Aerospace Scholar, and he was also awarded with a two-year Ohio Space Grant Consortium Scholarship; and

WHEREAS, Mr. Smoktonowicz has aspirations to become a NASA scientist, and from a field of 270 applicants, he was one of the 36 award recipients to complete a 5-week online course for the National Community College Aerospace Scholars Program and with his methane-gas detecting robot, he participated in a three-day program at NASA's Marshall Space Flight Center program in Huntsville, Alabama; and

WHEREAS, the Student Life Committee recommends Mr. Smoktonowicz be recognized for applying his learning from the rapid prototype lab, electronics lab, environmental lab and the machining lab to design and build a prototype for methane gas detection using LEGO building blocks, LEGO Mindstorms technology and Arduino Uno technology with a simple interface he designed for communicating;

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

BE IT FURTHER RESOLVED that it is now appropriate for Mr. Smoktonowicz to stand and be recognized.

Mr. Nagle read the recognition aloud and made a motion to approve the student recognition, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted. Chair Rowe presented a certificate to Mr. Smoktonowicz.

RESOLUTION 2015-02-03-04

WHEREAS, the Owens Community College Board of Trustees Student Life Committee was chartered to recognize and celebrate students who demonstrate the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement, volunteerism and involvement in student leadership and student life; and

WHEREAS, Joshua Williams, Head Golf Coach, nominated the Owens Community College Golf Team for their exemplary academic achievement and exceptional student life involvement; and

WHEREAS, over the past two years, the Owens men's golf program has captured back-to-back Ohio Community College Athletic Conference (OCCAC) regular season championships, OCCAC Ryder Cup championships, Sub-Region XII tournament championships and Region XII tournament championships, and in the National Junior College Athletic Association Division II National Tournament, the team finished fifth in 2013-2014.

WHEREAS, the overall grade point average for the Golf Team is 3.38 GPA, and the team has been nominated for the Academic National Champions (NJCAA Division II) presented by Farmers Insurance and the Golf Coaches Association of America; and

WHEREAS, the golf student-athletes are carrying a golf bag in honor of a soldier with the Wounded Warrior Project to raise awareness and funds for the needs of injured service members; and

WHEREAS, the Student Life Committee recommends that the student-athletes of the Owens Golf Team be recognized for their exemplary academic achievement and student life involvement at the college, in the community and on the golf course;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees awards the Owens Community College Golf Team with a Certificate of Recognition for Exemplary Academic Achievement and Student Life Involvement;

BE IT FURTHER RESOLVED that it is now appropriate for members and coaches of the Golf Team to stand and be recognized.

Ms. Talmage read the recognition aloud and made a motion to approve the student recognition, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted. Chair Rowe presented a certificate to Mr. Williams and the members of Owens Express Men's Golf.

Nominating Committee Report – Dr. McMaster reported the Nominating Committee met on January 22, 2015. He presented the slate of nominees for the election of officers: Mr. Rowe for the Chair position and Ms. Talmage for the Vice Chair position.

Election of Officers – Dr. McMaster called for nominations from the floor. He called for discussion. Mr. Nagle commented within the context of the College's situation, the leadership will have to work harder and diligently to achieve positive change. No further nominations were made, and Dr. McMaster closed the nominations.

Dr. McMaster conducted the election, which was by voice vote. Mr. Rowe was elected as Chair, and Ms. Talmage was elected as Vice Chair.

Chair Rowe acknowledged and commented on timing and support of Mr. Nagle's leadership of the Finance Committee. Vice Chair Talmage commented on the honor of serving as Vice Chair, and she expressed her agreement of positive change, and Mr. Nagle's leadership on the Policy Governance Ad Hoc Committee as well as the Finance Committee.

President's Report – President Mike Bower presented his activity report for December and January. He commented on meeting with superintendents with respect to high school student needs. He commented that 2015 marks the beginning of a year-long celebration of the College's 50 years of history and service, and he invited the public to visit the College, beginning with the Walter E. Terhune Gallery at the Center for Fine and Performing Arts for the scheduled lectures and traveling exhibit, Lincoln: The Constitution and the Civil War through March 4, 2015. President Bower invited Jennifer Fehnrich, Executive Director, Government and Community Relations to update the Board on the Governor's proposed executive budget for fiscal years 2016-2017. She summarized the key provisions impacting higher education in the areas of the state support of instruction, tuition, grants, student debt, College Credit Plus program, degrees and a title change for the Chancellor. Mr. Nagle expressed appreciation for the governmental updates as

related to the College, and Ms. Talmage commented on the presence of the Ohio Association of Community Colleges in the State budget process.

Vice President of Academic Affairs Report – Steve Robinson, Vice President of Academic Affairs, commented on the welcome he has received at the College since beginning the position. He recognized the interim responsibilities provided by Denise Smith, Associate Vice President of Academic Affairs, and he recognized President Bower for his support in the onboarding process.

Financial Statements – Chair Rowe accepted the submitted financial statements for the period of December 31, 2014.

Facilities Report – Mike McDonald, Executive Director of Operations, presented capital improvement projects scheduled for 2015, which included an overview, Heritage Hall Classroom Renovation, College Hall Renovation (Admissions Center) and Administration Hall Renovation (first floor).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2015-02-03-05

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following persons, in compliance with Affirmative Action Guidelines established by the College, be approved by the Board of Trustees:

NAME: Joel Decker
ADDRESS: Scherrodsville, OH
EDUCATION: Bachelor of Science, with a major in Organizational Leadership, from Waldorf College
EXPERIENCE: Eleven years of experience as a paramedic supervisor and educator
ASSIGNMENT: Instructor, Emergency Services Technology

NAME: Drew Grover
ADDRESS: Oak Harbor, OH
EDUCATION: Bachelor of Science, with a major in Heavy Equipment Service Engineering Technology, from Ferris State University
EXPERIENCE: Eleven years of experience working in the heavy equipment industry
ASSIGNMENT: Instructor, Caterpillar/Diesel Programs

NAME: James Miller
ADDRESS: Perrysburg, OH
EDUCATION: Graduate of Macomber High School
EXPERIENCE: Twenty-three years as a journeyman electrician
ASSIGNMENT: Journeyman/Maintenance Specialist (Electrician)

NAME: Christine Parks
ADDRESS: Toledo, OH
EDUCATION: Master of Arts, with a major in Counseling Psychology, from Alliant International University; Bachelor of Science, with a major in Secondary English Education, from University of South Florida
EXPERIENCE: Thirteen years of experience working with international students
ASSIGNMENT: Advisor, International Students

RESOLUTION 2015-02-03-06

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>
Michelle Atkinson	Specialist, College Coach Labor Youth Career Connect (Grant-Funded)

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

Chartering of the Board Standing Committees and Appointments:

RESOLUTION 2015-02-03-07

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees charters and charges the standing committees for 2015 and the ad hoc committee through the completion of its charge:

- **Policy Governance Ad hoc Committee** ~ to explore the Carver Policy Governance Model and make a recommendation to the Owens Community College Board of Trustees
- **Student Life Committee** ~ to recognize and celebrate individual students or groups of students who demonstrate any of the College's core values of service, learning, innovation, collaboration and excellence through their achievements in academics, community engagement or involvement in student leadership or student life
- **Finance Committee** ~ the purpose of the Finance Committee is
 - (A) to ensure a generally acceptable level of prudent professional financial management and foresight as well as the protection of college assets;
 - (B) to review or receive:
 - (1) financial audit reports from the Independent Public Accounting or the State Auditor;
 - (2) other reports related to the college's finances or financial indicators;
 - (C) to provide oversight, guidance and review recommendations, including:
 - (1) annual fiscal year unrestricted fund budgets and five-year financial forecasts;
 - (2) matters concerning property, capital planning/facilities, tuition, reserves, financing options or other as related to the financial condition of the college;
 - (D) to establish and monitor a dashboard of financial metrics;

(E) to be informed of the State's higher education priorities and funding formula; to support Ohio Association of Community Colleges advocacy; and, to support the President in advocacy of the College's fiscal needs;

BE IT FURTHER RESOLVED that it is now appropriate for the Board Chair to appoint members of the standing and ad hoc 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. Uhler made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted.

Chair Rowe appointed members of the Policy Governance Ad Hoc Committee: Ms. Talmage, Mr. Uhler and Mr. Nagle who was designated as the committee chair. Chair Rowe appointed members of the Student Life Committee: Mr. Nagle, Dr. Hejeebu, Dr. McMaster and Ms. Talmage who was designated as the committee chair. Chair Rowe appointed members of the Finance Committee: Mr. Uhler, Ms. Hammond, Ms. Talmage, Mr. Rowe and Mr. Nagle who was designated as the committee chair. Chair Rowe appointed Ms. Talmage to serve on the Foundation Board of Directors, as the Chair's designee. All Trustees accepted their appointments.

Appointment of OACC Delegate and Alternate:

RESOLUTION 2015-02-03-08

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 annually appointed by resolution of the respective board by or on March 31; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Owens Community College Board of Trustees that Trustee Diana Talmage is appointed to serve as the delegate and Trustee Ronald McMaster is appointed to serve as the alternate to the Ohio Association of Community Colleges.

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

Statements and Comments by Members of the Board of Trustees – Chair Rowe commented on the continuation of the Board Chair and Vice Chair leadership as the College moves forward. Chair Rowe also encouraged anyone who may have a question with respect to a rumor to please address President Bower. Chair Rowe directed the members to correspondence in their packets from parents of children enrolled in the Child Care Center, Findlay Campus.

Ms. Hammond commented on meeting the Superintendent of Findlay City Schools in the community and of the mutual respect and collaboration between the Findlay City Schools District and Owens Community College. She commented on being proud to serve on the Board of Trustees.

Chair Rowe commented on Dr. Johnson's monthly report, page D-2, High School Recruitment, and he recognized the Admissions Representatives who made 780 contacts in 32 high schools throughout the legal district. He also commented on the 26 veterans who graduated, which included two graduates with a perfect 4.0 grade point average. Mr. Uhler commented on the College's engagement efforts with the veterans community, and commented on the College's space for veterans, to which President Bower responded.

EXECUTIVE SESSION

Chair Rowe announced an executive session for discussion of matters of pending or imminent litigation, collective bargaining, for the sale of property and for personnel, specifically to consider the employment of public employees. Mr. Nagle made a motion to adjourn to executive session as specified. Dr. McMaster seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea (7).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Ronald McMaster, Edwin Nagle, Rich Rowe, Diana Talmage and Thomas Uhler (7).

REGULAR REPORTS

Monthly Reports to the Board of Trustees – Members of the Board of Trustees were issued monthly reports from the Associate Vice President, Academic Affairs; CFO/Treasurer; Interim Executive Director of College Development; Vice President, Enrollment Management, Student Services and Marketing; Vice President, Human Resources and Administration; and from the Executive Director of Workforce and Community Services.

Adjournment – As there was no further business to come before the Board of Trustees, Chair Rowe declared the meeting adjourned.

APPENDIX I
Adoption of Financial Standards Policy

3358:11-1-12 Financial standards policy.

- (A) Policy statement. The purpose of this rule is to institute financial standards so for any fiscal year, whole or part, the financial condition of the college maintains a generally acceptable level of prudent professional financial management and foresight.
- (B) Strategic standards.
- (1) The board of trustees finance committee shall meet bi-monthly, unless the committee chair deems a monthly meeting schedule necessary for a certain fiscal period.
 - (2) Reserve/net asset requirements. The college shall maintain a financial reserve or net asset requirements, as follows:
 - (a) Unrestricted educational and general current operating fund. The undesignated reserve within this fund balance should be greater than or equal to ten per cent of this fund's total annual expenditures and transfers.
 - (b) Unrestricted auxiliary fund. The undesignated reserve within this fund balance should be greater than or equal to five per cent of this fund's self-operated annual revenues.
 - (c) Unrestricted plant fund. The undesignated reserve within this fund balance should be greater than or equal to two per cent of investment in plant. Investment in plant means the original book value (prior to any depreciation) of land improvements, buildings, and building improvements.
 - (3) Long-range forecast. A long-range five-year forecast shall be prepared and presented as a component of the annual budget presentation to the board of trustees, which includes the institution's expected financial trends under clearly stated assumptions:
 - (a) The institution's expected financial performance as compared to the institution's maintenance of a financial reserve or net asset requirements.
 - (b) A reporting of financial dashboard metrics.
- (C) Reporting. For the board of trustees to take a required action, it is essential that data, information, reports and recommendations flow regularly from the president or administrative designee to the board, which shall be accomplished through separate, or any combination of, finance, personnel, planning, committee reports or the president's recommendation to the board.
- (1) Regular meetings of the board. The regular meeting agendas shall include reports from:
 - (a) Finance. Included in these reports are a financial analysis narrative and the presentation of the interim (monthly) financial statements, a report of purchase orders, bids and expenditures (where board approval is required if the cost is fifty thousand dollars or more). For informational purposes, a report of purchase orders, bids and expenditures will also include a listing of purchase orders issued where the amount is ten thousand dollars or more but less than fifty thousand dollars.

- (b) Personnel. Included in these reports are position vacancies and other personnel changes.
- (c) Planning. Included in these reports will be annual plans, goals and budgets and any interim progress reports on such matters; however, such may be incorporated into a finance report.
- (2) Finance committee meetings of the board. The finance committee meeting agendas shall include a financial narrative report, which may include a financial analysis, interim (monthly) financial statements, quarterly reports, financial dashboard metrics, annual budget, year-end financial statements (prior to the board receiving the annual budget and year-end audited financial statements).
- (3) Balance sheets. The interim (monthly) and year-end financial statements shall include the presentation of balance sheets.
- (4) Treasurer. The treasurer/chief financial officer shall identify, document, and communicate the magnitude of positive or negative financial trends and the subsequent impact of operational or financial changes in the presentation of interim (monthly) financial statements, quarterly or year-end reporting and the annual budget.
- (a) Attest. The treasurer/chief financial officer shall attest to the board the institution's maintenance, or lack thereof, of minimum or projected minimum, financial reserve or net asset positions with the adoption of the annual budget and at each occurrence a financial report is presented to the board.