OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 1, 2017 ~ 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 Diana Talmage 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, Jason Johnson, Deborah Knight, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (8).

Approval of the Minutes of the Board of Trustees – The minutes of the June 6, 2017 regular meeting were provided. The Chair declared the minutes approved as written.

President Search Ad Hoc Committee Report – Chair Talmage announced the appointment of Ron McMaster, as the third trustee to the ad hoc committee. She reported that a request for proposals for an executive search firm to assist with the president search was issued in July and responses are due on August 7, 2017. She commented that next steps included appointments of volunteer stakeholders to assist with the committee, anticipated for the September 5, 2017 regular meeting; to recommend an executive search firm, anticipated for the Board's working retreat in early October; and, to plan for listening sessions with the College's stakeholders.

Interim President's Report – Interim President Steve Robinson commented on his commitment to continuity and forward momentum to provide consistency with the administrative team and stability and progress on the Board's priorities and other student-focused initiatives during the interim leadership period. Dr. Robinson commented on a new definition of student success, as benchmarked by leading community colleges that includes students' post-college success. The four-part definition encompasses student completion and transfer, metrics for improving student learning, student outcomes in the labor market, and ensuring equitable outcomes for under-represented or under-served student populations. Dr. Robinson shared three Owens' student stories including a traditional student who participated in the college-readiness jump start program and is a civic ambassador, an adult nursing student from the Findlay Campus, and a part-time veteran student who plans to graduate to continue working in the shipping/logistics industry. He closed his report by commenting on planning the development of a strategic operational plan for fiscal year 2018.

Academic Affairs Report – Denise Smith, Interim Provost/Vice President of Academic Affairs, commented on the implementation of the dual-admissions programs, Falcon Express with Bowling Green State University, and Rocket Express with the University of Toledo, and the progress of developing specific degree pathways for students, including allied health and music with Bowling Green State University and nursing, business and accounting with the University of Toledo.

Ms. Smith announced the continued program accreditation of the Surgical Technology program from the Commission on Accreditation of Allied Health Education Programs. She also announced the

highest level master accreditation award of the Diesel Technology program from the National Automotive Technicians Education Foundation.

Ms. Smith provided an update of a 89.29 percent pass rate of the Owens registered nursing graduates who passed the NCLEX-RN national exam on the first attempt, as compared to the national pass rate of 88.41 percent and the Ohio pass rate of 85.97 percent. She also shared the 100 percent pass rate of the Owens practical nursing graduates who passed the NCLEX-PN national exam, as compared to the national pass rate of 83.13 percent and the Ohio pass rate of 81.85 percent.

She concluded her report with a recognition of the academic quality of the programs due to the efforts of the faculty and staff.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, announced that the College has realized a 103 percent attainment of the summer semester enrollment target with a headcount of 3,622 students; a decrease of 4.2 percent from the prior year summer semester 2016. She noted that the summer semester has more students enrolled who are direct from high school, non-traditional, transient, college credit plus high school students and non-matriculating students. The enrollment management team is evaluating the strategies in place for each student type to identify opportunities for the future.

Ms. Giordano provided an update on the award of the Board of Trustees scholarships to 30 students enrolled for fall semester 2017 who have exceptional grade point averages from 20 area high schools within the College's legal district.

Ms. Giordano concluded her report with details of three initiatives to improve the new student experience, which included implementing a comprehensive semester calendar of events from the Office of Student Life; revising the student application on how a student plans to pay tuition in order to make more strategic communications when tuition is due; and, improving internal community relations with a "Get on the Bus" campus tour for faculty and staff to be informed of departmental changes and building renovations.

Mr. Nagle commented on the importance of a welcoming campus environment, faculty and staff for students to persist with their enrollment at the College.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, commented that the auditors are on campus in August for the fiscal year 2017 audit. He plans to provide a fiscal year 2018 update in September for the Board. He also commented on the impact to the fiscal year 2018 budget projections, which included the Governor's veto of a tuition increase for fiscal year 2018; and, flat funding (not a decrease) of the State Share of Instruction subsidy. He also commented on the impact of summer semester enrollment on the fiscal year 2018 budget, which translated to a budget increase of 11.6 percent due to increased credit hours, a mix of in-state and out-of-state students and tuition payments based on the refund dates.

Facilities Report – Michael McDonald, Executive Director, Operations, provided an update of the 11 construction projects completed for fiscal year 2017, which including utilizing $3.3 million state capital funding. He provided an update of the construction projects in progress or in planning for fiscal year 2018, including Veterans Hall Phase II, Administration Hall water infiltration, Transportation Technologies expansion and College Hall renovations. He concluded his report with a recognition of the staff in Facilities, Auxiliary Services and the Student Services Division.

Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire to the Same Position Public Hearing – Chair Talmage commented that proper public notice was made for the conduct of a public hearing for the President's recommendation of rehiring a retired individual to the same position. Dr. Robinson confirmed the recommendation and commented on the individual's knowledge, experience, performance and in-demand skills beneficial to the operation of the division, as well as the marketplace.

NAME	POSITION
Peter Johns	Lab Technician, Advanced Computer-Aided Machining

Chair Talmage opened the hearing to receive public comments, which no public comments were made; therefore, Chair Talmage then closed the public hearing.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTIONS 2017-08-01-01 & 08

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

NAME: Loryn Clauson
ADDRESS: Toledo, OH
EDUCATION: Master of Arts, with a major in History, from Kansas State University; Bachelor of Arts, with a major in History, from Kansas State University
EXPERIENCE: Five years of office experience
ASSIGNMENT: Secretary, Medical Imaging Technologies

NAME: Marcos Gomez
ADDRESS: Perrysburg, OH
EDUCATION: Juris Doctor, with a major in Law, from Western Michigan University; Bachelor of Arts, with a major in Communications, from The University of Toledo
EXPERIENCE: Two years of customer service with college students
ASSIGNMENT: Advocate

NAME: Seth Graff
ADDRESS: Toledo, OH
EDUCATION: Associate Degree, with a major in Golf Operations and Management, from Golf Academy of America
EXPERIENCE: Seven years of customer service experience and computer experience
ASSIGNMENT: Dispatcher

NAME: Douglas Hoffman
ADDRESS: Oregon, OH
EDUCATION: Bachelor of Business Administration, with a major in Marketing, from the University of Toledo; Ohio Peace Officer certification
EXPERIENCE: Thirteen years of police officer experience
ASSIGNMENT: Lieutenant

NAME: Michele Johnson
ADDRESS: Perrysburg, OH
EDUCATION: Master of Criminal Justice, with a major in Criminology, from Tiffin University; Bachelor of Science, with a major in Criminal Justice, from Wayne State University
EXPERIENCE: Sixteen years of experience in higher education experience
ASSIGNMENT: Advisor

NAME: Richard Ottensman
ADDRESS: Maumee, OH
EDUCATION: Graduate of Perrysburg High School
EXPERIENCE: Seven years of experience working in the emergency preparedness program
ASSIGNMENT: Chair, Fire Services

NAME: Kimberly Jean Thomas
ADDRESS: Upper Sandusky, OH
EDUCATION: Bachelor of Science in Business Administration, with a major in Accounting, from The Ohio State University
EXPERIENCE: Nineteen years of higher education experience
ASSIGNMENT: Controller

NAME: Charles Shake
ADDRESS: Toledo, OH
EDUCATION: Graduate of Whitmer High School
EXPERIENCE: Twenty years of grounds work experience
ASSIGNMENT: Groundskeeper (Second Shift)

NAME: Robert Wagner
ADDRESS: Toledo, OH
EDUCATION: Graduate of Bowsher High School
EXPERIENCE: Thirty years of food service management
ASSIGNMENT: Manager, Culinary Operations and Labs

RESOLUTIONS 2017-08-01-02 & 09

BE IT HEREBY RESOLVED that the recommendation of the Interim President to revise the assignment on the basis indicated below, be approved by the Board of Trustees:

NAME	ASSIGNMENT
Michael Deehr	Enterprise Application Developer
Shawn Gurzynski	Enterprise Application Developer
Eldred Marchal	Enterprise Application Developer, Senior
Terrence Marshall	Enterprise Application Developer
Timothy Sams	Enterprise Application Developer
Michelle Shephard	Assistant Chair, Lab Operations
James Miller	Journeyman Maintenance Specialist

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

Ohio Revised Code 3309.345 Reemployed Superannuate or Rehire in Position Filled by Vote of Members of Board or Commission:

RESOLUTION 2017-08-01-07

WHEREAS, prudent care has been given in the consideration of and the Interim President's recommendation for the re-employment of a retirant to the same position, with respect to the retention of the specified employee's knowledge, experience and in-demand skills specific to CNC/Machinist;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Owens Community College Board of Trustees approves the re-employment of a retirant to the same position:

- Peter Johns, Lab Technician, Advanced Computer-Aided Machining

Mr. Nagle made a motion to approve the re-employment of the retiree to the same position, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

Policy Recommendation:

RESOLUTION 2017-08-01-03

WHEREAS, the general administration policy was reviewed for updating and to clarify reporting to Human Resources; and,

WHEREAS, the Interim President recommends the action of said policy:

- Amendment of 3358:11-4-17 Anti-discrimination and Harassment Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees amends the 3358:11-4-17 Anti-discrimination and Harassment 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. Rowe made a motion to approve the recommendation, which was seconded by Ms. Knight. Following a voice vote, the motion was adopted.

Report of Monthly Budget Transfers for Board Approval:

RESOLUTION 2017-08-01-04

BE IT HEREBY RESOLVED that the report of monthly budget transfers, in accordance with the 3358:11-1-12 Financial Standards Policy, be approved by the Board of Trustees.

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

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

RESOLUTION 2017-08-01-05

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

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

Facilities/Capital Improvements:

- **College Hall Renovation Project**

RESOLUTION 2017-08-01-06

BE IT HEREBY RESOLVED that pending approval of the State Controlling Board, the recommendation of the Treasurer/Chief Financial Officer and the Interim President to award contracts to the following firms for the College Hall Renovation project, using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College College Hall Renovation		
General Contract	The Spieker Company 8350 Fremont Pike Perrysburg, Ohio 43551	$1,956,700

Dr. McMaster made a motion to approve the recommendation, which was seconded by Dr. Hejeebu. Following a voice vote, the motion was adopted.

EXECUTIVE SESSION

Chair Talmage announced an executive session for the discussion of pending or imminent litigation, and to consider the employment of public employee(s). 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; Jason Johnson, yea; Deborah Knight, yea; Ronald McMaster, yea; Edwin Nagle, yea; Rich Rowe, yea; and, Diana Talmage, yea (8).

Upon return from executive session, roll call was taken and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Deborah Knight, Ronald McMaster, Edwin Nagle, Rich Rowe, and Diana Talmage (8).

Owens Faculty Association President Report – Paul Adams, Professor, Math and Science, addressed the Board for the stated purpose of college and union issues. He specifically commented on a July 31, 2017 joint meeting of the Ohio Faculty Council and the Ohio Faculty Senate of Community and Technical Colleges for the development of an Ohio Faculty Congress.

STATEMENTS AND COMMENTS

Ms. Hammond gave kudos to Marketing and Communications, as to the daily marketing of Owens Community College in the community, which Dr. Robinson invited Jason Griffin, Director, Marketing and Communications, who commented on the reallocation of the same budget and leveraging marketing strategies. Mr. Rowe also commented on the academic program and career messaging.

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, Findlay Campus and Marketing/Communications.

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

APPENDIX I

Amendment of 11-4-17 Anti-discrimination and Harassment Policy

3358:11-4-17 Anti-discrimination and harassment policy.

(A) Purpose. Owens community college strongly opposes and will not tolerate harassment or discrimination on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to discrimination or harassment, based on the protected classes, including the creation of an intimidating, hostile or offensive working or learning environment. Sexual misconduct, sexual assault, dating violence, domestic violence and stalking are forms of sexual harassment prohibited by this rule.

The college recognizes all employees and students should be able to work and learn in safety and dignity and should not have to endure insulting, degrading or objectionable treatment. Any individual who files a complaint or participates in an investigation shall be protected from any form of retaliation arising out of the filing of the complaint or participation in the investigation.

Discrimination and harassment are illegal. This rule and associated procedures are not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. This rule may in some respects exceed the requirements of applicable law. However, this rule will not be enforced so as to infringe upon rights of the first amendment of the United States Constitution, including academic freedom.

(B) Application. This rule and associated procedures are applicable to all aspects of college operations and programs. It applies to all college students and employees, including student-employees, administrators, faculty and staff (bargaining and non-bargaining unit members) as well as to visitors or guests on campus to the extent that there is an allegation of harassment or discrimination made by them against college students or employees. It also applies to all third-party vendors, contractors, subcontractors, and others who do business with the college. Such prohibition extends to off campus conduct or the online/virtual environment if the conduct is in connection with college operations or a college-sponsored program and poses an obvious and serious threat of harm to students or employees, or may have the effect of creating a hostile work and/or educational environment.

(C) Reporting. Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to the appropriate individual(s). Reports can be made directly to the department of human resources ~~chief diversity officer within the office of equal opportunity and inclusiveness or designee who is serving as the affirmative action officer~~ under the federal statutes of Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973. ~~Alternatively, a grievant may report the behavior to the director of human resources, the dean of student life, or any vice president, dean, chair, director or department head, including the police officers with the department of public safety.~~

(D) Any employee, ~~as designated in paragraph (C) of this rule,~~ who has received a report or who has knowledge of discrimination or harassment must promptly inform the department of human resources ~~chief diversity officer within the office of equal opportunity and inclusiveness. The said officer will be available to respond to any questions or concerns regarding this rule and associated procedures.~~

(E) Action. Each report of discrimination or harassment will be promptly and impartially investigated. Interim measures to prevent continued discrimination/harassment during the complaint investigation will be considered and implemented as deemed appropriate. If the college determines by a preponderance of the evidence that a violation has occurred, the college will take action to provide appropriate relief to the grievant and steps will be taken to prevent future discrimination/harassment and remedy discriminatory effects. This may include disciplinary action against the accused as outlined in applicable student and employee conduct and disciplinary rules, procedures and guidelines as well as associated procedures implemented pursuant to this rule.

(F) Compliance. The department of human resources ~~office of equal opportunity and inclusiveness~~ is the college's designated office for compliance with federal statutes including: Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967, Pregnancy Discrimination Act of 1978, Age Discrimination Act (students), Executive Order 11246, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, and Vietnam Era Veterans' Readjustment Act of 1974, and regulations of the office of federal contract compliance program.

(G) Implementation. The general counsel/vice president, administration ~~vice president, human resources~~ and the vice president, enrollment management and student services will jointly implement procedures and forms, which are consistent with the provisions of this rule and applicable law.

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	6/24/2010, 11/26/2011, 9/29/2014