

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 5, 2016 ~ 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 Ed Nagle called the meeting to order at 12:30 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, Michael McAlear, Ronald McMaster, Edwin Nagle, Tonya Rider, Rich Rowe, Diana Talmage and Thomas Uhler. (9).

Approval of the Minutes of the Board of Trustees – The minutes of the February 2, 2016 regular meeting were provided. The Chair declared the minutes approved as written.

2016-2017 Board of Trustees Meeting Schedule – Chair Nagle presented and accepted the 2016-2017 Board of Trustees meeting schedule.

Finance Committee Report – Mr. Rowe reported the Finance Committee met on February 18, 2016 and on March 17, 2016. He commented that in the March meeting, Dave Cannon, Vice President/CFO and Treasurer, presented the financial report for the period ending February 29, 2016. Mr. Rowe commented that the projected operating loss after depreciation has improved slightly from a projected loss of (\$2.3 million) for the month ending January to a projected loss of (\$2.1 million) for the month ending February. Mr. Rowe noted that the balance sheet for the month ending February, reflected an \$11.9 million cash position, the fiscal year's highest point, due to the College controlling expenditures while monitoring cash flow. Mr. Rowe also noted that the Finance Committee trustees requested Mr. Cannon to have the annual year-end audit include a test of the lab and course fees to ensure proper accounting. Mr. Rowe commented that the Finance Committee reviewed today's recommendations of the non-general fees increase, an amendment to the Refund of Fees Policy and the report of budget transfers. He stated that the next scheduled Finance Committee meeting is April 21, 2016.

Board Chair Report – Mr. Nagle commented on the morning working retreat, which included the presentation of an economic impact study and a program gap analysis from Economic Modeling Specialists International (EMSI). He commented that as a responsive community college, Owens must be a key economic-driver in the community, and the College of choice for students and workers preparing for relevant careers and in-demand jobs. He commented on the need for a stable funding model and becoming positioned in the future toward a charter change that may bring the opportunity of a local levy. However, he noted, the College's immediate attention must be toward priorities improving the College's position in the areas of finance, enrollment, organizational and in the community. He closed by stating that later in today's meeting, there is a recommendation to defer the immediate action of amending the College's charter.

President's Report – President Mike Bower presented his activity report for February and March. He commented on having a tour of Whirlpool Corporation, Findlay. He had individual discussions with area universities and community college presidents on resource collaborations and efficiencies. He recognized the Perrysburg Rotary Club auction that raised scholarship funds. He commented on scheduling a visit with the Mayor, City of Oregon.

Vice President of Academic Affairs Report – Steve Robinson, Vice President of Academic Affairs, provided an update on the formation of a team to review the process of redesigning the Academic Quality Improvement Program. He commented that at Bowling Green State University's invitation, Owens faculty attended the lecture and luncheon on student retention by Vincent Tinto, Distinguished University Professor Emeritus at Syracuse University. Additionally, he noted that Owens with Bowling Green State University jointly applied for a grant to support the FalconExpress dual admission program. Dr. Robinson reported on the Jones Leadership Academy/Toledo Public Schools Innovation Grant, which Owen's is the lead on the Ohio Department of Higher Education grant proposal to support the associate degree pathway being developed for the Jones Leadership Academy, based on the nationally-recognized high school of business curriculum. Dr. Robinson commented on the College's participation in the Ohio Association of Community Colleges Student Success Leadership Institute, a cohort-based network of community college leaders engaged in structured pathway reforms aligned with the Completion by Design framework and the performance-based funding environment. He noted that the March session included Completion by Design coaching, which included employer engagement and developmental education reform.

Financial Report – Dave Cannon, Vice President/Chief Financial Officer, presented the financial statements for the periods ending, January 31, 2016 and February 29, 2016, which were accepted as submitted. He noted that the February financial statements reflect a projected net gain, \$1.2 million for Fiscal Year 2016; reflecting improvement and the financial recovery; the first time since Fiscal Year 2012. He noted the continued importance of controlling costs and monitoring expenditures, especially toward fiscal year end. He commented on the non-general fee increase recommendation, phased in to cover cost of technology services to students. He projected that by Fiscal Year 2019, it is anticipated that continued phased increases should cover the cost of services. He commented on the recommendation to amend the Refund of Fees Policy, which was last updated in 2002, and he noted that for every semester, the College makes an investment in personnel and space for classes and the refund schedule assist with recouping some of those costs when students drop classes.

Owens Faculty Association President Report – Paul Adams, Professor, Math and Science, requested to address the Board for the stated purpose of college and union issues. Mr. Adams delivered an Owens Faculty Association' vote of no confidence in the Board of Trustees, the President and senior administration.

Chair Nagle thanked Mr. Adams for addressing the Board, and he commented on the substantial improvement in the financial recovery and the graduation rates during a difficult period; Chair Nagle respectfully disagreed with Mr. Adams remarks on the vote of no confidence.

EXECUTIVE SESSION

Chair Nagle announced an executive session for discussion of a collective bargaining tentative agreement; to consider the employment of public employees, to discuss pending or imminent court action and for a status report for the sale of property. Mr. Rowe made a motion to adjourn to executive session as specified. Mr. McAlear seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, yea; Srinivas Hejeebu, yea; Michael McAlear, yea;

Ronald McMaster, yea; Edwin Nagle, yea; Tonya Rider, yea; Rich Rowe, yea; Diana Talmage, yea; and, Thomas Uhler, yea (9).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Michael McAlear, Ronald McMaster, Edwin Nagle, Tonya Rider, Rich Rowe, Diana Talmage and Thomas Uhler (9).

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2016-04-05-01

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: Delaine Adams
ADDRESS: Bowling Green, OH
EDUCATION: Master of Education, with a major in Reading, from Bowling Green State University; Bachelor of Science, with a major in Communications in Education, from Bowling Green State University
EXPERIENCE: Eleven years of experience working with at-risk and low-income students
ASSIGNMENT: Academic Coach Representative, TRiO Student Support Services (Grant-Funded)

NAME: Randy Cornett
ADDRESS: Toledo, OH
EDUCATION: Graduate of Whitmer High School
EXPERIENCE: Eleven years of experience working with maintaining equipment
ASSIGNMENT: Motorpool Technician

NAME: Anne Fulkerson
ADDRESS: Toledo, OH
EDUCATION: Doctor of Philosophy, with a major in Development Psychology, from The University of Toledo; Master of Arts, with a major in Development Psychology, from The University of Toledo; Bachelor of Arts, with a major in Psychology, from The University of Toledo
EXPERIENCE: Twenty-one years of experience in data collection/management, analysis and reporting
ASSIGNMENT: Data Analyst

NAME: Jeffrey Ganues
ADDRESS: Holland, OH
EDUCATION: Master of Science, with a major in Accounting, from Kent State University; Bachelor of Business Administration, with a major in Accounting, from Kent State University
EXPERIENCE: Seven years of experience as a Controller in higher education
ASSIGNMENT: Controller

NAME: Katharine Heilakka
ADDRESS: Toledo, OH
EDUCATION: Bachelor of Arts, with a major in Arts Management Program/Music, from Baldwin-Wallace University
EXPERIENCE: Four years of experience working with prospective students and other appropriate audiences
ASSIGNMENT: Administrative Assistant, Admissions

NAME: Todd Lentz
ADDRESS: Bowling Green, OH
EDUCATION: Bachelor of Arts, with a major in American Culture Studies, from Bowling Green State University; Bachelor of Science, with a major in Middle Childhood Education, from Bowling Green State University
EXPERIENCE: Three years of teaching experience
ASSIGNMENT: ABLE* Instructor, Transition and Special Needs Coordinator (Grant Funded)
*Adult Basic and Literacy Education

NAME: Nicole Nitschke
ADDRESS: Delta, OH
EDUCATION: Master of Business Administration, with a major in Organizational Leadership/Strategic Development, from The University of Findlay; Bachelor of Business Administration, with a major in Business Management, from The University of Toledo
EXPERIENCE: Eight years of experience in an office setting
ASSIGNMENT: Secretary, Criminal Justice and Emergency Services

RESOLUTION 2016-04-05-02

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>
David Beaverson	Maintenance Specialist II (Second Shift)
Amy Crofts	Chair, Medical Imaging
Elizabeth King	Advisor, Lead
Emily Penton	Manager, Child Care Center (Findlay)
Cindy Charlton	Associate Registrar
Catherine Ford	Dean, School of Nursing and Health Professions

Dr. McMaster made a motion to approve the employment recommendations, which was seconded by Ms. Rider. Following a voice vote, the motion was adopted.

Non-General Fees Recommendation:

RESOLUTION 2016-04-05-03

NOW, THEREFORE, BE IT HEREBY RESOLVED that effective for fiscal year 2017, the Board of Trustees approves non-general fees, effective for Summer Semester 2016, as follows:

Non-General Fees – 6 or more credit hours:	Effective: Summer Semester 2016
Academic Technology Fee	\$7.00/Credit Hour
Administrative Technology Fee	\$15.00/Credit Hour
Student Activities/Engagement Fee	\$4.00/Credit Hour
Computer-Usage Fee	\$4.00/Credit Hour
Non-General Fee – 12 credit hours or less:	Effective: Summer Semester 2016
Registration Fee	\$20.00 per semester registration

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

Policy Recommendation:

- Amendment of 3358:11-3-21 Refund of Fees Policy

RESOLUTION 2016-04-05-04

WHEREAS, the Treasurer/Chief Financial Officer and the President reviewed and recommended to the Board Finance Committee the amendment of policy, 3358:11-3-21 Refund of Fees to improve fiscal efficiencies toward the financial recovery plan;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-3-21 Refund of Fees Policy (Appendix I);

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the Secretary to the Board of Trustees to file said policy with the Ohio Legislative Service Commission.

- Appendix I - Amendment of 3358:11-3-21 Refund of Fees Policy

3358:11-3-21 Refund of fees policy.

- (A) Purpose. Refunds of tuition and other refundable fees may be available after the official withdrawal of classes during the designated period of time within the current semester.
- (B) ~~Guidelines.~~ Implementation. The chief financial officer will implement posted schedules, procedures, guidelines and forms, which are consistent with the provisions of this rule.

Promulgated under: 111.15
Statutory authority: 3358.08
Rule amplifies: 3358.08
Prior effective dates: 3/7/2002

Ms. Rider made a motion to approve the resolution, which was seconded by Ms. Talmage. Following a voice vote, the motion was adopted.

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2016-04-05-05

BE IT HEREBY RESOLVED that the report of monthly budget transfers, be approved by the Board of Trustees.

Mr. Uhler made a motion to approve the resolution, which was seconded by Ms. Rider. Following a voice vote, the motion was adopted.

Report of Purchase Requisitions, Orders, Bids and Expenditures Requiring Board Approval:

RESOLUTION 2016-04-05-06

BE IT HEREBY RESOLVED that the report(s) of purchase requisitions, orders, bids or expenditures, \$50,000 or more, in accordance with the 3358;11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

Ms. Talmage made a motion to approve the resolution, which was seconded by Ms. Rider. Following a voice vote, the motion was adopted.

Facilities/Capital Improvements:

RESOLUTION 2016-04-05-07

BE IT HEREBY RESOLVED that pending contract compliance, the recommendation of the Treasurer/Chief Financial Officer and the President to award contracts to the following firms for the Kingsley Hall Renovation, HB 497 capital-appropriated funds, be approved by the Board of Trustees.

Kingsley Hall Renovation		
General Contract Alt A-1	Van Tassel Construction Corp. PO Box 698 Sylvania, Ohio 43560	\$786,700 \$ 64,300
Electrical Contract Alt E-1	FET Construction 5506 Alger Road Sylvania, Ohio 43560	\$207,048 \$ 8,861
Fire Protection Contract	Border Fire Protection, Inc. 6334 Millbrook Road Maumee, Ohio 43537	\$ 98,000
HVAC Contract	Dunbar Mechanical, Inc. PO Box 352350 Toledo, Ohio 43635-2350	\$220,000
Plumbing Contract	Bayes, Inc. 7414 Ponderosa Road Perrysburg, Ohio 43551	\$ 76,250
	TOTAL	\$1,461,159

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

Owens Faculty Association Tentative Agreement:

RESOLUTION 2016-04-05-08

WHEREAS, the collective bargaining agreement between the Owens Faculty Association and Owens Community College was for the term of November 1, 2012 through October 31, 2015; and

WHEREAS, Owens Community College administration and the Owens Faculty Association (Union) have negotiated a tentative labor agreement, which was ratified by the Union membership; and

WHEREAS, the President recommends the terms of the tentative labor agreement subject to the approval of the Owens Community College Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees approves the agreed-upon changes in the terms of the tentative labor agreement to be incorporated as part of the new collective bargaining agreement, effective from November 1, 2015 through October 31, 2017.

Mr. McAlear made a motion to approve the resolution, which was seconded by Dr. McMaster. Following a voice vote, the motion was adopted.

Memorandums of Understanding - Owens Faculty Association:

- **VOLUNTARY CASH SEPARATION PROGRAM 2016**

RESOLUTION 2016-04-05-09

NOW, THEREFORE, BE IT HEREBY RESOLVED with the intent to improve financial efficiency that the recommendation of the President to adopt the memorandum of understanding between Owens Community College and the Owens Faculty Association for the establishment and the provisions of a voluntary cash separation program for eligible bargaining unit employees who volunteer to participate, be approved by the Board of Trustees.

- **NON-TENURED FACULTY**

RESOLUTION 2016-04-05-10

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to adopt the memorandum of understanding between Owens Community College and the Owens Faculty Association concerning non-tenured faculty, be approved by the Board of Trustees.

Ms. Rider made a motion to approve the resolutions, which was seconded by Ms. Hammond. Following a voice vote, the motion was adopted.

Other Recommendation:

RESOLUTION 2016-04-05-11

WHEREAS, Resolution 2015-07-29-01 authorized the President to pursue the necessary steps of amending the Owens State Community College charter, in accordance with section 3358.02(D) of the Ohio Revised Code; and,

WHEREAS, the Board of Trustees recognizes the importance and significance of the commitment of amending the institution's charter; and,

WHEREAS, the Board of Trustees has prioritized the implementation of the financial recovery plan, the stabilization of enrollment, the alignment of quality academic programs and education delivery with market needs, and the advancement of the institution within the community; and,

WHEREAS, these priorities are a necessary step toward gaining full support of amending the institution's charter;

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Trustees defers the immediate action of amending the Owens State Community College charter in order to focus on the Board's priorities.

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

Statements and Comments by Members of the Board of Trustees – Chair Nagle provided a reminder of the Student Life Committee meeting, upon adjournment of the regular meeting.

REGULAR REPORTS

Monthly Reports to the Board of Trustees – Members of the Board of Trustees were issued monthly reports from Academic Affairs, Business Affairs, Student Services and other reports to the President, including the Foundation, Alumni Relations and Findlay Campus.

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