

OWENS COMMUNITY COLLEGE
SPECIAL MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 27, 2018 ~ MINUTES

A working retreat of the Board of Trustees was held in the Audio/Visual Classroom Center, on the Owens Community College Toledo Campus.

Call to Order – Chair Diana Talmage called the meeting to order at 8:03 a.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, Jason Johnson, Deborah Knight, Ronald McMaster, Rich Rowe, and Diana Talmage (7).

Chair Talmage commented that the purpose of the special meeting was a working retreat with a presentation from the Dean, School of Nursing and Health Professions, and reports from the Vice President, Enrollment Management and Student Services with a focus on career services, the Interim President, and for consideration of an executive session for permissible discussion topics.

Interim Provost/Vice President, Academic Affairs and Dean, School of Nursing and Health Professions Presentation – Denise Smith, Interim Provost/Vice President, Academic Affairs, introduced Cathy Ford, Dean, School of Nursing and Health Professions, who presented on the enrollment, general education requirements and the programs of the School of Nursing and Health Professions, which included revisions to the selective admissions process and the development of the Introduction to Health Professions (IPE 101), a guided pathway course for all pre-health students. Ms. Ford also reviewed proposed facilities to be included in the State of Ohio capital request to support interprofessional education for cultivating collaborative practice among students in various health care disciplines for improved patient care. She closed her presentation by noting the job market continues to grow for most health care careers; salaries/working conditions are higher/better than average and Owens programs articulate directly to four-year institutions.

Vice President, Enrollment Management and Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, introduced Verne Walker, Assistant Dean, Student Services, who presented on the career services network of faculty/advisors/staff, updated career services website, and college-branded resources for students including, Career Coach, College Central Network and Virtual Job Shadow. He also shared templates, guides and rubrics for cover letters and mock interviews. Mr. Johnson asked about key performance indicators for the success of the career services program, which Dr. Walker commented on a code in Banner to track students completing the resume builder, and he noted an 80 percent benchmark for students to use career services. Mr. Johnson commented on the rubrics, which Dr. Walker acknowledged how industry standards may dictate the look and feel of resumes such as no objective, no address or no cover letter, as well as working closely with internship managers and employers.

Ms. Giordano reported on the realignment of Student Services to focus staff, departments, fiscal resources, communication and support on recruitment, retention, completion and transfer. She provided an update on forming small and large teams that meet either weekly or monthly on short

and long-term planning to understand the interests/needs, opportunities and to remove barriers for students attending the campuses and the learning center. As requested from a previous Board of Trustees regular meeting, Ms. Giordano provided market share information of direct from high school students, and she noted that Owens Community College is a top three provider for the high schools in the legal service district – Owens is a strong competitor but the market share is decreasing. She also shared the increasing College Credit Plus (CCP) enrollment market share in the legal service district, which these students have a 92-95 percent completion rate, and there is an estimated 12 percent conversion rate of CCP students into Owens college students. She commented on the positive trend and 91-94 percent completion rate of transient/guest students. Dr. Robinson and Ms. Smith commented on developing pathways for transient/guest students in specific courses with area educational partners. Ms. Giordano commented that two Express dual admission programs are in development with two local private universities. She closed her report by reviewing the notification protocol of when an enrolled student passes away during the semester. Mr. Rowe asked about the notification protocol for students of when a faculty member may pass away, which Ms. Smith responded that such circumstances are handled on a case-by-case basis.

Mr. Rowe commented on student enrollment and program capacity, which Ms. Smith responded that the academic and student services divisions are collaborating in outreach to students for areas where there is room for growth. Ms. Smith also noted for areas such as the selective health programs, which are at capacity, the academic and student services divisions are collaborating on addressing student attrition.

Interim President Report – Interim President Steve Robinson provided an update of working at the Findlay Campus, his understanding of the College as an anchor institution, and learning of the service needs of Hancock County. He commented on the panel discussion for employees of the planning for the hosting arrangement for Rossford High School, which reviewed the dedicated and shared spaces for an estimated 300 student population, faculty and staff. He showed a Regional Growth Partnership (RGP) video and commented on the February 26 RGP annual meeting, where it is important for the College to be visible among hundreds of regional business/industry professionals.

Dr. Robinson commented on the FY 2018 Strategic Priorities goals in progress for the four areas of Enrollment and Completion; Workforce and Labor Market; College Image and Advancement; and, Financial Strength and Stability.

Dr. Robinson closed his report by sharing an overview of the book, Demographics and the Demand for Higher Education by Nathan Grave. The author developed the Higher Education Demand Index, and Dr. Robinson noted the chapter on community colleges for the years of 2026-2030, which the projections for student enrollment will be hard hit due to the “birth dearth”. Dr. Robinson commented on the importance of a long-term strategic plan. Dr. Hejeebu concurred with the need for a strategic plan that looks toward 2030, and he commented on other anchor institutions in the region and how might Owens Community College tie into those long-term strategic plans. Ms. Hammond commented on working with public university partners, which Dr. Robinson responded on the regional compact meetings in progress to strategically address the workforce needs of the region with the University of Toledo, Bowling Green State University, Northwest State Community College, Rhodes State College and Terra State Community College. Dr. McMaster commented on the importance of developing alternative revenue streams and leveraging collaborative partnerships that will meet the needs of the region.

Board Chair Report – Chair Talmage thanked the members of the Board for their frank and honest responses to the Board Self-Assessment survey. She noted an average score used for each question to establish a base line and to reflect either up or down movement in future surveys. The results were shared. There was discussion that the survey should be done annually, and the Board Secretary should develop a list of strengths and opportunities for the potential of developing goals.

Chair Talmage appointed members to the 2018 Board committees:

- President Search Ad Hoc Committee
 - Diana Talmage, committee chair
 - Rich Rowe
 - Ronald McMaster
- Foundation Designee
 - Ronald McMaster
- Student Life Committee
 - Srinivas Hejeebu, committee chair,
 - Ronald McMaster
 - Diana Talmage
- Finance Committee
 - Ed Nagle, committee chair
 - Jason Johnson
 - Rich Rowe

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of the appointment, employment and compensation of a college president. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. Johnson seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Jason Johnson, yea; Deborah Knight, yea; Ronald McMaster, yea; Rich Rowe, yea; and, Diana Talmage, yea (6).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Jason Johnson, Deborah Knight, Ronald McMaster, Rich Rowe, and Diana Talmage (6).

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