

OWENS COMMUNITY COLLEGE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JUNE 11, 2014 ~ MINUTES

A meeting of the Board of Trustees was held in Room 111 of the Education Center on the Owens Community College Findlay Campus.

**Call to Order** – Chair Rich Rowe 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, Chapter 3358 and the policies of the Board of Trustees. He shared the College’s mission, “*We believe in serving our students and our communities. Your success is our mission.*”

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

**Approval of the Minutes of the Board of Trustees** – The minutes of the May 6, 2014, regular meeting were reviewed. The Chair declared the minutes approved as written.

**Finance Committee Report** – Mr. Nagle reported the Finance Committee met on May 28, 2014. He reported that during the committee meeting, Ms. Sabin led the review of the revised fiscal year 2014 budget and the proposed fiscal year 2015 budget. He commented that a glossary of budget terms was mailed to the trustees in advance of today’s meeting. He reported the Finance Committee agrees with the budget recommendations, which will be presented later in today’s meeting.

**Policy Governance Ad Hoc Committee Report** – Mr. Nagle reported the Policy Governance Ad Hoc Committee met on May 28, 2014. He reported that during the ad hoc committee meeting, the members had collegial conversation focused on how governance fits into the trustee role; the understanding of the Board in the chain of command as the fiduciary between the “owner” (State of Ohio) and the “operator” (college president); and the benefits of exploring a policy governance model, which determines outcomes and provides support to the president while moving the College forward.

**Student Life Committee Report** – Mr. Takacs reported that the Student Life Committee met on April 1, 2014. He presented the recognition of students, as follows.

**Recognition of Students:**

RESOLUTION 2014-06-11-01

WHEREAS, the 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, Melanie Scherdt, Instructor, Nursing, nominated students Mindy Myers and Ashley Keever for their exceptional student leadership; and

WHEREAS, Ms. Myers is the president, and Ms. Kever is the secretary of the Findlay Student Nurses Association, and they engaged current students from Owens Community College and Millstream Career Center in an interactive Brain Bowl Challenge to advance nursing knowledge and skills; and

WHEREAS, the Student Life Committee recommends that Ms. Myers and Ms. Kever be recognized for their leadership of the Findlay Student Nurses Association through engaging nursing students and inviting prospective students from the Millstream Career Center to the Findlay Campus;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees awards Mindy Myers and Ashley Kever with Certificates of Recognition for Exceptional Student Leadership;

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

Mr. Takacs made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted. Chair Rowe and President Bower presented certificates to Ms. Myers and Ms. Kever.

**President's Report** – President Mike Bower presented his activity report for May and June. He commented on the Governor's June 10 meeting with college and university presidents on the topics of high school completion, technical education at the grade school level, JobsOhio, the state share of instruction funding formula and student retention – all very important to achieving completion and meeting job demands. He invited Jennifer Fehnrich, Executive Director, Government and Community Relations, to provide an update on state legislation, which included house bill highlights of the mid-biennium budget review, higher education, K-12 education and issues related to veterans.

**Associate Vice President of Academic Affairs Report** – Denise Smith, Associate Vice President of Academic Affairs, reported that the College and Bowling Green State University signed articulation agreements for a Bachelor of Arts in Early Childhood Education and a Bachelor of Science in Fire Administration. She commented that the institutional agreement with Heidelberg University was renewed. She stated Owens students continue to excel in national exams, and she reported the following pass rates of 100 percent for the Surgical Technology program, 100 percent for the Practical Nursing Certificate program and 93.72 percent for the Registered Nurse program.

**Owens Community College Completion Plan Report** – Betsy Johnson, Vice President of Enrollment Management and Student Services, provided the background of the Ohio Board of Regents requirement for a campus completion plan for the purpose of “developing a systematic improvement plan for institution-wide policy and practice change that reaches the departmental and classroom levels for direct impact on student persistence and completion.” She commented that today's recommendation includes fifteen improvements within the six categories of connection to the institution, successful first-year entry, student progress, student completion, other aspects of completion success and workforce. She closed her report by stating the Owens Community College Completion Plan recommendation affirms the mission of providing access

through building pathways and partnerships; it supports student retention by focusing on the first year and services of advising, early intervention and policies to encourage completion and graduation; and, it will keep the College relevant to local employers and expand student internship opportunities. Dr. Johnson responded to trustees' questions on remedial education, posting grades and the impact of the state funding formula if a student enters the job market prior to graduation.

**Financial Condition Report** – Laurie Sabin, Vice President/Treasurer, reported on the financial statement for the period ending April 30, 2014. She commented on revenue, expenses and net income before depreciation and capital expenditures. She reported that Clark, Schaeffer, Hackett and Company proposal was selected by the State Treasurer's Office for auditing services at the College for fiscal years 2014 through 2018. She commented on a June 6 meeting with Lucas County representatives with respect to today's recommendation for a one-year renewal of the lease agreement for the Owens Community College Learning Center, Downtown Toledo. Chair Rowe directed that the financial statement be accepted and filed as submitted.

**Findlay Campus and Community Report** – Melissa Green, Associate Vice President, Findlay Campus, reported on the Hancock County Workforce Coalition with representatives of education, public services, businesses and industries, and explorations include expanding educational offerings with Owens and Millstream Career Center; expanding advance manufacturing and distribution, and providing foundational offerings (such as ethics, drug-free screenings, quality control, critical thinking) to short-term training to enrich the areas' quality workforce.

## **RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES**

### **Employment of Non-Bargaining Unit Personnel:**

#### RESOLUTION 2014-06-11-02

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:	Adam Bohland
ADDRESS:	Fremont, OH
EDUCATION:	Bachelor of Business Administration, with a major in Business Administration, from Tiffin University
EXPERIENCE:	Seven years of experience working in higher education
ASSIGNMENT:	Advisor, Post-Secondary Enrollment Options (PSEO/Dual Enrollment Programs)
NAME:	Jackson Starr
ADDRESS:	Toledo, OH
EDUCATION:	Master of Education, with a major in Higher Education Administration, from University of Toledo; Master of Education, with a major in Curriculum and Instruction, from University of Toledo; Bachelor of Arts, with a major in History, from University of Toledo
EXPERIENCE:	Five years of experience in retail management
ASSIGNMENT:	Course Materials Expert

RESOLUTION 2014-06-11-03

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:

<u>NAME</u>	<u>ASSIGNMENT</u>
Terrence Katschke	Chair, Applied Engineering and Industrial Technologies

Mr. Nagle made a motion to approve the resolutions, which was seconded by Mr. Uhler. Following a voice vote, the motion was adopted.

**Employment of Bargaining Unit Personnel:**

RESOLUTION 2014-06-11-04

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

NAME: Daniel McIlhargie  
ADDRESS: Toledo, OH  
EDUCATION: Graduate of Whitmer High School  
EXPERIENCE: Ten years of experience as a painter  
ASSIGNMENT: Journeyman/Maintenance Specialist (Painter)

RESOLUTION 2014-06-11-05

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	Groundskeeper (Second Shift)

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

**Revised Fiscal Year 2014 Budget:**

RESOLUTION 2014-06-11-06\*\*

BE IT HEREBY RESOLVED that the recommendation of the President and Treasurer to adopt the revised fiscal year 2014 budget be approved by the Board of Trustees.

*(\*\*Board Secretary corrected the numbering for the meeting minutes)*

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

**Proposed Fiscal Year 2015 Budget:**

RESOLUTION 2014-06-11-07\*\*

BE IT HEREBY RESOLVED that the recommendation of the President and Treasurer to adopt the proposed fiscal year 2015 budget be approved by the Board of Trustees.

*(\*\*Board Secretary corrected the numbering for the meeting minutes)*

Dr. McMaster made a motion to approve the resolution, which was seconded by Mr. Uhler. Mr. Nagle commented on historical enrollment and Finance and Student Services working together. He also commented that the budget recommendation is sound and very conservative. Following a voice vote, the motion was adopted.

**Policy Recommendations:**

**- Amendment of 3358:11-2-11 Enrollment Status Policy**

RESOLUTION 2014-06-11-08

WHEREAS, the 3358:11-2-11 Enrollment Status Policy was previously adopted, and the Academic Standards Committee provides five-year reviews and recommends amendment of academic policies; and

WHEREAS, the President concurs with the Academic Standards Committee and recommends the amendment of said policy;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends 3358:11-2-11 Enrollment Status 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.

Mr. Takacs made a motion to approve the resolution, which was seconded by Mr. Nagle. Following a voice vote, the motion was adopted.

**Trustees Academic Excellence Scholarship Awards (Supplemental):**

RESOLUTION 2014-06-11-09

BE IT HEREBY RESOLVED that the recommendation of the President to award a Trustees Academic Excellence Scholarship to each of the following first-year students for the 2014-2015 academic year be approved by the Board of Trustees.

<u>Legal District High School</u>	<u>Recommended Recipient</u>
Liberty-Benton High School	Macy Smith
Millstream Career Center	Bailey Ridge

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

**Strategic Completion Plan:**

RESOLUTION 2014-06-11-10

WHEREAS, the 130<sup>th</sup> Ohio General Assembly added Ohio Revised Code (ORC) 3345.81 Strategic Completion Plan, which became effective on September 29, 2013; and

WHEREAS, ORC 3345.81 requires that not later than June 30, 2014, the Board of Trustees of each institution of higher education, as defined by ORC 3345.12, adopt an institution-specific strategic completion plan designed to increase the number of degrees and certificates awarded to students; and

WHEREAS, ORC 3345.81 states the plan shall be consistent with the mission and strategic priorities of the institution, include measureable student completion goals and align with the state's workforce development priorities; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the President to adopt the Strategic Completion Plan for Owens Community College be approved by the Board of Trustees; and

BE IT FURTHER RESOLVED that a copy of the plan be forwarded to the Chancellor of the Ohio Board of Regents; and

BE IT FURTHER RESOLVED that the Strategic Completion Plan for Owens Community College be reviewed, updated, recommended for adoption to the Board of Trustees and forwarded to the Chancellor of the Ohio Board of Regents at least once every two years.

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

**Facilities/Capital Improvements:**

RESOLUTION 2014-06-11-11

BE IT HEREBY RESOLVED that the recommendation of the Vice President/Treasurer and the President to award a contract to the following firm for the Access Improvement project, contingent upon State of Ohio Controlling Board approval and release of capital-appropriated funds (HB 497), be approved by the Board of Trustees.

Access Improvement		
Contractor	The Delventhal Company 3796 Rockland Circle Millbury, Ohio 43447	\$83,490
	Total	\$83,490

RESOLUTION 2014-06-11-12

WHEREAS, Resolution 2014-05-06-11 authorized the President and Treasurer to negotiate a renewal of the lease agreement for the Owens Community College Learning Center, Downtown Toledo, generally described as Ohio Means Jobs-Lucas County, 1301 Monroe Street, Toledo; and

WHEREAS, a one-year renewal with an option for an additional year with the Board of Lucas County Commissioners provides Owens Community College with the capacity to deliver credit and non-credit education and short-term certificate training to students and citizens of Lucas County;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Owens Community College Board of Trustees authorizes the renewal of the lease agreement for the Owens Community College Learning Center, Downtown Toledo, location at 1301 Monroe Street, Toledo, for the period of July 1, 2014, through June 30, 2015.

Mr. Uhler made a motion to approve the resolutions, which was seconded by Mr. Takacs. Following a voice vote, the motion was adopted.

### **EXECUTIVE SESSION**

Chair Rowe announced an executive session for discussion of personnel to consider the employment of public employees, for matters of pending or imminent litigation and for the sale of property. Dr. McMaster made a motion to adjourn to executive session as specified. Mr. Uhler 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; William Takacs, 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, William Takacs and Thomas Uhler (7).

### **REGULAR REPORTS**

**Monthly Reports to the Board of Trustees** – Members of the Board of Trustees were issued copies of the regular reports of the Associate Vice President, Academic Affairs, Vice President/Treasurer, Interim Executive Director of College Development, Vice President for Enrollment Management and Student Services, Vice President for Human Resources and Administration, and from the Office of the President: the Executive Director, Government & Community Relations and the Associate Vice President for Institutional Effectiveness. Chair Rowe directed that the monthly reports be accepted and filed as submitted.

**Statements and Comments by Members of the Board of Trustees** – Mr. Uhler commented on attending the May 29 Ohio Association of Community Colleges (OACC) annual conference and being provided with a better understanding of the State's goals for higher education and the benefits of the College's involvement with the OACC. Mr. Nagle commented on the monthly reports including to-date information.

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

**APPENDIX I**  
**Amendment of Enrollment Services Policy**

**3358:11-2-11 Enrollment status policy.**

- (A) Purpose. Enrollment status is determined by the official number of credit hours for which a student is enrolled each semester.
- (B) Implementation. The chief academic officer ~~office of the provost~~ will implement procedures, guidelines, forms that are consistent with the provisions of this rule.

Effective date:       XX/XX/XXXX

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

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